

EMPLOYMENT & APPEALS COMMITTEE

17 March 2015

HR POLICIES

Report of the Director of Resources

1. PURPOSE OF THE REPORT

- 1.1 To present a number of Human Resources (HR) Policies that have been reviewed and updated as part of a rolling programme of policy reviews to ensure our HR policies and procedures are fit for purpose.
- 1.2 To provide a further update for Members regarding training for managers in people management

2. RECOMMENDATIONS

- 2.1 **To consider and approve the following HR Policies (Appendices 1 – 3):**
 - (a) Pension discretions (Local Government Pension Scheme) (Appendix 1) – schedule of discretions in line with LGPS 2014.
 - (b) Early Retirement Policy (Appendix 2).
 - (c) Pay Policy (Appendix 3)
- 2.2 **To review the developments and action being taken to develop people management skills amongst our line managers. (Appendix 4)**

3. BACKGROUND

- 3.1 The Pension Discretions reflect our requirement to publish and keep under review a statement of policy to explain how we will apply certain discretions allowed under the Pensions Regulations. Appendix 1 identifies the discretions for Member approval – there are no changes to the discretions agreed and approved in 2014. They represent no additional cost to the Council and are in line with those determined by Leicestershire County Council who administers the LGPS on our behalf.
- 3.2 Members approved the Early Retirement Policy in 2014 which incorporated changes to pension regulations arising from LGPS 2014. As with the Pension Discretions there are no changes for this year and it is recommended that we continue with the policy agreed in 2014.

- 3.3 Section 38 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year. The policy statement for 2014/15 was approved by Full Council on 10 March 2014 (now delegated to Employment and Appeals Committee). There are no proposed changes to our policy for 2015-16 but the Council will keep under review any national pay developments and consider any emerging regional/local pressures in relation to pay, and in particular the Council's ability to attract and retain quality staff.
- 3.4 Appendix 4 provides summary/headline of employee issues to help illustrate management input to 'case work', in particular grievance, disciplinary and grievance. It also provides a summary of the organisation's turnover and feedback from exit interviews. Management development will be an ongoing priority in our training and development plans and the Council will be implementing further programmes in 2015-16 following the success of our Developing Management Excellence programmes of 2011 and 2012.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications from the content of this report.

5. RISK MANAGEMENT

RISK	IMPACT	COMMENTS
Time	Low	This report enables the Committee to approve HR policies for recommendation to Full Council. Current policies do not place the Council at risk.
Viability	Low	No issues identified.
Finance	Low	There are no direct financial implications arising from the report
Profile	Low	No specific issues relevant to the community regarding HR policies.
Equality and Diversity	Low	EIA screening indicates no specific issues arise from this report

Background Papers: None

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A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

Employer: Rutland County Council

Local Government Pension Scheme, (LGPS), Regulations Policy statement on all eligible employees

Under Regulation 60 of the LGPS Regulations 2013, (as amended), each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pensions Regulations.

This statement is applicable to all employees of Rutland County Council who are eligible to be members of the LGPS

There is a requirement to publish the following five policies.

I. LGPS Regulations - Regulation 31: Power of employer to award additional pension

Explanation	Employer's Policy
An employer may resolve to award a member additional pension of not more than £6,500 (figure as at 1 April 2014) a year within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.	The Council will not normally agree to award an additional pension under this regulation.

2. LGPS Regulations 2013 - Regulation 16(2)(e) and 16(4)(d) : Funding of additional pension contributions (shared cost):

Explanation	Employer's Policy
<p>An active member in the main section of the scheme who is paying contributions may enter into arrangements to pay additional pension contributions (APCs) by regular contributions or a lump sum.</p> <p>Such costs may be funded in whole or in part by the member's Scheme employer.</p> <p>The employer will need to determine a policy on whether it will make a contribution towards the purchase of extra pension.</p> <p>This does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a shared cost APC to cover the amount of pension "lost" during that period of absence. In these cases the employer <u>MUST</u> contribute 2/3rds of the cost (Regulation 15(5) of the LGPS Regulations 2013.</p>	<p>The Council has not adopted this discretion.</p>

3. LGPS Regulations 2013 - Regulation 30 (6): Flexible Retirement

Explanation	Employer's Policy
<p>An active member who has attained the age of 55 or over who reduces working hours or grade of an employment may, with the Scheme employer's consent, elect to receive immediate payment of all or part of the retirement pension to which that member would be entitled in respect of that employment if that member were not an employee in local government service on the date of the reduction in hours or grade, adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>As an employer you need to determine the conditions under which you would approve a flexible retirement taking place.</p>	<p>The Council has agreed to release pension where there is no cost and not to waive any reduction.</p> <p>Members must reduce their hours by a minimum of 40% and/or reduce their grade</p> <p>The Council may however allow the release of pension where there is a cost or waive reduction in a potential redundancy situation, where a reduction may occur through redeployment, or in other exceptional circumstances supported by a business case.</p>

4. LGPS Regulations 2013 - Regulation (paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Switching on rule of 85

Explanation	Employer's Policy
<p>A member who has not attained normal pension age but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before 60.</p> <p>The employer has the discretion to “switch on” the 85 year rule for such member (paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.</p> <p>If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age 60 would have to be met by the employer.</p>	<p>The Council will not apply either discretion, unless there is a business case to support this as an alternative to a redundancy situation</p>

5. LGPS Regulations 2013 - Regulation (paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Waiving of actuarial reduction

Explanation	Employer's Policy
<p>An employer has the discretion, under a number of retirement scenarios, to waive actuarial reductions on compassionate grounds.</p> <p>The cost of which would fall upon the employer.</p> <p>n.b. "Compassionate grounds" is not defined in the regulations</p>	<p>The Council will not apply this discretion, unless there are exceptional circumstances</p> <p>The Employment Committee and the Director involved will consider any cases and will decide whether the actuarial reductions should be waived. In all cases the financial position of the County Council must be considered.</p>

There are a number of other discretions which Scheme employers may exercise under the LGPS Regulations 2013, whilst there is no requirement to have a written policy in respect of these there are another five in respect of which it would perhaps be appropriate for Scheme employers to have a written policy in order that members can be clear on these matters

1. LGPS Regulations 2013 – Regulation 17 - Shared Cost Additional Voluntary Contribution Facility

Explanation	Employer's Policy
This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.	<p>The Council has not adopted this discretion.</p> <p>This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions.</p>

2. LGPS Regulations 2013 - Regulation 100 (6) – election to transfer within 12 months

Explanation	Employer's Policy
This discretion allows the Employer extend the 12 month limit a member has in which to elect to transfer other pension rights into the LGPS. This has to be with the agreement of the Administering Authority	<p>The Council as the Administering Authority will not normally allow an extension of the 12 month limit</p> <p>Extenuating circumstances may apply and this would include</p>

	<ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months but his was not received by the administering authority • Where evidence exists that the member was not aware of the 12 month limit due to maladministration
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3. LGPS Regulations 2013 - Regulation 22 (7) and (8) – election to aggregate within 12 months of commencement

Explanation	Employer's Policy
This discretion allows the Employer to extend the 12 month time limit a member has within which they must elect not to have deferred benefits aggregated with their new LGPS employment	<p>The Council will not normally extend this 12 month time limit</p> <p>Extenuating circumstances may apply and this would include</p> <ul style="list-style-type: none"> • Where evidence exists that an election was made within 12 months but his was not received by the administering authority • Where evidence exists that the member was not aware of the 12 month limit due to maladministration

4. LGPS Regulations 2013 - Regulation 9 – allocation of contribution band

Explanation	Employer's Policy
<p>This discretion allows the Employer to determine which contribution band is allocated on joining the scheme and at each April. It also determines the circumstances when an employee's band may be reviewed.</p>	<ul style="list-style-type: none"> • Base pay on actual pay in April plus previous years overtime • Run an exercise half yearly as a check and re-band up or down where necessary • Re-band on all <u>contractual</u> changes, but not ad hoc hours changes and re-band upon a pay award.

5. LGPS Regulations 2013 - Regulation 21 – assumed pensionable pay

Explanation	Employer's Policy
<p>This discretion allows the Employer to determine whether to include in the calculation of assumed pensionable pay the amount of any “regular lump sum payment”.</p> <p>This is in cases where an employee's pay needs to be calculated where their pay has been reduced due to certain absences in order that they are not unduly advantaged or disadvantaged.</p>	<ul style="list-style-type: none"> • To determine in individual cases where necessary to establish in a fair, equitable and justifiable way what the members likely pay would have been but for the absence, and in cases where this pay is to be used for future enhancements whether that level of pay would have been received every year to normal retirement age.

I confirm that should any of the decisions change in the future the Pensions Section will be notified immediately.

I have read the attached statements and certify that they are correct on behalf of:

Employer's Name:

Signed:

Print Name:

Position:

Signed:

Date:

Please sign and copy. Keep one for reference and return the other to carol.haywood@leics.gov.uk

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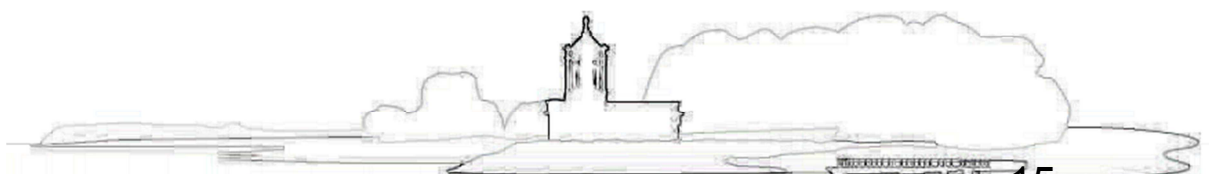
Rutland

County Council

EARLY RETIREMENT POLICY – LOCAL GOVERNMENT PENSION SCHEME

Version & Policy Number	Version 3.0
Guardian	Human Resources
Date Produced	January 2015
Next Review Date	April 2016

Approved by SMT	3 February 2015
Approved by Employment Committee	



INTRODUCTION

This Policy outlines the Council's approach to early retirement for staff who are members of the Local Government Pension Scheme. This reflects the changes to the discretions permitted by the LGPS 2014 scheme.

The Local Government Pension Scheme (LGPS) contains provisions for the early retirement of staff and this policy will be updated to reflect any changes in scheme provision. Further guidance for employers and employees can be obtained from Leicestershire County Council Pension Section who administers the scheme on behalf of local authorities in the region.

Contents

	<i>Page</i>
1.0 Policy	3
2.0 Voluntary Early Retirement	3
3.0 Redundancy and Early Retirement	4
4.0 Ill-Health and Early Retirement	4
5.0 Efficiency of the Service and Early Retirement	5

1.0 POLICY

- 1.1 This Early Retirement Policy is applicable for relevant staff employed by the Council who are members of the Local Government Pension Scheme, seeking early retirement on the following grounds:
 - 1.1.1 Voluntary early retirement
 - 1.1.2 Redundancy
 - 1.1.3 Ill-Health
 - 1.1.4 Efficiency of the Service
- 1.2 This policy operates within the requirements of the national legal framework, employment legislation, Local Government Pension Scheme regulations, EEC Directives etc. .
- 1.3 This policy will be subject to review to take account of budgetary constraints as well as changes to legislation and pension scheme regulation. The review will take place annually unless legislative changes require a review at an earlier date
- 1.4 All Councils are required to produce a statement of their policy on discretions under Regulation 60 of the LGPS Regulations 2013 and keep this under review.
- 1.5 The Council does not grant any discretionary enhancements under Regulation 12: Augmentation (increase of scheme membership).
- 1.6 The Council does not award discretionary compensation by way of enhancements or added years to Pension benefit.
- 1.7 Directors are required to submit a full schedule of costs for each individual case to be considered for early retirement under this policy. This should also clearly set out the rationale for the early retirement and demonstrate full consideration of alternatives. Approval will then be sought from the Chief Executive.
- 1.8 Directors and Heads of Service should consult with Human Resources on all matters relating to an employee's premature retirement.

2.0 VOLUNTARY EARLY RETIREMENT

- 2.1 Pension scheme members can retire and have receipt of their LGPS benefits in full from their normal retirement age (this will be either age 64 or the member's state pension age). Employees can voluntarily retire and take their benefits from age 55 onwards, subject to potential reductions. The Council has not adopted the regulation that would waive a member's reductions.

3.0 REDUNDANCY AND EARLY RETIREMENT

- 3.1 Employees who are made redundant by the Council, and are aged over 55 and have been a member of the LGPS with at least 3 months membership (or transferred service), will be entitled to the immediate unreduced payment of their LGPS benefits.
- 3.2 The Council will follow its Restructure Policy before any redundancies are confirmed. All redundancies and payments are subject to the approval of the Council or as it may be delegated.
- 3.3 The Council will be responsible for the capital costs associated with an early release of pension benefit arising from a redundancy (in addition to the full redundancy costs). A full estimate of benefits and associated costs must be obtained from Leicestershire Local Government Pension Scheme prior to any decisions to terminate employment on redundancy grounds with early retirement.
- 3.4 Leicestershire County Council Pension Section requires written confirmation and approval of the early retirement /redundancy.
- 3.5 No redundancy payment is payable where the early retirement is for reasons of efficiency of the service.
- 3.6 The Council does not provide any additional enhancement or compensation by way of redundancy payments. The week's pay for calculation or redundancy payment is based on actual week's pay and is not capped at the statutory maximum.

4.0 ILL-HEALTH AND EARLY RETIREMENT

- 4.1 A member of the LGPS may leave the Council by reasons of being permanently incapable of discharging efficiently the duties of their current role or any other available comparable employment with the Council, and there is a reduced likelihood of the employee being capable of obtaining gainful employment before age 65.
- 4.2 There are no criteria regarding age but an employee must have built up at least 2 years contributory membership (either through LGPS membership or transferring in another public sector pension) in the scheme before they become entitled to an ill health pension benefit.
- 4.3 The Council will utilise the services of its appointed Occupational Health Adviser by way of early referral to understand the impact of an employees' medical condition on their ability to carry on working for the Council before any decisions are taken.

4.4 An Independent Registered Medical Practitioner (IRMP) must certify that a member of staff is permanently incapable of undertaking any gainful employment.

4.5 The IRMP will advise against one of three tiers as follows:

The first tier

- When there is no reasonable prospect of the member being capable of undertaking any gainful employment before reaching his/her Normal Retirement Age (NRA). In these circumstances, the member receives benefits based on their accrued rights up to the date of termination and enhancement equal to all his/her prospective service from that date to his/her NRA.

The second tier

- If, on the other hand, the member is judged to be incapable of undertaking any gainful employment within 3 years after leaving local government employment, but is likely to be able to do so before reaching his/her NRA, benefits equal to his/her accrued rights and enhancement of 25% of his/her prospective service to NRA will be awarded.

The third tier

- This is when the member is judged to be capable of undertaking any gainful employment within 3 years after leaving that local government employment. An employee who leaves local government employment as a 3rd tier member will be entitled to their annual accrued benefits payable as a pension for such time as the 3rd tier member does not obtain gainful employment (or is capable of it), or until the employer stops payments following the review. The third tier pension is payable for a maximum of 3 years.

4.6 The Leicestershire County Council Pension Section will be consulted with and clarification sought of eligibility, criteria and benefit payable, based on the scheme regulations in place at the time, prior to confirmation an employee's termination of employment on ill-health grounds.

5.0 EFFICIENCY OF THE SERVICE AND EARLY RETIREMENT

5.1 Employees who are released from the Council on the grounds of efficiency of the service, and are aged over 55 and have been a member of the LGPS with at least 3 months membership (or transferred service) will be entitled to the immediate unreduced payment of their LGPS benefits.

- 5.2 The consideration for early retirement 'in the interest of efficiency of the service' will be considered at the Council's discretion. This option may be considered when all other possible alternatives have been exhausted, eg. reduction in hours, retraining, redeployment. Full consideration should also be given as to the appropriateness of other policies and procedures, eg. redundancy, ill-health. Efficiency retirement is not to be used as an alternative to or substitute for disciplinary action or positively managing capability.
- 5.3 The Council will be responsible for the capital costs associated with an early release of pension benefit arising from efficiency of the service. A full estimate of benefits and associated costs must be obtained from the Leicestershire County Council Pension Section prior to any decisions to terminate employment on efficiency grounds with early retirement.
- 5.4 Leicestershire County Council Pension Section require written confirmation and approval of the early retirement on the grounds of efficiency.

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available on request**



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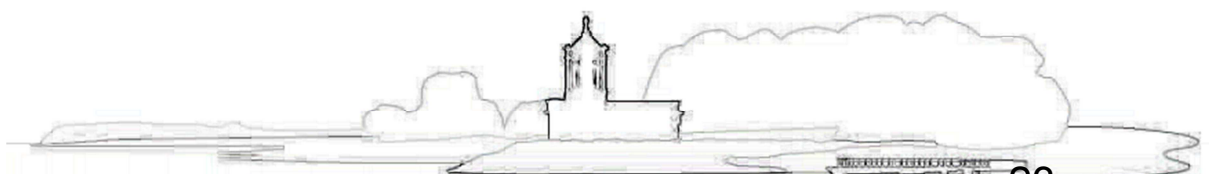
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County Council

PAY POLICY STATEMENT 2015/16

Version & Policy Number	Version 4
Guardian	Human Resources
Date Produced	January 2015
Next Review Date	December 2015

Approved by SMT	February 2015
Approved by Employment and Appeals Committee	



Introduction

Rutland County Council recognises that remuneration at all levels needs to be adequate to attract and retain high quality employees dedicated to the service of the public. However, at the same time, with the current challenging financial climate, there is a need to avoid being unnecessarily generous or otherwise excessive.

It is important for local authorities to be able to determine their own pay structures in order to address local priorities and compete in the local labour market. This is really important for Rutland given our proximity to large Councils and how our roles are constructed and delivered in regard to our own organisational challenges and in response to community needs.

In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often local and national pressures conflict. The Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge is crucial.

Contents

	<i>Page</i>
1.0 Legislation	4
2.0 Scope	4
3.0 Senior Management Pay	4
4.0 Chief Executive	5
5.0 Directors and Assistant Directors	5
6.0 Other Chief Officers and Deputy Chief Officers	6
7.0 Pay Structure	6
8.0 Allowances and benefits in kind	7
9.0 Payments, charges and contributions	8
10.0 Multipliers	8
11.0 Discretionary Payments	9
12.0 Appendices	9

1.0 LEGISLATION

- 1.1 Sections 38 to 43 of the Localism Act 2011 require local authorities to produce a Pay Policy Statement for each financial year.
- 1.2 The Act and supporting statutory guidance provides details of matters that must be included in this statutory pay policy but also recognises that each local authority has the autonomy to determine its own pay structures and pay policies. The Pay Policy must be formally approved by Full Council (delegated to Employment and Appeals Committee) by the end of March each year, can be amended in year, must be published on the authority's website and must be complied with when setting terms and conditions for Chief Officers as defined in the Act.

2.0 SCOPE

- 2.1 This Pay Policy Statement includes a policy on:
 - a) The level and elements of remuneration for each Chief Officer¹
 - b) The remuneration of the lowest paid employee
 - c) The relationship between the remuneration of Chief Officers and other officers
 - d) Other specific aspects of Chief Officer remuneration such as fees, charges and other discretionary payments.
- 2.2 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.
- 2.3 It is important to note that this policy is not proposing changes to the approach to the remuneration of Chief Officers, it is simply codifying the Council's current approach, as required by the Localism Act.
- 2.4 In exceptional circumstances, basic pay for any officer may be supplemented by a market supplement if market evidence on demand for these skills supports it. This will be agreed by the Chief Executive.

3.0 SENIOR MANAGEMENT PAY

- 3.1 The Council's policy on pay awards for all employees, including Chief Officers, is to follow national negotiations. In November 2014, National Employers and the Trade Unions agreed a pay deal for the period January 2015 to March 2016 for staff on NJC Conditions of service (does not apply to Chief Officers). This has included an uplift

¹ Chief Officer is defined in Section 43(2) of the Localism Act

- to pay points of at least 2.2% (higher levels for lower grades) with effect from 1 January 2015 together with a non-consolidated lump sum.
- 3.2 Salary levels of employees within the definition of Chief Officer and Deputy Chief Officer are shown in Appendix 1.

4.0 CHIEF EXECUTIVE

- 4.1 This is a local grade determined by the scope and degree of responsibility of the post and is approved by Full Council.
- 4.2 The salary range £100,000 - £110,000 was approved by the Full Council in 2006 prior to the current post holder's appointment. Due to annual inflationary awards (in line with JNC Pay for Chief Executives) up to 2009/10, the inflated pay scale is £106,345-£116,981.
- 4.3 Other conditions of service are as prescribed by the Joint National Council (JNC) for Local Authority Chief Executives national conditions.
- 4.4 The Chief Executive of Rutland County Council has been appointed as Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council.
- 4.5 The fees in respect of Returning Officer duties at Local Government elections are included in the Chief Executive's salary.

5.0 DIRECTORS AND ASSISTANT DIRECTORS

- 5.1 Although the Localism Act provides a definition of 'Chief Officer and Deputy Chief Officer', it is only the posts of Directors, Assistant Directors and some Heads of Service in the People Directorate that are on Chief Officer Conditions of Service.
- 5.2 The salary for posts on Chief Officer Terms and Conditions are local spot salaries determined by benchmarking comparable local authorities and with consideration to the wide range of high level duties as required by a small unitary authority. Such salaries are approved by Full Council. Comparisons are based on size, functions and scope. Each Director's salary are determined by the specific requirements and responsibilities of the Directorate/Services for which they are responsible.
- 5.3 The salary ranges for these posts are as follows:

Directors and Deputy Director - £70,000 - £100,000

Assistant Director Finance - £65,000

Heads of Services (where assigned to CAD range)- £55,031 to £61,720

- 5.4 There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, etc., paid to these senior managers as they are expected to undertake duties outside their contractual hours and working patterns without additional payment. Senior managers at Rutland County Council do have the benefit of time off in lieu (TOIL) according to the authority's policy.
- 5.5 In addition to basic salary, senior managers are entitled to:
- reimbursement of membership fees incurred in relation to membership of professional bodies
 - business mileage undertaken – based on HMRC mileage rates
 - telephone allowance
 - reimbursement of expenses which may be claimed as applicable to all other employees of the Council.
- 5.6 Other terms and conditions are as prescribed by the NJC for Local Authority Services.

6.0 OTHER CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS

- 6.1 The salaries for all other Chief Officers and Deputy Chief Officers on National Joint Council Conditions of Service (Green Book) is determined nationally by the NJC Pay Scale (ie. pay scales up to P07).
- 6.2 Salaries are determined by the evaluated grade of the post through the Council's Job Evaluation Scheme. The Council will review its current Job Evaluation scheme during 2015-2016 in advance of the expiry of the current license in 2016. The salary range for Chief Officers and Deputy Chief Officers is £25,440 - £54,872.
- 6.3 Other terms and conditions are as prescribed by the NJC for Local Authority Services and as outlined in Para 7 below.

7.0 PAY STRUCTURE

- 7.1 All other Rutland County Council staff below Chief Officer levels are on terms and conditions as detailed below:

National Agreement on Pay and Conditions of Service (Green Book)
FENJC (Further Education National Joint Council)
Youth and Community Workers (Pink Book)
Soulbury (Blue Book)

A number of staff on FENJC conditions transferred to Peterborough Regional College in August 2014 – however, staff employed in the Community Learning service of Rutland Adult Learning Service are also currently on FENJC terms and conditions and pay scales.

Relevant pay scales for groups of staff employed on each of these conditions of service can be found at Appendices 2, 3, 4 and 5. These are all currently nationally agreed pay scales.

- 7.2 The Council currently adopts the national pay bargaining arrangements in respect of the revision to pay spines. As outlined in para 5.2, a nationally negotiated award was agreed for 2014-2016 including a pay increase wef 1.1.15 and a non-consolidated lump sum. The Council does not currently adopt the Living Wage.
- 7.3 For the purposes of this policy, the Council defines its lowest paid employees as those in the lowest salary grade on the nationally agreed scales (Green Book NJC scales). These are scale points 5 to 10 within grade 1. This equates to a full time equivalent basic pay rate of £13,500 per annum – scp 5 will be deleted from the National Pay scale on 1.10.15 meaning the lowest scp is 6 equivalent to £13,614.(£7.056 per hour).
- 7.4 All posts under Green Book terms and conditions are evaluated using a job evaluation scheme as adopted by the Council. The scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements.
- 7.5 Progression through grades is based on length of service which results in automatic annual increments until the employee reaches the top of his/her scale. Where the post is career graded, there are set criteria against which the employee is measured and must demonstrate competence before moving up to the higher grades. The Council does not apply performance related pay.

8.0 ALLOWANCES AND BENEFITS IN KIND

- 8.1 The majority of allowances and benefits are as prescribed by nationally agreed rates. However, there are a small number of local variations. In particular the Council introduced a local agreement for weekend enhancements in 2013-14.
- 8.2 Employees who are required to work overtime receive rates outlined in accordance with the National provisions (Green Book). Overtime is not payable to employees paid above scp 28.
- 8.3 A list of the current range of allowances and benefits is attached at Appendix 6.

9.0 PAYMENTS, CHARGES AND CONTRIBUTIONS

- 9.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme depending on their salary. Contribution rates range from 5.5% to 12.5% (2014-15 values).
- 9.2 The Council makes employer's contributions into the scheme, which are reviewed every three years by the actuary. The rate for 2015-16 will be 19.7% an increase from 18.7% for 2014-15.

10.0 MULTIPLIERS

- 10.1 It has been recommended by Will Hutton's 2011 Review of Fair Pay in the Public Sector that local authorities publish their "pay multiple" - the ratio between the highest paid salary and the median salary of the whole of the authority's workforce. This is in order to support the principles of fair pay and transparency.

The current calculation and ratio is as follows:

Chief Exec's Salary	£116,981.00
Median salary	£21,530.00
"pay multiple" ratio	5.43 : 1

- 10.2 Lowest paid staff comparison table:

There are 5 staff who are categorised as the Council's lowest paid staff as per the definition in paragraph 7.3. The lowest annual full time equivalent salary is £13,321.00 and the average is £13,746.50.

Chief Exec's salary	£116,981.00
Lowest salary from lowest paid staff group	£14,338 (scp 10)
"pay multiple" ratio (lowest salary)	8.16:1
Average salary of lowest paid staff group	£14,338.00
"pay multiple" ratio (average salary)	8.16 : 1

- 10.3 These multipliers will be monitored each year within the Pay Policy Statement.

11.0 DISCRETIONARY PAYMENTS

- 11.1 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level.
- 11.2 In relation to the termination of employment, the Council will have due regard to the making of any appropriate payments where it is in the Council's best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risk and liabilities to the Council, including any legal costs, disruption to services, impact on employee relations and management time. The Council will have specific regard to the legal requirements which apply to the termination of employment of the Head of Paid Service (Chief Executive), the Monitoring Officer (Director for Resources) and Section 151 Officer (Assistant Director Finance).
- 11.3 Redundancy payments made by the Council are in line with regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This provides an overall lump sum of the statutory redundancy payment multiplier based on actual weeks' pay. This is payable to employees made redundant with two or more years local government service regardless of their age.
- 11.4 Discretions that are provided by the LGPS are contained within a separate policy and are approved by Full Council.

12.0 APPENDICES

- Appendix 1 Salary ranges of Chief Officers and Deputy Chief Officers
- Appendix 2 Salary Scales for staff on APT & C (National Joint Council agreement) Terms and Conditions (Green Book)
- Appendix 3 Joint Negotiating Committee Salary Scales for Youth and Community Support Workers
- Appendix 4 Salary scales for staff in Adult Education (FENJC) posts
- Appendix 5 Soulbury Salary Scales – for staff in relevant teaching posts
- Appendix 6 RCC Allowances and Benefits

**A large print version of this document is
available on request**



Rutland
County Council

Rutland County Council
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Rutland County Council Chief Officer Salaries 2015-16

	Spot Salary/Salary range
CHIEF OFFICERS	
Chief Executive	£116,981
Director for People	£100,000
Director for Resources	£80,000
Director for Places x 2	£70,000
Deputy Director People	£70,000
Assistant Director Finance	£65,000
Head of Learning and Skills	£55,031 - £61,720
Head of Families Support – Early Intervention	£55,031 - £61,720
Head of Families Support – Social Care	£55,031 - £61,720
OTHER CHIEF OFFICERS/ DEPUTY CHIEF OFFICERS	
Strategic Communications Adviser	£33,857 - £36,571
Head of Human Resources	£44,797 - £46,493
Head of Corporate Governance	£52,021 - £54,872
Head of Welland Internal Audit Consortium	£44,797 - £46,493
Revenues and Benefits Manager	£37,483 - £39,267
Finance Manager x 2	£44,797 - £46,493
Senior Development Control Manager	£40,217 - £42,957
Planning Policy Manager	£40,217 - £42,957
Economic Development and Tourism Manager	£37,483 - £39,267
Property Manager	£40,217 - £42,957
Culture and Leisure Services Manager	£44,797 - £46,493
Senior Transport Manager	£40,217 - £42,957
Senior Environmental Services Manager	£44,797 - £46,493
Senior Highways Manager	£40,217 - £42,957
OEP Business Manager	£37,483 - £39,267
Corporate Health and Safety Adviser	£25,440 - £27,123

	SCP	SALARY	MONTH	WEEK	DAY	HOURLY	
Until 1.10.15	5	13500	1125.00	258.90	51.78	6.997	
	6	13614	1134.50	261.09	52.22	7.056	
	7	13715	1142.92	263.03	52.61	7.109	
	8	13871	1155.92	266.02	53.20	7.190	
	9	14075	1172.92	269.93	53.99	7.295	
SCP 4-10 = GRADE 1	10	14338	1194.83	274.98	55.00	7.432	
	11	15207	1267.25	291.64	58.33	7.882	
	12	15523	1293.58	297.70	59.54	8.046	
SCP 11-13 = GRADE 2	13	15941	1328.42	305.72	61.14	8.263	
	14	16231	1352.58	311.28	62.26	8.413	
	15	16572	1381.00	317.82	63.56	8.590	
	16	16969	1414.08	325.43	65.09	8.795	
SCP 14-17 = GRADE 3	17	17372	1447.67	333.16	66.63	9.004	
	18	17714	1476.17	339.72	67.94	9.182	
	19	18376	1531.33	352.42	70.48	9.525	
	20	19048	1587.33	365.30	73.06	9.873	
SCP 18-21 = GRADE 4	21	19742	1645.17	378.61	75.72	10.233	
	22	20253	1687.75	388.41	77.68	10.498	
	23	20849	1737.42	399.84	79.97	10.807	
	24	21530	1794.17	412.90	82.58	11.160	
SCP 22-25 GRADE 5	25	22212	1851.00	425.98	85.20	11.513	
	26	22937	1911.42	439.89	87.98	11.889	
	27	23698	1974.83	454.48	90.90	12.283	
SCP 26-28 GRADE 6	28	24472	2039.33	469.33	93.87	12.684	
	29	25440	2120.00	487.89	97.58	13.186	
	30	26293	2191.08	504.25	100.85	13.628	
SCP 29-31 GRADE so1	31	27123	2260.25	520.17	104.03	14.059	
	32	27924	2327.00	535.53	107.11	14.474	
	33	28746	2395.50	551.29	110.26	14.900	
scp 32-34 = grade SO2	34	29558	2463.17	566.87	113.37	15.321	
	35	30178	2514.83	578.76	115.75	15.642	
	36	30978	2581.50	594.10	118.82	16.057	
	37	31846	2653.83	610.75	122.15	16.507	
SCP 35-38 = Grade PO1	38	32778	2731.50	628.62	125.72	16.990	
	39	33857	2821.42	649.31	129.86	17.549	
	40	34746	2895.50	666.36	133.27	18.010	
	41	35662	2971.83	683.93	136.79	18.485	
SCP 39-42 = grade PO2	42	36571	3047.58	701.36	140.27	18.956	
	43	37483	3123.58	718.85	143.77	19.428	
	44	38405	3200.42	736.53	147.31	19.906	
SCP 43-45 = Grade PO3	45	39267	3272.25	753.07	150.61	20.353	
	46	40217	3351.42	771.28	154.26	20.846	
	47	41140	3428.33	788.99	157.80	21.324	
	48	42053	3504.42	806.50	161.30	21.797	
SCP 46-49 = grade PO4	49	42957	3579.75	823.83	164.77	22.266	
	50	44797	3733.08	859.12	171.82	23.219	
	51	45654	3804.50	875.56	175.11	23.664	
SCP 50-52 = grade PO5	52	46493	3874.42	891.65	178.33	24.099	
	53	47343	3945.25	907.95	181.59	24.539	
	54	48183	4015.25	924.06	184.81	24.975	
	55	49040	4086.67	940.49	188.10	25.419	
SCP 53-56 grade PO6	56	49883	4156.92	956.66	191.33	25.856	
	57	52021	4335.08	997.66	199.53	26.964	
	58	52912	4409.33	1014.75	202.95	27.426	
	59	53884	4490.33	1033.39	206.68	27.930	
SCP 57-60 = Grade PO7	60	54872	4572.67	1052.34	210.47	28.442	

APPENDIX 3 (3)

JOINT NEGOTIATING COMMITTEE FOR YOUTH AND COMMUNITY WORKERS

JESC 194

Youth and Community Support Worker Range

Pay

Points w.e.f 1.9.13

1	14,283
2	14,880
3	15,477
4	16,077
5	16,674
6	17,271
7	17,874
8	18,474
9	19,236
10	19,833
11	20,796
12	21,741
13	22,713
14	23,721
15	24,408
16	25,125
17	25,830

Professional Range

Pay

Points w.e.f 1.9.13

11	20,796
12	21,741
13	22,713
14	23,721
15	24,408
16	25,125
17	25,830
18	26,541
19	27,246
20	27,951
21	28,746
22	29,646
23	30,522
24	31,401
25	32,289
26	33,174
27	34,062
28	34,959
29	35,850
30	36,741

LONDON AREA ALLOWANCES

w.e.f. 1.9.13

Inner	2,919
Outer	1,917
Fringe	747

SLEEPING IN DUTY ALLOWANCES

w.e.f. 1.9.13

Sleeping in Allowance	33.27
Disturbance Element	18.63

Tutors Payscales

Attrib	Res/Grp	Res/Grp (T)	Date from	Date to	Rate 2008/2009	Rate 2009/2010
PAYSTEP	F001	FE1 01	01/09/2008	31/12/2009	£17,566	£17,829
PAYSTEP	F002	FELEV 1 02	01/09/2008	31/12/2009	£18,075	£18,346
PAYSTEP	F003	FELEV 1 03	01/09/2008	31/12/2009	£18,666	£18,946
PAYSTEP	F004	FELEV 1 04	01/09/2008	31/12/2009	£19,768	£20,065
PAYSTEP	F005	FELEV 1 05	01/09/2008	31/12/2009	£20,866	£21,179
PAYSTEP	F006	FELEV 1 06	01/09/2008	31/12/2009	£21,963	£22,292
PAYSTEP	F007	FELEV 2 07	01/09/2008	31/12/2009	£23,062	£23,408
PAYSTEP	F008	FELEV 2 08	01/09/2008	31/12/2009	£24,171	£24,534
PAYSTEP	F009	FELEV 2 09	01/09/2008	31/12/2009	£25,264	£25,643
PAYSTEP	F010	FELEV 2 10	01/09/2008	31/12/2009	£26,364	£26,759
PAYSTEP	F011	FELEV 2 11	01/09/2008	31/12/2009	£27,472	£27,884
PAYSTEP	F012	FELEV 2 12	01/09/2008	31/12/2009	£28,549	£28,977
PAYSTEP	F013	FELEV 2 13	01/09/2008	31/12/2009	£29,652	£30,097
PAYSTEP	F014	FELEV 2 14	01/09/2008	31/12/2009	£30,751	£31,212
PAYSTEP	F015	FELEV 2 15	01/09/2008	31/12/2009	£31,847	£32,325
PAYSTEP	F016	FELEV 2 16	01/09/2008	31/12/2009	£32,990	£33,485
PAYSTEP	F017	FELEV 2 17	01/09/2008	31/12/2009	£34,036	£34,547
PAYSTEP	F018	FELEV 2 18	01/09/2008	31/12/2009	£35,072	£35,598
PAYSTEP	F019	FELEV 2 19	01/09/2008	31/12/2009	£36,118	£36,660
PAYSTEP	F020	FELEV 2 20	01/09/2008	31/12/2009	£37,170	£37,728
PAYSTEP	F021	FELEV 2 21	01/09/2008	31/12/2009	£38,209	£38,782

EDUCATIONAL PSYCHOLOGISTS

EDUCATIONAL PSYCHOLOGISTS - SCALE A

Spine point Salary from 1.9.09 Salary from 1.09.13 (1% increase)

1	33,934	34,273
2	35,656	36,013
3	37,378	37,752
4	39,100	39,491
5	40,822	41,230
6	42,544	42,969
7	44,165	44,607
8	45,786	46,244
9	47,305	47,778*
10	48,825	49,313*
11	50,243	50,745*

Notes

Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* Extension to scale to accommodate structured professional assessment points.

SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS

(B) SALARY RANGE

Spine point Salary from 1.9.09 Salary from 1.09.13 (1% increase)

1	42,544	42,969
2	44,165	44,607
3	45,786*	46,244*
4	47,305	47,778
5	48,825	49,313
6	50,243	50,745
7	50,825	51,333
8	51,912	52,431
9	52,989	53,519
10	54,085	54,626
11	55,159	55,711
12	56,255	56,818
13	57,370	57,944
14	58,447**	59,031**
15	59,575**	60,171**
16	60,693**	61,300**
17	61,818**	62,436**
18	62,942**	63,571**

Notes:

Rutland County Council Allowances and Benefits

Monetary Benefits

Mileage rates	Paid in line with current HMRC rates
Acting up/Honorarium	At levels appropriate to the post acted up to
Expenses	Paid at NJC rates
Market Supplements	Where the need for a supplement has been demonstrated through recruitment practices and benchmarking
Professional fees/	
Training subscriptions	Where appropriate to the post
Standby	Local agreements in place for each directorate
Relocation	Where applicable

Local agreement regarding weekend enhancements:

For work on a Saturday or Sunday as part of the normal working week, payment will be made at time and a half for all hours worked. For employees paid at SCP 13 or below, work on a Sunday will be at double time. Work on a Saturday or Sunday outside the normal working week will be regarded as overtime.

Local agreement – enhancements for weekend working for Registrars

Registrars will be paid enhancements for weekend working - work on a Saturday or Sunday as part of the normal working week, payment will be made at time and a half

Other benefits – where appropriate to the post

Flexi time

Time off in lie (TOIL)

Other flexible working arrangements where appropriate for the post

Training – professional training and/or internally arranged where appropriate.

EMPLOYMENT AND APPEALS COMMITTEE

1. Introduction

Further to the briefing at Employment and Appeals Committee on 27 January 2015 regarding the development of management skills in 'HR/People management', the following provides further detail of HR issues that have been managed during the year to date from April 2013 together with further information regarding management training.

2. Casework

Whilst the level of casework is not a clear indicator of management ability, it can reflect (a) confidence in employees to raise issues and (b) confidence/ability of managers to take employee issues through formal proceedings. Levels since 2013 to date have been as follows:

	<u>2013/14</u>	<u>2014 to date</u>
Grievance	2 cases	4 cases
Disciplinary	5 cases	6 cases
Capability	1 case	2 cases
Employment Tribunals	Nil	1 case

There have been no dismissals since February 2013.

3. Turnover

Staff turnover in 2013-14 was 16.3%; for the year 2014 to date it is at 13.4% with a predicted end of year level of 17%. Staff transferring under TUPE provisions (ie. Adult learning to Peterborough Regional college) are excluded.

Since 2012 the HR team have been undertaking exit interviews on staff leaving the Council in order to establish feedback on working for the Council and to inform policy changes/developments. This also enables us to assess where employees are moving onto – for example

- For the first two quarters of 2014, the number of leavers moving to other employment opportunities within the public sector has halved – the level was at 50% in the last two quarters of 2013-14.
- 42% of leavers in this period left to join the private sector
- The remaining staff were taking either retirement, career breaks or undertake further study.

Based on the latest report for the first two quarters of 2014-15, the following are the headlines from exit interviews (where they relate to management):

- Improved results in the areas of the quality of Induction, Training and Work Life balance
- Increase in the positive response relating to line managers keeping staff informed about their progress. In response to the question regarding 'constructive feedback on performance' – this did not change in this quarter and remains at a positive level indicating that feedback (through the 1-1, supervision and informal process) is well embedded.
- Areas for development re-inforce issues we are already pursuing that will enhance (a) employee's confidence in raising issues and being listened to, (b) consistency and fairness in decision making (eg. Approval of annual leave) – ie. manager's awareness of policies, practice and procedures and their confidence/ability to manage them.

4. Staff Survey

The Council has undertaken a staff survey in February 2015 – results are currently being assessed and feedback will be available during March/April 2015.

5. Management Training and briefings

The following training and policy briefings have been provided since April 2013

- Policy briefings in Disciplinary, Restructure, Recruitment, Umbrella Leave, Capability, Absence, Grievance, Probation, Job Evaluation Appeals, Early Retirement
- Training in writing job descriptions
- Disciplinary Training
- Capability management workshop
- PDR Refresher
- Recruitment and Selection training
- Absence management workshops
- Excellent Leadership
- Excellent Teams

Absence Management has been the only mandatory programme to date - all other training and briefings are for managers to register their own attendance. In assessing the list of managers, we can identify that 88% of managers have attended a briefing sessions or training programme in 2013/14 (taking out managers who have left and more recent joiners).

6. E-learning modules

The following management e-learning modules are also now available

- Managing and leading change

- PDR (new February 2015)
- Employment Law Quiz for managers

Usage of these modules has been quite low to date – HR are reviewing this with DMTs to ensure we are capitalising on our investment and enabling managers to develop their skills and knowledge.