

Pay Policy and Procedure

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Introduction

It is critical for the success of Oxford City Council that we recruit and retain the talented people we need to deliver great services to the residents of Oxford. To do this the Council has to offer competitive rates of pay in the local and broader labour market, whilst making sure employees are paid fairly and free from bias or discrimination.

Who this policy covers

- 2.1 This policy applies to all employees at Oxford City Council except for the Chief Executive and Deputy Chief Executives.
- 2.2 Whilst it does not apply to contractors, consultants, agency workers or any self-employed individuals working for the organisation, this policy does set out parameters to be followed when agreeing pay rates for these workers.

The Pay Structure

- 3.1 The Council follows the NJC job evaluation scheme for officers at grades 3 to 11 and currently uses an external job evaluation scheme for roles above grade 11.
- 3.2 Grades 3 to 11 have two pay points, known as 'scale points' or 'spinal column points' (SCP), which are set out in the Pay Policy Statement each year.

- 3.3 Pay awards to uplift pay points in the pay structure are agreed through local collective pay bargaining with the two recognised trade unions: Unison and Unite.

Recruitment into a post

- 3.3 All new offers of employment or internal promotions will be at the lower scale point of a grade.
- 3.4 A recruiting manager can request to apply discretion to pay the upper scale point to a successful candidate if there is a justified reason for doing so. When applying this discretion, the manager must consider the pay of other team members to ensure fairness. An example of where it may be justified to pay the upper scale point is when a role is difficult-to-recruit and a higher starting salary will support attraction. Payment at the upper scale point requires approval from the Head of People.
- 3.6 New employees at the grade minimum will progress to the higher scale point of the grade on successful completion of their probationary period, providing they are not being managed through an informal or formal performance improvement process.
- 3.7 Employees who are promoted internally will progress to the higher scale point of the grade on successful completion of 6 months in the new role providing they are not being managed through an informal or formal performance improvement process.

Career development schemes

What is a career development scheme?

- 4.1 Some services offer career development opportunities allowing people to learn as part of a staged progression plan. This might apply when:
- It is not possible to recruit people with the right experience, skills or knowledge and so the Council develops its talent internally
 - An individual does not currently meet all the essential criteria of the role but has the potential to develop in role and achieve the required standards
- 4.2 In these circumstances employees will normally be appointed one grade lower than the grade for the role. After the successful completion of a development plan, the individual will move to the standard grade for the role provided they have reached the required performance standard. Pay progression to the maximum of the scale may vary depending on the plan in place.

How is it applied?

- 4.3 For any roles where a career development opportunity is identified, a job description setting out the career development role must be submitted to the job evaluation panel and a grade confirmed. The manager needs to

demonstrate clear differences in the role and responsibilities against the 'standard' role to justify the difference in pay.

- 4.4 Once the grade is confirmed, the manager can appoint to the position.
- 4.5 The manager should use the Career Development Plan template to set out the development required and level of competence needed to move up to the standard grade for the role.
- 4.6 On successful completion of the career development plan, the manager will raise the request to move the individual to the 'standard' grade for the role via the People Team Service Desk.
- 4.7 If at any point there are concerns about the individual's performance or capability, the Performance Improvement Procedure should be followed.

Honoraria

- 5.1 Honoraria payments are additional payments made as a one-off or for a fixed period for undertaking a project or work beyond that expected of the job role.

Honorarium for additional duties over a fixed period

- 5.2 Payment of a fixed-period honorarium payment will be considered where:
 - Someone is taking on additional responsibilities or duties that are outside the normal remit of their role, but the work does not cover the full duties of a higher-graded post.
 - Someone is taking on particularly onerous duties in addition to those normally carried out in their role.

Honorarium as a one-off payment

- 5.3 Payment of a one-off retrospective honorarium payment may be considered where the duties performed have resulted in a clear benefit to the Council, which would not have been achieved without the actions of the employee and those actions are not within the normal remit of their role.
- 5.4 Managers can apply discretion when determining how much should be paid, but they should consider the level of work completed, the amount of additional work completed and the additional time on top of normal working hours.
- 5.5 To request an honorarium payment, line managers must raise a contract change request via the People Team Service Desk, after first obtaining the approval of the Head of People or People Operations Manager, Service Director and Finance Accountant.

Acting up allowances

- 6.1 Acting up allowances can be awarded to employees who undertake all or part of a higher-graded role for a fixed period.

- 6.2 It might be appropriate to pay an acting up allowance if:
- There is a vacant, funded post within the structure with a current job description for an employee to 'act up' into
 - The period for which the employee will be acting up is at least four weeks in duration
 - The acting up allowance is not being paid for the purposes of covering annual leave
- 6.3 Where an acting up allowance is paid, the employee will be expected to carry out the specified duties and responsibilities of the higher-graded job.
- 6.4 All pay and annual leave, overtime and any other premium payment must be paid at the acting up rate.
- 6.5 All other terms and conditions which apply to the employee's substantive post remain unaffected.
- 6.6 Where employees are spending part of their time in their substantive post and part of their time in an acting up post, any acting up allowance would be calculated based on the percentage of time spent acting up.
- 6.7 Employees who are in receipt of an acting up allowance do not have an automatic right to be formally offered the higher-graded role at any stage.
- 6.8 Acting up allowances can be paid for up to 12 months. A new request must be submitted for an extension.
- 6.9 To request an acting up allowance, line managers must raise a contract change request via the People Team Service Desk, after obtaining the approval of the Head of People or the People Operations Manager, and then the Service Director and Finance Accountant through the service desk platform.

Monitoring and review

- 7.1 This policy will be regularly reviewed in consultation with recognised trade unions to ensure it continues to treat all employees equally, fairly and without discrimination.