

DORSET COUNCIL PAY POLICY STATEMENT 2020/21

1. Purpose

- 1.1 Dorset Council (DC) is a new unitary authority which was created on 1 April 2019 and replaced the previous County Council (Dorset County Council) and district and borough councils (East Dorset, North Dorset, Purbeck, West Dorset, Weymouth and Portland).
- 1.2 This is the first Pay Policy Statement for Dorset Council for the financial year 2020/21 and will be updated and re-published on an annual basis thereafter.
- 1.3 This Pay Policy Statement is 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.
- 1.4 The Pay Policy Statement has been approved by resolution of the full Council.
- 1.5 The Pay Policy Statement, along with appendices, is published on the Council's Website - www.dorsetcouncil.gov.uk.
- 1.6 A glossary of terms used in the Pay Policy Statement can be found at the end of the document.
- 1.7 In addition to the Pay Policy Statement the Council publishes an annual Financial Statement which includes details of the remuneration of senior staff and exit packages and termination payments.

2. Context of Dorset Council

- 2.1 The Council employs 4547 staff and provides a wide range of services managed through the Chief Executive's services and four 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 services includes Legal & Democratic Services; Assurance; Business Insight & Corporate Communications.
- 2.4 Corporate Development includes Finance & Commercial; Human Resources & Organisational Development; ICT operations; Digital & Change.
- 2.5 People - Adults includes Housing; Adult Care Operations; Commissioning.
- 2.6 People – Childrens includes Commissioning & Partnerships; Education & Learning Services; Care & Protection.
- 2.7 Place – includes Customer Services, Libraries & Archives; Economic Growth & Infrastructure (Planning, Highways, Assets & Property, Travel Dorset); Place based services (Environment & Wellbeing, Community & Public Protection, Waste & Operations, Commercial Waste & Strategy)

3. Partnership arrangements

- 3.1 By working together with other public sector organisations, the Council can provide high quality services more efficiently and cost effectively resulting in the better use of resources.
- 3.2 Meaningful and productive partnerships are established from time to time which provides joint funding for services, with each partner contributing an agreed percentage towards costs, including remuneration.
- 3.3 The Council currently has jointly funded partnership arrangements for Public Health.
- 3.4 The following provides details of Dorset Councils estimated contribution to the remuneration package (*this is subject to formal board sign off). These percentages are subject to periodic review.

Partnership	DC Contribution to remuneration package
Public Health	40.5%*
Dorset Council is the host employer and provides Public Health services for Dorset in partnership with BCP Council (Bournemouth, Christchurch & Poole).	*Proposed but not yet agreed

4. Contracts for Service Arrangements

- 4.1 In addition the Council may, in exceptional circumstances, engage non-specific individuals via a contract for services through third party organisations. This allows the Council to engage under a contract for service for a specific project or in specialised areas where there is no ongoing requirement for a specific role within the Council. These contracts for service have been assessed as IR35 compliant (and fall outside of the IR35 legislation).

5. Requirements of the Localism Act

- 5.1 In accordance with the Localism Act, the Pay Policy Statement outlines the 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.
- 5.2 The Pay Policy Statement applies to Dorset 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).
- 5.3 Although the Council is the ultimate employer for employees in some Dorset schools, each school has a separate Pay Policy with a reporting line to the Governing Body

Appendix A Pay Policy Statement 2020/21

and it is the school that ultimately determines the terms and conditions for its employees.

5.4 The Pay Policy Statement excludes Apprentices engaged on contracts for training.

5.5 The Pay Policy Statement reflects the terms and conditions offered by Dorset Council. As a result of the creation of Dorset Council on 1 April 2020 there are a large number of Dorset Council employees on various TUPE protected terms and conditions. As these are TUPE protected terms and conditions they are not covered in the Pay Policy Statement. Any new appointments to Dorset Council roles will be offered on Dorset Council terms as detailed in this Pay Policy statement.

6. Remuneration of Chief Officers

6.1 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 Council's structures the definition of Chief Officers incorporates the Chief Executive, Executive Directors (includes Section 151 Officer), Corporate Directors (includes Monitoring Officer), Director of Public Health, Assistant Directors of Public Health & Public Health Consultants.

6.2 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. Public Health Chief Officers (other than the Director) are employed under the National Health Service (NHS) terms and conditions.

6.3 A schedule of Chief Officers' post specific remuneration is contained at Appendices A1 and B1. These detail:

- Position Title
- Overview Table Category (Appendices A2 and B2)
- Terms and Conditions of Service
- FTE Salary Range
- Grade
- Number of Posts

6.4 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. Appendix B2 details those policies relating to remuneration which are not post specific and refers to Public Health Chief Officers.

6.5 The Chief Executive is the appointed Returning Officer and receives a fee for running local, Police and Crime Commissioner and Parliamentary Elections. This role is separate from that of Chief Executive and carries with it personal accountabilities. The fee for undertaking this role varies from year to year and is not subject to this policy and therefore not included in the overview tables.

6.6 The salary ranges for Dorset Council chief officers are approved by the Full Council. Other salary ranges for non-chief officers are either approved by the Chief Executive as part of delegated powers or are set as part of national terms and conditions of employment.

Appendix A Pay Policy Statement 2020/21

7. Remuneration of Lowest Paid Employees

- 7.1 The Localism Act requires the Pay Policy Statement to define the Lowest Paid Employees. 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.
- 7.2 In line with the above, DC define this as those employed on the minimum of Grade 1 (NJC Green Book terms and conditions of service).
- 7.3 Roles at this grade may include:
- Catering/Facilities Assistant
 - Delivery/Collection Driver
 - General Assistant
 - School Crossing Patrol
- 7.4 The salary scale for Dorset Grade 1 is £17,364 pa (FTE).

8. Overview Tables

- 8.1 Appendix A2 details the policies relating to the remuneration of Chief Officers. 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.
- 8.2 For the purposes of the Overview Tables, terms and conditions groups have been structured under the following headings:
- Chief Officer: Chief Executive and Executive Directors
 - Chief Officer: Corporate Directors
 - Public Health Medical Staff
 - Public Health Non Medical Staff
- 8.3 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
- 8.4 Elements of Remuneration
- The Council applies a number of elements that could form the total remuneration package for Chief Officers. Details of these can be found under the following headings within the Overview Tables:
- Basic Salary Range
 - Weekend Working
 - Night Enhancement

Appendix A Pay Policy Statement 2020/21

- Standby Allowance
- Standby Callout
- Overtime
- Public Holiday Enhancement
- Sleeping In Allowance
- First Aid Allowance
- Retainer Payments

In addition to the above elements, there may be occasions when the 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/Removal Expenses over £8,000
- Relocation Mileage (in cases of forced change of centre of duty)

8.5 Remuneration on Recruitment

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

- Starting Salaries
- Recruitment and Retention Payments
- Relocation Scheme

8.6 Increases and Additions to Remuneration

In certain circumstances, the 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

8.7 Performance Related Pay

The Council does not make bonus payments, unless they form part of the TUPE protected provisions. 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

8.8 Payments on Ceasing to Hold Office

The 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

9. Relationship between Chief Officer and Non Chief Officer

- 9.1 The Localism Act requires the 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.
- 9.2 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.
- 9.3 The LGA guidance indicates that the pay multiple could be calculated based upon total taxable earnings or FTE salaries. For the purposes of this year's statement the Council has not included a pay multiple based on total taxable earnings (as these would be for the 2018/19 tax year (including benefits in kind and elements such as pension contributions*) and Dorset Council was not in existence at this point.
- 9.4 In calculating the pay multiple based on FTE salaries (excluding allowances and enhancements*) as at 1 January 2020 the ratio of the Chief Executive's salary to the median FTE salary of employees was 7.06.

* Excluding schools employees and apprentices

10. Conclusion

- 10.1 These documents are considered to be an accurate reflection at the time of publishing.

Glossary of terms

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

Directorate/service is the name given to one of the main departments/divisions of the Council. Dorset Council has the following directorates/services: Chief Executive's Services, Corporate Development, People – Adults, People – Childrens, Place and Public Health.

DC – Dorset Council.

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

FTE is Full Time Equivalent. For the 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 is found by arranging all values in order from the lowest to the highest and selecting the middle value.

National Joint Council (NJC) – refer to JNC above.

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

Appendix A
Pay Policy Statement 2020/21

Appendix A1 – Schedule of Chief Officer Remuneration					
Position Title	Overview Table Category (Appendix A2)	Terms and Conditions of Service	FTE Salary Range £ per annum	Grade	Number of Posts
Chief Executive	Chief Officer (JNC Terms and Conditions)	JNC for Chief Executives of Local Authorities	£168,300	Chief Executive	1
Executive Director	Chief Officer (JNC Terms and Conditions)	JNC for Chief Officers of Local Authorities	£122,400 - £137,700	Executive Director	4 (includes Section 151 Officer)
Corporate Director	Chief Officer (JNC Terms and Conditions)	JNC for Chief Officers of Local Authorities	£86,700 - £112,200	Corporate Director	11 (includes Monitoring Officer)

Appendix A
Pay Policy Statement 2020/21

Appendix A2 - Overview Table of Policies Relating to Remuneration for the Chief Officers		
	Chief Officer Chief Executive & Executive Directors (JNC Terms and Conditions)	Chief Officers Corporate Directors (JNC Terms and Conditions)
Elements of Remuneration		
Basic Salary Range	See Appendix A1	
Weekend Working	Not applicable. 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.	
Night Enhancement	Not applicable. 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.	
Standby Allowance	Not applicable. 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.	
Standby Callout	Not applicable. 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.	
Overtime	Not applicable. 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.	
Public Holiday Enhancements	Not applicable. 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.	
Sleeping In	Not applicable.	
First Aid Allowance	A designated first aider (appointed person) for a place of work is paid a first aid allowance of £22.25 per month (pro rata for part time employees).	
Retainer Payment	Not applicable	
Remuneration on Recruitment		
Starting Salaries	The Chief Executive and Executive Directors are appointed on a fixed spot salary.	Corporate Directors are appointed on a fixed spot salary from within the salary range for the role 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.

Appendix A
Pay Policy Statement 2020/21

Recruitment and Retention Payments	Not applicable.	
	<p>Relocation Scheme – this scheme applies to difficult to fill roles only where there is a requirement to relocate to the area and includes:-</p> <ul style="list-style-type: none"> • Removal costs (lowest of 3 quotes); • Disturbance expenses of up to £935; • Fees e.g. Stamp Duty, Legal Fees, Estate Agents etc (of up to £6,533) <u>or</u>* Mortgage/rent subsidy payment of £250 per month in Year 1 and £150 per month in Year 2 (*either Fees or Mortgage/rent subsidy is payable) • Separation/two home allowance (Maximum of £97 per week for up to 6 months) 	
Increases and Additions to Remuneration		
Payments for additional duties	<p>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.</p> <p>An honorarium payment (usually a one off amount of up to £1000) 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.</p>	
Cost of Living Pay Increases	<p>Chief Executive - Cost of living pay increases agreed by Joint Negotiating Committee for Chief Executives of Local Authorities. The last cost of living pay increase at 2% was awarded from 1 April 2019.</p> <p>Executive Directors and Corporate Directors - Cost of living pay increases are agreed by the Joint Negotiating Committee for Chief Officers of Local Authorities. The last cost of living pay increase at 2% was awarded from 1 April 2019.</p>	
Salary Protection	<p>18 months' salary grade protection applicable in cases of redeployment due to redundancy or reorganisation.</p> <p>12 months allowance/enhancement protection applicable in cases of redeployment due to redundancy or reorganisation where certain conditions apply.</p>	
Performance Related Pay		
Incremental/Scale Progression	Chief Executive and Executive Directors are appointed on a fixed spot salary so are not subject to incremental progression.	Corporate Directors are appointed on a spot salary within a range. Normally, the spot salary will not change and as such there is no incremental progression. In exceptional circumstances changes to role/scope may lead to a change in spot salary.
Merit Increments	Not applicable.	
Payments on Ceasing to Hold Office		
Notice Period	<p>Where an appointment is subject to a probationary period it may be terminated by 1 weeks' 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 DC 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 weeks' notice for each year of continuous employment up to a maximum of 12 weeks.</p>	
Redundancy Provisions	<p>For employees who commenced employment with Dorset Council from 1 April 2019 onwards a redundancy multiplier of 1.25 times the statutory redundancy pay formula (based on actual pay) is payable.</p> <p>For employees who TUPE transferred into Dorset Council on 1 April 2019 a redundancy multiplier of 1.75 times the statutory redundancy pay formula (based on actual pay) is payable. The 1.75 multiplier will be in place for an initial period of 18 months from 1 April 2019, after which time this will be reviewed.</p>	

Appendix A
Pay Policy Statement 2020/21

Appendix B1 – Schedule of Partnership Chief Officer Remuneration						
Position Title	Partnership	Overview Table Category (Appendix A2/B2)	Terms and Conditions of Service	FTE Salary Range £ per annum,	Grade	Number of Posts
The Public Health Service is a partnership between Dorset Council and Bournemouth, Christchurch & Poole Council. Dorset Council's contribution to the remuneration package is 40.5% 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 (for Dorset Council and Bournemouth, Christchurch & Poole Council)	Public Health	Chief Officer: Chief Executive & Directors (JNC Terms and Conditions)	JNC for Chief Officers of Local Authorities	£128,000	Director Public Health	1
Public Health Consultant & Assistant Director of Public Health	Public Health	Statutory Transfer Order Appendix B2 Overview table	Protected terms and conditions under Statutory Transfer Order and TUPE	£79,860 - £107,668	Medical Consultant Pay Scale	3
Assistant Director of Public Health	Public Health	Statutory Transfer Order Appendix B2 Overview table	Protected terms and conditions under Statutory Transfer Order and TUPE	£73,936 - £86,687	Agenda for Change Band 8 D	2

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)
Elements of Remuneration		
Basic Salary Range	See Appendix B1	See Appendix B1
Plussage to Basic Grade	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.	Not Applicable
Weekend and Night Enhancement	Not applicable	<p>All time on Saturday (weekend - midnight to midnight) (night - any weekday after 8pm and before 6am)</p> <p>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%</p> <p>All time on Sunday (midnight to midnight)</p> <p>Pay Band 1 double time Pay Band 2 time plus 88% Pay Band 3 time plus 74% Pay Band 4 - 9 time plus 60%</p>
Standby Allowance	Not applicable	Not applicable
Standby Callout	Not applicable	
Overtime	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>

Appendix A
Pay Policy Statement 2020/21

Public Holiday Enhancements	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.	Equivalent time off in lieu at plain time rates, in addition to the appropriate payment: All time on Public Holidays (midnight to midnight) Pay Band 1 double time Pay Band 2 88% Pay Band 3 74% Pay Band 4 - 9 60%
Remuneration on Recruitment		
Starting Salaries	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.	
Increases and Additions to Remuneration		
Cost of Living Pay Increases	The last cost of living pay increase agreed by the National Health Service Staff Council was awarded in 2017 (pay is currently static)	
Salary Protection	<p>NHS - Bournemouth & 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>	
Performance Related Pay		
Incremental/Scale Progression	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.	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.
Payments on Ceasing to Hold Office		
Notice Period	3 months notice (although a longer / shorter period can be mutually agreed)	Band 1 - 5 one months notice Band 6 + 3 months notice
Redundancy Provisions	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.	