



Notice of a meeting of Appointments Committee

**Tuesday, 28 January 2014
6.00 pm
Montpellier Room - Municipal Offices**

Membership	
Councillors:	Rowena Hay (Chair), Wendy Flynn, Les Godwin, Colin Hay, Steve Jordan, Paul McLain, Rob Reid, Duncan Smith and Simon Wheeler

The Council has a substitution process and any substitutions will be announced at the meeting

Agenda

1.	APOLOGIES FOR ABSENCE Councillor Wheeler	
2.	DECLARATIONS OF INTEREST	
3.	APPROVE MINUTES OF LAST MEETING 8 October 2013	(Pages 1 - 2)
4.	PAY POLICY STATEMENT Report of the Human Resources Manager, GOSS	(Pages 3 - 18)
5.	ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION	
6.	DATE OF NEXT MEETING (IF NECESSARY)	

Contact Officer: Rosalind Reeves, Democratic Services Manager,
Email: democratic.services@cheltenham.gov.uk

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Appointments Committee

Tuesday, 8th October, 2013

2.00 - 5.00 pm

Attendees	
Councillors:	Rowena Hay (Chair), Wendy Flynn, Colin Hay, Steve Jordan, Rob Reid, Duncan Smith, Simon Wheeler and Rob Garnham (Reserve)
Also in attendance:	Amanda Attfield and Andrew North
Apologies:	Councillor Les Godwin and Councillor Paul McLain

Minutes

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Godwin and McLain. Councillor Garnham had been appointed substitute for Councillor McLain.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. APPROVE MINUTES OF LAST MEETING

The minutes of the meeting held on 9 September were approved and signed as a correct record.

4. LOCAL GOVERNMENT ACT 1972 - EXEMPT BUSINESS

RESOLVED

“That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining items of business as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraphs 2, 3 and 4 Part 1, Schedule 12A Local Government Act 1972, namely:

- **Paragraph 2; Information which is likely to reveal the identity of an individual**
- **Paragraph 3; Information relating to the financial or business affairs of any particular person (including the authority holding that information)**
- **Paragraph 4; Information relating to any consultations or negotiations, or contemplated consultations for negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority**

5. EXEMPT MINUTES

The exempt minutes were approved and signed as a correct record subject to Councillor Rowena Hay being marked as present at the meeting.

6. MEETING WITH EXECUTIVE DIRECTOR/DIRECTORS REGARDING CHELTENHAM FUTURES

Having undertaken the agreed process in respect of appointments to the revised roles Members

RESOLVED THAT

1. The appointments to the revised roles be agreed.
2. The Head of Paid Service be authorised to issue the appropriate appointment letters and take any necessary actions in respect of the appointments to the roles of Deputy Chief Executive, Director - Corporate Resources, Director -Environmental and Regulatory Services.
3. the Chair of the Appointments Committee would send a briefing note to all Council members to make them aware that the Committee had carried out the determination of Council (Council meeting 22nd July 2013)
4. that the Chief Executive, as Head of Paid Service, would feedback from the Appointments Committee to the individuals, as part of the Council's performance management arrangements.

7. ANY OTHER BUSINESS THE CHAIR DETERMINES IS URGENT AND REQUIRES A DECISION

None

8. DATE OF NEXT MEETING

Monday 9 December 2013 at 5 pm

Rowena Hay
Chairman

Cheltenham Borough Council

Appointments Committee

28 January 2014

Pay Policy Statement

Accountable member	John Walklett, Cabinet Lead Corporate Services
Accountable officer	Julie McCarthy Human Resources Manager, GO Shared Services
Accountable scrutiny committee	N/A
Ward(s) affected	None
Significant Decision	No
Executive summary	The Localism Act 2011 requires councils to produce an annual pay policy statement in respect of its employees by 31 March each year. The pay policy statement is attached.
Recommendations	<p>That the Committee</p> <p>i) Recommends the updated Pay Policy Statement (2014/2015) for ratification at the Council's Full Council meeting in March. (Appendix 1).</p>

Financial implications	<p>None.</p> <p>Contact officer: Paul Jones paul.jones@cheltenham.gov.uk, 01242 5154</p>
Legal implications	<p>The legal requirements for producing a pay policy statement are referred to in the body of this report.</p> <p>Contact officer: Peter Lewis, peter.lewis@teWKesbury.gov.uk, 01684 272012</p>
HR implications (including learning and organisational development)	<p>As contained in the body of this report.</p> <p>Contact officer: Julie McCarthy, julie.mccarthy@cheltenham.gov.uk, 01242 26 4355</p>
Key risks	If the policy is not approved by the end of March, the Council risks non-compliance with legislation.

Corporate and community plan implications	N/A
Environmental and climate change implications	N/A

1. Background and Issues

- 1.1 The Council is required by section 38(1) of the Localism Act to prepare an annual pay policy statement. The statement must articulate an authority's own policy towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year, and must be approved annually by Full Council.
- 1.2 Nothing in the pay accountability provisions in the Act or in this guidance is intended to supersede existing responsibilities and duties placed on authorities in their role as employers, under relevant employment legislation, and authorities must, of course, bear in mind these responsibilities and duties when formulating a pay policy statement. Discussion of an authority's policies in relation to pay does not engage the Data Protection Act as it does not concern data relating to a particular individual.
- 1.3 The Localism Act requires that pay policy statements, and any amendments to them, are considered by a meeting of full council and cannot be delegated to any sub-committee. It is worth noting that the Secretary of State does not consider that any of the grounds for exclusion of the public would be met for discussions of pay policy statements. Such items at meetings of Council should, therefore, be open to the public and should not exclude observers. All decisions on pay and reward for chief officers must comply with the current pay policy statement.
- 1.4 The Cheltenham Borough Council (CBC) statement sets out the approach to pay of all its employees. Key changes against 2013-14 are set out below in 2.4.1 and 2.4.2.
 - 1.4.1 Reference to the guidance set out by the Secretary of State that full council should be given the opportunity to vote before either large salary packages are offered in respect of new appointments or large severance packages are offered and arrangements are finalised for employees leaving the organisation. A threshold for both has been set at £100,000.
 - 1.4.2 Reference to the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 and that the Council will not normally make use of this discretionary power.
- 1.5 CBC's approved pay policy statement will be published on the CBC website as soon as is reasonably practicable after it is approved, to comply with the government guidance that a council's approach to pay (as set out in the pay policy statement), needs to be accessible for citizens and enable local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make best use of public funds.
- 1.6 CBC includes in its pay policy statement, the approach to the publication of and access to information relating to the remuneration of chief officers. Remuneration includes salary or payment under a contract for services, expenses, bonuses, any performance related pay as well as severance payments.
- 1.7 CBC already publishes on an annual basis, the remuneration details of all its chief officers, and those earning over £55,000 pa. It does not pay bonuses nor does it operate performance related

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pay. This currently published data can be seen within the context of the Council's agreed Pay Policy statement, and provides the public with a clear justification of how their money is being used appropriately to pay and reward Council staff, including the relationship between the highest / lowest paid staff. The use of a pay multiple (the ratio between the highest paid employee and the mean average earnings across the Council) is a way to express that relationship.

- 1.8** There has been more publicity in recent months regarding the "Living Wage". Unlike the National Minimum Wage (minimum wage 21yrs+ = £6.31), there is no statutory requirement to comply with the Living Wage (£7.65), it is used as an indicative figure only. Cheltenham's comparative Grade is Grade B scp 11 B, £7.71, with Grade A being used as a stepping stone grade from Apprentice to trainee role. The employees on Grade A are usually under 21. There are currently 7 employees above the age of 21 whose scp point is below scp 11. Reference has been made to the Living Wage in the Pay Policy Statement.

2. Reasons for recommendations

- 2.1** To comply with the Localism Act 2011, to have an agreed Pay Policy in place by 31 March each year.

3. Alternative options considered

- 3.1** None, as there are no options other than to comply with the Localism Act requirements.

4. Consultation and feedback

- 4.1** The Pay Policy Statement has been considered by the Trades Unions, Group Leaders, Senior Leadership Team.

5. Performance management –monitoring and review

- 5.1** There is a requirement for an annual review and agreement by Full Council, of the Pay Policy Statement.

Report author	Contact officer: julie.mccarthy@cheltenham.gov.uk , 01242 264355
Appendices	1. Risk Assessment 2. Pay Policy Statement 3. Salary Scales
Background information	None.

Risk Assessment

Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-4	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
1	If the Council does not approve and publicise a Pay Policy, it risks non-compliance with legislation, with the corresponding legal, financial, and reputational implications	Amanda Attfield	03 01 14	3	1	3	Reduce	Ensure Pay Policy is approved by the due date	31 3 2014	Julie McCarthy	Service Risk Register –HR



Pay Policy Statement

For all Employees at
Cheltenham Borough Council

2014/2015



1. Purpose

1.1. This Pay Policy Statement (The Statement) is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually prior to the commencement of the new financial year.

1.2. The Statement sets out Cheltenham Borough Council's (The Council) policies relating to the Pay of its workforce for the financial year 2014-15, in particular: -

- the remuneration of its Chief Officers
- the remuneration of its "lowest paid employees"
- the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers

2. Definitions

2.1. For the purpose of this Pay Policy Statement the following definitions will apply:

- Chief Officers are those as prescribed by the Local Government and Housing Act 1989. That Act states that a Chief Officer is one of the following:
 - Chief Executive
 - Statutory Chief Officers – e.g. Section 151 Officer and Monitoring Officer
 - Non-statutory Chief Officer
- Lowest paid employees of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within Grade A of the Council's Job Evaluation scheme (the lowest band). From 1 April 2014 (subject to the pending annual pay award) the Grade A band will be from £12,614 to £13,725 per annum, made up of 4 incremental pay points.
- "Employee who is not a Chief Officer" refers to all staff not covered under the "Chief Officer" group above.

3. Pay Framework & Remuneration Levels

3.1. Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so. Flexibility to cope with various circumstances that may arise is retained by the use of market supplements. (See Market Forces Supplement section below) for individual categories of posts where appropriate.

4. Responsibility for Decisions

4.1. The Council is a member of the local government employers association for national collective bargaining in respect of Chief Executives, Chief Officers, and all other employees.

Listed below are the separate negotiations and agreements in respect of each of these three groups.

- Chief Executives - Joint Negotiating Committee for Local Authority Chief Executives (ALACE is normally the negotiating body for pay, unless varied locally);
- Chief Officers – Joint Negotiating Committee for Chief Officers of Local Authorities
- All other employees – National Joint Council for local Government Services.

In addition to pay the national agreements cover other terms and conditions such as:

- Pension
- Occupational Sickness Scheme
- Maternity Scheme.
- Overtime

5. Grading Framework & Salary Grades

5.1. Grading Framework

The Chief Executive and Chief Officers have their basic pay determined by a job evaluation scheme (the Hay scheme). All other employees have their basic pay determined by a different job evaluation scheme (the National Joint Council Job Evaluation scheme). Both schemes ensure that different jobs having the same value are paid at the same rate. The “job score” determines the pay grade for the job. With the exception of the Chief Executive who is on a spot salary grade (with no provision for incremental progression nor additional payment on completion of a period of service), all other pay grades have 4 incremental points.

Incremental increases within the pay band are made annually and can be accelerated or withheld based upon outstanding or poor performance respectively. Once the top of the band is reached no further increases are available.

Job evaluation is carried out for all new roles, for roles where a substantial change of duty has occurred, or as required as a result of an equal pay audit. A fair and transparent process is in place for managing job evaluations, which includes Trade Union input, and moderation of evaluation outcomes to ensure consistency of application of the scheme. Equal pay audits are carried out as required.

5.2. Shared Posts/Lead Employer

Where these are agreed and set in place, the costs of any role is appropriately apportioned and recharged via the employment/secondment/management agreement. Such roles, where the Council is the employer, are evaluated according to the Council's existing job evaluation scheme.

5.3. Salary Grades

A full list of the Council's salary grades and associated spinal column pay points can be found in Appendix A.

6. Electoral Registration and Returning Officer

The scale of fees for this role is approved by the Gloucestershire Elections Fees Working Party for local elections, or the relevant scales of fees prescribed by a Fees Order in respect of national, regional or European Parliament elections, polls or referendums.

<http://www.legislation.gov.uk/ukSI/2011/1099/body/made>

The fees constitute payments for separate employment and in most cases are eligible for superannuation purposes.

The fees are paid as part of the election account for each election and all costs, including employer superannuation costs, are recovered from the body responsible for the assembly to which candidates are being elected, or for which a poll or referendum is being carried out.

The Electoral Registration and Returning Officer for the Council is the Chief Executive.

7. Remuneration - level & element

7.1 Chief Officers

Chief Executive:	Chief Executive Level Spot Grade £109,163 pa.
Deputy Chief Executive:	Deputy Chief Executive Level Band £77,861 – £89,995 pa.
Director:	Director Level Band 3 £65,288 - £75,453 pa Director Level Band 4 £54,018 - £61,629 pa
Employees:	11 Grades A to K (see appendix A)

7.2. New Starters Joining the Council

Employees new to the Council will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range. These arrangements apply to all posts up to the level of Chief Officer.

In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market supplement to attract high quality applicants. The level and duration of premium will be determined by reference to a combination of national comparators, local conditions, recruitments difficulties, inflation, and whether the post has recently been advertised and the process has been unsuccessful.

In guidance set out by the Secretary of State states full council should be given the opportunity to vote before large salary packages are offered in respect of new appointments. The guidance states a threshold of £100,000 should set. This Council acknowledges this guidance and is committed to seeking full council approval for any new appointment in excess of £100,000.

7.2. Lowest Paid Employees

Lowest paid employees of the Council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within Grade A of the Council's Job Evaluation scheme (the lowest band). From 1 April 2014 (subject to the pending annual pay award) the Grade A band will be from £12,614 to £13,725 per annum, made up of 4 incremental pay points.

For pay comparison purposes the top of grade (if applicable) will always be used.

7.3. Relationship between Remuneration of Highest Paid Employee (Chief Officer) and Lowest Paid Employee

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. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. 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 but with the exception of overtime payments not to differentiate on other allowances, benefits and payments it makes.

The Council aims to pay no more than median salary levels when looking at market rates, and in the case of senior roles will seek to maintain pay differentials well within the parameters recommended by the pay and pensions review (1:20). For the Council, using the salary information as at 1st April 2013 the current ratio of highest paid to lowest paid is 1:8.

Lowest Paid Employee (Top of current salary band Grade A)	£13,589
Mean Paid Employee (Average salary band of all employees up to & including Chief Officers)	£36,736
Median Paid Employee (Middle Salary band value of all employees up to & including Chief Officers)	£28,737
Highest Paid Employee	£109,163

7.4 Bonuses

The Council does not operate a bonus scheme for any chief officer or any other employee.

7.5 Performance Related Pay

The Council does not operate performance related pay for any chief officer or any other employee.

7.6. Pay Protection

The Council seeks to ensure that all employees receive equal pay for work of equal value. To be consistent with equal pay principles the council's protection arrangements will not create the potential for pay inequalities (e.g. open-ended protection).

There may be times when the grade for an individual's role changes for reasons unrelated to their performance e.g. restructures. In such cases the protection arrangements outlined will apply for 12 months from the date of the change.

7.7. Severance Payments

The Council has a consistent method of calculating severance payments which it applies to all employees without differentiation. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.

In line with the statutory redundancy payment scheme, the Council calculates redundancy severance payments using the following calculation. The calculation is based on an employee's age and length of continuous local government service (please note that employees must have a minimum of 2 years' continuous service to qualify for a redundancy payment) the multiplier for the number of weeks is then applied to the employee's actual weekly earnings.

The amount of redundancy pay will be calculated as –

- 0.5 week's pay for **each full year of service** where age at time of redundancy is less than 22 years of age
- 1.0 week's pay for **each full year of service** where age at time of redundancy is 22 years of age or above, but less than 41 years of age
- 1.5 weeks' pay for **each full year of service** where age at time of redundancy is 41+ years of age

The maximum number of year's service taken into account is 20. The maximum number of weeks pay is 30 for anyone aged 61 years of age or older with 20 years or more service.

In guidance set out by the Secretary of State states full council should be given the opportunity to vote before large severance packages are offered and arrangements are finalised for employees leaving the organisation. The guidance states a threshold of £100,000 should set. This Council acknowledges this guidance and is committed to seeking full council approval for any severance packages (including salary paid in lieu, redundancy compensation, pension entitlements/costs, holiday pay, fees or allowances) offered by the authority in excess of £100,000.

7.8. Pension - The Local Government Pension Scheme (LGPS) and policy with regard to the exercise of discretions

Pension provision is an important part of the remuneration package. All employees may join the LGPS. The LGPS is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the LGPS please click on the link below.

<http://www.lgps.org.uk>

For district Councils in Gloucestershire, the LGPS is administered by Gloucestershire County Council. For information click on the link below:

<http://www.gloucestershire.gov.uk/11513>

Neither the LGPS nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to all employees of the Council.

The LGPS 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 it does not normally enhance pension benefits for any of its employees (see the LGPS Statement of Policy/Discretions on the Council's website). This policy statement reaffirms this in respect all employees.

The LGPS provides for flexible retirement. The LGPS requires that a minimum reduction in working hours and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable within a set pay back period. (See section below)

(Please note - at the time of preparing this statement, the proposed changes to the LGPS from April 2014 are being finalised and the Council will be reflect the changes in the revised published Pay Policy Statement 2015/2016.)

7.9. Early/Flexible Retirements

The Council's flexible retirement policy was introduced following changes to the Local Government Pension Scheme contained in the LGPS (Amendment) Regulations 2006 and the New Look Local Government Pension Regulations 1st April 2008 The precise terms of the Council's policy are discretionary and may be varied unilaterally.

Subject to the criteria of the policy and service delivery needs being met, any employee over the age of 55 and who is a member of the Local Government Pension Scheme (LGPS) can request to either reduce their hours or take a job at a lower grade/rate of pay and gain access to their pension even though they have not retired.

It is the intention of the Council that this facility be used in order to provide employees with the opportunity to take a one-off step towards permanent retirement. Any agreed requests will be treated as a permanent change to an employee's contract of employment.

7.10. Honorarium Payments

The Council has a responsibility to ensure equal pay for all employees and so the use of honoraria payments should be carefully considered, and be capable of justification. A payment can be made for the following reasons:-

- To recognise a *specific* contribution that an employee has made by making a single payment to him/her,

Or

- To recognise that an employee is temporarily undertaking some but not all the additional responsibility of a higher graded role for a continuous period of at least four weeks by making a regular monthly payment to them during that temporary period.

7.11. Acting up Allowances

'Acting Up' is when an employee is authorised by their line manager to provide cover for a more highly graded post for an agreed period of time.

The payment ('acting up' allowance) is a temporary payment and will be made to the individual employee for covering the duties of the higher graded job for the agreed period of time. The policy applies to all employees. The supplement to be paid will be the difference between the employee's current salary and depending on experience up to the second scale point of the grade relating to the higher level post. The payment will cease on completion of the 'acting up' period and the employee's salary will revert to that which it would have been had 'acting up' not occurred.

7.12. Market Forces Supplement

The Council is committed to the principles of single status employment and seeks to ensure employees receive equal pay for work of equal value.

In exceptional circumstances it may be necessary to ensure the effective recruitment and retention of employees and to pay individuals and/or groups of employees a premium rate to reflect the market competitiveness of the job. Any market supplement must be provided for from within existing budgets and be objectively justifiable. The job evaluation determined grade for that post will not be changed. Market supplements will be paid as a temporary fixed allowance. The supplements will be reviewed annually and consequently can be withdrawn, should the review demonstrate that current evidence does not justify a supplementary payment continuing. Should such a supplement continue to be paid for an extended period, e.g. several years or more, the need for continuation will be examined carefully during the annual review in order to ensure that such continuation continues to be objectively justifiable in the circumstances.

8. Reimbursement of Expenses

8.1 Travel & Subsistence

The Council will meet or reimburse authorised travel and subsistence costs for attendance at approved business meetings and training events. Claims should be submitted via the agreed process, be supported by appropriate receipts in all cases and authorised by the appropriate line manager. The Council pays the HMRC mileage rate of 45 pence per business mile. The Council does not regard such costs as remuneration but as non-pay operational costs.

8.2 Disturbance Allowance

All employees who incur additional costs arising from a compulsory change in their work place will be reimbursed in accordance with the Council's Disturbance Allowance policy. Claims should be submitted via the agreed process, be supported by appropriate receipts in all cases and authorised by the appropriate line manager. The Council does not regard such costs as remuneration but as non-pay operational costs.

8.3. Relocation Expenses

The Council does operate a scheme of relocation allowances to assist new employees who need to move in order to take up an appointment with the council. Relocation allowances are paid at the discretion of Directors (or Appointment Committee for Chief Officers and above) where they think that it is essential to pay such allowances in order to attract the right candidate for the job.

The same policy applies to Chief Executive, Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving into the area. The costs include estate agents fees, legal fees, stamp duty, storage and removal costs, short term rental etc. An employee who leaves within 2 years of appointment will have to make a repayment of 1/24th for each month short of the 2 year period.

8.4. Professional Fees & Subscriptions

The Council meets the cost of a professional fee or subscription where it is a statutory requirement for the role and where applicable meets the cost of membership of SOLACE (Society of Local Authority Chief Executives).

9. Re-employment of Former Council Employees

With regards to re-employing former local government employees who have been made redundant, if there is less than a 4 week gap between someone being made redundant from any body under the modification order and joining/re-joining the Council they will be required to repay their redundancy payment to their previous employer. If the gap is longer than 4 weeks they can retain their payment.

Any Chief Officer who was previously employed by the Council and who, on ceasing to be employed, was in receipt of a severance or redundancy payment will not be re-employed under a contract for services unless otherwise agreed by the relevant authorising body (e.g. Appointments Committee).

10. The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.

The Council notes the discretion and confirms that it will not normally make use of this discretionary power.

11. National Minimum Wage/Living Wage

The NMW rates from 1 October 2013 are:

- £6.31 (per hour) for workers 21 years of age and over
- £5.03 (per hour) 18 - 20 years of age
- £3.72 (per hour) for 16-17 years of age, who are above school leaving age but under 18 years of age
- £2.68 (per hour) for apprentices under 19 or 19 years of age or over who are in the first year of apprenticeship.

The Living Wage (LW) is not a legal requirement but a recommended hourly rate set independently and updated annually. The UK Living Wage is calculated by the Centre for Research in Social Policy whilst the London Living Wage is calculated by the Greater London Authority and is based according to the basic cost of living in the UK.

Employers can *choose* to pay the LW on a voluntary basis. The Council's comparative Grade hourly rate is Grade B scp 11, £7.71. Grade A being used as a stepping stone grade from Apprentice to trainee role. The employees on Grade A are usually under 21. The majority of the Council's employees are on Grade B and above.

The Council has not indicated its intention to fully implement the current Living Wage hourly rate (£7.65) for all employees for 2014/2015 but will consider again for 2015-2016.

12. Other pay and conditions

Other pay and conditions in operation, as follows:

- Shift premium
- Stand by and call out payments
- Evening/Weekend/bank holiday/public holiday working
- First Aid Allowance
- Long Service Award
- Annual leave – buy/sell leave
- Other leave paid/unpaid inc volunteering
- Childcare Vouchers
- Training Fees Reimbursement (post entry training scheme)
- Employee Welfare Service
- Eye Test Allowance/Voucher

13. Publication and access to information

The publication of and access to information relating to remuneration of the Council's Chief Officers will be published annually on the Council's Website.

**Please contact GO Shared Service HR & Payroll Business Centre
Team on
01242 775092 or email jobs@cheltenham.gov.uk for more
information about this Statement and/or its contents.**

Please note all HR policies referred to in this statement are available on request.

Council's salary grades
Cheltenham Borough Council

New pay scales following pay award 2013

		OLD	NEW		WEEKLY	HOURLY	JE Points Score
SCP	GRADE	ANNUAL	ANNUAL	MONTHLY	PAY	RATE	
GRADE		SALARY	SALARY 2013	SALARY	37 hr week	37 hr week	
006	Grade A	£12,489.00	£12,614	£1,051.16	£241.91	£6.5382	0-294
007	Grade A	£12,787.00	£12,915	£1,076.24	£247.69	£6.6942	
008	Grade A	£13,189.00	£13,321	£1,110.07	£255.47	£6.9047	
009	Grade A	£13,589.00	£13,725	£1,143.74	£263.22	£7.1141	
010	Grade B	£13,874.00	£14,013	£1,167.73	£268.74	£7.2633	295-344
011	Grade B	£14,733.00	£14,880	£1,240.03	£285.38	£7.7130	
012	Grade B	£15,039.00	£15,189	£1,265.78	£291.31	£7.8732	
013	Grade B	£15,444.00	£15,598	£1,299.87	£299.15	£8.0852	
014	Grade C	£15,725.00	£15,882	£1,323.52	£304.60	£8.2323	345-394
015	Grade C	£16,054.00	£16,215	£1,351.21	£310.97	£8.4046	
016	Grade C	£16,440.00	£16,604	£1,383.70	£318.45	£8.6066	
017	Grade C	£16,830.00	£16,998	£1,416.53	£326.00	£8.8108	
018	Grade D	£17,161.00	£17,333	£1,444.38	£332.41	£8.9841	395-444
019	Grade D	£17,802.00	£17,980	£1,498.34	£344.83	£9.3197	
020	Grade D	£18,453.00	£18,638	£1,553.13	£357.44	£9.6605	
021	Grade D	£19,126.00	£19,317	£1,609.77	£370.47	£10.0128	
022	Grade E	£19,621.00	£19,817	£1,651.43	£380.06	£10.2720	445-494
023	Grade E	£20,198.00	£20,400	£1,700.00	£391.24	£10.5740	
024	Grade E	£20,858.00	£21,067	£1,755.55	£404.02	£10.9195	
025	Grade E	£21,519.00	£21,734	£1,811.18	£416.83	£11.2656	
026	Grade F	£22,221.00	£22,443	£1,870.27	£430.42	£11.6331	495-544
027	Grade F	£22,958.00	£23,188	£1,932.30	£444.70	£12.0189	
028	Grade F	£23,708.00	£23,945	£1,995.42	£459.23	£12.4116	
029	Grade F	£24,646.00	£24,892	£2,074.37	£477.40	£12.9026	
030	Grade G	£25,472.00	£25,727	£2,143.89	£493.40	£13.3351	545-594
031	Grade G	£26,276.00	£26,539	£2,211.56	£508.97	£13.7560	
032	Grade G	£27,052.00	£27,323	£2,276.88	£524.00	£14.1622	
033	Grade G	£27,849.00	£28,127	£2,343.96	£539.44	£14.5795	
812	Grade H	£28,452.00	£28,737	£2,394.71	£551.12	£14.8951	595-644
813	Grade H	£29,556.00	£29,852	£2,487.63	£572.51	£15.4731	
814	Grade H	£30,660.00	£30,967	£2,580.55	£593.89	£16.0511	
815	Grade H	£31,760.00	£32,078	£2,673.13	£615.20	£16.6269	
722	Grade I	£32,395.00	£32,719	£2,726.58	£627.50	£16.9594	645-694
723	Grade I	£33,646.00	£33,982	£2,831.87	£651.73	£17.6143	
724	Grade I	£34,913.00	£35,262	£2,938.51	£676.27	£18.2776	

725	Grade I	£36,166.00	£36,528	£3,043.97	£700.54	£18.9336	
632	Grade J	£36,747.00	£37,114	£3,092.87	£711.80	£19.2377	695-744
633	Grade J	£38,291.00	£38,674	£3,222.83	£741.70	£20.0460	
634	Grade J	£39,838.00	£40,236	£3,353.03	£771.67	£20.8559	
635	Grade J	£41,392.00	£41,806	£3,483.83	£801.77	£21.6695	
542	Grade K	£42,196.00	£42,618	£3,551.50	£817.34	£22.0904	745 +
543	Grade K	£44,101.00	£44,542	£3,711.83	£854.24	£23.0877	
544	Grade K	£45,995.00	£46,455	£3,871.25	£890.93	£24.0792	
545	Grade K	£47,897.00	£48,376	£4,031.33	£927.77	£25.0750	

Revised following Hay JE grading

Cheltenham Borough Council

PEI Grades 4 to 1

(JNC Chief Officer conditions of service)

1st APRIL 2013 (to be checked by SS/AJ)

SCP	GRADE DESCRIPTION	ANNUAL SALARY	Annual Salary 2013	MONTHLY SALARY	HOURLY RATE
454	Grade 4 - Director Level	£ 53,484.00	£ 54,018.84	£ 4,501.57	£ 27.9999
455	Grade 4 - Director Level	£ 55,988.00	£ 56,547.88	£ 4,712.32	£ 29.3107
456	Grade 4 - Director Level	£ 58,505.00	£ 59,090.05	£ 4,924.17	£ 30.6284
457	Grade 4 - Director Level	£ 61,019.00	£ 61,629.19	£ 5,135.77	£ 31.9446
364	Grade 3 - Director Level	£64,642.00	£ 65,288.42	£ 5,440.70	£ 33.8413
365	Grade 3 - Director Level	£67,992.00	£ 68,671.92	£ 5,722.66	£ 35.5951
366	Grade 3 - Director Level	£71,342.00	£ 72,055.42	£ 6,004.62	£ 37.3489
367	Grade 3 - Director Level	£74,706.00	£ 75,453.06	£ 6,287.76	£ 39.1100
274	Grade 2 - Director Level	£77,091.00	£ 77,861.91	£ 6,488.49	£ 40.3586
275	Grade 2 - Director Level	£81,089.00	£ 81,899.89	£ 6,824.99	£ 42.4516
276	Grade 2 - Director Level	£85,107.00	£ 85,958.07	£ 7,163.17	£ 44.5551
277	Grade 2 - Director Level	£89,104.00	£ 89,995.04	£ 7,499.59	£ 46.6476
	Grade 1 - CEX Spot Salary		£109,163.83		