

## 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 was introduced from April 2014 for the posts of Chief Executive, Head of Paid Service Chief Officers<sup>1</sup>, Deputy Chief Officers and related staff, known as the Oxfordshire Senior Staff Local Agreement. Where the Council varies terms and conditions this will be subject to approval by the Remuneration Committee. This agreement will expire on 31 March 2017 and will be replaced by the relevant national agreements.
8. A senior management review has been carried out across the Council during 2016 and a new senior structure has been put in place from January 2017.

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

Any pay or grading changes for senior officers in this population are considered and, if agreed, approved by the Remuneration Committee. Details of these posts are shown at Appendix 1. Salary packages for a new post in excess of £100,000 p.a. will be subject to formal approval by full Council.

9. Grading of Directors,, Assistant Chief Executive, Deputy Directors and related staff, other than in Fire and Rescue, 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. In accordance with publication requirements, a table showing information on the current pay of the Chief Executive, Directors, Deputy Directors, assistant Chief Executive 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.
12. The schemes of terms and conditions of employment and grading structures which apply to all groups of employees other than the Chief Executive, Directors and Deputy Directors and Assistant Chief Executive are identified in Appendix 1. From 1 April 2014 a three year local agreement covering Green Book employees came into effect, known as the Oxfordshire Local Agreement. This agreement will expire on 31 March 2017 and will be replaced by the relevant national agreement.
13. The highest paid officer in the Council currently receives £181,037.76p.a. including all elements of pay other than election fees. The current lowest full time salary paid by the Council is £14,514 per annum<sup>2</sup>. The Council's median annual salary is £29,638 per annum. This multiplies 6.10 times into the annual salary of the highest paid.
14. Changes to the grades of all groups of employees other than Chief Executive, Directors, Deputy Directors, Assistant Chief Executive, staff in Fire and Rescue, and teachers will be subject to Job Evaluation Schemes in accordance with the Constitution and national and local terms and conditions as applicable. Market supplements may be paid in circumstances where they are required to attract or retain appropriate staff where a case has been agreed by the Grading Moderation Panel which is responsible for the local determination of job grades.

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

15. 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.
16. Annual pay awards will be implemented in line with local or national negotiations for all employee groups.

#### Pensions and Severance Payments

17. 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.
18. 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.
19. Where other severance payments are appropriate such payments will be approved by the Director of Human Resources, Director of Law and Governance and the Director of Finance, 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.
20. The current employer's pension contribution rates are set down in Appendix 2.
21. 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.

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

**Steve Munn**  
**Director of Human Resources**  
Reviewed February 2017

## Terms and Conditions of Employment and Grading Structures.

### Joint Negotiating Committee for Chief Executives

Effective from 1 January 2017 Salary: £175,000 pa

### Joint Negotiating Committee for Chief Officers

Effective from date shown in table below:

Grade	Pay	Effective Date
Chief Executive	£175,000	1-1-2017
Strategic Director for People and Director of Public Health	£181,037	1-4-2016
Strategic Director for Communities	£140,000	16-1-2017
Director for Children's Services	£125,000	1-12-2016
Director for Adult Services	£125,000	1-12-2016
Director of Finance	£122,412	1-4-2016
Director of Human Resources	£122,412	1-4-2016
Director of Law and Governance	£122,412	1-1-2017
Director of Customer Experience	£101,126	1-4-2016
Assistant Chief Executive	£91,013	1-4-2016
Interim Director for Strategy & Infrastructure Planning	£74,278	1-7-2016
Interim Director for Environmental Operations (covered by temporary arrangement)	Hay Grade A	
Director for Community Safety & Chief Fire Officer	£133,398	1-1-2016
Deputy Director of Public Health	£104,409	1-4-2016

### HAY Grades Effective from 1 April 2016

Grade	Pay Scale
Grade A	£91,611-£94,781-£97,953-£101,126
Grade B	£78,525-£82,094-£85,660-£89,232
Grade C	£65,434-£69,400-£73,363-£77,335
Grade D	£57,797-£58,730-£59,683-£60,653-£63,058

### Public Health

Effective from 1 April 2016

Grade	Pay Scale
Director Public Health	Basic salary £ 102,465.48 On Call allowance £5,123.28 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 : £181,037.76
PH YC72	£76,001-£78,381-£80,761-£83,141-£85,514-£91,166-£96,819-£102,465
PH BD9	£78,629-£82,434-£86,390-£90,537-£94,883-£99,437
PH B8RC	£56,104-£57,640-£59,606-£62,397-£66,582-£68,484
PH B8RB	£46,626-£48,034-£50,467-£53,285-£56,104-£57,640

BD7	£31,383-£32,407-£33,560-£35,225-£36,250-£37,403-£38,683-£40,028-£41,373
BD5	£21,909-£22,458-£23,363-£24,304-£25,298-£26,302-£27,361-£28,462

### Oxfordshire Local Agreement

Effective 1 April 2016

Grade	G1	G2	G3	G4	
SCP - £	5 – Deleted 1/10/15 6 – £14,514	7 - £14,615 8 - £14,771	9 - £14,975 10 - £15,238 11 - £15,507	11 - £15,507 12 - £15,823 13 - £16,191	
	Grade	G5	G6	G7	G8
SCP - £	14 - £16,481 15 - £16,772 16 - £17,169 17 - £17,547	18- £17,891 19 - £18,560 20 - £19,238 21 - £19,939	22 - £20,456 23 - £21,057 24 - £21,745 25 - £22,434	26 - £23,166 27 - £23,935 28 - £24,717 29 - £25,694	
	Grade	G9	G10	G11	G12
	SCP - £	29 - £25,694 30 - £26,556 31 - £27,394 32 - £28,203	33 - £29,033 34 - £29,854 35 - £30,480 36 - £31,288	37 - £32,164 38 - £33,106 39 - £34,196 40 - £35,093	41 - £36,019 42 - £36,937 43 - £37,858 44 - £38,789
		Grade	G13	G14	G15
SCP - £		45 - £39,660 46 - £40,619 47 - £41,551 48 - £42,474	49 - £43,387 50 - £44,313 51 - £45,242 52 - £46,180	53 - £47,128 54 - £48,073 55 - £49,013 56 - £49,955	57 - £50,913 58 - £51,853 59 - £52,801 60 - £53,750
		Grade	G17	G18	
	SCP - £	61 - £54,695 62 - £55,645 63 - £56,589 64 - £57,537	65 - £58,483 66 - £59,428 67 - £60,392 68 - £61,374		

## Consolidated Pay Spine

Salary points at 1 April 2016					
Spinal point	Salary £	Grade	Spinal point	Salary £	Grade
5	Deleted	G1	51	45,242	G14
6	14,514	G1	52	46,180	G14
7	14,615	G2	53	47,128	G15
8	14,771	G2	54	48,073	G15
9	14,975	G3	55	49,013	G15
10	15,238	G3	56	49,955	G15
11	15,507	G3/G4	57	50,913	G16
12	15,823	G4	58	51,853	G16
13	16,191	G4	59	52,801	G16
14	16,481	G5	60	53,750	G16
15	16,772	G5	61	54,695	G17
16	17,169	G5	62	55,645	G17
17	17,547	G5	63	56,589	G17
18	17,891	G6	64	57,537	G17
19	18,560	G6	64H	57,797	HAY D
20	19,238	G6	65	58,483	G18
21	19,939	G6	65H	58,730	HAY D
22	20,456	G7	66	59,428	G18
23	21,057	G7	66H	59,683	HAY D
24	21,745	G7	67	60,392	G18
25	22,434	G7	67H	60,653	HAY D
26	23,166	G8	68	61,374	G18
27	23,935	G8	69H	63,058	HAY D
28	24,717	G8	70H	65,434	HAY C
29	25,694	G8/G9	71H	69,400	HAY C
30	26,556	G9	72H	73,363	HAY C
31	27,394	G9	73H	77,335	HAY C
32	28,203	G9	74H	78,525	HAY B
33	29,033	G10	75H	82,094	HAY B
34	29,854	G10	76H	85,660	HAY B
35	30,480	G10	77H	89,232	HAY B
36	31,288	G10	78H	91,611	HAY A
37	32,164	G11	79H	94,781	HAY A
38	33,106	G11	80H	97,953	HAY A
39	34,196	G11	81H	101,126	HAY A
40	35,093	G11	82A	£112,211	CORPAD
41	36,019	G12	82B	£117,312	CORPAD
42	36,937	G12	82C	£122,412	CORPAD
43	37,858	G12	83A	£133,398	Director
44	38,789	G12	83B	£137,697	Director
45	39,660	G13	83C	£143,082	Director
46	40,619	G13	83D	£147,732	Director
47	41,551	G13	83E	£152,534	Director
48	42,474	G13	84A	£189,838	CH Exec
49	43,387	G14	84B	£196,007	CH Exec
50	44,313	G14	84C	£202,378	CH Exec

**National Joint Council for Chief and Assistant Chief Fire Officers (Gold Book)**  
*Effective 1 January 2016*

<b>Grade</b>	<b>Pay Scale</b>
Chief Fire Officer	£133,398
Deputy Chief Fire Officer	£104,833
Assistant Chief Fire Officer	£97,953

**National Joint Council for Fire Brigades (Grey Book)**  
*Effective 1 July 2016*

**Firefighting Roles**

	<b>Basic annual £</b>	<b>Basic hourly rate £</b>	<b>Overtime rate £</b>
<b>Firefighter</b>			
Trainee	22,237	10.15	15.23
Development	23,162	10.58	15.87
Competent	29,638	13.53	20.30
<b>Crew Manager</b>			
Development	31,501	14.38	21.57
Competent	32,858	15.00	22.50
<b>Watch Manager</b>			
Development	33,569	15.33	23.00
Competent A	34,502	15.75	23.63
Competent B	36,745	16.78	25.17
<b>Station Manager</b>			
Development	38,220	17.45	26.18
Competent A	39,367	17.98	26.97
Competent B	42,154	19.25	28.88
<b>Group Manager</b>			
Development	44,018	20.10	Not Applicable
Competent A	45,338	20.70	“
Competent B	48,796	22.28	“
<b>Area Manager</b>			
Development	51,677	23.60	Not applicable
Competent A	53,226	24.30	“
Competent B	56,685	25.88	“

**Retained Duty System**

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
<b>Firefighter</b>				
Trainee	2,224	1,112	10.15	3.90
Development	2,316	1,158	10.58	3.90
Competent	2,964	1,482	13.53	3.90
<b>Crew Manager</b>				
Development	3,150	1,575	14.38	3.90
Competent	3,286	1,643	15.00	3.90
<b>Watch Manager</b>				
Development	3,357	1,678	15.33	3.90
Competent A	3,450	1,725	15.75	3.90
Competent B	3,675	1,837	16.78	3.90
<b>Station Manager</b>				3.90
Development	3,822	1,911	17.45	3.90
Competent A	3,937	1,968	17.98	3.90
Competent B	4,215	2,108	19.25	3.90
<b>Group Manager</b>				
Development	4,402	2,201	20.10	3.90
Competent A	4,534	2,267	20.70	3.90
Competent B	4,880	2,440	22.28	3.90
<b>Area Manager</b>				
Development	5,168	2,584	23.60	3.90
Competent A	5,323	2,661	24.30	3.90
Competent B	5,669	2,834	25.88	3.90

**Soulbury Committee (Blue Book)***Effective 1 September 2016*Educational Psychologists – Scale A

Spine Point	Salary
1	£35,337
2	£37,173
3	£38,969
4	£40,764
5	£42,558
6	£44,353
7	£46,044
8	£47,734
9	£49,317*
10	£50,902*
11	£52,380*



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

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

Senior & Principal Educational Psychologists – Scale B

Spine Point	Salary
1	£44,353
2	£46,044
3	£47,734
Spine Point	Salary
4	£49,317
5	£50,902
6	£52,380
7	£52,987
8	£54,120
9	£55,243
10	£56,386
11	£57,506
12	£58,649
13	£59,811
14	£60,933
15	£62,110
16	£63,275
17	£64,448
18	£65,620

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	£22,728
2	£24,393
3	£26,054
4	£27,718
5	£29,381
6	£31,044

Assistant Educational Psychologists

Spine point	Salary
1	£27,939
2	£29,080
3	£30,221
4	£31,335

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## Educational Improvement Professionals (EIPs)

Spine Point	Salary	Spine Point	Salary
1	£33,730	26	£62,291
2	£34,938	27	£63,367
3	£36,078	28	£64,457
4	£37,234	29	£65,551
5	£38,383	30	£66,643
6	£39,533	31	£67,725
7	£40,741	32	£68,824
8	£41,902*	33	£69,924
9	£43,256	34	£71,050
10	£44,463	35	£72,173
11	£45,655	36	£73,329
12	£46,809	37	£74,465
13	£48,116**	38	£75,615
14	£49,280	39	£76,748
15	£50,567	40	£77,880
16	£51,731	41	£79,019
17	£52,897	42	£80,156
18	£54,042	43	£81,293
19	£55,223	44	£82,435
20	£55,833***	45	£83,574
21	£57,005	46	£84,715
22	£58,027	47	£85,860
23	£59,152	48	£86,995****
24	£60,160	49	£88,135****
25	£61,239	50	£89,275****

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

**Teachers (Burgundy Book)**

*Effective 1 September 2016*

Main Pay Range	TPA Code	Per Annum	Per Day
M1	WOO	£22,467	£115.22
M2	WOO	£24,234	£124.32
M3	WOO	£26,192	£134.32
M4	WOO	£28,207	£144.65
M5	WOO	£156.05	£156.05
M6	WOO	£33,160	£170.05
Upper Pay Range	TPA Code	Per Annum	Per Day
U1	POO	£35,571	£182.42
U2	POO	£36,889	£189.17
U3	POO	£38,250	£196.15
Unqualified Teacher Pay Range	TPA Code	Per Annum	Per Day

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UQ1	U04	£16,461	£84.42
UQ2	U04	£18,376	£94.24
UQ3	U04	£20,289	£104.05
UQ4	U04	£22,204	£113.87
UQ5	U04	£24,120	£123.69
UQ6	U04	£26,034	£133.51

Leading Practitioner Pay Range	£38,984 to £59,264
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**Teaching and Learning Responsibility allowances**

TLR1 minimum £7,622	TLR1 maximum £12,898
TLR2 minimum £2,640	TLR2 maximum £6,450
TLR3* minimum £523	TLR3* maximum £2,603

\* TLR3's are temporary

The School / Service sets the actual pay points within these ranges. Most schools use the standard OCC rates for allowances which are as follows: TLR2 (1) £2,640, TLR2 (2) £4,353, TLR2 (3a) £6,093 or TLR2 (3b) £6,450, TLR1 (1) £7,622, TLR1 (2) £9,285, TLR1 (3) £11,026, TLR1 (4) £12,898.

**Special Educational Needs (SEN) Allowance**

Minimum	£2,085	Maximum	£4,116
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Leadership Pay Spine	Per Annum	Leadership Pay Spine	Per Annum
L1*	£38,984	L23	£66,982
L2*	£39,960	L24	£67,963**/£68,643
L3*	£40,958	L25	£70,349
L4*	£41,978	L26	£72,089
L5*	£43,023	L27	£73,144**/£73,876
L6*	£44,102	L28	£75,708
L7*	£45,290	L29	£77,583
L8*	£46,335	L30	£79,514
L9*	£47,492	L31	£80,671**/£81,478
L10*	£48,711	L32	£83,503
L11*	£49,976	L33	£85,579
L12*	£51,127	L34	£87,694
L13*	£52,405	L35	£88,984**/£89,874
L14*	£53,712	L36	£92,099
L15*	£55,049	L37	£94,389
L16*	£56,511	L38	£96,724
L17*	£57,810	L39	£98,100**/£99,081
L18*	£58,677**/£59,264	L40	£101,554
L19	£60,733	L41	£104,091
L20	£62,240	L42	£106,699
L21	£63,147**/£63,779	L43	£108,283
L22	£65,363		

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

\*\* Means that this is the salary where the point is the maximum of the

Headteacher's individual pay range.
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**National Joint Council for Workshops for the Blind***Effective 1 October 2015*

Probationary Grade: £13,614 pa

Substantive Grade: £13,664 pa

**Apprentices***Effective 1 April 2016*

	<b>Intermediate (GCCSE Grades D-G)</b>	<b>Advance Apprentice (GCCSE Grades A*-C)</b>	
			Grade 3
Up to 6 months	£10,400		£14,975
6-12 months	££10,900	Progression through grade	
After 12 months	£14,514	Determined via job evaluation	

**Appendix 2****Pension Contribution Rates**Local Government Pension Scheme

From 1st April 2016 contribution rates are calculated on the bands indicated below based on actual salary and pensionable allowances in accordance with the following table:

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

Fire Brigades Pension Scheme 2016-17

All Fire Brigade Pension Scheme members apart from retained in 1992 scheme		
Band	Contribution Rate - Employee	Contribution Rate - Employer
Up to £15,301	11.0%	21.7%
£15,301 - £21,422	12.2%	21.7%
£21,422 - £30,603	14.2%	21.7%
£30,603 - £40,804	14.7%	21.7%
£40,804 - £51,005	15.2%	21.7%
£51,005 - £61,206	15.5%	21.7%
£61,206 - £102,010	16.0%	21.7%
£102,010 - £122,412	16.5%	21.7%
Over £122,412	17.0%	21.7%
Retained and whole-time after April 2006		
Up to £15,301	8.5%	11.9%
£15,301 - £21,422	9.4%	11.9%
£21,422 - £30,603	10.4%	11.9%
£30,603 - £40,804	10.9%	11.9%
£40,804 - £51,005	11.2%	11.9%
£51,005 - £61,206	11.3%	11.9%
£61,206 - £102,010	11.7%	11.9%
£102,010 - £122,412	12.1%	11.9%
Over £122,412	12.5%	11.9%
Whole-time after April 2015		
Up to £27,270	10%	14.3%
£27,271 - £50,500	12.5%	14.3%
£50,501 - £142,500	13.5%	14.3%
Over £142,501	14.5%	14.3%
Modified Retained Scheme after April 2015		
Up to £15,301	11.0%	14.3%
£15,301 - £21,422	12.2%	14.3%
£21,422 - £30,603	14.2%	14.3%
£30,603 - £40,804	14.7%	14.3%
£40,804 - £51,005	15.2%	14.3%
£51,005 - £61,206	15.5%	14.3%
£61,206 - £102,010	16.0%	14.3%
£102,010 - £122,412	16.5%	14.3%
Over £122,412	17.0%	14.3%

Teachers' Pension Scheme wef 1 April 2016

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

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

## **Pensions and Retirement Policy Statement**

### **Preamble**

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

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

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

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

### **Pensions**

1. This policy applies to all employees who are members of the LGPS or are eligible to join.
2. Employees with a contract for at least three months, and aged between 16 and 75 will be brought into the LGPS automatically from their first day of employment. Those with a contract of less than three months, and casual employees, have a right to join and will need to opt in (also see para 4 below).
3. From the first day of employment employees will be able to elect not to be a member of the LGPS. It is not permitted to complete and return an opt-out form until after commencing employment.
4. Oxfordshire County Council is legally required to auto-enrol certain employees into a pension scheme once every three years starting 1 February 2013 or when they meet certain criteria. This will take place again in 2019 and those affected will be informed in writing on enrolment. Casual employees will be postponed auto-enrolment into the pension scheme for three months. From this point on they will be auto-enrolled if eligible and will need to opt out if they wish to do so.

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

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

### **Retirement**

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



Paragraph 18 below. Each case will be considered on its merits, although an application is unlikely to succeed where there are costs to the Council and the benefits to the service are not explicit.

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

### **Special Retirements**

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

### Ill Health Retirements

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

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

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

18. Early retirement may be granted for employees aged 55 years and over with at least two years membership in the LGPS in the circumstances set out in a) to (c) below, taking into consideration the full cost of the retirement and the best interest of the Council.

- (a) Redundancy, after the Council's Redundancy Procedure has been followed.

In this case employees will receive immediate payment of their pension entitlement and redundancy compensation will be paid where appropriate in accordance with the Oxfordshire County Council Redundancy Payments Scheme (effective 1 April 2011) which is one and a half times the statutory calculation based on actual pay.

- (b) Where an employee has continuing health problems and it is in the interests of the efficiency of the Council's operations.

In this case immediate payment of pension will be granted to an employee who does not satisfy the Local Government Pension Scheme criteria for retirement on the grounds of ill health, but who is suffering from a substantial medical or psychiatric condition and whose retirement is recommended by the Council's Occupational Health physician because he/she is likely to be significantly less efficient for the foreseeable future due to health reasons.

- (c) Where an employee has requested flexible retirement and satisfies the criteria in Paragraph 12 above.

19. The Council will not normally agree to early payment of benefits or early retirement on other grounds, or deferred benefits from ex-employees where there is a cost to the Council. This does not prevent an employee aged 55 to 59 years who wishes to, from leaving the employment of the authority and accessing their pension early under the terms of paragraph 11 above or from making a written request to the Sub-Committee to consider the waiving of any or all the reduction on compassionate grounds of an early payment of pension. However, such applications will not normally be supported by management and are unlikely to succeed due to the associated costs. Furthermore, benefits will be reduced in any cases which might be agreed, unless compassionate grounds apply.
20. The Council reserves its power to agree early retirement in exceptional cases which are commensurate with the efficient and effective running of the service as part of a Settlement Agreement.

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

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

### **Disputes Procedure**

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

**a. Revision of this Policy**

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

**Director of Human Resources**

Reviewed January 2017