

COUNTY COUNCIL – 17 FEBRUARY 2015

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 2015-16.

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 arrangement in line with the NJC agreement. The terms of the local agreement will enable greater local control over these matters in its final year, 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 will receive the same again in 2015-16.
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 pay rises for the Chief Executive and the Directors for Children, Young People and Families and Social and Community Services in line with the agreed arrangements following their performance reviews. In addition the Committee approved the re-grading of the posts of Chief and Deputy Chief Fire Officer following a bench-marking exercise. The Committee also agreed to amend the spinal column to provide an extension to the grade of the three Corporate Advisers.
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 has agreed as part of the local agreement with Unison to work towards implementing the Living Wage from April 2017.
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

Contact: Sue Corrigan, County HR Manager, Tel: 01865 810280

Background Papers: None

January 2015

Benchmark Information 2014**Senior Pay**

Post	Oxfordshire County Council Salary £	Median for County Councils £
Chief Executive	192,145	207,372
Director for Children, Education & Families	144,821	142,000
Director for Environment & Economy	130,770	128,194
Director for Social & Community Services	134,984	143,520
Deputy Directors	89,806–99,133	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%

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 Chief Executive, 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 £192,145 p.a. including all elements of pay other than election fees. The current lowest full time salary paid by the Council is £12,559 per annum². The Council's median annual salary is £29,212 per annum. This multiplies 6.57 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 Advisors, 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 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 2015

Terms and Conditions of Employment and Grading Structures.

Joint Negotiating Committee for Chief Executives *

Effective from 1 April 2014

Pay Scale/Salary: £192,145 pa

Joint Negotiating Committee for Chief Officers *

Effective from 1 April 2014

Grade	Pay Scale
Director Children, Education & Families	£144,821
Director for Social & Community Services	£134,984
Director for Environment & Economy	£130,770
Corporate Advisers	£110,000- £115,000- £120,000

HAY Grades

Effective from 1 April 2014

Grade	Pay Scale
Grade A	£89,806-£92,913-£96,023-£99,133
Grade B	£76,978-£80,476-£83,972-£87,474
Grade C	£4,145-£8,033-£71,917-£75, 811
Grade D	£56,658-£57,573-£58,507-£59458-£61,816

Public Health

Effective from 1 April 2014

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 Non-consolidated payment £1,014.96
	Total pay : £180,987.48

National Joint Council for Local Government Services (Green book) *
Effective 1 April 2014

Grade	G1	G2	G3	G4
SCP - £	05 - £12,559	07 - £13,044	09 - £13,862	11 - £15,029
	06 - £13,005	08 - £13,454	10 - £14,153	12 - £15,341
			11 - £15,029	13 - £15,754
Grade	G5	G6	G7	G8
SCP - £	14 - £16,041	18 - £17,506	22 - £20,015	26 - £22,668
	15 - £16,377	19 - £18,160	23 - £20,604	27 - £23,419
	16 - £16,770	20 - £18,824	24 - £21,277	28 - £24,185
	17 - £17,168	21 - £19,510	25 - £21,952	29 - £25,141
Grade	G9	G10	G11	G12
SCP - £	29 - £25,141	33 - £28,409	37 - £31,471	41 - £35,243
	30 - £25,984	34 - £29,212	38 - £32,392	42 - £36,142
	31 - £26,804	35 - £29,824	39 - £33,459	43 - £37,043
	32 - £27,596	36 - £30,614	40 - £34,338	44 - £37,954
Grade	G13	G14	G15	G16
SCP - £	45 - £38,807	49 - £42,452	53 - £46,114	57 - £49,818
	46 - £39,744	50 - £43,359	54 - £47,038	58 - £50,738
	47 - £40,656	51 - £44,268	55 - £47,958	59 - £51,665
	48 - £41,560	52 - £45,186	56 - £48,879	60 - £52,592
Grade	G17	G18		
SCP - £	61 - £53,516	65 - £57,225		
	62 - £54,447	66 - £58,149		
	63 - £55,371	67 - £59,092		
	64 - £56,298	68 - £60,052		

* 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		Spinal point	Salary £	Grade
5	12,559	G1		51	44,268	G14
6	13,005	G1		52	45,186	G14
7	13,044	G2		53	46,114	G15
8	13,454	G2		54	47,038	G15
9	13,862	G3		55	47,958	G15
10	14,153	G3		56	48,879	G15
11	15,029	G3/G4		57	49,818	G16
12	15,341	G4		58	50,738	G16
13	15,754	G4		59	51,665	G16
14	16,041	G5		60	52,592	G16
15	16,377	G5		61	53,516	G17
16	16,770	G5		62	54,447	G17
17	17,168	G5		63	55,371	G17
18	17,506	G6		64	56,298	G17
19	18,160	G6		64H	56,658	HAY D
20	18,824	G6		65	57,225	G18
21	19,510	G6		65H	57,573	HAY D
22	20,015	G7		66	58,149	G18
23	20,604	G7		66H	58,507	HAY D
24	21,277	G7		67	59,092	G18
25	21,952	G7		67H	59,458	HAY D
26	22,668	G8		68	60,052	G18
27	23,419	G8		69H	61,816	HAY D
28	24,185	G8		70H	64,145	HAY C
29	25,141	G8/G9		71H	68,033	HAY C
30	25,984	G9		72H	71,917	HAY C
31	26,804	G9		73H	75,811	HAY C
32	27,596	G9		74H	76,978	HAY B
33	28,409	G10		75H	80,476	HAY B
34	29,212	G10		76H	83,972	HAY B
35	29,824	G10		77H	87,474	HAY B
36	30,614	G10		78H	89,806	HAY A
37	31,471	G11		79H	92,913	HAY A
38	32,392	G11		80H	96,023	HAY A
39	33,459	G11		81H	99,133	HAY A
40	34,338	G11		82A	£110,000	CORPAD
41	35,243	G12		82B	£115,000	CORPAD
42	36,142	G12		82C	£120,000	CORPAD
43	37,043	G12		83A	£130,770	Director
44	37,954	G12		83B	£134,984	Director
45	38,807	G13		83C	£140,263	Director

46	39,744	G13		83D	£144,821	Director
47	40,656	G13		83E	£149,528	Director
48	41,560	G13		84A	£186,097	CH Exec
49	42,452	G14		84B	£192,145	CH Exec
50	43,359	G14		84C	£198,390	CH Exec

National Joint Council for Chief and Assistant Chief Fire Officers (Gold Book)
Effective 1 April 2014

Grade	Pay Scale
Chief Fire Officer	£130,770
Deputy Chief Fire Officer	£102,767
Assistant Chief Fire Officer	£96,023

National Joint Council for Fire Brigades (Grey Book)
Effective 1 July 2014

Firefighting Roles

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	21,799	9.95	14.93
Development	22,706	10.37	15.56
Competent	29,054	13.27	19.91
Crew Manager			
Development	30,880	14.10	21.15
Competent	32,211	14.71	22.07
Watch Manager			
Development	32,908	15.03	22.55
Competent A	33,822	15.44	23.16
Competent B	36,021	16.45	24.68
Station Manager			
Development	37,467	17.11	25.67
Competent A	38,591	17.62	26.43
Competent B	41,324	18.87	28.31
Group Manager			
Development	43,150	19.70	Not Applicable
Competent A	44,445	20.29	“
Competent B	47,835	21.84	“
Area Manager			
Development	50,658	23.13	Not applicable
Competent A	52,177	23.83	“
Competent B	55,568	25.37	“

Retained Duty System

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
Firefighter				
Trainee	2,180	1,090	9.95	3.82
Development	2,271	1,135	10.37	3.82
Competent	2,905	1,453	13.27	3.82
Crew Manager				
Development	3,088	1,544	14.10	3.82
Competent	3,221	1,611	14.71	3.82
Watch Manager				
Development	3,291	1,645	15.03	3.82
Competent A	3,382	1,691	15.44	3.82
Competent B	3,602	1,801	16.45	3.82
Station Manager				3.82
Development	3,747	1,873	17.11	3.82
Competent A	3,859	1,930	17.62	3.82
Competent B	4,132	2,066	18.87	3.82
Group Manager				3.82
Development	4,315	2,158	19.70	3.82
Competent A	4,445	2,222	20.29	3.82
Competent B	4,784	2,392	21.84	3.82
Area Manager				
Development	5,066	2,533	23.13	3.82
Competent A	5,218	2,609	23.83	3.82
Competent B	5,557	2,778	25.37	3.82

Control Specific Roles

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter (Control)			
Trainee	20,709	9.46	14.19
Development	21,571	9.85	14.78
Competent	27,601	12.60	18.90
Crew Manager (Control)			
Development	29,336	13.40	20.10
Competent	30,600	13.97	20.96

Watch Manager (Control)			
Development	31,263	14.28	21.42
Competent A	32,131	14.67	22.01
Competent B	34,220	15.63	23.45
Station Manager (Control)			
Development	35,594	16.25	24.38
Competent A	36,661	16.74	25.11
Competent B	39,258	17.93	26.90
Group Manager (Control)			
Development	40,993	18.72	Not applicable
Competent A	42,223	19.28	“
Competent B	45,443	20.75	“

Non-operational staff

	£ per annum
Fire Control Operator equivalent	
During first six months	18,565
After six months and during 2 nd year	19,387
During 3 rd year	20,309
During 4 th year	21,308
During 5 th year	23,207
Leading Fire Control Operator equivalent	24852
Senior Fire Control Operator equivalent	
During 1 st year in rank	25,490
During 2 nd year in rank	26,456

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 2014

Main Pay Scale	TPA Code	Per Annum	Per Day
TMS1	WOO	£22,023	£112.94
TMS2	WOO	£23,764	£121.87
TMS3	WOO	£25,675	£131.67
TMS4	WOO	£27,650	£141.79
TMS5	WOO	£29,829	£152.97
TMS6	WOO	£32,187	£165.06
Upper Pay Scale	TPA Code	Per Annum	Per Day
UPS1	POO	£34,869	£178.82
UPS2	POO	£36,161	£185.44
UPS3	POO	£37,496	£192.29
Instructors Pay Scale	TPA Code	Per Annum	Per Day
UNQ1	UQ04	£16,136	£82.75
UNQ2	UQ04	£18,013	£92.37
UNQ3	UQ04	£19,889	£101.99
UNQ4	UQ04	£21,766	£111.62
UNQ5	UQ04	£23,644	£121.25
UNQ6	UQ04	£25,520	£130.87

Teaching and Learning Responsibility allowances

TLR2 minimum £2,587	TLR2 maximum £6,322
TLR1 minimum £7,471	TLR1 maximum £12,643

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) 2587, TLR2 (2) 4310, TLR2 (3a) 6033 or TLR2 (3b) 6322, TLR1 (1) 7471, TLR1 (2) 9193, TLR1 (3) 10917, TLR1 (4) 12643.

SEN Allowance 1 £2,043		SEN Allowance 2 £4,034	
Leadership Pay Spine	Per Annum	Leadership Pay Spine	Per Annum
L1*	£38,215	L23	£65,661
L2*	£39,172	L24	£67,290
L3*	£40,150	L25	£68,962
L4*	£41,150	L26	£70,668
L5*	£42,175	L27	£72,419
L6*	£43,232	L28	£74,215
L7*	£44,397	L29	£76,053
Leadership Pay Spine	Per Annum	Leadership Pay Spine	Per Annum
L8*	£45,421	L30	£77,946
L9*	£46,555	L31	£79,872
L10*	£47,750	L32	£81,857
L11*	£48,991	L33	£83,892
L12*	£50,118	L34	£85,965
L13*	£51,372	L35	£88,102
L14*	£52,653	L36	£90,284
L15*	£53,963	L37	£92,528
L16*	£55,397	L38	£94,817
L17*	£56,670	L39	£97,128
L18*	£58,096	L40	£99,552
L19	£59,535	L41	£102,039
L20	£61,012	L42	£104,596
L21	£62,521	L43	£107,210
L22	£64,074		

* 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 2014*

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	£9,871	£9,871	£12,506	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	12.2%	21.3%
£21,000 - £30,000	14.2%	21.3%
£30,000 - £40,000	14.7%	21.3%
£40,000 - £50,000	15.2%	21.3%
£50,000 - £60,000	15.5%	21.3%
£60,000 - £100,000	16.0%	21.3%
£100,000 - £120,000	16.5%	21.3%
Over £120,000	17.0%	21.3%
Retained and whole-time after April 2006		
Up to £15,000	8.5%	11.0%
£15,000 - £21,000	9.4%	11.0%
£21,000 - £30,000	10.4%	11.0%
£30,000 - £40,000	10.9%	11.0%
£40,000 - £50,000	11.2%	11.0%
£50,000 - £60,000	11.3%	11.0%
£60,000 - £100,000	11.7%	11.0%
£100,000 - £120,000	12.1%	11.0%
Over £120,000	12.5%	11.0%

Teachers' Pension Scheme wef 1 April 2014

Band	Contribution Rate - Employee	Contribution Rate - Employer
Up to £14,999	6.4%	14.1%
£15,000 - £25,999	7.2%	14.1%
£26,000-£31,999	8.3%	14.1%
£32,000 - £39,999	9.5%	14.1%
£40,000 - £44,999	9.9%	14.1%
£45,000 - £74,999	11.0%	
£75,000 - £99,999	11.6%	14.1%
£100,000 and above	12.4%	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

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.

enrolment.

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 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

21. 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

22. 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

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

Chief HR Officer

Reviewed February 2015 (incorporates LGPS regulations from 1 April 2014)