

Blackpool Council

2 March 2018

To: Councillors Blackburn, Cain, Campbell, Galley, Jackson, Mrs Scott and I Taylor

The above members are requested to attend the:

CHIEF OFFICERS EMPLOYMENT COMMITTEE

Monday, 12 March 2018 at 4.30 pm
in Committee Room B, Town Hall, Blackpool, FY1 1AD

A G E N D A

1 DECLARATIONS OF INTEREST

Members are asked to declare any interests in the items under consideration and in doing so state:

(1) the type of interest concerned either a

- (a) personal interest
- (b) prejudicial interest
- (c) disclosable pecuniary interest (DPI)

and

(2) the nature of the interest concerned

If any member requires advice on declarations of interests, they are advised to contact the Head of Democratic Governance in advance of the meeting.

2 MINUTES OF LAST MEETING HELD ON 20 SEPTEMBER 2017 (Pages 1 - 2)

To agree the minutes of the last meeting held on 20 September 2017 as a true and correct record.

3 PAY POLICY STATEMENT 2018/ 2019 (Pages 3 - 18)

To consider the Council's proposed Pay Policy Statement and local election fees.

4 JNC COMMITTEE FOR CORONERS - CORONERS' CIRCULARS - 61 AND 62 - PAY GUIDANCE (Pages 19 - 28)

To consider the attached circulars in connection with the pay of the Senior Coroner for Blackpool and Fylde and the four Assistant Coroners.

Venue information:

First floor meeting room (lift available), accessible toilets (ground floor), no-smoking building.

Other information:

For queries regarding this agenda please contact Mark Towers, Director of Governance and Regulatory Services, Tel: (01253) 477127, e-mail: mark.towers@blackpool.gov.uk

Copies of agendas and minutes of Council and committee meetings are available on the Council's website at www.blackpool.gov.uk.

Public Document Pack Agenda Item 2

MINUTES OF CHIEF OFFICERS EMPLOYMENT COMMITTEE MEETING - WEDNESDAY, 20
SEPTEMBER 2017

Present:

Councillor Blackburn (in the Chair)

Councillors

Campbell	Jackson	I Taylor
Clapham	Smith	T Williams

In Attendance:

Mr N Jack, Chief Executive, Blackpool Council
Mrs L Dutton, Head of Organisation and Workforce Development, Blackpool Council
Miss Y Burnett, Senior Democratic Advisor, Blackpool Council

1 DECLARATIONS OF INTEREST

None.

2 MINUTES OF THE LAST MEETING HELD ON 25 JANUARY 2017

The Committee agreed that the minutes of the meeting held on 25 January 2017 to be signed by the Chairman as a correct record.

3 REVIEW OF CHIEF OFFICER POSTS

The Committee was advised that following the appointment of the new Director of Children's Services, it had been decided to wait and evaluate the impact of the appointment before reviewing the structure, in particular the need for a Deputy Director of Children's Services, the post for which was currently vacant. After a positive and successful three months, it was considered timely to move forward with this review.

Whilst undertaking the review, it was recognised that that there was insufficient corporate resource to support the delivery of the Council's priorities (the economy: maximising growth and opportunity across Blackpool and communities: creating stronger communities and increasing resilience) in a joined up approach and it was acknowledged that past performance had been in silos, particularly within Children's Services.

It was considered that the creation of the post of Director of Strategy and Delivery would provide an oversight with regard to the two Council's priorities to ensure they were effectively entwined. By changing, the Strategic Head of Growing Places position to a corporate level and with the inclusion of Housing and providing support to the Council's wholly owned Companies, the role would support an aligned strategic vision and provide the Chief Executive additional capacity to provide even greater support and focus to the current challenges within Children's Services. It was noted that the post would also lead on the Council's response to Brexit and associated rules and regulation changes.

**MINUTES OF CHIEF OFFICERS EMPLOYMENT COMMITTEE MEETING - WEDNESDAY, 20
SEPTEMBER 2017**

The Committee was advised that a wider partnership influence was needed and access to different funding streams including the Growth Deal, Lancashire Enterprise Partnership (LEP) etc, all of which the current Strategic Head of Growing Places was involved in and with whom he had developed effective working relationships and was considered a valuable asset to the Council.

It was noted that those additional duties would require the re-designation of the post to Director of Strategy and Delivery and a formal job evaluation process.

Resolved:

- 1) To agree the deletion of the post of Deputy Director of Children's Services.
- 2) To agree the creation of the post of Director of Strategy and Delivery as a Chief Officer post.
- 3) To agree that the Chief Executive, as Head of Paid Service, was authorised to offer Mr Antony Lockley (Strategic Head of Growing Places) the appointment to this post on a 'slot in' basis. This was in line with Council Policy and Procedures and within the Council's current allocated budgets.
- 4) To authorise the Chief Executive to determine the pay grade of the post following feedback from the HAY job evaluation.

Background papers: None

Chairman

(The meeting ended 3.45pm)

Any queries regarding these minutes, please contact:
Yvonne Burnett, Senior Democratic Services Advisor
Tel: (01253) 477034
E-mail: yvonne.burnett@blackpool.gov.uk

Report to:	CHIEF OFFICERS EMPLOYMENT COMMITTEE
Relevant Officer:	Linda Dutton, Head of Human Resources and Workforce Development
Relevant Cabinet Member:	Councillor Blackburn, Leader of the Council
Date of Meeting:	12 March 2018

PAY POLICY STATEMENT 2018/ 2019

1.0 Purpose of the report:

1.1 To consider the Council's proposed Pay Policy Statement and local election fees.

2.0 Recommendation(s):

2.1 To recommend Council to approve the proposed Pay Policy Statement, as attached at Appendix 3(a).

3.0 Reasons for recommendation(s):

3.1 The Council has a duty to agree a pay policy statement before 31 March each year.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

The Council has a duty to agree a pay policy statement and the proposed one is consistent with the guidance from the Department of Housing, Communities and Local Government.

4.0 Council Priority:

4.1 The relevant Council priorities are:

- "The economy: Maximising growth and opportunity across Blackpool"
- "Communities: Creating stronger communities and increasing resilience"

5.0 Background Information

5.1 The Council is required to produce a pay policy statement, which must be in place for the year 2018/ 2019 and have received full Council approval before the start of that financial year.

5.2 The statement must set out the Council's policy on:

- i. Chief Officer Remuneration (at recruitment, salary, bonus, performance related pay, charges, fees, allowances, benefits in kind, enhancement to pension at termination).
- ii. Remuneration of its lowest paid employees (elements as above), the definition used for this group and the reason for adopting that definition.
- iii. The relationship between Chief Officer remuneration and that of other staff. This however is a minimum requirement and Councils can do more if they so wish.

5.3 The guidance from the Department for Housing, Communities and Local Government has added that they expect the policy statement to cover:

- i. The opportunity for full Council to vote on senior officer remuneration packages with a value over £100,000 prior to an offer of appointment being made.
- ii. Policies should explain the planned relationship between Chief Officer remuneration and that of other staff and the ratio between the highest paid and median salary that the authority aims to achieve and maintain.
- iii. The value of the system of earn back pay with an element of their basic pay at risk each year to be earned back through meeting pre-agreed objectives.
- iv. Any decision that the Authority takes in relation to the award of severance to an individual Chief Officer.
- v. An explicit statement on whether or not they permit an individual to be in receipt of a pension in addition to receiving a salary.
- vi. Policies to deal with those who may have returned to the authority under a contract of service of any type having already received a severance or redundancy payment.

- 5.4 In addition to this guidance, it should be noted that the recommended practice for Local Authorities on data transparency states that the Council should disclose publicly:
- i. Employees salaries (that earn £50,000 and above). This includes disclosing their names, details of their remuneration, a list of responsibilities, for example, the services and functions they are responsible for, budget held and number of staff.
 - ii. An organisation chart.
 - iii. The pay multiple, which is the ratio between the highest paid salary and the median average salary of the whole authority's workforce.
- 5.5 The Government has proposed to establish a £95,000 cap on the total value of exit payments made to an individual in relation to their exit from public sector employment. Final confirmation as to how this will be applied/ implemented is still awaited and has therefore not been included in this Pay Policy.
- 5.6 The Government has published the Equality Act 2010 Specific Duties and Public Authorities) Regulations 2017 (the Regulations) which will implement the mandatory gender pay gap reporting requirement for public sector employers with 250 or more employees. The duty to report will commence from April 2018 and the information is therefore contained within this Pay Policy statement.
- 5.7 The Council meeting prior to an all-out local election is usually the time to agree the fees to be applied at that election, as part of the Pay Policy statement. The last time this occurred was in March 2015, with the election approximately 6 weeks later. However, in able to assist with planning and recruitment of election staff for 2019, a review has been undertaken a year early with this year's Pay Policy statement (which is the normal method of approval). The changes are indicated in red on attached Appendix 3 (b). The changes do not impact on the overall budget for election payments, with some minor increases and reductions and clarity over the Returning Officer's fee for multiple by elections.

Does the information submitted include any exempt information? No

List of Appendices:

Appendix 3 (a) - proposed Pay Policy Statement.
Appendix 3 (b) – proposed local election fees.

6.0 Legal considerations:

6.1 All legal duties concerned with this matter have been included in the Statement.

7.0 Human Resources considerations:

7.1 The Council's Pay Policy statement would cover Chief Officer Remuneration in various forms and also its relationship with that of other staff.

8.0 Equalities considerations:

8.1 The Council has gone through a pay review process and as part of that review, it has introduced two robust job evaluation schemes, which are designed to ensure fairness and equity in terms of pay. These schemes and the desire to ensure fairness and transparency around pay form the basis of the Council's Pay Policy Statement. The Council complies with the recommended practice for Local Authorities on data transparency already.

9.0 Financial considerations:

9.1 No changes to the Council's financial arrangements have been made as a result of the introduction of this statement.

10.0 Risk management considerations:

10.1 The most significant risks around pay relate to the increased costs of employment and balancing the need to pay an appropriate salary that will mean that the roles the Council needs to fill to discharge its duties as a Local Authority can be filled by skilled, appropriately qualified staff. To mitigate against the first risk the Council ensures that its budgets are managed effectively and to deal with the second risk, there is a policy to deal with market supplements if they can be objectively justified.

11.0 Ethical considerations:

11.1 The Council's values of accountability are important in this report in that the Council is stating its pay rationale.

12.0 Internal/ External Consultation undertaken:

12.1 Consultation has previously taken place with Trade Union Representatives on the policies referred to in the pay policy statement. Any new areas, which could be added to the statement, will be discussed with the Trade Union representatives.

13.0 Background papers:

13.1 None

Blackpool Council - Pay Policy Statement

Summary Statement

Blackpool Council is committed to paying all its employees appropriately and fairly using recognised job evaluation schemes that have been tested to ensure that they are free of gender and any other bias. The pay scales for employees at all levels are in the public domain and the Council complies with requirements to publish data on senior salaries and its entire pay scale in the interests of transparency.

In determining the pay and remuneration of all its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010; Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000; and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

As far as possible all Council policies that relate to employment benefits are universally applied unless there is a specific contractual or business reason why they should be limited to a certain group of employees.

Basic Pay

All employees including Chief Officers basic pay is based on job evaluation processes that use the NJC scheme for posts graded at G and below and the Hay scheme for posts graded H1 and above.

Both of these schemes have been tested to ensure that they are free from gender and any other bias and the use of these schemes has been agreed with the relevant recognised trade unions.

Job evaluation panels made up of trade union and management representatives sit on a regular basis to evaluate posts which in turn produces a score and a grade. At the cross over of the two schemes there is a protocol for assessing whether the post should be dealt with under the Hay or the NJC scheme. Periodically, the Council uses the services of experts in the two schemes to assist with the evaluation of posts, provide training for staff and monitor the appropriateness of the senior pay line relative to the market.

The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine, for example, through any agreed annual pay increases negotiated with joint trade unions.

Real Living Wage

As an accredited employer to the Living Wage Foundation and in order to support the lowest paid workers in the Council, the Real Living Wage supplement is applied for Council employees whose total hourly rate is currently less than £8.45. (£8.75 from 1st April 2018)

The normal job evaluation processes will continue to determine the grade of posts in the Council. This will not include employees in maintained schools, where pay is a matter for the relevant Governing Body.

Market Forces Supplements

Market forces supplements are only paid to employees including chief officers in exceptional circumstances and in accordance with the strict controls in the Council's Market Forces Policy. Any such payments are reviewed annually to ensure they remain valid.

Incremental Progression

Progression through the grade for permanent and temporary employees is only possible upon completion of satisfactory service and in line with the NJC Terms and Conditions as described in the Green Book. Chief Officers are required to demonstrate that they have achieved or exceeded their objectives in order to progress through the grade and a scheme is in place to monitor that.

New Appointments

Appointment to new posts are usually made at the bottom of the grade except in exceptional circumstances where the most suitable candidate can evidence that such an offer would not reasonably be acceptable to them and the Council is satisfied that market conditions require the appointment to take place at a higher point than the minimum.

All Chief Officer appointments are dealt with by the Chief Officers Employment Committee, using the normal recruitment procedures. Chief Officer posts with a remuneration package of more than £100,000 must be ratified by full Council.

Overtime and Additional Hours Payments and Premium Payments

In the absence of any agreement to the contrary, the following applies:

Contractual overtime and additional hours are paid in accordance with the NJC Terms and Conditions as described in the Green Book.

Non contractual, voluntary overtime and additional hours payments are paid in accordance with the Council's Pay Review Booklet.

To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration, e.g. honoraria, ex-gratia, 'acting up', relating to temporary additional duties are set out in the Council's Pay Review Booklet

Chief Officers are not paid overtime, additional hours payments or premium payments.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having being determined from time to time in accordance with collective bargaining machinery or through contractual changes.

Honoraria Payments

Subject to certain conditions, employees, with the exception of the Chief Executive and Chief Officers, who are temporarily required to undertake some or all of the duties of a higher graded post are eligible to be paid an honorarium. Details of the scheme can be found in the Council's Honoraria Procedure.

Bonus Payments and Earn Back Schemes

No employees, including Chief Officers in the Council are in receipt of bonus payments or subject to earn back schemes where employees give up some salary to earn it back upon completion of agreed targets.

Relationship between the Highest and the Lowest Paid

The Council is committed to paying employees based on the recognised job evaluation schemes detailed above. It is the application of these schemes that creates the salary differentials. Pay rates for each grade are published on the Council's website.

Relationship between the Highest Paid Employee and the Median Salary

The relationship between the highest paid employee and the median salary will be calculated on an annual basis and published on the Council's website alongside the information provided regarding senior managers salaries.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate, for example Epaycheck. In addition, upon the annual review of this statement, the Council will monitor any changes in the relevant 'pay multiples' and benchmark against other comparable local authorities.

Charges, Fees and Allowances

The Travelling, Subsistence and Related Expenses Policy apply to all employees including Chief Officers.

The reimbursement of professional fees for certain occupational groups is covered by the Personnel Code and applies to all relevant employees regardless of grade.

All other allowances paid to employees regardless of grade are detailed in the Council's Pay Review Booklet.

Chief Officers do not receive additional allowance payments.

Gender Pay Gap Information

In accordance with regulations introduced in 2017, the Council will publish gender pay gap information alongside all other pay policy related data on its website and update this on an annual basis.

Please see Annex 1 (below) for the information which will be published.

Pension

Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Lancashire Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The employer contribution rates are set by statute and are available from the Payroll Team.

Flexible Retirement

The Council's LGPS Employee Discretions Policy provides the ability for an employee to have their pension benefits released subject to the current policy and relevant approvals.

Electoral Fees

The Chief Executive is the Council's appointed Returning Officer and is personally (not corporately) liable for the management of elections and referendums. The fee payable to the Returning Officer for European, UK Parliamentary, Police and Crime Commissioner and any other election or referendum (when acting as Counting Officer) organised nationally is paid for from Central Government. The fee payable to the Returning Officer for an all-out local election, (which is held every four years) is the same as the fee set nationally for an equivalent election/ referendum, which is run on the local authority boundary.

For a local by-election the Returning Officer's fee is 10% of the fee for a full local election, with a higher applied should there be four or more by elections taking place at the same time, as set out in fees agreed by the Council. Other fees paid to employees appointed by the Returning Officer for a local election are paid by the Returning Officer, also against fees agreed by the Council.

Redundancy Payments, Severance Payments and Retirement

All employees including Chief Officers are entitled to redundancy payments and pension release in accordance with the Council's Redundancy and Retirement Procedure. Where the proposed severance payment, including salary paid in lieu, redundancy compensation, pension entitlement, holiday pay and any other fees or allowances paid to an employee, is more than £100,000, the decision will be ratified by full Council.

Termination Payments

In exceptional circumstances the Council may make a termination payment to an individual under a settlement agreement. Such agreements protect the Council where there is a risk of high financial impact and/or damage to the Council's business or reputation. Payments are authorised by the Chief Executive or his delegated Officers. In the event a settlement agreement involving the Chief Executive or a Chief Officer, where the payment exceeds £100,000, the decision would be made by the Council based on a recommendation from the Chief Officers Employment Committee.

Re-employment/Re-engagement of Former Employees

The Council has an obligation to ensure that it is managing public monies responsibly. It will not re-engage (into the same or a very similar role) ex-employees who have left their prime employment with the Council on the grounds of voluntary or compulsory redundancy, efficiency release or employer consent retirement (where there is a cost to the Council) for a period of 12 months with effect from the date of leaving. This does not cover those employees who access their pension via the Council's Flexible Retirement Scheme.

In addition any proposal to re-engage an ex-employee, who was Graded H3 or above (or equivalent salary) will require the agreement of the Chief Executive following consultation with relevant chief officers.

Scope

This Pay Policy Statement applies to all Council employees. Employees whose terms and conditions of employment have been retained following a TUPE transfer (Transfer of Undertakings Protection of Employment) and are subject to the TUPE Regulations may be excluded from this policy.

Review

The pay policy statement will be kept under review and developments considered in the light of external best practice and legislation. The Council will ensure the pay policy statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual pay policy statement will be submitted to Chief Officers Employment Committee and then full Council by 31st March of each year.

Gender Pay Gap Report - 2017

1.0 Introduction

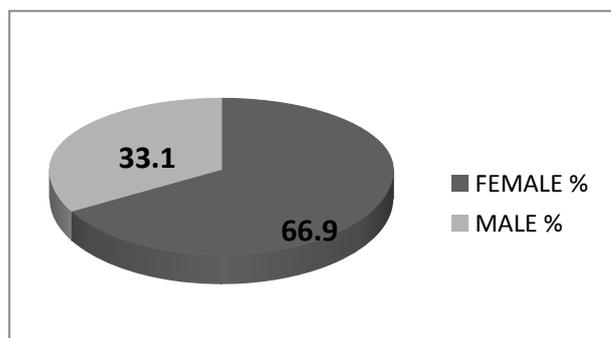
From April 2017, all organisations that employ over 250 employees are required to report annually their gender pay gap¹. The gender pay gap is defined as the differences in the average earnings of men and women over a standard period of time, regardless of their role seniority.

A positive pay gap indicates that men are paid more; **a negative pay gap** indicates that women are paid more

2.0 Context

Blackpool Council is a unitary authority which provides around 150 services to 142,000 Blackpool residents.

All Blackpool Council employees are remunerated according to set pay scales; posts are regularly reviewed and agreed by employee representatives through a formal job evaluation system. Our workforce is currently 2547 employees² of whom two thirds are female (66.9 %).



Blackpool Council is committed to eliminating discrimination and encouraging equality and diversity in our workforce.

This approach is endorsed in our Council Plan which includes an assurance of equality and fairness in respect of gender.

Our equality objectives aim to get more people to tell us they experience fair treatment by Council services; to make our workforce representative of our communities, with more people from diverse backgrounds involved in decision-making at every level; that equality and diversity is embedded in staff culture; and that we celebrate growing diversity and increase respect and understanding for all.

¹ Under the Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

² Head count excluding school based and those employee on a temporary contract of less than 1 year and casual employees

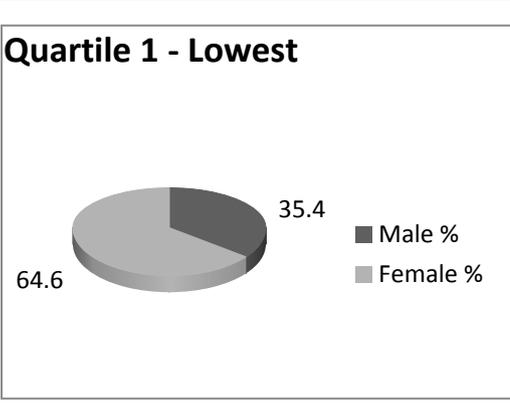
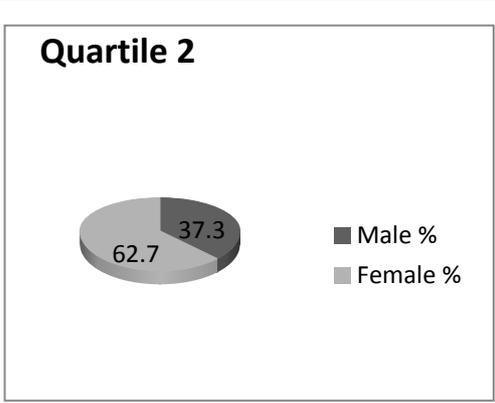
What are we required to report?

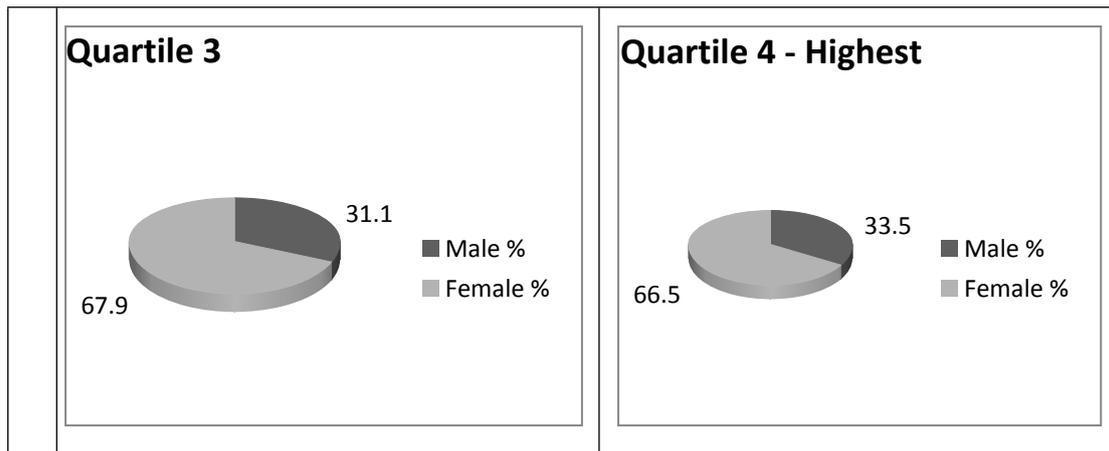
Mean gender pay gap	The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
Median gender pay gap	The difference between the median hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
Mean Bonus Gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
Median Bonus Gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
Quartile pay bands	The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

The overall gender pay gap is defined as the difference between the median (actual midpoint) or mean (average) basic annual earnings of men and women expressed as a percentage of the median or mean basic annual earnings of men.

3.0 Data

Blackpool's Gender Pay Gap - Based on a snap shot date of 31st March 2017.

1	Mean Pay Gap	0.71%												
2	Median Pay Gap	-6.03%												
3	Mean bonus gender pay gap	Blackpool Council does not operate any bonus scheme and therefore has no bonus gender pay gap.												
4	Median bonus gender pay gap													
5	Proportion of males /females receiving a bonus payment													
6	Proportion of males and females in each quartile pay band													
	<p>Quartile 1 - Lowest</p>  <table border="1"> <caption>Quartile 1 - Lowest</caption> <thead> <tr> <th>Gender</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Female %</td> <td>64.6</td> </tr> <tr> <td>Male %</td> <td>35.4</td> </tr> </tbody> </table>	Gender	Percentage	Female %	64.6	Male %	35.4	<p>Quartile 2</p>  <table border="1"> <caption>Quartile 2</caption> <thead> <tr> <th>Gender</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Female %</td> <td>62.7</td> </tr> <tr> <td>Male %</td> <td>37.3</td> </tr> </tbody> </table>	Gender	Percentage	Female %	62.7	Male %	37.3
Gender	Percentage													
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Male %	35.4													
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Female %	62.7													
Male %	37.3													



4.0 Findings

You will see that if you compare the Mean Gender Pay Gap data of **0.71 %** and the Median Gender Pay Gap **-6.03 %** to the national picture, it fares very favorably as the government states nationally GPG is over **18%**.

<https://www.gov.uk/government/news/uk-gender-pay-gap>

Although these figures are favourable for the Council, we are not complacent and will continue to monitor our performance, along with initiatives that we have in place which have contributed to these results such as:

- ✓ Actively supporting parents returning to work from maternity leave, shared parental leave or adoption leave by offering job share, career break or part time opportunities.
- ✓ Provision of job/career opportunities.
- ✓ Flexible working (Flexitime) in many locations.
- ✓ Voluntary Reduced Hours, Job Share and Career Break Schemes.
- ✓ Childcare Provision/Information.
- ✓ Compassionate/Special Leave arrangements.
- ✓ Introducing Development programmes for aspiring managers

5.0 Agreement

I confirm that Blackpool Council is committed to the principle of gender pay equality and has prepared its 2017 gender pay gap results in line with mandatory requirements.

Signed:

Neil Jack Chief Executive

Blackpool Council – Revised February 2018 Fees for Council elections and by-elections

A. Returning Officer's Fees

Fee for conducting the election and generally performing the duties required other than any duties for which separate fees are provided:

The fee payable to the Returning Officer for an all out local election (which is held every four years) is the same as the fee set for the last national election/referendum.

The fee payable to the Returning Officer for ad-hoc local ward by elections is in accordance with a percentage sliding scale as shown below, based on the fee set for the last national election/referendum:

1 – 3 ward by elections on same day	10%	unchanged The fee/s were previously at discretion of RO. These have never happened but in good governance terms these fees should be set by Council.
4 – 6 ward by elections on same day	20%	
7 – 10 ward by elections on same day	40%	
11 – 16 ward by elections on same day	80%	
17 – 21 ward by elections on same day	100%	

B. (i) Deputy Returning Officer's Fees (full powers)

Fee for conducting and generally performing the duties assigned by the Returning Officer, other than any duties for which separate fees are provided - 75% of Returning Officer fee.

(ii) Deputy Returning Officer's Fees (specific powers)

The Returning Officer has the discretion to determine the level of fees taking into account the responsibilities and time undertaken when performing these duties.

C. Polling Staff

The Returning Officer may vary these rates for a combined election/referendum, on the basis of fees set nationally.

	Fee	
Presiding Officer Rate of pay for polling day and attending compulsory training session	£230	Was previously two separate fees
Poll Clerk	£150	Was previously two separate fees

Note: SCP = Spinal Column Point and refers to the appropriate level on the Council's pay scales.

	Fee	
Rate of pay for polling day and attending compulsory training session		(slight increase to keep in line with national minimum wage and benchmark figures)
Polling Station Inspector Rate of pay for polling day and attending compulsory training sessions	£245	Were previously separate fees.

D. Issue and opening of postal votes

A 50% reduction will be applied for Council staff during normal working hours.

Postal Issue Supervisor	delete – no longer required	SCP-26
Postal Issuer	delete – no longer required	-SCP 14
Postal Vote Opening Room Supervisor	unchanged	SCP 33
Postal Vote Opening Team Member – assistant	reduced to be in line with count	SCP-18-SCP 17

E. Count

A 50% reduction will be applied for Council staff during normal working hours.

For any Count taking place outside of normal working hours the rate of pay is at time and a half.

Count Assistant	SCP-14 SCP 17	Was previously double time for first hour and then time and a half per hour. Slightly increased rate for count assistant but at time and a half for each hour.
Count Deputy Table Supervisor	SCP 26 unchanged	
Count Table Supervisor	SCP 33 unchanged	
Other count roles – at the discretion of the Returning Officer		

F. Other duties

A 50% reduction will be applied for Council staff during normal working hours.

Poll cards – preparation	unchanged	Own staff SCP rate up to a max of SCP 30.
Poll cards – delivery	unchanged	16p per card
For providing general clerical assistance / technical support	unchanged	Own staff SCP rate up to a max of SCP 30.

Note: SCP = Spinal Column Point and refers to the appropriate level on the Council's pay scales.

Providing/ delivering training (unless covered elsewhere) unchanged

SCP 26

(Should circumstances require, additional clerical payments may be made at the discretion of the Returning Officer)

G. Mileage / travel – unchanged

Mileage payments for all roles will be subject to individual claims and will be at the rate equivalent to the Council's lowest casual user rate if used car or actual and necessary cost.

H. Unsociable working hours – unchanged

Any work which may be undertaken during evenings and Saturdays will be paid at time and a half. Any work undertaken on Sundays and Bank Holidays will be paid at double time. (ie outside of the Council's normal core working hours).

Note: SCP = Spinal Column Point and refers to the appropriate level on the Council's pay scales.

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Report to:	CHIEF OFFICERS EMPLOYMENT COMMITTEE
Relevant Officer:	Mark Towers, Director of Governance and Partnerships
Relevant Cabinet Member	Councillor Simon Blackburn, Leader of the Council Councillor Graham Cain, Cabinet Secretary (Resilient Communities)
Date of Meeting:	12 March 2018

JNC COMMITTEE FOR CORONERS - CORONERS' CIRCULARS – 61 AND 62 – PAY GUIDANCE

1.0 Purpose of the report:

1.1 The purpose of this report is to consider the attached circulars in connection with the pay of the Senior Coroner for Blackpool and Fylde and the 4 Assistant Coroners. The Joint Negotiating Committee for Coroners agreed to undertake a job evaluation exercise to assess the roles set out in the Coroners and Justice Act 2009 and the attached circulars are the recommendations from that exercise. The Senior Coroner is not a Council employee but is appointed by the Council (following consultation with Lancashire County Council and subject to confirmation by the Chief Coroner for England and Wales) and the pay is historically directed by national recommendations.

2.0 Recommendation(s):

2.1 To agree that the Senior Coroner be appointed to the bottom of the pay range at £117,000 p.a. from 1 May 2018.

3.0 Reasons for recommendation(s):

3.1 To bring into effect the recommendations of the Joint Negotiating Committee for Coroners, as far as they apply to the Blackpool and Fylde coronial area.

3.4 Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.5 Is the recommendation in accordance with the Council's approved budget? Yes

4.0 Council Priority:

- 4.1 The Senior Coroner is independent of the Council and therefore does not directly affect either of the Council's priorities.

5.0 Background Information

- 5.1 The Coroners and Justice Act 2009 places the primary responsibility for coroner salaries with local authorities. Historically authorities have been content for the matter to be handled on their behalf at national level by the Joint Negotiating Committee (JNC) for Coroners which is made up of representatives of the Local Government Association and the Coroners' Society of England and Wales. Equally, Senior Coroners have also been content with this arrangement. This position has been in place for very many years as similar responsibilities were also contained in previous Acts. (The Coroners and Justice Act 2009 replaced the Coroners Act 1988 with effect from 25th July 2013).
- 5.2 In law the Council must agree any alteration in the Senior Coroner's salary with the post holder. (There is potentially a role for the Lord Chancellor, but the Act is clear that it is in the context of individual disagreement).
- 5.3 The role of the Senior Coroner changed significantly on the implementation of the Coroners and Justice Act 2009 in July 2013, resulting in an increased and more complex workload. In 2012, a Joint Working Group (LGA representatives and Coroner Society representatives) was set up to review the pay structure for Senior Coroners (with the Act being effective from July 2013).
- 5.4 The JNC for Coroners (and its associated Working Group) has broken down in recent years, with various remedies explored unsuccessfully to determine the pay for Senior Coroners. The Secretary of State for Justice was even asked to take responsibility for Senior Coroner salaries, but this was declined. Meetings between representatives of the LGA and the Coroners' Society recommenced and the two sides agreed to explore the option of using the HAY job evaluation scheme. As a consequence of the failure of the JNC process to lead any pay settlements, salaries have clearly drifted from the previously agreed national framework.
- 5.5 Mr Alan Wilson was appointed as part time Senior Coroner for Blackpool and Fylde (plus additional payments) by this committee on 21st May 2013, commencing in post on 10th June 2013 being made full time on 1 April 2014. He is currently on the pay band £90,000 to £94,999 and does not receive any out of hours call out payment. However, the Senior Coroner has not received a pay award of any kind since his appointment and the role itself has not been in receipt of a national pay award since 1st April 2009 due to the aforementioned review. (There is one other Senior Coroner in Lancashire and he originally covered the Preston and West Lancashire coronial area but that now has been expanded to include, East Lancashire and Blackburn with Darwen, Hyndburn, Ribble Valley and the remuneration for that post remains at £139,000 including a call out contingency).

- 5.6 Finally, on 2 November 2017, Coroner’s circular no. 61 was published which reported on the Joint Negotiating Committee for Coroners’ pay recommendations. It also for the first time covered the pay given to Assistant Coroners, who are individuals who cover for the Coroner in their absence or in times of peak workload. (There is also reference to pay for an Area Coroner but Blackpool does not have an Area Coroner). The JNC for Coroners had considered the outcome of the technical evaluation exercise and looked at a wide range of potential pay benchmark data and the two sides had reached agreement in principle on an approach, details of which are set out in circulars 61 and 62 (Appendix 4 (a) - attached).
- 5.7 The current daily rate for Assistant Coroners is £300 per day and it is proposed to increase this to the bottom of the range recommended in the attached circular to £375 per day for the 4 Assistant Coroner positions for Blackpool and Fylde from 1 May 2018. For the first time it is recommended that the Assistant Coroners be able to be part of the Local Government Pension scheme.

Does the information submitted include any exempt information?

No

List of Appendices:

Appendix 4 (a) – Coroner circulars 61 and 62.

6.0 Legal considerations:

6.1 As set out in the report.

7.0 Human Resources considerations:

7.1 The recommendations come from the JNC for Coroners which is an agreed body which makes recommendations to relevant Councils on pay for Senior Coroners. The review it undertook used the Hay Job evaluation scheme which is a nationally recognised scheme and one used by the Council for its Chief Officers.

8.0 Equalities considerations:

8.1 No equality impact assessment has been undertaken because this report concerns one individual.

9.0 Financial considerations:

9.1 As the review has been ongoing for a long period of time, money had been identified in contingencies which would be identified to cover the potential additional costs. As mentioned earlier in the report, Lancashire County Council also contribute 41% to the service and consequently to the additional pay for these new arrangements.

The lead officer for Coronial matters at Lancashire County Council has been consulted and is supportive of the proposed increase in overall costs. The additional costs for the Senior Coroner and the 4 Assistant Coroners (incl additional LGPS contributions) in a full financial year is £44,000 with 41% of this being paid by Lancashire County Council leaving a contribution for Blackpool Council of £25,960, which will be met from pre identified contingencies. The current arrangement of the Senior Coroner post not having a call out contingency will continue to apply.

10.0 Risk management considerations:

10.1 Failure to agree could result in a referral to the Lord Chancellor under the Act.

11.0 Consultation undertaken:

11.1 The contents of this report have been agreed with the Senior Coroner and the Lead Officer for coronial matters with Lancashire County Council who both support the recommendations.

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JOINT NEGOTIATING COMMITTEE FOR CORONERS

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**To: Chief Executives (London Boroughs, Metropolitan Districts, County Councils
and Unitary Councils in England and Wales)**

8 January 2018

CORONERS' CIRCULAR No 62

Dear Sir/Madam

Coroners' pay guidance

This guidance must be read in conjunction with JNC circular No. 61 (copy attached). This sets out the principles of the agreement reached and indicated that the JNC would produce guidance to assist local decision-making in respect of the approach to be taken in determining pay within the appropriate range. That guidance is now set out below.

The level of pay will be determined locally, in line with the complexity of the coroner area. This guidance is intended to provide assistance to councils on how the factors should be interpreted, without directing or being overly prescriptive. It aims to provide those whose responsibility it is to determine and decide on a local evidential basis, the appropriate level of pay. This joint guidance seeks to identify factors to consider in determining the complexity of a coroner's area in order to consider the appropriate pay point at a local level.

In making the assessment of the relevant pay level to be applied locally it should be on the basis that all the duties and responsibilities are being performed at full capability as outlined within the jointly agreed and adopted job descriptions (within the KFH report commissioned by the JNC). Councils are reminded that the pay framework does not cover non-statutory out of hours duties. The KFH report can be found at <https://www.local.gov.uk/our-support/workforce-and-hr-support/coroners> .

The factors should be considered holistically in order to arrive at a balanced overarching picture of an Area's complexity. It is not intended to be a simple numbers exercise.

In considering the factors below the assessment of the relative complexity of a coronial area should be considered in terms of the likelihood of the presence of these factors to require additional coronial intervention beyond that which would be normally expected and cannot be addressed solely through additional Assistant Coroner capacity. Similarly, the absence of such factors should be considered in

terms of a reduction in the likelihood of coronial intervention compared to that normally expected. In practical terms, the difference in the types of an institution present in an area are likely to provide for different demands upon the coronial service (e.g. local prison as compared to an open prison or a large acute hospital compared to a community hospital) and the overall assessment should be on the basis of the coronial area as a whole.

In considering all factors local knowledge/experience/risk will be a feature and should be evidence based. These factors include:

Factor	For consideration
Prisons and other institutions of state detention.	Are there any? Type of institution/s - where more vulnerable people are detained e.g. local prisons, young offenders institutions, female prisons and/or immigration detention centres. Number of institutions.
Mental Health Unit(s)	Are there any? Type of such units i.e. in-patients Number of units.
Hospitals with areas of specialism	Type of such hospitals e.g. tertiary hospital (tertiary characterised by offering specialised consultative care, usually on referral from primary or secondary medical care personnel, by specialists working in a centre that has personnel and facilities for special investigation and treatment.), hospitals with specialist units e.g. neurological, stroke, neo-natal units. Number of such hospitals.
Caseload	Caseload of the respective coroner It should be noted that it may be possible for a coroner (including a part-time coroner) to have a low but quite complex caseload e.g. due to a number of factors of complexity and that would need to be taken into account in determining the local pay point. Conversely, it may be possible for a coroner to have a high caseload of low complexity.

In addition to the above factors there may be an exceptional local factor that it is determined is appropriate to be taken into account e.g. a major transport hub such as an international airport or military port/hub. As with all other factors you will wish to be mindful of the number, type, and local evidence of risk/complexity.

Senior and Area Coroners

The factors set out above would apply to both Senior (full-time and part-time) and Area Coroners and we would anticipate them being placed at the same point within the appropriate range for the coronial area.

Part-time Senior Coroners

Part-time senior coroners must keep a note of time spent on coronial business including details of days worked, indicating time worked (half or full day), where and what work undertaken and they may be required to provide a "fee note" in this respect. How such a note would look in practice is a matter for local determination. How and when payment is made to part-time senior coroners is a matter for local determination. Earnings will be capped at the level of a full-time senior coroner in a similarly complex area.

Assistant Coroners

We would expect a broad correlation between the pay of a Senior Coroner and the daily rate determined for Assistant Coroners working within that same coroner area. Where the Senior Coroner role is paid at the mid-point or below then the mid-point of the Assistant's range should be a ceiling. Where the Senior Coroner role is paid above the mid-point then that same figure should be a floor. Assistant Coroners will be expected to operate across the complexity of the area/role as per the jointly agreed job description.

Other issues

Performance management - local authorities will be aware that at present, they are unable to formally performance manage coroners. This matter is outside of the remit of the JNC. However, it is believed that the Chief Coroner at some future stage will be providing guidance on performance management.

Next review - The JNC's pay ranges will next be reviewed in September 2018 with a view that any agreed changes would be implemented from 1st April 2019.

Yours faithfully

SIMON PANNELL
JENNIFER LEEMING

Joint Secretaries

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JOINT NEGOTIATING COMMITTEE FOR CORONERS

To: Chief Executives (London Boroughs, Metropolitan Districts, County Councils and Unitary Councils in England and Wales) (copy for Treasurer)

2 November 2017

CORONERS' CIRCULAR No 61

Dear Sir/Madam

Coroners' pay

We are writing to update you on our negotiations regarding the pay of coroners.

As you are aware the JNC for Coroners agreed to undertake a job evaluation (JE) exercise to assess the roles set out in the Coroners and Justice Act 2009.

We commissioned Korn Ferry Hay Group to undertake the job evaluation exercise to enable us to develop a grading arrangement based on broader criteria than the population based approach taken in the past. That exercise has created new model job profiles and has been able to take account of criteria relevant to both local authority and judicial contexts. It has also been the first opportunity to consider through the JNC pay recommendations with regard to Area and Assistant Coroners. Having considered the outcome of the technical evaluation exercise and looked at a wide range of potential pay benchmark data, the two sides have reached agreement in principle on an approach, details of which are set out below.

- Senior coroners - a range of £117,000 to £130,000. The salary includes statutory out of hours work as set out in legislative provisions. The current JNC 5.5% salary pension supplement will no longer apply.
- Part-Time senior coroners – a base salary of £20,000 and then a daily rate range of £440 to £500 with earnings capped at the level of a full-time senior coroner in a similarly complex area. The 5.5% pension allowance provision would fall as would the current provision in some authorities of 'county loadings' of at least 10% of salary. This would also see the abolition of long inquest payments. Legislation requires that all senior coroners are salaried which precludes falling back solely on a day rate for part-timers. A fixed salary will also cover the need for coroners to be available at all times even given they are notionally part-time. The proposed range of day rates is based on removing the suggested level of £20,000 from the senior coroner range and then dividing by 220 to achieve a range of daily rates which is transparent and equitable. The

salary includes statutory out of hours work as set out in legislative provisions.

- Area coroners – a range from £87,000 to £100,000. The JNC 5.5% pension allowance will not to be sought in addition (Area Coroners have not previously been covered by the JNC). The salary would include statutory out of hours responsibility to the extent that it applies to Area Coroners as set out in legislative provisions.
- Assistant coroners – daily rate from £375 to £454 with a ceiling/floor mid-point for less complex/highly complex areas. This approach takes account of the 2 levels within the single role that Korn Ferry Hay identified in its job evaluation exercise. The 5.5% pension allowance would not be sought in addition should access to the LGPS be provided to assistant coroners.

Joint guidance will be produced before the end of 2017 to assist local decision-making in respect of the above approach. Until that happens, no action is necessary.

Background information in relation to this work is contained in past circulars which can be found at the following link: <https://www.local.gov.uk/our-support/workforce-and-hr-support/coroners>

We are grateful to the technical advisers from local authorities who have worked with us on this exercise.

Yours faithfully

SIMON PANNELL
JENNIFER LEEMING

Joint Secretaries

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