

AGENDA

Meeting: STAFFING POLICY COMMITTEE
Place: Orkney Room, 2nd Floor, County Hall East Wing, Trowbridge
Date: Wednesday 22 February 2012
Time: 9.30 am

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic and Members' Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email roger.bishton@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Allison Bucknell
Cllr Rod Eaton
Cllr Mike Hewitt
Cllr Jon Hubbard
Cllr Francis Morland

Cllr John Noeken
Cllr Mark Packard
Cllr Jane Scott OBE
Cllr John Smale

Substitutes:

Cllr Rosemary Brown
Cllr Chris Caswill
Cllr Ernie Clark
Cllr Mary Douglas
Cllr Malcolm Hewson

Cllr George Jeans
Cllr Bill Moss
Cllr Christopher Newbury
Cllr Jonathon Seed

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PART I

Items to be considered while the meeting is open to the public

1. **Apologies for absence**

2. **Minutes of Previous Meeting** *(Pages 1 - 6)*

To confirm the minutes of the meeting held on 11 January 2012. (Copy attached)

3. **Declarations of Interest**

To receive any declarations of personal or prejudicial interests or dispensations granted by the Standards Committee.

4. **Chairman's Announcements**

5. **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of the agenda no later than 5pm on **Wednesday 15 February 2012**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6. **Pay Policy Statement** *(Pages 7 - 24)*

A report by the Service Director HR & OD for consideration by Council on 28 February is attached. SPC is asked to consider the proposed pay policy statement for 2012/13 as detailed in the report and make any recommendations to Council.

7. **Urgent Items**

Any other items of business which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be considered under Part II of this agenda.

PART II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

None

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STAFFING POLICY COMMITTEE

DRAFT MINUTES OF THE STAFFING POLICY COMMITTEE MEETING HELD ON 11 JANUARY 2012 AT ORKNEY ROOM, 2ND FLOOR, COUNTY HALL EAST WING, TROWBRIDGE.

Present:

Cllr Allison Bucknell (Chairman), Cllr Rod Eaton, Cllr Mike Hewitt (Vice Chairman), Cllr Jon Hubbard, Cllr Francis Morland, Cllr Bill Moss (Substitute), Cllr John Noeken, Cllr Mark Packard and Cllr Jane Scott OBE

1. Apologies for absence

An apology for absence was received from Cllr John Smale, who was substituted by Cllr Bill Moss.

2. Minutes of Previous Meeting

Resolved:

To confirm and sign the minutes of the Committee meeting held on 23 November 2011.

Arising therefrom

The Committee was informed that, although it had been requested (Minute No 95 – Annual Equality & Diversity Report 2010/11 refers) that a report be prepared for the next meeting setting out more detailed analysis about leavers under the age of 25 years, this had not been possible due to the problems being experienced in obtaining benchmarking information. However, it was noted that a report would be available for the next meeting in March.

3. Declarations of Interest

Cllr Francis Morland declared a prejudicial interest in Minute No 9 - Acceptable Usage Policy for Email, Internet and Computer Use as the policy would also apply to Members. He stated that he would leave the meeting during consideration of this item.

4. **Chairman's Announcements**

Local Government Pension Scheme & Teachers' Pension Scheme -- Proposed Industrial Action Update

The Committee was informed that the Government had conceded some concessions to their original proposals. In particular there was to be an extension of timescales for negotiations and it was now proposed that changes to the Scheme would come into effect from April 2014 rather than April 2012. Most of the trade unions involved, including UNISON, were committed to continue negotiations but UNITE had rejected these latest proposals.

With regard to the scheme for teachers, it was noted that any changes would not come into effect until 2015.

Full details of both Schemes and progress updates were available to read on *The Wire* in addition to the provision of newsletters and presentations.

Corporate Review of Administration and Business Support Services

It was reported that a review of administrative and business support staff was currently underway. There was a need to achieve a saving of £36 million in the next financial year and from some initial work, it had been estimated that around 600 jobs might fall within the scope of this review with an estimated number of jobs which could be removed as a result of the corporate review being somewhere between 50 and 60. Such a saving was estimated to release £1 million. It was also envisaged that this reduction would at least in part be achieved by the deletion of vacancies.

This review would also determine the level of administrative and business support that would be required across the organisation and work was being undertaken to develop a generic job description for support staff.

5. **Public Participation**

There were no members of the public present or councillors' questions.

6. **Some Other Substantial Reason Dismissal Policy and Procedure**

Consideration was given to a report by the Service Director HR &OD which presented a revised Some Other Substantial Reason Dismissal Policy & Procedure.

After discussion,

Resolved:

To approve the revised Some Other Substantial Reason Dismissal Policy & Procedure, subject to the following amendment:-

Para 19 to read as follows:-

“If you are dismissed, you will be entitled to a notice period in accordance with the terms and conditions of your employment. You *may or may not* be required to work some or all of your notice period. This will be determined on a case by case basis and agreed with your manager and HR.”

7. **Personal Relationships at Work and Related Matters Policy and Procedure**

The Committee considered a report by the Service Director HR & OD which updated the existing Relatives/Relationships in Work Policy in line with the Equality Act 2010.

After discussion,

Resolved:

To approve the updated Personal Relationships at Work and Related Matters Policy & Procedure.

8. **The Behaviours Framework: Embedding the Framework in Current HR Policies**

Consideration was given to a report by the Service Director HR & OD which sought approval to a new Behaviours Framework Policy & Procedure.

After discussion,

Resolved:

(1) To approve the new Behaviours Framework Policy & Procedure.

(2) To agree that Human Resources implements the new policy along with updates to other HR policies from the beginning of February 2012.

9. **Acceptable Usage Policy for Email, Internet and Computer Use**

Consideration was given to a report by the Service Director, HR & OD which presented changes to the existing email, internet and computer use policy.

The Chairman explained that this Committee was being requested to consider this updated policy in respect of staff and, as it was planned that the policy

would also apply to members of the Council, it would be necessary for the Standards Committee approve the changes.

After some discussion,

Resolved:

- (1) To strongly endorse the changes to the Acceptable Usage Policy & Procedure for Email, Internet and Computer Use as it applies to staff, subject to the following amendment:-

Point 17 of the Policy to read “Not to allow anyone without a valid Wiltshire Council login account to use your council equipment.”

- (2) To recommend the Standards Committee to adopt the Policy & Procedure as regards Members of the Council, subject to:-

(a) Point 17 of the Policy to read “Not to allow anyone without a valid Wiltshire Council login account to use your council equipment.”

(b) Point 57 being amended so as to bring the Policy in line with the current updated Standards regime.

- (3) To urge that the Policy & Procedure be implemented as soon as possible.

- (4) To request that explanatory notes be prepared and circulated when the Policy & Procedure is implemented.

(Cllr Francis Morland, having declared a prejudicial interest, left the meeting for consideration of this item.)

10. **Senior Officers Employment Sub-Committee**

Resolved:

To receive and note the minutes of the Senior Officers Employment Sub-Committee dated 25 November 2011.

11. **Date of Next Meeting**

Resolved:

- (1) To note that the next scheduled meeting of the Committee was due to be held on Wednesday 7 March 2012.

- (2) To agree to hold an additional meeting of the Committee on Wednesday 22 February 2012, starting at 9.30am, in order to consider Pay Policy Update and to forward any views on to Council at its meeting on 28 February 2012.

12. **Urgent Items**

There were no items of urgent business.

(Duration of meeting: 10.30 am - 12.10 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

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Wiltshire Council

Full council

28th February 2012

Subject: Pay policy statement and the publication of senior staff pay

Cabinet member: Councillor John Noeken

Key Decision: Yes

Executive Summary

Under chapter 8 of the Localism Act 2011 every local authority must prepare a pay policy statement for the financial year 2012/13 and each subsequent financial year.

The pay policy statement must set out the authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.

The statement needs to contain the definition of "lowest-paid employees" adopted by the authority for the purposes of the statement, and the reasons for adopting that definition.

The statement also includes the council's policies relating to:

- the level and elements of remuneration for each chief officer
- remuneration of chief officers on recruitment
- increases and additions to remuneration for each chief officer
- the use of performance-related pay for chief officers
- the use of bonuses for chief officers
- the approach to the payment of chief officers on their ceasing to be employed by the authority
- the publication of and access to information relating to remuneration of chief officers

The secretary of state for CLG has also issued a code on the publication of data for the public, to support the transparency of decision making and the public's opportunity to consider how money is being used in the pay and reward of senior staff and the structure of overall workforce.

This should as a minimum include:

- Senior employee salaries (£52,800 and above), names (with the option for individuals to refuse consent for their name to be published), job descriptions, responsibilities, budgets (including staff salary costs) and numbers of staff.
- An organisational chart of the staff structure of the local authority including salary bands and details of currently vacant posts
- The “pay multiple” – the ratio between the highest paid salary and the median average salary of the whole of the authority’s workforce.

Proposal(s)

Full council are recommended to approve:

- (a) The Pay Policy Statement set out in appendix 1
- (b) Publication of senior staff salaries with a threshold of £52,800, along with job descriptions, budget responsibilities and numbers of staff. It is proposed that individuals are asked to consent for their names to be included.

Reason for Proposal

The proposals set out in the report and pay policy statement reflect the council’s commitment to openness and transparency, and meet the requirements of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

Name of Director: Barry Pirie
Designation: Service Director HR and OD

Wiltshire Council

Full council

28th February 2012

Subject: Pay policy statement

Cabinet member: Councillor John Noeken

Key Decision: Yes

Purpose of Report

1. This report outlines the pay policy statement which applies to all non-schools employees of Wiltshire Council.
2. The report also contains details of the information that will be published in order to comply with the Code of Recommended Practice for Local Authorities on Data Transparency.

Background

3. Under section 38 of the Localism Act 2011 every local authority must prepare and publish a pay policy statement for the financial year 2012/13 and each subsequent financial year.
4. The legislation states that approval of the pay policy statement must be sought from full council.

Main Considerations for the Council

5. Please see appendix 1 for a copy of the pay policy statement.
6. This statement draws together key employment policies and practices deployed by Wiltshire Council in respect of all non-school staff employed by the authority.
7. The statement contains references to employment policies which have been negotiated with the relevant trade unions and agreed at Staffing Policy Committee. These will all be published with the pay policy statement.
8. The statement outlines where there are key differences between employment terms for senior managers and all other staff.
9. In the majority of cases the pay policies are the same for all employees.

10. In terms of overall remuneration packages the council's policy is to set different levels of pay in order to reflect the different sizes of jobs. In order to do this, two job evaluation schemes are in use. The Hay job evaluation scheme is used to evaluate senior manager posts, and the GLPC job evaluation scheme is used to evaluate the majority of other jobs.
11. The council does not have a more beneficial set of allowances, benefits and payments for senior managers, and ensures that allowances such as acting up, unsocial hours and overtime payments are only available to employees who are not senior managers.
12. The pay ratio of highest paid employee to lowest paid employee is 1:10.6 and this is well within the recommended limit of 1:20 as outlined in the Hutton Review of Fair Pay in the Public Sector.
13. The pay policy statement also outlines the requirement to publish data on the Wiltshire Council website in respect of senior managers earning over £58,200 per year. This includes job descriptions, budgetary responsibilities and numbers of direct staff reports.
14. There are currently 39 employees who meet the earnings limit of £58,200.
15. Of these 39, 22 employees at corporate and service director level already have their salaries published. The remainder will be asked if they have a valid objection to their names being published on the website.
16. Employees are entitled to object if they feel the disclosure would cause them unwarranted damage or distress. The council as the data controller would then need to determine the legitimacy of the request for withholding the name.
17. A new tab entitled "Council data" will be placed on the front page of the Wiltshire Council website to ensure the information is more accessible and easily available to the general public .

Environmental and climate change considerations

18. Not applicable

Equalities Impact of the Proposal

19. The pay policy statement was equality impact assessed on 1st February 2012 and no negative impacts were identified.

Risk Assessment

20. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.
21. The pay policy statement clearly outlines that the employment terms and allowances for senior staff are not more beneficial than those of the lowest paid staff.

22. The secretary of state for CLG has also issued a code on the publication of data for the public, and local authorities are now required to publish salaries and related information for all staff earning in excess of £58,200 per annum.

23. The pay policy statement, related employment policies and the senior salaries data will be published on the Wiltshire Council website in accordance with the Localism Act 2011 and the Code of Recommended practice for Local Authorities on Data Transparency.

Financial Implications

24. The employment policies referred to within the pay policy statement (appendix 1) are already in existence and therefore there is no additional cost.

Legal Implications

25. Legal Services, upon reviewing the overriding legislation, confirm that there are no legal implications arising from the proposed pay policy statement.

Options Considered

26. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.

Conclusions

27. In order to comply with our responsibilities, full council are recommended to approve:

- (a) The pay policy statement set out in appendix 1
- (b) Publication of senior staff salaries with a threshold of £58,200, along with job descriptions, budget responsibilities and numbers of staff. It is proposed that individuals are asked to consent for their names to be included.

Name of Director: Barry Pirie
Designation: Service Director HR & OD

Report Author: Amanda George, HR Policy and Reward Manager
Date of report: 28th February 2012

Background Papers:

- Localism Act 2011 – chapter 8

- CLG – openness and accountability in local pay: Draft guidance under section 40 of the Localism Act
- CLG – the Code of Recommended Practice for Local Authorities on Data Transparency

Appendices

Appendix 1 – Pay Policy Statement

Wiltshire Council Human Resources

Pay Policy Statement

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

The pay policy statement sets out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2012-2013.

Its purpose is to provide a clear and transparent policy, which demonstrates accountability and value for money. The policy also meets the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

The pay policy statement sets out the authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.

Remuneration for the purposes of this statement includes three elements:

- basic salary
- pension
- any other allowances arising from employment

The term "chief officer" in this instance applies to more posts than the usual council definition, and includes the following senior manager roles:

Corporate Director
Service Director
Head of Service
Some lead professional jobs

The term "lowest paid employees" refers to those employees on the lowest spinal column point (scp) of our grading system. This is scp 5 of grade A, which is currently £12,312 per annum.

Go straight to the section:

- Introduction
- Who does it apply to?
- When does it apply?
- What are the main points?
- The level and elements of remuneration for employees
- Remuneration on recruitment
- Increases and additions to remuneration
- The use of performance-related pay
- The use of bonuses
- The approach to the payment of employees on their ceasing to be employed by the authority
- The pension scheme
- Any other allowances arising from employment
- Governance arrangements
- The publication of and access to information relating to remuneration of chief officers
- The relationship between the remuneration of chief officers and employees who are not chief officers.

Introduction

Wiltshire Council is a large and complex organisation providing a wide range of services to the community, with an annual budget of £326.655m (2012/13).

In order to deliver these services around 14,100 people work for the council, 8,700 of which work in schools, in a variety of diverse roles from corporate director to social worker, to teaching assistant to general cleaner.

It is important to establish this pay policy statement in the context of the organisation, and with regard to the financial difficulties the council is currently facing.

In 2010/11, in order to make the required employee related savings of £12m over the next 4 years the council negotiated some changes to employee terms and conditions with the recognised unions. As a consequence of these negotiations a new redundancy pay policy was introduced, and different terms were agreed for voluntary and compulsory redundancies. Pay protection arrangements were reduced from three years to one year and it was agreed that increments would be frozen until 2014. Essential, casual and excess travel allowances were also removed, resulting in the HMRC mileage rate being applied for all mileage claims.

Staffing reviews have since been conducted whereby 444 management and staff posts have been deleted, 331 of which were redundancies and 113 were

vacancies, saving the council a total of £13.7m. These reviews are still ongoing with the aim of making further savings, resulting in a more efficient organisation.

In November 2011 the council decided to delete the post of chief executive and one of the four corporate directors. A new leadership model comprising the remaining three corporate directors working in conjunction with cabinet has been implemented which has saved the council £400,000 per annum. There have been no increases to senior managers' pay as a result of this change.

The council has now adopted a leadership model which has moved away from grouping professional services in a department structure. Services now work together, as one team, across relevant areas to ensure a genuine customer and community focus.

The extended leadership team, the three corporate directors, the joint director of public health and all service directors, work together with cabinet members to ensure communities' needs are met and the business plan is delivered.

Who does it apply to?

This pay policy statement applies to all non- schools employees of Wiltshire Council.

When does it apply?

This pay policy statement applies for the financial year 2012/13. It will be reviewed and updated on a yearly basis.

What are the main points?

1. This pay policy statement sets out the pay policies which apply to both the lowest paid and highest paid employees within the council.
2. In many cases the pay policies are the same for all employees. Where there are differences, these have been clearly outlined below.

The level and elements of remuneration for employees

3. In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.
4. A small number of jobs i.e. Youth and Community workers and Soulbury staff are covered by national salary scales, and therefore the evaluation schemes do not apply.
5. The council uses two job evaluation schemes in order to rank jobs.

Hay job evaluation scheme:

6. The Hay job evaluation scheme is used to evaluate senior manager jobs within the council (currently 110 employees), which include the following roles:
 - Corporate Director
 - Service Director
 - Head of Service
 - Some lead professional jobs
7. Each job is assessed by a panel of three Hay trained evaluators. The evaluators consider the job against each Hay element and sub-element and apply the description and points that best fit the job being evaluated. The values awarded are subsequently added together to give a total job score.
8. The Hay Group periodically carry out quality control checks to ensure the consistency of job scores in line with the conventions of the scheme.
9. The job score determines the grade the job. There are 8 Hay grades each containing a salary range over 4 spinal column points.
10. See the [Hay job evaluation scheme](#), the [points to grades](#) and [salary bands](#) for further details.
11. The council aims to ensure that the pay scales for hay posts are sensitive to labour market pressures. Pay scales for Hay graded posts were first implemented in 2002 and are assessed periodically to ensure that they remain competitive. This assessment is conducted using the Hay Group Ltd databank of pay rates for organisations in the public and not for profit sector.

Greater London Provincial Council job evaluation (GLPC) scheme:

12. The GLPC job evaluation scheme is used to evaluate the majority of jobs within the council (currently 5000 employees).
13. Each job is assessed by a panel of three trained GLPC evaluators. The evaluators consider each job against a set of factors and award a level per factor. The values of the levels are added together to give a total job score.
14. The job score determines the grade for the job. There are 15 grades, each grade containing between 2 and 4 increments. The GLPC pay

grades were first implemented and agreed with the unions as part of the Pay Reform agreement in 2007.

15. See the [GLPC evaluation scheme](#), [the points to grades](#) and [salary bands](#) for further details.
16. The council aims to ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results. The evaluation process and a sample of the scores are checked externally by job evaluation specialists in the South West Councils organisation.

Remuneration on recruitment

17. The same recruitment policies apply to all employees who take up a new appointment with the council, regardless of grade.
18. The council advertises all posts through the careers website, and may also employ a recruitment agency to provide a shortlist of candidates for senior manager jobs.
19. The council has a market supplement policy which stipulates that if there are recruitment difficulties and it is shown that the council are paying below the market rate for the job, a market supplement may be paid.
20. Market supplements are only payable to a small number of jobs which are evaluated using the GLPC scheme. No market supplements are paid to Hay graded employees. See the list of [market supplements](#) for current details.
21. Candidates are normally appointed on the minimum spinal column point of the grade for the post.
22. If a candidate is already being paid above the minimum point of the post they are applying for, the appointment may in some circumstances be on the next increment above their current salary, subject to the maximum of the grade.
23. The recruitment procedure for Corporate and Service Director posts is undertaken by the Officer Appointments Committee. Once an appointment is proposed, cabinet is required to ratify the decision and salary level within the band before the appointment is confirmed.
24. In line with the requirements of the Localism Act 2011, all chief and senior officer jobs, including those paid over £100,000 per year, are assessed by applying the Hay job evaluation scheme. The job is then allocated the appropriate existing Hay grade and pay band, and a salary offer will only be made within that pay band.

25. Where it is necessary for any newly appointed employee to relocate more than 15 miles in order to take up an appointment the council may make a contribution towards relocation expenses.

Increases and additions to remuneration

26. The council's policy is to apply the nationally negotiated JNC pay award for Hay graded employees, and NJC pay award for GLPC graded employees which takes effect from 1st April each year.
27. The council also employs a small number of specialist employees covered by Youth and Community and Soulbury salary scales which are also negotiated nationally.
28. The last annual pay awards were agreed for JNC employees in April 2008 and NJC employees in 2009. Since then, no national pay awards have been agreed and applied.
29. Any nationally negotiated pay awards agreed for April 2012 will be implemented as usual.
30. For Hay graded employees incremental progression through the grade is based on satisfactory performance measured over a 12 month period. Increments are paid on 1st April each year subject to satisfactory performance, and a minimum of 6 months in post at that time. There is no provision for the payment of an increment at any other time.
31. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade unless formal proceedings are taking place under the Improving Work Performance Policy. Increments are paid on the 1st April each year, or six months after the start date (if the starting date is between October and April) and there is no provision for the payment of an increment at any other time.
32. As one of a number of cost saving measures a two year increment freeze has been agreed jointly between Wiltshire Council and the recognised unions. This means that no annual increments will be paid in either April 2012 or April 2013 for any employees of Wiltshire Council.

The use of performance-related pay

33. It is the council's policy that Hay graded employees are subject to a performance appraisal each year. If the performance is measured as satisfactory, an increment may be awarded (subject to point 25. above). If the performance does not meet the required standard an increment may be withheld.

34. For GLPC graded employees, increments are awarded automatically to the maximum of the grade (subject to point 25. above) unless formal proceedings are taking place under the Improving Work Performance Policy.

The use of bonuses

35. The council does not offer a bonus scheme to any group of employees.

The approach to the payment of employees on their ceasing to be employed by the authority

36. Employees who leave the council's employment are entitled to payment of their contractual notice, along with any outstanding holiday pay.
37. The council does not make any additional payments to employees whose employment ceases, except in the case of redundancy.
38. All employees are subject to the same redundancy payments policy.
39. If employees choose to volunteer and are accepted for redundancy they are entitled to a payment calculated as follows:

Statutory weeks x normal weekly pay x 2.5, capped at 40 weeks, with a minimum payment of £3000 (pro rata for part time staff).
40. If employees choose not to volunteer for redundancy, and cannot be redeployed, they will leave on compulsory grounds. The payment is calculated as follows:

Statutory weeks x weekly salary (capped at £430), with a cap of 30 weeks pay or 20 years service. There is a minimum payment of £1500 (pro rata for part time staff).
41. If employees are aged 55 or over, and have been a member of the pension scheme for at least 3 months, they are able to receive their pension and lump sum early if their employment is terminated on grounds of redundancy.
42. No augmentation to pension will apply for any employee.
43. If employees are dismissed on redundancy grounds, and receive a voluntary (enhanced) redundancy payment, they may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to the following conditions:

- The post did not exist or was not foreseeable at the time of the dismissal.
 - The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
 - The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
 - The appointment has corporate director approval.
44. These conditions apply for 12 months from the date of the dismissal, after which the employee may be considered for re-employment to any post within Wiltshire Council.

The pension scheme

45. All employees with a contract of employment of 3 months or more are entitled to join the pension scheme.
46. Employee contribution levels vary between 5.5 – 7.5% according to the employee's salary.
47. The benefits of the scheme for all members include:
- A tiered ill health retirement package if employees have to leave work at any age due to permanent ill health. This could give employees benefits, paid straight away, and which could be increased if they are unlikely to be capable of gainful employment within 3 years of leaving.
 - Early payment of benefits if employees are made redundant or retired on business efficiency grounds at age 55 or over.
 - The right to voluntarily retire from age 60, even though the Scheme's normal pension age is 65. Employees can retire from as early as age 55, provided the employer agrees.
 - Flexible retirement from age 55 if employees reduce their hours, or move to a less senior position. Provided the employer agrees, employees can draw all of their benefits – helping them ease into their retirement.
48. Further information about the pension scheme can be found on the [pensions website](#).

Any other allowances arising from employment

Payment for acting up or additional duties

49. This policy applies only to GLPC graded employees who, on a temporary basis:

- act up – carrying out the full responsibilities and duties of a higher graded post either for some or all of their working hours; or
- carry out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours; or
- take on additional duties within their role.

50. The policy allows for employees to receive the salary difference between the lower and higher graded job, calculated on a percentage basis if the additional duties are taken on for only part of the working week.

Unsocial hours allowances

51. The council provides an additional allowance, expressed as a percentage of the basic rate, for regularly working late evenings/early mornings/nights/Sundays. These payments are graduated according to the degree of unsocial hours working and range from 10% to 33% in addition to normal hourly rate.

52. Unsocial hours allowances are only payable for GLPC graded jobs, and are not available for senior managers.

Local election duties – Acting Returning Officer

53. The role of Acting Returning Officer is currently being carried out by a nominated corporate director. Fees are paid in line with the guidance stipulated from the Ministry of Justice for the relevant elections.

Governance arrangements

54. The council's policy is to apply the nationally negotiated JNC and NJC pay awards, which take effect from 1st April each year.

55. The council also relies on national negotiation for some key provisions of employment such as the sickness and maternity schemes.

56. The council negotiates locally on some other conditions of employment, such as pay and grading, travel expenses, overtime payments and unsocial hours allowances.

57. For these local conditions of employment, the council consults and negotiates with the relevant trade unions in order to reach agreement. These conditions and allowances are then referred to Staffing Policy Committee for agreement.

58. The role of Staffing Policy Committee is to determine, monitor and review staffing policies and practices to secure the best use and development of the council's staff. This includes the power to deal with all matters relating to staff terms and conditions.

59. The full remit of the council’s Staffing Policy Committee is contained within the constitution.

The publication of and access to information relating to remuneration of chief officers

60. In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, the council is committing to publishing the following information relating to senior employees via the council’s website:

- Senior employees salaries which are £58,200 and above
- Names of the individuals (to be agreed with each individual)
- A job description for each post
- Budget responsibility for each post
- Number of direct reports for each post
- An organisational chart of the staff structure of the local authority

61. This information will be available via the council’s website from 1st April 2012, and updated on a monthly basis.

The relationship between the remuneration of chief officers and employees who are not chief officers.

62. In terms of overall remuneration packages the council’s policy is to set different levels of basic pay to reflect the different sizes of jobs, but not to differentiate on other allowances, benefits and payments it makes.

63. The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of the highest remunerated post compared with the lowest remunerated post of 1:20

64. The table below shows the relationship between the highest and lowest paid employees:

	Annual FTE Salary	Ratio
Highest Paid	£130,556	
Lowest paid	£12,312	10.6
Mean Salary	£23,902	5.46
Median Salary	£21,519	6.07

65. The council would therefore not expect the remuneration of its highest paid employee to exceed 20 times that of the lowest group of employees. The current ratio is well within the Hutton review guidelines at 1:10.6

Definitions

NJC – National Joint Council
JNC – Joint Negotiating Committee
GLPC – Greater London Provincial Council

Equal Opportunities

This policy has been Equality Impact Assessed (link to EIA for policy) to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Legislation

Localism Act 2011
Equality Act 2010

This policy has been reviewed by the legal team to ensure compliance with the above legislation and our statutory duties.

Further information

There are a number of related policies and procedures that you should be aware of including:

- Hay job evaluation policy and procedure
- GLPC job evaluation policy and procedure
- Appointments policy and procedure
- Appointments policy and procedure for chief officers
- Market supplements policy and procedure
- Moving home policy and procedure
- Redundancy payments policy
- Starting salaries and incremental progression policy and procedure
- Acting up and additional duties policy and procedure

The policies not published with this report are available from the HR department at Wiltshire Council on request.

Policy author	HR Policy and Reward Team – AG
Policy implemented	
Policy last updated	

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