

**West Sussex County Council
Pay Policy Statement**

For financial year 1 April 2012 - 31 March 2013.

As approved by the County Council on DATE TO BE INSERTED.

1. Aim of the Pay Policy

- 1.1 The County Council's pay policy aims to ensure value for money whilst enabling the County Council to deliver high quality services to the residents of West Sussex. The County Council seeks to set pay rates that are competitive, but will determine pay at an appropriate level in accordance with affordability and other relevant factors.

2 Governance Arrangements

- 2.1 The Governance Committee determines the terms and conditions of employment for all staff, including the application of any discretions under the pension schemes. A summary of the arrangements for determining terms and conditions of service for staff can be found in Appendix A.
- 2.2 The Scheme of Delegation provides for a senior officer to manage, review and apply the County Council's Human Resources strategy and policies, and to determine the appropriate pay and conditions for the appointment of staff. The responsibilities of specific members of the Cabinet are as described in this Statement.

3 Scope of the Pay Policy Statement

- 3.1 This pay policy statement meets the statutory duty to provide the County Council with a description of the policy on staff remuneration for annual approval. It provides information on remuneration arrangements for staff directly employed by the County Council, excluding staff in schools.
- 3.2 The County Council defines its lowest paid employees as those staff paid on the first spinal column point of the County Council's pay grades for National Joint Council (NJC) for Local Government Services staff. This definition is adopted as it refers to the lowest level of pay for staff on non-casual contracts of employment.
- 3.3 The relationship between the remuneration of the lowest paid employees and that of the Council's senior officers is as described in this statement and by reference to the published data referred to.

4. Grading Structure

- 4.1 The County Council uses established formal job evaluation procedures to identify the relative worth of jobs within the council, and to allocate jobs to the appropriate pay grade. Pay grades are published on the County Council's website (LINK).

5. Pay Progression

- 5.1 All staff, with the exception of the Chief Executive, members of the Strategic Management Group, the County Fire Officer, Uniformed Fire Fighters and the Coroner are eligible for annual incremental increases to base pay until they reach the top of the grade for their role. There is no further base pay progression once the employee reaches the maximum of the grade. A small number of staff retain an entitlement to an additional long service increment, in accordance with the rules of a scheme which is no longer current.
- 5.2 Incremental progression is subject to satisfactory performance. An increment may be withheld where an individual is on a formal stage of the disciplinary policy or performance improvement procedure.
- 5.3 Increments may be accelerated within an employee's grade at the discretion of the Executive Director or the most senior Strategic Management Group member, on the grounds of special merit or ability.
- 5.4 Pay progression for Uniformed Fire and Rescue Service roles is based on assessment against national standards.

6. Local Pay Arrangements

- 6.1 The pay arrangements for the Chief Executive, Strategic Management Group, the County Fire Officer, non-SMG Chief Officers and 'Hay' Grade staff are determined locally and are approved by the Governance Committee. There is no automatic annual base pay increase for these staff. All other staff receive any annual pay increase which is agreed through national negotiations.
- 6.2 The total sum available for any pay increase for those whose pay is determined locally, is considered annually by the Chief Executive and the Cabinet Member for Finance and Resources. This is based on consideration of appropriate market and other relevant information, including the performance of the County Council, affordability and following consultation with the staff concerned and relevant Trade Unions.
- 6.3 Any annual base pay increases for the Chief Executive, Strategic Management Group and County Fire Officer are determined by affordability, reference to market benchmarking information and performance measures which are set annually.
- 6.4 **Chief Executive**
The Chief Executive's base salary is determined, and reviewed annually, by the Chairman, the Leader and the Cabinet Member for Finance and Resources. The Chief Executive is eligible to receive an annual non-consolidated bonus within a set maximum, determined by the same Members. No bonus will be paid in 2012/13.
- 6.5 **Strategic Management Group**
Any individual progression within the pay ranges is determined annually based on delivery of corporate and individual objectives set by members and

by the relevant line manager.

In exceptional circumstances, and as approved by the Chief Executive and Cabinet Member for Finance and Resources, an unconsolidated additional payment will be made to recognise exceptional performance, where the individual is at, or close to, the top of the pay range.

6.7 County Fire Officer

Individual progression within the pay range is determined by the Chief Executive having consulted the Cabinet Member for Finance and Resources, at an annual review, taking account of individual performance and contribution to the achievement of organisational objectives.

6.8 Non-SMG Chief Officer and 'Hay' grade staff

Any annual base pay award is applied as a percentage increase to each grade.

7. Market Supplements

7.1 The County Council may pay a market supplement, in addition to base salary, in order to recruit or retain staff with special skills experience or knowledge.

7.2 Market supplements are applied, reviewed and withdrawn in accordance with the County Council's market supplement policy, which is published on the County Council's website. [LINK](#).

8 Remuneration on appointment and promotion

8.1 It is the County Council's policy to appoint at the minimum of the relevant pay range, unless:

- the individual is deemed to be immediately capable of performing the role at the optimum level required for the post;
- the market value for the individual's experience and/or skills demands a higher entry point;
- appointment above the minimum of the grade is required to ensure pay parity with other employees performing the role, with similar skills and experience; or
- nationally determined arrangements apply to remuneration on recruitment and promotion.

8.2 In exceptional circumstances, and subject to the Pensions Discretions Policy, the County Council may purchase additional pension in order to appoint or retain an employee. The decision to award additional pension is made by the relevant senior officers, following consultation with the Cabinet Member for Finance and Resources. The Pensions Discretions Policy is published on the County Council's website. [LINK](#).

9. Other elements of the remuneration package

9.1 Allowances and Enhancements

The County Council pays allowances to staff for additional responsibilities and duties as required to deliver services. The Allowances Policy is published on the County Council's Website. LINK.

An additional Special Responsibility Allowance may be paid to staff in the Strategic Management, Non – SMG Chief Officer grades and Hay grade staff, as appropriate to reflect additional responsibilities of particular post holders over and above the job role.

Allowances for Brigade Managers and Uniformed Fire Fighters are determined in accordance with national arrangements, and as amended locally. LINK TO <http://www.fbu.org.uk>.

9.2 Annual Leave

Annual leave entitlements vary according to the terms and conditions of employment. Annual Leave entitlements are published on the County Council's website. LINK.

9.3 Pension Scheme

Membership is determined by the relevant conditions of service and is subject to the rules of the scheme. The County Council operates the following pension schemes: Local Government Pension Scheme (LGPS), the Teachers Pension Scheme (TPS), the Fire Fighters Pension Scheme (now closed to new entrants) (FPS) and the New Fire Fighters Pension Scheme (NFPS).

9.4 Abatement of Pension

Staff who are employed or re-employed by the County Council and who are in receipt of pension either under the Local Government Pension Scheme (LGPS) or the Fire Fighters Pension Scheme (FPS and NFPS) are subject to the rules on abatement of pension for the relevant scheme. LINKS.

10 Termination of Employment

10.1 Redundancy

The County Council's policy on redundancy, redundancy payments and re-employment is determined by the Governance Committee and is available on the County Council's website. LINK.

10.2 Early Termination of employment (for reasons other than redundancy)

The County Council may award additional years service in cases of early termination of employment in exceptional circumstances, in accordance with the County Council's Pensions Discretions Policy.

10.3 Compromise Agreements

In exceptional circumstances, and specifically so as to settle a claim or potential dispute the Head of Legal Services can agree payment of a

termination settlement sum, in consultation with the Cabinet Member for Finance and Resources if above the limit set out in the Scheme of Delegation.

11. Pay Protection

- 11.1 The County Council's pay protection policy is approved by the Governance Committee. The policy provides a mechanism for assisting employees to adjust to a reduction in pay as a result of organisational change, job evaluation or redeployment as a result of ill health or disability.

12. Remuneration of staff on a Contract for Services

- 12.1 The County Council will pay individuals on a Contract for Services at a rate consistent with pay of directly employed staff performing a comparable role. However the County Council may reflect market factors in pay levels, whilst ensuring value for money.

13. Publication of information on the remuneration of staff

- 13.1 The County Council publishes information relating to the remuneration of staff over a level defined by Government guidance in the Annual Report and Accounts (LINK) and on the West Sussex Data Store on the County Council's website (LINK). In addition the County Council will publish annually the pay ratio between the highest paid salary and the median average salary of the whole of the authority's workforce.

Pay determination arrangements

Appendix A

Chief Executive

The terms and conditions for the Chief Executive are as set out by the Joint Negotiating Committee (JNC) for Chief Executives, and as amended locally. Pay is determined locally.

Strategic Management Group

The terms and conditions for the Strategic Management Group (excluding the Chief Executive and County Fire Officer) are in accordance with the Scheme of Conditions of Service agreed by the National Joint Negotiating Committee for Chief Officers, and as amended locally. Pay is determined locally.

Non-SMG Chief Officers (excluding Deputy and Asst. County Fire Officers)

The terms and conditions for Chief Officers are as set out by the Joint Negotiating Committee (JNC) for Chief Officers, and as amended locally. Pay is determined locally.

Hay Grade Staff

The terms and conditions for Hay grade staff are as set out by the National Joint Council for Local Government Services, and as amended locally. Pay is determined locally.

NJC Staff

The Terms and conditions for NJC staff are determined by the National Joint Council (NJC) for Local Government Services, and as amended locally.

National Joint Council for Brigade Managers of Fire and Rescue Services

The terms and condition for Brigade Managers are as determined by the National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service, and as amended locally. Pay is determined locally.

National Joint Council For Local Authorities' Fire and Rescue Services The terms and conditions for operational Firefighters are determined by the National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions of Service, and as amended locally.

Teachers

The terms and conditions for Teachers are as set out in the School Teachers Pay and Conditions Document.

Soulbury Staff

The Soulbury Committee determines the national salary framework for Soulbury staff and terms and conditions, as amended locally.

Youth Workers

The terms and conditions for Youth Workers are as determined by the Joint Negotiating Committee (JNC) for Youth and Community Workers, and as amended locally.

Coroners

The terms and conditions for Coroners are set by the Joint Negotiating Committee for Coroners, and as amended locally.