

London Borough of Havering

Pay Policy Statement 2012/13

Draft

Introduction

1. This pay policy statement is produced in accordance with Chapter 8 of the Localism Act 2011 which requires the Council to prepare a pay policy statement by the 31 March each year before it comes into force.
2. This pay policy statement was approved by a meeting of Havering Council on 28 March 2012. It is made available on the Council's website which also includes separately published data on salary information relating to the Council's senior management team.
3. Under the Localism Act 2011, the Council's pay policy statement must set out:
 - a. the remuneration of its chief officers
 - b. the remuneration of its lowest-paid employees
 - c. the relationship between:
 - i. the remuneration of its chief officers and
 - ii. the remuneration of its employees who are not chief officers
4. Under the Localism Act 2011, Chief Officers in Havering are defined as the following roles:
 - a. Chief Executive
 - b. Group Directors (currently x 4)
 - c. Assistant Chief Executive/Assistant Director (x2)
 - d. Heads of Service (x 16)
 - e. Joint Director for Public Health
5. This pay policy statement excludes staff in schools.
6. The Council's next pay policy statement will be for the year 2013/14 and will be submitted to a meeting of Havering Council for approval by 31 March 2013.

Remuneration of Chief Officers

Chief Executive

1. The Chief Executive is the Council's Head of Paid Service.
2. The Chief Executive is paid on a spot salary. As at 31 March 2012, the annual Full Time Equivalent spot salary is £163,920pa. The spot salary is increased in accordance with the Joint Negotiating Committee for Chief Executives of

Local Authorities with effect from 1st April each year. Although not yet determined, the award for 1st April 2012 is likely to be 0%.

3. The Chief Executive is entitled to receive a separate Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.
4. The Chief Executive receives no bonuses, overtime or any other additional salary payments.

Group Directors

1. The Council is currently operating on interim management arrangements for Group Directors. The substantive role of the Group Director Social Care & Learning was temporarily split following the departure of the previous postholder. This is because the Council has an extremely high level of transformation work on hand to deliver budget savings and because of the additional work required due to the imminent changes in the health system which will include the Council taking on additional responsibilities.
2. The current 4 Group Directors are:
 - i. Group Director: Finance & Commerce
 - ii. Group Director: Adults and Health
 - iii. Group Directors: Children's Services
 - iv. Group Director: Culture & Community
3. The current 4 Group Directors are paid on a grade comprising the following 6 incremental points and annual Full Time Equivalent salaries, as at 31 March 2012:
 - i. £113,750
 - ii. £117,000
 - iii. £120,250
 - iv. £123,500
 - v. £126,750
 - vi. £130,000
4. The substantive vacant role of Group Director Social Care & Learning is paid on a grade comprising the following 6 incremental points and annual Full Time Equivalent salary, as at 31 March 2012:
 - i. £126,875
 - ii. £130,500
 - iii. £134,125
 - iv. £137,750
 - v. £141,375
 - vi. £145,000

5. The value of the incremental points for the 2 Group Director grades are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1st April each year. Although not yet determined, the award for 1st April 2012 is likely to be 0%.
6. Progression through the incremental points of the grade is subject to annual incremental progression.
7. The Council's statutory chief officer roles currently undertaken by Group Directors are detailed below. No additional payments are made in respect of these roles:

Section 151 (Finance):	Group Director: Finance & Commerce
Children's Services:	Group Director: Children's Services
Adults Social Services:	Group Director: Adults & Health
8. Group Directors are entitled to receive a separate Deputy Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.
9. Group Directors receive no bonuses, overtime or any other additional salary payments.

Assistant Chief Executive: Legal & Democratic Services / Assistant Director Commissioning

1. The Assistant Chief Executive: Legal & Democratic Services and Assistant Director Commissioning are paid on a grade comprising the following 6 incremental points and annual Full Time Equivalent salaries, as at 31 March 2012:
 - a. £91,875
 - b. £94,500
 - c. £97,125
 - d. £99,750
 - e. £102,375
 - f. £105,000
2. The value of the incremental points is increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1 April each year. Although not yet determined, the award for 1 April 2012 is likely to be 0%.
3. Progression through the incremental points of the grade is subject to annual incremental progression.

4. The Assistant Chief Executive: Legal & Democratic Services is the Council's Statutory Monitoring Officer. No additional payments are made in respect of this role.
5. The Assistant Chief Executive: Legal & Democratic Services is entitled to receive a separate Deputy Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.

Heads of Service

1. The 16 Heads of Service are:
 - Head of Asset Management
 - Head of Business Systems
 - Head of Development & Building Control
 - Head of Internal Shared Services
 - Head of Finance & Procurement
 - Head of People & Change
 - Head of Adult Social care
 - Head of Children & Young People
 - Head of Learning & Achievement
 - Head of Communications
 - Head of Customer Services
 - Head of Culture & Leisure
 - Head of Housing & Public Protection
 - Head of Regeneration, Policy & Planning
 - Head of Streetcare
 - Head of Legal Services
2. The 16 Heads of Service are paid on one of the following 3 grades comprising the following incremental points and annual Full Time Equivalent salaries, as at 31 March 2012:

HoS3

- a. £70,125
- b. £72,720
- c. £75,318
- d. £77,919

HoS2

- a. £75,354
- b. £78,147
- c. £80,934
- d. £83,724

HoS1

- a. £82,947
 - b. £86,022
 - c. £89,085
 - d. £92,160
-
3. The value of the incremental points for the 3 Head of Service grades are increased in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities with effect from 1 April each year. Although not yet determined, the award for 1 April 2012 is likely to be 0%.
 4. Progression through the incremental points of the grades is subject to annual incremental progression.
 5. The Head of Finance & Procurement receives an additional annual allowance of £5,000 in respect of Deputy Statutory Section 151 (Finance) responsibilities.
 6. The Head of Legal Services receives an additional annual allowance of £5,000 in respect of Deputy Statutory Monitoring Officer responsibilities.
 7. The Head of Children & Young People receives an additional Market Supplement payment equivalent to £10,000pa.
 8. The Head of Internal Shared Services receives an additional Honorarium payment equivalent to £12,840pa.
 9. The Head of Legal Services is entitled to receive a separate Deputy Returning Officer fee in respect of elections. The approach to the setting of these fees is set out in Appendix 1.
 10. Two Heads of Service roles are shared with other authorities. The Head of Business Systems role is currently shared with the London Borough of Newham (the London Borough of Havering meets 50% of the costs). The Head of People & Change role is currently shared with Southend Borough Council (this partnership is due to end on 31 March 2012 – the London Borough of Havering meets 20% of the costs). Further details can be found on the London Borough of Newham and Southend Borough Council's websites.

Joint Director for Public Health

1. The appointment of the Acting Joint Director for Public Health is part of the collaborative work between the National Health Service and the Council. This is a transitional arrangement in preparation for the transfer of public health responsibilities from the National Health Service to the Council in April 2013.

The post is paid on the VSM (Very Senior Manager) NHS scale with an annual Full Time Equivalent salary, as at 31 March 2012, of between £85,000 and £95,000. The Council funds 50% of the costs of this appointment.

Other Remuneration for Chief Officers

1. On appointment, Chief Officers will be placed on the appropriate incremental point within the appropriate grade having regard to the knowledge, skills and competencies of the individual as well as their current and previous salary levels.
2. The Council does not operate a performance related pay scheme or other bonus schemes for Chief Officers.
3. Chief Officers are not entitled to payment for any other charges, fees or allowances.
4. Chief Officers are not entitled to any benefits in kind as a result of their office or employment.
5. All officers (including Chief Officers) who are within 3 years of retirement and have completed 25 years service within Local Government by the date of their retirement and have been continuously employed by the Council since 24 September 1997 are entitled to receive a salary plusage payment during their final 3 years employment with the Council. The payment is based on 0.2% and 0.3% of substantive salary for each year of Local Government service and each year of continuous service with the Council respectively.
6. The Council's policies regarding how the Council exercises the various employer discretions provided by the Local Government Pension Scheme (LGPS) are set out at Appendix 2. These discretions are applied equally to Chief Officers and the Council's other employees. Chief Officers are not entitled to any other increase in or enhancement of pension entitlement as a result of a resolution of the authority.
7. On ceasing to be employed by the Council, Chief Officers (and the Council's other employees) will only receive compensation:
 - e. in circumstances that are relevant (eg redundancy) and
 - f. that is in accordance with our published policies regarding the various employer discretions provided by the LGPS and/or
 - g. that complies with the specific terms of any compromise agreement
8. All directly employed staff, whether permanent or fixed term, will be paid via the Council's payroll system and subject to deduction of tax and national insurance in accordance with PAYE regulations.

Remuneration of the Council's Other Employees and the Council's Lowest Paid Employees

1. The Council uses the following grading structures to pay its other employees:
 - a. NJC for Local Government Employees
 - b. Soulbury Committee
 - c. JNC for Youth & Community Workers
 - d. School Teachers Pay & Conditions
2. The grades, incremental points and annual Full Time Equivalent salaries, as at 31 March 2012, associated with these grading structures are detailed at Appendix 3.
3. The remuneration of the Council's other employees also includes the payments/allowances detailed at Appendix 4.
4. For the purpose of this pay policy statement the Council's lowest paid employees are defined as those paid at Scale 1, spinal point 4 of the NJC for Local Government Employees for which the annual Full Time Equivalent salary, as at 31 March 2012 is £14,697. The Council currently has 2 employees at this level.
5. For the purposes of this pay policy statement the Council's median paid employee is paid at Scale 6, spinal column point 26 of the NJC for Local Government Employees for which the annual Full Time Equivalent salary, as at 31 March 2012 is £23,970.

Relationship between the remuneration of the Council's top earner, its lowest paid employees and other employees

1. Although the Council does not have a policy regarding the ratio between the remuneration of its top earner, its lowest paid employees and other employees, the current ratios are (based upon the part-year to January 2012) detailed below.

Top Earner : Lowest Paid Employee	1 : 11.1
Top Earner : Median Paid Employee	1 : 6.8

Approach to the Setting of Returning Officer/Deputy Returning Officer Fees

Local Elections

Returning Officer fees are paid in accordance with the scale of fees agreed by the Leaders Committee of London Councils. The fees are funded by the Council which provides a budget every fourth year for running local elections. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance and vary in accordance with duties and responsibilities undertaken.

Greater London Authority Elections

Returning Officer fees are set by the Greater London Returning Officer. The fees are funded by the Greater London Authority. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance and vary in accordance with duties and responsibilities undertaken.

European Parliamentary and Parliamentary Elections and National Referenda

Returning Officer fees are set by the Central Government usually through the publication of a Statutory Instrument. The fees are funded by Central Government. Fees for Deputy Returning Officer roles are paid by the Returning Officer from a budget allocated for clerical assistance and vary in accordance with duties and responsibilities undertaken.

Local Government Pension Scheme Discretions

The Local Government Pension Scheme Regulations (as amended)

Statement of Policy (July 2009)

*The Council has made decisions under the above Regulations, which have resulted in the following policies being adopted. (Please note the above Regulations only apply to employees of the Council who are eligible to be members of the Local Government Pension Scheme (LGPS) **they do not apply to teachers**).*

Flexible Retirement

Changes have recently been made to the rules of the Local Government Pension Scheme allowing scheme members (and employers) to consider the option of flexible retirement. This regulation allows employees over 50 who have reduced their grade or hours to receive immediate pension benefits whilst still working.

The Council has decided to allow flexible retirement in cases where there is no or minimal cost to the Council subject to careful consideration of the detailed merits of each individual case taking into account the Council's financial position at the time.

Elections for early retirement (with or without a reduction).

Elections made under this Regulation by members aged less than 60 are ineffective without the consent of the employing authority or former employing authority. The Council has decided to consider consent to such elections where cost savings apply which are at least equal to the compensatory lump sum payment required to be paid into the Pension Fund to cover the cost of the early retirement.

Increase of total membership of members leaving employment at or after age 50

This Regulation allows the Council to resolve to increase an employee's pension membership as an alternative to awarding compensatory added years under the Compensation Regulations. The Council has decided not to exercise this discretion.

Increase of total membership for new members

This Regulation allows the Council to resolve to increase a new employee's pension membership within 6 months of them joining the Local Government Pension Scheme. The Council has decided that in general this discretion will not be exercised, having regard to the likely cost.

Establishment of shared cost AVC scheme (SCAVCs)

This Regulation allows the Council to resolve to establish a SCAVC scheme whereby the Council contributes as well as the member. The Council has decided not to exercise this discretion on cost grounds.

Abatement of retirement pensions in new employment

This Regulation requires the Council to formulate and keep under review their policy concerning abatement (that is, the extent, if any, to which the amount of retirement pension payable to a member should be reduced (or whether it should be extinguished) where the member has entered a new employment with a Scheme employer, other than one in which he is eligible to belong to a teachers scheme). The Council has decided that where this Regulation applies the retirement pension will be abated or reduced.

Grading Structures for the Council's Other Employees

NJC for Local Government Employees

Spinal Point	Pay £		
4	14,697	Administrative, Professional, Technical & Clerical Staff	
5	14,814	Grade	Spinal Point Range
6	14,940	APTC 1	4-11
7	15,216	APTC 2	11-13
8	15,615	APTC 3	14-17
9	16,005	APTC 4	18-21
10	16,290	APTC 5	22-25
11	16,482	APTC 6	26-28
12	16,794	SO1	29-31
13	17,196	SO2	32-34
14	17,484		
15	17,808	Principal Officers	
16	18,195	Grade	Spinal Point Range
17	18,582	PO1	33-36
18	18,915	PO2	35-38
19	19,563	PO3	38-41
20	20,205	PO4	41-44
21	20,877	PO5	44-47
22	21,375	PO6	46-49
23	21,951	LP07(a)	49-52
24	22,608	LP07(b)	50-53
25	23,277	LP07(c)	51-54
26	23,970	LP08(a)	55-58

27	24,711	LP08(b)	56-59
28	25,455	LP08(c)	57-60
29	26,400	LP08(d)	58-61
30	27,225	LP08(e)	59-62
31	28,032	LP08(f)	60-63
32	28,800	LP08(g)	61-64
33	29,601	LP08(h)	62-65
34	30,390	LP08(i)	66-70

35 30,987

36 31,761 **Residential Workers ** - see below**

37 32,607 **Grade Spinal Point Range**

38 33,510 Grade 1/2 4-19

39 34,542 Grade 3 18-23

40 35,418 Grade 4 22-27

41 36,306 Grade 5 25-30

42 37,179 Grade 6 28-31

43 38,070 Grade 7 31-34

44 38,961 Grade 8 34-37

45 39,789 Grade 9 37-40

46 40,716

47 41,610 **Residential Home Workers**

48 42,498 **Grade Spinal Point Range**

49 43,368 1 6 & 8

50 44,262 2 10-12

51 45,153 3 13-15

52 46,050 NRHW 4 16-17

53 46,962 Cook's Grade 11-13

54 47,907

55	48,876	Day Centre Officers	
		(for people with learning disabilities)	
56	49,836	Grade	Spinal Point Range
57	50,790	Level 1	16-24
58	51,741	Level 2	20-26
59	52,704		
60	53,655	Social Workers Spinal Point Range	
61	54,609	22-36	
62	55,572	Minimum entry point for social worker (unqualified) is scp 22	
63	56,529	Minimum entry point for social worker (qualified) is scp 24	
64	57,477	Review point for social worker (unqualified) is scp 27	
65	58,440	Review point for social worker (qualified) is scp 29	
66	59,667	Maximum point for social worker (unqualified) is scp 35	
67	60,915		
68	62,187		
69	63,498		
70	64,827		

**** Residential Workers (W)**

(inc weekend enhancement)

1/2 (W) SP 6-19 / BAR / 21

3 (W) SP 20-23 / BAR / 25

4 (W) SP 24-27 / BAR / 29

5 (W) SP 27-30 / BAR / 32

6 (W) SP 30-33

7 (W) SP 33-36

8 (W) SP 36-39

9 (W) 39-42

Residential Benchmark: Grade SP22-26 / BAR / 28

Soulbury Committee

Educational Improvement Professionals

<u>Spine Point</u>	<u>£</u>		<u>Spine Point</u>	<u>£</u>	<u>Spine Point</u>	<u>£</u>
1	32,353	18	51,837	35	69,228	
2	33,512	19	52,969	36	70,337	
3	34,606	20	53,554	37	71,427	
4	35,714	21	54,679	38	72,529	
5	36,817	22	55,658	39	73,616	
6	37,920	23	56,738	40	74,702	
7	39,079	24	57,705	41	75,795	
8	40,192	25	58,741	42	76,885	
9	41,491	26	59,749	43	77,975	
10	42,649	27	60,781	44	79,071	
11	43,792	28	61,827	45	80,164	
12	44,899	29	62,876	46	81,257	
13	46,152	30	63,924	47	82,356	
14	47,269	31	64,961	48	83,446	
15	48,503	32	66,016	49	84,539	
16	49,620	33	67,071	50	85,632	
17	50,739	34	68,151			

Trainee Educational Psychologists

<u>Spine Point</u>	<u>£</u>
1	21,801
2	23,397
3	24,991
4	26,587
5	28,182
6	29,777

Assistant Educational Psychologists

<u>Spine Point</u>	<u>£</u>
1	26,799
2	27,893
3	28,988
4	30,076

Educational Psychologists – Scale A

<u>Spine Point</u>	<u>£</u>		<u>Spine Point</u>	<u>£</u>
1	33,934	7	44,165	
2	35,656	8	45,786	
3	37,378	9	47,305	
4	39,100	10	48,825	
5	40,822	11	50,243	
6	42,544			

Senior & Principal Educational Psychologists

<u>Spine Point</u>	<u>£</u>		<u>Spine Point</u>	<u>£</u>
1	42,544	10	54,085	
2	44,165	11	55,159	
3	45,786	12	56,255	
4	47,305	13	57,370	
5	48,825	14	58,447	
6	50,243	15	59,575	
7	50,825	16	60,693	
8	51,912	17	61,818	
9	52,989	18	62,942	

Young People's Community Service Managers

<u>Spine Point</u>	<u>£</u>		<u>Spine Point</u>	<u>£</u>
1	33,555	13	46,633	
2	34,653	14	47,731	
3	35,751	15	48,831	
4	36,871	16	49,933	
5	38,009	17	51,042	
6	39,120	18	52,142	
7	40,256	19	53,237	
8	41,547	20	54,355	
9	42,258	21	55,496	
10	43,357	22	56,661	
11	44,450	23	57,851	
12	45,546	24	59,066	

JNC for Youth & Community Workers

Support Worker Level

<u>Spine Point</u>	<u>£</u>	<u>Spine Point</u>	<u>£</u>
1	14,143	10	19,636
2	14,733	11	20,591
3	15,324	12	21,525
4	15,917	13	22,489
5	16,509	14	23,485
6	17,100	15	24,166
7	17,697	16	24,875
8	18,291	17	25,574
9	19,047		

Grade Spine Points

First Level	
YSW 11	1-4
YSW 12	2-5
YSW 13	3-6

Grade Spine Points

Second Level	
YSW 21	7-10
YSW 22	8-11
YSW 23	9-12
YSW 24	10-13

Grade Spine Points

Second Level (Contd.)	
YSW 25	11-14
YSW 26	12-15
YSW 27	13-16
YSW 28	14-17

Professional Level

<u>Spine Point</u>	<u>£</u>	<u>Spine Point</u>	<u>£</u>
11	20,591	21	28,461
12	21,525	22	29,352
13	22,489	23	30,219
14	23,485	24	31,091
15	24,166	25	31,968
16	24,875	26	32,847
17	25,574	27	33,726
18	26,279	28	34,613
19	26,975	29	35,496
20	27,673	30	36,377

<u>Grade</u>	<u>Spine Points</u>	<u>Grade</u>	<u>Spine Points</u>
YPR 1	11-14	YPR 10	20-23
YPR 2	12-15	YPR 11	21-24
YPR 3	13-16	YPR 12	22-25
YPR 4	14-17	YPR 13	23-26
YPR 5	15-18	YPR 14	24-27
YPR 6	16-19	YPR 15	25-28
YPR 7	17-20	YPR 16	26-29
YPR 8	18-21	YPR 17	27-30
YPR 9	19-22		

Schools Teachers Pay & Conditions

Main Pay Scale £

M1	25,117
M2	26,674
M3	28,325
M4	20,080
M5	32,630
M6	35,116

Upper Pay Scale £

U1	37,599
U2	38,991
U3	40,433

Additional Payments for Class Teachers £

TLR 2 min	2,535
TLR 2 max	6,197
TLR 1 min	7,323
TLR 1 max	12,393
SEN min	2,001
SEN max	3,954

Unqualified Teachers £

1	18,789
2	20,629

3	22,470
4	24,311
5	26,150
6	27,992

Excellent Teachers £

Min	43,668
Max	56,061

Leadership Scale £

L1	40,433
L2	41,373
L3	42,328
L4	43,314
L5	44,318
L6	45,351
L7	46,496
L8	47,499
L9	48,609
L10	49,784
L11	50,993
L12	52,106
L13	53,335
L14	54,583
L15	55,869

Leadership Scale £

L16	57,277
L17	58,526
L18	59,925
L19	61,338
L20	62,784
L21	64,264
L22	65,782
L23	67,338
L24	68,934
L25	70,575
L26	72,247
L27	73,962
L28	75,725
L29	77,525
L30	79,381

Leadership Scale £

L31	81,274
L32	83,215
L33	85,213
L34	87,246
L35	89,337
L36	91,473
L37	93,679
L38	95,921
L39	98,185
L40	100,565
L41	103,003
L42	105,502
L43	108,070

Additional Payments/Allowances for Other Employees

The following additional payments/allowances are paid to employees other than Chief Officers.

Accelerated Increments	Salary Offset
Additional Allowance	Session payment
Additional Hours	Shift payment
Advance of Pay	Sleep in allowance
Bank Holiday Enhanced	Split duty
Callout Allowance	Standby allowance
Casual Pay	Stat. adoption pay
Civil Weddings	Stat. maternity pay
Contractual overtime	Stat. paternity pay
Dog money	Stat. sick pay
Electoral registration	Supply
Enhanced payments	Three year plusage
Essential Car Lump Sum	Tool allowance
Excess Leave	Unpaid leave
FE Lecturer Pay	Unsocial hours
Fee	
First Aid	
GTC Payment	
Gritting Allowance	
Holiday Pay	
Honorarium	
Invigilation	
Laundry Allowance	
Leave Not Taken	
Lettings	
London Allowance	
Market Supplement	
New Starter Arrears	
Night rates	
Noise abatement	
Occupational maternity pay	
Occupational sick pay	
Out of school activity	
Overtime	
Pay adjustment	
Protected rate	
Redeployment payment	
Relocation expenses	