

Blackpool Council

4 January 2019

To: Councillors Blackburn, Cain, Campbell, Clapham, I Taylor and T Williams

The above members are requested to attend the:

CHIEF OFFICERS EMPLOYMENT COMMITTEE

Monday, 14 January 2019 at 1.00 pm
in Committee Room B, Town Hall, Blackpool

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 THE LAST MEETING HELD ON 12 MARCH 2018 (Pages 1 - 4)

To agree the minutes of the last meeting held on 12 March 2018 as a true and correct record.

3 PAY POLICY STATEMENT 2019/ 2020 (Pages 5 - 18)

To consider the Council's Proposed Pay Policy Statement.

4 JNC COMMITTEE FOR CORONERS - CORONERS' CIRCULARS - 63 PAY GUIDANCE (Pages 19 - 24)

To consider the attached circular in connection with the pay of the Senior Coroner for Blackpool and Fylde.

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.

Agenda Item 2

MINUTES OF CHIEF OFFICERS EMPLOYMENT COMMITTEE MEETING - MONDAY, 12 MARCH 2018

Present:

Councillor Blackburn (in the Chair)

Councillors

Galley	Smith	I Taylor
Jackson	Stansfield	

In Attendance:

Mrs Linda Dutton, Head of Organisation and Workforce Development

Mr Neil Jack, Chief Executive

Mr Mark Towers, Director of Governance and Partnerships

Mr Chris Williams, Democratic Services Adviser (Minutes)

1 DECLARATIONS OF INTEREST

Councillor Blackburn declared a personal interest in relation to Item 4 on the agenda, the nature of which was his membership of the National Joint Council.

2 MINUTES OF LAST MEETING HELD ON 20 SEPTEMBER 2017

The Committee agreed that the minutes of the meeting held on 20 September 2017 be signed by the Chairman as a correct record.

3 PAY POLICY STATEMENT 2018/ 2019

Mrs Linda Dutton, Head of Human Resources and Workforce Development, explained to the Committee that the Council had a duty to agree a pay policy statement before 31 March each year, one which was consistent with the guidance from the Department of Housing, Communities and Local Government.

Members noted that the statement set out the Council's policy on: Chief Officer remuneration, remuneration of its lowest paid employees, the definition used for this group, the reason for adopting that definition and relationship between Chief Officer Remuneration and that of other staff.

In addition to this guidance, Mrs Dutton suggested that it was good practice for Local Authorities in the interest of data transparency to disclose publicly: Employee's salaries (that earn £50,000 and above), an organisational chart, and the pay multiple, or ratio between the highest paid salary and the median average salary of the whole authority's workforce. Also reported was the fact that the imposition of a £95,000 cap on redundancy payments was under review.

The Committee discussed the report and in particular the section on gender equality in relation to pay scales. Mr Jack suggested that levels of pay within the Local Authority compared favourably to those in other authority areas and that Blackpool Council aimed to continue to ensure consistent male and female representation and remuneration.

**MINUTES OF CHIEF OFFICERS EMPLOYMENT COMMITTEE MEETING - MONDAY, 12
MARCH 2018**

Following a question from Cllr Galley regarding government guidance on equality and pay, Mrs Dutton responded that she was unaware of the existence of any such guidance but expected that if significant discrepancies existed in any given authorities workforce, then the Government would likely seek evidence of a plan or specific measures designed to address the issue. Mrs Dutton advised that Blackpool Council already had measures in place to ensure greater equality, for example, applications were actively encouraged from both sexes and the offer of flexible working arrangements was extended wherever possible to all employees.

It was reported that Blackpool Transport Company, as the largest of the Council owned companies would be expected to publish information about its workforce and the gender of employees in various roles and their salaries.

Resolved:

To recommend Council to approve the proposed Pay Policy Statement as outlined in the report.

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

Mr Towers, Director of Governance and Partnerships explained that the purpose of this report was to consider the pay of the Senior Coroner for Blackpool and Fylde and the four Assistant Coroners to bring into effect the recommendations of the Joint Negotiating Committee for Coroners, as far as they applied to the Blackpool and Fylde coronial area.

The Joint Negotiating Committee for Coroners had agreed to undertake a job evaluation exercise to assess the roles set out in the Coroners and Justice Act 2009 and the Senior Coroner's pay had been historically directed by national recommendations.

The Committee was advised that the current daily rate for Assistant Coroners was £300 per day and it was proposed to increase this to the bottom of the range recommended as £375 per day for the four Assistant Coroner positions for Blackpool and Fylde from 1 May 2018. For the first time it was also recommended that Assistant Coroners be able to be part of the Local Government Pension scheme.

Following a question about Coroner pension contributions, Mr Towers responded that these would also have to be taken into account and formed part of the payments the Local Authority was obligated to make.

Resolved:

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

**MINUTES OF CHIEF OFFICERS EMPLOYMENT COMMITTEE MEETING - MONDAY, 12
MARCH 2018**

Chairman

(The meeting ended at 4.49 pm)

Any queries regarding these minutes, please contact:
Mark Towers Director of Governance and Regulatory Services
Tel: (01253) 477127
E-mail: mark.towers@blackpool.gov.uk

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Report to:	CHIEF OFFICERS EMPLOYMENT COMMITTEE
Relevant Officer:	Linda Dutton, Head of Human Resources and Workforce Development
Relevant Cabinet Member:	Councillor Simon Blackburn, Leader of the Council
Date of Meeting:	14 January 2019

PAY POLICY STATEMENT 2019/ 2020

1.0 Purpose of the report:

1.1 To consider the Council's Proposed Pay Policy Statement.

2.0 Recommendation(s):

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

3.0 Reasons for recommendation(s):

3.1 The Council has a duty to agree a pay policy statement before 31 March each year. The statement attached at Appendix 3a meets the statutory requirements outlined in paragraph 5.2 of this report and the expectations of the guidance from the Ministry for Housing, Communities and Local Government outlined in paragraph 5.3 of this report. The statement also includes the required gender pay reporting outlined in paragraph 5.5 of the report.

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 Communities and Local Government.

4.0 Council Priority:

4.1 The relevant Council priorities are both:

- “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 2019/2020 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 Ministry of 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 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 values 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 Mandatory gender pay gap reporting for public sector employers with 250 or more employees commenced from April 2018 and the required information is therefore now contained within this Pay Policy.

5.6 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.

5.7 The draft Pay Policy Statement for 2018/ 2019 has been considered by the Corporate Leadership Team on 18 December 2018. Following approval by the Committee the Pay Policy Statement will be submitted to full Council on 30 January 2019 for final approval.

5.8 Does the information submitted include any exempt information? No

5.9 **List of Appendices:**

Appendix 3a – Proposed Pay Policy Statement including gender pay gap reporting.

6.0 **Legal considerations:**

6.1 All legal duties have been complied with.

7.0 Human Resources considerations:

7.1 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.

8.0 Equalities considerations:

8.1 All equalities duties have been complied with.

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 desire to ensure fairness and transparency around pay form the basis of the Council's Pay Policy Statement.

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 continue to 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.

Foundation 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 £8.75. (£9 from 1st April 2019)

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 Officer Employment Committee, using the normal recruitment procedures. Posts with a starting salary 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 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 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 Appendix for the information which will be published.

Pension

Where employees are contractually enrolled to 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.

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 organised nationally is set and paid for from Central Government. The fee payable to the Returning Officer for a 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 package 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.

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Gender Pay Gap Report - 2019

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.

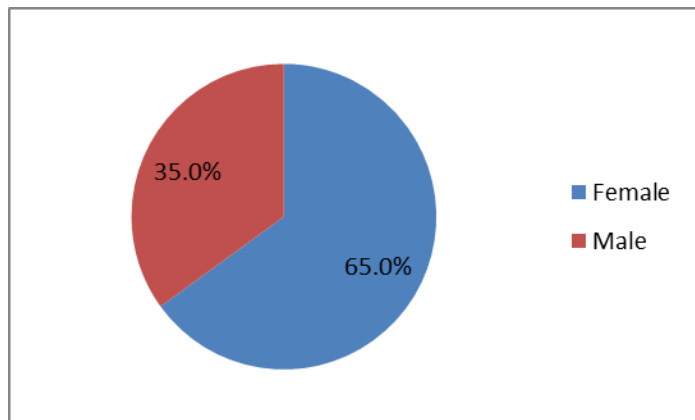
This is therefore the second year gender pay gap data has been reported.

A positive pay gap indicates that men are paid on average a greater hourly rate; **a negative pay gap** indicates that women are paid on average a greater hourly rate.

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 2797 employees² of whom two thirds are female (65%).



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.

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

² Number of those employees in scope of the Gender pay gap.

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.

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 2018.

1	Mean Pay Gap	-1.0 %
2	Median Pay Gap	-5.8 %
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	

4.0 Findings

You will see that if you compare the Mean Gender Pay Gap data of **-1.0 %** and the Median Gender Pay Gap **-5.8 %** to the national picture, it fares very favorably as the median pay gap among all companies that have reported is **9.7%**.

<https://www.bbc.co.uk/news/business-43632763>

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:

Family friendly

- ✓ 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.

Learning and Development

- ✓ Annual and interim appraisals for all staff to allow the opportunity to discuss key work objectives and learning and development needs.
- ✓ 360 degree feedback process for managers
- ✓ Development of Coaching and mentoring programmes
- ✓ Annual staff conference and awards ceremony

Leadership

- ✓ Maintaining a Strategic Equality and Diversity Manager who is a member of the Senior Leadership Team.
- ✓ Introducing Development programmes for aspiring managers
- ✓ Audit undertaken to review resilience and governance given continuing staff reductions
- ✓ Introduction of a Leadership Charter

Recruitment and retention

- ✓ Establishment of an applicant tracking system for recruitment which provides data on equality of the process.
- ✓ The use of both structured and unstructured interviews in the recruitment processes
- ✓ The use of occupational testing where relevant to assist in decision making.
- ✓ Establishment and maintenance of a job evaluation system using nationally recognised NJC and Hays schemes.
- ✓ Salary Scales clearly showing incremental progression and related criteria.
- ✓ Introduction of the Foundation living wage

5.0 Agreement

I confirm that Blackpool Council is committed to the principle of gender pay equality and has prepared its 2019 gender pay gap results in line with mandatory requirements.

Signed:



Neil Jack Chief Executive

Publication Date : 1st March 2019

Report to:	CHIEF OFFICERS EMPLOYMENT COMMITTEE
Relevant Officer:	Mark Towers, Director of Governance and Partnerships
Relevant Cabinet Member	Councillor Graham Cain, Cabinet Secretary (Resilient Communities)
Date of Meeting:	14 January 2019

JNC COMMITTEE FOR CORONERS - CORONERS' CIRCULARS – 63 – PAY GUIDANCE

1.0 Purpose of the report:

1.1 The purpose of this report is to consider the attached circular in connection with the pay of the Senior Coroner for Blackpool and Fylde.

2.0 Recommendation(s):

2.1 To agree to apply a 2.0% uplift on ranges and rates as set out in Appendix 4(a) with effect from 1 April 2019 and 1 April 2020 respectively.

2.2 To agree that future annual uplifts are in accordance with those as recommended by the Joint Negotiating Committee for Coroners, in the same way that local government employees and Chief Officers' increases are with their negotiating body.

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 this report does not directly affect either of the Council's priorities.

5.0 Background Information

- 5.1 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 recommendations following this exercise, were reviewed by this Committee at its meeting on 12 March 2018.
- 5.2 It had been recommended by the Joint Negotiating Committee for Coroners that the level of pay would be determined locally, in line with the complexity of the coroner area and after considering the guidance, the Chief Officers Employment Committee had agreed that the Senior Coroner be appointed to the bottom of the pay range at £117,000 per annum from 1 May 2018. The Committee had also noted that the daily rate for the four Assistant Coroners would be increased to £375 per day, effective from 1 May 2018.
- 5.3 Contained within the same Coroners' circular (No 62) were details that the next review of the JNC pay ranges would be undertaken in September 2018, with any agreed changes would be implemented from 1 April 2019. The review has now been completed and the JNC agreed to apply a 2.0% uplift on ranges and rates with effect from 1 April 2019 and 1 April 2020 respectively. This uplift is the same as that to be applied to local government employees and chief officers. This would also apply to the four Assistant Coroners' positions.
- 5.4 As the process now mirrors that for local government employees and chief officers, it is recommended that such annual uplifts be automatically implemented following the decision of the JNC. Should there be any further reviews about the level of payment for the role (other than annual uplifts) then these would come back to this committee for consideration.
- 5.5 Does the information submitted include any exempt information? **No**

5.6 List of Appendices:

Appendix 4(a) – Coroners' circular 63

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 originally used the Hay Job evaluation scheme which is a nationally recognised scheme and one used by the Council for its senior managers and 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 Provision for an annual increase on the basis recommended has been made in the revenue budget for the service. Lancashire County Council also contribute 41% to the overall service and consequently to any additional pay.

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.

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Management Side Secretary, Simon Pannell
 Local Government Association
 18 Smith Square,
 London, SW1P 3HZ
Coroners.queries@local.gov.uk

JOINT NEGOTIATING COMMITTEE FOR CORONERS

Officers' Side Secretary, Jennifer Leeming
 HM Coroner Manchester West, Paderborn House,
 Civic Centre, Howell Croft North, Bolton, Lancashire BL1
 1JW jennifer.leeming@bolton.gov.uk

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

30 November 2018

CORONERS' CIRCULAR No 63

Dear Sir/Madam

Coroners' pay agreement 2018/2020

You will be aware that JNC Circular 62 indicated that pay ranges would be reviewed in autumn 2018 with a view that any agreed changes would be implemented from 1st April 2019.

That review has now taken place and the JNC has reached the following agreement to apply a 2.0% uplift on ranges and rates with effect from 1st April 2019 and 1st April 2020 respectively.

Senior coroner	1st April 2019	1st April 2020
Range	£119,340 to £132,600	£121,727 to £135,252

Part-time senior coroner	1st April 2019	1st April 2020
Base salary	£20,400	£20,808
Daily rate	£449 to £510	£458 to £520

Area coroner	1st April 2019	1st April 2020
Range	£88,740 to £102,000	£90,515 to £104,040

Assistant coroner	1st April 2019	1st April 2020
Daily rate	£383 to £463	£391 to £472

Salaries and Day rates

With effect from 1 April 2019, local salaries and day rates for individuals will be increased by 2.0% apart from where a different review date has been agreed for 2019/20 as part of the local implementation of the JNC framework.

However, for 2020/21 all local salaries and day rates for individuals should be increased by 2.0% on 1st April 2020.

Yours faithfully

SIMON PANNELL
JENNIFER LEEMING
 Joint Secretaries

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