



C O U N C I L S U M M O N S

To all Members of Council

You are hereby summoned to attend a

SPECIAL MEETING OF THE COUNCIL

to be held at 3.30 pm on

THURSDAY 10 March 2016

in the

COUNCIL CHAMBER - PORT TALBOT CIVIC CENTRE

Prayers will be said by the Mayor's Chaplain prior to the commencement of the meeting.

--- A G E N D A ---

1. *Mayor's Announcements.*
2. *To receive any declarations of interest from Members.*
3. *Report of the Director of Finance and Corporate Service re: Budget Requirement 2016/17 (Pages 3 - 12)*
4. *Report of the Director of Finance and Corporate Services re: Treasury Management Strategy, Annual Investment Strategy and Minimum Revenue Provision Policy (Pages 13 - 40)*
5. *Report of the Director of Finance and Corporate Services re: Council Tax 2016/17 (Pages 41 - 52)*

6. *Report of the Head of Human Resources re: Pay Policy Statement 2016 / 2017 (Pages 53 - 118)*
7. *To receive any questions from Members, with Notice, under Rule 9.2 of the Council's Procedure Rules.*
8. *Any urgent items (whether public or exempt) at the discretion of the Mayor pursuant to Section 100B (4) (b) of the Local Government Act 1972.*

Sh P.

Chief Executive

**Civic Centre
Port Talbot**

Thursday, 3 March 2016

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

10 MARCH 2016

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

BUDGET REQUIREMENT 2016-17

Purpose of Report

- 1 Following receipt of the Final Local Government Settlement information from the Welsh Government on 2nd March 2016 this report updates the 2016-17 Budget Position approved by Council on the 3rd February 2016.
- 2 This Report seeks Cabinet approval to finalise and commend to Council the Neath Port Talbot County Borough Council Budget and Council Tax for 2016-17.

Background

- 3 Due to the UK Government's late announcement of its Comprehensive Spending Review on 25th November 2015 and consequently the Welsh Government's (WG) later than usual Draft Local Government Settlement on 9th December 2015, this Council agreed to set its Revenue Net Budget at its meeting of 3rd February 2016 and finalise its Budget Requirement arising from any Final Settlement amendments to today's meeting.

Final Local Government Settlement 2016-17

- 4 The Welsh Government published its Final Local Government Settlement for Revenue and Capital Funding on 2nd March 2016 and confirmed that the Welsh Assembly is due to debate the Final Settlement on the 9th March 2016.

- 5 The Settlement provides updated information in relation to the amount of funding being provided for the Council's Revenue and Capital Budgets together with the All Wales amount available for each Specific Grant.

Revenue Settlement

- 6 The Provisional Settlement provided Councils with funding of £4.099bn, which was a cut of 1.4% on 2015-16. The Final Announcement provides Local Authorities with £4.101bn, a cut of 1.3%, following an additional provision of £2.499m as compared to the Provisional Settlement. The increase has been made available as a top up grant to those Local Authorities that faced the largest cut in funding. Whilst the average Provisional Settlement showed a cut of 1.4% three Local Authorities namely Powys, Ceredigion and Monmouth faced reductions of more than 3%. The Final Settlement provides protection to these 3 Councils so that their funding cut is limited to 3%. The additional funding has been made available from WG Resources.
- 7 The Final Settlement has also seen some minor redistribution of funds between Councils due to a correction of an error identified since the Provisional Settlement. This has resulted in a minor increase in Grant funding for this Council of £8.5k to £205.575m. It is proposed to add this sum to the Council's Contingency Budget of £1.325m thus increasing it to £1.334m.
- 8 As a result of the Final Settlement the Council can now confirm its Budget Requirement and Council Tax requirement to pay for Council Services. Attached at Appendix 1 is the Final Revenue Budget Summary Statement for approval at today's meeting. As mentioned above the only change refers to the additional £8.5k funding received as part of the Final Settlement. Members will note that the Budget Requirement for 2016-17 amounts to £270.896m.
- 9 As set out in the report approved by Council on 3rd February 2016 the 2016-17 Budget required a Council Tax Yield of £65.530m to set a balanced Budget. This was based on the council tax base of 46,538.38 and a Council Tax of £1,408.09 per Band D equivalent property. This represents an increase of 2.9% over the current year. This report confirms the requirement for this level of Council Tax to set a Balanced Budget.

- 10 The following table summarises the Council's Budget Requirement and Funding thereof for 2016-17

	£
Directorate Controlled Expenditure	226,439,000
Other Expenditure	44,457,000
BUDGET REQUIREMENT	270,896,000
Funded By:	
Revenue Support Grant	163,137,243
National Non Domestic Rates	42,437,972
Less Discretionary Rates Relief	-209,442
Council Tax	65,530,227
Total Income	270,896,000

Capital Funding

- 11 The Final Settlement confirms that the Welsh Government will provide capital funding of £142.837m, the same as the Provisional announcement, made available through capital grants of £54.037m and Supported Borrowing of £88.8m (see Appendix 2). The Neath Port Talbot Council share amounts to £7.061m, of which grant is £2.671m and supported borrowing totals £4.39m. This is £2k more than announced in the Provisional Settlement. This small variation will be taken account of as part of the in-year Capital Programme Monitoring.

Specific Grants

- 12 Attached at Appendix 3 is the updated schedule of Specific Grants. The schedule shows the Total Grants announced for the whole of Wales amount to £768.525m (£485.376m at Provisional announcement). Members will note that the Outcome Agreement Grant of £31.1m has now been transferred into the settlement and this means there is a reduction of £37.3m in those grants quantum already announced. There is one major grant announcement still outstanding relating to Concessionary Fares which has £60.5m available in the current year. The Council is still awaiting confirmation of the actual amounts to be received next year from many of these grant areas.

Welsh Government Debate on Final Local Government Settlement 2016-17

13. The Welsh Government will debate its Final Budget on the 8th March 2016 and the Final Local Government Settlement on the 9th March 2016. Should any changes arise from these debates that impact on this report and recommendations these will be brought to members attention at the meeting.

Consultation

There is no requirement for external consultation on this report. Consultation on the Council's overall Budget for 2016-17 was carried out from the 30th September 2015 to early January 2016. Specific consultation has also been undertaken on various service proposals.

Financial Impact

All financial impacts are detailed within the body of the report.

Equality impact assessment

There is no requirement for an equality impact assessment for this report.

Workforce impacts

There are no workforce impacts resulting from this report.

Legal impacts

The report deals with the Council's legal requirements to set a balanced budget and its council tax.

Risk management

Section 151 Officer Responsibility and Risk Management issues were set out in section 13 of the Budget 2016-17 Report approved by Council on 3rd February 2016. There are no new risks arising from this report.

Recommendations

It is recommended that Cabinet commends to Council (subject to no changes arising from the Welsh Assembly Budget debates mentioned in Paragraph 13):

- That the additional revenue settlement funding of £8.5k should be added to the previously approved contingency budget.
- That the 2016-17 Council's Budget Requirement be £270,896,000
- That the Neath Port Talbot County Borough Council's Council Tax element for 2016-17 should be £1,408.09 per Band D Property.

Reasons for proposed decisions

To fulfil the statutory requirement to determine the budget for 2016-17.

Implementation of decision

The decisions are proposed for implementation immediately after consideration and determination by Council.

Appendices

Appendix 1 – WG Final Settlement Revenue Funding 2016-17

Appendix 2 – WG Final Settlement Capital Funding 2016-17

Appendix 3 – List of WG Specific Grants 2015-16 and 2016-17

List of Background Papers

Revenue Budget 2016-17 and Capital Programme 2016-19 Reports as approved by Council on 3rd February 2016

Welsh Government Final Settlement Announcement published 2nd March 2016

Considerations from Welsh Assembly Budget debates (to be reported at the meeting).

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WELSH LOCAL GOVERNMENT SETTLEMENT 2016-17

Final Settlement Revenue Funding

Table 1a: Change in Aggregate External Finance (AEF), adjusted for transfers, by Unitary Authority

<i>£000s</i>				
Unitary authority	2015-16 final AEF*	2016-17 final AEF plus top-up	% change	Rank
Isle of Anglesey	93,841	91,928	-2.0%	17
Gwynedd	169,847	166,951	-1.7%	15
Conwy	152,740	149,421	-2.2%	18
Denbighshire	141,294	139,608	-1.2%	10
Flintshire	187,535	184,750	-1.5%	12
Wrexham	172,036	169,768	-1.3%	11
Powys	175,692	170,421	-3.0%	21
Ceredigion	100,010	97,010	-3.0%	20
Pembrokeshire	161,375	156,894	-2.8%	19
Carmarthenshire	254,306	251,686	-1.0%	8
Swansea	310,525	307,767	-0.9%	5
Neath Port Talbot	206,637	205,575	-0.5%	2
Bridgend	189,561	187,515	-1.1%	9
The Vale Of Glamorgan	153,530	150,448	-2.0%	16
Rhondda Cynon Taf	357,009	353,775	-0.9%	6
Merthyr Tydfil	89,848	89,189	-0.7%	4
Caerphilly	265,723	263,301	-0.9%	7
Blaenau Gwent	110,959	109,252	-1.5%	13
Torfaen	131,538	129,299	-1.7%	14
Monmouthshire	94,379	91,548	-3.0%	22
Newport	210,565	209,142	-0.7%	3
Cardiff	426,860	426,303	-0.1%	1
Total Unitary Authorities	4,155,809	4,101,551	-1.3%	

WELSH LOCAL GOVERNMENT SETTLEMENT 2016-17

Final Settlement Capital Funding

Table 2a: Breakdown of General Capital Funding (GCF), by Unitary Authority, 2016-17

<i>£000s</i>			
Unitary authority	General Capital Funding 2016-17 (1)	General Capital Grant (2)	Unhypothecated Supported Borrowing (3)=(1)-(2)
Isle of Anglesey	3,532	1,336	2,196
Gwynedd	6,652	2,516	4,136
Conwy	5,497	2,080	3,417
Denbighshire	4,871	1,843	3,028
Flintshire	6,728	2,545	4,183
Wrexham	5,661	2,142	3,519
Powys	7,491	2,834	4,657
Ceredigion	4,694	1,776	2,918
Pembrokeshire	6,065	2,294	3,771
Carmarthenshire	9,409	3,559	5,850
Swansea	10,246	3,876	6,370
Neath Port Talbot	7,061	2,671	4,390
Bridgend	6,296	2,382	3,914
The Vale Of Glamorgan	5,421	2,051	3,370
Rhondda Cynon Taf	11,164	4,223	6,941
Merthyr Tydfil	2,622	992	1,630
Caerphilly	8,027	3,037	4,990
Blaenau Gwent	3,198	1,210	1,988
Torfaen	4,325	1,636	2,689
Monmouthshire	3,861	1,461	2,400
Newport	6,520	2,467	4,053
Cardiff	13,496	5,106	8,390
Total Unitary Authorities	142,837	54,037	88,800

WELSH LOCAL GOVERNMENT SETTLEMENT 2016-17

Final

Table 9: List and estimated total amounts of Grants for Wales

Existing Grant name	£m		Change
	2015-16	2016-17	
Communities and Tackling Poverty			
Supporting People ⁵	123.688	124.400	0.712
Flying Start Revenue Grant ⁵	77.401	76.051	-1.350
Families First ⁵	43.422	38.352	-5.070
Communities First (Clusters)	27.540	27.540	0.000
Cardiff Bay Legacy Funding	6.253	6.146	-0.107
Communities LIFT ¹	0.947	0.980	0.033
Community Cohesion Grant ³	0.360	0.360	0.000
Town Centre Partnerships	0.422	0.220	-0.202
Remploy ESG	0.213	0.115	-0.098
Communities First Pupil Deprivation Grant ²	1.601	0.000	-1.601
Economy, Science and Transport			
Bus Services Support Grant	25.000	25.000	0.000
Young Persons Discounted Bus Travel Scheme/Youth Concess. Fares	5.000	9.750	4.750
Bus Revenue Support (Traws Cymru)	1.500	2.187	0.687
Road Safety Grant ⁵	2.000	2.000	0.000
CyMAL	1.693	1.254	-0.439
Youth Entrepreneurship in FHE ^{1 3}	0.926	0.819	-0.107
Bus Revenue Support	0.550	0.413	-0.137
SBRI Innovation Catalyst Programme - Local Authorities	0.600	0.200	-0.400
Wales Transport Entitlement Card	0.200	0.200	0.000
Travel Plan Co-ordinators	0.125	0.125	0.000
NDR Retail Relief Scheme ^{2 5}	17.674	0.000	-17.674
NDR Open for Business Scheme ^{1 2}	0.250	0.000	-0.250
Concessionary Fares Scheme ⁵	60.500	N/A	N/A
New Developments	0.395	N/A	N/A
Education and Skills			
Education Improvement Grant for Schools ³	142.594	134.000	-8.594
Post-16 Provision in Schools ⁵	104.544	101.074	-3.470
Pupil Deprivation Grant ³	81.457	89.246	7.789
Schools Challenge Cymru ^{1 3}	15.600	15.000	-0.600
Adult Community Learning ⁵	3.737	3.811	0.074
Youth Work Strategy Support Grant ⁵	2.756	2.756	0.000
Out of School Childcare Grant ⁵	2.300	2.300	0.000
School Uniform Grant ⁵	0.742	0.742	0.000
International Education Programme ¹	0.665	0.665	0.000
Welsh Language Promotion & Facilitation (LA Element) ¹	0.375	0.401	0.026
Development of the Seren Network ^{1 3}	0.300	0.100	-0.200
Business Improvement Districts	0.203	0.045	-0.158
Mentoring & Networking Support for Head Teachers ^{1 3}	0.093	0.033	-0.060
Learning In Digital Wales ^{2 3}	0.250	0.000	-0.250

Appendix 3

Existing Grant name	2015-16	2016-17	Change
First World War Commemoration ^{1 5}	0.214	N/A	N/A
Finance and Government Business			
Heads of the Valley & Bridgend Effect Project ^{1 2}	0.219	0.000	-0.219
Health and Social Services			
Substance Misuse Action Fund ³	22.663	22.663	0.000
Social Care Workforce Development Programme ⁵	7.149	7.149	0.000
Delivering Transformation Grant ³	2.770	2.830	0.060
Deprivation of Liberty Safeguard ^{1 3 5}	0.200	0.230	0.030
Natural Resources			
Single Environment Grant ⁵	67.310	64.320	-2.990
Animal Health & Welfare Framework ^{1 2}	0.500	0.000	-0.500
Ceredigion Oil Buying Syndicate ²	0.059	0.000	-0.059
Private Water Supply Risk Assessment ^{1 2}	0.004	0.000	-0.004
Public Services			
Youth Crime Prevention Fund	4.900	4.420	-0.480
Domestic Abuse Service Grant - CORE	1.244	0.608	-0.636
Armed Forces Day Funding	0.020	0.020	0.000
Local Service Board Development Grant (LSB) ^{2 5}	0.669	0.000	-0.669
Regional Collaboration Fund ^{2 3}	5.174	0.000	-5.174
Successor Outcome Agreement Grant ^{2 4 5}	31.100	0.000	-31.100
All Grants	898.071	768.525	129.546
All Grants (excluding NA)	836.962	768.525	-68.437

Note: The information shown above details the grants where the amount that Total Wales will receive in 2015-16 and estimated amounts for 2016-17 are known. It is important to note that amounts for future years are indicative at this stage and are liable to change.

Formal notification of grant allocations is a matter for the relevant policy area.

N/A = figures not available at time of publication

1. New Grant in 2015-16
2. Grant Ending in 2016-17
3. Grant is paid on a regional basis
4. Transferring into Settlement for 2016-17
5. Grant Paid to All 22 Local Authorities

Appendix 4

Revenue Budget Summary - Updated for Council 10 March 2016

	2015/16 Original Budget £'000	2015/16 Revised budget £'000	2016/17 Original budget £'000
Directly Controlled Expenditure			
Education, Leisure and Lifelong Learning	101,584	101,376	103,208
Social Services Health and Housing	79,946	79,931	75,138
Environment	28,542	28,431	31,458
Corporate Services	17,056	17,186	16,635
Total Directly Controlled Expenditure	227,128	226,924	226,439
Levies			
Swansea Bay Port Authority	51	51	52
Fire Authority	6,797	6,797	6,851
Margam Crematorium	2	2	2
Contributions			
Archives Service	96	96	97
Magistrates Court	19	19	19
Other Expenditure			
Capital Financing (net of interest receipts)	16,826	17,080	16,408
Council Tax Support	17,436	17,436	17,404
Contingency	610	560	1,334
Pay and Pensions Provision			1,511
Contingency - Management of Change	800	800	800
Contribution from Fire Authority Reserve	-21	-21	-21
NET REVENUE EXPENDITURE	269,744	269,744	270,896
Improvement Agreement Grant	-1,452	-1,452	0
BUDGET REQUIREMENT	268,292	268,292	270,896
INCOME			
Revenue Support Grant	164,447	164,447	163,137
National Non Domestic Rates	40,630	40,630	42,438
Discretionary Rates Relief	-176	-176	-209
Council Tax	63,391	63,391	65,530
TOTAL INCOME	268,292	268,292	270,896

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

REPORT OF THE DIRECTOR OF FINANCE AND CORPORATE SERVICES

10 MARCH 2016

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

TREASURY MANAGEMENT STRATEGY, ANNUAL INVESTMENT STRATEGY AND MINIMUM REVENUE PROVISION POLICY

1. Purpose of Report

- 1.1 This report sets out the Council's Treasury Management Strategy, Annual Investment Strategy and Minimum Revenue Provision Policy for 2016/17.
- 1.2 Treasury Management is defined as:

“The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.

2. Introduction

- 2.1 All local authorities are required under the Local Government Act 2003 and Supporting Regulations to ensure that they prepare a Treasury Management Strategy, an Annual Investment Strategy and have a Minimum Revenue Provision (MRP) Policy in place for each financial year. The Authority must also have regard to the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice 2009 (as updated for 2011) to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable.

2.2 These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the Welsh Government's MRP Guidance, the CIPFA Treasury Management Code and the Welsh Government's Investment Guidance.

3. Reporting Requirements

3.1 The Council is required to receive and approve, as a minimum, three main reports each year, which incorporates a variety of policies, estimates and actuals details of which are outlined below.

3.2 Prudential and Treasury Indicators and Treasury Strategy (this report)

The first and most important report covers:

- the capital plans (including prudential indicators);
- a Minimum Revenue Provision Policy (how capital expenditure is charged to revenue over time);
- the Treasury Management Strategy (how the investments and borrowings are to be organized) including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).

3.3 A Mid Year Treasury Management Report (prepared after 1st October)

This will update Members with the progress of the capital position, amending prudential indicators as necessary, and whether the treasury strategy is meeting the strategy or whether any policies require revision.

3.4 An Annual Treasury Report

This provides details of the actual performance for the previous financial year and provides a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy. This report must be considered by Members by 30th September of the following financial year.

4. Compliance with the Revised Code

4.1 The Council has adopted the following four clauses in order to comply with the requirements of the Revised Code:

- 1) The Council will create and maintain for effective treasury management:
 - a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - suitable treasury management practices (TMPs), setting out the manner in which it will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this Council. Such amendments will not result in any material deviation from the Code's key principles.

- 2) The Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual Treasury Management Strategy Statement for the year ahead, a mid-year Review Report and an Annual Report covering activities during the previous financial year, in the form prescribed in its TMPs (see Scheme of Delegation on next page for further information).
- 3) The Council delegates responsibility for the implementation of treasury management policies to Cabinet, regular monitoring of its treasury management policies and practices to Policy and Resources Scrutiny and Cabinet Board/Audit Committee and for the execution and administration of treasury management decisions to the Director of Finance and Corporate Services (S151), who will act in accordance with the Council's policy statement and TMPs.
- 4) This Council nominates the Policy and Resources Scrutiny and Audit Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

This Council has adopted the following reporting arrangements in accordance with the requirements of the revised Code. The aim of these reporting arrangements will ensure that those with ultimate responsibility for the treasury management function appreciate fully the implications of treasury management policies and activities, and that those implementing policies and executing transactions have properly fulfilled their responsibilities with regard to delegation and reporting.

4.2 Scheme of Delegation

Area of Responsibility	Council/ Committee	Frequency
Treasury Management Strategy / Annual Investment Strategy / MRP policy	Cabinet for approval by Full Council	Annually before the start of the year
Treasury Management Strategy / Annual Investment Strategy / MRP policy – mid year report	Cabinet	Mid year
Treasury Management Strategy / Annual Investment Strategy / MRP policy – updates or revisions at other times	Cabinet for approval by Full Council	Periodically
Annual Treasury Outturn Report	Policy and Resources Cabinet Board	Annually by 30 th September after the end of the year
Treasury Management Monitoring and Performance Reports	Policy and Resources Cabinet Board and Scrutiny and Audit Committee	6 Weekly Quarterly
Treasury Management Practices	Cabinet for approval by Full Council	Amendments to be reported annually
Scrutiny of Treasury Management Strategy	Policy and Resources Scrutiny and Audit Committee	Annually

5. Treasury Management Strategy for 2016/17

5.1 The strategy for 2016/17 in respect of the following aspects of the treasury management function is based upon the Council's treasury officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury advisor, Capita Asset Services.

5.2 The strategy covers:

- treasury limits in force which will limit the treasury risk and activities of the Council
- Prudential and Treasury Indicators
- the current treasury position
- the borrowing requirement
- prospects for interest rates
- the borrowing strategy
- policy on borrowing in advance of need
- debt rescheduling
- the investment strategy
- creditworthiness policy
- policy on use of external service providers
- the MRP strategy

6. Balanced Budget Requirement

6.1 It is a statutory requirement under Section 33 of the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, Section 32 requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby increases in charges to revenue from: -

- increases in interest charges caused by increased borrowing to finance additional capital expenditure, and
- any increases in running costs from new capital projects

are limited to a level which is affordable within the projected income of the Council for the foreseeable future.

7. Treasury Limits for 2015/16 to 2017/18

- 7.1 It is a statutory duty under Section 3 of the Act and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the “Affordable Borrowing Limit” or Operational Boundary. In England and Wales the Authorised Limit represents the legislative limit specified in the Local Government Act.
- 7.2 The Council must have regard to the Prudential Code when setting the Authorised Limit, which essentially requires it to ensure that total capital investment remains within sustainable limits and, in particular, that the impact upon its future council tax levels is ‘acceptable’.
- 7.3 Whilst termed an “Affordable Borrowing Limit”, the capital plans to be considered for inclusion incorporate financing by both external borrowing and other forms of liability, such as credit arrangements. The Authorised Limit is to be set, on a rolling basis, for the forthcoming financial year and two successive financial years; details of the Authorised Limit can be found in Appendix 1 of this report.

8. Current Portfolio Position

- 8.1 The Council’s treasury portfolio position at 31st March 2015 comprised:

Table 1	Principal		Ave Rate	
		£m	£m	%
Fixed rate funding	PWLB	127.926		5.03
	Market	65.298		3.87
	Other	1.000		0.50
			194.224	4.61
Variable rate funding	PWLB	0		
	Market	0		
			0	
Other long term liabilities			0	
Gross Debt			194.224	4.61
Total investments			47.550	1.20
Net Debt			146.674	

9. Borrowing Requirement

- 9.1 The borrowing requirement reflects the Council's underlying requirement to fund capital expenditure and service loan debt. The requirement will be financed from external sources or internally through cash reserves or a combination of both. The Council's borrowing requirement is as follows:

Table 2	2015/16				
	2014/15	Revised	2016/17	2017/18	2018/19
	Actual	Estimate	Estimate	Estimate	Estimate
	£'000	£'000	£'000	£'000	£'000
Borrowing requirement	22,176	34,626	13,631	21,467	7,960

10. Prudential and Treasury Indicators for 2016/17 – 2018/19

- 10.1 Prudential and Treasury Indicators (as set out in Appendix 1 to this report) are relevant for the purposes of setting an integrated treasury management strategy.
- 10.2 Council adopted the original 2001 Code on 21st March 2002 and the Revised Code was adopted by Council on 3rd March 2010 and updated at the Annual Budget setting meeting. Details of this code can be found at Appendix 2 of this report.

11. Prospects for Interest Rates

- 11.1 The Council has appointed Capita Asset Services as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives Capita's projected view.

	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19
Bank rate	0.50%	0.50%	0.50%	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	1.50%	1.50%	1.75%	1.75%
5yr PWLB rate	2.00%	2.10%	2.20%	2.30%	2.40%	2.50%	2.60%	2.70%	2.80%	2.90%	3.00%	3.10%	3.20%
10yr PWLB rate	2.60%	2.70%	2.80%	2.90%	3.00%	3.10%	3.20%	3.30%	3.40%	3.50%	3.60%	3.60%	3.70%
25yr PWLB rate	3.40%	3.40%	3.50%	3.60%	3.70%	3.70%	3.80%	3.90%	4.00%	4.00%	4.10%	4.10%	4.10%
50yr PWLB rate	3.20%	3.20%	3.30%	3.40%	3.50%	3.60%	3.70%	3.80%	3.90%	3.90%	4.00%	4.00%	4.00%

12. **Borrowing Strategy**

12.1 The cheapest borrowing will be internal borrowing by running down cash balances and foregoing interest earned at historically low rates. However this strategy can only be used as a short term measure therefore consideration will be given to entering into external borrowing during 2016/17.

12.2 The following types of loan arrangement will be considered (in no particular order):

- Temporary borrowing from the money markets or other local authorities.
- Short dated borrowing from the market or PWLB.
- Long term fixed rate market or PWLB loans.

The general aim of this treasury management strategy is to ensure the affordability of capital investment within the ongoing revenue budget, to ensure that the credit risk is managed effectively when comparing borrowing costs and investment holdings and returns.

The Council will continue to examine the potential for undertaking early repayment of some external debt to the PWLB in order to reduce the difference between its gross and net debt positions. However, the introduction by the PWLB of significantly lower repayment rates than new borrowing rates in November 2007, which has now been compounded since 20th October 2010 by a considerable further widening of the difference between new borrowing and repayment rates, has potentially meant that large premiums would be incurred by such action and such levels of premiums are unlikely to be justifiable on value for money

grounds. This situation will be monitored in case these differentials are narrowed by the PWLB at some future date.

Members should note that during 2015/16 the Council has taken new borrowing of £19m from the PWLB together with drawing down the remainder of the loan funding, £10.219m, provided by the Regional Investment Fund for Wales (RiFW). The total amount of funding drawn down from RiFW is £12.927m and is repayable on 31st December 2017.

13. Proposed Strategy

13.1 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council’s reserves, balances and cash flow has been used as a temporary measure. The extent of this underborrowed position is outlined in the table below:

	Actual 31st March 2015 £'000	Estimate 31st March 2016 £'000
Capital Financing Requirement (borrowing need)	242,118	276,744
External Debt	194,224	220,685
Under borrowing	47,894	56,059

13.2 It is not anticipated that the Council can continue to meet its borrowing requirement from internal balances. It is proposed that Council Officers monitor the cost of external borrowing and if considered necessary externalise the 2016/17 borrowing requirement during the financial year if considered advantageous to do so.

14. Policy on Borrowing in Advance of Need

14.1 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

14.2 In determining whether borrowing will be undertaken in advance of need the Council will;

- ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need
- ensure the ongoing revenue liabilities created, and the implications for the future plans and budgets have been considered
- evaluate the economic and market factors that might influence the manner and timing of any decision to borrow
- consider the merits and demerits of alternative forms of funding
- consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use
- consider the impact of borrowing in advance on increasing investment cash balances and the consequent increase in exposure to counterparty risk and other risks and the level of such risks given the controls in place to minimise them.
- Consider the impact on resources arising from any grant conditions.

15. Debt Rescheduling

15.1 As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).

15.2 The reasons for any rescheduling to take place will include:

- the generation of cash savings and / or discounted cash flow savings,
- helping to fulfil this Treasury Management Strategy, and
- enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).

15.3 Consideration will also be given to identify if there is any potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.

15.4 No rescheduling is anticipated in 2016/17. If rescheduling does take place it will be reported to the Policy and Resources Cabinet Board, at the earliest meeting following its action.

16. Annual Investment Strategy

16.1 Investment Policy

16.1.1 The Council's investment policy has regard to the WG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities will be security first, liquidity second and then return.

16.1.2 In accordance with the above, and in order to minimise the risk to investments, the Council has below clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using Capita's ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

16.1.3 Further, the Council's officers recognise that ratings should not be the sole determinant of the quality of an

institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets.

- 16.1.4 Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
- 16.1.5 The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.
- 16.1.6 The intention of the strategy is to provide security of investment and minimisation of risk.
- 16.1.7 Investment instruments identified for use in the financial year are listed in Appendix 3 under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices Schedules.

17. Creditworthiness Policy

- 17.1 The Council receives creditworthiness information from Capita Asset Services. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:
 - credit watches and credit outlooks from credit rating agencies
 - Credit Default Swop (CDS) spreads to give early warning of likely changes in credit ratings
 - sovereign ratings to select counterparties from only the most creditworthy countries
- 17.2 All credit ratings are monitored on a daily basis. The Council is alerted to changes to ratings of all three agencies through its use of the Capita creditworthiness service.

- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.

17.3 Council Officers are able to use this creditworthiness information to help support their decision making processes along with other market information and data available.

17.4 The approved investment criteria are detailed in Appendix 2 and 3 of this report and have not changed from those previously approved by Members.

18. Country Limits

18.1 The Council has determined that it will only use approved counterparties from countries with a minimum sovereign credit rating of AA+ from Fitch Ratings (or equivalent from other agencies if Fitch does not provide). The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 3. This list will be added to or deducted from by officers should ratings change in accordance with this policy. In addition the Council will also seek to obtain sovereign guarantees wherever possible.

19. Investment Strategy

19.1 **In-house funds:** The Council currently manages its surplus funds in-house. The core balance, available for strategic investment is estimated to be in the region of £40m. The remaining cash balances are mainly cash flow derived and available for short term investment only.

19.2 Investments will accordingly be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (up to 12 months). The Council policy will allow investments up to a maximum of £25m for periods of more than 1 year and up to 5 years, and this will be considered when decisions on investing surplus funds are made.

19.3 The Council currently has £10m invested for periods in excess of 12 months (See table).

Counterparty	Value £'000	Start Date	Period	Rate %
Eastbourne Borough Council	4,000	19/12/13	4.5 Years	2.2
Peterborough City Council	2,000	04/12/13	5 Years	2.1
Peterborough City Council	2,000	06/12/13	5 Years	2.1
Peterborough City Council	2,000	18/12/13	5 Years	2.1

19.4 The decision was taken to invest for longer than 1 year to achieve a higher return on investments, at a time when short term interest rates are at an all time low. The £10m is a relatively small proportion of the core balances available for investments, invested with risk free counterparties and has significantly increased the amount of interest received.

19.5 Investment returns expectations.

Bank Rate is forecast to remain unchanged at 0.5% before starting to rise from quarter 4 of 2016. Bank Rate forecasts for financial year ends (March) are:

- 2016/17 0.75%
- 2017/18 1.25%
- 2018/19 1.75%

The budgeted investment earnings rates for returns on investments over the next three years

- 2016/17 0.60%
- 2017/18 1.25%
- 2018/19 1.75%

The overall balance of risks to these forecasts is currently to the downside (i.e. start of increases in Bank Rate occurs later). However, should the pace of growth quicken and / or forecasts for increases in inflation rise, there could be an upside.

20 End of Year Investment Report

20.1 Members will receive a report on its 2015/16 investment activity as part of the Annual Treasury Report by 30th September 2016 and its 2016/17 activity by 30th September 2017.

21. Policy on the Use of External Service Providers

21.1 The Council uses Capita Asset Services as its external treasury management advisers.

21.2 The Council recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

21.3 However it is recognised that responsibility for treasury management decisions remains with the Council.

22. Role of the Section 151 Officer

22.1 The Director of Finance and Corporate Services is the designated Section 151 Officer for the Council. The specific responsibilities of the S151 Officer are set out below:

- to recommend treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
- submitting regular treasury management policy reports
- submitting budgets and budget variations
- receiving and reviewing management information reports
- reviewing the performance of the treasury management function
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- ensuring the adequacy of internal audit, and liaising with external audit
- recommend the appointment of external service providers.

23. Minimum Revenue Provision

23.1 Introduction

23.1.1 Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred therefore such expenditure is spread over several years in order to try to match the years over which such assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision.

23.1.2 The council is required to approve its MRP policy for the forthcoming financial year ensuring that “prudent provision” is made.

24. Minimum Revenue Provision Policy Statement 2016/17

24.1 The Council’s MRP policy was amended during 2015/16 and implemented with immediate effect i.e. from the 2015/16 financial year. Despite only recently approving the revised policy Members are also required to approve the MRP policy for the 2016/17 financial year as detailed below.

MRP Policy – Supported Borrowing

24.2 The Council is required to make arrangements for the repayment of debt which it considers to be a ‘prudent provision for the repayment of debt’. In relation to capital expenditure funded by supported borrowing the MRP policy will be to write down the debt over a 50 year period on a straight line basis, this is broadly consistent with the lives of assets funded and maintained by supported borrowing.

MRP Policy – Prudential Borrowing

24.3 Expenditure will be subject to MRP on the basis of asset life and using the equal annual instalment or annuity methods as appropriate.

24.4 Estimated life periods will be determined by the Director of Finance and Corporate Services under delegated powers. To the extent that expenditure is not on the creation of an asset e.g. computer software and is of a type that is subject to estimated life periods

that are referred to in the guidance, these periods will generally be adopted by the Council. However the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where the recommendations of the guidance would not be appropriate.

24.5 Where some types of capital expenditure incurred by the Council are not capable of being related to an individual asset, asset lives will be assessed on a basis which most reasonably reflects the anticipated period of benefit that arises from the expenditure, as determined by the Director of Finance.

24.6 The Council will apply the Minimum Revenue Provision to the accounts in the financial year following which the asset becomes operational.

25. Capital Financing Budget

25.1 Included at Appendix 4 of this report is a breakdown of the capital financing budget which totals £16.408m for 2016/17. Members will note the reduction in principal and interest charges from 2014/15 resulting from the approval of the revised MRP policy in February 2016.

26. Financial Impact

All financial impacts are detailed within the body of the report.

27. Equality impact assessment

There is no requirement for an equality impact assessment for this report.

28. Workforce impacts

There are no workforce impacts resulting from this report.

29. Legal impacts

The report deals with the Council's legal requirements as set out in Local Government Act 2003.

30. Risk management

Compliance with the strategies outlined in this report should be sufficient in terms of managing risks in this area.

31. Recommendations

It is recommended that Cabinet commend to Council the approval of the Treasury Management Strategy, Annual Investment, Minimum Revenue Provision and Prudential Indicators as set out in this report.

32. Reasons for proposed decisions

To approve the Authority's Treasury Management Strategy, Annual Investment Strategy and MRP Policy as required by the Local Government Act 2003.

33. Implementation of decision

The decisions are proposed for implementation immediately after consultation with the Cabinet Scrutiny Committee and determination by Council.

34. Appendices

Appendix 1 - Prudential and Treasury Indicators

Appendix 2 - Revised CIPFA Treasury Management Code of Practice 2009 as updated for 2011

Appendix 3 - Investment Criteria

Appendix 4 – Capital Financing Budget

List of Background Papers

CIPFA – Treasury Management in the Public Sector Code of Practice
Treasury Management Working Papers

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Prudential and Treasury Indicators

A4.1 Estimates of Capital Expenditure

The local authority will make reasonable estimates of the total capital expenditure that it plans to incur during the forthcoming financial year and at least the following two financial years. The estimates below are based on the latest approved budgets which will be revised when changes to the capital programme are known.

	2014/15 Actual £'000	2015/16 Revised Estimate £'000	2016/17 Estimate £'000	2017/18 Estimate £'000	2018/19 Estimate £'000
Capital Expenditure	57,902	66,729	40,631	19,760	11,157

The Authority expects to supplement its Capital Expenditure Programme in 2015/16 and beyond through additional external grant funding of projects. These figures will be updated in future years.

A4.2 Estimates of Capital Financing Requirement (CFR)

The term Capital Financing Requirement represents the projected total amount of borrowing needed to fund Capital Expenditure. The sums involved are shown below:

	2014/15 Actual £'000	2015/16 Revised Estimate £'000	2016/17 Estimate £'000	2017/18 Estimate £'000	2018/19 Estimate £'000
CFR	242,118	276,744	290,375	311,842	319,802

A4.3 Affordability Indicators

These indicators consider the estimated impact of capital financing costs on the net budget and taxpayers of the Authority.

Prudential and Treasury Indicators

	2014/15 Actual £'000	2015/16 Revised Estimate £'000	2016/17 Estimate £'000	2017/18 Estimate £'000	2018/19 Estimate £'000
Estimated ratio of financing cost to net revenue stream:					
- for General Fund	6.70%	5.96%*	6.41%	6.95%	7.44%
Estimate of incremental impact of new capital investment decisions on:					
- Council Tax	£14.69	(£45.55)*	£29.53	£24.31	£21.24

*Members should note the reduction in the 2015/16 revised estimate is due to the updated Minimum Revenue Provision (MRP) policy approved by Council on 3rd February 2016

The following Treasury Management Indicators are required:-

A5.1 Operational Boundary & Authorised Limit

The local authority will set for the forthcoming financial year and the following two financial years an operational boundary & authorised limit for its total external debt. The operational boundary should be based on the Authority's estimate of most likely i.e. prudent, but not worst case scenario.

	2015/16 Revised Estimate £'000	2016/17 Estimate £'000	2017/18 Estimate £'000	2018/19 Estimate £'000
Operational Boundary	299,336	312,790	333,233	340,049
Authorised Limit	319,336	332,790	353,233	360,048

Prudential and Treasury Indicators

A5.2 The following limits to be established to administer interest rate exposure for the next 3 years.

	2015/16 to 2018/19 Estimate £'000
Upper Limit on Fixed Interest Rate Exposure	360,049
Lower Limit on Fixed Interest Rate Exposure	0
Upper Limit on Variable Interest Rate Exposure	180,025
Lower Limit on Variable Interest rate Exposure	0

The above limits will be measured upon the gross principal invested method. This method takes account of total borrowing outstanding.

Upper Limit for total principal sums invested over 364 days	2014/15 Actual £'000	2015/16 Revised Estimate £'000	2016/17 Estimate £'000	2017/18 Estimate £'000	2018/19 Estimate £'000
	£25m	£25m	£25m	£25m	£25m

A5.3 The Borrowing Maturity structure will be:

Maturity Structure of Fixed Rate Borrowing	2016/17 Estimate %	Upper Limit %	Lower Limit %
Under 12 months	0	15	0
12 months to 2 years	2	15	0
2 to 5 years	10	40	0
5 to 10 years	10	60	0
10 years +	78	100	15

The Revised CIPFA Treasury Management Code of Practice 2009 as updated for 2011

Neath Port Talbot County Borough Council has formally adopted the revised Code, the main proposals of which are:-

- a) All councils must formally adopt the revised Code which must be approved by Full Council.
- b) The strategy report will affirm that the effective management and control of risk are prime objectives of the Council's treasury management activities.
- c) The Council's appetite for risk must be clearly identified within the strategy report and will affirm that priority is given to security of capital and liquidity when investing funds and explain how that will be carried out.
- d) Responsibility for risk management and control lies within the organisation and cannot be delegated to any outside organisation.
- e) Credit ratings should only be used as a starting point when considering risk. Use should also be made of market data and information, the quality financial press, information on government support for banks and the credit ratings of that government support.
- f) Councils need a sound diversification policy with high credit quality counterparties and should consider setting country, sector and group limits.
- g) Borrowing in advance of need is only to be permissible when there is a clear business case for doing so and only for the current capital programme or to finance future debt maturities.
- h) There needs to be, at a minimum, a mid year review of treasury management strategy and performance. This is intended to highlight any areas of concern that have arisen since the original strategy was approved.
- i) Each council must delegate the role of scrutiny of treasury management strategy and policies to a specific named Committee.
- j) Treasury management performance and policy setting should be subjected to scrutiny prior to approval.
- k) Members should be provided with access to relevant training.
- l) Those charged with governance are also personally responsible for ensuring they have the necessary skills and training.
- m) Responsibility for these activities must be clearly defined within the organisation.
Officers involved in treasury management must be explicitly required to follow treasury management policies and procedures when making investment and borrowing decisions on behalf of the Council.

Specified Investments

	Minimum 'High' Credit Criteria	Funds Managed	Max Amount	Max Duration
Term deposits				
Term deposits - Debt Management Office	N/A	In-house	Unlimited	1 year
Term deposits – local, police and fire authorities	N/A	In-house	£10m	1 year
Term deposits – Nationalised & Part Nationalised UK banks/Building Societies	Fitch short-term rating F1+, F1	In-house	£20m	1 year
Term deposits – UK banks/Building Societies	Fitch short-term rating F1+	In-house	£20m	1 year
Term deposits – UK banks/Building Societies	Fitch short-term rating F1	In-house	£15m	6 months
Callable deposits				
Callable deposits – Debt Management Agency deposit facility	N/A	In-house	Unlimited	
Callable deposits – Nationalised & Part Nationalised UK banks/Building Societies	Fitch short-term rating F1+, F1	In-house	£20m	
Callable deposits – Nationalised & Part Nationalised UK banks/Building Societies	Fitch short-term rating F2	In-house	£10m	
Callable deposits - UK banks/Building Societies	Fitch short-term rating F1+ or F1	In-house	£15m *	
Term deposits – non UK banks	Fitch short-term rating F1+	In-house	£5m	6 months

* Where necessary this limit may be temporarily exceeded with the Authority's bankers only.

Other specified investments are as follows:

1. The UK Government – in addition to the Debt Management Account facility, there are UK Treasury Bills or Gilts with less than 1 year to maturity.
2. Supranational Bonds of less than 1 year duration – there are two categories:
 - (a) multilateral development bank bonds such as European Investment Bank Bonds
 - (b) a financial institution that is guaranteed by the UK Government such as The Guaranteed Export Finance Company.
3. Pooled Investment Vehicles (such as Money Market funds) that have been awarded a high credit rating agency.

Specified investments are considered low risk assets where the possibility of loss of principal or investment income is small.

The Council has not utilised these types of investments in the past but is currently investigating the merits for doing so.

Non-Specified Investments:

A maximum of £25m will be held in aggregate in non-specified investments. All non-specified investments will be sterling denominated, as reflected below:

Maturities in excess of 1 year

	Minimum Credit Criteria	Funds Managed	Max. Investment	Max. Maturity Period
Fixed term deposits with fixed rate and fixed maturity				
Debt Management Agency Deposit Facility	N/A	In-house	Unlimited	5 years
Term deposits – local authorities	NA	In-house	£10m	5 years
Term deposits – UK banks/Building Societies	Fitch long-term rating A	In-house	£10m	5 years
Term deposits – Non UK banks	Fitch long-term rating A	In-house	£3m	5 years
Term deposits – building societies	Fitch long-term rating A	In-house	£3m	5 years
Fixed term deposits with variable rate and variable maturities				
Callable deposits	Fitch long-term rating A	In-house	Criteria as above	

The Monitoring of Investment Counterparties

The credit rating of counterparties will be monitored regularly. The Council receives credit rating information (changes, rating watches and rating outlooks) from Capita as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately by the Director of Finance, and if required new counterparties which meet the criteria will be added to the list.

Approved Countries for Investments

At present the Council has the ability to invest in the countries as set out below; the Council will take account of all information if making investments in Non-UK banks.

The Council will only invest in Banks where the sovereignty is AA+ or higher. However should the UK sovereignty rating reduce the Council will immediately review its investments but will continue to invest in UK institutions in line with the agreed strategy and a report will be forwarded to Members for consideration.

Based on latest available rating:

AAA

- Australia
- Canada
- Denmark
- Finland
- Germany
- Netherlands
- Singapore
- Sweden
- Switzerland
- USA

AA+

- UK

Capital Financing Budget

2014/15 Actual Position £'000		2015/16 Revised Budget £'000	2016/17 Original Budget £'000
16,964	Principal and Interest charges	14,584	16,762
246	Contribution to Treasury Management Equalisation Reserve.		
17,210	Subtotal Expenditure	14,584	16,762
	Investment Income		
(806)	- Total	(614)	(614)
227	- less allocated to other funds*	210	260
(579)	Subtotal Income	(404)	(354)
	Contribution to voluntary redundancy reserve	2,900	
16,631	Net General Fund	17,080	16,408

NB * Other funds include Trust Funds, Social Services Funds, Schools Reserves, Bonds etc.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

COUNCIL

REPORT OF THE DIRECTOR OF FINANCE & CORPORATE SERVICES – MR HYWEL JENKINS

10 MARCH 2016

SECTION A – MATTERS FOR DECISION

WARDS AFFECTED: ALL

COUNCIL TAX 2016/17

1 Purpose of Report

1.1 This report sets out the calculations and necessary resolutions to be passed in relation to the budget and the setting of the level of Council Tax for 2016/17 in accordance with the Local Government Finance Act 1992.

2 Issues for Consideration

2.1 The responsibilities of the Authority are as follows:

- To carry out certain calculations in respect of its own budget and Council Tax levels (including Community Council precepts)
- To add the Council Tax levels specified by the Police and Crime Commission for South Wales to the result of the calculation in above.

2.2 Consideration must be given as to the expenses incurred by this Authority in performing, in part of the County Borough, functions performed by Community Councils, elsewhere in the County Borough. It is recommended that such expenses be treated as the Authority's general expenses.

2.3 It is also necessary to consider the treatment of the levy issued by the Swansea Bay Port Health Authority. It is recommended that it is treated as the Authority's general expenses.

3 Calculation of the Budget Requirement

- 3.1 Section 32 of the Local Government Finance Act 1992 requires that, as part of its budgetary process, an Authority must formally calculate its “budget requirement” as follows:-

<u>Aggregate of items under section 32(2)</u> i.e. expenditure to be charged to a revenue account, including transfers to reserves and Community Council precepts	£419,475,034
Less <u>Aggregate of items under Section 32 (3)</u> i.e. income to be credited to a revenue account, including transfers from reserves, but excluding RSG and NNDR	£146,666,526
Equals Budget Requirement per section 32(4)	£272,808,508

4 Calculation of Basic Amount of Council Tax

- 4.1 The Act require the Authority to make the following calculations:
- 4.2 Basic Amount of Council Tax (**inclusive** of Community Council Precepts)

This is calculated in accordance with Section 33(1) of the Act by the following formula

Budget requirement including the Community Council Precept	£272,808,508
Less:- Total of RSG and NNDR, less discretionary rate relief, in accordance with Section 33(3B) of the Local Government Finance Act 1992	£205,365,773
Divided by Council Tax Base approved at the cabinet meeting of 2 nd December 2015	46,538.38
Equals Basic Amount of Council Tax (including Community Council precepts)	£1,449.19

4.3 Basic amount of Council Tax for areas **without** Community Council Precepts.

This is calculated in accordance with Section 34(2) of the act by the following formula

Basic amount of Council Tax identified in 4.2 above	£1,449.19
Less The aggregate of the community Council precepts	£1,912,508
Divided by Council Tax Base approved at the cabinet meeting of 2nd December 2015	46,538.38
Equals Basic Amount of Council Tax for areas without Community Council precepts	£1,408.09

4.4 Amount of Council Tax for each area with a Community Council Precept.

This is calculated in accordance with Section 34(3) of the Act for each relevant area as follows:

Community Council precept
Divided by Relevant Council Tax Base as approved at the Cabinet meeting of 2 nd December 2015

The calculations for each Community Council are included as Appendix 1. The resulting amounts of basic Council Tax are as follows:-

Blaengwrach	£99.79
Blaenhonddan	£48.44
Briton Ferry	£76.37
Cilybebyll	£48.00
Clyne & Melincourt	£74.88
Ceodffranc	£104.84
Crynant	£67.06

Cwmllynfell	£78.89
Dyffryn clydach	£41.39
Glynneath	£97.55
Gwaun Cae Gurwen	£52.59
Neath	£51.82
Onllwyn	£59.10
Pelenna	£88.12
Pontardawe	£69.31
Resolven	£64.75
Seven Sisters	£77.69
Tonna	£32.96
Ystalyfera	£41.01

4.5 Calculation of Council Tax for Different Valuation Bands

Authorities are required under Section 36(1) to calculate the level of Council Tax for each valuation band in accordance with the following formula.

Amount calculated under section 33 or 34 as appropriate
Multiplied by The ratio of the band to Band D

The ratios set out in Section 5(1A) of the Act are as follows:-

Band A	6/9
Band B	7/9
Band C	8/9
Band D	9/9
Band E	11/9
Band F	13/9
Band G	15/9
Band H	18/9
Band I	21/9

A table setting out the levels of Council Tax for each Band in each Community is provided in Appendix 2.

5 **Police and Crime Commissioner for South Wales**

- 5.1 The Police and Crime Commissioner for South Wales has issued the following precept:-

Band A	£138.57
Band B	£161.66
Band C	£184.76
Band D	£207.85
Band E	£254.04
Band F	£300.23
Band G	£346.42
Band H	£415.70
Band I	£484.99

The total precept payable is £9,673,077

A table setting out the levels of Council Tax, inclusive of the Police & Crime Commissioner for South Wales precept, for each Band in each community is provided in Appendix 3.

6 **Recommendations**

It is recommended that Council approve the following:

- a) That any expenses incurred by Neath Port Talbot County Borough Council in performing in part of its area, a function performed by a Community Council, elsewhere in its area, are treated as the Authority's general expenses.
- b) That the levy of the Swansea Bay Port Health Authority is treated as a general expense.
- c) The following amounts are calculated in accordance with Sections 32 to 36 of the Local Government Finance Act 1992.

Aggregate of the items estimated under Section 32(2) – expenditure	£419,475,034
Aggregate of the items estimated under section 32(3) – income	£146,666,526
Amount calculated in accordance	£272,808,508

with section 32(4) – budget requirement	
Aggregate payable in respect of redistributed NNDR and RSG, reduced in accordance with Section 33(3B) of the Act	£205,365,773
Basic amount of Council Tax in accordance with Section 33(1) of the Act	£1,449.19
Aggregate of all special items referred to in section 34(1) of the Act.	£1,912,508
Basic Amount of Council Tax for dwellings in those parts of its area to which no special item relates, in accordance with Section 34(2) of the Act	£1,408.09
Basic amounts of Council tax for dwellings in those parts of its area to which special items bands relates, calculated in accordance with section 34(3) of the Act	As per Appendix 1
Amounts to be taken into account in respect of categories of dwellings listed in different valuation, calculated in accordance with Section 36(1) of the Act	As per Appendix 2

- d) That the Police and Crime Commissioner for South Wales has stated the following amounts in a precept issued to the Council, in accordance with Section 40 of the Act

Band A	£138.57
Band B	£161.66
Band C	£184.76
Band D	£207.85
Band E	£254.04
Band F	£300.23
Band G	£346.42
Band H	£415.70
Band I	£484.99

The total precept payable is £9,673,077.

- e) That having calculated the aggregate in each case above, the Council, in accordance with section 30(2) of the Act hereby sets the amounts shown in Appendix 3 as the Council Tax for 2016/17 for each of the categories of dwelling shown.

7 Reason for Proposed Decision

To fulfil the statutory requirement to determine the Council Tax for 2016/17.

8 Implementation of Decision

The decision is proposed for implementation after consideration and approval by Council.

9 Appendices

Appendix 1 – Basic amount of Council Tax

Appendix 2 – Amount of Council Tax for Neath Port Talbot CBC plus Community Councils, by band

Appendix 3 – Amount of Council Tax for Neath Port Talbot CBC, plus Community Councils, plus Police, by band

10. Background Papers

Local Government Revenue Support Grant settlement 2016/17
Precept Notices for Mid and West Wales Fire Authority, Police and Crime Commissioner for South Wales, individual Town and Community Councils and Other Precepting Bodies.
Neath Port Talbot County Borough Council Budget Report

11. Wards Affected

All

12 Officer Contact

For further information on this report item, please contact:

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Appendix 1

Basic Amount of Council Tax 2016/17 (Band D)

Community Council Precept	Community Council	Community Council Precept	Council Tax Base (band D)	Community Council Tax	NPTCBC Council Tax	Total
2015/16		2016/17	2016/17	2016/17		2016/17
£35,535.00	Blaengwrach	£35,535.00	356.10	£99.79	£1,408.09	£1,507.88
£220,143.00	Blaenhonddan	£220,143.00	4,545.07	£48.44	£1,408.09	£1,456.53
£128,766.00	Briton Ferry	£140,360.00	1,837.87	£76.37	£1,408.09	£1,484.46
£87,000.00	Cilybebyll	£88,000.00	1,833.42	£48.00	£1,408.09	£1,456.09
£18,055.00	Clyne and Melincourt	£19,138.30	255.59	£74.88	£1,408.09	£1,482.97
£343,661.00	Coedffranc	£357,452.00	3,409.65	£104.84	£1,408.09	£1,512.93
£40,071.00	Crynant	£44,078.00	657.30	£67.06	£1,408.09	£1,475.15
£29,000.00	Cwmlllynfell	£29,000.00	367.62	£78.89	£1,408.09	£1,486.98
£44,354.00	Dyffryn Clydach	£44,354.00	1,071.73	£41.39	£1,408.09	£1,449.48
£129,676.00	Glynneath	£132,203.66	1,355.24	£97.55	£1,408.09	£1,505.64
£69,237.00	Gwaun Cae Gurwen	£68,953.00	1,311.17	£52.59	£1,408.09	£1,460.68
£330,000.00	Neath	£330,000.00	6,368.61	£51.82	£1,408.09	£1,459.91
£20,409.00	Onllwyn	£21,021.00	355.71	£59.10	£1,408.09	£1,467.19
£33,602.00	Pelenna	£34,170.00	387.78	£88.12	£1,408.09	£1,496.21
£163,700.00	Pontardawe	£163,700.00	2,361.73	£69.31	£1,408.09	£1,477.40
£44,000.00	Resolven	£46,200.00	713.48	£64.75	£1,408.09	£1,472.84
£45,190.00	Seven Sisters	£47,450.00	610.78	£77.69	£1,408.09	£1,485.78
£27,000.00	Tonna	£27,000.00	819.15	£32.96	£1,408.09	£1,441.05
£62,500.00	Ystalyfera	£63,750.00	1,554.62	£41.01	£1,408.09	£1,449.10
£1,871,899.00		£1,912,507.96	30,172.62			

Basic Amount of Council Tax - NPT plus Community Councils 2016/17

Community	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Band I
	£	£	£	£	£	£	£	£	£
Blaengwrach	1,005.26	1,172.79	1,340.34	1,507.88	1,842.97	2,178.05	2,513.14	3,015.76	3,518.38
Blaenhonddan	971.02	1,132.86	1,294.70	1,456.53	1,780.20	2,103.88	2,427.55	2,913.06	3,398.57
Briton Ferry	989.64	1,154.58	1,319.52	1,484.46	1,814.34	2,144.22	2,474.10	2,968.92	3,463.74
Cilybebyll	970.73	1,132.51	1,294.31	1,456.09	1,779.67	2,103.24	2,426.82	2,912.18	3,397.54
Clyne and Melincourt	988.65	1,153.42	1,318.20	1,482.97	1,812.52	2,142.07	2,471.62	2,965.94	3,460.26
Coedffranc	1,008.62	1,176.72	1,344.83	1,512.93	1,849.14	2,185.35	2,521.55	3,025.86	3,530.17
Crynant	983.44	1,147.34	1,311.25	1,475.15	1,802.96	2,130.77	2,458.59	2,950.30	3,442.01
Cwmllynfell	991.32	1,156.54	1,321.76	1,486.98	1,817.42	2,147.86	2,478.30	2,973.96	3,469.62
Dyffryn Clydach	966.32	1,127.37	1,288.43	1,449.48	1,771.59	2,093.70	2,415.80	2,898.96	3,382.12
Glynneath	1,003.76	1,171.05	1,338.35	1,505.64	1,840.23	2,174.82	2,509.40	3,011.28	3,513.16
Gwaun Cae Gurwen	973.79	1,136.08	1,298.39	1,460.68	1,785.28	2,109.87	2,434.47	2,921.36	3,408.25
Neath	973.28	1,135.48	1,297.70	1,459.91	1,784.34	2,108.76	2,433.19	2,919.82	3,406.45
Onllwyn	978.13	1,141.15	1,304.17	1,467.19	1,793.23	2,119.28	2,445.32	2,934.38	3,423.44
Pelenna	997.48	1,163.72	1,329.97	1,496.21	1,828.70	2,161.19	2,493.69	2,992.42	3,491.15
Pontardawe	984.94	1,149.09	1,313.25	1,477.40	1,805.71	2,134.02	2,462.34	2,954.80	3,447.26
Resolven	981.90	1,145.54	1,309.20	1,472.84	1,800.14	2,127.44	2,454.74	2,945.68	3,436.62
Seven Sisters	990.52	1,155.61	1,320.70	1,485.78	1,815.95	2,146.13	2,476.30	2,971.56	3,466.82
Tonna	960.70	1,120.82	1,280.94	1,441.05	1,761.28	2,081.52	2,401.75	2,882.10	3,362.45
Ystalyfera	966.07	1,127.08	1,288.09	1,449.10	1,771.12	2,093.15	2,415.17	2,898.20	3,381.23
All other	938.73	1,095.18	1,251.64	1,408.09	1,721.00	2,033.91	2,346.82	2,816.18	3,285.54

Basic Amount of Council Tax - NPT plus Community Councils plus Police 2016/17

Community	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Band I
	£	£	£	£	£	£	£	£	£
Blaengwrach	1,143.83	1,334.45	1,525.10	1,715.73	2,097.01	2,478.28	2,859.56	3,431.46	4,003.37
Blaenhonddan	1,109.59	1,294.52	1,479.46	1,664.38	2,034.24	2,404.11	2,773.97	3,328.76	3,883.56
Briton Ferry	1,128.21	1,316.24	1,504.28	1,692.31	2,068.38	2,444.45	2,820.52	3,384.62	3,948.73
Cilybebyll	1,109.30	1,294.17	1,479.07	1,663.94	2,033.71	2,403.47	2,773.24	3,327.88	3,882.53
Clyne and Melincourt	1,127.22	1,315.08	1,502.96	1,690.82	2,066.56	2,442.30	2,818.04	3,381.64	3,945.25
Coedffranc	1,147.19	1,338.38	1,529.59	1,720.78	2,103.18	2,485.58	2,867.97	3,441.56	4,015.16
Crynant	1,122.01	1,309.00	1,496.01	1,683.00	2,057.00	2,431.00	2,805.01	3,366.00	3,927.00
Cwmllynfell	1,129.89	1,318.20	1,506.52	1,694.83	2,071.46	2,448.09	2,824.72	3,389.66	3,954.61
Dyffryn Clydach	1,104.89	1,289.03	1,473.19	1,657.33	2,025.63	2,393.93	2,762.22	3,314.66	3,867.11
Glynneath	1,142.33	1,332.71	1,523.11	1,713.49	2,094.27	2,475.05	2,855.82	3,426.98	3,998.15
Gwaun Cae Gurwen	1,112.36	1,297.74	1,483.15	1,668.53	2,039.32	2,410.10	2,780.89	3,337.06	3,893.24
Neath	1,111.85	1,297.14	1,482.46	1,667.76	2,038.38	2,408.99	2,779.61	3,335.52	3,891.44
Onllwyn	1,116.70	1,302.81	1,488.93	1,675.04	2,047.27	2,419.51	2,791.74	3,350.08	3,908.43
Pelenna	1,136.05	1,325.38	1,514.73	1,704.06	2,082.74	2,461.42	2,840.11	3,408.12	3,976.14
Pontardawe	1,123.51	1,310.75	1,498.01	1,685.25	2,059.75	2,434.25	2,808.76	3,370.50	3,932.25
Resolven	1,120.47	1,307.20	1,493.96	1,680.69	2,054.18	2,427.67	2,801.16	3,361.38	3,921.61
Seven Sisters	1,129.09	1,317.27	1,505.46	1,693.63	2,069.99	2,446.36	2,822.72	3,387.26	3,951.81
Tonna	1,099.27	1,282.48	1,465.70	1,648.90	2,015.32	2,381.75	2,748.17	3,297.80	3,847.44
Ystalyfera	1,104.64	1,288.74	1,472.85	1,656.95	2,025.16	2,393.38	2,761.59	3,313.90	3,866.22
All other	1,077.30	1,256.84	1,436.40	1,615.94	1,975.04	2,334.14	2,693.24	3,231.88	3,770.53

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

COUNCIL

10 MARCH 2016

Report of the Head of Human Resources – Sheenagh Rees

SECTION A – MATTER FOR DECISION

WARDS AFFECTED – ALL

PAY POLICY STATEMENT 2016 / 2017

Purpose of the Report

1. To seek Council approval of the Neath Port Talbot County Borough Council Pay Policy Statement for 2016 / 2017, attached as Appendix 1.

Executive Summary

2. It is a requirement of the Localism Act 2011 that the Council produces a Pay Policy Statement for each financial year, setting out specific information in relation to the pay of the Council's workforce. The Statement that has been prepared for 2016 / 2017, and attached at Appendix 1, has been updated to reflect national and local developments in pay.

Background

3. The Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year articulating its policy towards a range of issues relating to the pay of its workforce, particularly in relation to senior staff and the lowest paid within the workforce. This is with the aim of increasing accountability, transparency and fairness in the setting of local pay.
4. The statement must be prepared annually, considered and approved by full Council and published on the Council's website.
5. An initial Pay Policy statement was developed and approved by this Council in March 2012. As required by legislation, the Pay Policy Statement must be reviewed at least annually, and then approved and published by 31st March each subsequent year.
6. The Pay Policy Statement for 2016 / 2017 is attached at Appendix 1. The content is broadly in line with previous years, updated to take account of national and local pay related developments, outlined in paragraphs 7 to 11 of this report.

Pay related developments

7. The National Joint Council agreed a pay award for Local Government Services employees, effective from 1st January 2015 through to 31st March 2016. At the time of producing this Pay Policy Statement, the outcome of discussions at a national level between employers and trade unions to seek to agree a pay increase effective from 1st April 2016 are not yet known. The Council will apply any pay award as and when determined by national negotiations.
8. On 1st April 2016 the statutory National Living Wage will be introduced at a rate of £7.20 per hour. As the three bottom pay points on the Local Government Services Pay Grades are currently below that level, the Council will increase the hourly rate that applies to Salary Scale Points 6, 7 and 8 to £7.20 per hour, or £13,891 per annum, with effect from 1st April 2016, pending the outcome of the national pay negotiations referred to above.

9. The Joint National Council (JNC) for Chief Officers agreed a pay award for Chief Officers to apply from 1st January 2015 through to 31st March 2016. Chief Executive pay however has been frozen at a national level since 1st April 2008. National negotiations are taking place in relation to pay awards applying to JNC Chief Officers and JNC Chief Executive pay effective from 1st April 2016. The Council will apply any pay awards as and when determined by national negotiations.
10. The Soulbury Committee and the JNC for Youth and Community Workers agreed pay awards for Soulbury Officers and Youth and Community Workers respectively, effective from 1st March 2015 through to 31st August 2016. The Council will apply any future pay awards as and when determined by national negotiations.
11. Finally, at the February meeting of this Council, arrangements were agreed for an Early Retirement / Voluntary Redundancy / Compulsory Redundancy (ER/VR/CR) Scheme for Chief Officers and the Chief Executive. The Pay Policy Statement has been revised to reflect these arrangements.

Pay Multiples

12. Whilst the Localism Act excludes schools from the scope of local authority Pay Policy Statements, the Pay Policy Statement for this Council sets out details of pay multiples both including and excluding employees who are appointed and managed by schools:

Basis	Pay Multiple
Lowest paid employee earnings: Chief Executive's earnings	1 : 10
Median employee FTE* earnings: Chief Executive	1 : 6
Lowest paid employee earnings: average Chief Officer earnings	1 : 6
Median employee FTE* earnings: average Chief Officer earnings	1 : 4

* FTE= Full Time Equivalent

13. The pay multiples are identical in both scenarios, i.e. including and excluding support staff and teachers who are appointed and managed by schools.

Financial impact

14. There are no financial impacts associated with this report.

Equality impact assessment

15. In determining pay and remuneration, the Council complies with relevant employment legislation, including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council has sought to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified primarily through the use of an equality proofed job evaluation mechanism which directly relates basic pay to the requirements, demands and responsibilities of each job role.

Workforce impacts

16. The Pay Policy Statement sets out the impact of the Council's pay strategy on pay relativities within the workforce, and particularly the relationship between the highest and the lowest paid within the organisation.

Legal impacts

17. It is a requirement under the Localism Act 2011 that the Council produces a Pay Policy Statement for the financial year 2016 / 2017 and that it is considered and approved by full Council, and subsequently published on the Council's website.

Risk Management

18. Failure to consider and approve a Pay Policy Statement for the financial year 2016 / 2017 will place the Council in breach of the Localism Act 2011.

Consultation

19. There is no requirement under the Constitution for external consultation on this item.

Recommendation

20. It is recommended that Members consider and approve the Pay Policy Statement for 2016 / 2017 for publication on the Council's website.

Reason for proposed decision

21. To ensure that the Council complies with the requirements of the Localism Act 2011.

Implementation of Decision

22. The decision is proposed for immediate.

Appendices

23. Appendix 1 – Pay Policy Statement 2016 / 2017

List of Background Papers

Localism Act 2011

Officer contact

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Pay Policy Statement 2016/2017



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Human Resources

TO BE APPROVED BY Council

DATE 10th March
2016

EDITION/VERSION 5th edition

REVIEW DATE March 2017

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1. INTRODUCTION AND PURPOSE

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has the power “to appoint officers on such reasonable terms and conditions as the Authority thinks fit”. This Pay Policy statement sets out the Council’s approach to Pay Policy in accordance with the requirements of Section 38 to 43 of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for each financial year detailing:
- a) The Council’s policies towards all aspects and elements of the remuneration of Chief Officers;
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council’s policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Local Authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and are responsible for the provision of a wide range of essential services. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The approach also needs to be flexible when required to address a variety of changing circumstances, whether foreseeable or not.
- 1.3 The global economic crisis and the reduction in budgets during the current Comprehensive Spending review (CSR) period has required difficult decisions to be made about service provision at a time when there is also a growing demand for a range of services provided by local authorities, particularly Adult and Children’s Social Services.
- 1.4 In supporting the aim of ensuring equality and transparency in its pay practices, the Council recognises the role of trade unions in consultation and negotiation at local, regional and national levels. The Council supports the National Joint Councils and Joint Negotiating Committees which govern the national pay and conditions of service Agreements which are applicable to all of the employee groups referred to in this Pay Policy statement.

1.5 The Council has developed this Pay Policy statement within the foregoing context and aims to align the Policy with its agreed service priorities. A Pay Policy Statement was first approved by the Council, as required by legislation, in March 2012 and is subject to review at least annually, in accordance with the relevant legislation.

1.6 The Pay Policy Statement will be reviewed by the Council's Personnel Committee.

2. LEGISLATIVE FRAMEWORK

2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Agency Workers Regulations 2010 and, where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

2.2 With regard to the Equal Pay requirements contained within the Equality Act, the Council has sought to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified primarily through the use of an equality proofed job evaluation mechanism which directly relates basic pay to the requirements, demands and responsibilities of each job role.

3. SCOPE OF THE PAY POLICY

3.1 The Localism Act 2011 requires local authorities to develop and make public their Pay Policy on all aspects of Chief Officer remuneration (including on ceasing to hold office), and also in relation to the "lowest paid" in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability, the Council has chosen to take a broader approach and produce a Policy covering all employee groups. The pay-related data which is set out in Section 7 of this Pay Policy statement takes into account the position both including, and excluding, those employees who are appointed and managed by head teachers/governing bodies.

4. BROAD PRINCIPLES OF THE COUNCIL'S PAY POLICY

4.1 Transparency, Accountability and Value for Money

The Council is committed to an open and transparent approach to Pay Policy which will enable the local taxpayer to access, understand and assess information on remuneration levels across all groups of Council employees. The following are provided as Appendices to this policy:

- **Appendix A** Local Government Services Employees Neath Port Talbot County Borough Council Pay Grades
- **Appendix B** JNC Chief Executive and Chief Officer Pay Grades Neath Port Talbot County Borough Council
- **Appendix C** Soulbury National Pay Grades
- **Appendix D** JNC Youth & Community Worker National Pay Grades
- **Appendix E** All Employee Groups - Main Conditions of Service
- **Appendix F** Acting Up and Honoraria Schemes Local Government Services Employees
- **Appendix G** Market Pay Scheme Local Government Services Employees
- **Appendix H** Recruitment of Chief Executive and Chief Officers Policy and Procedures
- **Appendix I** Early Retirement & Voluntary Redundancy Scheme

4.2 Development of Pay and Reward Strategy

4.2.1 The primary aim of a pay and reward strategy is to attract, retain and motivate suitably skilled employees so that the Council can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within limited resources.

4.2.2 The development of a pay and reward strategy is a matter of striking a difficult balance between setting remuneration levels at appropriate levels to ensure a sufficient supply of appropriately skilled individuals to fill the Council's very wide range of posts, whilst at the same time ensuring that the local taxpayer is not required to bear a greater financial burden than can be fully and objectively justified.

4.2.3 In this context it needs to be recognised that at the more senior grades, in particular, remuneration levels need to be sufficient to attract and retain a suitably wide pool of talent (which will ideally include people from the private as well as public sector, and from outside as well as within Wales). It is usually the case that the Council is in a position where it is seeking to recruit high quality employees in competition with other good public and private sector employers, even in the very difficult current economic downturn.

4.2.4 In addition, the Council is the major employer in the area. Indeed, a majority of the employees who work for the Council live within the County Borough of Neath Port Talbot. As such, the Council must have regard to its role in improving the economic well-being of the people of the County Borough. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark on pay and conditions for other employers in the area for the same reasons.

4.2.5 The Council is committed to working in partnership with its recognised trade unions in relation to all pay and conditions of service matters. The positive relationship which exists between the Council, the trade unions and the workforce are an important feature of the realities of achieving an appropriate balance between (a) pay and (b) the safeguarding of employment and service delivery.

4.2.6 In designing, developing and reviewing its pay and reward strategy, the Council seeks to balance these factors appropriately to maximise outcomes for the Council as an organisation and also the community it serves, whilst managing pay costs appropriately and maintaining sufficient flexibility to meet future needs.

4.3 Job Evaluation and Pay Grades

4.3.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs. The Council completed a job evaluation exercise in 2008 in relation to posts governed by Local Government Services employee conditions of service. A new pay and grading Structure, based on the outcome of the job evaluation exercise, was agreed with our trade unions and introduced in 2009.

4.3.2 The Council uses the nationally negotiated pay spine as the basis for its pay and grading structure. This determines the salaries of the large majority of the Council's non-teaching workforce.

4.3.3 A national pay award was applied to the rates of pay for Local Government Services employees, effective from 1st January 2015 through to 31st March 2016. At the time of producing this Pay Policy Statement, the outcome of discussions at a national level between employers and trade unions to seek to agree a pay increase effective from 1st April 2016 are not yet known. The Council will apply any pay award as and when determined by national negotiations.

- 4.3.4 On 1st April 2016 the statutory National Living Wage will be introduced at a rate of £7.20 per hour. The three bottom pay points on the Local Government Services Employees Pay Grades, that is Salary scale points 6, 7 and 8, will increase to £7.20 per hour, or £13,891 per annum, the National Living Wage, with effect from 1st April 2016 pending the outcome of the national pay negotiations referred to in paragraph 4.3.3.
- 4.3.5 The Council and the Trade Unions agreed that from 1st April 2014, those employed under the NJC for Local Government Services, "Green Book", a revised pay and grading structure has been implemented in relation to pay grades 5 to 11 inclusive. The maximum point of each pay grade has been deleted, and those employees on the maximum point on 1st April 2014 assimilated to the penultimate point. This revised pay and grading structure is not intended to be permanent. This revised arrangement will apply for a fixed period of four years, commencing on 1st April 2014 and expiring on 31st March 2018.
- 4.3.6 The assimilation of employees into the revised pay and grading structure on 1st April 2014 has been phased in by way of the Council retaining the equivalent of half of each employee's annual national pay award each year [that a pay award is given] until the monetary value of the current penultimate point of each pay grade catches up with the current maximum point, or until 31st March 2018, whichever is the earlier date. This was applied to the percentage increases effective from 1st January 2015, detailed in paragraph 4.3.3.
- 4.3.7 The Council and the Trade Unions agreed that from 1st April 2014, those employed under the NJC for Local Government Services, "Green Book" in Grades 12 and 13 will make a pay contribution equivalent to the monetary value of the difference between the penultimate and the maximum points of their respective pay grades as at 1st April 2014. This pay contribution applies to all employees within the pay grades concerned, and not just those on the maximum of their pay grade.
- 4.3.8 Pay contributions are funded by the Council retaining the equivalent of half of each employee's annual national pay award each year [that a pay award is given] from 1st April 2014 onwards, until the pay contribution has been completed, or until 31st March 2018, whichever is the earlier date. This was applied to the percentage increases effective from 1st January 2015, detailed in paragraph 4.3.3.
- 4.3.9 Similar arrangements have been agreed for employees within the scope of the Soulbury Agreement, the JNC for Youth and Community Workers, the JNC for Chief Executives and the JNC for Chief Officers.
- 4.3.10 All other pay-related allowances, e.g. overtime payments, are the subject of national and/or locally negotiated arrangements.

4.3.11 It is the Council's policy that all appointments to jobs with the Council are made at the minimum of the relevant pay grade, although this is varied, where necessary, e.g. to secure the services of the best available candidate/s.

4.4 Market Pay Scheme

4.4.1 Job evaluation has enabled the Council to set appropriate remuneration levels based on internal job size relativities within the Council. However, from time to time, in exceptional circumstances it may be necessary to take account of the external pay market in order to attract and retain employees with the necessary specific knowledge, skills and experience.

4.4.2 The Council has a Market Pay Scheme to ensure that the requirement for any market pay supplements is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources. It is the Council's policy that any such additional payments are kept to a minimum and reviewed on a regular basis so that they can be withdrawn where no longer considered necessary. The principles underpinning this Market Pay Scheme apply to all employee groups within the Council.

4.5 Acting Up and Honoraria Payments

There may be occasions when an employee is asked to carry out duties which are additional to those of their substantive post, for a period of time. In such circumstances an additional payment may be made in line with the Council's policy on payment of honoraria.

4.6 Pay and Performance

4.6.1 The Council expects high levels of performance from all employees and is continuing to introduce a Performance Appraisal Scheme, on a phased basis, to monitor, evaluate and manage employee performance on an ongoing basis.

4.6.2 No performance-related pay is applicable to Chief Officers other than as set out in paragraph 5.1.2 below.

4.7 Local Government Pension Scheme

Subject to qualifying conditions, employees have a right to belong to the Local Government Pension Scheme. The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the City and County of Swansea LGPS Pension fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. Following the triennial valuation the employers contribution rate effective from 1st April 2016, will be 24%.

4.8 Other employee benefits

The Council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of this approach and in common with other large employers the Council provides a small number of non-pay benefits such as eye test vouchers for users of display screen equipment at work, childcare vouchers via a salary sacrifice scheme and participation in the Cycle to Work scheme.

5. CHIEF OFFICER REMUNERATION

5.1 Definitions of Chief Officer/Pay Levels

5.1.1 For the purposes of this Pay Policy statement, Chief Officers are as defined within Section 43 of the Localism Act.

The 20 Chief Officer posts at Neath Port Talbot County Borough Council which fall within the statutory definition of Section 43 as at 1.4.2016 are:

- | | | |
|----|---------------------|------------|
| a) | Chief Executive | (1 post) |
| b) | Corporate Directors | (4 posts) |
| c) | Heads of Service | (15 posts) |

5 of the above posts attract a salary of more than £100,000 per annum. The 4 Corporate Director posts are remunerated within the pay band £100,722 to £108,618 per annum, and the Chief Executive post is remunerated within the pay band £122,049 to £134,253 per annum.

5.1.2 No bonus or performance-related pay mechanism is applicable to Chief Officers' pay, although the maximum incremental pay point of the pay grades for the Chief Executive and Corporate Directors are only payable if there is a satisfactory outcome to their respective annual performance appraisal.

5.1.3 The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this council will therefore pay these as and when determined in accordance with current contractual requirements. At the time of producing this Pay Policy Statement, the outcome of discussions at a national level between employers and trade unions to seek to agree a pay increase effective from 1st April 2016 are not yet known. The Council will apply any pay award as and when determined by national negotiations.

- 5.1.4 The Council and the Trade Unions agreed that from 1st April 2014, those employed under the JNC for Chief Officers will make a pay contribution equivalent to the monetary value of the difference between the penultimate and the maximum points of their respective pay grades as at 1st April 2014. This pay contribution applies to all employees within the pay grades concerned.
- 5.1.5 Pay contributions are funded by the Council retaining the equivalent of half of each employee's annual national pay award each year [that a pay award is given] from 1st April 2014 onwards, until the pay contribution has been completed, or until 31st March 2018, whichever is the earlier date.
- 5.1.6 From 1st April 2014, the Council's Chief Executive will make a pay contribution representing the full value of his national pay award for a period of four years.
- 5.1.7 The Council does not permit an employee occupying any post on the Council's agreed establishment to be paid other than via the Council's payroll unless exceptional circumstances exist.

5.2 Recruitment of Chief Officers

- 5.2.1 The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the Council's Constitution. Please refer to **Appendix H**.
- 5.2.2 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment. Any salary package that exceeds the threshold of £100,000 must be approved beforehand by full Council.
- 5.2.3 Where the Council is unable to recruit a Chief Officer under a contract of service, or there is a need for support for a specific project or to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under a "contract for service". These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.
- 5.2.4 In accordance with this arrangement, the Council has engaged an Interim Director of Social Services, Health & Housing under a "contract for service", to ensure that the Council was able to recruit a suitably qualified and experienced individual to this key top management team post. Further details can be found in **Appendix B**.

5.2.5 The Market Pay Scheme referred to paragraph 4.4.2 applies to Chief Officer posts where it can be objectively justified by reference to clear and transparent evidence of relevant market comparators. Any such additional payments are kept to a minimum and subject to review on a regular basis.

5.2.6 In accordance with this arrangement, a market pay supplement is currently applicable to the post of Head of Children and Young People, in recognition of the very significant recruitment difficulties associated with this post. Further details can be found in **Appendix B**. This officer is also in receipt of a short-term temporary honorarium payment in respect of additional temporary responsibilities associated with Adult Services.

5.3 Additions to Chief Officers' Pay

5.3.1 The Council pays a standard mileage rate of 45 pence per mile to Chief Officers (and all other employees) where the Chief Officer uses his or her private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the Council whilst on Council business, on production of receipts and in accordance with JNC conditions and other local conditions.

5.3.2 The cost of membership by the Chief Executive and Corporate Directors of one professional body is met by the Council.

5.3.3 The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda and has appointed the Council's Chief Executive to this role. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees.

5.4 Payments on Termination

5.4.1 The Council's approach to statutory and discretionary payments on termination of employment, prior to reaching normal retirement age, is set out within its Early Retirement, Voluntary Redundancy and Compulsory Redundancy (ER / VR / CR) Scheme, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to **Appendix I**.

5.4.2 Any payments arising from the termination of contract in relation to Chief Officers must be approved beforehand by the Council's Personnel Committee. Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by full Council. When calculating the value of a severance package, the following payments should be included:

- a) salary paid in lieu of notice
- b) lump sum redundancy / severance payment

c) cost to the Council of the strain on the pension fund arising from providing early access to an unreduced pension.

5.4.3 Chief Officers and all other eligible Council employees are permitted to take flexible retirement in accordance with the provisions of the Local Government Pension Scheme and the Council's Flexible Retirement Scheme.

5.5 Independent Remuneration Panel

5.5.1 Section 143A of the Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel in Wales ("the IRP") and sets out their functions in relation to salaries of heads of paid service. The IRP may make recommendations about any policy in this Pay Policy Statement which relates to the salary of the Council's head of paid service and any proposed change to the salary of the Council's head of paid service. In this Council, the head of paid service is the Chief Executive. The Council, will, as required, consult the IRP in relation to any change to the salary of the Chief Executive which is not commensurate with a change of the salaries of the Council's other staff, and will have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

5.5.2 The Council is required to identify in this pay policy statement whether any such referral has been made to the IRP, and if so, the nature of the referral, the IRP's decision and the Council's response. The Council has not made any such referral to the IRP.

5.5.3 An authority which chooses not to follow the advice of the Panel may become subject to a Ministerial direction to reconsider their position. The Act also provides that authorities will be able to reduce (but not increase) the salary payable to their head of paid service in advance of a recommendation from the IRP, so long as the contract under which the salary is payable does not prevent the authority from changing the salary after receiving a recommendation.

5.5.4 The Local Government (Wales) Act 2015 temporarily extends the power of the IRP, under section 143A of the Local Government (Wales) Measure 2011 to cover salaries payable to chief officers (using the Localism Act definition) as well as the head of paid service.

6. PUBLICATION OF PAY POLICY

6.1 Upon approval by the full Council, this Pay Policy statement will be published on the Council's website.

6.2 In addition, for posts where the full time equivalent pay is at least £60,000 per annum, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

- a) salary, fees or allowances paid to or receivable by the person in the current and previous year;
- b) any bonuses so paid or receivable by the person in the current and previous year;
- c) any sums payable by way of expenses allowance that are chargeable to UK income tax;
- d) any compensation for loss of employment and any other payments connected with termination;
- e) any benefits received that do not fall within the above

7. SUPPORT FOR LOWER PAID STAFF

- 7.1 The Council excluded employees in pay grades 1 to 4 from the provisions of the revised Green Book Pay and Grading Structure introduced in April 2014, referred to in paragraph 4.3.4.
- 7.2 With effect from 1st April 2014, SCP 7 was deleted from pay grade 2, and a revised pay grade (scp 8 – 11) introduced. This has become a permanent feature of the new pay and grading structure.
- 7.3 The Council has committed to continuing discussions with Trade Unions with the objective of introducing the Living Wage on an affordable and sustainable basis when circumstances allow.

8. PAY RELATIVITIES WITHIN THE COUNCIL

- 8.1 The “lowest paid” persons employed under a contract of employment with the Council are defined as those employed in accordance with the minimum spinal column point (SCP 6) of the NJC pay spine for Local Government Services employees. With effect from 1st April 2016 the minimum spinal column point (scp 6) equates to £13,891 per annum for a 37 hour standard working week, equivalent to an hourly rate of £7.20 per hour.
- 8.2 The relationship between the rate of pay for the “lowest paid” employees and the Council’s Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay Policy Statement.
- 8.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton “Review of Fair Pay in the Public Sector” (2010).
- 8.4 Will Hutton was asked by the UK Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organization. Hutton concluded that the relationship to median earnings was a more relevant measure and the Government’s Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest rate of pay and the median average pay of the whole of the Council’s workforce (but excluding teachers and other employees appointed and managed by schools, in the case of local authorities).
- 8.5 The current pay arrangements within the Council result in the pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive being 1:10 and the pay multiple between the lowest paid employee and average Chief Officer being 1:6.
- 8.6 The pay multiple between the median full time equivalent earnings and the Council’s Chief Executive is 1:6 where all Council employees are taken into account and 1:6 where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.
- 8.7 The multiple between the median full time equivalent earnings and the average Council Chief Officer is 1:4 where all Council employees are taken into account and 1:4 where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.
- 8.8 These pay multiples figures have not changed since the publication of the last pay policy statement in March 2014.

8.9 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.

9. ACCOUNTABILITY AND DECISION MAKING

In accordance with the Constitution of the Council, the Personnel Committee is responsible for decision-making in relation to the recruitment, pay, conditions of service and severance arrangements for all employees of the Council, except teachers, as their main pay and conditions of service are determined on a legislative basis by the UK Government.

10. RE-EMPLOYMENT

It has been the Council's policy since early 2011 that no Chief Officer, or any other employee, who leaves the employment of the Council on the grounds of early retirement or voluntary redundancy in accordance with the Council's Early Retirement / Voluntary Redundancy Scheme will be later re-employed as an employee of the Council. In exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union(s).

11 REVIEWING THE POLICY

This Pay Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed at least annually, and reported to the full Council, to ensure that it meets the principles of fairness, equality, accountability and value for money for the citizens of Neath Port Talbot.

Local Government Services Employees Pay Grades Effective 1st January 2015

GRADE	POINT	ANNUAL £
GRADE 1	5*	13,500
	6**	13,614
	7**	13,715
	8**	13,871
GRADE 2	8**	13,871
	9	14,075
	10	14,338
GRADE 3	11	15,207
	12	15,523
	13	15,941
	14	16,231
GRADE 4	15	16,572
	16	16,969
	17	17,372
	18	17,714
	19	18,376
	20	19,048
GRADE 5	20	19,048
	21	19,742
	22	20,253
	23	20,849
	24	21,530
	24A	21,973
GRADE 6	24	21,530
	25	22,212
	26	22,937
	27	23,698
	27A	24,208
GRADE 7	27	23,698
	28	24,472
	29	25,440
	30	26,293
	31	27,123
	31A	27,624

GRADE	POINT	ANNUAL £
GRADE 8	31	27,123
	32	27,924
	33	28,746
	34	29,558
	35	30,178
GRADE 9	35A	30,644
	35	30,178
	36	30,978
	37	31,846
	38	32,778
GRADE 10	39	33,857
	39A	34,372
	39	33,857
	40	34,746
	41	35,662
GRADE 11	42	36,571
	43	37,483
	43A	37,991
	43	37,483
	44	38,405
GRADE 12	45	39,267
	46	40,217
	46A	40,697
	46	40,217
GRADE 13	47	41,140
	48	42,053
	49	42,957
	49	42,957
	50	43,916
	51	44,910
	52	45,923

*SCP 5 deleted w.e.f. 1st October 2015

** Uplifted to £13,891 w.e.f. 1st April 2016 in accordance with the National Living Wage

Note:

From 1st April 2014, a revised pay and grading structure was implemented which affected existing pay grades 5 to 11 inclusive. The maximum point of each pay grade was deleted, and those employees on the maximum point on 1st April 2014 were assimilated to the penultimate point.

Those in Grades 12 and 13, will make a pay contribution equivalent to the monetary value of the difference between the penultimate and the maximum points of their respective pay grades as at 1st April 2014.

JNC Chief Executive and Chief Officers Pay Grades effective 1st January 2015

CHIEF EXECUTIVE				
Point 1	Point 2	Point 3	Point 4	Point 5
£122,049	£125,100	£128,151	£131,202	£134,253
CORPORATE DIRECTORS				
Point 1	Point 2	Point 3	Point 4	Point 5
£100,722*	£101,214	£103,680	£106,149	£108,618
HEADS OF SERVICE				
Point 1	Point 2	Point 3	Point 4	Point 5
£69,810*	£71,553*	£73,296*	£75,042*	£76,785*

* **2% pay award applied – please note that 1% of the salary will retained by the Council as a pay contribution under the Workforce Strategy Collective Agreement 2013 – see Notes)**

Note 1:

In addition to the pay grade set out above for Heads of Service, a market pay supplement of £14,000 pa is currently applicable to the post of **Head of Children and Young People** in recognition of the very significant recruitment difficulties associated with posts of this nature.

Note 2:

In line with paragraph 5.2.3 of the Pay Policy Statement, the Council has engaged an **Interim Director of Social Services, Health & Housing**, under a “contract for service”, to ensure that the Council was able to recruit a suitably qualified and experienced individual to this very important post. This was sourced through a procurement process and approved by full Council. Services are provided at the rate of £700 per each day on which services are provided, on the basis that services will be provided on approximately 220 days of the year.

Note 3:

From 1st April 2014, those employed under the JNC for Chief Officers will make a **pay contribution** equivalent to the monetary value of the difference between the penultimate and the maximum points of their respective pay grades as at 1st April 2014.

Note 4:

From 1st April 2014, the Council's Chief Executive will make a voluntary **pay contribution** representing the full value of his national pay award [if any pay award is agreed] for a period of four years.

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
NATIONAL PAY GRADES – SOULBURY**

Note:

From 1st September 2014, those employed within the scope of the Soulbury Agreement will make a **pay contribution** equivalent to the monetary value of the difference between the penultimate and the maximum points of their respective pay grades as at 1st September 2014.

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
SPINE POINT	Pay – with effect from 01.03.15
1.	£35,027
2.	£36,805
3.	£38,583
4.	£40,360
5.	£42,137
6.	£43,914
7.	£44,588
8.	£47,261
9.	£48,829*
10.	£50,398*
11.	£51,861*

Notes:

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. *Extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B	
SPINE POINT	Pay – with effect from 01.03.15.
1.	£43,914
2.	£44,588
3.	£47,261 *
4.	£48,829
5.	£50,398
6.	£51,861
7.	£52,462
8.	£53,584
9.	£54,696
10.	£55,828
11.	£56,937
12.	£58,068
13.	£59,219

14.	£60,330 **
15.	£61,495 **
16.	£62,649 **
17.	£63,810 **
18.	£64,970 **

Notes:

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. * Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. ** Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

TRAINEE EDUCATIONAL PSYCHOLOGISTS	
SPINE POINT	Pay – with effect from 01.03.15.
1	£22,503
2	£24,151
3	£25,796
4	£27,444
5	£29,090
6	£30,737

ASSISTANT EDUCATIONAL PSYCHOLOGISTS	
SPINE POINT	Pay – with effect from 01.03.15.
1	£27,662
2	£28,792
3	£29,922
4	£31,045

YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS	
SPINE POINT	Pay – with effect from 01.03.15.
1	£34,637
2	£35,770
3	£36,903
4	£38,059 *
5	£39,234
6	£40,380
7	£41,553 **
8	£42,885
9	£43,620
10	£44,754
11	£45,883
12	£47,013
13	£48,135

14	£49,269
15	£50,404
16	£51,542
17	£52,686
18	£53,822
19	£54,952
20	£56,107 ***
21	£57,284 ***
22	£58,487 ***
23	£59,715 ***
24	£60,969 ***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

* normal minimum point for senior youth and community officers undertaking the full range of duties at this level

** normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

*** extension to range to accommodate discretionary scale points and structured professional assessments.

EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)	
SPINE POINT	Pay – with effect from 01.03.15.
1	£33,396
2	£34,592
3	£35,721
4	£36,865
5	£38,003
6	£39,142
7	£40,338
8	£41,487 *
9	£42,828
10	£44,023
11	£45,203
12	£46,346
13	£47,640 **
14	£48,792
15	£50,066
16	£51,219
17	£52,373
18	£53,507
19	£54,676
20	£55,280 ***
21	£56,441
22	£57,452
23	£58,566
24	£59,564

25	£60,633
26	£61,674
27	£62,740
28	£63,819
29	£64,902
30	£65,983
31	£67,054
32	£68,143
33	£69,232
34	£70,347
35	£71,458
36	£72,603
37	£73,728
38	£74,866
39	£75,988
40	£77,109
41	£78,237
42	£79,362
43	£80,488
44	£81,619
45	£82,747
46	£83,876
47	£85,010
48	£86,134 ****
49	£87,262 ****
50	£88,391

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

- * normal minimum point for EIP undertaking the full range of duties at this level
- ** normal minimum point for senior EIP undertaking the full range of duties at this level
- *** normal minimum point for leading EIP undertaking the full range of duties at this level
- **** extension to range to accommodate structured professional assessments.

NATIONAL PAY GRADES – JNC YOUTH AND COMMUNITY WORKERS

NOTE: From 1st April 2014, those employed under the JNC for Youth and Community Workers will make a pay contribution equivalent to the monetary value of the difference between the penultimate and the maximum points of their respective pay grades as at 1st April 2014.

YOUTH AND COMMUNITY SUPPORT WORKER RANGE	
SPINE POINT	Pay – with effect from 01.03.15.
1	£14,597
2	£15,207
3	£15,817
4	£16,431
5	£17,041
6	£17,651
7	£18,267
8	£18,880
9	£19,659
10	£20,269
11	£21,254
12	£22,219
13	£23,213
14	£24,243
15	£24,945
16	£25,678
17	£26,398
PROFESSIONAL RANGE	
SPINE POINT	Pay – with effect from 01.03.15.
13	£23,213
14	£24,243
15	£24,945
16	£25,678
17	£26,398
18	£27,125
19	£27,845
20	£28,566
21	£29,378
22	£30,298
23	£31,193
24	£32,092
25	£32,999
26	£33,904
27	£34,811
28	£35,728
29	£36,639
30	£37,549

All Employee Groups - Main Conditions of Service

ANNUAL LEAVE (pro rata for part time employees)	
<ul style="list-style-type: none"> ❖ Chief Executive ❖ Chief Officers 	34 days pa (includes one day allocated at Christmas)
<ul style="list-style-type: none"> ❖ Local Government Services 	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
<ul style="list-style-type: none"> ❖ Soulbury 	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
<ul style="list-style-type: none"> ❖ Youth & Community Workers 	35 days after 5 years service; 30 days pa initially (includes one day allocated at Christmas)
HOURS OF WORK	
<ul style="list-style-type: none"> ❖ Chief Executive ❖ Chief Officers 	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required
<ul style="list-style-type: none"> ❖ Local Government Services ❖ Soulbury ❖ Youth & Community Workers 	Standard working week is 37 hours
OVERTIME PAYMENTS	
<ul style="list-style-type: none"> ❖ Chief Executive ❖ Chief Officers ❖ Soulbury 	None payable
<ul style="list-style-type: none"> ❖ Local Government Services 	Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time

❖ Youth and Community Workers	Time plus 30% for weekdays and weekends; double time on Bank Holidays
WEEKEND WORKING PAYMENTS	
<ul style="list-style-type: none"> ❖ Chief Executive ❖ Chief Officers ❖ Soulbury ❖ Youth & Community Workers 	None payable
❖ Local Government Services	Time plus 30%
SICK PAY SCHEME	
<ul style="list-style-type: none"> ❖ Chief Executive ❖ Chief Officers ❖ Local Government Services ❖ Soulbury ❖ Youth & Community Workers 	1 month's full pay at commencement of employment, increasing year on year, after 5 years service, to up to 6 months at full pay, followed by up to 6 months at half pay

Acting Up Scheme



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Human Resources

APPROVED BY

Personnel
Committee

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1. PURPOSE

- 1.1** To outline a revised scheme for Acting Up payments for Neath Port Talbot County Borough Council employees (with the exception of those employed under Teaching, Soulbury, Youth & Community Workers and JNC Chief Officer's terms and conditions of employment) from 1st April 2008.
- 1.2** The revised Scheme harmonises the differing former Manual and APT&C Acting-up provisions under a single set of rules.

2. PRINCIPLES

This scheme should adhere to the principles of the Equality of Opportunity in Employment Policy.

3. DEFINITION OF ACTING UP

- 3.1** Acting up **applies** where an employee is formally requested to undertake the **full** duties and responsibilities of a higher graded post for a period of at least one day/shift.
- 3.2** Acting up **does not apply** where:-
- (a) An employee or employees undertake(s) only partial duties and responsibilities of a higher graded post
 - (b) The duties and responsibilities are shared between more than one employee. The Honorarium Scheme provisions may cover these circumstances.
 - (c) There is a permanent change to the normal duties of a job. This may warrant a new or re-evaluation of the post.
 - (d) The post being covered is at the same pay grade. (*this may have an impact on current working practices as employees move from a pay point to pay grade*)
 - (e) There are formal deputising responsibilities, written into the job description, which have been taken into consideration when evaluating the post.

4. PERIOD OF ACTING UP

- 4.1** Under this new Scheme all employees are eligible for an Acting-up payment if they are requested to carry out the full duties and responsibilities of the higher graded post from the first day/shift.
- 4.2** Where the employee is requested to act-up into a distinct and different post on day one e.g. Refuse Loader to Refuse Driver or Care Assistant to Care Officer, it is quite clear this situation comes within the definition of acting-up and the employee is entitled to the appropriate acting-up payment, perhaps for just one day or the hours of the shift.
- 4.3** In the office environment, in circumstances where an employee is absent for whatever reason and there may be a need for another employee to act-up into that role, to come within the scope of this Scheme, the employee must be formally requested to act-up and must take on the full duties/responsibilities of the higher graded post. In practical terms this may well not occur from day one in the office environment

5. PAYMENT

- 5.1** The sum to be paid is the minimum rate of pay that would apply were the employee promoted to the higher graded post. It must be at least one increment higher. The payment will be effective from the first day on which the employee was required to undertake the duties and responsibilities of the higher graded post. The payment will be pro-rata for part-time employees based on the standard 37 hour week.
- 5.2** Where practical, the agreed Acting up arrangements and payment should be set out in writing to the employee, using the form attached (Payment Authorisation Form), stating the remuneration to be received and the anticipated length of the acting up period. If this period [by reference to date/s or circumstances] is subsequently extended, this should be confirmed in writing. Where this is not practical, because urgent arrangements need to be put into place to meet service delivery needs, Acting up arrangements can be confirmed by the line manager / supervisor verbally, authorised and certified for payment on the time-sheet and then followed up subsequently in writing, at a later date.

6. PROVISIONS TO COVER THE PERIOD 1ST APRIL 2008 TO THE DATE THE NEW SCHEME IS AGREED AND INTRODUCED

- 6.1** If the grade of the post the employee is acting-up into is **higher** than the grade the employee was paid under the “old” pay structure, the employee will receive the higher salary from the 1st April 2008.
- 6.2** If the grade of the post the employee is acting-up into is **lower** than the grade the employee was paid under the “old” pay structure, no action will be taken to recovery any “overpayment”. However, a joint review of the acting-up arrangements will be undertaken by the line manager and employee as soon as practicable after the collective agreement is signed in order to decide whether to continue with the arrangements under the new Scheme provisions.
- 6.3** Similarly if more than one employee is receiving an Acting-up payment when this Scheme is introduced, which will not qualify under the provisions of the new Scheme, a joint review will be undertaken to determine whether the provisions of the new Honorarium Scheme, should supersede the Acting-up arrangements.

7. MONITORING AND REVIEW

The Acting-up arrangements and payments will be monitored by the Head of Human Resources from an equality, diversity and cost effective perspective on an annual basis, to ensure that the Scheme is implemented in a non-discriminatory manner in accordance with the provisions of the Scheme. The trade unions will be consulted on the outcome of the annual monitoring/review exercise.

8. GRIEVANCES

An employee can raise a grievance in connection with the application of this scheme via the Authority’s Grievance Policy and Procedure.

Honoraria Payments Scheme



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

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1. PURPOSE

To outline a revised scheme for the payment of honoraria to Neath Port Talbot County Borough Council employees (with the exception of those employed under Teaching, Soulbury, Youth & Community Workers and Chief Officer's terms and conditions of employment) from the date the collective agreement is signed.

2. EQUALITY PRINCIPLE

This scheme should adhere to the principles of the Equality of Opportunity in Employment Policy

3. DEFINITION

3.1 An honoraria is a payment for:

- duties outside the scope of an employee's normal role over an extended period, but not more than 12 months
- duties or responsibilities which are within the scope of an employee's normal role but are temporarily exceptionally onerous

3.2 In both of the above circumstances, honorarium payments are to be initiated by the line manager and agreed in writing using the form attached (Payment Authorisation Form), in advance of these duties or responsibilities being undertaken.

3.3 Honoraria should not be used where there is a permanent change to the normal duties of a job or where an employee is requested to 'Act up' to cover a higher-graded post. In these circumstances the post should be assessed under the Council's Job Evaluation Scheme by being included within the Job Evaluation Questionnaire or an Acting Up payment should be set up.

3.4 Accelerated increments within an employee's pay scale should not be used instead of an honoraria payment. Increments can only be awarded in accordance with the criteria agreed under the NPT Pay and Grading Agreement. Individual managers do not have discretion to authorise increments and they will not be actioned for payment by the payroll section.

4. PRINCIPLES OF APPLICATION

- 4.1.1 Honoraria should be treated as a one-off recognition or reward relating to a particular piece of work or circumstances as described in Section 3, [and should be paid as soon as possible after the completion of that task] **or** staged/regular payments where appropriate.
- 4.2 To ensure consistency across the Council the application and payment of honoraria must be in accordance with this Scheme.
- 4.3 The payment of honoraria should be exceptional rather than the expected norm.

5. PAYMENT LEVELS

- 5.1 In deciding the level of payment to be made, the following should be taken into consideration:
- The nature, scope and level of difficulty of the additional duties/responsibilities
 - The length of time involved
 - The impact on the employee's normal role
 - The level of 'new' learning for the employee
 - Current level of pay
 - The level of pay of a "comparator" post, where appropriate
- 5.2 As honoraria are meant to provide some flexibility for managers to recognise specific tasks, it is expected that payment will be made as soon as possible after successful completion of the task.
- 5.3 Where an employee is receiving regular honoraria payments linked to an additional or exceptionally onerous responsibility, this should be reviewed by the line manager on a regular basis and reference made to section 2 of this scheme.

6. PROVISIONS TO COVER THE PERIOD 1ST APRIL 2008 TO THE DATE THE NEW SCHEME IS AGREED AND INTRODUCED

- 6.1** The new provisions should apply as soon as practicable after the collective agreement has been signed.
- 6.2** The new provisions will not be reviewed retrospectively to see whether there is a retrospective entitlement, unless there are exceptional reasons for carrying out the review.
- 6.3** The position of those employees in receipt of an honorarium payment post April 2008, will be reviewed to determine whether the employee(s) are still eligible under the new provisions of the Scheme to determine whether the payment needs to be adjusted, again there will be no recovery of any "overpayment"

7. MONITORING AND REVIEW

The Honoraria arrangements and payments will be monitored by the Head of Human Resources from an equality, diversity and cost effective perspective on an annual basis, to ensure that the Scheme is implemented in a non-discriminatory manner in accordance with the provisions of the Scheme. The trade unions will be consulted on the outcome of the annual monitoring/review exercise.

8. GRIEVANCES

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

Market Pay Scheme



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

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1. CONTEXT AND PURPOSE OF NPT MARKET PAY SCHEME

The use of a job evaluation system to create an equality-proofed pay and grading structure ensures that basic rates of pay are based on robust “internal pay relativities”. This process may not always result in the consequential basic rates of pay reflecting the value of similar jobs in the wider labour market.

This Market Pay Scheme for Neath Port Talbot Council has been developed in the recognition that the Authority’s services are delivered by employees who possess skills and experience which may sometimes be in short supply and, therefore, the use of market pay supplements is one measure which is available to safeguard the provision of such services.

The purpose of this Market Pay Scheme is to enable the Council to establish competitive rates of pay for specific posts which, following the introduction of a new NPT pay structure, do not attract a basic rate of pay which is sufficient to recruit and/or retain the number and quality of postholders required.

A key aim of this Scheme is to ensure that all market pay supplements are initially introduced, and subsequently operated, in a fair and consistent manner which avoids potential non-compliance with equal pay legislation.

In particular, there must be clear evidence that the basic rate of pay for a specific post determined by the Council’s pay and grading structure is significantly less than the relevant market rate of pay for a similar post **and** also that there are recruitment and/or retention problems.

2. NPT MARKET PAY SCHEME IMPLEMENTATION – PHASES 1 AND 2

This Scheme will be implemented alongside the new NPT pay and grading structure and replaces all former arrangements for market pay supplements and recruitment/retention payments.

Phase 1 – initial implementation of Market Pay Scheme – the introduction of a new pay and grading structure will require this Market Pay Scheme to be introduced initially on the basis of assessing which posts may immediately require the application of a market pay supplement **to retain existing postholders**. This will require a speedy review of all “red circled” employees and the posts they occupy taking into account the market pay data which is available at that time.

Phase 2 - subsequent operation of Market Pay Scheme – following the initial implementation phase, this Scheme will be operated **taking into account recruitment and retention issues as they emerge**.

A market pay database will be developed with a specific emphasis on those posts identified to be critical from a recruitment/retention perspective. This will be done collaboratively with other local authorities, where possible. The Trade Unions will be involved in the development of the market pay database.

This Scheme will be jointly reviewed and revised as necessary following its initial implementation period recognising that further developmental work remains to be undertaken, particularly in relation to collecting and validating market pay data.

Market pay supplements will be applicable to specific post/s and are not intended to reflect the contribution or performance of individual postholders.

3. SCOPE OF MARKET PAY SCHEME

Each post falling within the scope of the NJC for Local Government Services (“Green Book”) will be eligible to attract a market pay supplement, but always subject to a satisfactory recruitment and/or retention business case being developed and approved.

4. PREPARATION OF A MARKET PAY SUPPLEMENT BUSINESS CASE

Phase 1 - initial implementation of Market Pay Scheme

The Head of Human Resources will be responsible for reviewing, in consultation with key stakeholders, all posts, but as a matter of priority all red circled posts when the new pay and grading structure is sufficiently certain.

The review will consider which posts may require a market pay supplement when the new pay and grading structure is implemented in order to retain existing postholders.

The involvement and support of Heads of Service, senior HR staff and NPT trade union representatives will be a key part of this process.

Phase 2 - subsequent operation of Market Pay Scheme

Prior to a business case being developed in relation to a proposed market pay supplement, the “employing” Head of Service must satisfy him/herself that all other reasonable options have been considered, including a review of the skills, qualifications and experience needed for the post/s in question.

The Head of Human Resources will be responsible for researching the business case for the payment of a market pay supplement and will formally make a recommendation in response to the Head of Service who proposes any such payment in relation to a specific post.

The following criteria will be taken into account when considering if a business case exists for a market pay supplement to be payable as part of the Phase 2 stage:

- availability of relevant NPT workforce data/evidence to demonstrate the nature and extent of the recruitment and/or retention difficulties being experienced, or anticipated, at NPT
- the extent to which there may be an adverse effect on service delivery at NPT if a recruitment and/or retention difficulty is not addressed
- an assessment of the likely duration of the recruitment/retention difficulties being experienced – short term or longer
- the availability of up to date and accurate market pay data from relevant comparator organisations relating to the NPT post/s which are subject to recruitment and/or retention difficulties. Such data may be collected on a local, travel to work/regional or national basis, dependent upon the post/s involved.

Wherever possible, the market pay data from other organisations will comprise not only the basic rate of pay, but also other pay and non-pay benefits, including pension provisions.

These criteria will be used as guiding principles initially, but will be developed over time into a more comprehensive Scheme. The trade unions will be involved in the development of the comprehensive scheme.

5. FUNDING

Market pay supplements approved under **Phase 1** arrangements will be funded corporately as part of the implementation arrangements for the NPT Pay Review until such time as a specific payment is withdrawn, in which case the corporate funding will be withdrawn.

Phase 2 (new) pay market supplements will be funded by the “employing” Head of Service.

6. PAYMENT ARRANGEMENTS FOR MARKET PAY SUPPLEMENTS

Each approved market pay supplement will be a calculated sum.

Whilst the market pay supplement will not be included in “basic pay” and will not be taken into account in relation to the calculation of overtime hours worked or other pay allowances, it will be permissible for the market pay supplement to include an appropriate compensatory adjustment for premium rates of pay for contractual overtime and/or contractual unsocial hours working.

Market pay supplements will be shown separately on employees’ payslips and will be subject to tax, NI and pension contributions in the normal way.

Market pay supplements will be paid in accordance with the employee’s usual pay frequency.

If a postholder in receipt of a market pay supplement moves to an alternative post within the Council which does not attract a market pay supplement, the payment shall cease from the date on which the postholder leaves the post which attracts the pay supplement.

7. DURATION AND REVIEW OF INDIVIDUAL MARKET PAY SUPPLEMENTS

The duration of market pay supplements will be determined at the outset (maximum of two years, then subject to review) and details conveyed to the postholder/s concerned in writing.

The market pay supplement payable for each post will be reviewed at intervals of no more than two years.

Where, at the time of the review, the business case to support the continued payment of a market pay supplement is no longer sustainable, the supplement shall be withdrawn and 12 months’ notice of this given in writing.

Where a decision is made to withdraw the pay supplement from a specific category of post, this shall apply to all similar posts and their consequential postholders simultaneously.

Example

Employees A, B and C are awarded a market pay supplement on 1st February 2008 for a period of 2 years, i.e. until 31st January 2010.

Employee D is appointed to a similar post to Employees A, B and C 11 months later on 1st January 2009. Duration of market pay supplement will be until 31st January 2010, i.e. 13 months, to coincide with payments made to Employees A, B and C.

A review of all four posts is carried out and completed in January 2010. A business case for market pay supplements can no longer be justified and notice of withdrawal is given to each employee concerned.

Pay supplements for everyone - Employees A, B, C and D - cease twelve months later on 31st January 2011.

In this case, Employees A, B and C have received a market pay supplement for a total of 36 months. Employee D received a market pay supplement for a total of 25 months.

8. AUTHORISATION PROCESS

Phase 1 market pay supplements will be agreed and implemented as part of the overall NPT Pay Review process. The occupants of posts which are to be paid a market pay supplement as part of the Phase 1 arrangements will be informed of the sum involved when formally notified about the JE score and new pay scale applicable to their post.

Phase 2 market pay supplements will be considered, and authorised where appropriate, by the “employing” Head of Service following receipt of supporting information and a formal recommendation from the Head of Human Resources.

Designated NPT trade union representatives will be consulted regarding all proposed changes to market pay supplements.

9. ORGANISATIONAL REVIEW OF MARKET PAY SUPPLEMENTS

An annual review will be undertaken of all market pay supplements being paid, in consultation with the trade unions, and the outcome reported to the Corporate Director Group and others, as appropriate.

10. INTERPRETATION

Any matters of interpretation arising from this Scheme will be determined by the Head of Human Resources, in consultation with designated trade union representatives.

Any employee who is aggrieved with the application of this Scheme is entitled to pursue his/her grievance in accordance with agreed procedures. The Trade Unions will jointly be involved in the development of the more comprehensive scheme.

Recruitment of Chief Executive and Chief Officers Officer Employment Procedure Rules

Human Resources



Neath Port Talbot
Castell-nedd Port Talbot
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1. OFFICER EMPLOYMENT PROCEDURE RULES

These Rules are designed to conform with the requirements of the Local Authorities (Standing Orders) (Wales) Regulations 2006 (“the Regulations”) as amended by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 (“the Amending Regulations”). Some of the Rules are also locally determined but in the event of any conflict with the Regulations, the latter shall prevail. The Rules covered by the Regulations cannot be amended other than by legislation. These Rules need to be read in conjunction with the full Regulations and Amending Regulations, copies of which are available from Legal Services.

In these Rules, the following terms have the meaning prescribed by the Regulations:

(a) “Chief Officer” means the Head of its Paid Service ; a statutory Chief Officer in paragraph (a), (c) or (d) of Section 2(6) of the Local Government and Housing Act 1989 (“the 1989 Act”); a non-statutory Chief Officer within the meaning of Section 2(7) of the 1989 Act above; the Monitoring Officer and Head of Democratic Services; and any reference to an appointment or purported appointment of a Chief Officer includes a reference to the engagement or purported engagement of such an Officer under a contract of employment.

(b) “Head of Paid Service” means the officer designated under Section 4(1) of the 1989 Act.

(c) “Chief Finance Officer” means the officer having responsibility for the purposes of Section 151 of the Local Government Act 1972.

(d) “Monitoring Officer” means the officer designated under Section 5(1) of the 1989 Act.

(e) “Head of Democratic Service” means the officer designated under Section 8 of the Local Government (Wales) Measure 2011.

(f) “Deputy Chief Officer” means a person within the meaning of Section 2(8) of the 1989 Act.

(g) “disciplinary action” in relation to a member of staff of the Council means any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the Council, be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term.¹

(h) “member of staff “ means a person appointed to or holding a paid office or employment, under the Council.

(i) “remuneration” has the same meaning as in Section 43(43) of the Localism Act 2011

2. RECRUITMENT AND APPOINTMENT

2.1 Declarations

The Council will require any candidate for appointment to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or senior officer of the Council at Head of Service level or above; or of the partner of such persons.

2.2 Seeking support for appointment.

2.2.1. The Council will disqualify any applicant who directly or indirectly seeks the support of any officer involved in the appointments process (other than as referee) or councillor, for any appointment with the Council. The content of this paragraph will be included in any recruitment information.

2.2.2. No councillor will seek support for any person for any appointment with the Council.

2.2.3. No councillor shall give a written or oral testimonial of the candidate’s ability, experience or character for submission to the Council with an application for an appointment.

¹ This definition derives from Regulation 2 of the Regulations

3. RECRUITMENT OF CHIEF OFFICERS

- 3.1. Where the Council propose to appoint a Chief Officer within the terms of the Regulations and the remuneration which it proposes to pay to the Chief Officer is £100,000 or more per annum it shall take the steps set out in paragraph 3.2.3.
- 3.2. Where the Council proposes to appoint a Chief Officer and where it is not proposed to pay to the Chief Officer the remuneration mentioned in paragraph 3.1. and it is not proposed that the appointment be made exclusively from among its existing officers it shall take the steps set out in paragraph 3.2.3.
- 3.2.3. The Council shall:-
- (a) draw up a statement specifying —
 - (i) the duties of the officer concerned, and
 - (ii) any qualifications or qualities to be sought in the person to be appointed
 - (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it and
 - (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.
- 3.2.4. The requirement to advertise contained in paragraph 3.2.3. (b) does not apply where the proposed appointment under paragraph 3.1. is for a period of no longer than twelve months.
- 3.3.1. Where the Chief Executive (acting on the advice of the Head of Human Resources) considers that the number of qualified applicants for a vacancy make it difficult for the Special Appointments Committee to prepare a final shortlist for consideration by Council then the Chief Executive may compile and submit an initial list of qualified applicants for consideration by the Special Appointments Committee.
- 3.3.2. In exercising the delegation set out in rule 3.3.1. the Chief Executive shall consider the views of the Head of Human Resources, the Leader of Council and the Leader of the largest non-executive political group.
- 3.3.3. In cases other than as set out in Rule 3.3.1. the Chief Executive shall refer all qualified applicants to the Special Appointments Committee.

3.3.4. The Special Appointments Committee shall either:-

- (a) Refer all qualified applicants submitted to it by the Chief Executive to full Council for selection, or
- (b) Compile a shortlist of qualified applicants from the qualified applicants submitted to it by the Chief Executive and refer that shortlist to full Council for selection.

3.4. The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

3.5. The Council shall interview all applicants referred to it for interview by the Special Appointments Committee in accordance with Paragraph 3.3.4.

3.6. Where no qualified person has applied, or if the Council decides to re-advertise the appointment, the Council may make further arrangements for advertisement in accordance with procedure rule 2.2(b).

3.7. Where the duties of a chief officer include the discharge of functions of two or more relevant authorities in pursuance of section 101(5) of the Local Government Act 1972 or section 20 Local Government Act 2000 and the authorities have agreed that it will be a joint appointment -

3.7.1 the steps taken under paragraph 3.2.3., 3.3.4., 3.5. and 3.6. above may be taken by a joint committee of those relevant authorities, a subcommittee of that committee or a chief officer of any of the relevant authorities concerned.

3.7.2 Any chief officer may be appointed by such a joint committee, a subcommittee of that committee or a committee or sub-committee of any of those relevant authorities.

3.8 The Council shall determine the level, and any change in the level, of remuneration to be paid to a Chief Officer

3.9. The full Council shall make all decisions relating to the appointment of the Head of Paid Service.

4. APPOINTMENT OF MONITORING OFFICER AND DEPUTY CHIEF OFFICERS

- 4.1 The Special Appointments Committee will shortlist applicants and appoint the Monitoring Officer and Deputy Chief Officers (i.e. in Neath Port Talbot the Heads of Service). The relevant Regulatory Committee Chair may also attend the Committee in an advisory capacity.
- 4.2 The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

5. OTHER APPOINTMENTS

- 5.1 The function of appointment of a member of staff of the Council (other than Chief Officers, Deputy Chief Officers, and persons to whom regulations made under Section 35(4) and (5) of the Education Act 2002 apply – teachers and other staff of schools) must be discharged, on behalf of the Council, by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Accordingly, the following shortlisting and appointment arrangements shall apply in respect of all appointments below Deputy Chief Officer level:

<u>Posts</u>	<u>Method</u>
With pay scale commencing at scp 39 and above, or equivalent.	Chief Officer or Deputy Chief Officer
With pay scale commencing at scp 38 and below, or equivalent	Chief Officer or Deputy Chief Officer or Accountable Manager or Line Manager

Other appointment provisions

- 5.2 The starting salary for all posts, other than those graded in accordance with salary scale 1, will normally be at the minimum point of the scale, but the starting point may be other than the minimum at the discretion of the authorised Officer making the appointment.

5.3 For appointments of:-

5.3.1. Officers and Assistant Officers in Charge of Residential children's establishments and

5.3.2. basic grade social workers working with children,

these appointments are to be carried out by a Panel of three Officers in accordance with the recommendations as set out in the Adrienne Jones and Warner Reports.

5.4 For joint appointments with schools, representative Headteachers will be involved in the appointment at shortlisting and interview stages.

5.5 The Director of Education, Leisure and Lifelong Learning is also required to give statutory advice to School Governing Bodies on the appointment and dismissal of persons to whom regulations made under section 35(4) and (5) of the Education Act 2002 apply.

ER/VR/CR Scheme



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

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1. SCOPE

This Scheme is applicable to all NPT Council employees, including those appointed and managed by School Governing Bodies.

2. VOLUNTARY REDUNDANCY (VR)

The Council may, from time to time, in accordance with the needs of the service and within a specified period, invite expressions of interest in voluntary redundancy (VR) as part of its Workforce Strategy to reduce employee costs. It is unlikely that all volunteers will be allowed to leave the Council's employment under this Scheme as the Council will have an ongoing need to retain employees with the necessary skills and competencies to both deliver and transform a range of services.

The Council will consider "bumped" redundancies, where appropriate. In these circumstances, employees may apply for voluntary redundancy, thereby making available their post for employees with transferable skills whose job has or will become redundant and who do not wish to leave the employment of the Council. Such "bumping" of a redundancy will be considered across service areas, with appropriate funding arrangements being agreed by the Heads of Service or Head teachers involved.

All VR expressions of interest will be considered at management's sole discretion, based on a robust business case (including the cost of any consequential organisational/pay grade changes). All VR expressions of interest will need to be authorised by the relevant Head of Service and Directorate Management Team.

The Council's grievance procedure will not apply in the case of VR, but the Head of Human Resources has an advisory and monitoring role in this respect.

3. EARLY RETIREMENT (ER)

Applications for Early Retirement (ER), where a job loss does not take place, will be granted in exceptional circumstances only, and on the basis of "in the interests of efficiency of the service" (due to the range of alternative, and usually more cost-effective, measures available to manage capability issues). All such ER decisions will be subject to a robust business case (including the cost of any consequential organisational/pay grade changes) being approved by the relevant Head of Service and Directorate Management Team, or Head teacher and School Governing Body, as appropriate. Where a Head teacher is the subject of the ER application, Governing Body authorisation will be required.

The Council's grievance procedure will not apply in the case of ER, but the Head of Human Resources has an advisory and monitoring role in this respect.

4. FLEXIBLE RETIREMENT

The Council's Flexible Retirement Policy will remain available to eligible employees alongside this ER/VR/CR Scheme, as will Teachers Pension Scheme (TPS) phased retirement provisions.

5. COMPULSORY REDUNDANCY (CR)

It is the Council's policy to prevent compulsory redundancies from arising to the greatest extent possible. However, where unavoidable, selection for compulsory redundancy (CR) will take place in accordance with relevant management of change and associated employment policies.

6. SCHEME PAYMENTS, COSTS AND FUNDING (ER/VR/CR)

VR and CR Payments

Subject to **the total cost to the Council of early release of pension and/or severance payment being limited to the equivalent of 52 weeks' pay** for the employee concerned (see Note 1), the following provisions will apply in cases of Voluntary Redundancy (VR) and Compulsory Redundancy (CR):

early release of pension for "qualifying" employees (see Note 2);

lump sum **statutory redundancy payment** (see Note 3), using the 30 week Statutory Redundancy table (Appendix A);

Lump sum **discretionary compensation payment**, using the Council's 50 week table (Appendix B), (reduced by the statutory redundancy payment referred to above).

Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", **but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment)**

ER Payments

Subject to **the total cost to the Council of early release of pension being limited to the equivalent of 52 weeks' pay** (see Note 1), the following will apply in cases of Early Retirement (ER): Early release of pension for "qualifying" employees (see Note 2).

ER, VR and CR Funding

Early retirement, statutory redundancy and discretionary compensation payment costs will all be met by the employing Directorate, with the exception of school Governing Bodies where the costs will be met from a separately identified element of schools' delegated budgets.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council.

7. OTHER ER/VR/CR PROVISIONS

In cases of **compulsory redundancy (CR)**, there will be a presumption that employees will continue to be employed during the statutory notice period, particularly as this will maximise the prospects of potential redeployment. Employees in this situation must arrange to take any outstanding annual leave during the notice period but, if not practicable and certified accordingly by the relevant Head of Service, an employee will be paid for any untaken annual leave which remains outstanding on expiry of the notice period. Any annual leave entitlement exceeded will be recovered from pay. Exceptionally, pay in lieu of notice, which is subject to tax and National Insurance, may be granted.

Employees leaving the Council's employment on the grounds of **ER or VR** will do so on the basis of a **mutually agreed termination date, with no notice period being applicable on either side** and with **no extra payment being made** for any outstanding holidays, time off in lieu or flexi leave.

Statutory notice provisions in relation to teachers will apply, as appropriate.

Employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will be "retirees" and will, therefore, normally be precluded from returning to any paid temporary or permanent NPT Council employment (which includes schools). However, in exceptional circumstances, re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union/s.

8. NOTES

Note 1: All employees who are made redundant are entitled to a statutory redundancy payment (see Note 3 below).

"Qualifying" employees are also entitled to early release of pension if their employment is terminated on the grounds of redundancy (or in the interest of efficiency of the service). Statutory redundancy payments may be enhanced through the payment of discretionary compensation payments and will be calculated having regard to the total cost of:

- (a) early release of pension,
- (b) statutory redundancy payments and
- (c) discretionary compensation payments not exceeding - in total – the equivalent of 52 weeks' pay for the employee concerned.

For example, where an employee's entitlement under the 50 week table takes the total cost above the value of his/her annual pay, the number of weeks of redundancy and/or discretionary compensation payments and/or the weekly pay calculator rate will be adjusted downwards as necessary.

The definition of a "week's pay" will be in accordance with statutory provisions for redundancy pay calculation purposes.

In summary, this will be the gross amount payable for a week's work in accordance with the employee's contract of employment as applicable on the "calculation date", which will be the pay period immediately preceding the first day of his/her notice period. If an employee's remuneration is variable, a 12 weekly average will be calculated. Sections 220 to 229 and Section 234 of ERA 1996 further define the calculation of a "week's pay".

Note 2: "Qualifying" generally means aged 55 years, or over, with 3 months' membership of the Local Government Pension Scheme (LGPS). The definition of "qualifying" is covered by LGPS Regulations and may change as a result of future legislative changes. Employees in the Teachers' Pensions Scheme (TPS) have a different qualifying period (usually 2 years). The TPS is a statutory scheme and may also change as a result of future legislative changes. Access to pension for teachers before age 60, without actuarial reduction, is at the discretion of Neath Port Talbot Council.

Note 3: To use the statutory redundancy table in Appendix A, firstly look up the employee's age and number of years' continuous service with the Council (& its predecessor authorities). Where the two intersect on the table, this is the number of weeks' pay which becomes payable. The "week's pay" to be used to calculate the lump sum statutory redundancy payment will be in accordance with statutory provisions (maximum of £475 per week with effect from 1st February 2015).

STATUTORY REDUNDANCY TABLE

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

Department for Business, Innovation and Skills URN 09/1371

Appendix B

50 WEEK DISCRETIONARY COMPENSATION PAYMENTS TABLE

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1.67	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1.67	2.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1.67	2.5	3.33	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1.67	2.5	3.33	4.17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1.67	2.5	3.33	4.17	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1.67	2.5	3.33	4.17	5	5.83	-	-	-	-	-	-	-	-	-	-	-	-	-
23	2.5	3.33	4.17	5	5.83	6.67	7.5	-	-	-	-	-	-	-	-	-	-	-	-
24	3.33	4.17	5	5.83	6.67	7.5	8.33	9.17	-	-	-	-	-	-	-	-	-	-	-
25	3.33	5	5.83	6.67	7.5	8.33	9.17	10	10.83	-	-	-	-	-	-	-	-	-	-
26	3.33	5	6.67	7.5	8.33	9.17	10	10.83	11.67	12.5	-	-	-	-	-	-	-	-	-
27	3.33	5	6.67	8.33	9.17	10	10.83	11.67	12.5	13.33	14.17	-	-	-	-	-	-	-	-
28	3.33	5	6.67	8.33	10	10.83	11.67	12.5	13.33	14.17	15	15.83	-	-	-	-	-	-	-
29	3.33	5	6.67	8.33	10	11.67	12.5	13.33	14.17	15	15.83	16.7	17.5	-	-	-	-	-	-
30	3.33	5	6.67	8.33	10	11.67	13.33	14.17	15	15.83	16.7	17.5	18.33	19.17	-	-	-	-	-
31	3.33	5	6.67	8.33	10	11.67	13.33	15	15.83	16.7	17.5	18.33	19.17	20	20.83	-	-	-	-
32	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	17.5	18.33	19.17	20	20.83	21.67	22.5	-	-	-
33	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	19.17	20	20.83	21.67	22.5	23.33	24.17	-	-
34	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	20.83	21.67	22.5	23.33	24.17	25	25.83	-
35	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	22.5	23.33	24.17	25	25.83	26.67	27.5
36	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	24.17	25	25.83	26.67	27.5	28.33
37	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	25.83	26.67	27.5	28.33	29.17
38	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	27.5	28.33	29.17	30
39	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	29.17	30	30.83
40	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	30.83	31.67
41	3.33	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	31.67	32.5
42	4.17	5.83	7.5	9.17	10.83	12.5	14.17	15.83	17.5	19.17	20.83	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17
43	5	6.67	8.33	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	31.67	33.33	35
44	5	7.5	9.17	10.83	12.5	14.17	15.83	17.5	19.17	20.83	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17	35.83
45	5	7.5	10	11.67	13.33	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	31.67	33.33	35	36.67
46	5	7.5	10	12.5	14.17	15.83	17.5	19.17	20.83	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17	35.83	37.5
47	5	7.5	10	12.5	15	16.7	18.33	20	21.67	23.33	25	26.67	28.33	30	31.67	33.33	35	36.67	38.33
48	5	7.5	10	12.5	15	17.5	19.17	20.83	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17	35.83	37.5	39.17
49	5	7.5	10	12.5	15	17.5	20	21.67	23.33	25	26.67	28.33	30	31.67	33.33	35	36.67	38.33	40
50	5	7.5	10	12.5	15	17.5	20	22.5	24.17	25.83	27.5	29.17	30.83	32.5	34.17	35.83	37.5	39.17	40.83
51	5	7.5	10	12.5	15	17.5	20	22.5	25	26.67	28.33	30	31.67	33.33	35	36.67	38.33	40	41.67
52	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	29.17	30.83	32.5	34.17	35.83	37.5	39.17	40.83	42.5
53	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	31.67	33.33	35	36.67	38.33	40	41.67	43.33
54	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	34.17	35.83	37.5	39.17	40.83	42.5	44.17
55	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	36.67	38.33	40	41.67	43.33	45
56	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	39.17	40.83	42.5	44.17	45.83
57	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	41.67	43.33	45	46.67
58	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	42.5	44.17	45.83	47.5
59	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	42.5	45	46.67	48.33
60	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	42.5	45	47.5	49.17
61+	5	7.5	10	12.5	15	17.5	20	22.5	25	27.5	30	32.5	35	37.5	40	42.5	45	47.5	50