

COUNCIL – 18 FEBRUARY 2014**REPORT OF THE REMUNERATION COMMITTEE TO OXFORDSHIRE COUNTY COUNCIL ON THE COUNCIL'S PAY POLICY STATEMENT**

Report by the Head of Human Resources

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 2014-15.

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.
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

CC7

- 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.
8. Local Government (Green Book) staff received a national cost of living pay rise of 1% in 2013. This was the first rise since 2009. A three year local agreement has been proposed with Unison to move to local negotiations for pay and terms and conditions for Green Book employees to be known as 'Oxfordshire Local Agreement'. It is proposed that this will be effective from 1 April 2014 and will award a 1% cost of living increase to this group with effect from that date. This local agreement will enable greater local control over these matters. For other employment groups the negotiations of the relevant national joint councils will normally apply.
9. 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. Any changes to Directors' pay will be subject to approval of the Remuneration Committee.
10. A new grade structure for the Chief Executive and Director posts was approved by Remuneration Committee in 2013 with the option of a review at performance appraisal. However, no officers have yet been placed on this scale. Other senior managers are paid on four point grades using appropriate job evaluation systems. Changes to grades of senior officers are approved by Remuneration Committee. It is planned to move to local negotiations for all senior officers in a similar vein to Green Book staff.
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

The Remuneration Committee has agreed as part of the proposed new local agreement with Unison to work towards implementing the Living Wage from April 2017.

13. 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.
14. Relevant trade unions will be consulted fully on changes to the Pay Policy Statement.

RECOMMENDATIONS:

15. **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

Head of Human Resources

January 2014

Contact: Sue Corrigan 01865 810280

Background Papers: None

February 2014

Benchmark Information 2014

Senior Pay

Post	Oxfordshire County Council Salary £	Median for County Councils £
Chief Executive	184,255	207,372
Director for Children, Education & Families	138,875	142,000
Director for Environment & Economy	129,476	128,194
Director for Social & Community Services	129,476	143,520
Deputy Directors	88,917–98,152	98,152

Source: Published pay of nine county council's in the South East.

Early Retirement and Redundancy Compensation 2013

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%

CC7

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		44%

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		7%
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	90%
Yes in some cases		8%
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 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.
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. Until 31 March 2014 the Chief Executive, Chief Officers¹, Deputy Chief Officers and related staff will be employed under the relevant Joint National Council terms and conditions. It is proposed to introduce a local agreement to replace this arrangement from 1 April 2014. Where the Council varies terms and conditions this will be subject to approval by the Remuneration Committee.

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

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. 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 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 £58,200 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 local agreement covering Green Book employees is proposed to come into effect, to be known as the Oxfordshire Local Agreement.
14. The highest paid officer in the Council currently receives £184,255 p.a. including all elements of pay other than election fees. The current lowest full time salary paid by the Council is £12,435 per annum². The Council's median annual salary is £28,766 per annum. This multiplies 6.41 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, staff in Fire and Rescue, adult learning 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 Head of Human Resources, Solicitor to the Council 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
Head of Human Resources
Reviewed February 2014

Terms and Conditions of Employment and Grading Structures.

Joint Negotiating Committee for Chief Executives *

Effective from 1 April 2013

Pay Scale/Salary: £184,255 pa

Joint Negotiating Committee for Chief Officers *

Effective from 1 April 2013

Grade	Pay Scale
Director Children, Education & Families	£138,875
Director	£129,476
Monitoring Officer	Grade A (see below)

HAY Grades

Effective from 1 April 2013

Grade	Pay Scale
Grade A	£88,917-£91,993-£95,072-£98,152
Grade B	£76,216-£79,679-£83,140-£86,608
Grade C	£63,510-£67,359-£71,205-£75,060
Grade D	£56,097-£57,003-£57,928-£58,869-£61,204

Public Health - Whitley Council

Effective from 1 April 2013

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 : £179,972.52

National Joint Council for Local Government Services (Green book) *

Effective 1 April 2013

Grade	G1	G2	G3	G4
SCP - £	05 - £12,435 06 - £12,876	07 - £12,915 08 - £13,321	09 - £13,725 10 - £14,013 11 - £14,880	11 - £14,880 12 - £15,189 13 - £15,598

Grade	G5	G6	G7	G8
SCP - £	14 - £15,882 15 - £16,215 16 - £16,604 17 - £16,998	18 - £17,333 19 - £17,980 20 - £18,638 21 - £19,317	22 - £19,817 23 - £20,400 24 - £21,067 25 - £21,734	26 - £22,443 27 - £23,188 28 - £23,945 29 - £24,892
Grade	G9	G10	G11	G12
SCP - £	29 - £24,892 30 - £25,727 31 - £26,539 32 - £27,323	33 - £28,127 34 - £28,922 35 - £29,528 36 - £30,311	37 - £31,160 38 - £32,072 39 - £33,128 40 - £33,998	41 - £34,894 42 - £35,784 43 - £36,676 44 - £37,578
Grade	G13	G14	G15	G16
SCP - £	45 - £38,422 46 - £39,351 47 - £40,254 48 - £41,148	49 - £42,032 50 - £42,930 51 - £43,830 52 - £44,739	53 - £45,657 54 - £46,572 55 - £47,483 56 - £48,395	57 - £49,324 58 - £50,235 59 - £51,153 60 - £52,072
Grade	G17	G18		
SCP - £	61 - £52,987 62 - £53,908 63 - £54,823 64 - £55,741	65 - £56,658 66 - £57,573 67 - £58,507 68 - £59,458		

* Local agreement on pay and terms and conditions is planned from 1 April 2014. Changes to pay scales will be subject to further approval by Remuneration committee.

Consolidated Pay Spine

Spinal point	Salary £	Grade
5	12,435	G1
6	12,876	G1
7	12,915	G2
8	13,321	G2
9	13,725	G3
10	14,013	G3
11	14,880	G3/G4
12	15,189	G4
13	15,598	G4
14	15,882	G5
15	16,215	G5
16	16,604	G5
17	16,998	G5

Spinal Point	Salary £	Grade
18	17,333	G6
19	17,980	G6
20	18,638	G6
21	19,317	G6
22	19,817	G7
23	20,400	G7
24	21,067	G7
25	21,734	G7
26	22,443	G8
27	23,188	G8
28	23,945	G8
29	24,892	G8/G9
30	25,727	G9
31	26,539	G9
32	27,323	G9
33	28,127	G10
34	28,922	G10
35	29,528	G10
36	30,311	G10
37	31,160	G11
38	32,072	G11
39	33,128	G11
40	33,998	G11
41	34,894	G12
42	35,784	G12
43	36,676	G12
44	37,578	G12
45	38,422	G13
46	39,351	G13
47	40,254	G13
48	41,148	G13
49	42,032	G14
50	42,930	G14
51	43,830	G14
52	44,739	G14
53	45,657	G15
54	46,572	G15
55	47,483	G15
56	48,395	G15
57	49,324	G16
58	50,235	G16
59	51,153	G16
60	52,072	G16
61	52,987	G17
62	53,908	G17
63	54,823	G17

Spinal point	Salary £	Grade
64	55,741	G17
65H	56,097	HAY D
65	56,658	G18
66H	57,003	HAY D
66	57,573	G18
67H	57,928	HAY D
67	58,507	G18
68H	58,869	HAY D
68	59,458	G18
69H	61,204	HAY D
70H	63,510	HAY C
71H	67,359	HAY C
72H	71,205	HAY C
73H	75,060	HAY C
74H	76,216	HAY B
75H	79,679	HAY B
76H	83,140	HAY B
77H	86,608	HAY B
78H	88,917	HAY A
79H	91,993	HAY A
80H	95,072	HAY A
81H	98,152	HAY A
82	129,476	Director
82A	133,648	Director
83	138,875	Director
83A	143,388	Director
83B	148,048	Director
84	184,255	CH Exec
84A	190,243	CH Exec
84B	196,426	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 2013

Firefighting Roles

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	21,583	9.86	14.64
Development	22,481	10.27	15.24
Competent	28,766	13.14	19.50
Crew Manager			
Development	30,574	13.96	20.73
Competent	31,892	14.56	21.63
Watch Manager			
Development	32,582	14.88	22.10
Competent A	33,487	15.29	22.71
Competent B	35,664	16.29	24.18
Station Manager			
Development	37,096	16.94	25.16
Competent A	38,209	17.45	25.91
Competent B	40,915	18.68	28.02
Group Manager			
Development	42,723	19.51	Not applicable
Competent A	44,005	20.09	Not applicable
Competent B	47,361	21.63	Not applicable
Area Manager			
Development	50,156	22.90	Not applicable
Competent A	51,660	23.59	Not applicable
Competent B	55,018	25.12	Not applicable

Retained Duty System

	Retainer £ per annum	Retainer Day Crewing £ per annum	Hourly Rate for work undertaken £	Disturbance per call out £ per occasion
Firefighter				
Trainee	2,158	1,079	9.86	3.78
Development	2,248	1,124	10.27	3.78
Competent	2,877	1,438	13.14	3.78
Crew Manager				
Development	3,057	1,529	13.96	3.78
Competent	3,189	1,595	14.56	3.78

	Retainer £ per annum	Retainer Day Crewing £ per annum	Hourly Rate for work undertaken £	Disturbance per call out £ per occasion
Watch Manager				
Development	3,258	1,629	14.88	3.78
Competent A	3,349	1,674	15.29	3.78
Competent B	3,566	1,783	16.29	3.78
Station Manager				
Development	3,710	1,855	16.94	3.78
Competent A	3,821	1,911	17.45	3.78
Competent B	4,092	2,046	18.68	3.78
Group Manager				
Development	4,272	2,136	19.51	3.78
Competent A	4,400	2,200	20.09	3.78
Competent B	4,736	2,368	21.63	3.78
Area Manager				
Development	5,016	2,508	22.90	3.78
Competent A	5,166	2,583	23.59	3.78
Competent B	5,502	2,751	25.12	3.78

Control Specific Roles

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	20,504	9.36	14.04
Development	21,357	9.75	14.63
Competent	27,328	12.48	18.72
Crew Manager			
Development	29,045	13.26	19.89
Competent	30,297	13.83	20.75
Watch Manager			
Development	30,953	14.13	21.20
Competent A	31,813	14.53	21.80
Competent B	33,881	15.47	23.21
Station Manager			
Development	35,241	16.09	24.14
Competent A	36,299	16.57	24.86
Competent B	38,869	17.75	26.63
Group Manager			
Development	40,587	18.53	Not applicable
Competent A	41,805	19.09	Not applicable
Competent B	44,993	20.54	Not applicable

Non-operational staff

	£ per annum
Fire Control Operator equivalent	
During first six months	18,381
After six months and during 2 nd year	19,195
During 3 rd year	20,108
During 4 th year	21,097
During 5 th year	22,977
Leading Fire Control Operator equivalent	24,606
Senior Fire Control Operator equivalent	
During 1 st year in rank	25,238
During 2 nd year in rank	26,194

Junior Firefighters

	£ per annum
Aged 16	9,984
Aged 17	10,729
Aged 18	21,583

Soulbury Committee (Blue Book)

Effective 1 September 2013

Educational Psychologists – Scale A

Spine Point	Salary
1	£34,273
2	£36,013
3	£37,752
4	£39,491
5	£41,230
6	£42,969
7	£44,607
8	£46,244
9	£47,778*
10	£49,313*
11	£50,745*

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	£42,969
2	£44,607
3	£46,244*

Spine Point	Salary
4	£47,778
5	£49,313
6	£50,745
7	£51,333
8	£52,431
9	£53,519
10	£54,626
11	£55,711
12	£56,818
13	£57,944
14	£59,031**
15	£60,171**
16	£61,300**
17	£62,436**
18	£63,571**

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	£22,019
2	£23,631
3	£25,241
4	£26,853
5	£28,464
6	£30,075

Assistant Educational Psychologists

Spine point	Salary
1	£27,067
2	£28,172
3	£29,278
4	£30,377

Adult Education

Effective 1 September 2013

Grade	Spinal Point	Salary
ADGR1	20	20,648.44
ADGR2	21	21,451.05
ADGR2	22	22,269.15
ADGR3	23	23,100.72
ADGR3	25	24,422.81

Grade	Spinal Point	Salary
ADGR3	27	25,812.57
ADGR3	29	27,258.55
ADGR4	30	28,548.32
ADGR4	31	29,513.55
ADGR4	32	30,489.21
ADGR4	33	31,472.61

Teachers (Burgundy Book)

Effective 1 September 2013

Main Pay Scale	TPA Code	Per Annum	Per Day
TMS1	WOO	£21,804	£111.82
TMS2	WOO	£23,528	£120.66
TMS3	WOO	£25,420	£130.36
TMS4	WOO	£27,376	£140.39
TMS5	WOO	£29,533	£151.45
TMS6	WOO	£31,868	£163.43
Upper Pay Scale	TPA Code	Per Annum	Per Day
UPS1	POO	£34,523	£177.04
UPS2	POO	£35,802	£183.60
UPS3	POO	£37,124	£190.38
Instructors Pay Scale	TPA Code	Per Annum	Per Day
UNQ1	UQ04	£15,976	£81.93
UNQ2	UQ04	£17,834	£91.46
UNQ3	UQ04	£19,692	£100.98
UNQ4	UQ04	£21,550	£110.51
UNQ5	UQ04	£23,409	£120.05
UNQ6	UQ04	£25,267	£129.57

Teaching and Learning Responsibility allowances

TLR2 minimum £2,561	TLR2 maximum £6,259
TLR1 minimum £7,397	TLR1 maximum £12,517

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) 2561, TLR2 (2) 4267, TLR2 (3a) 5973 or TLR2 (3b) 6259, TLR1 (1) 7397, TLR1 (2) 9102, TLR1 (3) 10809, TLR1 (4) 12517.

SEN Allowance 1 £2,022		SEN Allowance 2 £3,994	
Leadership Pay Spine	Per Annum	Leadership Pay Spine	Per Annum
L1*	£37,836	L23	£65,011
L2*	£38,784	L24	£66,623
L3*	£39,752	L25	£68,279
L4*	£40,743	L26	£69,968
L5*	£41,757	L27	£71,701
L6*	£42,803	L28	£73,480
L7*	£43,957	L29	£75,300

Leadership Pay Spine	Per Annum	Leadership Pay Spine	Per Annum
L8*	£44,971	L30	£77,174
L9*	£46,094	L31	£79,081
L10*	£47,277	L32	£81,047
L11*	£48,505	L33	£83,061
L12*	£49,622	L34	£85,114
L13*	£50,863	L35	£87,229
L14*	£52,131	L36	£89,390
L15*	£53,429	L37	£91,612
L16*	£54,849	L38	£93,878
L17*	£56,109	L39	£96,166
L18*	£57,520	L40	£98,566
L19	£58,946	L41	£101,029
L20	£60,408	L42	£103,560
L21	£61,901	L43	£106,148
L22	£63,440		
* Means that this is also the pay point for an advanced skills teacher			

National Joint Council for Workshops for the Blind

Effective 1 April 2013

Probationary Grade: £12,435 pa

Substantive Grade: £12,525 pa

Apprentices

Effective 1 April 2013

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	£7,158	£7,158	£7,158	£12,435	£12,915	£13,725
6-12 months	£7,676	£7,676	£7,676	Progression through grade		
After 12 months	£9,678	£9,678	£12,141	Determined via job evaluation		

Pension Contribution Rates

Local Government Pension Scheme

From 1st April 2014 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	Provisional Contribution Rate – Employer (to be confirmed)
1	Up to £13,500	5.5%	20%
2	£13,501 - £21,000	5.8%	20%
3	£21,001 - £34,000	6.5%	20%
4	£34,001 - £43,000	6.8%	20%
5	£43,001 - £ 60,000	8.5%	20%
6	£60,001 - £85,000	9.9%	20%
7	£85,001 - £100,000	10.5%	20%
8	£100,001 - £150,000	11.4%	20%
9	£150,001 and above	12.5%	20%

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 - £21,000	11.9%	21.3%
£21,000 - £30,000	12.9%	21.3%
£30,000 - £40,000	13.2%	21.3%
£40,000 - £50,000	13.5%	21.3%
£50,000 - £60,000	13.7%	21.3%
£60,000 - £100,000	14.1%	21.3%
£100,000 - £120,000	14.5%	21.3%
Over £120,000	15.0%	21.3%
Retained and whole-time after April 2006		
Up to £15,000	8.5%	11.0%
£15,000 - £21,000	9.1%	11.0%
£21,000 - £30,000	9.6%	11.0%
£30,000 - £40,000	9.9%	11.0%
£40,000 - £50,000	10.1%	11.0%
£50,000 - £60,000	10.2%	11.0%
£60,000 - £100,000	10.5%	11.0%
£100,000 - £120,000	10.8%	11.0%
Over £120,000	11.1%	11.0%

Teachers' Pension Scheme wef 1 April 2013

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	7.9%	14.1%
£32,000 - £39,999	8.8%	14.1%
£40,000 - £44,999	9.2%	14.1%
£45,000 - £74,999	10.1%	
£75,000 - £99,999	10.6%	14.1%
£100,000 and above	11.2%	14.1%

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.
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. Those affected will be informed in writing on enrolment.

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 actual annual salary plus any pensionable allowances made in the previous 12 months to determine the correct contribution rate.
6. If an employee feels that their contribution rate has not been assessed correctly and not in accordance with this policy statement, they must write to the Pay and Employment Information Team in Oxfordshire Customer Services 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 Strategic 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 Head of Human Resources through the Strategic Human Resources 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.

III 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.

Head of Human Resources

Revised February 2014 (incorporates LGPS regulations from 1 April 2014)