

Pay Policy Statement for 2017-18

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 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.

MANAGEMENT STRUCTURE

6. It is likely that a new management structure will be proposed during 2017-18. This may require changes to the pay policy statement, to be detailed in a report when the time comes.

REMUNERATION OF CHIEF OFFICERS

7. Chief officers are paid a spot salary. The spot salaries which apply for the whole of 2017-18 are increased by 1.3 per cent from the 2016-17 salaries, and are as follows:

- chief executive: £141,820
 - heads of service: £79,601.
8. 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.
 9. Chief officers do not receive any performance-related pay or bonuses.
 10. The chief executive has been appointed as the councils' returning officer. In this role he receives additional remuneration, which varies from year to year. He may also employ other chief officers to support him in his work. 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.
 11. Chief officers do not receive essential car user allowances, overtime, on-call or stand-by payments.
 12. On recruitment of a new head of service within the current management structure, the gross base salary on recruitment will be the spot salary stated in paragraph 7, though this may be varied if an interim appointment is made.
 13. On recruitment of a new chief executive, the gross base salary will be determined by the Joint Staff Committee.
 14. 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 councils' 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.
 15. 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 and paying contributions on the whole of their salary, heads of service currently pay 9.9 per cent of their salary into the scheme, while the chief executive pays 11.4 per cent.
 16. 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 Joint Audit and Governance Committee.
 17. 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

18. The lowest salary paid for 2017-18 to staff currently on the payroll will be £14,071. The chief executive's salary is thus 10.1 times the salary of the lowest-paid member of staff.

REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS

19. 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 1.3 per cent with effect from 1 April 2017.
20. The Department for Communities and Local Government (DCLG) published in February 2015 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 2017-18 will be £33,225 (based on current data). The pay multiple defined above is thus 4.27.