

COUNCIL – 19 FEBRUARY 2013

REPORT OF THE REMUNERATION COMMITTEE TO OXFORDSHIRE COUNTY COUNCIL ON THE COUNCIL'S PAY POLICY STATEMENT

Report by the Assistant Chief Executive & Chief Finance Officer

Introduction

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

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 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 £58,200 per annum. Some of this information is already published each year in the Council's Statement of Accounts. Full details of the pay of individual managers, as required by the Act, will also be published in accordance with requirements.
4. 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.
5. 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

6. The Pay Policy Statement at Annex 2 brings together current Oxfordshire County Council arrangements and policies into one document. It fulfils the requirements set down by the relevant legislation, codes etc. This Pay Policy Statement will be reviewed by the Council annually.
7. The Chief Executive and Directors are currently paid on spot point salaries under a two-yearly review of pay related to average pay in the south east and neighbouring County Councils. Other senior managers are paid on four point grades using appropriate job evaluation systems. Cost of living reviews are negotiated annually by the relevant national joint councils. Bonuses and performance related pay are not paid. Changes to grades of senior officers are currently approved by Democracy and Organisation Committee Gratings Sub-Committee. A consolidated Pay Spine has been developed and is shown in Appendix 1 of the Pay Statement for information. This will enable pay relativities to be evident at a glance.
8. The Chief Executive and Director's pay was last increased in 2007. Pay was reviewed locally in accordance with the policy 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. The current pay policy requires that a review of senior officers' pay should take place in 2013. The last cost of living pay rise was made at 1 April 2008 so, in 2013-14 it will be five years since the Chief Executive, Directors and related officers have received a cost of living pay rise. Local Government (Green Book) staff has not received a cost of living pay rise for four years.
9. During the period April 2011 to April 2013 approximately £4.2 million was saved by introducing a local agreement which froze incremental rises for those earning over £21,000 p.a., introducing a reduced car allowance mileage rate of 35 pence per mile and reducing the redundancy calculator level to one and a half times the statutory rate on full pay. In accordance with the terms of this local agreement, and following further local discussions, negotiations and consultations with Trade Unions, Oxfordshire County Council has agreed, with effect from 1 April 2013, to lift the freeze on incremental rises, although tighter control relating the payment of increments to performance will be introduced. The Council also agreed to reintroduce the Inland Revenue 'All Car' mileage rate for business travel, currently 45 pence per mile. This latter will require managers to absorb costs of the increase over and above the previous All Car rate of 40 pence per mile within existing budgets, which will involve maintaining lower levels of travel. It has been agreed that the redundancy compensation rates will, however,

continue at the current reduced rate as over 700 employees have been made redundant on this rate during this period and it would seem unfair to reintroduce the higher rate. In addition, any increase in the calculator would go against the national trend towards reduced compensation rates.

10. In addition to the savings on terms and conditions, in order to meet its required financial constraints, the Council has reduced its overall staffing numbers since 1 April 2010 by over 31%. Senior manager numbers have been reduced by over 40% in the same period - these reductions involved removal of layers of management and increased spans of control in some areas.
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. This shows that Oxfordshire's current levels of pay are below the benchmark level for the south east region. 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 Remuneration Committee is currently exploring and discussing the implications of adopting the Living Wage for the Council. Further reports may be made to Council on this in due course.
14. The Remuneration Committee has asked Officers to seek agreement with relevant trade unions on the introduction of local pay for the Council. Negotiations on this are due to commence shortly. This will require careful and sensitive management.
15. 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.
16. Relevant trade unions will be consulted fully on changes to the Pay Policy Statement.

RECOMMENDATIONS

17. **The Council is RECOMMENDED to:**
 - (a) **receive the report of the Remuneration Committee and to note the proposals to consider the introduction of the Living**

- Wage and to open negotiations with trade unions with a view to introducing local pay;**
- (b) approve the revised Pay Policy Statement at Annex 2 to this report.**

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Assistant Chief Executive & Chief Finance Officer

Contact Officer: Sue Corrigan (01865) 810280

Background Papers: Nil

January 2013

Benchmark Information 2011-12

Senior Pay

Post	Oxfordshire County Council Salary £	Median for County Councils £	Median for South East £
Chief Executive	182,431	189,158	210,000
Director for Children, Education & Families	137,500	134,000	161,555
Director for Environment & Economy	128,194	128,194	140,000
Director for Social & Community Services	128,194	131,608	150,858
Deputy Directors	88,037–97,180	118,000*	105,543*

Source: Senior Executive Pay in Local Government 2011 published by IDS

Note: Only figures where a representative number of authorities are included have been used.

*Based on figures published for Deputy Directors in Social and Community Services.

Early Retirement and Redundancy Compensation 2012-13**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		24%
X 2.5		3%
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	91%
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 2012

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 has been updated to incorporate 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.
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. The Chief Executive, Chief Officers¹, Deputy Chief Officers and related staff will be employed under the relevant Joint National Council terms and conditions. Where the Council varies these terms and conditions locally this will be subject to approval by the Remuneration Committee.
8. The pay of the Chief Executive, Chief Officers, Deputy Chief Officers and related staff will be subject to review every two years. Information relating to

¹ For the purposes of this Statement the Assistant Chief Executive and Chief Fire Officers are treated as Chief Officers.

the pay of similar posts in relevant other local authorities will be taken into account to ensure that pay is sufficient to recruit and retain key senior staff but is not excessive in comparison with other local authorities. Bonuses and performance related pay will not be paid.

9. Grading of Deputy Chief Officers and related staff, other than in Fire and Rescue, will be 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 Democracy & Organisation Committee. In addition, a comprehensive review of election fees is undertaken by the Democracy & Organisation 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 new 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, individual contractors and interims earning over £58,200 pa, will be published on the web site by 31 March 2012. Chief Officer Pay is already available. 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 currently 35 pence per mile.
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.
14. The highest paid officer in the Council currently receives £182,431p.a. including all elements of pay other than election fees. The current lowest full time salary paid by the Council is £12,312 per annum². The Council's median annual salary is £27,849 per annum. This multiplies 6.55 times into the annual salary of the highest paid.
15. Changes to the grades of all groups of employees other than Chief Executive and Chief Officers will be subject to Job Evaluation Schemes in accordance with the Constitution and national 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 'Green Book' 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 national negotiations for all employee groups except adult tutors and apprentices, for whom local arrangements will apply.

Severance Payments

18. Severance payments for all employees will comply with the Council's Retirement Policy in respect of pension. 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. Where other severance payments are appropriate such payments will be approved by the Head of Human Resources, Solicitor to the Council and the Chief Financial Officer, and will be the subject of a Compromise Agreement for the purpose of compromising any compensation for which the council may otherwise be legally liable.
20. 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.
21. The current employer's pension contribution rates are set down in Appendix 2.
22. Severance payments are published as required by 'The Code of Recommended Practice for Local Authorities on Data Transparency'.
23. The Council's 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.

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

Steve Munn
Head of Human Resources
Reviewed February 2013

Appendix 1

Terms and Conditions of Employment and Grading Structures.

Joint Negotiating Committee for Chief Executives

Effective from 1 April 2008

Pay Scale/Salary: £182,431 pa

Joint Negotiating Committee for Chief Officers

Effective from 1 April 2008

Grade	Pay Scale
Director Children, Education & Families	£137,500
Director	£128,194
Assistant Chief Executive	£106,282
Monitoring Officer	Grade A (see below)

HAY Grades

Effective from 1 April 2008

Grade	Pay Scale
Grade A	£88,037-£91,082-£94,131-£97,180
Grade B	£75,461-£78,890-£82,317-£85,750
Grade C	£62,881-£66,692-£70,500-£74,317
Grade D	£55,542-£56,439-£57,354-£58,286-£60,598

National Joint Council for Local Government Services (Green book)

Effective 1 April 2009

Grade	G1	G2	G3	G4
SCP - £	05 - £12,312 06 - £12,749	07 - £12,787 08 - £13,189	09 - £13,589 10 - £13,874 11 - £14,733	11 - £14,733 12 - £15,039 13 - £15,444
Grade	G5	G6	G7	G8
SCP - £	14 - £15,725 15 - £16,054 16 - £16,440 17 - £16,830	18 - £17,161 19 - £17,802 20 - £18,453 21 - £19,126	22 - £19,621 23 - £20,198 24 - £20,858 25 - £21,519	26 - £22,221 27 - £22,958 28 - £23,708 29 - £24,646
Grade	G9	G10	G11	G12
SCP - £	29 - £24,646 30 - £25,472 31 - £26,276 32 - £27,052	33 - £27,849 34 - £28,636 35 - £29,236 36 - £30,011	37 - £30,851 38 - £31,754 39 - £32,800 40 - £33,661	41 - £34,549 42 - £35,430 43 - £36,313 44 - £37,206

Grade	G13	G14	G15	G16
SCP - £	45 - £38,042 46 - £38,961 47 - £39,855 48 - £40,741	49 - £41,616 50 - £42,505 51 - £43,396 52 - £44,296	53 - £45,205 54 - £46,111 55 - £47,013 56 - £47,916	57 - £48,836 58 - £49,738 59 - £50,647 60 - £51,556
Grade	G17	G18		
SCP - £	61 - £52,462 62 - £53,374 63 - £54,280 64 - £55,189	65 - £56,097 66 - £57,003 67 - £57,928 68 - £58,869		

Consolidated Pay Spine

Spinal point	Salary £	Grade
5	12,312	G1
6	12,749	G1
7	12,787	G2
8	13,189	G2
9	13,589	G3
10	13,874	G3
11	14,733	G3/G4
12	15,039	G4
13	15,444	G4
14	15,725	G5
15	16,054	G5
16	16,440	G5
17	16,830	G5
18	17,161	G6
19	17,802	G6
20	18,453	G6
21	19,126	G6
22	19,621	G7
23	20,198	G7
24	20,858	G7
25	21,519	G7
26	22,221	G8
27	22,958	G8
28	23,708	G8
29	24,646	G8/G9
30	25,472	G9
31	26,276	G9
32	27,052	G9
33	27,849	G10

Spinal point	Salary £	Grade
34	28,636	G10
35	29,236	G10
36	30,011	G10
37	30,851	G11
38	31,754	G11
39	32,800	G11
40	33,661	G11
41	34,549	G12
42	35,430	G12
43	36,313	G12
44	37,206	G12
45	38,042	G13
46	38,961	G13
47	39,855	G13
48	40,741	G13
49	41,616	G14
50	42,505	G14
51	43,396	G14
52	44,296	G14
53	45,205	G15
54	46,111	G15
55	47,013	G15
56	47,916	G15
57	48,836	G16
58	49,738	G16
59	50,647	G16
60	51,556	G16
61	52,462	G17
62	53,374	G17
63	54,280	G17
64	55,189	G17
64H	55,539	HAY D
65	56,097	G18
65H	56,273	HAY D
66	57,003	G18
66H	57,354	HAY D
67	57,928	G18
67H	58,286	HAY D
68	58,869	G18
69H	60,598	HAY D
70H	62,881	HAY C
71H	66,692	HAY C
72H	70,500	HAY C
73H	74,317	HAY C

Spinal point	Salary £	Grade
74H	75,461	HAY B
75H	78,890	HAY B
76H	82,317	HAY B
77H	85,750	HAY B
78H	88,037	HAY A
79H	91,082	HAY A
80H	94,131	HAY A
81H	97,180	HAY A
82	106,282	ACE
83	128,194	Director
84	137,500	Dir CEF
85	182,431	CH Exec
	120,645	CFO
	97,722	DCFO
	88,071	ACFO

National Joint Council for Chief and Assistant Chief Fire Officers (Gold Book)
Effective 1 January 2009

Grade	Pay Scale
Chief Fire Officer	£120,645
Deputy Chief Fire Officer	£97,722
Assistant Chief Fire Officer	£88,071

National Joint Council for Fire Brigades (Grey Book)
Effective 1 July 2012

Firefighting Roles

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	21,369	9.76	14.64
Development	22,258	10.16	15.24
Competent	28,481	13.00	19.50
Crew Manager			
Development	30,271	13.82	20.73
Competent	31,576	14.42	21.63
Watch Manager			
Development	32,259	14.73	22.10
Competent A	33,155	15.14	22.71
Competent B	35,311	16.12	24.18

Station Manager			
Development	36,729	16.77	25.16
Competent A	37,831	17.27	25.91
Competent B	40,510	18.50	27.75
Group Manager			
Development	42,300	19.32	Not applicable
Competent A	43,569	19.89	Not applicable
Competent B	46,892	21.41	Not applicable
Area Manager			
Development	49,659	22.68	Not applicable
Competent A	51,148	23.36	Not applicable
Competent B	54,473	24.87	Not applicable

Retained Duty System

	(1) £ per annum	(2) £ per annum	(3) £ per annum	(4) £ per occasion
Firefighter				
Trainee	2,137	1,068	9.76	3.74
Development	2,226	1,113	10.16	3.74
Competent	2,848	1,424	13.00	3.74
Crew Manager				
Development	3,027	1,514	13.82	3.74
Competent	3,158	1,579	14.42	3.74
Watch Manager				
Development	3,226	1,613	14.73	3.74
Competent A	3,316	1,658	15.14	3.74
Competent B	3,531	1,766	16.12	3.74
Station Manager				
Development	3,673	1,836	16.77	3.74
Competent A	3,783	1,892	17.27	3.74
Competent B	4,051	2,026	18.50	3.74
Group Manager				
Development	4,230	2,115	19.32	3.74
Competent A	4,357	2,178	19.89	3.74
Competent B	4,689	2,345	21.41	3.74

Area Manager				
Development	4,966	2,483	22.68	3.74
Competent A	5,115	2,557	23.36	3.74
Competent B	5,447	2,724	24.87	3.74

Column 1 shows the full annual retainer
Column 2 shows the retainer for employees on the day crewing duty system
Column 3 shows the hourly rate for work undertaken
Column 4 shows the disturbance payment per call-out

Control Specific Roles

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	20,301	9.27	13.91
Development	21,145	9.66	14.49
Competent	27,057	12.35	18.53
Crew Manager			
Development	28,757	13.13	19.70
Competent	29,997	13.70	20.55
Watch Manager			
Development	30,646	13.99	20.99
Competent A	31,497	14.38	21.57
Competent B	33,545	15.32	22.98
Station Manager			
Development	34,893	15.93	23.90
Competent A	35,939	16.41	24.62
Competent B	38,485	17.57	26.36
Group Manager			
Development	40,185	18.35	Not applicable
Competent A	41,391	18.90	Not applicable
Competent B	44,547	20.34	Not applicable

Non-operational staff

	£ per annum
Fire Control Operator equivalent	
During first six months	18,199
After six months and during 2 nd year	19,005
During 3 rd year	19,909
During 4 th year	20,888
During 5 th year	22,749

Leading Fire Control Operator equivalent	24,362
Senior Fire Control Operator equivalent	
During 1 st year in rank	24,988
During 2 nd year in rank	25,935

Junior Firefighters

	£ per annum
Aged 16	9,885
Aged 17	10,623
Aged 18	21,369

Soulbury Committee (Blue Book)

Effective 1 September 2009

Educational Psychologists – Scale A

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

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	£42,544
2	£44,165
3	£45,786*
4	£47,305
5	£48,825
6	£50,243
7	£50,825
8	£51,912
9	£52,989
10	£54,085

11	£55,159
12	£56,255
13	£57,370
14	£58,477**
15	£59,575**
16	£60,693**
17	£61,848**
18	£62,942**

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

Assistant Educational Psychologists

Spine point	Salary
1	£26,799
2	£27,893
3	£28,988
4	£30,076

Adult Education

Effective 1 September 2009

Grade	Spinal Point	Salary)
ADGR1	20	19,663.00
ADGR2	21	20,616.33
ADGR2	22	21,579.33
ADGR3	23	22,542.00
ADGR3	25	23,753.00
ADGR3	27	25,002.00
ADGR3	29	26,269.33
ADGR4	30	27,992.33
ADGR4	31	29,048.67
ADGR4	32	30,089.67
ADGR4	33	31,134.00

Teachers (Burgundy Book)

Effective 1 September 2010

Main Pay Scale	TPA Code	Per Annum	Per Day
TMS1	WOO	£21,588	£110.71
TMS2	WOO	£23,295	£119.46
TMS3	WOO	£25,168	£129.07
TMS4	WOO	£27,104	£138.99
TMS5	WOO	£29,240	£149.95
TMS6	WOO	£31,552	£161.81
Upper Pay Scale	TPA Code	Per Annum	Per Day
UPS1	POO	£34,181	£175.29
UPS2	POO	£35,447	£181.78
UPS3	POO	£36,756	£188.49
Instructors Pay Scale	TPA Code	Per Annum	Per Day
UNQ1	UQ04	£15,817	£81.11
UNQ2	UQ04	£17,657	£90.55
UNQ3	UQ04	£19,497	£99.98
UNQ4	UQ04	£21,336	£109.42
UNQ5	UQ04	£23,177	£118.86
UNQ6	UQ04	£25,016	£128.29

Teaching and Learning Responsibility allowances

TLR2 minimum £2,535	TLR2 maximum £6,197
TLR1 minimum £7,323	TLR1 maximum £12,393

The School / Service sets the actual pay points within these ranges but there must be gaps between pay points of over £1500. Most schools use the standard OCC rates for allowances which are as follows: TLR2 (1) 2535, TLR2 (2) 4225, TLR2 (3a) 5914 or TLR2 (3b) 6197, TLR1 (1) 7323, TLR1 (2) 9012, TLR1 (3) 10702, TLR1 (4) 12393.

SEN Allowance 1 £2,001		SEN Allowance 2 £3,954	
Excellent Teacher Pay Scale		£39,697 to £52,090	
Leadership Pay Spine	Per Annum	Leadership Pay Spine	Per Annum
L1*	£37,461	L23	£64,367
L2*	£38,400	L24	£65,963
L3*	£39,358	L25	£67,602
L4*	£40,339	L26	£69,275
L5*	£41,343	L27	£70,991
L6*	£42,379	L28	£72,752
L7*	£43,521	L29	£74,554
L8*	£44,525	L30	£76,409
L9*	£45,637	L31	£78,298

L10*	£46,808	L32	£80,244
L11*	£48,024	L33	£82,238
L12*	£49,130	L34	£84,271
L13*	£50,359	L35	£86,365
L14*	£51,614	L36	£88,504
L15*	£52,900	L37	£90,704
L16*	£54,305	L38	£92,948
L17*	£55,553	L39	£95,213
L18*	£56,950	L40	£97,590
L19	£58,362	L41	£100,028
L20	£59,809	L42	£102,534
L21	£61,288	L43	£105,097
L22	£62,811	L43	£105,097
* Means that this is also the pay point for an advanced skills teacher			

National Joint Council for Workshops for the Blind
Effective 1 April 2009

Probationary Grade: £12,312 pa
 Substantive Grade: £12,410 pa

Apprentices
Effective 1 April 2012

Age	Intermediate (GCCSE Grades D-G)			Advance Apprentice (GCCSE Grades A*-C)		
	16-18	19+	21+	Grade 1	Grade 2	Grade 3
Up to 6 months	£7,081	£7,081	£7,081	£12,312	£12,787	£13,589
6-12 months	£7,600	£7,600	£7,600	Progression through grade		
After 12 months	£9,582	£9,582	£11,698	Determined via job evaluation		

Appendix 2

Pension Contribution Rates

Local Government Pension Scheme

From 1st April 2011 contribution rates are calculated on the bands indicated below based on whole time equivalent salary and pensionable allowances in accordance with the following table:

Band	Range (based on pensionable earnings)	Contribution Rate - Employee	Contribution Rate - Employer
1	£0 - £13,499.99 pa	5.5%	19.3%
2	£13,500.00 - £15,799.99	5.8%	19.3%
3	£15,800.00 - £20,399.99	5.9%	19.3%
4	£20,400.00 - £34,000.99	6.5%	19.3%
5	£34,000.00 - £45,499.99	6.8%	19.3%
6	£45,500.00 - £85,299.99	7.2%	19.3%
7	£85,300.00 and above	7.5%	19.3%

Fire Brigades Pension Scheme

All Fire Brigade Pension Scheme members apart from retained in 1992 scheme		
Band	Contribution Rate - Employee	Contribution Rate - Employer
Up to £15,000	11.0%	21.3%
£15,000 - £30,000	11.6%	21.3%
£30,000 - £40,000	11.7%	21.3%
£40,000 - £50,000	11.8%	21.3%
£50,000 - £60,000	11.9%	21.3%
£60,000 - £100,000	12.2%	21.3%
£100,000 - £120,000	12.5%	21.3%
Over £120,000	13.0%	21.3%
Retained and whole-time after April 2006		
Up to £15,000	8.5%	11.0%
£15,000 - £30,000	8.8%	11.0%
£30,000 - £40,000	8.9%	11.0%
£40,000 - £50,000	9.0%	11.0%
£50,000 - £60,000	9.1%	11.0%
£60,000 - £100,000	9.3%	11.0%
£100,000 - £120,000	9.5%	11.0%
Over £120,000	9.7%	11.0%

Teachers' Pension Scheme

Band	Contribution Rate - Employee	Contribution Rate - Employer
Up to £14,999	6.4%	14.1%
£15,000 - £25,999	7.0%	14.1%
£26,000-£31,999	7.3%	14.1%
£32,000 - £39,999	7.6%	14.1%
£40,000 - £74,999	8.0%	14.1%
£75,000 - £111,999	8.4%	14.1%
£112,000 and above	8.8%	14.1%

Retirement Policy Statement

Preamble

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.

Principles

1. This policy applies to all employees who are members of The Local Government Pension Scheme (LGPS) or are eligible to join. A separate version of this policy applies to teachers. Uniformed Fire-fighters are covered by a separate policy.
2. 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 15 below.
3. An employee who is aged 60 or older may choose to retire 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. Pension received may be reduced in some circumstances so employees are advised to contact Pension Services for information about any pension entitlement and the arrangements for payment options.
4. An employee who is aged between 55 and 75 may request “flexible retirement” under the LGPS Pension 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. Requests for payment of part benefits will not be agreed. This flexible retirement arrangement will only be available where all of the following apply:
 - Agreement is obtained from Pensions Benefits Sub-Committee, see Paragraph 11 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.

- 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 on 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.
5. Retirement with an immediate payment of pension before the age of 65 years may also arise for the reasons set down in paragraphs 10 and 11 below and is subject to the conditions stated.
 6. 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.
 7. The Council will not at any time augment the pension or membership of employees.
 8. 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

9. In the case of the retirements referred to in paragraphs 10 and 11 below re-deployment to other appropriate employment will be considered and offered as an alternative to retirement where appropriate and available.

Ill Health Retirements

10. An employee who 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 may retire at any age, with immediate payment of a pension in accordance with Pension regulations where sufficient pension contributions have been made.

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 12 below.

Other Retirements requiring the Approval of the Democracy & Organisation Committee's Pensions Benefits Sub-Committee

11. Early retirement may be granted for employees aged 55 years and over in the circumstances set out in a) and (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 4 above.
12. The Council will not normally agree to early payment of benefits or early retirement on other grounds, including requests from current employees aged 55 to 59 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 or from making a written request to the Sub-Committee. 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.
13. The Council reserves its power to agree early retirement in exceptional cases as part of a Compromise Agreement.

Redundancy with no Entitlement to Immediate Payment of Pension Benefits

14. Where a redundant employee has contributed to the LGPS but has no

entitlement to immediate payment of pension, 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

15. 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 procedures Independent Resolving Disagreements Procedure (IRDP) laid down in the Pension Regulations to the Nominated Person.

Revision of this Policy

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

Head of Human Resources

Revised February 2013