



Personnel Committee

Date: **Tuesday 24 June 2014**

Time: **10.00 am**

Venue: **Room 519 County Hall, Norwich**

Agenda

Membership

Mr T Coke
Mr T FitzPatrick
Mr G Nobbs (Chairman)
Mr A Proctor
Dr M Strong

1. Election of Chairman

2. Election of Vice-Chairman

3. Apologies

To receive any apologies.

4. Minutes

To confirm the minutes of the Meetings held on 17 January and 25 February 2014.

(Pages 3
and 5)

5. Members to Declare any Interests

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role

- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

6. Localism Act - Pay Policy Statement (Page 8)

Report by the Acting Head of Human Resources

7. National Pay Negotiations (Page 17)

Report by the Acting Head of Human Resources

8. Exclusion of Public

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The committee will be presented with the conclusions of the public interest tests carried out by the report author and is recommended to confirm the exclusion.

9. Minutes (Page 21)

To confirm the exempt minutes of the meeting held on 25 February 2014.

10. Grading of Senior Management Post (Page 22)

Report by the Acting Head of Human Resources

Chris Walton
Head of Democratic Services
 County Hall
 Martineau Lane
 Norwich
 NR1 2DH
 Date Agenda Published:

16 June 2014



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Personnel Committee

Minutes of the Meeting held on 17 January 2014 at 1.30 pm in Room 519 at County Hall

Present:

Mr B Borrett
Mr R Coke
Mr C Jordan
Mr G Nobbs (Chairman)
Dr M Strong

Also Present:

Mrs A Sharp
Mr H Davidson
Mrs S Farrell

Acting Head of Human Resources
Davidson & Partners
Democratic Support Manager

1. Apologies

None.

2. Declarations of Interests

None received..

3. Senior Management Arrangements

- 3.1 The Committee heard from the Acting Head of Human Resources (HR) who had requested that the Chairman call a meeting to advise members on any possible implications arising from the forthcoming Notice of Motion, submitted by Mr Bill Borrett, to Council on 20 January 2014. The wording of the motion being presented stated:

This Council believes the new Head of Paid Service should be able to determine their own Senior Management arrangements and a reorganisation at this time does not represent a good use of Council resources, in monies, time or the goodwill of our staff. Therefore, Council RESOLVES to:

- rescind the decision by Council on 25th November 2013 to endorse the proposed Senior Management arrangements recommended by the Cabinet in its report from its 4th November meeting and as set out in Appendix B of the report
- Change the title of the Head of Paid Service post from Chief Executive to Managing Director

- 3.2 The Acting Head of HR noted that senior staffing changes were already underway and any proposal which affected this aspect of Council business would unduly prolong recruitment to these and other senior officer vacancies within the senior staffing structure. Such delays would impact on the appointment to posts currently occupied by interim managers and require an

extension to those contracts.

3.3 Recruitment consultant Hamish Davidson addressed the Committee to give his observations on the wording of the Council motion and how it might bear on his ability to recruit to the post of Managing Director.

3.4 The Committee discussed the matter and the following key points were noted:

- The current recruitment programme for a new Chief Executive identified that the appointee would be in post in March/ April 2014 and that the appointment to other senior management posts would run in parallel. If this recruitment programme changed, it was likely that there would be a delay in the appointment of senior vacancies until spring 2015.
- It was noted that this meeting had been called by the Acting Head of HR to consider the implications of the Council motion. It was clear that the motion was a matter for Council and not a decision for this Committee.
- Some 50 potential applicants had already shown an interest in the role and all key stakeholders had been contacted. It would be necessary for Mr Davidson to return to those candidates to advise them of the change in approach. If there were to be a change to the process for recruitment it was likely to make it harder to get the right calibre of people from the business sector, which was the sector some members were particularly interested in attracting suitable candidates.
- There was a discussion about the process for drafting the joint letter from Group Leaders which was intended to be included in the recruitment website for the post. Members discussed the course of events up to the deadline for the letter to be drafted and the issue of whether the issue of the inclusion of the word 'commercial' had in fact resulted in a failure to achieve agreement on a joint letter, resulting in a letter from the Leader of the Council alone being included on the website. The despatch of the letter was time critical and to include that wording would have been contentious; therefore, no change was made on this specific aspect of the draft by the Acting Head of HR.
- It was noted that no objection from any Personnel Committee member was raised at the December Personnel meeting on the intended management structure.
- Members were reminded that the management structure of the Council was approved by full Council on 25 November 2013 meeting. Prior to this meeting the Chief Executive (Acting) had offered to meet with all political groups to explain the proposed structure prior to the matter coming before full Council but that not all parties had taken up this offer.

The meeting concluded at 2.12 pm

CHAIRMAN

Personnel Committee

Minutes of the Meeting held on 25 February 2014 at 11.00 am in Room 519 at County Hall

Present:

Mr G Nobbs (Chairman)
Mr B Borrett
Mr R Coke
Mr C Jordan
Dr M Strong

Also Present:

Ms A Gibson	Managing Director (Acting)
Mrs A Sharp	Acting Head of Human Resources
Mrs S Farrell	Democratic Support Manager
Mr R Graham-Leigh	Reward Manager/ Acting HR Manager
Mr T McCabe	Interim Director of ETD

1. Apologies

There were no apologies.

2. Declarations of Interests

There were no interests to declare.

3. Minutes of the Meetings Held on 22 November and 2 December 2013

The minutes of the meetings held on 22 November and 2 December 2013 were agreed as a correct record and signed by the Chairman.

4. Senior Management Structure in Environment, Transport and Development Department (ETD)

4.1 The Committee received a report from the acting Director of Environment, Transport and Development, in consultation with the Acting Managing Director, proposing changes to the current senior management structure of Environment, Transport and Development Department from April 2014. These changes resulted in a reduction of two roles and were subject to staff consultation. There needed to be a ring fenced internal member appointment process for two posts which would see significantly revised responsibilities in the proposed structure.

4.2 During discussions the following key points were made:

- It was confirmed that these changes had arisen in response to the need to identify greater efficiencies in the service and not as part of the Council's overriding senior manager review.
- It was explained that the posts being created pulled together two roles into one single Assistant Director job.

- The membership of the Appointment Panels should follow the relevant proportional representation for such meetings.
- Mr Borrett proposed that he and Mr Jordan be put forward as representatives for the Conservative group representatives on the Appointment Panels.

RESOLVED that

- i) the grade of the Assistant Director – Highways and Transportation as Scale Q be approved.
- ii) the grade of the Assistant Director – Planning and Environment as Scale P be approve.
- iii) following the usual, proportional representation for such meetings, five members would sit on the Appointment Panels for the two posts, which would be subject to an internal appointment process, noting that the Acting Head of Human Resources would consult with the Group Leaders on their nominee(s) for the Appointments Panels, in due course.
- iv) minor changes arising from the consultation and not affecting the grades be agreed by the acting Head of HR and the relevant Cabinet Member (Mr David Harrison).

5 Local Government Pension Scheme 2014

5.1 The Committee received a report from the Acting Head of HR.

5.2 During discussions the following key points were made:

- Members were advised that the Corporate Resources Overview and Scrutiny Panel had requested that this matter be a standing item of consideration for this Committee, to ensure that members were fully informed.
- It was suggested that there might be a disincentive for some officers to work overtime, because of the proposed changes. In response, it was noted that overtime might not suit all officers or might not be available to them at their grade, given recent changes to working practices arising from the Modern Reward Strategy.
- It was confirmed that there was no unlawful discrimination arising from the proposals; all staff at the same grade were treated equally.
- Members noted that the County Council had no discretion as regards implementing these proposals, however, they did bring about significant improvements for both the workforce and the authority, therefore, it was appropriate that this Committee was notified of the changes.
- On the separate matter of the Fire Fighters' scheme, query was raised as to progress. In reply, it was confirmed that protests were ongoing and the final Regulations had not yet been published. Discussions were ongoing regarding the level of contributions payable but any delay in implementation would only be considered appropriate if the complexity of changes impacted on the time and work needed to test the scheme in terms of software. The Council was, however, lobbying government on the matter and discussions were ongoing at regional employer level and through all necessary HR routes.

RESOLVED That the report be noted.

At this point the Managing Director (Acting) left the room.

6. Exclusion of Public

6.1 The Personnel Committee was advised, with regard to the approval of the exempt minutes of the meeting held on 22 November, the Committee should consider whether to exclude the public for the consideration of this information.

6.2 RESOLVED

That the exempt minutes for the meeting held on 22 November 2013 be agreed and signed, subject to a minor amendment, by the Chairman.

The meeting concluded at 11.35 am.

CHAIRMAN

Localism Act - Pay Policy Statement

Report by Acting Head of HR

This report provides a draft Norfolk County Council Pay Policy Statement for 2014/15, which is effectively unchanged from that approved by Full Council for 2013/14. The Personnel Committee is recommended:

- to review the draft 2014/15 Pay Policy Statement, and
- to recommend to Full Council that the draft Statement be approved, and published as soon as possible thereafter.

1 Background

- 1.1 An important part of the government's Transparency Agenda is the requirement in the Localism Act 2011 for all local authorities to prepare and publish an annual Pay Policy Statement, having regard to statutory guidance issued by the Secretary of State through the Department for Communities and Local Government (DCLG). The Statement must be approved annually by Full Council, at the beginning of the financial year.
- 1.2 In the Council, the arrangement is that Personnel Committee reviews the Statement annually and recommends it to Full Council for formal approval and adoption. This took place in March 2013, and again in November 2013 to reflect new statutory guidance.
- 1.3 For the 2014/15 Statement the approval process has been delayed because of the Council's governance changes, which may have required changes to some of our pay policies. However it is now clear that the Personnel Committee's functions in relation to pay are not affected, so no substantive changes to the pay policy statement are required for that reason.
- 1.4 It is therefore necessary now to adopt a Pay Policy Statement for 2014/15. A revised draft Statement is attached, showing amendments from the present version.
- 1.5 In drawing up the existing statement, regard was had to the 2012 statutory guidance, 2013 supplementary guidance, and a 2013 letter from the Secretary of State on Openness and Accountability in Local Pay. These are available for reference at:

<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-supplementary-guidance>

and a copy of each has been placed in the Members' Room.

2 Changes from the 2013/14 Statement

- 2.1 There is only one substantive amendment, at paragraph 6.5. This reflects that the Personnel Committee in September 2013 approved a minor technical change in our local annual pay review process, to remove an historical anomaly, and this was approved at the subsequent meeting of Full Council. Otherwise, our pay policies are the same as previously, and the statutory requirements and guidance have not changed.

3 Future developments

- 3.1 Paragraph 10.2 of the Statement refers to the intention to “move to publishing more comprehensive information on the relationship of senior pay to that of other employees, including non basic pay elements”. This reflects Members’ wish to be as open as possible in publishing pay data, while recognising that there are practical difficulties in devising a methodology which is robust and gives a meaningful result.
- 3.2 The present situation is that the Department for Communities and Local Government (DCLG) has recently given notice that there will be new regulations strengthening the requirements for publication of pay details of senior officers, although no timescale has been published. There will be detailed work between DCLG and Local Government Association to provide guidance to Authorities on implementing the new requirements, and that will include provisions about the treatment of non-basic pay elements for publishing purposes, as at present there is no detail of how these should be treated.
- 3.3 It therefore seems appropriate to await the new regulations and guidance, before changing how we publish pay information. This paragraph has therefore not been changed.

4 Other Implications

- 4.1 .No implications have been identified other than those set out above.

5 Recommendations

- 5.1 The Committee is recommended:
- 5.1.1 to review the draft 2014/15 Pay Policy Statement, and
 - 5.1.2 to recommend to Full Council that the draft Statement be approved, and published as soon as possible thereafter.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Audrey Sharp, Acting Head of HR audrey.sharp@norfolk.gov.uk 01603 222796



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DRAFT

NORFOLK COUNTY COUNCIL

Pay Policy Statement **2014–2015**Approved by County Council on **[date]**

[Text is the same as for the 2013/14 Statement except where shown in **Bold Blue Italics**]

1. Introduction and Scope

- 1.1. Norfolk County Council is committed to accountability, transparency, equity and fairness in pay, reward and remuneration. This Pay Policy Statement outlines the Council's pay and reward policies for **2014–2015**. These ensure that pay and rewards policies are appropriate for the Council's aims, are competitive and affordable, and are consistently and equitably applied.
- 1.2. The policies referred to in this Statement are relevant to Council employees generally. However the scope of this Statement does not include all pay policies relating to certain categories of employees, including:
 - a) Firefighters (covered by the National Conditions for Local Authorities' Fire Brigades)
 - b) Teachers (covered by statutory School Teachers' Pay and Conditions)
 - c) Employees in schools
 - d) Employees paid on national pay rates determined by the Soulbury Committee covering Education Improvement Professionals and Educational Psychologists
 - e) Employees in Public Health on NHS conditions of employment.
- 1.3. The Pay Policy Statement fulfils the Council's statutory requirements under Chapter 8 of the Localism Act 2011.

2. Definitions

- 2.1. The Council defines the total employment package as consisting of both tangible and intangible elements. The pay policy statement focuses on the tangible pay and reward elements, including salary, allowances, benefits in kind, pension enhancement and payments relating to the ceasing of employment.
- 2.2. The Council defines "lowest paid employees" as staff paid on the first spinal column point of the County Council's pay grades for National Joint Council (NJC) for Local Government Services staff, as this is the lowest pay rate generally applied to NCC roles.
- 2.3. The Council employs some apprentices under the national Apprenticeship framework, who are paid at less than the Council's minimum salary point, in line with the National Minimum Wage for apprentices set by the Department for

Business, Innovation and Skills. The rate from **October 2013 is £2.68** per hour (equivalent to **£5,170** per annum for a 37 hour week).

3. The Council's Pay and Rewards Strategy

- 3.1. The Council's overall approach to pay and reward is set out in its [Pay and Rewards Strategy](#). The objectives set out in that document are to:
- Attract and retain people with the skills and talent the County Council needs to deliver excellent services in Norfolk.
 - Encourage and reward high levels of contribution, new ways of working, and relevant skills acquisition through experience and development, by employees at all levels.
 - Provide a fair system of reward for employees.
- 3.2. The Council's pay policies are designed to achieve those objectives within the Principles and Core Standards set out in the strategy. Pay policies, and strategy, are kept under review and updated from time to time as necessary.

4. Governance Arrangements

- 4.1. The Council's Personnel Committee determines the terms and conditions of employment for all staff within the scope of this statement, including the application of any discretions available under the Local government Pension Scheme. The full remit of the Personnel Committee is detailed in the [Council's Constitution](#).
- 4.2. The Officer Employment Procedure Rules of the [Council's Constitution](#) provide for designated Senior Officers to take certain delegated decisions in relation to employment matters, within the policy framework approved by the Personnel Committee.

5. Publication of and access to information relating to pay

- 5.1. The Council publishes information about pay in accordance with statutory requirements, and the guidance of the Information Commissioner's Office and the Department of Communities and Local Government. Information is published on the [Council's website](#) and in the [Council's Statement of Accounts](#).

6. Basic Pay Determination

- 6 Pay levels for all employees are determined by the following:
- 6.1. The Council uses the Hay Job Evaluation Scheme to establish the relative "sizes" of jobs within the organisation. An evaluation results in an overall job evaluation score, which is used to rank jobs within the organisation. The overall job evaluation score for a job is used to allocate that job to the appropriate pay grade of the Council's [grade structure](#). For jobs at Scale P and above (£77,232+ as at 31st March **2014**), external evaluation specialists will be commissioned to independently review and validate the job evaluation rationale. The outcome is subject to approval by the Personnel Committee.

- 6.2. Appointment - The incremental point at which an individual will be appointed to within the grade will normally be the minimum of the scale. However appointment may be at a higher point within the scale where necessary to appoint the best candidate. In the case of the appointment of Chief Officers and Deputy Chief Officers, views of Members of the Appointments Panel will inform the decision.
- 6.3. As the existing arrangements for determining senior salaries are robust and transparent, the County Council has decided that a vote on salary packages above a defined threshold prior to appointment would not add to democratic accountability, would cause delay in recruitment, and would not be an efficient process.
- 6.4. Progression – all employees are eligible to receive annual incremental increases within the grade structure until they reach the top increment of the grade. There is no further base pay progression once the employee reaches the maximum spinal column point, or maximum of the grade range, for the role. Incremental progression is subject to satisfactory performance as defined by the Council's [performance appraisal policy](#). An increment may be withheld from an individual where a satisfactory rating is not achieved. New starters must complete a 6-month period before becoming eligible for incremental increases.
- 6.5. The Council's pay scale values are subject to annual review. For Norfolk grades from Scale A to Scale **O**, the Council applies the annual pay award agreed by the National Joint Council for local government services. For grades Scale **P** and above, the County Council locally reviews pay levels annually having regard to national settlements covering local government and local affordability.
- 6.6. General Review - Pay levels are set with reference to a number of internal and external factors and market forces. Where a need is identified to review the levels of basic pay at all or some pay grades (for example in the light of sustained recruitment and retention difficulties), the Council will commission research into market levels. Any decision on changes as a result of this research would be considered by the Personnel Committee, taking account of affordability.

7. Additional Pay Determination

- 7 In addition to basic pay the Council's reward package may include additional pay elements.
- 7.1. The Council will consider the payment of salary supplements in the event of external market pressures for recruitment and retention. Payments must be based on genuine objective grounds and driven by business requirements and not individual circumstances. Payments must be applied consistently based on sound, recognised and robust pay data in accordance with Equal Pay legislation and the [Equal Opportunities in Employment Policy](#). Market supplements are applied, reviewed and withdrawn in accordance with the Council's [Policy and Procedure for Market Supplements \(recruitment and retention\)](#).
- 7.2. There will be occasions where, due to the service needs, employees will temporarily be required to undertake work or perform beyond the normal remit of their substantive role (for example working to a higher level role, or undertaking additional responsibilities). Payment for these extra duties will be made in

accordance with the [Acting Up and Honorarium Policy and Procedure](#). All payments are regularly monitored and reviewed as outlined in the policy.

- 7.3. The County Council does not operate a performance pay scheme outside the incremental grading structure that determines basic pay and therefore there are no performance or bonus payments paid to employees of the Council.
- 7.4. Employees that are redeployed, due to redundancy or disability, to a post at a lower grade may be eligible for a redeployment compensation payment. This will be paid in accordance with the Redeployment Policy and Procedure.
- 7.5. The Council employs the use of a number of additional allowances and enhancements to reflect and recompense for additional responsibilities, duties and working patterns. The eligibility to these enhancements varies depending upon the nature of the allowance or enhancement. The applicable principles, scope, eligibility, process and rates are detailed in the respective policy documents. These are kept under review and changes or additional policies would be approved by the Personnel Committee.
- 7.6. The Council operates a Car Provision Scheme, which provides lease cars to employees on a contributory basis. This is restricted to employees that have to travel on a regular basis to fulfil the duties of their role.

8

8. Termination of Employment

- 8.1. The Council's policy on redundancy is contained within the [Staffing Adjustment Policy](#), which details the conditions under which redundancy payments can be made. Where an employee is made redundant, severance benefits will be based on the number of weeks in the statutory Redundancy Pay Table based on actual weekly earnings. Where full time weekly earnings are less than the statutory cap, employees will receive a rate equivalent to the statutory cap per week, pro rata for part time staff.
- 8.2. Membership of a pension scheme is determined by the relevant conditions of service and is subject to the rules of the specific scheme. The Council operates the [Local Government Pension Scheme \(LGPS\)](#) for most employees within the scope of this statement. Some employees may be members of the Teachers Pension Scheme (TPS), the Fire Fighters Pension Scheme (now closed to new entrants) (FPS) and the New Fire Fighters Pension Scheme (NFPS).
- 8.3. The Council's practice for early termination of employment arrangements (for reasons other than redundancy) are detailed in the [Retirement of Members of Local Government Pension Scheme Policy and Procedure](#); and any additional discretions under the pensions regulations for the LGPS are detailed in [Employers Statement of Exercise of Discretionary Powers](#).
- 8.4. Only in very exceptional circumstances and where the business case supports it might the Council agree to any arrangements in relation to termination of employment outside those referred to above, to avoid or settle a legal claim.
- 8.5. The Council's policy on the employment of people retired on redundancy grounds from Norfolk County Council, or on ill-health or efficiency grounds from any local authority employment, is that any such case must show clear organisational and financial benefits to the Authority. Each case must be considered by the Head of

HR and Organisational Development. The remuneration on employment would be determined in the same way as for any other appointment.

- 8.6. Where severance payments over £100,000 are considered, the Managing Director will consult the members of the Personnel Committee and will refer the matter to full Council.

9. Remuneration of staff on a Contract for Services

- 9.1. In common with any large organisation in the public or private sector, from time to time and on a temporary basis the Council needs to use interim staff who are not directly employed. In such cases the Council would not incur the costs of national insurance, pension contributions, annual leave or sick pay.
- 9.2. This happens where we have a short term need for particular skills or where we are experiencing recruitment and retention difficulties. When we use interim staff they are usually sourced through specialist agencies.
- 9.3. In line with the Agency Workers Directive, the Council will aim to pay staff on a Contract for Services at a rate consistent with the pay and reward of the Council's directly employed staff performing a role of comparable responsibility. However, as with the employed workforce the Council retains the discretion to take into account market factors in determining the appropriate pay level, whilst demonstrating value for money for the remuneration offered.
- 9.4. The Council's guide to [Recruiting to Temporary Appointments](#) outlines the actions required when there is a requirement for interims or consultants. This confirms the financial threshold at which a business case will need to be submitted for Chief Officer approval and Cabinet Member endorsement, prior to any contractual commitment.

10. Fairness in pay

- 10.1. As already stated, the Council recognises the importance of fairness in pay and utilises the following approaches to maintain this:
- a) the Council's pay and reward policies are applied equally to all employees, except where there are good reasons reflecting genuine factors which apply only to certain employee categories;
 - b) the Council's Personnel Committee is responsible for setting the pay and conditions policies of all employees within the scope of this statement;
 - c) the Council involves the workforce and trades unions in any proposals to change pay and rewards policies and practices. Regular consultation and negotiation take place on all employment matters, including pay and reward;
 - d) all categories of employees are covered by recognised trades unions;
 - e) the Council's approach to publishing information on pay is set out in paragraph 5.1 to ensure that pay policies are open to scrutiny.
- 10.2. The current ratio of the [Managing Director's](#) salary to the median salary in the organisation is published as set out in paragraph 5.1. The Council intends to move to publishing more comprehensive information on the relationship of senior pay to that of other employees, including non basic pay elements. Over time, this will

enable changes in these relationships to be clearly seen, and reasons for any changes will be explained.

11. Review

11.1. The pay policy statement is reviewed by the Personnel Committee and is recommended to Full Council for annual approval. The statement for **2015-16** will be submitted to Full Council for approval by **31 March 2015**.

8.1

For queries contact hrreward@norfolk.gov.uk

National Pay Negotiations
Report by Acting Head of Human Resources

This report is for information, and summarises the position in the national pay negotiations.

Members are asked to note the report.

1. Background

- 1.1. National pay negotiations covering the majority of local authority staff take place on an annual cycle, with any resulting changes to the national pay spine taking effect on 1 April each year. The negotiating forum is the National Joint Committee for Local Government Services staff, covering all staff on national “Green Book” employment contracts.
- 1.2. The 2014 negotiations so far have resulted in an offer by the employers’ side of 1% for the majority of the national pay points, and a somewhat greater percentage increase for the lowest pay points so that the Minimum Wage increase from October 2014 will not impact on the local government national pay rates. The increase at the lowest point is 4.66%.
- 1.3. The three trades unions (UNISON, GMB and Unite) had originally submitted a claim for £1 per hour on all pay points, which would have achieved the Living Wage rate at the bottom of the pay spine, but would have been an unaffordable 8.3% increase average nationally. That was rejected by the national employers side.
- 1.4. The unions have rejected the employers’ 1% pay offer, and are now balloting for strike action. The ballots end at different dates, the latest being 30 June. The unions will then consider the results and decide whether to call a strike. If a strike does take place, it will be a one day strike on 10 July.
- 1.5. The eventual date when a settlement will be reached is not possible to say.

2. Implications for the council

- 2.1. The council’s contractual pay review arrangements are that the majority of staff (those on Scales A to O) are on “Green Book” contracts, and have contractual terms linking their pay to the national pay spine. So the national outcome will be automatically applied to council employees. A 1% pay award is budgeted for in 2014/15.

Support staff in schools

- 2.2. Support staff in Maintained schools are employees of the county council, and their pay will be directly affected when a national settlement is reached.
- 2.3. Support staff in Academies and Foundation schools are employees of the schools’ Governing Bodies, and their pay and other terms and conditions are for the school to determine. In practice the great majority of these staff also have contracts linking their pay to the national settlement.

Senior managers' pay

- 2.4. Pay review arrangements for senior managers on Scales P and above (presently 21 in post plus the Managing Director) are that pay is reviewed by the County Council, having regard to both the "Green Book" national settlement and that of the Joint Negotiating Committee for Chief Officers of Local Authorities.
- 2.5. When the national pay settlements are concluded, a paper will be put to members of the Personnel Committee to decide on a pay review for senior managers for 2014/15.

Strike action

- 2.6. Action is in hand to ensure continuity of services, in line with services' Business Continuity plans. A communications plan is in hand.
- 2.7. Strike action on 10 July is also being taken by the National Union of Teachers, so some schools are likely to be closed. Support and advice are being provided to schools.

3. Financial implications

- 3.1. If the eventual national settlement is the same as the employers' offer, the increase in pay will amount to £1.9m, or 1.02% of pay including the small additional cost due to the bottom-loading of the proposed award. Agreed staffing budgets for 2014/15 include provision for 1%, and the small additional sum can be managed within the staffing budget provision.

4. Any Other Implications

- 4.1. None

5. Recommendations

- 5.1. Members are recommended to note the contents of this report.

Background Papers

None.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Name	Telephone Number	Email address
Audrey Sharp	01603 222796	audrey.sharp@norfolk.gov.uk



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Norfolk County Council Salary Scales from 01 April 2013

G206a

Notes

Scale A

- Point 4 will be deleted from 1 October 2013.
- Employees on Point 4 will progress to Point 5 on 1 October 2013.

Scale	Salary Point	£
Scale A	4	£12,266
	5	£12,435
	6	£12,614
Scale B	7	£12,915
	8	£13,321
	9	£13,725
Scale C	10	£14,013
	11	£14,880
	12	£15,189
	13	£15,598
Scale D	14	£15,882
	15	£16,215
	16	£16,604
	17	£16,998
Scale E	18	£17,333
	19	£17,980
	20	£18,638
	21	£19,317
Scale F	22	£19,817
	23	£20,400
	24	£21,067
	25	£21,734
Scale G	26	£22,443
	27	£23,188
	28	£23,945
Scale H	29	£24,892
	30	£25,727
	31	£26,539

Scale	Salary Point	£
Scale I	32	£27,323
	33	£28,127
	34	£28,922
Scale J	35	£29,528
	36	£30,311
	37	£31,160
	38	£32,901
Scale K	39	£33,807
	40	£34,734
	41	£35,691
	42	£36,672
Scale L	43	£38,322
	44	£39,171
	45	£40,044
	46	£40,944
	47	£41,838
Scale M	48	£43,965
	49	£45,069
	50	£46,194
	51	£47,358
	52	£48,543
Scale N	53	£51,369
	54	£52,845
	55	£54,363
	56	£55,923
	57	£57,525
Scale O	58	£60,675
	59	£62,397
	60	£64,176
	61	£66,003
	62	£67,884

SENIOR MANAGEMENT AND CHIEF OFFICER GRADES		£
Scale P		£77,232
		£79,549
		£81,935
		£84,393
		£86,925
Scale Q		£89,533
		£92,219
		£94,986
		£97,835
		£100,770
Scale R		£103,793
		£106,907
		£110,114
		£113,417
		£116,820
Scale S		£120,325
		£123,935
		£127,653
		£131,483
		£135,427
		£139,490

