

## County Council – 15 February 2016

### Recommendation from the Staffing Committee meeting held on 1 February 2016

#### **Pay Policy Statement 2016/17**

11.1 The Committee considered a report by the Chief Executive which set out the County Council's Pay Policy Statement for the financial year 2016/17.

11.2 The Statement remained in the same format as previous Pay Policy Statements with the main updates being revisions to the policy schedules and the pay multiples to reflect the current and revised details.

11.3 The HR and OD Service Manager drew members' attention to the relationship between chief officers and non chief officers and highlighted that the ratios were decreasing. A significant difference was that Tricuro staff were no longer included in this statement and a further reduction for this reason would be evident in the 2017/18 multiples.

11.4 In response to a question about whether Tricuro would have to publish a Pay Policy Statement of their own, officers advised there was no requirement for them to publish such documents.

#### **RECOMMENDED**

12. That the Pay Policy Statement for the 2016/17 financial year be recommended for approval at the County Council meeting on 15 February 2016 (attached as an annexure to these minutes).

#### **Reason for Decision**

13. The Staffing Committee oversee matters relating to staff terms and conditions.

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**DORSET COUNTY COUNCIL PAY POLICY STATEMENT 2016/17****1. Purpose**

- 1.1 The following is a Pay Policy Statement as required under Part 1, Chapter 8 'Pay Accountability' of the Localism Act 2011 and as such does not form part of an employee's contract of employment and does not create any contractual rights.
- 1.2 The Pay Policy Statement has been approved by resolution of the full County Council.
- 1.3 The Pay Policy Statement, along with appendices, is published on the County Council's Website - [www.dorsetforyou.com](http://www.dorsetforyou.com)
- 1.4 The County Council has published an annual Pay Policy Statement since the financial year 2012/13. This Pay Policy Statement is for the financial year 2016/17 and will be updated and re-published on an annual basis thereafter.
- 1.5 Should any amendments to the Pay Policy Statement be required during the financial year 2016/17 this will be approved by the full County Council, after which the amended version of the Pay Policy Statement will be published.
- 1.6 A glossary of terms used in the Pay Policy Statement can be found at the end of the document.

**2. Context of Dorset County Council**

- 2.1 The County Council employs 4,415\* staff and provides a wide range of services managed through the Chief Executive's Department and Directorates:
- 2.2 The Chief Executive is the lead adviser to elected members and the head of paid service.
- 2.3 The Chief Executive's Department includes Business Development; Emergency Planning, Legal & Democratic Services, ICT & Customer Services, Finance and Human Resources & Organisational Development.
- 2.4 Children's Services includes Learning and Inclusion, Family Support and Strategy, Partnerships and Performance.
- 2.5 Environment and the Economy includes Economy, the Environment and Highways.
- 2.6 Adult and Community Services includes Adult Care, Early Help and Community Services and Partnerships and Performance.

\* As at 31 December 2015, excluding casual workers, contractors, agency workers and Schools staff. The figure also excludes Tricuro members of staff who were previously employed by DCC but are now part of the Local Authority Trading Company for Adult Social Care.

**3. Partnerships**

- 3.1 In addition to the Chief Executive's Department and Directorates, the County Council has various partnership arrangements in place which work towards improving efficiency in local government. By working together with other public organisations, the authority can provide high quality services more efficiently and cost effectively resulting in the better use of resources. Meaningful and productive partnerships have been established which provides joint funding for services, with each partner contributing an agreed percentage towards costs, including remuneration.

- 3.2 The County Council currently has jointly funded partnership arrangements for Public Health, Dorset Waste Partnership and two individual roles. The following provides details of Dorset's contribution to the remuneration package. These percentages are subject to periodic review.

Partnership	DCC Contribution to remuneration package
Public Health	54%
Dorset Waste Partnership	64%
Programme Director – Integrated Health and Social Care	25%
Head of Strategy, Partnerships & Performance	50%

- 3.3 On 1 April 2013, the Public Health Service transferred to the County Council under a statutory transfer order and provides services in relation to prevention, health protection, healthcare and health promotion programmes. The County Council is the host employer and provides Public Health services for Dorset which includes the Borough of Poole and Bournemouth Borough Council.
- 3.4 In addition, the Dorset Waste Partnership is hosted by the County Council in partnership with the District Councils. The Dorset Waste Partnership includes services such as waste, recycling and street cleaning services.

#### **4. Requirements of the Localism Act**

- 4.1 In accordance with the Localism Act, the Pay Policy Statement outlines the County Council's policies relating to:
- The remuneration of its chief officers
  - The remuneration of its lowest-paid employees, and
  - The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 4.2 The Pay Policy Statement applies to Dorset County Council employees excluding schools. This is in line with the Secretary of State's "Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act" (February 2012) and Supplementary Guidance (February 2013). Each school has a separate Pay Policy with a reporting line to the Governing Body and it is the school that ultimately determines the terms and conditions for its employees.
- 4.3 The Pay Policy Statement excludes Apprentices engaged on contracts for training.

#### **5. Remuneration of Chief Officers**

- 5.1 The Localism Act defines Chief Officers by reference to various sections of the Local Government and Housing Act 1989. For the purposes of this Pay Policy Statement and in terms of the County Council's structures the definition of Chief Officers incorporates the Chief Executive, Directors, Assistant Chief Executive, Chief Financial Officer, Monitoring Officer and any officer who reports directly to these postholders (other than those whose duties are solely secretarial or clerical or otherwise in the nature of support services).
- 5.2 Chief Officers are employed under either the Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities, the JNC for Chief Officers of Local Authorities or the National Joint Council (NJC) for Local Government Services (Green Book terms and conditions of employment). Public Health Chief Officers (other than the Director) are employed under the National Health Service (NHS) terms and conditions in accordance with the statutory transfer order.

- 5.3 A schedule of Chief Officers' post specific remuneration is contained at Appendices A1 and B1. These detail:
- Position Title - with links to role and context statements for the Chief Executive, Directors, Assistant Chief Executive and Heads of Service
  - Directorate / Partnership
  - Overview Table Category (Appendices A2 and B2)
  - National Terms and Conditions of Service
  - FTE Annual Salary
  - FTE Salary Range
  - FTE Allowance
- 5.4 Overview Tables detailing terms and conditions have been produced. Appendix A2 details those policies relating to remuneration which are not post specific and refers to Chief Officers and lowest paid employees. Appendix B2 details those policies relating to remuneration which are not post specific and refers to Public Health Chief Officers.
- 5.5 A further explanation of the Overview Tables (Appendices A2 and B2) is contained within Section 7.
- 5.6 The Chief Executive is the Returning Officer for County Council elections and the salary range for the post is inclusive of returning officer fees.
- 5.7 The appointment of Directors, Statutory Chief Officers (who are not Directors) Deputy Chief Executive, Assistant Chief Executive, Heads of Service and the recommendation of appointment of the Chief Executive is delegated to the Staffing Committee by full County Council.
- 5.8 Confirmation of the appointment of the Chief Executive is ratified by full County Council.
- 5.9 The appointment of all staff not covered by paragraphs 5.7 and 5.8 is undertaken by the appropriate Director or their nominees under powers delegated under the Scheme of Delegation.
- 6. Remuneration of Lowest Paid Employees**
- 6.1 The Localism Act requires the Pay Policy Statement to define the Lowest Paid Employees and the reasons for its adoption. The Local Government Association, Localism Act: Pay Policy Statements Guidance for Local Authority Chief Executives" (November 2011) suggests that the simplest and most easily understood definition of lowest paid employees might be those employees on the lowest pay point in use by the authority.
- 6.2 In line with the above guidance and for the purposes of this Pay Policy Statement the definition of the County Council's lowest paid employees has been defined as those employed on the minimum of Grade 1.
- 6.3 The following job titles are amongst those currently graded Dorset Grade 1. This should not be considered an exhaustive list but provides some context for the type of roles undertaken by Grade 1 employees:
- School Crossing Patrol
  - Catering - Facilities Assistant
  - Housekeeper
- 6.4 All Grade 1 posts are on NJC Green Book terms and conditions of service.

- 6.5 The salary scale for Dorset Grade 1 is indicated on the Overview Table (Appendix A2).
- 6.6 The Overview Table (Appendix A2) details further policies relating to remuneration that can apply to the lowest paid employees (it also refers to Chief Officers).
- 6.7 A further explanation of the Overview Tables (Appendix A2 and B2) is contained within Section 7.

## **7. Overview Tables**

- 7.1 Appendix A2 details the policies relating to the remuneration of Chief Officers and the lowest paid employees. Policies relating to the remuneration of Public Health Chief Officers are outlined in Appendix B2. It should be noted that the tables reflect only those key elements of each policy relating to remuneration.
- 7.2 For the purposes of the Overview Tables, terms and conditions groups have been structured under the following headings:
- Chief Officer: Chief Executive, Directors and Assistant Chief Executive
  - Chief Officer: Heads of Service
  - Chief Officer: Non Heads of Service
  - Lowest Paid Employees: Dorset Grade 1 (Spinal Column Point 6)
  - Public Health Medical Staff
  - Public Health Non Medical Staff
- 7.3 The policies relating to remuneration details shown in both appendices have been grouped under 5 main headings that mirror the requirement of the Localism Act 2011:
- Elements of Remuneration
  - Remuneration on Recruitment
  - Increases and Additions to Remuneration
  - Performance Related Pay
  - Payments on Ceasing to Hold Office

### **7.4 Elements of Remuneration**

The County Council applies a number of elements that could form the total remuneration package for Chief Officers and lowest paid employees. Details of these can be found under the following headings within the Overview Tables:

- Basic Salary Range
- Plussage to Basic Grade
- Weekend Enhancement
- Night Enhancement
- Standby Allowance
- Standby Callout
- Overtime
- Public Holiday Enhancement
- Sleeping In
- First Aid Allowance
- Retainer Payment
- Returning Officer Fees

In addition to the above elements, there may be occasions when the County Council makes payments that are considered to be a benefit in kind. The following should not be considered an exhaustive list, but provides a flavour of the types of benefits in kind that may be payable to employees and regarded as taxable by HMRC when certain circumstances dictate:

- Relocation Expenses over £8,000
- Broadband/Telephone Line Rental
- Relocation Mileage

#### 7.5 Remuneration on Recruitment

Details of the County Council's policy on remuneration on appointment can be found in the Overview Tables under the following headings:

- Starting Salaries
- Recruitment and Retention Payments

#### 7.6 Increases and Additions to Remuneration

In certain circumstances, the County Council may apply increases/additions to remuneration. Details of these can be found under the following headings within the Overview Tables:

- Payments for Additional Duties
- Cost of Living Pay Increases
- Salary Protection

#### 7.7 Performance Related Pay

The County Council does not make bonus payments. Some elements of pay are performance related. Details of the following performance related elements of pay, and how they are applied, can be found within the Overview Tables:

- Incremental/Scale Progression
- Merit Increments

#### 7.8 Payments on Ceasing to Hold Office

The County Council applies a number of payments/provisions in the event of an employee ceasing to hold office. An outline of the following payments can be found within the Overview Tables:

- Notice Period
- Redundancy Provisions

### **8. Relationship between Chief Officer and Non Chief Officer**

- 8.1 The Localism Act requires the County Council to set out the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers. In determining the relationship, regard has been given to Hutton's Review of Fair Pay in the Public Sector (Final report dated March 2011), the Secretary of State's guidance and Local Government Association (LGA) guidance. These reference sources define the relationship in terms of a pay multiple calculation.

- 8.2 In line with the above reports and guidance documentation, pay multiples have been calculated as the ratio between the Chief Executive's earnings and the median average earnings of employees.
- 8.3 The LGA guidance indicates that the pay multiple could be calculated based upon total taxable earnings or FTE salaries. For the purposes of this statement the County Council provides both.
- 8.4 In calculating the pay multiple based on total taxable earnings for the 2014/15 tax year (including benefits in kind and elements such as pension contributions and lease car allowance\*\*) the ratio of the Chief Executive's earnings to the median average earnings of employees was 9.27:1.
- 8.5 In calculating the pay multiple based on FTE salaries (excluding allowances and enhancements\*\*) as at 1 January 2016 the ratio of the Chief Executive's salary to the median average FTE salary of employees was 7.15:1.
- 8.6 The pay multiples calculated for each of the last 5 financial years have shown a decrease, as follows:

Financial year Pay Policy Statement	Pay multiple Taxable earnings	Pay multiple FTE salary
2012/13	11.01:1	8.79:1
2013/14	10.36:1	8.32:1
2014/15	9.61:1	8.25:1
2015/16	9.29:1	7.95:1
2016/17	9.27:1.	7.15:1

\*\* Excluding schools employees and apprentices

## 9. Conclusion

- 9.1 As required by the Localism Act the Pay Policy Statement, Schedules of Chief Officers Remuneration (Appendices A1 and B1) and Overview Tables (Appendices A2 and B2), have been produced to provide the necessary detail of the County Council's policies relating to:
- The remuneration of its chief officers
  - The remuneration of its lowest-paid employees, and
  - The relationship between the remuneration of its chief officers, and the remuneration of its employees who are not chief officers.

These documents are considered to be an accurate reflection at the time of publishing. However, if subsequent amendments to the Pay Policy Statement are necessary during the financial year 2016/17 this will require approval by the full County Council, after which the amended versions would be published.



## **Glossary of terms**

**Basic Pay** is the core element of salary payable before enhancements or additions.

**Directorate/Department** is the name given to one of the main departments/divisions of the County Council. Dorset County Council has the following directorates/departments: Chief Executive's Department, Environment & the Economy Directorate, Adult & Community Services Directorate, Children's Services Directorate and Public Health.

**DCC** – Dorset County Council.

**Elected Members** are Councillors elected through local elections to represent their communities in local government.

**FTE** is Full Time Equivalent. For the County Council this is 37 hours per week.

**Green Book** is the name given to the document containing the National Agreements on pay and conditions of service for Local Government Services. This agreement includes the full, current details of the National Joint Council (NJC) for Local Government Services. Known as the Single Status Agreement, the Green Book covers the pay and conditions for a range of local authority employees.

**HMRC** – Her Majesty's Revenue and Customs.

**Incremental Progression** is the process of moving up through a salary scale range.

**Joint Negotiating Committee (JNC)** is the body which sets the national framework used to pay certain groups of employees. The function of the JNC is to negotiate with Trade Unions on nationally determined terms and conditions of service and any yearly cost of living pay increase.

**Median average** is found by arranging all values in order from the lowest to the highest and selecting the middle value.

**Pay Board** consists of Elected Members and is constituted to hear and determine matters relating to the Labour Market Adjustment Scheme for additional increments.

**Spinal Column Point (Pay Point)** is the name given to a particular point on a salary range/grade.

Appendix A1 - Schedule of Chief Officers Remuneration							
Position Title	Directorate	Overview Table Category (Appendix A2)	National Terms and Conditions of Service	FTE Annual Salary as at 01.01.16	FTE Salary Range £ per annum	Grade	FTE Allowances £ per annum
<a href="http://www.dorsetforyou.com/393170">Chief Executive</a>	Chief Executive's Department	Chief Officer Chief Executive & Directors (JNC Terms and Conditions)	JNC for Chief Executives of Local Authorities	£149,000	£140,000 - £155,000	Chief Executive (NE CE)	£0
<a href="http://www.dorsetforyou.com/393297">Director</a>	Adult Community & Services	Chief Officer Chief Executive & Directors (JNC Terms and Conditions)	JNC for Chief Officers of Local Authorities	£118,048	£109,430 - £123,793	Director	£0
<a href="https://www.dorsetforyou.com/393291">Director</a>	Children's Services	Chief Officer Chief Executive & Directors (JNC Terms and Conditions)	JNC for Chief Officers of Local Authorities	£115,175	£109,430 - £123,793	Director	£0
<a href="http://www.dorsetforyou.com/393300">Director</a>	Environment & the Economy	Chief Officer Chief Executive & Directors (JNC Terms and Conditions)	JNC for Chief Officers of Local Authorities	£115,175	£109,430 - £123,793	Director	£0
<a href="http://www.dorsetforyou.com/15786">Head of Adult Care</a>	Adult Community & Services	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£83,700	£73,827 - 83,700 (includes 5% plussage - designated Deputy Director)	Dorset Grade 18	£0
<a href="http://www.dorsetforyou.com/15786">Head of Partnerships and Performance</a>	Adult Community & Services	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£73,395	£70,312 - £79,714	Dorset Grade 18	£0
<a href="http://www.dorsetforyou.com/15786">Head of Early Help and Community Services</a>	Adult Community & Services	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£79,714	£70,312 - £79,714	Dorset Grade 18	£0
<a href="http://www.dorsetforyou.com/15786">Head of Learning &amp; Inclusion</a>	Children's Services	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£74,972	£70,312 - £79,714	Dorset Grade 18	£0
<a href="http://www.dorsetforyou.com/15786">Head of Family Support</a>	Children's Services	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£76,554	£70,312 - £79,714	Dorset Grade 18	£0
<a href="http://www.dorsetforyou.com/15786">Head of Legal &amp; Democratic Services, (&amp; Monitoring Officer)</a>	Chief Executive's Department	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£87,684	£77,343 - £87,684 (includes 10% designated Monitoring Officer plussage)	Dorset Grade 18 ENMO	£0

<a href="http://www.dorsetforyou.com/15786">Head of ICT &amp; Customer Services</a> <a href="http://www.dorsetforyou.com/15786">http://www.dorsetforyou.com/15786</a>	Chief Executive's Department	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£79,714	£70,312 - £79,714	Dorset Grade 18	£0
<a href="http://www.dorsetforyou.com/15786">Head of Human Resources and Organisational Development</a> <a href="http://www.dorsetforyou.com/15786">http://www.dorsetforyou.com/15786</a>	Chief Executive's Department	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£78,134	£70,312 - £79,714	Dorset Grade 18	£0
<a href="https://www.dorsetforyou.com/15786">Head of Financial Services (&amp; Section 151 Officer)</a> <a href="https://www.dorsetforyou.com/15786">https://www.dorsetforyou.com/15786</a>	Chief Executive's Department	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£84,210	£77,343 - £87,684 (includes 10% designated Section 151 Officer plussage)	Dorset Grade 18 ENMO	£0
Principal Solicitor and Deputy Monitoring Officer	Chief Executive's Department	Chief Officer Non Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£53,669	£51,633 - £58,306 (grade includes recognition for Deputy Monitoring Officer duties)	Dorset Grade 16	£0
Principal Solicitor	Chief Executive's Department	Chief Officer Non Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£52,552	£47,044 - £52,552	Dorset Grade 15	£0
<a href="http://www.dorsetforyou.com/15786">Head of Economy</a> <a href="http://www.dorsetforyou.com/15786">http://www.dorsetforyou.com/15786</a>	Environment & the Economy	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£71,814	£70,312 - £79,714	Dorset Grade 18	£0
<a href="http://www.dorsetforyou.com/15786">Head of Environment</a> <a href="http://www.dorsetforyou.com/15786">http://www.dorsetforyou.com/15786</a>	Environment & the Economy	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£71,814	£70,312 - £79,714	Dorset Grade 18	£0
<a href="http://www.dorsetforyou.com/15786">Head of Highways</a> <a href="http://www.dorsetforyou.com/15786">http://www.dorsetforyou.com/15786</a>	Environment & the Economy	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£79,714	£70,312 - £79,714	Dorset Grade 18	£0
<a href="https://www.dorsetforyou.com/41735">Assistant Chief Executive</a> <a href="https://www.dorsetforyou.com/41735">https://www.dorsetforyou.com/41735</a>	Chief Executive's Department	Chief Officer Chief Executive & Directors (JNC Terms and Conditions)	JNC for Chief Officers of Local Authorities	£96,162	£87,543 - £99,033	Ass Chief Executive	£0
<a href="http://www.dorsetforyou.com/15786">Head of Business Development</a> <a href="http://www.dorsetforyou.com/15786">http://www.dorsetforyou.com/15786</a>	Chief Executive's Department	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£64,684	£63,348 - £71,814	Dorset Grade 17	£0
Chief Accountant (& temporary Deputy Section 151 Officer)	Chief Executive's Department	Chief Officer Non Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£64,684	£63,348 - £71,814 (Grade includes recognition for temporary additional Deputy Section 151 Officer duties - Substantive grade without additional duties is Grade 16)	Dorset Grade 17	£0

Group Finance Manager	Chief Executive's Department	Chief Officer Non Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£58,306	£51,633 - £58,306 (Grade includes recognition for temporary additional \$151 officer for the Dorset Waste Partnership - substantive grade without additional duties is Grade 15)	Dorset Grade 16	£0
Chief Treasury & Pension Manager	Chief Executive's Department	Chief Officer Non Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£55,938	£51,633 - £58,306	Dorset Grade 16	£0

Appendix A2 - Overview Table of Policies Relating to Remuneration for the Chief Officers and Lowest Paid Employees				
	<u>Chief Officer</u> Chief Executive, Directors & Assistant Chief Executive (JNC Terms and Conditions)	<u>Chief Officers</u> Heads of Service (Green Book Terms & Conditions)	<u>Chief Officers</u> Non Heads of Service (Green Book Terms and Conditions)	<u>Lowest Paid Employees</u> Grade 1 (Spinal Column Point 6) (Green Book Terms & Conditions)
<b>Elements of Remuneration</b>				
<b>Basic Salary Range</b>	See Appendix A1			Grade 1 £13,614 pa (FTE)
<b>Plussage to Basic Grade</b>	<p>The designated Deputy Chief Executive receives a 5 % plussage to reflect the additional duties which is added across the Director salary range.</p> <p>Where relevant, this is included in the figures for remuneration at Appendix A1.</p>	<p>The designated Monitoring and Section 151 Officers receives a 10 % plussage to reflect the additional duties which is added across the appropriate Head of Service salary range.</p> <p>Where relevant, this is included in the figures for remuneration at Appendix A1.</p>	<p>The designated Deputy Directors receive a 5 % plussage to reflect the additional duties which is added across the appropriate Head of Service salary range.</p> <p>Where relevant, this is included in the figures for remuneration at Appendix A1.</p>	Not Applicable
<b>Weekend Enhancement</b>	<p>Not applicable.</p> <p>The full time working week for this post is 37 hours. However due to the nature and seniority of the post there is a requirement to work longer hours as necessary. No additional payment/enhancement for any hours worked in excess of 37 hours per week or hours undertaken outside of normal office hours are applicable.</p>	<p>Where hours are worked at weekends on an ad hoc, irregular basis as part of normal flexibility to meet service demands, enhanced payments for weekend working will not apply and time off in lieu should be taken or flexi time recorded.</p> <p>For all hours worked on a Saturday or Sunday as part of a regular, rostered arrangement, payment will be at time plus one half of basic pay.</p> <p>For Heads of Service no such payments were made in 2015.</p>		
<b>Night Enhancement</b>	<p>Not applicable.</p> <p>The full time working week for this post is 37 hours. However due to the nature and seniority of the post there is a requirement to work longer hours as necessary. No additional payment/enhancement for any hours worked in excess of 37 hours per week or hours undertaken outside of normal office hours are applicable.</p>	<p>Where a designated waking night shift is undertaken by a designated night worker payment will be made at time plus one third of basic pay.</p> <p>For Heads of Service no such payments were made in 2015.</p>		
<b>Standby Allowance</b>	<p>Not applicable.</p> <p>The full time working week for this post is 37 hours. However due to the nature and seniority of the post there is a requirement to work longer hours as necessary. No additional payment/enhancement for any hours worked in excess of 37 hours per week or hours undertaken outside of normal office hours are applicable.</p>	<p>Stand-by Allowance is payable when an employee is required to be on stand-by in order to be available for call out in an emergency outside of normal working hours.</p> <p>Stand-by Allowance is normally paid for a 12 hour session. Monday - Friday £8.99. Saturday/Sunday/Public Holidays £16.18 per session.</p> <p>For Heads of Service no such payments were made in 2015.</p>		

<b>Standby Callout</b>	<p>Not applicable.</p> <p>The full time working week for this post is 37 hours. However due to the nature and seniority of the post there is a requirement to work longer hours as necessary. No additional payment/enhancement for any hours worked in excess of 37 hours per week or hours undertaken outside of normal office hours are applicable.</p>	<p>Standard - Employees called out to work during a period of stand-by, time worked over 30 minutes in any 12 hour period of stand-by will be paid at basic rate plus one half subject to a minimum payment of two hours.</p> <p>Bank Holiday - Employees called out to work whilst on stand-by duty on Christmas Day, Boxing Day, New Years Day, Good Friday or Easter Monday will receive triple pay for all hours worked over 30 minutes in any 12 hour period. Double time will be paid for hours worked over 30 minutes in any 12 hour period when called out on other public holidays. Payments are subject to a minimum payment of two hours at the enhanced rate when called out.</p> <p>Best endeavours arrangement (i.e. no specific stand-by requirement) will receive the appropriate Stand-by Allowance and compensation for time worked in accordance with the Callout Scheme if called out and required to work more than 30 minutes in any one 12 hour period. If called out and required to undertake work for less than 30 minutes, they will receive the appropriate Stand-by Allowance in complete recompense.</p> <p>For Heads of Service no such payments were made in 2015.</p>		
<b>Overtime</b>	<p>Not applicable.</p> <p>The full time working week for this post is 37 hours. However due to the nature and seniority of the posts there is a requirement to work longer hours as necessary. No additional payment/enhancement for any hours worked in excess of 37 hours are applicable.</p>		<p>Usually overtime worked to manage peaks in workload should be taken as time off in lieu/flexitime at a later date. Where payment for overtime is authorised by a manager for work above 37 hours per week, payment will be at the employee's usual hourly rate (plain time).</p> <p>Exceptionally, where overtime is worked during a shift when enhanced payments are applicable for unsocial hours working, the appropriate enhanced rate will be paid in complete recompense.</p>	
<b>Public Holiday Enhancements</b>	<p>Not applicable.</p> <p>The full time working week for this post is 37 hours. However due to the nature and seniority of the post there is a requirement to work longer hours as necessary. No additional payment/enhancement for any hours worked in excess of 37 hours per week or hours undertaken outside of normal office hours are applicable.</p>	<p>Where work is required to be undertaken on a public holiday, payment is at double time for all hours worked on spring and late summer public holidays (May and August) and on May Day. Work on Christmas Day, Boxing Day, New Years Day, Good Friday and Easter Monday is paid at triple basic pay rate for all hours worked.</p> <p>For Heads of Service no such payments were made in 2015.</p>		
<b>Sleeping In</b>	<p>Not applicable.</p>		<p>If required to sleep in on work premises a sleeping in payment of £34.00 is payable per night. This rate covers the requirement to sleep in and up to 30 minutes call out per night. Any additional time worked in excess of 30 minutes during a sleeping in shift can be claimed, where approved, as additional hours.</p> <p>For Heads of Service no such payments were made in 2015.</p>	
<b>First Aid Allowance</b>	<p>A designated first aider (appointed person) for a place of work is paid a first aid allowance of £234.60 per year.</p>			
<b>Retainer Payment</b>	<p>Not applicable</p>		<p>Retainer payments for School Crossing Patrols and Passenger Assistants (employed directly by the County Council) ceased in October 2015. Three years cash protection applies until 2018.</p>	
<b>Returning Officer Fees</b>	<p>The Chief Executive is the Returning Officer for County Council Elections. The Chief Executive salary is inclusive of returning officer fees.</p>	<p>Not applicable.</p>		
	<p><b>Chief Officer</b></p> <p>Chief Executive, Directors &amp; Assistant Chief Executive (JNC Terms and Conditions)</p>	<p><b>Chief Officers</b></p> <p>Heads of Service (Green Book Terms &amp; Conditions)</p>	<p><b>Chief Officers</b></p> <p>Non Heads of Service (Green Book Terms and Conditions)</p>	<p><b>Lowest Paid Employees</b></p> <p>Grade 1 (Spinal Column Point 6) (Green Book Terms &amp; Conditions)</p>
<b>Remuneration on Recruitment</b>				

<b>Starting Salaries</b>	Upon recruitment, appointment is made to the minimum spinal column point, with discretion to determine a higher incremental point subject to the following criteria:- - the individual's knowledge, skills, experience and qualifications relating to the requirements of the role; - performance/capability as evidenced during the recruitment process; - existing market forces; - consideration of existing employees performing the same role as matched against the above criteria.	
<b>Recruitment and Retention Payments</b>	Not applicable.	Labour market increments (LMI's) are additional increments added to the top of the pay scale for a post where there is sufficient evidence that the current Dorset Grade maximum is insufficient to recruit or retain employees of the appropriate competence/skill mix. LMI's are approved by the Pay Board and all posts attracting market forces increments are reassessed (by Pay Board) every three years in accordance with the Labour Market Adjustment Scheme in order to take account of current labour market information and evidence. If following review LMI's are reduced or removed a 3 year period of cash protection is applied.
<b>Increases and Additions to Remuneration</b>		
<b>Payments for additional duties</b>	Not applicable.	Acting up payment may apply where there is a requirement to undertake additional responsibilities for an extended period (normally over 4 weeks). A full acting up payment is calculated as the difference between the salary of the employee acting up and the minimum point of the grade of the post being covered. When an employee is already paid on a point within the higher grade, the allowance will be calculated based upon the next point within the grade. Where only part of the duties are being undertaken a proportioned (percentage) payment is made.  An honorarium payment (usually a one off amount of up to £100) can be awarded to an employee who has performed exceptionally outside of the normal scope of their duties e.g. work on a complex temporary project.
<b>Cost of Living Pay Increases</b>	Chief Executive - Cost of living pay increases agreed by Joint Negotiating Committee for Chief Executives of Local Authorities. Pay increase of 2% agreed on guaranteed FTE basic salary of £99,999 or less at 31 Dec 2014, therefore not applicable. Directors and Assistant Chief Executive - Cost of living pay increases are agreed by the Joint Negotiating Committee for Chief Officers of Local Authorities. Pay increase of 2% agreed on guaranteed FTE basic salary of £99,999 or less at 31 Dec 2014, therefore not applicable.	Cost of living pay increases are agreed by the National Joint Council for Local Government Services. The last cost of living pay increase was awarded on 1 January 2015.
<b>Salary Protection</b>	There is no provision for salary protection.	18 months salary grade protection applicable in cases of redeployment due to redundancy or reorganisation.  12 months allowance/enhancement protection applicable in cases of redeployment due to redundancy or reorganisation where certain conditions apply.
<b>Performance Related Pay</b>		
<b>Incremental/Scale Progression</b>	Chief Executive - Competence based incremental progression, to the maximum of the grade, is subject to an annual externally facilitated appraisal by a panel of elected members comprising of the Chairman of the County Council and the political group leaders.  Directors & Assistant Chief Executive - Competence based incremental progression is subject to an annual performance review with the Chief Executive. The panel of elected members as outlined above determine incremental progression for competency related points on the recommendation of the Chief Executive following a performance review.	Incremental Progression - The first 3 (1 for grade one posts) pay points of the grade are service increments and paid automatically once the employee reaches the required length of service at that grade. Thereafter the remaining increments are competency related and payable based on satisfactory performance and development which is measured against agreed targets linked to objectives and priorities. Increments are payable on 1 April each year. Employees appointed between 1 October and 31 March may receive their first increment 6 months after commencement.
<b>Merit Increments</b>	Not applicable.	Where there is a need to recognise exceptional effort/performance in circumstances which do not meet the guidelines for acting up or honoraria payments, managers can authorise the award of one or two merit increments (within the appropriate grade). These are permanent additions to pay.

Payments on Ceasing to Hold Office		
<b>Notice Period</b>	<p>Where an appointment is subject to a probationary period it may be terminated by 1 week's notice on either side. Thereafter;</p> <p>Following any probationary period employees in this group are required to give 13 weeks notice.</p> <p>Following any probationary period DCC is required to give employees in this group 13 weeks notice.</p> <p>Following any probationary period the contractual notice requirements go beyond those required by the Employment Rights Act 1996 which provide for 1 week's notice for each year of continuous employment up to a maximum of 12 weeks.</p>	<p>Where an appointment is subject to a probationary period it may be terminated by 1 week's notice on either side. Thereafter;</p> <p>Following any probationary period employees in this group are required to give 13 weeks notice</p> <p>Following any probationary period DCC is required to give employees in this group 13 weeks notice</p> <p>Following any probationary period contractual notice requirements go beyond those required by the Employment Rights Act 1996 which provide for 1 week's notice for each year of continuous employment up to a maximum of 12 weeks.</p>
<b>Redundancy Provisions</b>	<p>Redundancy Payment entitlement is 1.75 times the statutory redundancy pay formula based on actual weekly wage.</p>	



## Appendix B1 - Schedule of Partnerships Chief Officers Remuneration

Position Title	Partnership	Overview Table Category (Appendix A2/B2)	National Terms and Conditions of Service	FTE Annual Salary as at 01.01.16	FTE Salary Range £ per annum	Grade	FTE Allowances £ per annum
The Better Together Programme is a partnership between Dorset County Council, Bournemouth Borough Council, Borough of Poole and the NHS. Dorset County Council's contribution to the remuneration package is 24%.							
Temporary Programme Director - Integrated Health and Social Care	Better Together Programme	N/A	N/A	Consultant rate equivalent to £113K per annum for which DCC contributes 14%	N/A	N/A	£0
The Dorset Waste Partnership is a partnership between Dorset County Council and the District Councils (Christchurch, East Dorset, North Dorset, Purbeck, West Dorset and Weymouth and Portland). Dorset County Council's contribution to the remuneration package is 64%.							
<a href="http://www.dorsetforyou.com/15786">Director of Dorset Waste Partnership</a>	Dorset Waste Partnership	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£78,134	£70,312 - £79,714	Dorset Grade 18	£0
Interim Director - Dorset Waste Partnership	Dorset Waste Partnership	Chief Officer Heads of Service (Green Book Terms and Conditions)	NJC for Local Government Services (Green Book)	£70,312	£70,312 - £79,714	Dorset Grade 18	
Head of Operations	Dorset Waste Partnership	N/A	N/A	Consultant rate equivalent to £68,250	N/A	N/A	£0
<a href="http://www.dorsetforyou.com/15786">Head of Strategy</a> (Part time)	Dorset Waste Partnership	Chief Officer Non Heads of Service (Green Book Terms and Conditions) Appendix A2 Overview table	NJC for Local Government Services (Green Book)	£51,633 (pro rata £41,864)	£51,633 - £58,306	Dorset Grade 16	£0
Finance & Commercial Manager	Dorset Waste Partnership	Chief Officer Non Heads of Service (Green Book Terms and Conditions) Appendix A2 Overview table	NJC for Local Government Services (Green Book)	£47,044	£47,044 - £52,552	Dorset Grade 15	£0
The Head of Strategy, Partnerships and Performance is a jointly funded position between Dorset County Council and the NHS. Dorset County Council's contribution to the remuneration package is 50%.							
<a href="http://www.dorsetforyou.com/15786">Head of Strategy, Partnerships and Performance</a>	Dorset County Council / NHS	Chief Officer Heads of Service (Green Book Terms and Conditions) Appendix A2 Overview table	NJC for Local Government Services (Green Book)	£79,714	£70,312 - £79,714	Dorset Grade 18	£0
The Public Health Service is a partnership between Dorset County Council, Bournemouth Borough Council and the Borough of Poole. Dorset County Council's contribution to the remuneration package is 55%. Public Health transferred to Local Authorities on 1 April 2013 from the Primary Care Trust (National Health Service) with protected terms and conditions of employment.							

Director of Public Health Dorset, Bournemouth and Poole (Part Time)	Public Health	Chief Executive & Directors (JNC Terms and Conditions)	Officer JNC for Chief Officers of Local Authorities	£123,793 (pro rata £99,034)	£109,430 - £123,793	Director	No allowances *
Assistant Director of Public Health Dorset	Public Health	Statutory Transfer Order Appendix B2 Overview table	Protected terms and conditions under Statutory Transfer Order	£90,263	£75,249 - £101,451	Consultant Pay Scale	Allowance** £5,914
Public Health Consultant (Part Time)	Public Health	Statutory Transfer Order Appendix B2 Overview table	Protected terms and conditions under Statutory Transfer Order	£84,667 (pro rata £76,200)	£75,249 - £101,451	Consultant Pay Scale	Allowance** £2,957
Public Health Consultant	Public Health	Statutory Transfer Order Appendix B2 Overview table	Protected terms and conditions under Statutory Transfer Order	£82,318	£75,249 - £101,451	Consultant Pay Scale	£0
Public Health Consultant	Public Health	Appendix B2 Overview table	NHS terms and conditions as at 01.04.13	£67,805	£65,922 - £81,618	Agenda for Change Band 8 D	£0
Assistant Director of Public Health Dorset	Public Health	Statutory Transfer Order Appendix B2 Overview table	Protected terms and conditions under Statutory Transfer Order	£81,618	£65,922 - £81,618	Agenda for Change Band 8 D	£0
Assistant Director of Public Health Bournemouth	Public Health	Statutory Transfer Order Appendix B2 Overview table	Protected terms and conditions under Statutory Transfer Order	£81,618	£65,922 - £81,618	Agenda for Change Band 8 D	£0
Assistant Director of Public Health Poole	Public Health	Statutory Transfer Order Appendix B2 Overview table	Protected terms and conditions under Statutory Transfer Order	£81,618	£65,922 - £81,618	Agenda for Change Band 8 D	£0

\* Director of Public Health moved across to Chief Officer terms and conditions with effect from 1 April 2015.

\*\* The Allowance is a Clinical Excellence Award in line with National Health protected terms and conditions of employment for which Appendix B2 provides details.

## Appendix B2 - Overview Table of Policies Relating to Remuneration for Partnership arrangements for Public Health chief officers.

	<u>Public Health</u> Statutory Transfer Order protections apply Medical Staff (British Medical Association Consultants Terms & Conditions)	<u>Public Health</u> Statutory Transfer Order protections apply Non Medical Staff (Agenda for Change Terms & Conditions)
<b>Elements of Remuneration</b>		
<b>Basic Salary Range</b>	See Appendix B1	See Appendix B1
<b>Plussage to Basic Grade</b>	Eligible Medical Consultants can apply for a Clinical Excellence Award which recognises and rewards those consultants who contribute most towards the delivery of safe and high quality care to patients and the continuous improvement to NHS Services. Where relevant, this is included in the figures for remuneration at Appendix B1.	Not Applicable
<b>Weekend and Night Enhancement</b>	Where a consultant is required to participate in an on-call rota, the Job Plan will set out the frequency of the rota	All time on Saturday (weekend - midnight to midnight) (night - any weekday after 8pm and before 6am) Pay Band 1 time plus 50% Pay Band 2 time plus 44% Pay Band 3 time plus 37% Pay Band 4 - 9 time plus 30%  All time on Sunday (midnight to midnight) Pay Band 1 double time Pay Band 2 time plus 88% Pay Band 3 time plus 74% Pay Band 4 - 9 time plus 60%
<b>Standby Allowance</b>	On Call enhancement is payable where an employee is required to be on call in order to be available for call out in an emergency outside of normal working hours.  The On Call enhancement is an additional percentage plussage based on basic hourly rate which is dependant upon the frequency of on-call periods undertaken: High Frequency - 8% Medium Frequency - 5% Low Frequency - 3%	On Call enhancement is payable where an employee is required to be on call in order to be available for call out in an emergency outside of normal working hours.  The On Call enhancement is an additional percentage plussage based on basic hourly rate which is dependant upon the frequency of on-call periods undertaken: 1 in 3 or more = 9.5% between 1 in 3 and 1 in 6 = 4.5% between 1 in 6 and 1 in 9 = 3% between 1 in 9 and 1 in 12 = 2% less frequent than 1 in 2 = by local agreement
<b>Standby Callout</b>	Standard - Employees called out to work during a period of on call will be paid at basic rate plus one half plus receive time off in lieu for hours worked.  Bank Holiday - Employees called out to work during a period of on call will be paid double time plus receive time off in lieu for hours worked.	

<b>Overtime</b>	Non emergency work after 7pm and before 7am during weekdays or at weekends will only be scheduled by mutual agreement between the consultant and his or her clinical manager. Consultants will have the right to refuse non-emergency work at such times	<p>Salary Bands 1 - 7 are eligible for overtime payments. Where payment for overtime is authorised by a manager for work above 37.5 hours per week, payment will be at time plus one half based on the employee's basic hourly rate. Double time will be paid for overtime worked on Bank Holidays.</p> <p>Part time employees will receive payment for the additional hours at plain time rate until their hours exceed standard hours of 37.5 hours per week.</p> <p>Staff may request time off in lieu as an alternative to overtime payments. However where hours are unable to be taken within 3 months, the overtime rate will be applied. Time off in lieu of overtime payments will be at plain time.</p> <p>Senior staff paid in bands 8 or 9 will not be entitled to overtime payments.</p>
<b>Public Holiday Enhancements</b>	Consultants who in the course of their duties are required to be present in hospital or other place of work between the hours of midnight and 9am on statutory or public holidays should receive a day off in lieu.	<p>Equivalent time off in lieu at plain time rates, in addition to the appropriate payment:</p> <p>All time on Public Holidays (midnight to midnight)</p> <p>Pay Band 1 double time  Pay Band 2 88%  Pay Band 3 74%  Pay Band 4 - 9 60%</p>
	<p><b>Public Health</b></p> <p>Statutory Transfer Order protections apply</p> <p><b>Medical Staff</b>  (British Medical Association Consultants Terms &amp; Conditions)</p>	<p><b>Public Health</b></p> <p>Statutory Transfer Order protections apply</p> <p><b>Non Medical Staff</b>  (Agenda for Change Terms &amp; Conditions)</p>
<b>Remuneration on Recruitment</b>		
<b>Starting Salaries</b>	Upon recruitment, appointment is made to the minimum spinal column point. Discretion to appoint to a higher incremental point is subject to the individual's knowledge, skills, experience and qualifications relating to the requirements of the role together with aggregated service with the NHS.	
<b>Increases and Additions to Remuneration</b>		
<b>Cost of Living Pay Increases</b>	The last cost of living pay increase agreed by the National Health Service Staff Council was awarded in 2015 and there will be no further increases.	
<b>Salary Protection</b>	<p>NHS - Bournemouth &amp; Poole  Protection applies to staff who commenced employment on or after 1 October 1995 subject to having served a 12 month qualifying period;  Short Term Protection - payable up to a maximum of 6 months  Long Term Protection - payable up to a maximum of 7 years</p> <p>NHS Dorset  Protection applies to staff dependant upon length of service;  Short Term Protection - payable up to a maximum of 12 months  Long Term Protection - payable up to a maximum of 4 years on a reducing percentage basis</p>	
<b>Performance Related Pay</b>		

<b>Incremental/Scale Progression</b>	<p>Director of Public Health - incremental progression is subject to a successful annual performance review with the Chief Executive.</p> <p>Medical Consultants Thresholds are set annually by the NHS Staff Council. The first 4 thresholds are awarded at one yearly intervals with the following 3 thresholds awarded at five yearly intervals based on successfully meeting set criteria.</p>	<p>Incremental Progression - Following an initial foundation (probation period) of up to 12 months, progression to the next point is subject to meeting criteria set under the Knowledge and Skills Framework for the post. Progression to subsequent points is every 12 months thereafter, until a second gateway point is reached and a further assessment against set criteria is undertaken as part of the development review.</p>
<b>Payments on Ceasing to Hold Office</b>		
<b>Notice Period</b>	<p>3 months notice (although a longer / shorter period can be mutually agreed)</p>	<p>Band 1 - 5    one months notice Band 6 +    3 months notice</p>
<b>Redundancy Provisions</b>	<p>Redundancy Payment entitlement after completion of 2 years continuous services is one month's pay for each complete year of service up to a maximum of 24 years reckonable service.</p>	





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