

## **Doncaster Council - Statement of Pay Policy for the Period 1 April 2017 to 31 March 2018**

### **Introduction**

Sections 38 – 43 of the Localism Act 2011 require that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. This policy was considered and approved by Full Council at the Council meeting which took place on 26<sup>th</sup> January 2017.

This policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).

It should be noted that the requirements to publish data under the Secretary of State guidance, the Code of Practice and the Regulations do differ. The data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at Annex A to this policy statement. This policy statement does not cover or include school staff and is not required to do so.

### **Definition of officers covered by the Pay Policy Statement**

This policy statement covers the following posts:

1. Head of the Paid Service, which in this authority is the post of:
  - i) Chief Executive
  
2. Statutory Chief Officers, which in this authority are the posts of:
  - i) Director of Learning and Opportunities: Children and Young People
  - ii) Director of Adults, Health and Wellbeing
  - iii) Chief Financial Officer & Assistant Director of Finance
  - iv) Assistant Director of Legal and Democratic Services
  - v) Director of Public Health
  
3. Non-statutory Chief Officers, (those who report directly to the Head of the Paid Service) which in this authority are the posts of:
  - i) Director of Regeneration and Environment
  - ii) Director of Finance and Corporate Services
  - iii) Assistant Director HR, Communications and Executive Office
  - iv) Assistant Director Strategy and Performance

4. Deputy Chief Officers, (those who report directly to a non-statutory or statutory Chief Officer) which in this authority are the posts of:
- i) Assistant Director Commissioning and Business Development (Learning and Opportunities)
  - ii) Assistant Director Partnership and Operational Delivery (Learning and Opportunities)
  - iii) Assistant Director Adults Social Care
  - iv) Assistant Director Communities
  - v) Chief Financial Officer & Assistant Director of Finance
  - vi) Assistant Director Customers, Digital and ICT
  - vii) Assistant Director Human Resources, Communications and Executive Office (also reports to Director of Finance and Corporate Services)
  - viii) Assistant Director Development
  - ix) Assistant Director Environment
  - x) Assistant Director Trading Services and Assets
  - xi) Head of Strategic Development and Partnerships (Legal)\*
  - xii) Head of People and Communities (Legal)\*
  - xiii) Interim Director of Improvement (Adults, Health and Wellbeing)
  - iv) Interim Assistant Director of Contracts and Commissioning (Adults, Health and Wellbeing)

\* These posts are included in this list as they report to a statutory chief officer, but are not chief officers.

### **Policy on remunerating Chief Officers**

The authority's policy on remunerating Chief Officers is set out on the schedule that is attached to this policy statement at Annex B. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time. Details are also given within Annex B of Chief Officers who receive payments under a contract for services.

### **Policy on publishing salaries**

The authority is required to publish Chief Officer salaries on an annual basis as part of the Statement of Accounts which are available on the Council's website ([www.doncaster.gov.uk](http://www.doncaster.gov.uk)).

The authority is also required to disclose salaries over £58,200 (Annex A).

### **Policy on remunerating the lowest paid in the workforce**

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, these are then

incorporated into contracts of employment. The lowest pay point in this authority is Living Wage spot salary point; this relates to an annual salary of £16,302 (from 1<sup>st</sup> April 2017 assuming 1% national annual pay award) and can be expressed as an hourly rate of pay of £8.45. This follows the authority's decision to adopt and retain the current Living Wage rate and from changes to terms and conditions of employment by collective agreement.

This pay point and salary was originally determined by the authority as part of a pay scale for employees employed on Local Government Services Terms and Conditions on 1 April 2009 and had been applied since that date. The pay rate was increased in accordance with any pay settlements which were reached through the National Joint Council for Local Government Services. With effect from 1 April 2016, this pay point was re-determined by the authority as a spot salary pay point when it adopted the Living Wage rate. This pay rate will now be increased in accordance with the Living Wage annual increases determined each November, but applied to pay with effect from 1 April the following year.

### **Policy on the relationship between Chief Officer remuneration and that of other staff**

The highest paid employee salary in this authority is £149,000 which is paid to the Chief Executive. Although this is within the salary band for the Chief Executive post (up to £157,861), the current post holder opted to receive a spot salary rate of £149,000.

The ratio between the highest and lowest salaries is 9.14:1

The average mean salary in this authority (not including schools) is £23,886.

The ratio between the two salaries, the 'pay multiple' is 6.23:1

The median pay multiple is 7.77:1.

The Hutton Review considered that the multiple should be no greater than 20:1 and the Council falls well below this threshold.

This authority has a clear commitment to maintain or improve pay multiples as it is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement. The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay. The authority continues to take local positive action to address low pay and has demonstrated this by the adoption of the national living wage.

## **Policy on other aspects of Chief Officer remuneration**

Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency, re-employment when in receipt of an LGPS pension or a redundancy/severance payment and pension legislation. These matters are addressed in the schedule attached to this policy statement at Annex C.

## **Approval of Salary Packages in excess of £100k**

The salary structure for Chief Officers from 1<sup>st</sup> April 2017 is as follows:

Grade and Posts	Spinal Column Point	Salary (assumes 1% national annual pay award)
CO3 (Assistant Directors)	1	Deleted
	2	£89,277
CO1 (Directors)	4	Deleted
	5	£118,879
CE1 (Chief Executive)	7	Deleted
	8	£157,861

New Chief Officers will be appointed onto the grade and spinal column point that is appropriate to the post. Any new Chief Officer posts that are intended to be graded outside the range of this grading structure will be presented to Full Council for approval.

## **Flexibility to address recruitment issues for vacant posts**

In the vast majority of circumstances the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This policy statement recognises that this situation may arise in exceptional circumstances and therefore a departure from this policy can be implemented without having to seek full Council approval for a change of the policy statement. Such a departure from this policy will be expressly justified in each case and will be approved through an appropriate authority decision making route.

## **Amendments to the policy**

It is anticipated that this policy will not need to be amended during the period it covers (April 2017 – end March 2018), however if circumstances dictate that a change of policy is considered to be appropriate during the year then any amendments will be included in the following year's statement presented to Full Council.

## **Policy for future years**

This policy statement will be reviewed each year and will be presented to Full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

**Original Approved:**

**First Edition Adopted:** 01 April 2012

**This Edition:** 01 April 2017