

## **Council – 27th February 2020**

### **Pay Policy Statement and Living Wage 2020/21**

#### **1. Summary**

The Pay Policy Statement is subject to an annual review and presented to Personnel Committee to make recommendations to Full Council on the content of the policy.

#### **2. Recommendation**

That the following recommendations of Personnel Committee as set out on the Council Summons be approved:

- (1) That Council approve the Pay Policy Statement for 2020 / 2021.
- (2) That Council approve the continuation of the living wage as detailed within the Pay Policy (section 6.5) and section 4.2, option a, of the report.
- (3) That Council approve delegation for the Executive Director of Resources and Transformation to authorise the Pay Policy to be updated to reflect any amended authorisation levels that may result in response to the implementation of One Source, the Council's new integrated HR / Payroll / Finance / Procurement system due to be implemented in 2020.

#### **3. Background information**

On the 20 January 2020, based on the Pay Policy Statement presented, Personnel Committee made recommendation to Full Council to approve the Pay Policy Statement 2020-2021.

Further to this on 30 January 2020, a report was presented to Personnel Committee "Recruitment to the post of Executive Director, Resources and Transformation". Personnel Committee members approved the recommendations contained within the report, two of which were:

- Agree a special responsibility allowance, whilst the Executive Director for Resources and Transformation is vacant, to the Deputy Section 151 Officer to reflect the additional duties being undertaken.
- Agree to remove the additional allowance made to the Executive Director Resources and Transformation for Section 151 Officer duties in order to regularise the salary for the post with the other Executive Director posts.

These decisions on 30 January had a consequential impact on the Pay Policy Statement presented at Personnel Committee on 20 January and therefore the Pay Policy Statement has been amended to reflect these decisions as follows:

5.7 The council's Monitoring Officer (currently attached to a Director post) receives an additional allowance for the undertaking of this statutory function.

5.8 The Councils Section 151 statutory function is undertaken by an Executive Director normally the Executive Director for Resources and Transformation and does not attract an additional allowance. Where the Executive Director (Resources and Transformation) is or becomes vacant and the Section 151 duties are delegated to an appropriate deputy an allowance will be awarded to undertake the statutory function.

The report to Personnel Committee on 20 January 2020 including the amended Pay Policy Statement is attached as an **Appendix** hereto.

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19th February 2020

**Personnel Committee – 20th January 2020**

**Pay Policy Statement and Living Wage (LW) 2020/2021**

**1. Summary**

The purpose of this report is to seek approval for the updated Pay Policy Statement 2020/2021 (appendix 1); including the decision to pay the revised recommended Living Wage (LW) rate with effect from 01 April 2020 (appendix 2).

**2. Recommendations**

- 2.1 That Personnel Committee recommends Full Council to approve the Pay Policy Statement for 2020/2021
- 2.2 That Personnel Committee recommends Full Council to approve the continuation of the living wage as detailed in the Pay Policy (section 6.5) and section 4.2, option a) of this report.
- 2.3 That Personnel Committee recommends Full Council approve delegation for the Executive Director of Resources and Transformation to authorise the Pay Policy to be updated to reflect any amended authorisation levels that may result in response to the implementation of One Source, the Council's new integrated HR / Payroll / Finance / Procurement system due to be implemented in 2020.

**3. Background Information**

- 3.1 Under the Localism Act 2011 the Council has to prepare a Pay Policy Statement each financial year outlining policies in relation to the level of remuneration for all employees from the Chief Executive to the lowest paid employees.
- 3.2 The 2020/2021 Pay Policy has been updated to reflect the current pay structure and level of remuneration across the Council.
- 3.3 The 2020/2021 national pay awards for NJC, Soulbury and JNC for Youth and Community Workers once confirmed will be automatically implemented for relevant employees as previously agreed by Personnel Committee (22 January 2019) and added to the Pay Policy appendices at such a time as implemented (subject to local adjustment to take into account the 1% reduction following the councils terms and conditions review (2017) where applicable).
- 3.4 As the pay policy is live from 01 April 2020, the job titles/designations contained reflect those currently proposed in 'New Ways of Working – aligning senior management responsibilities' due to be implemented 01 April 2020, namely existing Assistant Director terminology has been amended to Director in line with the proposals. However, should this current proposal not result in implementation, then the pay policy will automatically be updated to reflect the correct and accurate job titles/designations at such a time as this is confirmed.
- 3.5 The 2020/2021 Pay Policy also includes the following minor clarifications / amendments:

- I. Further clarity regarding starting pay decisions applying to both internal and external appointments [refer to appendix 1 Pay Policy point 8.1].
- II. Further clarity on employee led job evaluation requests resulting in a grade increase, the appointment will be made at the bottom of the grade or at the minimum point of advantage [refer to appendix 1 Pay Policy point 9.4].
- III. Further clarity has been provided on the application of honorariums which are normally up to a maximum of 12 months. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once [refer to appendix 1 Pay Policy point 14.1].
- IV. Further clarity provided in regards to the level of authorisation, now referring to Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level) [refer to appendix 1 Pay Policy points 14.2, 15.1, 15.4 and 15.5].
- V. Further clarity provided in regards to call out arrangements in line with current standby and call out guidance [refer to appendix 1 Pay Policy point 15.5].
- VI. There have been subtle changes to the Local Government Pension Scheme (LGPS) discretionary policy, however these have not altered the councils discretionary policy [refer to appendix 1 Pay Policy section 17].

3.6 Feedback through consultation raised the issue of the councils approach to paying professional subscriptions / registration fees and indicated some potential inconsistency in application. This was reviewed and 3 options were considered;

- a) To cease payment of all professional fees;
- b) To continue with the current arrangement of paying professional subscriptions / registration fees at the discretion of the Executive Director (or delegated Deputy Chief Officer), where it is an essential requirement of the job, i.e. a statutory function and to support recruitment and retention;
- c) To introduce the payment for all roles where such subscriptions / fees are an essential requirement of the role i.e. a requirement as specified in the job descriptions/employee specification and you would not be able to perform the job role without such, as denoted by the council (not necessarily the professional body).

This issue was raised during consultation and CMT discussion for the Pay Policy Statement 2019/20 (last year) and it was agreed at that time option b) above should remain in place with a future review to take place as part of the wider pay and remuneration review. As the wider review is scheduled to commence during 2020, the Pay Policy for 2020/21 has been left unaltered in relation to this issue, with option b) as still the recommended option contained in the Pay Policy up until the wider review takes place at which point the issue will be revisited, with wider consultation and fully funded costing implications being considered.

#### **4. Options for application of the Living Wage (LW)**

- 4.1 The council have been paying the Living Wage, reviewed annually since April 2015. Appendix 2 provides background information on the Living Wage and its application within Walsall Council

4.2 There are three options available to Personnel Committee in regards to the Living Wage.

- a) Continue to pay an allowance for 2020/2021 to existing roles (including casual roles and higher and degree level Apprenticeships) that are below the Living Wage. This will mean the minimum rate of pay will be £9.30 per hour with effect from 1st April 2020. This will include all Walsall Council employees (excluding apprentices at advanced level and below and internships; those schools who decide not to apply the Living Wage and those schools, which are Voluntary Aided, Foundation or Academies).
- b) Freeze the current allowance paid at £9.00 and review annually to see if this decision should be amended.
- c) Cease the living wage allowance and revert to the appropriate pay point within the relevant pay structure and review annually to see if this should be re-introduced.

## **5. Financial Implications**

5.1 If option a) at 4.2 is adopted, based on the current structure as at 31<sup>st</sup> October 2019, there is a potential financial impact, as there will be 43 employees plus casual workers and 8 higher level apprentices who will fall below the living wage rate of £9:30 per hour. The additional cost in 2020/2021 in applying the living wage increase is £8,388 plus on costs excluding casuals and the cost of any new employees commencing their employment from the 1st April 2020.

If option b) at 4.2 is adopted the Council will not see any additional financial pressures.

If option c) is adopted and all employees revert, back to their substantive salary the Council will make a saving of approximately £42,294

5.2 All costings are based on the existing pay-scales and do not take into account any national pay awards as these have not yet been confirmed.

## **6. Legal Considerations**

6.1 The Localism Act 2011 introduced the concept of increased accountability over senior officer pay in local government by requiring councils to prepare and publish a pay policy statement every financial year, which is required to meet various statutory requirements as set out below. In performing this function the council must have regard to any guidance issued by the Secretary of State for the Department of Communities and Local Government. A pay policy statement for a financial year must set out the authority's policies for the year relating to; the remuneration of its chief officers; the remuneration of its lowest-paid employees, and the relationship between the remuneration of its chief officers, and the remuneration of its employees who are not chief officers. In addition the statement must state the definition of "lowest-paid employees" adopted by the authority for the purposes of the statement, and the authority's reasons for adopting that definition. The statement must include the authority's policies relating to the level

and elements of remuneration for each chief officer; remuneration of chief officers on recruitment; increases and additions to remuneration for each chief officer; the use of performance-related pay for chief officers; the use of bonuses for chief officers, the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority; and the publication of and access to information relating to remuneration of chief officers.

- 6.2 One of the key objectives of the primary legislation and subsequent statutory guidance is to provide local accountability through councillors having an input into how decisions on remuneration for chief officers are made. The 2012 statutory guidance stated that full council or a meeting of members should be offered the opportunity to vote before large salaries are offered in respect of a new appointment. It provided for a notional threshold of £100,000 or above. The 2013 statutory guidance, which supplemented the 2012 guidance, extended this requirement to severance packages of £100,000 or above. On the 1st June 2015 full council delegated the determination of severance packages to the relevant committee. The objective of increasing transparency in the council's approach to pay is achieved through the publication of the pay policy statement itself, which itself builds upon the requirement to publish senior employees remuneration under Regulation 4 Accounts Audit (Amendment No 2) (England) Regulations as part of its published salaries information, and more latterly the Local Government Transparency Code 2014.
- 6.3 Council policy in respect of the recruitment and appointment of Chief Officers is set out at Part 4.6 of the Council's Constitution, Officer Employment Procedure Rules, whereby the Council has historically delegated the power to approve remuneration levels for the Chief Executive, Executive Directors and Assistant Directors to the relevant committee since 2004. Therefore councillors have always had a significant input on the appointment of chief officers and their remuneration. As previously stated this is set out in the council's constitution which is a public document. All of these appointments are also subject to the well-founded objection process involving Members of the Executive.

## **7. Risk Management**

- 7.1 An equality impact assessment is attached (appendix 4).



## **8. People**

- 8.1 There is no direct impact on our citizens as a result of this procedure. The procedure is however, part of the employment framework that helps to ensure that residents of Walsall get the best possible services from council employees.

## **9. Consultation**

- 9.1 The Pay Policy Statement 2020/21 has been consulted upon with senior managers across the Council between 26<sup>th</sup> November to 9<sup>th</sup> December 2019. Trade Unions nationally are in favour of paying the Living Wage.

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# **Pay Policy Statement 2020/2021**



**Walsall Council**



## Version Control

Document title	<b>Pay Policy Statement 2020/2021</b>		
Owner	Human Resources	Status	Draft
Version	9.0	Approved on	TBC
Effective from	01/04/2020	Review date	31/03/2021
Last updated	05/02/2020	Last updated by	HR Strategy and Planning
Purpose	The Pay Policy Statement sets out Council policy on pay and conditions for senior managers and employees, assisting the Council to attract and retain skilled employees and ensuring compliance with legislative requirements under the Localism Act 2011.		

This policy links to:

- Corporate Plan
- Walsall Proud Programme
- Job Evaluation & Grading Policy
- Redeployment Procedure
- Market Supplements Policy
- Walsall Council Terms and Conditions Document (Orange Book)
- Standby and Call Out Guidance
- Workforce Strategy
- Behaviour & Standards Framework
- Relocation and Temporary Accommodation Expenses Policy
- Recruitment and Selection Policy
- Joint Negotiating Committee for Local Authority Chief Officers Conditions of Service Handbook

This list is not exhaustive.

For further advice or guidance on this policy, or if you would like this information in another language or format please contact:

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## **1.0 Introduction**

- 1.1 Walsall Council is PROUD. We are proud of our past, our present and for our future. The council is committed to reducing inequalities and ensuring all potential is maximised and its employment policies, procedures and guidelines are designed to support this vision and deliver the council's priorities.
- 1.2 The council is committed to creating an environment that provides opportunities for all individuals and communities to fulfil their potential. This policy provides a framework in which employees will be supported to deliver the council's priorities in line with the council's expected behaviours and values; professionalism; leadership; accountability; transparency and ethical.
- 1.3 The council's values and behaviours will be at the core of everything the council deliver and through a culture of continuous improvement the council will increase performance, efficiency and champion the design of services to meet the needs of customers. As a digital by design council, employees will be empowered to deliver new ways of thinking and new ways of working, encouraging innovation and creativity in a learning environment. The council is committed to technological investment to deliver transformation in order to improve the efficiency and effectiveness of its services, both internally and externally.
- 1.4 This policy framework promotes the council's strategic priority of internal focus ensuring all council services are effective and efficient and helps embed the behaviours and values expected of all employees as part of the Behaviour and Standards Framework.
- 1.5 The Pay Policy Statement sets out council policy on pay and conditions for senior managers and employees for the year ending 31 March 2021.

## **2.0 Scope**

- 2.1 This policy applies to all council employees including the Chief Executive, Chief Officers and Deputy Chief Officers, fixed term and temporary employees and casual workers.
- 2.2 With the exception of;
  - 2.2.1 Employees on teachers' pay & conditions and educational support staff (employed directly by the school and subject to the School Staffing (England) Regulations (2009)) who are covered separately by the Schools Model Pay Policy.
  - 2.2.2 Unattached Teachers on Teachers Pay and Conditions who are covered separately by the Unattached Teachers Pay Policy.
- 2.3 This policy does not apply to contractors, consultants, agency workers or any self-employed individuals working for the council.

### **3.0 Principles**

- 3.1 The council aims to attract and retain skilled employees motivated to deliver the priorities of the council. In determining the pay policy for Chief Officers and other employees, the council is committed to ensuring a fair, equitable and transparent approach to pay. Within this, it is recognised that different approaches may be required between groups of employees reflecting factors such as difficulties in attracting and retaining key employees and ensuring valuable skills are retained.
- 3.2 The Pay Policy Statement outlines the remuneration arrangements within the council and aims to ensure:
- That employee's pay levels are set and reviewed using a clear, rational and transparent process that meets equal pay legislation.
  - That pay rates are both competitive in the market place, reflect the need to retain key skills and appropriately reward employees for their contribution to the council's achievements.
  - That pay and reward decisions support the provision of valued public services and are affordable.
  - That any decisions relating to pay and salary progression are consistent, fair and non-discriminatory.
- 3.3 The council will not promote employees through the grading system nor use other pay mechanisms in order to assist in securing an employee's improved pension entitlement on retirement or any other allowance/pay (such as maternity or redundancy).

### **4.0 Accountabilities**

- 4.1 Managers are accountable for the following;
- Applying this policy consistently, fairly and objectively in accordance with the council's vision and purpose and clearly demonstrate the council's management behaviours and values, seeking further advice and guidance from HR where necessary.
- 4.2 Employees are accountable for the following;
- All employees should support the delivery of the council's vision and purpose, clearly demonstrating the council's behaviours and values;
  - Actively engage in employment practices and processes in which they are involved and ensure they understand this policy, seeking further advice and guidance from managers where necessary;
  - Complying with the requirements of this policy.

## **5.0 Senior management pay structure**

- 5.1 Senior management are defined for this purpose as the Chief Executive and Chief Officers (as defined under the Localism Act 2011 Part One Chapter 8, section 43(2), Government and Housing Act 1989 2(8), and for the avoidance of doubt include Executive Directors and Directors. Senior management grades are locally agreed salary scales, which are reviewed annually having regard to the JNC pay award for Local Authority Chief Executives and Chief Officers and market conditions. The senior management pay structure is attached at Appendix A.
- 5.2 The salary levels of the Chief Executive and Chief Officers on appointment are set by elected members at the relevant committee of the Council. The council's relevant committee (or appointed sub committees) approves remuneration levels for the Chief Executive, Executive Directors and Directors on appointment, subject to negotiation. The council's relevant committee has delegated authority from Council in respect of the actual appointment and dismissal of Executive Directors and Deputy Chief Officers in accordance with the Employment Procedure Rules.
- 5.3 Pay levels are reviewed and locally agreed taking into account any cost of living increase negotiated nationally by the JNC for Chief Officers of Local Authorities Conditions of Services. The pay offer for 2020/21 for Chief Officers is yet to be decided.
- 5.4 The salary details for Chief Officers are published on the Council's website and can be located on the open data pages; <https://go.walsall.gov.uk/opendata-datasets>
- 5.5 The process for recruitment and remuneration of Chief Officers is set out in Part 4.6 of the Council's Constitution.
- 5.6 The Chief Executive's total remuneration package includes fees payable for local election duties. Where appropriate fees for European, National and Regional elections and referenda are set out and paid by central government.
- 5.7 The council's Monitoring Officer (currently attached to a Director post) receives an additional allowance for the undertaking of this statutory function.
- 5.8 The Council's Section 151 statutory function is undertaken by an Executive Director normally the Executive Director for Resources and Transformation and does not attract an additional allowance. Where the Executive Director (Resources and Transformation) is or becomes vacant and the Section 151 duties are delegated to an appropriate deputy an allowance will be awarded to undertake the statutory function.

- 5.9 In relation to the termination of employment of Chief Officers, the Council will consider making appropriate payments where it is in the Council's best interests. Any such payments will be in accordance with contractual entitlements or statutory requirements and take into account the potential risks and liabilities to the council, including any legal costs, disruption to services, impact on employee relations and management time. Any such arrangements are reported to a committee of the council where required by the Council's Constitution. Furthermore, external auditors are consulted about severance packages where appropriate.

## **6.0 Others pay structure (including the lowest paid employees)**

- 6.1 Remuneration for other employees is normally determined by the council's Job Evaluation (JE) scheme, which covers all employees on NJC Local Government Services (Green Book) terms and conditions of service. These employees have their pay based upon the NJC pay and grading structure which is extended locally to incorporate 62 spinal column points (SCP) and is attached at Appendix B.
- 6.2 The council's pay and grading structure ranges from G1 to G16 and covers SCP01 – 062. Each grade range contains a number of SCPs and this allows for annual incremental progression up to the top of the grade.
- 6.3 The council's Job Evaluation scheme is based on the NJC prescribed Job Evaluation scheme for posts graded G1 to G13 and the Hay Group Job Evaluation scheme for posts graded G14 to G16. Both schemes comply with equal pay requirements.
- 6.4 Currently (based on council structures as at November 2019) apprentices pay starts at £8,392 in line with the national minimum apprenticeship rate of pay. The council pay age appropriate rates for all levels of apprenticeships (with the exception of those covered by 6.5) and will not apply the 12-month minimum apprenticeship rate.
- 6.5 The council has paid the Real Living Wage, since April 2015, in the form of an additional allowance to basic hourly rate, implemented in April each year and subject to an annual review. All council employees (excluding interns, intermediate and advanced apprentices), casual workers, higher and degree level apprentices are eligible for the living wage allowance where their substantive pay falls below the living wage rate including all non-standard hours such as overtime.
- 6.6 The council pay spot salaries to Interns and Graduates (based on council structures as at November 2019).
- 6.7 Pay levels are reviewed and locally agreed taking into account any cost of living increase negotiated nationally by the NJC for Local Government Services. The pay offer for 2020/21 for NJC is yet to be decided, however will continue to be



subject to 1% reduction agreed locally as part of the terms and conditions review (2017).

## **7.0 Non-standard terms and conditions**

- 7.1 Employees transferring into the council under TUPE arrangements have the right to retain their existing terms and conditions and as such retain the pay scales applicable to their employment prior to transfer. This paragraph would not preclude any changes, which were not by reason of the TUPE transfer or where there were economic, technical or organisational reasons for such changes.
- 7.2 Some specialist employees, mainly in education related services, such as Educational Psychologists, and the Youth Service are paid on the national pay scales relevant to their specialist employment, namely Soulbury and JNC for Youth and Community Workers respectively attached at Appendix C & D.
- 7.3 Pay levels are reviewed and locally agreed taking into account any cost of living increase negotiated nationally by Soulbury and the JNC for Youth and Community. The pay offer for 2020/21 for Soulbury and JNC for Youth and Community is yet to be decided.
- 7.4 Employees covered under TUPE who transferred into the Council prior to the terms and conditions review (2017) and employees on relevant specialist pay scales were included in the terms and conditions review and any pay offer agreed will continue to be subject to 1% reduction.

## **8.0 Starting pay**

- 8.1 Employees are usually paid on an incremental scale and will normally be appointed at the minimum point of the pay grade for that post or at the minimum point of advantage (applicable to internal appointments) where grade boundaries overlap with the new higher grade or in the case of equivalent graded posts, appointment will be made on the existing SCP with normal incremental progression in line with 9.3 below. However, in certain circumstances it may be appropriate to appoint internal or external candidates to a higher point within the pay grade to support the appointment and retention of high calibre candidates. Such practice must be objectively justified and within current budgetary constraints. In order to ensure a level of control and consistency of such appointments, the support of Human Resources should be sought before obtaining Head of Service approval.
- 8.2 Internal appointments moving into an additional/second post of equivalent grade and nature will be appointed on the same SCP as their existing post with normal incremental progression in line with 9.3 below.
- 8.3 Where employees are appointed into posts where there is a grade reduction, they will normally be appointed at the top of the grade unless their current SCP is already below this level in which case they will transfer across on their

existing SCP with no further increase until the normal incremental progression is due in line with 9.3 below.

- 8.4 Casual workers will be appointed on the minimum point within the pay grade and will not receive incremental progression. Existing casuals (pre 2017/2018 pay policy) will be frozen on their current SCP and will not receive any further incremental pay progression.

## **9.0 Pay progression**

- 9.1 Where employees are on annual incremental scales progression within grade boundaries is automatic (with the exception of casual workers and those on spot salaries, such as Interns and Graduates).
- 9.2 Annual incremental pay progression takes place until the maximum SCP within the grade for the post is achieved. Thereafter the employee is only eligible to receive the annual cost of living award as negotiated by the appropriate bodies and implemented by the council.
- 9.3 Increments are due on the 01 April each year, or 6 months after appointment where the employee has been in the post for less than 6 months by 01 April, i.e. if the employee is appointed between 01 October and 31 March the increment will be paid after 6 months in post and then annually on the 01 April thereafter up to the maximum SCP within the grade.
- 9.4 Employees are able to request re-evaluations of the grade of their post where they believe that work duties have substantially altered. All re-evaluation requests will be graded using the council's JE scheme in line with the job evaluation & grading policy that provides the right of appeal against any grade outcomes. Where a manager or employee led job evaluation request results in a grade increase the appointment will be made at the bottom of the grade or at the minimum point of advantage.

## **10.0 Performance related pay (PRP)**

- 10.1 The council does not operate a corporate performance related pay scheme or any type of bonus pay scheme.

## **11.0 Pay protection**

- 11.1 Pay protection will be granted for a maximum period of 12 months and will apply where the council is enforcing a reduction in an employee's pay due to one of the following situations:
- 11.1.1 redeployment as a result of a restructure and/or compulsory redundancy in accordance with the councils' redeployment policy
  - 11.1.2 redeployment as a result of a dismissal on health grounds in accordance with the councils' redeployment policy



- 11.1.3 as a result of a re-grade in accordance with the council's job evaluation and grading policy
- 11.2 Pay protection will only apply where the post/re-grade is no more than 2 grades below the employee's substantive post.
- 11.3 Pay protection will apply to the grade of the substantive post and not the amount of hours worked, therefore pay protection will be pro-rata if the employee accepts a post at fewer hours. However, where an employee accepts a post with increased hours, pay protection will only apply to their previous substantive hours.
- 11.4 Where pay protection applies any loss in annual leave (affected by a grade reduction) will also be protected for a maximum period of 12 months on a pro-rata basis.
- 11.5 All other terms of the employee's substantive post will not be protected (e.g. unsocial hours payments, allowances etc.).

## **12.0 Market supplements**

- 12.1 The council recognises that at times it may be difficult to recruit new employees or retain existing employees in certain key posts. To ensure that the council attracts and maintains a skilled and experienced workforce, supplements may be paid in addition to the grade of the post in accordance with the council's market supplements policy.

## **13.0 Relocation and temporary accommodation allowances**

- 13.1 Relocation and temporary accommodation expenses may be paid to employees to cover costs associated with relocating in order to take up new employment with the council. These expenses are paid in accordance with the council's relocation and temporary accommodation expenses policy.

## **14.0 Honorary payments**

- 14.1 Honorary payments are additional monies that may be paid to remunerate employee's where;
  - a) Employees are 'acting up' into a higher graded post and undertaking the full range of duties of the post on either a full time or part time basis. Such payments are temporary in nature normally for a maximum of 12 months and are paid in accordance with the recruitment and selection policy. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once.

Or

b) Employees are undertaking additional work duties that are outside the scope of the employee's normal role AND such duties are graded at a higher level than the employee's substantive post. Such payments are temporary in nature, normally for a maximum period of 12 months and are paid in accordance with the council's job evaluation scheme to ensure principles of fairness and equality are maintained. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once.

- 14.2 All honorariums require authorisation from a Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level), and HR approval.
- 14.3 Where honorarium payments are approved, the employee will normally be awarded the bottom SCP of the higher grade. However, where this represents less than a 2 spinal column point increase from the existing SCP, the SCP will be adjusted to reflect a 2 point increase.

#### **15.0 Allowance / expenses**

- 15.1 Overtime – any overtime worked over 37 hours regardless of when the hours are worked will be paid at time plus 1/2. This is usually only applicable to those on grades G6 or below, however in exceptional circumstances and where pre-approved by the Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level), can be extended to those above G6. Overtime is not normally paid to those on senior management grades. All overtime must be agreed by the relevant manager and closely monitored.
- 15.2 The council also pays an additional payment in certain circumstances, which fall under the overtime and holiday pay ruling.
- 15.3 Unsocial hours payment – where employees work unsocial hours (Monday – Saturday between the hours of 22.00 – 06.00 and all day on Sunday) they will receive additional unsocial hours payments based on the percentage of their standard contractual 37 hour working week worked in unsocial hours and this will equate to either a 5%, 10% or 15% enhancement to their basic pay in accordance with Walsall Council local terms and conditions document.
- 15.4 Standby payment – where employees are required to be on standby they will receive a standardised payment in accordance with the guidance on standby and call out payments, currently £20 per session and £180 weekly rate. This is usually only applicable to those on grades G12 or below, however in exceptional circumstances and where pre-approved by the Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level), can be extended to those above G12.
- 15.5 Callout payment – where employees are called out to required locations they will receive the appropriate additional hours (payment for additional hours up to

and including G6 and TOIL for those G7 and above in accordance with the standby and call out guidance) or overtime rate subject to a minimum of two hours for any single call out period in accordance with the guidance on standby and call out payments. This is usually only applicable to those on grades G12 or below, however in exceptional circumstances and where pre-approved by the Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level), can be extended to those above G12. Where an employee provides telephone advice and the response time is in excess of one hour, a call out payment will be made.

- 15.6 Professional subscriptions / registration fees – These may be paid by the council, at the discretion of the Executive Director (or delegated Deputy Chief Officer), where it is an essential requirement of the job. Essential would normally relate to a statutory function, and to support recruitment and retention. Payments of professional fees will undergo future review as part of a wider pay and remuneration review.
- 15.7 Car allowances – employees using a private vehicle on official business will be entitled to claim business mileage at the HMRC rate as detailed in Appendix B.
- 15.8 The council also pay a sleep in allowance to specific roles to ensure the council operate in accordance with legislation, which are agreed for application in specific service areas.
- 15.9 Executive Directors using a private vehicle on official business will be entitled to claim business mileage at the HMRC rate as detailed in Appendix B. With the exception of those Executive Directors commencing in post prior to 01 April 2018 who receive a lump sum payment equivalent to 2.3% of their annual salary, which covers, the first 60 miles, after which business mileage claims can be made.

## **16.0 Exit payments**

- 16.1 Exit payments will be paid in accordance with legislative requirements. At the time of writing draft regulations are out to consultation.
- 16.2 Exit payments will be subject to recovery in accordance with legislative requirements. At the time of writing draft regulations are out to consultation.

## **17.0 Pensions**

- 17.1 Employees of the council are eligible to join the Local Government Pension Scheme. The benefits and contributions payable under the scheme are set out in the Local Government Pension Scheme Regulations 2013.
- 17.2 Under the Local Government Pension Scheme Regulations, each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.

- 17.3 The council's current published LGPS discretionary policy is contained in Appendix E of this document and was effective from 1st April 2014. There have been subtle changes to the discretionary policy at the time of writing this policy to reflect recent regulatory changes but these do not impact on the council's policy conveyed in the previous version of the policy statement. This document also incorporates discretionary provisions that are still in force under the former LGPS regulations that the employer is required to publish within its current policy.

#### **18.0 Pay multiples (or pay dispersion)**

- 18.1 There is no formal mechanism for direct comparison between pay levels of the wider workforce with senior manager pay and there are no council policies on reaching or maintaining a specific pay multiple.
- 18.2 The pay multiple recommended for adoption by the Hutton Review of Fair Pay in the Public Sector is the ratio between the salary of the highest paid employee and the median full time equivalent (fte) salary of the organisation.
- 18.3 The council's current (31 October 2019) pay multiple from the highest pay (£182,070 per annum) to the median pay (£26,056 per annum) is 1:7. This pay multiple is the same ratio as the previous year.
- 18.4 The Council's current (31 October 2019) pay multiple from Chief Officers within the Corporate Management Team (£131,090 per annum) to the median pay (£26,056 per annum) is 1:5. This pay multiple is the same ratio as the previous year.
- 18.5 The Council will monitor these ratios on an annual basis to ensure that there is no undue wage inflation in senior management pay rates.

## Appendix A

### JNC for Chief Officers of Local Authorities

#### Spinal Column Point Salaries

	Pay range	1 <sup>st</sup> April 2020	1 <sup>st</sup> April 2019
		*Annual	*Annual
Chief Executive			
Pay range **			£161,262 to £182,070
Executive Director			
Pay range	11		£124,848
	12		£127,969
	13		£131,090
	Spot point		£137,333
Director			
Pay range	1		£81,647
	2		£84,783
	3		£87,924
	4		£91,064
	5		£94,208

\*Salary ranges above reflect the pay increase of 2% effective from 01 April 2019 and the 1% reduction following the terms and conditions review (2017)

\*\* Chief Executive is paid on a spot salary within the Chief Executive pay range

The 2020 pay points for Chief Officer TBC

## Spinal Column Point Salaries effective from 1st April 2020 (TBC) and 2019

\* Salary scales reflect the 1% reduction following the terms and conditions review (2017)

\*\* note Hourly rates are shown rounded to the nearest whole penny

		2020 TBC			2019		
Grade	SCP	*Annual £	Monthl y Rate	**Hourly Rate	*Annual Salary £	Monthly Rate £	**Hourly Rate £
NJC grades							
G1	001				17192	1432.67	8.91
	G2	002			17536	1461.33	9.09
		003			17886	1490.50	9.27
G3		004			18244	1520.33	9.46
		005			18609	1550.75	9.65
	G4	006			18981	1581.75	9.84
		007			19360	1613.33	10.03
		008			19748	1645.67	10.24
G5		009			20143	1678.58	10.44
		010			20546	1712.17	10.65
		011			20956	1746.33	10.86
		012			21375	1781.25	11.08
		013			21803	1816.92	11.30
		014			22240	1853.33	11.53
	G6	015			22684	1890.33	11.76
		016			23138	1928.17	11.99
		017			23600	1966.67	12.23
		018			24072	2006.00	12.48
		019			24553	2046.08	12.73
		020			25045	2087.08	12.98
		021			25546	2128.83	13.24
G7		022			26056	2171.33	13.51
		023			26732	2227.67	13.86
		024			27630	2302.50	14.32
		025			28501	2375.08	14.77
	G8	026			29343	2445.25	15.21
		027			30206	2517.17	15.66
		028			31061	2588.42	16.10
		029			31712	2642.67	16.44
G9		030			32552	2712.67	16.87
		031			33464	2788.67	17.35
		032			34444	2870.33	17.85
		033			35578	2964.83	18.44
	G10	034			36511	3042.58	18.92
		035			37475	3122.92	19.42
		036			38430	3202.50	19.92
		037			39388	3282.33	20.42
G11		038			40356	3363.00	20.92
		039			41263	3438.58	21.39
		040			42261	3521.75	21.90
		041			43231	3602.58	22.41
	G12	042			44190	3682.50	22.90
		043			45140	3761.67	23.40
		044			46149	3845.75	23.92
		045			47147	3928.92	24.44
G13		046			48284	4023.67	25.03
		047			49448	4120.67	25.63
		048			50610	4217.50	26.23
		049			51789	4315.75	26.84
		050			52962	4413.50	27.45
G14		055			59022	4918.50	30.59
		056			60254	5021.17	31.23
	G15	057			62199	5183.25	32.24
		058			65311	5442.58	33.85
		059			68419	5701.58	35.46
G16		060			71661	5971.75	37.14
	G15	061			74774	6231.17	38.76
G16		062			77882	6490.17	40.37

## Midpoint (Average Cost) of Salary Grades 2019

Grade	SCP	Midpoint £
Grade	pts 1-2	17364
Grade	pts 2-4	17889
Grade	pts 4-6	18611
Grade	pts 6-11	19956
Grade	pts 9-17	21832
Grade	pts 15-23	24603
Grade	pts 22-27	28078
Grade	pts 26-31	31390
Grade	pts 30-35	35984
Grade	pts 34-39	38904
Grade	pts 38-43	42740
Grade	pts 42-47	46726
Grade	pts 46-50	50619
Grade	pts 55-58	61697
Grade	pts 57-61	68473
Grade	pts 60-62	74772

## Business Mileage Effective from 1 April 2017

Business Mileage	HMRC Approved mileage rates Cars (per mile)
First 10,000 business miles in the tax year	45p
Each business mile over 10,000 in the tax year	25p



## Appendix C

### Spinal Column Point Salaries effective from 1st September 2020 (TBC) & 2019

\* Salary scales reflect the 1% reduction following the terms and conditions review (2017)

\*\* note Hourly rates are shown rounded to the nearest whole penny

2020				2019			
SCP	*Annual Salary £	Monthly Rate £	**Hourly Rate £	SCP	*Annual Salary £	Monthly Rate £	**Hourly Rate £
<b>Educational Improvement Professionals</b>				<b>Educational Improvement Professionals</b>			
1				1	35,094	3228.25	18.19
2				2	36,350	3327.92	18.84
3				3	37,536	3427.58	19.46
4				4	38,739	3532.33	20.08
5				5	39,935	3633.00	20.70
6				6	41,131	3750.42	21.32
7				7	42,388	3855.08	21.97
8				8	43,596	3958.42	22.60
9				9	45,005	4058.42	23.33
10				10	46,261	4171.75	23.98
11				11	47,501	4272.67	24.62
12				12	48,701	4384.25	25.24
13				13	50,061	4485.17	25.95
14				14	51,272	4586.25	26.58
15				15	52,611	4685.50	27.27
16				16	53,822	4787.92	27.90
17				17	55,035	4840.75	28.53
18				18	56,226	4942.42	29.14
19				19	57,455	5031.00	29.78
20				20	58,089	5128.58	30.11
21				21	59,309	5193.50	30.74
22				22	60,372	5194.58	31.29
23				23	61,543	5209.75	31.90
28				28	67,062	5588.50	34.76
<b>Trainee Educational Psychologists</b>				<b>Trainee Educational Psychologists</b>			
1				1	23647	1970.58	12.26
2				2	25379	2114.92	13.15
3				3	27108	2259.00	14.05
5				5	28839	2403.25	14.95
4				4	30569	2547.42	15.84
5				5	32299	2691.58	16.74
<b>Educational Psychologists</b>				<b>Educational Psychologists</b>			
2				2	38676	3223.00	20.05
3				3	40544	3378.67	21.02
4				4	42412	3534.33	21.98
5				5	44278	3689.83	22.95
6				6	46146	3845.50	23.92
7				7	47904	3992.00	24.83
8				8	49663	4138.58	25.74
9				9	51310	4275.83	26.60
10				10	52959	4413.25	27.45
<b>Senior &amp; Principal Educational Psychologists</b>				<b>Senior &amp; Principal Educational Psychologists</b>			
3				3	49663	4138.58	25.74
4				4	51310	4275.83	26.60
5				5	52959	4413.25	27.45
6				6	54497	4541.42	28.25
7				7	55128	4594.00	28.57
8				8	56307	4692.25	29.19
9				9	57475	4789.58	29.79
10				10	58664	4888.67	30.41
11				11	59830	4985.83	31.01
12				12	61018	5084.83	31.63
13				13	62228	5185.67	32.25
14				14	63395	5282.92	32.86
15				15	64620	5385.00	33.49





## Appendix D

### Spinal Column Point Salaries effective from 1st September 2020 (TBC) & 2019

\* Salary scales reflect the 1% reduction following the terms and conditions review (2017)

\*\* note Hourly rates are shown rounded to the nearest whole penny

2020				2019			
SCP	*Annual Salary	Monthly Rate	**Hourly	SCP	*Annual Salary	Monthly Rate	**Hourly
	£	£	£		£	£	£
JNC for Youth & Community Workers				JNC for Youth & Community Workers			
2					NA	NA	NA
3				3	17817	1484.75	9.24
4				4	18181	1515.08	9.42
5				5	18541	1545.08	9.61
6				6	18928	1577.33	9.81
7				7	19195	1599.58	9.95
8				8	19839	1653.25	10.28
9				9	20658	1721.50	10.71
10				10	21299	1774.92	11.04
11				11	22334	1861.17	11.58
12				12	23348	1945.67	12.10
13				13	24392	2032.67	12.64
14				14	25475	2122.92	13.20
15				15	26212	2184.33	13.59
16				16	26983	2248.58	13.99
17				17	27739	2311.58	14.38
18				18	28503	2375.25	14.77
19				19	29259	2438.25	15.17
20				20	30018	2501.50	15.56
21				21	30870	2572.50	16.00
22				22	31837	2653.08	16.50
23				23	32778	2731.50	16.99
24				24	33722	2810.17	17.48
25				25	34676	2889.67	17.97
26				26	35627	2968.92	18.47
27				27	36579	3048.25	18.96
28				28	37543	3128.58	19.46
29				29	38500	3208.33	19.96
30				30	39456	3288.00	20.45
31				31	40102	3341.83	20.79
32				32	41163	3430.25	21.34



Walsall Council



## Appendix E



### **Local Government Pension Scheme Policy Statement: 1 April 2014**

#### **Policy Statement for all eligible employees**

Under the Local Government Pension Scheme Regulations, each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.

This statement is applicable to all employees of Walsall Council who are eligible to be members of the LGPS. Before the exercise of any discretion it will be necessary in each case to consider the full financial cost implications to the Council and the Pension Fund.

Existing policy discretions for employers which are in place under the 2008 and 1995 schemes will remain in force for employees who left the scheme prior to 1<sup>st</sup> April 2014.

All other past policies and discretions will be revoked following the approval of this policy. The discretions detailed in this policy will apply from 1<sup>st</sup> April 2014.

#### **Part 1 – Discretions to be applied under the LGPS Regulations 2013 and LGPS (Transitional Provisions and Savings) Regulations 2014 (denoted as ‘TP’ within the policy).**

<b><u>Regulation 16(2)e &amp; Reg 16(4)d:</u></b> Where an active Scheme member wishes to purchase extra annual pension of up to £7,026 (figure at 1 April 2019) by making Additional Pension Contributions (APCs), the employer can choose to contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).	<b><u>Council Policy</u></b> The Council has <u>NOT</u> adopted this discretion.
<b><u>Regulation 30(6) and TP11(2):</u></b> Whether to permit flexible retirement for staff aged 55 or over who, with the agreement of the employer, reduce their working hours or grade in order to release some or all of their retirement benefits.	<b><u>Council Policy</u></b> The Council will consider employee requests to take flexible retirement on a case by case basis after taking into factors such as service delivery and any costs that may apply.

<p><b><u>Regulation 30(8):</u></b> Whether to waive any actuarial reductions that would otherwise apply under Regulation 30(5) and Regulation 30(6) for active members, deferred members and suspended tier 3 ill health pensioners who elect to receive early payment of benefits prior to normal pension age.</p>	<p><b><u>Council Policy</u></b> Waiving of actuarial reductions and the application of 85 year rule protections will be considered only where there is a clear financial or operational advantage in doing so. A request for early unreduced payment of benefits on compassionate grounds would be considered only where the former member is prevented from full-time working due to the need to provide long-term care for a dependant.</p>
<p><b><u>TP Regulation 1(1)(c) of Schedule 2:</u></b> Whether, to apply the 85 year rule protections to members who choose to voluntarily draw their benefits on or after age 55 and before age 60, [under paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].</p>	<p><b><u>Council Policy</u></b> Waiving of actuarial reductions and the application of 85 year rule protections will be considered only where there is a clear financial or operational advantage to the Council in doing so.</p>
<p><b><u>Regulation 31:</u></b> Whether to grant extra annual pension of up to £7,026 to an active Scheme member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.</p>	<p><b><u>Council Policy</u></b> The Council has <u>NOT</u> adopted this discretion.</p>
<p><b><u>Regulation 22(8 &amp; 9):</u></b> Whether to extend the 12-month period in which a member can elect to retain separate benefits for previous pensionable service.</p>	<p><b><u>Council Policy</u></b> The Council will consider applications under this Regulation but only when it can be demonstrated that the delay is because of an administration issue and not as a result of the scheme member's failure to make an election within the 12 month timescale.</p>
<p><b><u>Regulation 9(3):</u></b> Determining the rate of employees' contributions</p>	<p><b><u>Council Policy</u></b> The Council will review the contribution rate bands at six monthly intervals. Account will be taken when determining the rate of any impending pay award.</p>
<p><b><u>Regulation 100(6):</u></b> Whether to extend the 12-month period from joining the scheme in which to allow a transfer-in of previous non-local government pension rights.</p>	<p><b><u>Council Policy</u></b> The Council will consider applications under this Regulation but only when it can be demonstrated that the delay is because of an administration issue and not as a result of the scheme member's failure to make an election</p>

	within the 12 month timescale.
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**Part 2 – Discretions to be applied under the LGPS (Benefits, Membership and Contributions) Regulations 2007 (as amended)**

No remaining Discretions apply under Part 2

**Part 3 – Discretions to be applied under the LGPS Regulations 1997**

<b><u>Regulation 31(7A):</u></b> Whether to grant employer consent for a scheme member to access their retirement benefits from their Normal Retirement Date without reduction, while continuing to be employed by a Scheme employer listed in Schedule 2.	<p><b><u>Council Policy</u></b></p> <p>The Council has adopted this regulation to be used in exceptional circumstances only.</p> <p>The criteria for exceptional circumstances are defined in the detailed guidelines.</p> <p>The Council will consider each specific case which will be judged equally and fairly on its own merits having fully considered the reasons for early payment and any associated financial costs.</p>
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**Part 4 – Discretions to be applied under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006**

<b><u>Regulation 5:</u></b> The Council may decide to calculate a redundancy payment entitlement as if there had been no limit on the amount of the week's pay used in the calculation.	<p><b><u>Council Policy</u></b></p> <p>The Council has decided to adopt this discretion and base redundancy payment calculations on an unrestricted week's pay.</p>
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<b><u>Regulation 6:</u></b> A one-off lump sum compensation payment may be awarded to an employee up to a maximum value of 104 weeks pay (2 years) inclusive of any redundancy payment made.	<p><b><u>Council Policy</u></b></p> <p>The council has decided to adopt this discretion in part and will award an additional lump sum compensation payment equal to the value of the statutory redundancy payment – maximum payment 30 weeks – but only in cases of some compulsory redundancies. Each award will be subject to a cap to be paid to an employee who is paid less than the full time equivalent of scale point 23.</p> <p>Each specific case will be judged equally and fairly on its own merits having fully considered service delivery and financial costs.</p>
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**Part 5 – Discretions to be applied under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011**

<b><u>Explanation</u></b> The Council operates The Walsall Council Injury Allowance Scheme under the permissive powers of	<p><b><u>Council Policy</u></b></p> <p>The Council has decided that all claims are to be submitted to and agreed by an Injury Allowance Panel. The panel will consist of</p>
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<p>The Discretionary Payment Regulations 2011.</p> <p>The scheme is unique to Walsall Council employees and is operated within the regulatory guidelines.</p>	<p>The Head of Legal Services, The Head of Finance and the Head of Human Resources or their nominees.</p> <p>Both temporary and permanent allowances are available within the terms of reference of the scheme. Each award will be judged on the relevant evidence presented to the panel. Payment will be made from the service budget. There is no separate internal appeals process as designated by the Injury allowance panel.</p>
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**Part 6 – Appeals Process – Local Government Pension Scheme (Administration) Regulations 2008**

<p><b><u>Regulation 57: Internal Dispute Resolution Procedure (IDRP)</u></b>  Responsibility for determination of LGPS disputes under the first stage of the procedure now lies with the “Adjudicator” at the employing authority.</p> <p>The Section 151 Officer is the Adjudicator for the purposes of the Internal Dispute Resolution Process. If this presents a conflict of interest when the complaint relates to a member of the Resources directorate, the Chief Executive will act as the Adjudicator.</p>	<p><b><u>Council Policy</u></b>  Any disputes about decisions made under the LGPS should be sent in writing to:</p> <p>The Section 151 Officer  The Council House  Walsall Council  WS1 1TW <b>or</b></p> <p>The Chief Executive if the complaint relates to member of the Resources and Transformation Directorate.</p>
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**November 2019**

## Appendix 2

### **The Living Wage (Pay Policy 2020/2021)**

#### **1. Background**

- 1.1 The Living Wage is an informal benchmark, not a legally enforceable minimum level of pay, like the national minimum/national living wage. The Living Wage calculation takes into account the Centre for Research in Social Policy at Loughborough University Minimum Income Standard, which identifies a core basket of goods needed for a minimum standard of living. Combined with analysis of the actual cost of living including essentials such as rent, council tax, childcare and transport to produce the Living Wage figure.
- 1.2 Appointments Board recommended that with effect from 01 April 2015, the Council commence payment of a Living Wage allowance to existing roles including Higher Level Apprentices, (excluding apprenticeships at advanced level and below, with further amendments excluding internships) and casual workers paid below the Living Wage. Subsequently by Personnel Committee (22 January 2019) that this is reviewed annually as part of the Pay Policy Statement. Each year the Living Wage rate has increased and been implemented as below;
- £7.85 effective from 1<sup>st</sup> April 2015
  - £8.25 effective from 1<sup>st</sup> April 2016
  - £8.45 effective from 1<sup>st</sup> April 2017
  - £8.75 effective from 1<sup>st</sup> April 2018
  - £9.00 effective from 1<sup>st</sup> April 2019
- 1.3 The Living Wage outside of London increased on 11 November 2019 from £9.00 to £9.30 per hour.
- 1.4 The national minimum/national living wage is currently £8.21 for those 25 and over, £7.70 for those aged 21-24, £6.15 for those aged 18-20, £4.35 for those under 18, and £3.90 for apprentices under 19 or in their first year of study. These rates are expected to rise from 01 April 2020, although exact figures (at the time of writing) have not yet been published.
- 1.5 The NJC pay scales current minimum point (2019/2020) is £8.91 and expected to increase from 01 April 2020 following confirmation of the NJC nationally negotiated pay award being agreed. Employees on JNC, Soulbury and teachers terms and conditions, all exceed the minimum rate of £9.30.

#### **2. Living Wage Allowance in Walsall Council**

- 2.1 Based on the current employment data as at 31st October 2019, and taking into account any incremental progression due on 1st April 2020 there will be 35 employees who fall below the living wage rate of £9.30 per hour. In addition to

these there are 8 higher-level apprentices within scope paid an hourly rate below the living wage;

- 2.2 In addition to the above the Council also has approximately 120 people that work on a 'casual' basis at rates in the new pay structure less than £9.30 per hour, which are eligible for the living wage allowance adopted by the Council.
- 2.3 Schools have the delegated power to decide where to appoint employees on the pay scale and could therefore choose not to apply the Living Wage (even if the council has decided to implement it).
- 2.4 Foundation, Voluntary Aided Schools and Academies are separate employers so are outside of any decisions the Council may take regarding pay.

## Equality Impact Assessment (EqIA) for Policies, Procedures and Services

<b>Proposal name</b>	<b>Pay Policy Statement 2020/21</b>		
<b>Directorate</b>	Resource and Transformation		
<b>Service</b>	HR Strategy and Planning Team		
<b>Responsible Officer</b>	Tracey Edwards		
<b>Proposal planning start</b>	29 October 2019	<b>Proposal start date (due or actual date)</b>	01 April 2020

<b>1</b>	<b>What is the purpose of the proposal?</b>	<b>Yes / No</b>	<b>New / revision</b>
	Policy	Yes	Revision
	Procedure	N/A	
	Guidance	N/A	
	Is this a service to customers/staff/public?	Yes	
	If yes, is it contracted or commissioned?	N/A	
	Other - give details	N/A	
<b>2</b>	<b>What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?</b>		
	<p>In response to feedback from the organisation and to bring the HR policies in line with the PROUD Programme and the Behaviour Framework, this procedure has been re-formatted and redesigned to reflect the following principles;</p> <ul style="list-style-type: none"> <li>• Alignment with Walsall Proud Programme and vision</li> <li>• Clear identification of accountabilities in line with behaviours</li> <li>• Clear, consistent and concise policy containing easy to use procedure</li> <li>• Streamlined detail with more in the supporting guidance documents</li> </ul> <p>The Pay Policy Statement sets out Council policy on pay and conditions for senior managers and employees, assisting the Council to attract and retain skilled employees and ensuring compliance with legislative requirements under the Localism Act 2011 and the Equality Act 2010.</p> <p>This policy is a key element of our employment practices and it is vital that it meets the needs of the employees and managers who use it. To provide a policy which is free from any form of discrimination is a key aim of Human Resources (HR).</p> <p>The policy has been updated and is in line with current legislation and good practice. The policy will be applicable to all employees and managers with the exclusion of those employees on teachers' pay &amp; conditions and educational support staff.</p>		



3	<b>Who is the proposal likely to affect?</b>																		
	<b>People in Walsall</b>	<b>Yes / No</b>	<b>Detail</b>																
	All	No	All corporate employees including Chief Officers																
	Specific group/s	No																	
	Council employees	Yes																	
Other (identify)	N/A																		
4	<b>Please provide service data relating to this proposal on your customer's protected characteristics.</b>																		
	As of 31 March 2019 the total number of Walsall Council employees (excluding Schools) were 3141. The Council's workforce is made up of 68.51% females. 21.59% of the workforce are classified as minority ethnic. In total there were 138 employees (4.39% of the workforce) who declared they had a disability, as defined by the Equality Act 2010.																		
5	<b>Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).</b>																		
	<p>Consultation took place with senior managers within the Council between 26<sup>th</sup> November to 9<sup>th</sup> December 2019</p> <p>26 November - 09 December 2019 – consultation on the draft Pay Policy Statement 2019/20 with Legal and Finance</p> <p>The Pay Policy is subject to approval at Full council in February 2019.</p>																		
	<table border="1"> <tr> <td><b>Type of engagement/consultation</b></td> <td>Senior Managers Finance legal</td> <td><b>Date</b></td> <td>26 November 2019</td> </tr> <tr> <td><b>Who attended/participated?</b></td> <td colspan="3">Senior managers across all directorates</td> </tr> <tr> <td><b>Protected characteristics of participants</b></td> <td colspan="3">N/A</td> </tr> <tr> <td colspan="4"> <b>Feedback and response</b>   Request for further clarity on: <ul style="list-style-type: none"> <li>• The application of Honorariums</li> <li>• Starting point for both internal and external appointments</li> </ul> </td> </tr> </table>			<b>Type of engagement/consultation</b>	Senior Managers Finance legal	<b>Date</b>	26 November 2019	<b>Who attended/participated?</b>	Senior managers across all directorates			<b>Protected characteristics of participants</b>	N/A			<b>Feedback and response</b>  Request for further clarity on: <ul style="list-style-type: none"> <li>• The application of Honorariums</li> <li>• Starting point for both internal and external appointments</li> </ul>			
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- Call out payments
- Some minor amendments to wording

The policy has been updated to reflect the uplift of the living wage rate and the following

- Further clarity regarding starting pay decisions applying to both internal and external appointments [refer to appendix 1 Pay Policy point 8.1].
- Further clarity on employee led job evaluation requests resulting in a grade increase, the appointment will be made at the bottom of the grade or at the minimum point of advantage [refer to appendix 1 Pay Policy point 9.4].
- Further clarity has been provided on the application of honorariums which are normally up to a maximum of 12 months. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once [refer to appendix 1 Pay Policy point 14.1].
- Further clarity provided in regards to the level of authorisation, now referring to Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level) [refer to appendix 1 Pay Policy points 14.2, 15.1, 15.4 and 15.5].
- Further clarity provided in regards to call out arrangements in line with current standby and call out guidance [refer to appendix 1 Pay Policy point 15.5].
- There have been subtle changes to the Local Government Pension Scheme (LGPS) discretionary policy, however these have not altered the councils discretionary policy [refer to appendix 1 Pay Policy section 17].
- Some minor amendments to wording

### **Consultation Activity**

Complete a copy of this table for each consultation activity you have undertaken.

## **6 Concise overview of all evidence, engagement and consultation**

The policy has been updated following consultation and includes:

- uplift of the living wage rate
- Further clarity regarding starting pay decisions applying to both internal and external appointments [refer to appendix 1 Pay Policy point 8.1].
- Further clarity on employee led job evaluation requests resulting in a grade increase, the appointment will be made at the bottom of the grade or at the minimum point of advantage [refer to appendix 1 Pay Policy point 9.4].
- Further clarity has been provided on the application of honorariums which are normally up to a maximum of 12 months. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once [refer to appendix 1 Pay Policy point 14.1].
- Further clarity provided in regards to the level of authorisation, now referring to Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level) [refer to appendix 1 Pay

	<p>Policy points 14.2, 15.1, 15.4 and 15.5].</p> <ul style="list-style-type: none"> <li>• Further clarity provided in regards to call out arrangements in line with current standby and call out guidance [refer to appendix 1 Pay Policy point 15.5].</li> <li>• There have been subtle changes to the Local Government Pension Scheme (LGPS) discretionary policy, however these have not altered the councils discretionary policy [refer to appendix 1 Pay Policy section 17].</li> <li>• Some minor amendments to wording</li> </ul>			
<b>7</b>	<b>How may the proposal affect each protected characteristic or group?</b> <b>The effect may be positive, negative, neutral or not known. Give reasons and if action is needed.</b>			
	<b>Characteristic</b>	<b>Affect</b>	<b>Reason</b>	<b>Action needed Yes / No</b>
	<b>Age</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Disability</b>	Neutral	<p>The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.</p> <p>Potential impact on employees who require reasonable adjustments for communication and for those who do not understand the policy e.g. employees with learning disabilities.</p>	Yes
	<b>Gender reassignment</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Marriage and civil partnership</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Pregnancy and maternity</b>	Neutral	<p>The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.</p> <p>Potential impact for people who</p>	Yes

			are on maternity or paternity leave and are not updated about the policy.	
	<b>Race</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Religion or belief</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Sex</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Sexual orientation</b>	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to reduce the risk of discrimination.	No
	<b>Other (give detail)</b>	N/A		
	<b>Further information</b>	N/A		
<b>8</b>	<b>Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.</b>			(Delete one) <b>No</b>
<b>9</b>	<b>Which justifiable action does the evidence, engagement and consultation feedback suggest you take?</b>			
	<b>A</b>	No major change required		
	<b>B</b>	<b>Adjustments needed to remove barriers or to better promote equality</b>		
	<b>C</b>	Continue despite possible adverse impact		
	<b>D</b>	Stop and rethink your proposal.		

<b>Action and monitoring plan</b>				
<b>Action Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Outcome Date</b>	<b>Outcome</b>
Day of 1/4/20	To ensure employees who are on maternity /parental leave are made aware of the updated procedure.	Employee's line manager should make themselves available to explain the policy to ensure	As and when required	

		understanding and offer support to allow individuals to achieve the requirements		
Day of Launch	The procedure will be explained/made available in other languages on request for employees whose first language is not English.	Appropriate liaison as required with the council's Interpretation, Translation, Transcription and Easy Read service (ITTE)	As and when requested	
Day of Launch	Alternative formats (audio and Easy Read) for disabled employees of the new policy will be made available on request.	Liaison as required with the appropriate council procured services; audio formats from Walsall Society for the Blind and Easy Read from the Community, Equality and Cohesion team.	As and when requested	

Update to EqIA	
Date	Detail
13/12/2019	Procedure to be reviewed annually

## Contact us

Community, Equality and Cohesion  
Resources and Transformation

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Inside Walsall: [http://int.walsall.gov.uk/Service information/Equality and diversity](http://int.walsall.gov.uk/Service_information/Equality_and_diversity)