

Appendix 2

Chief Officer Pay Policy Statement – 2023/2024

Effective from 1st April 2023

1. Introduction

Cambridgeshire County Council is committed to operating consistent, transparent and equitable pay arrangements and to ensuring equal pay in employment.

This Chief Officer Pay Policy Statement fulfils the Council's statutory requirements under Chapter 8 of the Localism Act 2011 ("the Act") and was updated and agreed by Full Council in March 2023.

In accordance with the Government's Code of Recommended Practice for Local Authorities on Data Transparency, the Council publishes information on all employees earning £50,000 or above.

2. Scope

This Statement details the pay policy and practice in relation to all Statutory and Non-Statutory Chief Officers, (including Deputies) as defined under our constitution.

3. Basic Pay Determination

The pay grade and the terms and conditions that are applied to each post are determined through the process of HAY job evaluation. This is an analytical scheme, which measures the relative size of jobs across the organisation. The key principles underlying our application of job evaluation are:

- Consistently applied across the authority to ensure fairness.
- Applied by appropriately trained and experienced officers.
- Quality assured to ensure that standards are maintained.
- Considers the relative size of jobs and not the postholders or pay grades.
- Wholly dependent on job role, function and accountability.

4. Chief Officer Pay

Pay Scale

The pay scale for the Leadership Team is published on our website.

Staffing and Appeals Committee

The Staffing and Appeals Committee determines, on behalf of Full Council, application of the pay policy regarding the remuneration of Statutory and Non Statutory Chief Officers (including Deputies), of the organisation. The Staffing and Appeals Committee comprises 9 members of the Council.

When determining application of the pay policy, the Committee is advised by the Assistant Director HR Services (or their nominee). The Committee may, having sought the advice of the above, choose to be advised by an external independent advisor as appropriate.

Pay Award

There is no automatic cost of living increase. The Chief Executive, in consultation with the Staffing and Appeals Committee determines the level of increase if any, to be applied to the published pay rates for the Leadership pay scale (applying to Chief Officers) by reference to our performance against key measurable outcomes and overall affordability given the prevailing budget position. In addition, the National Joint Council (NJC) award is used as a guideline for the cost of living award. Any such recommendation is reported to the Staffing and Appeals Committee for consideration.

Flexibility for Non-Consolidated Payments

The Staffing and Appeals Committee has the flexibility to award one off non-consolidated performance awards. These are applied in exceptional circumstances only, where individuals have performed above and beyond their job role. Again this will be dependent on clear performance criteria and evidenced outcomes as well as affordability.

Any non-consolidated performance award will be a one-off temporary award for a maximum of one year and will not exceed the grade boundaries within the Leadership pay grades.

Individual Salary Progression

There is no automatic progression through the scale points in the leadership grades. Personal development in role may be recognised by the award of discretionary consolidated pay movements (incremental pay increases) each year, in accordance with the locally agreed scale points and the Councils wider 'Ratings Conversation' approach.

Awarding of pay movements will be determined each year by the individuals line manager, taking into consideration the individual's performance, as evidenced by the Our Conversations appraisal scheme, the individuals personal performance rating and overall affordability given our prevailing budget position. Progression will not go beyond the boundaries set for each grade.

Any salary progression for the Chief Executive will be determined by the Leader of the Council following a ratings conversation in January.

Acting Up / Partial Acting Up and Honorarium Payments

Where an officer is required to Act-Up into a higher level Chief Officer/Deputy Chief Officer post they will normally be remunerated at the bottom scale point of the higher graded post.

The decision to Act an officer up into a Chief Officer post will be within the remit of the Staffing and Appeals Committee. Where a Chief Officer/Deputy Chief Officer is required to take on temporary additional responsibilities the Staffing and Appeals Committee may consider awarding an additional responsibility payment based on the difference of their current salary and the additional partial role they are required to carry out.

Any honorarium or additional responsibility payments made to the Chief Executive will be subject to Full Council approval as would any payment made to the Returning Officer. In election years, Full Council will be asked to agree any payment to be made to the Returning Officer at the same time as agreeing the Pay Policy.

Market Supplement Payments

Where a business case is put forward to pay a market supplement to a Director, this will be presented to the Staffing and Appeals Committee advised by the Assistant Director HR Services (or their nominees) and Chief Executive for consideration. Any market supplement would be based on a detailed business case that demonstrates some or all of the following:

- Evidence of unsuccessful recruitment campaigns.
- Evidence of comparable roles paid at higher levels in benchmark authorities.
- Significant evidence of higher than normal turn over/attrition rates.
- Significant business continuity/service delivery risks.

Market supplement rates are temporary for a maximum period of 12 months, thereafter they must be reviewed annually, and are only made in exceptional circumstances and subject to affordability.

Any proposed market supplement payments made to the Chief Executive would be subject to the above and Full Council approval.

5. Pay Equity – The Pay Multiple

The Council monitors the ratio between the remuneration of its Chief Officers and Deputies and the rest of the workforce.

The current ratio of the Chief Executive's FTE salary to the median salary in the organisation is 1:6 based on a median salary of £29,876.

6. Termination of Employment

On ceasing to be employed by the Council, employees will be paid contractual payments due under their contract of employment. Our Redundancy Policy details the conditions under which redundancy payments can be made. We calculate redundancy payments based on an individual's actual pay, length of continuous service and age.

7. Review

This pay policy statement will be reviewed annually and recommended to Full Council for approval. We may by resolution of the Full Council, amend this Pay Policy Statement during the course of the year to which it relates.