

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.

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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**

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

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**

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

Lump sum compensation for redundancy

Method of calculation	Oxfordshire County Council	% of authorities
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

Method of calculation	Oxfordshire County Council	% of authorities
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

Method of calculation	Oxfordshire County Council	% of authorities
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 Officers¹, 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.

¹ 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 annum². 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.

² 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.

Grade	Pay Scale
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

Grade	Pay Scale
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

Grade	Pay Scale
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

Grade	G1	G2	G3	G4
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
Grade	G5	G6	G7	G8
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
Grade	G9	G10	G11	G12
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
Grade	G13	G14	G15	G16
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
Grade	G17	G18		
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

Grade	Pay Scale
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

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	22,017	10.05	15.08
Development	22,933	10.47	15.71
Competent	29,345	13.40	20.10
Crew Manager			
Development	31,189	14.24	21.36
Competent	32,533	14.86	22.28
Watch Manager			
Development	33,237	15.18	22.77
Competent A	34,160	15.60	23.40
Competent B	36,381	16.61	24.92
Station Manager			
Development	37,842	17.28	25.92
Competent A	38,977	17.80	26.70
Competent B	41,737	19.06	28.59
Group Manager			
Development	43,582	19.90	Not Applicable
Competent A	44,889	20.50	“
Competent B	48,313	22.06	“
Area Manager			
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
Firefighter				
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
Crew Manager				
Development	3,119	1,559	14.24	3.86
Competent	3,253	1,627	14.86	3.86
Watch Manager				
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
Station Manager				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
Group Manager				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
Area Manager				
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*

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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

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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 RatesLocal 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:

Band	Range (based on pensionable earnings)	Contribution Rate - Employee	Provisional Contribution Rate – Employer (to be confirmed)
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		
Band	Contribution Rate - Employee	Contribution Rate - Employer
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:

Band	Contribution Rate - Employee	Contribution Rate - Employer
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 death³.

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.

³ 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)