



*Alison Stuart
Head of Legal and
Democratic Services*

MEETING : HUMAN RESOURCES COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 10 APRIL 2019
TIME : 2.00 PM

PLEASE NOTE TIME AND VENUE

MEMBERS OF THE COMMITTEE

Councillor P Boylan (Chairman)
Councillors S Bull, Mrs R Cheswright, S Cousins, M McMullen, P Ruffles
(Vice-Chairman) and M Stevenson

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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;
 - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

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Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

AGENDA

1. Apologies

To receive apologies for absence.

2. Minutes (Pages 5 - 14)

To receive the Minutes of the meeting held on 13 March 2019

3. Declarations of Interest

To receive any Member's Declaration of Interest.

4. Chairman's Announcements

5. Pay Policy Statement 2019/20 (Pages 15 - 34)

6. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD IN
THE COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 13 MARCH
2019, AT 3.00 PM

PRESENT:

Councillors P Ruffles (Vice Chairman, in the
Chair) S Bull, Mrs R Cheswright,
M McMullen, P Ruffles and M Stevenson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Claire Kirby	- Human Resources Officer
Simon O'Hear	- Head of Human Resources and Organisational Development

447 APOLOGY

An apology for absence was received from the Chairman,
Councillor P Boylan. It was noted that Councillor P Ruffles,
Vice Chairman would be chairing the meeting.

448 MINUTES

The HR Officer explained that the Annual Report in July 2019, would include further information in relation to turnover and sickness with equalities issues being reported to Members in October, 2019.

Members commented that it would be useful to have a list of staff who were leaving and those who would be commencing their employment and that this could be included, without photographs, on the weekly Members' Information Bulletin. This was supported.

It was moved by Councillor S Bull and seconded by Councillor M Stevenson that the Minutes of the meeting held on 9 January 2019 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 9 January 2019 be confirmed as a correct record and signed by the Chairman.

449 CHAIRMAN'S ANNOUNCEMENTS

Councillor P Ruffles welcomed Mr Simon O'Hear as the new Head of Human Resources and Organisational Development to the meeting. The Head of HR and Organisational Development provided an overview of his role generally and specifically in relation to staff development and recruitment.

The Vice Chairman referred to the need to consider the Pay Policy Statement before its submission to Council in

May, 2019. The Head of HR and Organisational Development explained that the report could not be included for consideration at this meeting, as a further meeting needed to be held on 20 March 2019 with Unison on the outcome of the pay proposals. Members supported the suggestion to consider the issue of an additional meeting under "Urgent Business".

450 HR AND PAYROLL UPDATE

The Head of Human Resources and Organisational Development submitted a report providing an update on what the HR and Payroll team had been working on. The Head of HR and Organisational Development provided a summary of the report, this included the installation of defibrillators at Wallfields and Hertford Theatre, the procurement of a new employee assistance programme (EAP), the launch of a "buddy scheme" for new starters and the recruitment process for the new Chief Executive.

The Committee received the report.

RESOLVED – that the Human Resources updated be noted.

451 AGENCY STAFF AUDIT

The Head of Human Resources and Organisational Development submitted a report following the agency staffing audit and associated action plan. He provided a summary of the final report and the main actions points for HR in relation to:

- Monitoring and review – acknowledgement of the 12 Week Rule;

- Agency staff renewal – the need to take a more active role in monitoring agency staff and to give consideration to making them permanent.
- Actions already undertaken by the HR team to address the points in the action plan which included proactively contacting managers when their agency staff were approaching 12 weeks employment and advising them what they needed to do and taking a report on agency staff to Leadership Team quarterly, to ensure a holistic view and assess value for money.
- In progress, was the agency use and terms gathering exercise which would lead to the creation of a preferred suppliers list with negotiated terms to ensure better value for money.

In response to a query by Councillor R Cheswright, the Head of HR and Organisational Development explained that an employee could be made permanent, as a part time member of staff.

The Committee received the report.

RESOLVED – that the Human Resources updated be noted.

452 APPRENTICESHIPS PROGRAMME

The Head of Human Resources and Organisational Development submitted a report updating Members on the Council's apprenticeship programme. The Head of HR and Organisational Development provided a summary of the report and explained how the apprenticeship levy was

used to support the educational development of eight apprentices in a number of service areas across the council. The number of new apprentices taken on in 2018 was six.

In response to a query from Councillor R Cheswright, the Head of HR and Organisational Development explained the use of apprenticeships in relation to hard to recruit areas within the Council such as planning, environmental health and revenues and benefits, and the Council's role within the Hertfordshire Apprentice Alliance. He explained that the period of time to complete a course of study and an apprentice's length of stay with the Council, was usually around 18 months or 24 months depending on the level, adding that the current apprentices had great potential and one had been praised by the incoming Chief Executive for their support in recruiting a new Head of Service.

Members noted that the report had been produced at the request of the Chairman of HR Committee who wanted to ensure that both the Committee (and full council) via the Minutes, were sufficiently aware of the significant work and progress being done regarding apprentices.

The Head of HR and Organisational development outlined the key developments:

- HR represented East Herts Council at the HAA (Hertfordshire Apprenticeship Alliance between Hertfordshire local authorities, the four main colleges, Hertfordshire University, local businesses and training providers. The aim of the alliance was to share knowledge, support, the development of apprenticeships and work towards keeping the levy funding with Hertfordshire.

- HR worked with the Hertfordshire Careers service supporting the schools work experience initiatives; encouraging young people to explore the range of opportunities available at the Council. It was noted that HR and Officers also attended careers fairs at Secondary Schools, Colleges, local businesses and Hertfordshire University. Some of the Careers fairs were specifically targeted to encourage young people to think about the opportunities available within hard to recruit areas, e.g. planning and Environmental Health. Members noted other events based around informing young people about the whole range of apprenticeships available and the services the Council offered, including career opportunities in a range of areas such as communications, media, finance and HR as well as more specific sectors such as Environmental Health and Planning.
- The Head of HR and Organisational Development advised that the Council worked with Oaklands College, as well as St Albans and Hertsmere Councils to help shape the content of the Town Planning apprenticeship qualification in 2016/17 to ensure it met current business needs; the programme continued to be used today.
- The Council was also part of a Cross County Strategic Level Planning Group of all authorities which met regularly. The Head of HR and Organisational Development explained that it had been very challenging to combine the planning service in the same way that the Council had achieved with Building Control, but this was on the radar and would be advanced if the opportunity arose.

Councillor P Ruffles commented that he was keen to avoid the “silo” approach of Local Government in relation to the Hertfordshire Alliance.

The Head of HR and Organisational Development explained that the Council had adopted a “grow your own” approach to staff development and Officers were now visiting schools in an effort to demonstrate career opportunities within Local Government.

The Committee received the report.

RESOLVED – that the Human Resources updated be noted.

453 FLEXIBLE WORKING

The Head of HR and Organisational Development submitted a report which had been considered and supported by the Local Joint Panel on 12 December 2018. The Human Resources Officer provided a summary of the proposed key changes, as detailed. It was noted that the suite of HR policies were being reviewed to ensure that they were updated in line with legal requirements and best practice, were clear and concise and made clear the role of HR, Managers and employees and made use of e-forms, where possible. Members supported the recommendations, as detailed.

It was moved by Councillor S Bull and seconded by Councillor M Stevenson that the recommendations, as detailed, be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that (A) the Flexible Working Scheme be approved;

(B) the Job-Share Policy be deleted.

454 APPEALS POLICY

The Head of HR and Organisational Development submitted a report on a revised Appeals Policy which had been considered at the Local Joint Panel meeting on 12 December 2018. The Human Resources Officer provided a summary of the key changes, as detailed.

It was moved by Councillor S Bull and seconded by Councillor R Cheswright that the recommendations, as detailed, be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the revised Appeals Policy, be approved.

455 HUMAN RESOURCES MANAGEMENT STATISTICS - QUARTERLY REPORT

The Head of HR and Organisational Development submitted a report setting out the Human Resources Management Statistics for Quarter 4 (January – March 2019). The Human Resources Officer provided a summary of the statistics and explained that the number of vacancies had fallen from 32 in Quarter 3 to 29 in Quarter 4.

Councillor R Cheswright sought and was provided with clarification as to why 62% of posts were on hold. Members noted that this could be as a result of job re-

design, potential review of structure or other arrangements. It was also noted that nine of these posts were in planning with a similar situation in environmental health and that options were being reviewed. Councillor R Cheswright acknowledged that there had been a large turnover in planning during the last year.

Councillor M Stevenson referred to the long term sickness process. The Head of HR and Organisational Development referred to the generous levels of sick pay offered by the Council and the role of the Occupation Health Service in the employment process and when called upon in relation to an employee's long term sickness.

The Committee received the report.

RESOLVED – that the Human Resources Management statistics for Quarter 4 (January to March 2019) be noted.

456 HEALTH AND SAFETY COMMITTEE: MINUTES 10 DECEMBER 2018

The Minutes of the Health and Safety Committee held on 10 December 2018 were submitted for information.

RESOLVED – that the Minutes of the meeting held on 10 December 2018, be received.

457 URGENT BUSINESS

The Vice Chairman reminded Members that there was a need to consider the Pay Policy Statement in advance of its submission to Council in May 2019 and that this would

necessitate an additional meeting of Human Resources Committee in April 2019.

The Head of HR and Organisational Development reminded Members that the report could not be included on the agenda of this meeting, as the pay proposals had yet to be considered by Unison, which would meet on 20 March 2019. Given reporting deadlines and key officer availability, Members agreed that an additional meeting of HR Committee be held on 10 April 2019 commencing at 2pm.

RESOLVED – that an additional meeting of Human Resources Committee be held on 10 April 2019 at 2pm.

The meeting closed at 4.10 pm

Chairman
Date

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 10 APRIL 2019

REPORT BY HEAD OF HUMAN RESOURCES AND ORGANISATIOAL
DEVELOPMENT

PAY POLICY STATEMENT 2019/20

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- Members are invited to recommend to Council, approval of the Pay Policy Statement 2019/20.

RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:

That:

(A)	the Pay Policy Statement 2019/20 is recommended to Council for approval.
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1.0 Background

1.1 A pay policy statement is required to be produced annually under sections 38 of the Localism Act. Regard is to be had to guidance section 40 from the Secretary of State in producing this statement.

1.2 A pay policy statement for a financial year must set out the Authority's policies for the financial year relating to:

- the remuneration of chief officers

- the remuneration of the lowest paid employees
- the relationship between chief officers remuneration and that of other officers

1.3 “Remuneration” for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

1.4 The objectives of the report are to:

- (a) ensure a capable and high performing workforce;
- (b) ensure simplicity, clarity and fairness between employees and between the council and the community;
- (c) differentiate between remuneration and other employee related expenses.

2.0 Report

2.1 The Pay Policy Statement 2019/20 can be found at **Essential Reference Paper B**.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper ‘A’**.

Background Papers - none

Contact Officer and report author:

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives (<i>delete as appropriate</i>):	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	N/A
Legal:	Yes – Head of Legal and Democratic Service has confirmed that statutory requirements have been met
Financial:	None
Human Resource:	Yes – Policy Statement produced by Head of HR&OD
Risk Management:	None
Health and wellbeing – issues and impacts:	None
Equality Impact Assessment required:	No

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Pay Policy Statement 2019/2020 April 2019

Introduction

A pay policy statement is required to be produced annually under Section 38 of the Localism Act 2011. Guidance from the Secretary of State has been taken into account when producing this statement.

Any decision under powers delegated in the council's Constitution with regard to remuneration from 1 April 2019 to 31 March 2020 will be bound by and must comply with this statement.

This statement supports the requirements under the Local Government Transparency Code to publish data on Senior Salaries and Pay Multiple.

The Head of Human Resources and Organisational Development must be consulted prior to any decision impacting on remuneration to ensure compliance with this pay policy statement.

Scope

This statement sets out the council's policy with regards to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers' remuneration and that of other officers

“Remuneration” for the purposes of this statement includes three elements:

- basic salary
- pension
- all other allowances arising from employment

The council’s constitution regards the following as its “Chief Officers”

Chief Executive

Deputy Chief Executive

Statutory officer roles (Head of Paid Service; S151 Officer; Monitoring Officer)

There is a statutory requirement that for the purposes of producing this statement the following posts (Leadership Team) be covered by the policy statement as well as the above posts and statutory roles.

Head of Strategic Finance and Property (S151 Officer)

Head of Legal and Democratic Services (Monitoring Officer)

Head of Human Resources and Organisational Development

Head of Shared Revenues and Benefits Service

Head of Operations

Head of Communications, Strategy and Policy

Head of Housing and Health

Head of Planning and Building Control

In this policy statement the term “Chief Officers” refers to the Chief Executive and Deputy Chief Executive roles in that where there are any differences in terms of the policy it is between this group and all other employees.

This policy statement applies to all Council employees, but not to other workers such as casuals, agency workers, etc.

This pay statement does not include the Returning Officer payment. The fees payable to the Returning Officer are set by statute for national elections, and are paid by central government. Fees are, also, payable to the Councils' Returning Officer for local elections. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

Objectives

East Herts Council recognises the importance of having a clear written policy statement on pay in order to ensure that employees are fairly rewarded and there is proper public accountability.

In respect of Chief Officers and all other employees the council's policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council's priorities.

The council aims to be transparent on pay to its employees, prospective employees and the wider community and uses and maintains an effective job evaluation system and procedures to provide equity and consistency in pay, whilst adhering to the basic principles of the national Local government Single Status pay agreement.

Remuneration subject to national and local determination

The council is a member of the Local Government Employers' Association for national collective bargaining in respect of Chief Officers and other employees.

Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April if agreements are finalised after 1 April. It is the council's policy to implement national agreements.

The Chief Executive and Deputy Chief Executive are under the JNC conditions of service including pay. All other employees are under the NJC national agreement on pay and conditions of service.

The national pay award (the NJC national agreement) set out a 2 year award applicable for April 2018 and April 2019 which was confirmed on 10/4/18. East Herts implemented the April 2018 award in May 2018 due to agreement being reached after the April 2018 Payroll was finalised.

The April 2019 implementation of the NJC agreement also creates a new pay scale with new SCPs (Spinal Column Points) starting from 1 rather than 6 and combining a number of existing points into one point e.g. both the current 6 and 7 assimilate to the new scp 1. The standard increase is 2% but in both April 2018 and April 2019 increases are bottom loaded meaning that points 6-28 of the old scale increase by more than 2% (ranging from 9.2% at the bottom (scp 6) to 3.3% for scp 28).

In addition to the NJC award applicable for April 2019 East Herts Council has negotiated further investment in pay for all staff through collective bargaining with the recognised trade union Unison. Previously staff could be awarded a local award

of an additional 2% payment once they had completed 3 years' service with East Herts. East Herts commissioned EELGA to review the current pay and grades and this demonstrated that the council was below market rates in a number of areas and this was supported by recruitment difficulties therefore an investment in pay was required as was the need to improve the grading structure.

The negotiated local agreement consolidated this 2% local award into the basic salaries of all staff regardless of service to improve recruitment and retention (the local 3 year award has therefore ceased from 1/4/19). Staff have been assimilated to the closest new scp point within the revised NJC rates e.g. an old scp 6 has been assimilated to a new scp 4 rather than a scp 1. The local negotiated agreement has also sought to address undesirable significant overlaps between grades and to reduce the number of increments in grades so progression through grades and differences between grades became more meaningful and fair. This therefore meant that the base of grades increased along with some additional headroom created where this was appropriate as well as reducing the number of increments within grades. As part of the local collective agreement the terms around Redundancy and Disturbance have been reduced: the previous redundancy multiplier has reduced from 2.6 to 2 and the previous protection on pay when redeployed to a lower paid role has reduced from 3 years to 1.5 years and the same was applied to disturbance allowances (again from 3 years to 1.5 years).

General Pay Policy

All employees other than Chief Officers have their basic pay determined by a job evaluation scheme to ensure that different jobs which have the same value are paid on the same grade. Grades have between 4-7 spinal column points (increments).

The Chief Executive is paid a fixed spot salary with no set incremental progression. Performance is measured through the Leadership Team 360° performance review process.

Heads of Service and the Deputy Chief Executive's progression through the pay range (incremental points) is based on performance (measured through the LT 360° performance review process) rather than by annual time served increments and this can lead to drop of one increment if poor performance has been established.

The Deputy Chief Executive is paid on incremental scale points between a pay range of £90,020 to £99,757 base pay, with set incremental progression also based on performance.

There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, emergency call rota, etc, paid to these senior staff (Chief Officers and Leadership Team), as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

Basic pay is calculated on a pro-rata basis for part-time employees.

All employees (except chief officers) receive local weighting which is called an outer fringe payment which is determined by the NJC, for 2019-2020 this is £609pa for a full time employee.

Setting Salaries

For the posts of

Chief Executive

Deputy Chief Executive

The council will use robust recruitment processes when making an appointment to these roles, ensuring the best candidate for the role is appointed. In determining the appropriate salary, market testing and bench marking from peer authorities will be considered. Both the Chief Executive and Deputy Chief Executive salaries have been benchmarked for 2019-2020 and this has led to a revised spot salary for the incoming Chief Executive in line with market expectations as advised by EELGA and a revised salary range for the Deputy Chief Executive which reflects the deletion on the two previous Director posts and previous range determined for those Director posts.

Pay ceilings

For 2019/20 the basic pay ceiling for Chief Executive post will be £120,000 per annum (including an additional payment for Head of Paid Service).

The basic pay ceiling (i.e. including additional payments, salary protection and professional fees where appropriate) for Deputy Chief Executive will be £99,757. As noted above national agreed pay settlements will be applied.

For other posts covered by this statement the basic pay ceiling for grade 13 will be £73,305 (the outer fringe area allowance is paid in addition to these posts):

Grade 13 Posts:

Head of Legal and Democratic Services*

Head of Strategic Finance and Property*

Head of Human Resources and Organisational Development

Head of Operations

Head of Housing and Health

Head of Communications, Strategy and Policy

Head of Planning and Building Control

Head of Shared Revenue and Benefits Service **

* Both of these posts are statutory posts designated as the council's Monitoring Officer and S151 Officer respectively (see additional payments below for further details).

** Head of Shared Revenues and Benefits Service post receives an additional 10% of base salary per annum for shared services role.

Pay floor

The pay floor is the remuneration of the lowest paid employees. "Lowest paid" is defined as the average pay of employees paid on grade 2. Grade 2 are the lowest grades paid by the council. This year the figure is 0.61% (2 part-time employees) of the council's employees. Where any employee is less than full time their pay is multiplied up to full time and the aggregate full time equivalent pay for the group divided by two to determine the average.

As at 1 April 2019 2019 this average will be £18,990 per annum (full time).

The council will not pay basic pay less than the amount applicable to the bottom point of the national pay scales as agreed from time to time by the Local Government Employers (apprenticeships are excluded). Employees in this group will be entitled to all other benefits – local weighting, pension, redundancy as all other employees.

Pay multiples

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts.

In terms of overall remuneration packages the council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities.

The council would not expect the remuneration of its highest paid employee to exceed 10 times that of the lowest group of employees. In the case of East Herts Council, the pay of the Chief Executive is 6.32 times the value of the lowest paid employee (calculated using salaries at 1st April 2019).

The council does not belong to the Living Wage Foundation but as our staff salaries (excluding apprenticeships) start at scp 4 which is £9.55 per hour plus outer fringe the council is significantly above the required £9 per hour set in November 2018.

Pay ranges are as follows as set on 1 April 2019

Grade	Minimum £	Maximum £	Median £	Number of employees in the grade *
2	18,426	19,945	19,171	1.04
3	20,344	22,021	21,166	33.18
4	22,021	23,836	22,911	19.43
5	23,836	26,999	25,295	79.31
6	26,999	29,636	28,345	18.59
7	29,636	32,878	31,371	41.30
8	32,878	35,934	34,294	16.50
9	35,934	38,813	37,363	27.69

10	40,760	44,632	42,683	18.74
11	44,632	50,228	47,072	9.68
12	50,228	58,149	54,406	9.00
13	62,803	73,305	67,831	8.00
Deputy Chief Exec	90,020	99,757	94,763	1.00
Total				283.46

* Full Time Equivalent (excludes Casual staff)

The minimum apprenticeship pay rate set by East Herts is £4.70 for year one, the national living wage rate is paid as appropriate to an individual's age range thereafter (i.e. from year 2).

Additional payments and Variations

Additional Payments

The council's policy is not to pay any form of "signing on" fee or incentive payment when recruiting. Exceptions may occasionally be agreed for hard to recruit posts.

The statutory posts designated as the council's S151 Officer, Monitoring Officer and Head of Paid Service will receive a payment of £10,000 per year. No officer will receive more than one additional statutory post payment.

Acting Up and Honorarium payments

The council will ensure that acting up and honorarium payments are paid in a fair and consistent manner across the council.

Acting up payments can be made when an employee undertakes either some or all of the duties of a senior post, for a continuous period of four weeks or more (payment will then be backdated to the beginning of the cover).

Acting up payments do not apply for periods of less than four weeks or when an employee is providing cover for another employee's annual leave.

Honorarium payments can be made where an employee has completed an important project or produced major work output to a high standard that is significantly above and beyond the scope of their normal duties, for significant additional duties not commensurate with the employee's current job description/grade or for work which is exceptionally onerous (e.g. difficult and/or demanding situations or working to extremely tight timescales).

Honorarium payments do not apply where additional work undertaken is of a like nature to the individual's existing job description; for project work or tasks that are an expected part of the employee's job role; for work above and beyond the employee's contracted hours.

Permanent changes to job roles should be dealt with through the job evaluation process.

The Head of Service with advice from the HR service have the responsibility for implementing and monitoring these arrangements.

Professional fees and subscriptions.

The council will meet the cost of a legal practicing certificate for all those employees where it is a requirement of their employment. No other professional fee or subscription is paid.

Market Supplements

Market supplements are only paid in exceptional circumstances where several attempts have been made to recruit and usual recruitment processes have not resulted in an appointment. Market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

Pension

Pension provision is an important part of the remuneration package.

All employees (except those employees over the age of 75) may join the local government pension scheme. The scheme is a statutory scheme with contributions from the employee and from the employer.

All employees will automatically be enrolled into the LGPS pension scheme unless the contract of employment is less than 3 months' duration, although the employee does have the option to 'opt in'.

For more comprehensive details of the local government pension scheme see: <https://lgpsmember.org>

Neither the scheme nor the council adopt different policies with regard to benefits of employees, the same terms apply to the Chief Officers and other employees (although higher paid staff are required to pay a higher contribution in terms of the percentage of pay deducted as a pension contribution).

East Herts Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply

to the Local Government Pension Scheme (“the LGPS”). The scheme provides for the exercise of discretion that allow for retirement benefits to be enhanced. The council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. The Policy on Exercise of Employer Discretions reaffirms this in respect of Chief Officers and other employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between the Chief Officers and other employees. The scheme requires that a minimum permanent reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable in three years with the discretion to extend the three years in exceptional circumstances. The council’s Human Resources Committee will consider requests from a Chief Officer and Leadership Team will consider requests from other employees.

Annual Leave

Annual leave entitlement is related to both an individual employee’s spinal column point and length of continuous service in local government.

The council awards five days additional annual leave for employees that reach five years’ local government service.

Spinal Column Point (SCP)	Annual leave entitlement	Annual leave entitlement after 5 years in continuous local government service
4-22	25 days	30 days
23-25	26 days	31 days
26-28	27 days	32 days
29-59	28 days	33 days

Chief Officers

30 days

35 days

Annual leave entitlement is calculated on a pro-rata basis for part-time employees.

Occupational Sick Pay

Entitlement to sick pay is related to continuous service, measured in complete months or years at the start of the period of absence. Any previous absences in the twelve months before the start of any absence are deducted from the entitlement.

Entitlement to sick pay is in accordance with the provisions of the NJC for Local Authorities, as follows:

During 1st Year	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd Year	2 months full pay and 2 months half pay
During 3rd Year	4 months full pay and 4 months half pay
During 4th and 5th Year	5 months full pay and 5 months half pay
After 5 Years	6 months full pay and 6 months half pay

Expenses

The council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events in accordance with the council's Expenses policy. The council does not regard such costs as remuneration but as non-pay operational costs.

This policy is applied consistently to Chief Officers and other employees.

The council pays car mileage in accordance with HMRC approved rates which are the same for Chief Officers and other employees. The current rates are:

Mileage	HMRC Rates
Car* (first 10,000 business miles per annum)	45p per business mile
Car (after 10,000 business miles per annum)	25p per business mile
Electric Car Rate	20p per business mile**
Motorcycle Rate	24p per business mile
Bicycle Rate	20p per business mile
Passenger Rate (employee/member)	5p per passenger per mile

*A Hybrid car falls under the Car HMRC rate of 45p per business mile.

**HMRC does not currently provide an electric car rate/so the rate has been based on the bicycle rate.

Redundancy payments and payments on termination

The council has a single redundancy scheme which applies to all employees without differentiation. The council does not provide any further payment to employees leaving the council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

The redundancy payment is based on the length of continuous local government service as set out in the employee contract, the council follows the statutory process in terms of age multipliers and a maximum of 20 years' service, however, no

statutory cap is applied to weekly pay and actual weekly pay is used in all cases and the council then further enhances the redundancy payment by applying a multiplier of 2. Details of the full scheme can be found in the council's Redundancy Policy.

Future appointments

In the event of a vacancy, Chief Officer or other employee the arrangements set out above in regards to pay will apply in respect of permanent appointments.

Publication and access to information

The publication of and access to information relating to remuneration of Chief Officers' is set out in this document and published on the council's website.