

Pay Policy Statement for 2013-14

INTRODUCTION

1. This is a joint statement of South Oxfordshire and Vale of White Horse District Councils.
2. The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement must be approved by 31 March each year, by a meeting of the full council, and must then be published on the council's website. The pay policy statement may be amended during the year by further resolution of the council.
3. The pay policy statement must as a minimum include details of the council's policy on:
 - the remuneration of its chief officers
 - the remuneration of its lowest-paid employees
 - the relationship between the remuneration of its chief officers and other officers.
4. For the purposes of the Localism Act 2011 and this statement, the term "chief officers" is defined by Section 2 of the Local Government and Housing Act 1989. For these councils, the term "chief officers" refers to the chief executive, strategic directors, and heads of service.
5. Chief officers may be employed by either council, and are placed at the disposal of the other by means of an agreement made under Section 113 of the Local Government Act 1972.

REMUNERATION OF CHIEF OFFICERS

6. Chief officers are paid a spot salary. The spot salaries which apply for the whole of 2013-14 are increased by 2.0 per cent from 2012-13, and are as follows:
 - chief executive: £131,674
 - strategic directors: £100,515
 - heads of service: £75,300.

7. Where heads of service have previously received additional allowances for the responsibilities of monitoring officer or Section 151 officer, their total salaries may be protected at a higher level.
8. Chief officers do not receive any performance-related pay or bonuses.
9. The chief executive has been appointed as the councils' returning officer. In this role he and other chief officers may receive additional remuneration. Fees payable for district and parish council elections have been agreed by each council. Fees for other types of election are agreed and payable by the government or other bodies such as Oxfordshire County Council.
10. Chief officers do not receive essential car user allowances, overtime, on-call or stand-by payments.
11. On recruitment of a new strategic director or head of service, the gross base salary on recruitment will be the spot salary stated in paragraph 6.
12. On recruitment of a new chief executive, the gross base salary will be recommended by the Joint Cabinet Board and put to the vote at each full council.
13. In the event of a chief officer's post becoming redundant, any severance payment will be made on the same basis as to any other employee, according to the council's managing organisational change policy. Other than any pension to which they are statutorily entitled, no other payments will be made to chief officers on their ceasing to be employees of the council unless in settlement of any dispute.
14. Chief officers' contributions to the Local Government Pension Scheme (LGPS) are determined by their salary and by the rules of the scheme. For those who are members of the LGPS, heads of service in 2012-13 paid 7.2% of their salary into the scheme, while directors and the chief executive paid 7.5%. These rates are not expected to change in 2013-14, though employees' contribution rates are expected to increase in April 2014 with the introduction of a reformed LGPS.
15. No enhancements will normally be paid to chief officers' pensions other than in the event of a chief officer being offered early retirement on efficiency grounds, and only then with the approval of the Audit and Corporate Governance Committee (South), or Council or a committee with delegated authority (Vale).
16. The councils will not re-employ a chief officer who has left their employment and is now drawing a local government pension, unless there are exceptional circumstances.

LOWEST-PAID EMPLOYEES

17. The lowest salary paid for 2013-14 to staff currently on the payroll will be £13,830. The ratio of the chief executive's salary to the salary of the lowest-paid member of staff is thus £131,674 / £13,830, that is 9.52.

REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS

18. Employees who are not chief officers are paid according to locally agreed pay scales, with annual increments paid until the employee reaches the top of the scale. These pay scales will increase by 2.0 per cent with effect from 1 April 2013.
19. With effect from 1 April 2013 the councils will adopt a harmonised pay and grading scheme which will remove historic differences in pay scales.
20. The Department for Communities and Local Government (DCLG) published in September 2011 a code of recommended practice for local authorities on data transparency. This code of practice recommends publishing the “pay multiple”, the ratio between the highest paid salary and the median average salary of the whole of the authority’s workforce. For these councils the median salary during 2013-14 will be £31,080 (based on current data). The pay multiple defined above is thus 4.24.