

## **Sevenoaks District Council Pay Policy Statement**

### **1. Introduction**

- 1.1 The Council's Pay Policy Statement sets out its policies for 2012/13 relating to:
- The remuneration of its chief officers,
  - The remuneration of its lowest-paid officers, and
  - The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 1.2 The Pay Policy Statement is prepared in accordance with the requirements of the Localism Act 2011 and associated guidance published by the Secretary of State for Communities and Local Government.
- 1.3 The Statement has been approved by resolution of the full Council and the commitments made in the Pay Policy Statement will be applied to remuneration of chief officers during 2012/13.

### **2. Definitions**

- 2.1 The following definitions have been applied in preparing the Pay Policy Statement:
- (a) Remuneration – the officers salary<sup>1</sup>, any bonuses payable, any charges, fees or allowances payable, any benefits in kind, any increase or enhancement to pension entitlement and any amounts payable to the officer on them leaving the authority<sup>2</sup>
  - (b) Chief Officers – the Head of Paid Service (the 'Chief Executive'), Deputies to the Head of Paid Service ('Deputy Chief Executives'), the Section 151 Officer, the Monitoring Officer and Heads of Service.
  - (c) Lowest-paid officers – this corresponds to the lowest pay point on which a full time, permanent officer can be appointed to when joining the Council. It does not relate to an individual job role. This definition has been adopted as a true and fair representation of the lowest paid salary point offered by the Council, although it does not necessarily mean that any officer working for the Council currently receives this level of pay. This definition provides a fair and accurate description for an entry level position into the authority, roles that require full supervision that have little, if any responsibility.

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<sup>1</sup> In the case where an officer is engaged under a contract for services, the salary is equal to the payments made by the Council to the officer for those services.

<sup>2</sup> Other than amounts that may be payable by virtue of any enactment

### **3. Terms and Conditions**

- 3.1 The general terms and conditions of employment are in accordance with those agreed by the National Joint Council for Local Government Services.
- 3.2 As Head of Paid Service, the Chief Executive shall have responsibility for the management of all officers, including the number and grade of officers and their organisations and structures.
- 3.3 The Council shall appoint such officers as it thinks necessary for the proper discharge of its functions or of another local authority's functions as fall to be discharged by the Council. All appointments shall be made on merit and in accordance with the Council's agreed policies and procedures.
- 3.4 Only under exceptional circumstances, where there is a proven benefit that will deliver clear value for money to residents, will the Council re-employ officers who have left with a severance or redundancy payment or are in receipt of a pension under the Local Government Pension Scheme. This may include re-engagement on a self employed basis with a contract for services. This Policy applies to both ex-employees of Sevenoaks District Council and of other local government organisations.
- 3.5 All officers appointed by the Council are paid as individuals with the correct personal national insurance and income tax contributions applied. The Council does not make permanent appointments through any other arrangements.

### **4. Remuneration of Chief Officers**

#### **4.1 Head of Paid Service**

- 4.1.1 The Head of Paid Service holds the title of Chief Executive or any equivalent as determined by Council.
- 4.1.2 The Head of Paid Service is one of three statutorily required posts at the Council, alongside the Chief Finance Officer (Section 151 Officer) and the Monitoring Officer. The Head of Paid Service holds overall responsibility for corporate management and operational functions. This includes:
  - Overall management responsibility for all Officers;
  - Provision of professional advice to all parties in the decision-making process;
  - Advising whether decisions of the Cabinet are in accordance with the budget and policy framework (in consultation with the Chief Finance Officer and the Monitoring Officer);
  - Providing advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members (in consultation with the Chief Finance Officer and the Monitoring Officer);

- To be the Returning Officer and Electoral Registration Officer for the Council; and
- To represent the Council on partnership and external bodies as required by statute or the Council.

4.1.3 The remuneration for the Head of Paid Service will include:

- Salary in line with the Sevenoaks District Council Chief Officer and Directors pay scale plus the outer fringe allowance;
- Car Allowance of £6,000 per annum;
- A one-off payment for acting as the Returning Officer at all elections. Payments are determined by the size of the electorate in the district, with the payment for national elections being set nationally and the payment for local elections set at county level; and
- An employer contribution to their pension of the amount required under the nationally determined terms of the Local Government Pension Scheme.

4.1.4 At the point of recruitment the salary of the Head of Paid Service will be determined by the level of skill and experience that they are evaluated as bringing to the role. In any case the salary will not exceed the top pay point of the Sevenoaks District Council Chief Officer pay scale.

4.1.5 The Head of Paid Service will, like all other officers, be able to increase their salary on an annual basis by demonstrating excellent performance when assessed through full participation in the Council's appraisal scheme, until the top point of the pay band is reached. The Head of Paid Service will also be entitled to receive any national pay award determined by the National Joint Council. No other increases or additions to their remuneration will be payable without a resolution of Council.

4.1.6 The Council does not adopt a performance related pay system for any officers outside of the appraisal scheme, including the Head of Paid Service.

4.1.7 The Council does not pay bonuses for any officers, including the Head of Paid Service, other than those determined by the appraisal scheme upon achieving outstanding performance.

4.1.8 The Council will not make payment to the Head of Paid Service if they are summarily dismissed.

4.1.9 If the Council makes the Head of Paid Service redundant a payment will be made to them based on their length of service (up to a maximum of 20 years) based on their actual weeks pay.

4.1.10 If the Head of Paid Service resigns their post they will not be entitled to any compensatory payment from the Council.

4.1.11 The following terms and conditions will also apply to the Head of Paid Service:

- The Head of Paid Service may be the Chief Finance Officer, but may not be the Council's Monitoring Officer; and
- The post of Head of Paid Service is politically restricted.

## **4.2 Deputies to the Head of Paid Service**

4.2.1 The deputies to the Head of Paid Service hold the titles of Deputy Chief Executive and Director of Corporate Resources and Deputy Chief Executive and Director of Community and Planning Services or any equivalent as determined by Council.

4.2.2 The remuneration for an officer holding the post of a deputy to the Head of Paid Service will include:

- Salary in line with the Sevenoaks District Council Chief Officer and Directors pay scale plus the outer fringe allowance;
- Car Allowance of £5,100 per annum; and
- An employer contribution to their pension of the amount required under the nationally determined terms of the Local Government Pension Scheme.

4.2.3 At the point of recruitment an officer holding the post of a deputy to the Head of Paid Service will be determined by the level of skill and experience that they are evaluated as bringing to the role. In any case the salary will not exceed the top pay point of the Sevenoaks District Council Directors pay scale.

4.2.4 An officer holding the post of a deputy to the Head of Paid Service will, like all other officers, be able to increase their salary on an annual basis by demonstrating excellent performance when assessed through full participation in the Council's appraisal scheme, until the top point of the pay band is reached. An officer holding the post of a deputy to the Head of Paid Service will also be entitled to receive any national pay award determined by the National Joint Council. No other increases or additions to their remuneration will be payable without a resolution of Council.

4.2.5 The Council does not adopt a performance related pay system for any officers outside of the appraisal scheme, including officers holding the post of a deputy to the Head of Paid Service.

4.2.6 The Council does not pay bonuses for any officers, including officers holding the post of a deputy to the Head of Paid Service, other than those determined by the appraisal scheme upon achieving outstanding performance.

4.2.7 The Council will not make payment to officers holding the post of a deputy to the Head of Paid Service if they are summarily dismissed.

- 4.2.8 If the Council makes a deputy to the Head of Paid Service redundant a payment will be made to them based on their length of service (up to a maximum of 20 years) based on their actual weeks pay.
- 4.2.9 If an officer holding the post of a deputy to the Head of Paid Service resigns their post they will not be entitled to any compensatory payment from the Council.
- 4.2.10 The following terms and conditions will also apply to an officer holding the post of a deputy to the Head of Paid Service:
- The post of a deputy to the Head of Paid Service is politically restricted.

### **4.3 Monitoring Officer**

- 4.3.1 The Monitoring Officer holds the title of Head of Legal and Democratic Services or any equivalent as determined by the Head of Paid Service.
- 4.3.2 The Monitoring Officer is one of three statutorily required posts at the Council, alongside the Head of Paid Service and the Chief Finance Officer (Section 151 Officer). The Monitoring Officer is responsible for:
- Maintaining the consultation;
  - Ensuring lawfulness and fairness of decision making;
  - Supporting the Standards Committee;
  - Advising whether decisions of the Cabinet are in accordance with the budget and policy framework (in consultation with the Head of Paid Service and the Chief Finance Officer); and
  - Providing advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members (in consultation with the Head of Paid Service and the Chief Finance Officer)
- 4.3.3 The remuneration for the Monitoring Officer will include:
- Salary at Band J of the National Joint Council scale plus the outer fringe allowance;
  - A lease car or cash equivalent allowance;
  - Consideration of a market supplement; and
  - An employer contribution to their pension of the amount required by the Local Government Pension Scheme.
- 4.3.4 At the point of recruitment the salary of the Monitoring Officer will be determined by the level of skill and experience that they are evaluated as bringing to the role. In any case the salary will not exceed the top pay point of Band J on the National Joint Council salary scales.

- 4.3.5 The Monitoring Officer will, like all other officers, be able to increase their salary on an annual basis by demonstrating excellent performance when assessed through full participation in the Council's appraisal scheme, until the top point of the pay band is reached. The Monitoring Officer will also be entitled to receive any national pay award determined by the National Joint Council. No other increases or additions to their remuneration will be payable without a resolution of Council.
- 4.3.6 The Council does not adopt a performance related pay system for any officers, including the Monitoring Officer.
- 4.3.7 The Council does not pay bonuses for any officers, including the Monitoring Officer, other than those determined by the appraisal scheme upon achieving outstanding performance.
- 4.3.8 The Council will not make any payment to the Monitoring Officer if they are summarily dismissed.
- 4.3.9 If the Council make the Monitoring Officer redundant a payment will be made to them based on their length of service (up to a maximum of 20 weeks) based on their actual weeks pay.
- 4.3.10 If the Monitoring Officer resigns their post they will not be entitled to any compensatory payment from the Council.
- 4.3.11 The following terms and conditions will also apply to the Monitoring Officer post:
- The post of the Monitoring Officer is politically restricted; and
  - The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

#### **4.4 Chief Finance Officer (Section 151 Officer)**

- 4.4.1 The Chief Finance Officer is one of three statutorily required posts at the Council, alongside the Head of Paid Service and the Monitoring Officer. The post of the Chief Finance Officer is currently assigned to an officer holding the post of deputy to the Head of Paid Service.
- 4.4.2 The Chief Finance Officer is responsible for:
- Ensuring Lawfulness and Financial Prudence of Decision-Making;
  - Administration of Financial Affairs;
  - Contributing to Corporate Management;
  - Providing advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Members and will support and advise Members and Officers in their respective roles; and

- Providing financial information to the media, members of the public and the community.

4.4.3 The pay policies applicable to this post are detailed at section 4.2 above.

4.4.4 The following terms and conditions will also apply to the Chief Finance Officer post:

- The post of the Chief Finance Officer is politically restricted; and
- The Chief Finance Officer cannot be the Monitoring Officer but may hold the post of Head of Paid Service.

## **4.5 Heads of Service**

4.5.1 Heads of Service report to the deputies to the Head of Paid Service and are responsible for the operational management of Council services.

4.5.2 The remuneration for an officer holding the post of a Head of Service will include:

- Salary at a maximum of Band J of the National Joint Council scale plus the outer fringe allowance;
- A lease car or cash equivalent allowance; and
- An employer contribution to their pension of the amount required by the Local Government Pension Scheme.

4.5.3 At the point of recruitment the salary of Heads of Service will be determined by the level of skill and experience that they are evaluated as bringing to the role. In any case the salary will not exceed the top pay point of Band J on the National Joint Council salary scales.

4.5.4 Heads of Service will, like all other officers, be able to increase their salary on an annual basis by demonstrating excellent performance when assessed through full participation in the Council's appraisal scheme, until the top point of the pay band is reached. Heads of Service will also be entitled to receive any national pay award determined by the National Joint Council. No other increases or additions to their remuneration will be payable without a resolution of Council.

4.5.5 The Council does not adopt a performance related pay system for any officers, including Heads of Service.

4.5.6 The Council does not pay bonuses for any officers, including Heads of Service, other than those determined by the appraisal scheme upon achieving outstanding performance.

4.5.7 The Council will not make any payment to Heads of Service if they are summarily dismissed.

4.5.8 If the Council make Heads of Service redundant a payment will be made to them based on their length of service (up to a maximum of 20 weeks) based on their actual weeks pay.

4.5.9 If Heads of Service resign their post they will not be entitled to any compensatory payment from the Council.

4.5.10 The following terms and conditions will also apply to the Monitoring Officer post:

- The post of Head of Service is politically restricted.

## **5. Transparency and Publication of Chief Officer Salaries**

5.1 Further information about responsibilities and appointment of Chief Officers is published in the Council's Constitution. The provisions within this Pay Policy Statement do not alter the requirements and powers, which the Constitution sets out.

5.2 Further information about the salaries of Chief Officers is available on the Council's website. The Council's Statement of Accounts is published annually and includes a full breakdown of payments made to Chief Officers for the past year.

5.3 The transparency section of the Council's website includes the publication of the pay scales of all officers at the council who receive a full time equivalent salary in excess of £58,200.

## **6. Remuneration of lowest-paid officers**

6.1 The salary of the lowest-paid role at the Council will be equivalent to the lowest pay point within Band A of the National Joint Council salary scales plus the outer fringe allowance.

6.2 All Council officers are able to increase their salary on an annual basis, until the top point of the pay band is reached by demonstrating excellent performance when assessed through full participation in the Council's appraisal scheme. All officers are also entitled to receive any national pay award determined by the National Joint Council. There are no other performance related or bonus payments payable to officers.

6.3 All Council officers are eligible to join the Local Government Pension Scheme. As their employer the Council will contribute to each officers pension the amount required by the Local Government Pension Scheme.

## **7. The Pay Relationship**

7.1 The NJC scale offers a fair and non-discriminatory approach to pay and grading reflected through the NJC job evaluation scheme. Each role is individually assessed and evaluated to ensure an accurate level of pay.



The result of evaluations reflects the level of responsibility associated with each respective post.

- 7.2 The mean average salary at Sevenoaks District Council in 2011/12 was £24,981, which is approximately spinal point 29 of Band D. The median salary for the same period was £22,221, which lies at spinal point 26 of Band C.
- 7.3 The pay multiple between the Chief Executive and the mean average salary at Sevenoaks District Council is 5.1. Using the median salary point the pay multiple is 5.7.
- 7.4 The Council is clear that pay at all levels is properly assessed and evaluated to ensure it accurately and fairly reflects the level of skill and responsibility associated with each respective post. Maintaining this approach will ensure that the Council is committed to a fair pay relationship and maintaining a proportionate pay ratio between the average pay level and that of the Chief Executive.