London Borough of Havering

Pay Policy Statement 2012/13

1. Introduction

- 2. 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.
- 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.
- 4. 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
- 5. 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
- 6. This pay policy statement excludes staff in schools.
- 7. 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.

8. Remuneration of Chief Officers

- 9. Chief Executive
- 10. The Chief Executive is the Council's Head of Paid Service.

- 11. 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%.
- 12. 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.
- 13. The Chief Executive receives no bonuses, overtime or any other additional salary payments.
- 14. Group Directors
- 15. 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.
- 16. The current 4 Group Directors are:

Group Director: Finance & Commerce Group Director: Adults and Health Group Directors: Children's Services Group Director: Culture & Community

- 17. 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:
 - a. £113,750
 - b. £117,000
 - c. £120,250
 - d. £123,500
 - e. £126,750
 - f. £130,000

- 18. 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:
 - a. £126,875
 - b. £130,500
 - c. £134,125
 - d. £137,750
 - e. £141,375
 - f. £145,000
- 19. 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%.
- 20. Progression through the incremental points of the grade is subject to annual incremental progression.
- 21. 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

- 22. 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.
- 23. Group Directors receive no bonuses, overtime or any other additional salary payments.
- 24. <u>Assistant Chief Executive: Legal & Democratic Services/Assistant Director:</u>
 Commissioning
- 25. 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
- 26. 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%.
- 27. Progression through the incremental points of the grade is subject to annual incremental progression.
- 28. The Assistant Chief Executive: Legal & Democratic Services is the Council's Statutory Monitoring Officer. No additional payments are made in respect of this role.
- 29. 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.
- 30. Heads of Service
- 31. 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

32. 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
- 33. 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%.
- 34. Progression through the incremental points of the grades is subject to annual incremental progression.
- 35. The Head of Finance & Procurement receives an additional annual allowance of £5,000 in respect of Deputy Statutory Section 151 (Finance) responsibilities.
- 36. The Head of Legal Services receives an additional annual allowance of £5,000 in respect of Deputy Statutory Monitoring Officer responsibilities.
- 37. The Head of Children & Young People receives an additional Market Supplement payment equivalent to £10,000pa.
- 38. The Head of Internal Shared Services receives an additional Honorarium payment equivalent to £12,840pa.
- 39. 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.

40. 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.

41. Joint Director for Public Health

42. 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.

43. Other Remuneration for Chief Officers

- 44. 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.
- 45. The Council does not operate a performance related pay scheme or other bonus schemes for Chief Officers.
- 46. Chief Officers are not entitled to payment for any other charges, fees or allowances.
- 47. Chief Officers are not entitled to any benefits in kind as a result of their office or employment.
- 48. 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.
- 49. 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.
- 50. On ceasing to be employed by the Council, Chief Officers (and the Council's other employees) will only receive compensation:
 - a. in circumstances that are relevant (eg redundancy) and
 - b. that is in accordance with our published policies regarding the various employer discretions provided by the LGPS and/or
 - c. that complies with the specific terms of any compromise agreement
- 51. 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.
- 52. Remuneration of the Council's Other Employees and the Council's Lowest Paid Employees
- 53. The Council uses the following grading structures to pay its other employees:
 - NJC for Local Government Employees
 - Soulbury Committee
 - JNC for Youth & Community Workers
 - School Teachers Pay & Conditions
- 54. 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.
- 55. The remuneration of the Council's other employees also includes the payments/allowances detailed at Appendix 4.
- 56. 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.
- 57. 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.

- 58. Relationship between the remuneration of the Council's top earner, its lowest paid employees and other employees
- 59. 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.

Appendix 2

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) <u>they do not apply to teachers</u>).

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.

Appendix 3 Grading Structures for the Council's Other Employees

NJC for Local Government Employees

Spinal F	Point Pay		
	£		
4	14,697	Administrativ	ve, 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 Off	icers
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

Council,	28 March 2011		1040	
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 Wo	rkers ** - 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 Hor	ne 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			

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

** 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

Spine	Point £		Spine Point	£	Spine Point £
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

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

Assistant Educational Psychologists

Point	£
26,799	
27,893	
28,988	
30,076	
	26,799 27,893 28,988

Educational Psychologists - Scale A

Spin	e Point £		Spine Point	£
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</u>	e Point £		Spine Point	£
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

Spine	Point £		Spine Point	£
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

Spin	e Point £	Spine	Point	£
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 G		Grade Spine	Points	Grade Spine	Points Points
First Level		Second Leve	əl	Second Level (Contd.)
YSW 11	1-4	YSW 21	7-10	YSW 25	11-14
YSW 12	2-5	YSW 22	8-11	YSW 26	12-15
YSW 13	3-6	YSW 23	9-12	YSW 27	13-16
		YSW 24	10-13	YSW 28	14-17

Professional Level

Spine F	Point £	Spine Point £
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
Grade	Spine Points	Grade Spine Points
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

School Teachers Pay & Conditions

YPR 16 26-29

YPR 17 27-30

Main Pay Scale £

YPR 7 17-20

YPR 8 18-21

YPR 9 19-22

M1 25,117 M2 26,674 M3 28,325 M4 30,080 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

<u>Leadership Scale £</u>		Leadership Scale £		Leadership Scale £	
L1	40,433	L16	57,277	L31	81,274
L2	41,373	L17	58,526	L32	83,215
L3	42,328	L18	59,925	L33	85,213
L4	43,314	L19	61.338	L34	87,246
L5	44,318	L20	62,784	L35	89,337
L6	45,351	L21	64,264	L36	91,473
L7	46,496	L22	65,782	L37	93,679
L8	47,499	L23	67,338	L38	95,921
L9	48,609	L24	68,934	L39	98,185
L10	49,784	L25	70,575	L40	100,565
L11	50,993	L26	72,247	L41	103,003
L12	52,106	L27	73,962	L42	105,502
L13	53,335	L28	75,725	L43	108,070
L14	54,583	L29	77,525		
L15	55,869	L30	79,381		

Appendix 4

Additional Payments/Allowances for Other Employees

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

Accelerated Increments
Additional Allowance
Additional Hours
Advance of Pay
Bank Holiday Enhanced

Bank Holiday Enhance

Callout Allowance Casual Pay Civil Weddings

Contractual overtime

Dog money

Electoral registration Enhanced payments Essential Car Lump Sum

Excess Leave FE Lecturer Pay

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

Salary Offset Session payment Shift payment

Sleep in allowance

Split duty

Standby allowance Stat. adoption pay Stat. maternity pay Stat. paternity pay Stat. sick pay

Supply

Three year plusage Tool allowance Unsocial hours