

Doncaster Council – Statement of Pay Policy for the Period 1 April 2015 to 31 March 2016

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 3rd March 2015.

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 Opportunity: Children and Young People
 - ii) Director of Adults, Health and Wellbeing
 - iii) Director of Finance and Corporate Services
 - iv) Assistant Director 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 is the post of:
 - i) Director of Regeneration and Environment

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 Opportunity (Children and Young People)
- ii) Assistant Director Learning and Education
- iii) Assistant Director Modernisation and Commissioning (Adults)
- iv) Assistant Director Adults & Social Care
- v) Assistant Director Communities
- vi) Assistant Director Finance and Performance
- vii) Assistant Director Customer Services and ICT
- viii) Assistant Director Human Resources and Communications
- ix) Assistant Director Development
- x) Assistant Director Environment
- xi) Assistant Director Trading and Support Services
- xii) Head of Strategic Development and Partnerships (Legal)*
- xiii) Head of People and Communities (Legal)*
- xiv) Assistant Director Public Health – Medical Consultant**
- xv) Assistant Director Public Health**

* Not designated Chief Officer posts, but report directly to a Statutory Officer.

** These posts transferred to the Council under a Statutory Transfer Order and current postholders were transferred under this order on nationally agreed NHS terms and conditions.

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 on 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.

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).

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 grade 3, spot salary point, this relates to an annual salary of £15,145 and can be expressed as an hourly rate of pay of £7.85. This follows the authority's decision to adopt the current Living Wage rate.

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 2014, 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 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, the current post holder opted to receive a spot salary rate of £149,000.

The ratio between the highest and lowest salaries is 9.84.

The average mean salary in this authority (not including Schools) is £21,952.

The ratio between the two salaries, the 'pay multiple' is 6.78:1

The median pay multiple is 8.2:1.

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 and re-employment when in receipt of an LGPS pension or a redundancy/severance payment. These matters are addressed in the schedule attached to this policy statement at [Annex C](#).

Approval of Salary Packages in excess of £100k

The current salary structure for Chief Officers is as follows:

Grade and Posts	Spinal Column Point	Salary (£)
CO3 (Assistant Directors)	6	£83,599
	7	£87,518
	8	£91,437
CO1 (Directors)	9	£112,695
	10	£116,537
	11	£120,379
CE1 (Chief Executive) **	12	£147,500
	13	£154,750
	14	£162,000

** Although this is the salary band for the Chief Executive post, the current post holder opted to receive a spot salary rate of £149,000.

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 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 2015 – end March 2016), 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.