



To: **Members of the Remuneration Committee**

***Notice of a Meeting of the Remuneration Committee***

**Wednesday, 13 April 2016 at 10.30 am**

**County Hall, Oxford, OX1 1ND**

A handwritten signature in black ink that reads "PG Clark".

Peter G. Clark  
Head of Paid Service

April 2016

Contact Officer: **Deborah Miller**  
Tel (01865) 815384; Email; [deborah.miller@oxfordshire.gov.uk](mailto:deborah.miller@oxfordshire.gov.uk)

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**Membership**

Chairman – Councillor Ian Hudspeth  
Deputy Chairman - Councillor Richard Webber

*Councillors*

Liz Brighthouse OBE  
Charles Mathew

Rodney Rose  
David Williams

David Wilmshurst

## Declarations of Interest

### The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

### Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, or

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

### What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

### List of Disclosable Pecuniary Interests:

**Employment** (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines. <http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on (01865) 815270 or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@oxfordshire.gov.uk) for a hard copy of the document.

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

# AGENDA

## 1. Apologies for Absence and Temporary Appointments

## 2. Declarations of Interest - see guidance note

## 3. Minutes (Pages 1 - 4)

To approve the minutes of the meeting held on 2 February 2016 (**RC3**) and to receive information arising from them.

## 4. Petitions and Public Address

## 5. Review of Intermediate Apprenticeship Pay (Pages 5 - 8)

Report by the Chief HR Officer (**RC5**)

This report reviews the current salary offered for Intermediate Apprenticeships by the Council. It describes some issues we have experienced with recruiting into apprentice roles in the past 12 months, and offers a salary comparison with rates paid by other local high quality employers. This report informs members of Remuneration Committee of the revised rate of pay the Council will offer for entry-level Apprenticeships.

***The Remuneration Committee is RECOMMENDED to note the increased salary offered.***

## 6. Exit Payments: Consultation on Further Reforms (Pages 9 - 42)

Report of the Chief HR Officer (**RC6**)

The Government has published a consultation document on its proposals for controlling exit payments for public sector employees. The deadline for responses is 3 May 2016. The Local Government Association has provided useful advice on this consultation and this is attached at Annex 1.

***The Remuneration Committee is RECOMMENDED to indicate if it is content with the LGA responses to the consultation, or alternatively to make comments as an individual council.***

## **EXEMPT ITEM**

*Exempt Minutelt is RECOMMENDED that the public be excluded for the duration of items RC7 & RC8 since it is likely that if they were present during those items there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.*

**THE REPORT AND ANNEXES TO THE ITEMS HAVE NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**

**THIS ALSO MEANS THAT THE CONTENTS SHOULD NOT BE DISCUSSED WITH OTHERS AND NO COPIES SHOULD BE MADE.**

### **7. Exempt Minutes (Pages 43 - 44)**

To approve the exempt part of the minutes of the meeting held on 2 February 2016 (RC7) and to receive information arising from them.

*The information contained in the report is exempt in that it falls within the following prescribed category:*

*Information relating to any individual  
Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer*

### **8. Senior Officer Appointments (Pages 45 - 56)**

*The information contained in the report is exempt in that it falls within the following prescribed category:*

- 1 Information relating to any individual*
- 2 Information which is likely to reveal the identity of an individual*
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer.*

Report by the Chief Human Resources Officer (**RC8**).

The appointments of Head of Paid Service and Monitoring Officer were confirmed at Council on 8 September 2015 and temporary pay arrangements for both officers were agreed and noted by Remuneration Committee on 10 December 2015. It was further agreed at that meeting that these temporary pay arrangements would be reviewed by 1 April 2016. This report proposes continued temporary pay arrangements for both officers from 1 April 2016 based on the increased responsibilities previously noted and taking account of the findings and direction of travel proposed for effective transition by the senior management review.

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## REMUNERATION COMMITTEE

**MINUTES** of the meeting held on Tuesday, 2 February 2016 commencing at 9.30 am and finishing at 10.05 am.

**Present:**

**Voting Members:** Councillor Ian Hudspeth – in the Chair

Councillor Richard Webber (Deputy Chairman)  
Councillor Liz Brighthouse OBE  
Councillor Charles Mathew  
Councillor David Williams  
Councillor David Wilmshurst  
Councillor Neil Owen

**Officers:**

Whole of meeting Head of Human Resources, Steve Munn and Sue Corrigan, Deborah Miller (Law & Governance).

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, and decided as set out below. Except as insofar as otherwise specified, the reasons for the decisions are contained in the agenda and reports, copies of which are attached to the signed Minutes.*

**1/16 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda No. 1)

The Committee received the following apology for absence and temporary appointment:

Apology	Substitution
Councillor Rodney Rose	Councillor Neil Owen

**2/16 MINUTES**

(Agenda No. 3)

The Minutes of meeting held on 10 December 2015 were approved and signed subject to adding the following officers to those present:

Sue Corrigan (Human Resources), Sue Whitehead (Corporate Services).

**3/16 EXEMPT ITEMS**

(Agenda No. )

**RESOLVED:** that the public be excluded for the duration of item RC5 -6 since it is likely that if they were present during those items there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and specified below in relation to those items and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**PUBLIC SUMMARY OF PROCEEDINGS HELD IN PRIVATE SESSION**

**4/16 EXEMPT MINUTES**

(Agenda No. 5)

*The information contained in the report is exempt in that it falls within the following prescribed category:*

*1 Information relating to any individual*

*3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

*It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would infringe the rights of the individual to privacy contrary to the general law and the duty of the authority to respect human rights and to comply with that law and contrary to the authority's duties as a fair employer*

The exempt part of the minutes of the meeting held on 10 December 2015 were agreed and signed. The Committee received a substantial update in relation to the Oxfordshire Local Agreement of Green Book Pay 2016-17.

**5/16 PAY POLICY STATEMENT - REMUNERATION COMMITTEE REPORT TO COUNCIL ON 16 FEBRUARY 2016**

(Agenda No. 6)

*The information contained in the report is exempt in that it falls within the following prescribed category:*

4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority

*It is considered that in this case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that such disclosure would distort the proper process of free negotiations between the authority with*

*another party for the purposes described and would prejudice the position of the authority in those negotiations and other negotiations of a similar nature in future.*

The Committee considered the draft report and endorsed it for submission to Council on 16 February 2016 subject to a minor amendment agreed as part of the discussion.

..... in the Chair

Date of signing ..... 2016

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Division(s):

## REMUNERATION COMMITTEE – 13<sup>th</sup> APRIL 2016

### REVIEW OF INTERMEDIATE APPRENTICESHIP PAY

#### Report by Chief HR Officer

#### Introduction

1. This report reviews the current salary offered for entry-level Intermediate Apprenticeship roles. It describes some issues we have experienced with recruiting into apprentice roles in the past 12 months, and offers a salary comparison with rates paid by other local high quality employers. This report informs members of Remuneration Committee of the revised rate of pay the Council will offer for Intermediate Apprenticeships.

#### Current Situation

2. Oxfordshire County Council is strongly committed to offering Apprenticeships in our own workforce, as we have experienced first-hand the business benefits that apprentices bring, having recruited apprenticeships in a wide variety of roles since 2006. The Council currently employs Intermediate, Advanced, and Higher Apprenticeships.
3. The salary offered for Intermediate Apprenticeships at the Council is currently £7,365 per annum, or £3.83 per hour. The Apprentice Minimum Wage is currently £3.30 per hour.
4. The rate we pay for an Advanced Apprentice is Grade 3 (14,216 pa), which attracts good quality applicants, and is competitive. There is not a need to review this rate.
5. Higher Apprenticeship roles are not standardised, so these go through job evaluation to determine the appropriate grade.
6. We have been prompted to consider increasing the salary due to two recruitment experiences last summer:
  - (a) CEF Early Intervention Service attempted to recruit 7 apprentices, but despite advertising the vacancies 3 times, they attracted very few applicants and appointed only 1 apprentice of appropriate calibre.
  - (b) CEF Director's Office had a very low response rate for a different vacancy, with only 1 candidate coming for interview, which did not lead to a successful appointment.
7. As a consequence of this, managers in CEF have expressed concerns about whether they can attract applicants for roles at this level, so question whether an organisational structure including apprentices is viable.

8. It is important that the pay rate for our entry level apprenticeship roles reflect the trainee nature of the post, and ensures apprenticeships are an affordable option for services. However, there is little point in keeping the pay rate so low that we have difficulty attracting good quality applicants.
9. An additional consideration has been that central government are introducing a Public Sector Apprenticeship Target during 2016, subject to the outcome of a recent consultation by the Department for Business Innovation & Skills and the Department for Education. The proposed target is likely to be stretching, which reinforces the need to attract good candidates, in order to be able to appoint successfully for any apprenticeship vacancies created.
10. Since the Council introduced the Apprentice wage in 2011 (when the rate paid for Intermediate Apprenticeships was reduced from Grade 2), we have applied the 1% pay rise awards each year, but otherwise have not increased it. During this period, the National Apprentice Minimum Wage has risen from £2.60 per hour to £3.30 per hour (an increase of 27%).
11. Reviewing pay rates of other Oxford-based quality employers who we compete with for good applicants, it is clear that they pay considerably more than the Council for Intermediate roles. Some examples of higher pay rates recently advertised on the government's "Find an Apprenticeship" website are:
  - (a) University of Oxford - £15,659 pa
  - (b) Oxford City Council - £10,398 pa
  - (c) Henmans Freeth law firm - £10,010 pa
  - (d) BMW - £11,928 pa
  - (e) Oxford Bus Company - £13,156 pa

### **New salary for Intermediate Apprenticeships**

12. The revised salary that the Council will offer for Intermediate Apprenticeships is £10,400 per annum. This equates to £200 per week, or £5.41 per hour.
13. We anticipate that this increased rate will attract a higher number of better quality applicants for our entry level roles. It is our intention to review the impact on application rates in 12 months, or after 5 Intermediate Apprenticeships have been advertised and appointed to, whichever is sooner.

### **Financial and Staff Implications**

14. The decision will increase the pay of two existing Intermediate Apprentices currently employed by the Council, from 1<sup>st</sup> April 2016. Their line managers have confirmed that this does not create a budget pressure.

### **Equalities Implications**

15. None

**RECOMMENDATION**

16. **The Remuneration Committee is RECOMMENDED to note the increased salary offered.**

STEVE MUNN  
Chief HR Officer

Background papers: none

Contact Officer: Rose Rolle-Rowan, Workforce Initiatives Manager  
April 2016

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Division(s): NA

## REMUNERATION COMMITTEE – 13 APRIL 2016

### EXIT PAYMENTS: CONSULTATION ON FURTHER REFORMS.

Report by Chief HR Officer

#### Introduction

1. The Government has published a consultation document on its proposals for controlling exit payments for public sector employees. The deadline for responses via the LGA is 15 April and for direct comments it is 3 May 2016.

#### Background

2. The Local Government Association has provided useful advice on the Government's latest consultation document and this is attached at Annex 1. The specific questions asked in the consultation document are set out and the LGA has included comments and proposed responses to the questions. The Council can comment on these responses. The LGA will submit final responses on behalf of local authorities. Local authorities are also free to submit their own independent responses.
3. The proposed changes to exit payments are likely to affect the termination packages for senior staff of the Council. This will include redundancy cases, efficiency of the service retirements and settlement agreements. The Remuneration Committee Report on the Council's current Pay Policy is at Annex 2. This is considered by Council annually.

#### Financial and Staff Implications

4. Restrictions on exit payments will result in less costly payments for the Council in the short term, however, if agreement cannot be obtained from employees whose employment is ending the likelihood of legal challenge, with its associated significant costs, will probably rise.

#### Equalities Implications

5. None.

#### RECOMMENDATION

6. **The Remuneration Committee is RECOMMENDED to indicate if it is content with the LGA responses to the consultation, or alternatively to make comments as an individual council.**

STEVE MUNN  
Chief HR Officer

Contact Officer: Sue Corrigan, County HR Manager.  
April 2016.

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## Extract from Local Government Association Advisory Bulletin 634

**EXIT PAYMENTS:  
CONSULTATION ON  
FURTHER REFORMS**

The Government is consulting on [further reforms to public sector exit payments](#), in addition to its plans for a £95,000 cap and the recovery provisions that are currently working their way through Parliament. The policy proposals include options for further caps on exit payments, as well as removing or limiting employer-funded 'top up' pension payments, to enable early access to a pension. This would impact on the strain on fund costs payable by the employer to the Local Government Pension Scheme (LGPS) for employees made redundant aged 55 or over or where employers might facilitate early retirement on compassionate grounds.

Details of the proposals are set out below, along with the consultation questions with LGA comments. The LGA will be responding to the consultation and to assist with this we should be grateful if local authorities would send their views on the questions below to [eru@local.gov.uk](mailto:eru@local.gov.uk) by 15 April 2016. Should authorities want to respond direct to the consultation, details of how to do so are set out in the [consultation document](#) and the closing date for responses is 3 May 2016. We would be grateful if a copy of such responses could also be sent to us for our records.

**Policy intention**

The consultation document states that the Government intends to pursue further reforms to exit payments to ensure that such payments represent a proportionate level of support for exiting employees, as well as value for money to taxpayers. It also states that public sector exit payments should be considered in the context of such payments in the private sector, which on the figures quoted are lower (an average of £12,700 as opposed to £15,800 in the public sector). However, the Government does recognise that some of that difference may be due to the fact that public sector employees often have longer service.

In respect of employer-funded pension top ups, the consultation indicates that current exit arrangements may not reflect the fact that individuals are getting early access to pension on an exit, yet due to improvements in life expectancy remain economically active.

Finally, although the Government wants different parts of the public sector to have sufficient flexibility to adjust exit terms for their particular workforce, it wants to set an overall framework to reduce costs and to ensure a reasonable degree of consistency across different public sector workforces.

## The proposals

The proposal is to take forward some or all of the following elements:

1. Setting the maximum tariff for calculating exit payments at three weeks' pay per year of service.
2. Capping the number of months used to calculate redundancy payments at 15 months. In respect of this, the consultation suggests that where employers have different arrangements for voluntary and compulsory redundancies, there may be a case for maintaining that difference by applying a lower limit (presumably for compulsory redundancies). In the same way where employers offer exit packages that are not classed as redundancy, then there might be a case for applying a slightly higher limit.
3. Setting a maximum salary for the purpose of calculating an exit payment. For example, this could potentially align with the NHS limit of £80,000.
4. Tapering the amount of lump sum compensation an individual is entitled to receive as they get closer to pension retirement age.
5. Reducing or ending employer-funded early access to pension. This could include
  - a. capping the amount of employer funded pension contribution top ups to no more than the redundancy lump sum the individual would be entitled to (as applies in the NHS now);
  - b. removing the ability of employer top ups altogether, while giving the individual the option of deciding whether to use any lump sum exit payment to increase their pension entitlement;
  - c. increasing the minimum age at which an employee is able to receive an employer funded top up, so it is more closely aligned with the individual's Normal Pension Age NPA (in most cases 67 or 68) under their pension scheme. The minimum age could be set at 5 years before the individual's NPA, or at a minimum age of 55 or 58 across all public sector pension schemes.

The LGA's comments on the proposals are set out under the questions section below.

*Questions 1-3*

- 1. Are there alternative options and approaches to compensation provision reform you think the Government should be considering? What alternative?*
- 2. Do you agree with the proposed approach of limiting early retirement benefits with reference to the cost for the employer? What alternative approaches would you suggest and why?*
- 3. Do you agree with the proposed options around capping tariff terms? What alternative approaches would you suggest and why?*

*LGA comments*

To start with it is not clear how any three-week per year or similar maximum would interact with any 15 months' or similar cap. Is it intended that the 15-month cap would be an overriding cap? In any event local authority redundancy payments are in many cases not generous in comparison with other parts of the public sector, and a three-week per year entitlement is the exception rather than the norm. Further, local government already operates within a transparent legislative framework including published policies and a requirement that any exit payment of over £100,000 is approved by full council. Therefore, we do not consider that further legislation is necessary in this area.

With regard to the proposals around pension costs, the LGA would wish to see the Government's desire for a value for money framework balanced with sufficient flexibility to enable employers to manage their workforce cost effectively. In that respect we would propose the following arrangements:

- Employees who leave prior to the normal pension age for any reason including redundancy or efficiency should be able to defer their accrued pension or transfer it to a new provider
- If the employee wishes to receive their pension immediately employers should have the ability to offer to waive all or part of any actuarial reduction in respect of the early payment of pension at their own cost subject to the exit payment cap, where applicable.
- Alternatively employees should have the ability to meet the cost of full or partial waiver of any actuarial reduction in respect of early payment of pension
- Any waiver of the actuarial reduction met by the employer should be limited to the lower of a) the available total under the exit payment cap, or b) the total evidenced amount of savings over three years directly resulting from the exit.
- The earliest retirement date at which an accrued pension may be brought into payment should be set at 10 years prior to the employee's State Pension Age.

**Bodies/individuals and payments in scope**

The consultation states that the proposals “are intended to apply to the major workforces under existing public sector compensation schemes and other arrangements. The major workforces include the Civil Service, Teachers, NHS workers, local government workers, police officers and the judiciary”.

In terms of payments in scope, no details are given save that limits “would be imposed on most employer-funded payments made in relation to leaving employment”. However, pension top up payments made by employers in relation to injury, ill-health, physical fitness or death during employment are out of scope.

In terms of devolution, the Government intends to take the same approach it says will apply to the exit cap and recovery reforms, that is the reforms will apply to those areas which are the responsibility of the UK Government. It will be for the Scottish and Welsh governments and Northern Ireland Executive to determine if they want to implement similar reforms for their devolved bodies and workforces.

*Question 4*

*4. Do you agree that the Government has established the correct scope for the implementation of this policy? Are there other factors the Government should be taking into account with regard to scope?*

*LGA comments*

Subject to our comments on questions 1-3 above, we agree that it would be sensible to have cross public-sector restrictions on exit payments, so as to ensure a relatively level playing field across different parts of the public sector.

We recognise that payments in relation to injury, ill health and death will be excluded from any of the proposed restrictions, but as with the £95,000 cap and the recovery provisions, payments made under regulation 62 of the Firefighters Pension Scheme

(England) Regulations 2014 in accordance with the fitness provisions should also be excluded.

## Impact

In its initial analysis the Government has identified the following impacts.

- Economic, fiscal and costs impacts: The Government's view is that although there will be administrative costs arising from the reforms, the costs saving benefits will outweigh those costs. It also believes the wider economic impact of the reforms will be limited, as although it could reduce the spending power of those directly affected by the reforms, it may provide an incentive for those individuals to find a job more quickly.
- Social impacts and equalities: The Labour Force Survey shows that compared to the wider working population, the public sector workforce has a greater proportion of those who are: female, aged 40-59, Christian, White or Black/African/Caribbean/Black British, married, cohabiting or in a civil partnership, or who have some form of disability. Therefore the Government notes that individuals with some of the above characteristics may be more likely to be affected by the policy. Further, any changes to employer pension top up arrangements would have a direct effect on older workers and may affect lower earning individuals. The Government will consider the equalities impacts.

*Questions 5-7 with LGA comments*

- 5. Are there other impacts not covered in the above which you would highlight in relation to the proposals in this consultation document?*
- 6. Are you able to provide any further information and data in relation to the impacts which may be relevant to the government in setting out the above?*

7. *Are you able to provide information and data in relation to redundancy provision in the wider economy which could be used to inform the Government's response to this consultation?*

*LGA comments*

Should the proposals be implemented, there will be fewer volunteers for redundancy. This will have a negative effect on the efficacy of restructuring programmes. Instead of receiving requests from volunteers to leave, employers will have to make compulsory redundancies involving full consultation and notice periods. This may well mean that any savings in the proposals will be eroded, if not eliminated; the positive effect on morale and service delivery from being able to reduce the number of compulsory redundancies should not be overlooked.

The policy could also have further impact on the ability to recruit and retain skills and knowledge in the public sector. Authorities are already seeing difficulties recruiting in professions such as IT, planning and legal, as they are failing to compete with the private sector. These difficulties can be even more acute in London and the South East.

**EXIT PAYMENT CAP:  
UPDATE ON  
IMPLEMENTATION**

In the Public Bill Parliamentary Committee on 23 February 2016, Anna Soubry, Minister for Small Business, Industry and Enterprise, was asked a direct question about the Government's intended date for the implementation of the £95,000 exit payment cap in the Enterprise Bill, assuming that it completes its passage through Parliament. She was also asked what reassurance could she give to workers that, if they have already negotiated exit settlements, the Government will not overturn those plans at the last minute and in effect make them subject to a retrospective measure.

The Minister replied that there should be no doubt about the Government's intention to implement the measure and that public sector planners should be planning accordingly. However, she specifically stated:

“... the regulations giving effect to the cap will not be in force until 1 October 2016 at the earliest, giving employers and employees time to prepare. The power to relax the cap [presumably the waiver] can address any unforeseen unfairness or hardships that arise, which will include cases where the exit is agreed and scheduled to take place before the regulations come into force, but, for a reason beyond the control of the employee, the exit occurs after they have come into force.”

## **Comments**

This statement provides a useful starting point for planning purposes in that the legislation should not be in place before 1 October 2016. It also provides an indication that there will be some flexibility regarding possible unfairness created purely by the date of implementation of the legislation. However, it does not go so far as to provide assurances about transitional provisions, as the Minister specifically refers to the use of the waiver where an exit is scheduled to take place before the legislation comes into force, but takes place afterwards for a reason beyond the control of the employee. Authorities therefore should remain cautious about making commitments going beyond 1 October 2016 which could fall foul of the basic intentions of the policy.

In the meantime the LGA will be talking to the Government about the Treasury directions that will accompany the waiver process, and we will keep authorities updated on its development. Further information on the exit payment cap can be found at [www.local.gov.uk/employment-relations](http://www.local.gov.uk/employment-relations).

## **Annual Report of the Remuneration Committee to Oxfordshire County Council on the Council's Pay Policy Statement**

### **Introduction**

1. In 2012 a stand-alone Remuneration Committee was set up to report each year directly to full Council and to make recommendations regarding the Council's Pay Policy Statement. This is the updated report of the Remuneration Committee for 2016-17.

### **Context**

2. The Localism Act 2011 required all councils to agree and publish a pay policy statement every financial year. The Act lays down requirements on the content of the statement. This requirement is supplemented by detailed guidance from the Department for Communities and Local Government entitled 'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act'.
3. In addition, the Code of Recommended Practice for Local Authorities on Data Transparency (updated in 2014) requires that Councils publish prescribed information on senior pay, jobs and organisational structures. The definition of senior pay under the Code is wider than the top management team and includes senior managers earning more than £50,000 per annum. Employees whose salary exceeds £150,000 p.a. must be named. Some of this information is already published each year in the Council's Statement of Accounts.
4. Full details, as required by the Act and Code of Practice, will be published on the Council's web site and will be available on request.
5. The Council has for many years managed its pay by adopting balanced terms and conditions of employment and by exercising a range of effective managerial rules and processes which have allowed services to operate efficiently within the budgetary constraints which apply. Bench-marking information is available at Annex 1. The Council welcomes this opportunity to be open and accountable about the management of pay and seeks to publish a Pay Policy Statement which embraces the spirit and the letter of the legislation and guidance.
6. In summary 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

### **Revised Pay Policy Statement**

7. The Pay Policy Statement at Annex 2 fulfils the requirements set down by the relevant legislation, codes etc. This Pay Policy Statement will be reviewed by the Council annually. All general changes to pay will be subject to agreement by

Remuneration Committee. Changes to grades of senior officers are approved by Remuneration Committee.

8. Local Government (Green Book) staff received a national cost of living pay rise of 1% in 2013 which was their first rise since 2009. A three year local agreement, known as the 'Oxfordshire Local Agreement', has been negotiated with Unison effective from 2014-15 to 2016-17. This agreement introduced local negotiations for pay and terms and conditions for Green Book employees. The agreement included a guarantee to match the NJC pay award in 2014-15 and 2015-16 should this be more beneficial. Consequently, the Council has brought pay in line with the national agreement which covered both of these years and has awarded 2.2% to most relevant employees, plus limited more detailed arrangements in line with the NJC agreement. The Council has agreed with Unison to match the national agreement again in 2016-17.
9. Senior managers are paid on four point grades using appropriate job evaluation systems. A similar three year local agreement was introduced in April 2014 for senior employees, known as the Oxfordshire Senior Staff Local Agreement. Employees covered by this agreement have received a 1% pay rise in 2014-15 and in 2015-16 and will receive the same again in 2016-17.
10. In 2013 the Chief Executive and Director's and related pay was increased by 1% through a local settlement. This was the first increase for this group since 2008. Their pay was reviewed locally in 2009 but a decision was taken by Senior Officers not to accept any increase due to the budgetary situation. Pay was not reviewed in 2011 as the council had adopted a freeze for other staff. In September 2014 the Remuneration Committee approved incremental pay rises for the Chief Executive and the Directors for Children, Education and Families and Social and Community Services in line with the agreed arrangements following their performance reviews in 2014.. No incremental pay rises were made to the Chief Executive or Directors following their performance reviews in 2015. .
11. Although Oxfordshire is subject to the difficult national economic situation it remains a relatively prosperous employment market and the Council must remain competitive in the levels of pay and terms and conditions of employment it offers in order to recruit and retain good quality staff.
12. Benchmarking data on pay and severance is attached at Annex 1. Further benchmarking data will be reported to the Remuneration Committee at the conclusion of the Senior Management Review currently underway. Oxfordshire's severance arrangements are shown to be in line with other Councils and relatively modest in terms of redundancy payment calculator.

### **Future Pay Policies**

13. The implementation of the National Living Wage was incorporated into the national pay negotiations and will be adopted by the Council.

14. The pay policy statement must be reviewed and re-published every year. Information published in accordance with the Data Transparency Code will be updated and improved regularly.
15. Relevant trade unions will be consulted fully on changes to the Pay Policy Statement.

**RECOMMENDATIONS:**

**16. The Council is recommended to:**

- a. Receive the report of the Remuneration Committee.
- b. Approve the revised Pay Policy Statement at Annex 2 to this report.

**Steve Munn,  
Chief HR Officer**

February 2016

Contact: Sue Corrigan 01865 810280

Background Papers: None

**Benchmark Information****Senior Pay**

<b>Post</b>	<b>Oxfordshire County Council Salary £</b>	<b>Median for County Councils £</b>
Chief Executive	<b>194,066</b>	<b>207,372</b>
Director for Children, Education & Families	<b>146,269</b>	<b>142,000</b>
Director for Environment & Economy	<b>132,078</b>	<b>128,194</b>
Director for Social & Community Services	<b>136,334</b>	<b>143,520</b>
Deputy Directors	<b>90,704-100,125</b>	<b>98,152</b>

**Source: Published pay of nine county council's in the South East (2014).**

**Early Retirement and Redundancy Compensation 2013 [Latest information available from LGE]  
How redundancy pay is calculated**

<b>Method of calculation</b>	<b>Oxfordshire County Council</b>	<b>% of authorities</b>
Using actual salary	Yes	89%
Using statutory maximum figure	No	4%
Other	No	6%

**Lump sum compensation for redundancy**

<b>Method of calculation</b>	<b>Oxfordshire County Council</b>	<b>% of authorities</b>
X 1.5	1.5	28%
X 2		23%
X 2.5		4%
X 3		1%
Using other formula		43%

**Augmented membership under the Local Government Pension Scheme for redundancy**

<b>Method of calculation</b>	<b>Oxfordshire County Council</b>	<b>% of authorities</b>
No	No	89%
Yes in some cases		8%
Yes in all cases		2%

**Augmented membership under the Local Government Pension Scheme for efficiency of the service retirements**

<b>Method of calculation</b>	<b>Oxfordshire County Council</b>	<b>% of authorities</b>
No	No	88%
Yes in some cases		10%
Yes in all cases		2%

**Source: Local Government Group Report of the Early Retirement and Redundancy Compensation Survey 2013**

Footnote: Figures are for non-schools staff

## Oxfordshire County Council Pay Policy Statement.

### Preamble.

1. This Pay Policy Statement fulfils Oxfordshire County Council's legal obligations under The Localism Act 2011. It incorporates current guidance. The Council will also publish details of its senior pay, salary and organisational structure information as required by the Code of Recommended Practice for Local Authorities on Data Transparency, as amended.
2. This Statement will be published on the Council's public website and will be available in other formats upon request.
3. Procedural and approval requirements set down in the Council's Constitution will be applied as required.
4. This Policy Statement does not cover school employees.

### Reward Policy.

5. Oxfordshire County Council aims to develop and implement reward systems and structures which meet the following requirements:
  - Allow the Council to recruit and retain high calibre employees in order to provide high quality services.
  - Maintain levels of pay which are in line with the Council's financial policies and provide value for money.
  - Are open, transparent and accountable.
  - Are fair and consistent.
6. High levels of performance are expected from employees and where standards are not satisfactory prompt managerial action will be taken to improve performance. This may include with-holding incremental rises or disciplinary/capability action in accordance with agreed procedures.

### Pay Design.

7. A three year local agreement has been introduced from April 2014 for the posts of Chief Executive, Head of Paid Service Chief Officers<sup>1</sup>, Deputy Chief Officers and related staff, known as the Oxfordshire Senior Staff Local Agreement. Where the Council varies terms and conditions this will be subject to approval by the Remuneration Committee.
8. A grading structure is in place for the Chief Executive, Chief Officers, Deputy Chief Officers and related staff with the option of a review at performance appraisal.

<sup>1</sup> For the purposes of this Statement the Chief Fire Officers are treated as Chief Officers.

9. Grading of Deputy Chief Officers and related staff, other than in Fire and Rescue and the three Corporate Advisers, is subject to an appropriate job evaluation process.
10. Where the Chief Executive or other officer receives election fees these will be shown separately to salary. These fees are set annually by the Council's Audit and Governance Committee. In addition, a comprehensive review of election fees is undertaken by the Audit and Governance Committee every four years in readiness for the County quadrennial elections.
11. Grading structures and changes to salaries and remuneration for the Chief Executive, Chief Officers and Deputy Chief Officers will be considered by the Remuneration Committee. Salary packages for a new post in excess of £100,000 p.a. will be subject to formal approval by full Council.
12. In accordance with publication requirements, a table showing information on the current pay of the Chief Executive, Chief Officers, Deputy Chief Officers and other officers earning over £50,000 pa, will be published on the Council's web site. All allowances and other payments will be shown. Bonuses and performance related pay are not currently paid. Expenses are based on nationally agreed levels except car mileage which is based on the Inland Revenue All Car rate, currently 45 pence per mile, falling to 25 pence for miles travelled in excess of 10,000 per annum.
13. The schemes of terms and conditions of employment and grading structures which apply to all groups of employees other than the Chief Executive, Chief Officers and Deputy Chief Officers are identified in Appendix 1. From 1 April 2014 a new three year local agreement covering Green Book employees came into effect, known as the Oxfordshire Local Agreement.
14. The highest paid officer in the Council currently receives £179,973 p.a. including all elements of pay other than election fees. The current lowest full time salary paid by the Council is £13,614 per annum<sup>2</sup>. The Council's median annual salary is £29,345 per annum. This multiplies 6.13 times into the annual salary of the highest paid.
15. Changes to the grades of all groups of employees other than Chief Executive Chief Officers, Corporate Advisers, staff in Fire and Rescue, and teachers will be subject to Job Evaluation Schemes in accordance with the Constitution and national and local terms and conditions as applicable. Market supplements may be paid in circumstances where they are required to attract or retain appropriate staff where a case has been agreed by the Grading Moderation Panel which is responsible for the local determination of job grades.

<sup>2</sup> The lowest paid salary is based on the bottom point of the Oxfordshire Local Scales which is the lowest normal pay point – currently payable to some cleaning staff. It does not include apprentices due to their trainee status or staff who have transferred in to the Council under TUPE protected rates.

16. Grading structures for all groups of employees will be implemented in line with agreed published pay scales and agreed relevant national and local terms and conditions of employment listed in Appendix 1.
17. Annual pay awards will be implemented in line with local or national negotiations for all employee groups.

#### Pensions and Severance Payments

18. Severance payments for all employees will comply with the Council's Pensions and Retirement Policy. The Oxfordshire County Council Redundancy Scheme, which is currently one and a half times statutory entitlement based on actual pay, will apply where redundancy payments are due.
19. All employees who have received a redundancy payment in relation to the termination of their contracts of employment will be subject to the provisions of the Redundancy Modification Order and will be subject to Local Government Pension Scheme (LGPS) Regulations or other pension scheme regulations where applicable. Information on severance payments paid is available at Appendix 1.
20. Where other severance payments are appropriate such payments will be approved by the Chief HR Officer, Chief Legal Officer and the Chief Financial Officer, and will be the subject of a Settlement Agreement for the purpose of compromising any compensation for which the council may otherwise be legally liable.
21. The current employer's pension contribution rates are set down in Appendix 2.
22. The Council's Pensions and Retirement Policy Statement sets down its policy on payment of pensions. This policy Statement is reproduced as Appendix 3 of the Pay Policy Statement.

#### Review of the Policy.

23. This policy Statement will be reviewed by the Remuneration Committee who will make recommendations for the approval of full Council annually.

**Steve Munn**  
**Chief HR Officer**  
Reviewed February 2016

**Terms and Conditions of Employment and Grading Structures.**

**Joint Negotiating Committee for Chief Executives \*** (Currently vacant and under review as part of the Senior Management Review)

*Effective from 1 April 2015 Pay Scale/Salary: £194,066 pa*

**Joint Negotiating Committee for Chief Officers \***

*Effective from 1 April 2015 except in respect of Head of Paid Service and Monitoring Officer where the arrangements were put in place from 1 October 2015, are of a temporary nature and will be reviewed as part of the outcome of the Senior Management Review.*

<b>Grade</b>	<b>Pay Scale</b>
Head of Paid Service	£151,200
Director Children, Education & Families	£146,269
Director for Social & Community Services	£136,334
Director for Environment & Economy	£132,078
Corporate Advisers	£110,000- £116,150- £121,200
Monitoring Officer	£100,125

**HAY Grades Effective from 1 April 2015**

<b>Grade</b>	<b>Pay Scale</b>
Grade A	£90,704-£93,842-£96,983-£100,125
Grade B	£77,748-£81,281-£84,811-£88,348
Grade C	£64,787-£68,713-£72,636-£76,569
Grade D	£57,224-£58,149-£59,092-£60,052-£62,434

**Public Health**

*Effective from 1 April 2015*

<b>Grade</b>	<b>Pay Scale</b>
Director Public Health	Basic salary £101,451 On Call allowance £5,072.52 pa Clinical Excellence Award £35,484.00 pa Director of Public Health allowance £10,578.96 pa Additional Programme Activity allowance £27,386.04 pa Total pay : £179,992.52
PH YC72	£75,249-£77,605-£79,961-£82,318-£84,667-£90,263-£95,860-£101,451
PH BD9	£77,850-£81,618-£85,535-£89,640-£93,944-£98,453
PH B8RC	£55,548-£57,069-£59,016-£61,779-£65,922-£67,805
PH B8RB	£46,164-£47,559-£49,968-£52,757-£55,548-£57,069
BD7	£31,072-£32,086-£33,227-£34,876-£35,891-£37,032-£38,300-£39,632-£40,964
BD5	£21,692-£22,236-£23,132-£24,063-£25,047-£26,041-£27,090-£28,180

**Oxfordshire Local Agreement**  
*Effective 1 April 2015*

<b>Grade</b>	<b>G1</b>	<b>G2</b>	<b>G3</b>	<b>G4</b>
SCP - £	5 - £13,500	7 - £13,715	9 - £14,075	11 - £15,207
	6 - £13,614	8 - £13,871	10 - £14,338	12 - £15,523
			11 - £15,207	13 - £15,941
<b>Grade</b>	<b>G5</b>	<b>G6</b>	<b>G7</b>	<b>G8</b>
SCP - £	14 - £16,231	18 - £17,714	22 - £20,253	26 - £22,937
	15 - £16,572	19 - £18,376	23 - £20,849	27 - £23,698
	16 - £16,969	20 - £19,048	24 - £21,530	28 - £24,472
	17 - £17,372	21 - £19,742	25 - £22,212	29 - £25,440
<b>Grade</b>	<b>G9</b>	<b>G10</b>	<b>G11</b>	<b>G12</b>
SCP - £	29 - £25,440	33 - £28,746	37 - £31,846	41 - £35,662
	30 - £26,293	34 - £29,558	38 - £32,778	42 - £36,571
	31 - £27,123	35 - £30,178	39 - £33,857	43 - £37,483
	32 - £27,924	36 - £30,978	40 - £34,746	44 - £38,405
<b>Grade</b>	<b>G13</b>	<b>G14</b>	<b>G15</b>	<b>G16</b>
SCP - £	45 - £39,267	49 - £42,957	53 - £46,575	57 - £50,316
	46 - £40,217	50 - £43,793	54 - £47,508	58 - £51,245
	47 - £41,140	51 - £44,711	55 - £48,438	59 - £52,182
	48 - £42,053	52 - £45,638	56 - £49,368	60 - £53,118
<b>Grade</b>	<b>G17</b>	<b>G18</b>		
SCP - £	61 - £54,051	65 - £57,797		
	62 - £54,991	66 - £58,730		
	63 - £55,925	67 - £59,683		
	64 - £56,861	68 - £60,653		

**Consolidated Pay Spine**

Salary points at 1 April 2015						
Spinal point	Salary £	Grade		Spinal point	Salary £	Grade
5	13,500	G1		51	44,711	G14
6	13,614	G1		52	45,638	G14
7	13,715	G2		53	46,575	G15
8	13,871	G2		54	47,508	G15
9	14,075	G3		55	44,438	G15
10	14,338	G3		56	49,368	G15
11	15,207	G3/G4		57	50,316	G16
12	15,523	G4		58	51,245	G16
13	15,941	G4		59	52,182	G16
14	16,231	G5		60	53,118	G16
15	16,572	G5		61	54,051	G17
16	16,969	G5		62	54,991	G17
17	17,372	G5		63	55,925	G17
18	17,714	G6		64	56,861	G17
19	18,376	G6		64H	57,224	HAY D
20	19,048	G6		65	57,797	G18
21	19,742	G6		65H	58,149	HAY D
22	20,253	G7		66	58,730	G18
23	20,849	G7		66H	59,092	HAY D
24	21,530	G7		67	59,683	G18
25	22,212	G7		67H	60,052	HAY D
26	22,937	G8		68	60,653	G18
27	23,698	G8		69H	62,434	HAY D
28	24,472	G8		70H	64,787	HAY C
29	25,440	G8/G9		71H	68,713	HAY C
30	26,293	G9		72H	72,636	HAY C
31	27,123	G9		73H	76,569	HAY C
32	27,924	G9		74H	77,748	HAY B
33	28,746	G10		75H	81,281	HAY B
34	29,558	G10		76H	84,811	HAY B
35	30,178	G10		77H	88,348	HAY B
36	30,978	G10		78H	90,704	HAY A
37	31,846	G11		79H	93,842	HAY A
38	32,778	G11		80H	96,983	HAY A
39	33,857	G11		81H	100,125	HAY A
40	34,746	G11		82A	£111,100	CORPAD
41	35,662	G12		82B	£116,150	CORPAD
42	36,571	G12		82C	£121,200	CORPAD
43	37,483	G12		83A	£132,078	Director
44	38,405	G12		83B	£136,334	Director
45	39,267	G13		83C	£141,666	Director
46	40,217	G13		83D	£146,269	Director
47	41,140	G13		83E	£151,023	Director
48	42,053	G13		84A	£187,958	CH Exec
49	42,957	G14		84B	£194,066	CH Exec
50	43,793	G14		84C	£200,374	CH Exec

**National Joint Council for Chief and Assistant Chief Fire Officers (Gold Book)**  
*Effective 1 January 2015*

<b>Grade</b>	<b>Pay Scale</b>
Chief Fire Officer	£132,078
Deputy Chief Fire Officer	£103,795
Assistant Chief Fire Officer	£96,983

**National Joint Council for Fire Brigades (Grey Book)**  
*Effective 1 July 2015*

**Firefighting Roles**

	<b>Basic annual £</b>	<b>Basic hourly rate £</b>	<b>Overtime rate £</b>
<b>Firefighter</b>			
Trainee	22,017	10.05	15.08
Development	22,933	10.47	15.71
Competent	29,345	13.40	20.10
<b>Crew Manager</b>			
Development	31,189	14.24	21.36
Competent	32,533	14.86	22.28
<b>Watch Manager</b>			
Development	33,237	15.18	22.77
Competent A	34,160	15.60	23.40
Competent B	36,381	16.61	24.92
<b>Station Manager</b>			
Development	37,842	17.28	25.92
Competent A	38,977	17.80	26.70
Competent B	41,737	19.06	28.59
<b>Group Manager</b>			
Development	43,582	19.90	Not Applicable
Competent A	44,889	20.50	“
Competent B	48,313	22.06	“
<b>Area Manager</b>			
Development	51,165	23.36	Not applicable
Competent A	52,699	24.06	“
Competent B	56,124	25.63	“

**Retained Duty System**

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
<b>Firefighter</b>				
Trainee	2,202	1,101	10.05	3.86
Development	2,293	1,147	10.47	3.86
Competent	2,935	1,467	13.40	3.86
<b>Crew Manager</b>				
Development	3,119	1,559	14.24	3.86
Competent	3,253	1,627	14.86	3.86
<b>Watch Manager</b>				
Development	3,324	1,662	15.18	3.86
Competent A	3,416	1,708	15.60	3.86
Competent B	3,638	1,819	16.61	3.86
<b>Station Manager</b>				3.86
Development	3,784	1,892	17.28	3.86
Competent A	3,898	1,949	17.80	3.86
Competent B	4,174	2,087	19.06	3.86
<b>Group Manager</b>				3.86
Development	4,358	2,179	19.90	3.86
Competent A	4,489	2,244	20.50	3.86
Competent B	4,831	2,416	22.06	3.86
<b>Area Manager</b>				
Development	5,117	2,558	23.36	3.86
Competent A	5,270	2,635	24.06	3.86
Competent B	5,612	2,806	25.63	3.86

**Soulbury Committee (Blue Book)***Effective 1 March 2015*Educational Psychologists – Scale A

Spine Point	Salary
1	£35,027
2	£36,805
3	£38,583
4	£40,360
5	£42,137
6	£43,914
7	£45,588
8	£47,261
9	£47,261
10	£48,829*
11	£50,398*
12	£51,861*

RC6

Notes: Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

\* Extension to scale to accommodate structured professional assessment points.

Senior & Principal Educational Psychologists – Scale B

Spine Point	Salary
1	£43,914
2	£45,588
3	£47,261*
Spine Point	Salary
4	£48,829
5	£50,398
6	£51,861
7	£52,462
8	£53,584
9	£54,696
10	£54,696
11	£55,828
12	£56,937
13	£58,068
14	£59,219
15	£60,330**
16	£61,495**
17	£62,649**
18	£63,810**
19	£64,970**

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff. \* Normal minimum point for the Principle Educational Psychologist undertaking the full range of duties at this level. \*\* Extension to range to accommodate discretionary scale points and structured professional assessments.

Trainee Educational Psychologists

Spine point	Salary
1	£22,503
2	£24,151
3	£25,796
4	£27,444
5	£29,090
6	£30,737

Assistant Educational Psychologists

Spine point	Salary
1	£27,662
2	£28,792
3	£29,922
4	£31,045

Educational Improvement Professionals (EIPs)

Spine Point	Salary	Spine Point	Salary
1	£33,396	26	61,674
2	£34,592	27	62,740
3	£35,721	28	63,819
4	£36,865	29	64,902
5	£38,003	30	65,983
6	£39,142	31	67,054
7	£40,338	32	68,143
8	£41,487*	33	69,232
9	£42,828	34	70,347
10	£44,023	35	71,458
11	£45,203	36	72,603
12	£46,346	37	73,728
13	£47,640**	38	74,866
14	£48,792	39	75,988
15	£50,066	40	77,109
16	£51,219	41	78,237
17	£52,373	42	79,362
18	£53,507	43	80,488
19	£54,676	44	81,619
20	£55,280***	45	82,747
21	56,441	46	83,876
22	57,452	47	85,010
23	58,566	48	86,134****
24	59,564	49	87,262****
25	60,633	50	88,391****

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff. \* Normal minimum point for EIP undertaking the full range of duties at this level. \*\* Normal minimum point for senior EIP undertaking the full range of duties at this level. \*\*\* Normal minimum point for leading EIP undertaking the full range of duties at this level. \*\*\*\* Extension to range to accommodate structured professional assessments.

**Teachers (Burgundy Book)**

*Effective 1 September 2015*

Main Pay Range	TPA Code	Per Annum	Per Day
M1	WOO	£22,244	£114.07
M2	WOO	£24,002	£123.09
M3	WOO	£25,932	£132.98
M4	WOO	£27,927	£143.22
M5	WOO	£30,128	£154.50
M6	WOO	£32,831	£168.36
Upper Pay Range	TPA Code	Per Annum	Per Day
U1	POO	£35,218	£180.61
U2	POO	£36,523	£187.30
U3	POO	£37,871	£194.21

Unqualified Teacher Pay Range	TPA Code	Per Annum	Per Day
UQ1	U04	£16,298	£83.58
UQ2	U04	£18,194	£93.30
UQ3	U04	£20,088	£103.02
UQ4	U04	£21,984	£112.74
UQ5	U04	£23,881	£122.47
UQ6	U04	£25,776	£132.18

Leading Practitioner Pay Range	£38,598 to £58,677
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### Teaching and Learning Responsibility allowances

TLR1 minimum £7,546	TLR1 maximum £12,770
TLR2 minimum £2,613	TLR2 maximum £6,386
TLR3* minimum £517	TLR3* maximum £2,577

\* TLR3's are temporary

The School / Service sets the actual pay points within these ranges. Most schools use the standard OCC rates for allowances which are as follows: TLR2 (1) £2,613, TLR2 (2) £4,353, TLR2 (3a) £6,093 or TLR2 (3b) £6,386, TLR1 (1) £7,546, TLR1 (2) £9,285, TLR1 (3) £11,026, TLR1 (4) £12,770.

### Special Educational Needs (SEN) Allowance

Minimum	£2,064	Maximum	£4,075
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Leadership Pay Spine	Per Annum	Leadership Pay Spine	Per Annum
L1*	£38,598	L23	£66,318
L2*	£39,564	L24	£67,290**/£67,963
L3*	£40,552	L25	£69,652
L4*	£41,562	L26	£71,375
L5*	£42,597	L27	£72,419**/£73,144
L6*	£43,665	L28	£74,958
L7*	£44,841	L29	£76,814
L8*	£45,876	L30	£78,726
L9*	£47,021	L31	£79,872**/£80,671
L10*	£48,228	L32	£82,676
L11*	£49,481	L33	£84,731
L12*	£50,620	L34	£86,825
L13*	£51,886	L35	£88,102**/£88,984
L14*	£53,180	L36	£91,187
L15*	£54,503	L37	£93,454
L16*	£55,951	L38	£95,766
L17*	£57,237	L39	£97,128**/£98,100
L18*	£58,096**/£58,677	L40	£100,548
L19	£60,131	L41	£103,060
L20	£61,623	L42	£105,642
L21	£62,521**/£63,147	L43	£107,210
L22	£64,715		

\* Means that this is also the pay point for a Leading Practitioner in the Oxfordshire Model Pay Policy

\*\* Means that this is the salary where the point is the maximum of the Headteacher's individual pay range.

### **National Joint Council for Workshops for the Blind**

*Effective 1 January 2015*

Probationary Grade: £13,500 pa

Substantive Grade: £13,557 pa

### **Apprentices**

*Effective 1 April 2015*

Age	Intermediate (GCCSE Grades D-G)			Advance Apprentice (GCCSE Grades A*-C)	
	16-18	19+	21+		Grade 3
Up to 6 months	£7,292	£7,292	£7,292		£13,862
6-12 months	£7,800	£7,800	£7,800	Progression through grade	
After 12 months	£10,197	£10,197	£12,890	Determined via job evaluation	

**Pension Contribution Rates**Local Government Pension Scheme

From 1st April 2015 contribution rates are calculated on the bands indicated below based on actual salary and pensionable allowances in accordance with the following table:

<b>Band</b>	<b>Range (based on pensionable earnings)</b>	<b>Contribution Rate - Employee</b>	<b>Provisional Contribution Rate – Employer (to be confirmed)</b>
1	Up to £13,600	5.5%	20%
2	£13,601 - £21,200	5.8%	20%
3	£21,201 - £34,400	6.5%	20%
4	£34,401 - £43,500	6.8%	20%
5	£43,501 - £ 60,700	8.5%	20%
6	£60,701 - £86,000	9.9%	20%
7	£86,001 - £101,200	10.5%	20%
8	£100,201 - £151,800	11.4%	20%
9	£150,801 and above	12.5%	20%

Fire Brigades Pension Scheme 2015-16

All Fire Brigade Pension Scheme members apart from retained in 1992 scheme		
<b>Band</b>	<b>Contribution Rate - Employee</b>	<b>Contribution Rate - Employer</b>
Up to £15,150	11.0%	21.3%
£15,150 - £21,210	12.2%	21.3%
£21,210 - £30,300	14.2%	21.3%
£30,300 - £40,400	14.7%	21.3%
£40,400 - £50,500	15.2%	21.3%
£50,500 - £60,600	15.5%	21.3%
£60,600 - £101,000	16.0%	21.3%
£101,000 - £120,200	16.5%	21.3%
Over £120,000	17.0%	21.3%
Retained and whole-time after April 2006		
Up to £15,150	8.5%	11.0%
£15,150 - £21,210	9.4%	11.0%
£21,210 - £30,300	10.4%	11.0%
£30, 300 - £40,400	10.9%	11.0%
£40, 400 - £50,500	11.2%	11.0%
£50,500 - £60,600	11.3%	11.0%
£60,600 - £101,000	11.7%	11.0%
£101,000 - £121,200	12.1%	11.0%
Over £121,200	12.5%	11.0%

Teachers' Pension Scheme wef 1 April 2015

Contribution rates are calculated on the bands indicated below based on actual salary and pensionable allowances in accordance with the following table:

<b>Band</b>	<b>Contribution Rate - Employee</b>	<b>Contribution Rate - Employer</b>
Up to £25,999.99	7.4%	14.1%, 16.48% from 01/09/2015
£26,000 - £34,999.99	8.6%	14.1% 16.48% from 01/09/2015
£35,000-£41,499.99	9.6%	14.1% 16.48% from 01/09/2015
£41,500- £54,999.99	10.2%	14.1% 16.48% from 01/09/2015
£55,000- £74,999.99	11.3%	14.1% 16.48% from 01/09/2015
£75,000 and above	11.7%	14.1% 16.48% from 01/09/2015

## **Pensions and Retirement Policy Statement**

### **Preamble**

This policy sets out Oxfordshire County Council's approach to the administration and management of pensions and retirement for employees who are members of the Local Government Pension Scheme (LGPS) or are eligible to join. It incorporates the requirements of the LGPS regulations 2014. Separate versions of this policy apply to teachers and uniformed fire-fighters.

The provision of a contributory pension scheme is an important employee benefit which is valued by both employees and the Council as an employer. Employees are encouraged to join a pension scheme in order to make adequate provision for themselves and their dependents in their retirement or the event of misfortune such as permanent injury or illness or death<sup>3</sup>.

Employees are no longer subject to a general retirement date. Employment will therefore continue until it is ended by either the employee giving notice or action by the employer for a specified reason such as redundancy or dismissal for conduct or capability reasons.

The Council acknowledges the importance for employees who are planning to retire to achieve a balance between work and other interests. Managers are encouraged to seriously consider requests for flexible working arrangements which are desired as a variation to the existing contract of employment. However, managers reserve the right to refuse requests where there are sound business reasons which require that the job under consideration can only be carried out effectively on its present basis.

### **Pensions**

1. This policy applies to all employees who are members of the LGPS or are eligible to join.
2. Employees with a contract for at least three months, and aged between 16 and 75 will be brought into the LGPS automatically from their first day of employment. Those with a contract of less than three months, and casual employees, have a right to join and will need to opt in (also see para 4 below).
3. From the first day of employment employees will be able to elect not to be a member of the LGPS. It is not permitted to complete and return an opt-out form until after commencing employment.
4. Oxfordshire County Council is legally required to auto-enrol certain employees into a pension scheme once every three years starting 1 February 2013 or when they meet certain criteria. This will take place again in 2016 and those affected will be informed in writing on enrolment. Casual employees will be postponed auto-enrolment into the pension scheme for three months. From this point on they will be auto-enrolled if eligible and will need to opt out if they wish to do so.

<sup>3</sup> To assist with the costs of making pension provision, from April 2014 employees can choose to pay half rate contributions to build up half the standard benefits which may be a more affordable option for some.

5. The pension contribution rates applied are published at Appendix 2 of the Pay Policy Statement. From 1 April 2014 a continual assessment will be made each pay period using the annual rate of pensionable pay together with any pensionable allowances.
6. If an employee feels that their contribution rate has not been assessed correctly and not in accordance with this policy statement, they must contact the Pensions Administration Team in in the IBC (via an enquiry form) to ask for a breakdown of the assessment no later than three months following any change. Where it is confirmed that the assessment has been made in accordance with this policy statement and appropriate LGPS Regulations but the employee is challenging the assessment, then the complaint will be referred to the County HR Manager. If a complaint cannot be resolved satisfactorily then employees can use the Adjudicator as in paragraph 21 below.
7. Employees with more than one job with the Council will be assessed separately for each individual contract of employment.
8. An employee who has chosen not to contribute to the Local Government Pension Scheme will receive no pension benefits from the Fund under this scheme upon retirement. Redundancy compensation will be paid where appropriate as set out in Paragraph 18 below.
9. The Council will not at any time augment the pension or membership of employees nor award or fund additional pension to employees unless required to do so by the LGPS Regulations.

### **Retirement**

10. An employee who is aged 55 or older may choose to leave and draw their pension by giving the appropriate notice. Those employees who have a sufficient period of membership in the pension scheme may choose to receive immediate payment of pension, in accordance with Pension regulations.
11. From April 2014 members choosing to leave aged between 55 and under age 60 may request immediate payment of their pension. In these circumstances all pension payable (whether built up in the scheme before or after April 2014) will be subject to a full reduction. The county will not, in any circumstance use its option to waive any or part reduction that may apply in the early payment of a pension under this section. Employees are advised to contact Pension Services for information about any pension entitlement and the arrangements for payment options.
12. An employee who is aged between 55 and 75 may request “flexible retirement” under the LGPS Regulations. This involves continuing to work and either reducing his/her hours of work or accepting a lower paid job within the Council while receiving an immediate payment of pension benefits. These benefits may be reduced or unreduced depending on entitlement. The council will not, in any circumstance use its option to waive

any reduction that may apply in the early payment of a pension under this section. Requests for payment of part benefits will not be agreed. This flexible retirement arrangement will only be available where all of the following apply:

- Approval is obtained from Pensions Benefits Sub-Committee, see Paragraph 18 below. Each case will be considered on its merits, although an application is unlikely to succeed where there are costs to the Council and the benefits to the service are not explicit.
  - Where the costs of the flexible retirement are below £5,000, approval has been delegated to the Chief HR Officer through the County HR Manager.
  - There is a mutual agreement between the employee and management that the change in hours or grade can be accommodated and the arrangement is expected to continue for a period of no less than one year.
  - The changes to employment result in a reduction in income of 25 per cent or more of the normal pay of the current contracted employment, either by a reduction in hours or a reduction in grade or a combination of both.
13. Retirement with an immediate payment of pension before normal pension age may also arise for the reasons set down in paragraphs 17 and 18 below and is subject to the conditions stated.
14. An ex-employee who has retired and is receiving a Local Government Pension will not normally be re-employed by the County Council unless he/she has been selected by a full recruitment process. However, retired employees may register for short-term casual work without further process. All re-employed pensioners and employees who commence employment are required to advise the Authority who pays his/her pension of any new employment as his/her pension may be reduced in accordance with Pension Scheme Regulations and Compensation Regulations.
15. Employees are advised to seek guidance about the financial implications of continuing to work and starting to draw a LGPS or personal pension.

### **Special Retirements**

16. In the case of the retirements referred to in paragraphs 17 and 18 below re-deployment to other appropriate employment will be considered and offered as an alternative to retirement where appropriate and available.

### **Ill Health Retirements**

17. Where an employee with at least two years membership of the LGPS has been certified by an independent Occupational Health Advisor as being permanently incapable of discharging his/her duties or other comparable duties due to ill health or infirmity of body or mind, the Council will consider awarding early retirement with immediate payment of a pension in accordance with Pension regulations. Ill health retirement may occur at any

age.

Where the ill-health pension is for a limited period and is subsequently suspended, the ex-employee may request early payment of benefits before age 60 in accordance with paragraph 18 (b) below.

Other Retirements requiring the Approval of the Pensions Benefits Sub-Committee

18. Early retirement may be granted for employees aged 55 years and over with at least two years membership in the LGPS in the circumstances set out in a) to (c) below, taking into consideration the full cost of the retirement and the best interest of the Council.
  - (a) Redundancy, after the Council's Redundancy Procedure has been followed.  
In this case employees will receive immediate payment of their pension entitlement and redundancy compensation will be paid where appropriate in accordance with the Oxfordshire County Council Redundancy Payments Scheme (effective 1 April 2011) which is one and a half times the statutory calculation based on actual pay.
  - (b) Where an employee has continuing health problems and it is in the interests of the efficiency of the Council's operations.  
In this case immediate payment of pension will be granted to an employee who does not satisfy the Local Government Pension Scheme criteria for retirement on the grounds of ill health, but who is suffering from a substantial medical or psychiatric condition and whose retirement is recommended by the Council's Occupational Health physician because he/she is likely to be significantly less efficient for the foreseeable future due to health reasons.
  - (c) Where an employee has requested flexible retirement and satisfies the criteria in Paragraph 12 above.
19. The Council will not normally agree to early payment of benefits or early retirement on other grounds, or deferred benefits from ex-employees where there is a cost to the Council. This does not prevent an employee aged 55 to 59 years who wishes to, from leaving the employment of the authority and accessing their pension early under the terms of paragraph 11 above or from making a written request to the Sub-Committee to consider the waiving of any or all the reduction on compassionate grounds of an early payment of pension. However, such applications will not normally be supported by management and are unlikely to succeed due to the associated costs. Furthermore, benefits will be reduced in any cases which might be agreed, unless compassionate grounds apply.
20. The Council reserves its power to agree early retirement in exceptional cases which are commensurate with the efficient and effective running of the service as part of a Settlement Agreement.

## **Redundancy with no Entitlement to Immediate Payment of Pension Benefits**

Where a redundant employee has contributed to the LGPS but has no entitlement to immediate payment of pension, which from April 2014 will include over age 55 with under two years membership, he/she will receive redundancy compensation, where appropriate, in accordance with the Oxfordshire County Council Redundancy Payments Scheme (effective from 1 April 2011) which is one and a half times the statutory calculation based on actual pay and is not subject to age restrictions.

### **Disputes Procedure**

21. Where a member of the LGPS has a dispute regarding his/her pension he/she may refer this as appropriate through the County's agreed Raising Concerns at Work Procedure or through the process laid down in the Pension Regulations to the Adjudicator

#### **a. Revision of this Policy**

22. This policy will be reviewed within three years of its implementation or earlier if deemed necessary.

### **Chief HR Officer**

Reviewed February 2016 (incorporates LGPS regulations from 1 April 2014)

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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