

# Pay Policy Statement

## 2019/2020



**Walsall Council**

## Version Control

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<b>Purpose</b>	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 procedure links to:

- Job Evaluation & Grading Procedure
- Relocation and Temporary Accommodation Expenses Procedure
- Redeployment Procedure
- Recruitment and Selection Procedure
- Market Supplements Procedure
- Walsall Council Terms and Conditions Document (Orange Book)

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**CONTENTS**

<b>Section</b>	<b>Contents</b>	<b>Page</b>
1.	Introduction.....	4
2.	Key principles.....	4
3.	Scope of the statement.....	4
4.	Senior management pay structure.....	5
5.	Others pay structure (including the lowest paid employees).....	6
6.	Non-standard terms and conditions.....	7
7.	Starting pay.....	8
8.	Pay progression.....	9
9.	Performance related pay.....	9
10.	Pay protection.....	9
11.	Market Supplements.....	10
12.	Relocation and temporary accommodation allowances..	10
13.	Honorarium payments.....	10
14.	Allowances / Expenses.....	11
15.	Exit Payments.....	12
16.	Pensions.....	12
17.	Pay multiples (or pay dispersion).....	12

**Appendices**

- A – Senior management pay and grading structure
- B – Other employees pay and grading structure (NJC) & business mileage rates
- C – NJC new pay structure and assimilation from existing grading system
- D – Soulbury pay scales
- E – JNC for Youth & Community Workers pay scales
- F – Pension Policy Statements

### 1.0 Introduction

- 1.1 The Pay Policy statement sets out Council policy on pay and conditions for senior managers and employees for the year ending 31 March 2020.
- 1.2 The Council aims to attract and retain skilled employees motivated to deliver the priorities of the Council. In determining 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 skills.

### 2.0 Key principles

- 2.1 The Pay Policy Statement outlines the remuneration arrangements within the Council and aims to ensure:
- That employees 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.
- 2.2 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).

### 3.0 Scope of the statement

- 3.1 This statement applies to:
- Chief Executive and Chief Officers
  - Deputy Chief Officers (defined as Assistant Directors and Heads of Service who report directly to a Chief Officer)
  - all Council employees
  - Casual Workers
- 3.2 This statement excludes:

- 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.
- Unattached Teachers on Teachers Pay and Conditions who are covered separately by the Unattached Teachers Pay Policy.

#### 4.0 Senior management pay structure

- 4.1 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 Assistant 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.
- 4.2 The aim is to ensure that the Council retains key employees by maintaining pay rates which are competitive in the market and reflect the need to retain valuable skills.
- 4.3 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 Deputy Chief Officers 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.
- 4.4 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. A two-year pay deal was agreed nationally for Chief Officers of 2% in April 2018 and a further 2% in April 2019. However, Chief Officers pay rate are subject to 1% reduction agreed locally as part of the terms and conditions review (2017).
- 4.5 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>
- 4.6 The process for recruitment and remuneration of Chief Officers is set out in Part 4.6 of the Council's Constitution.
- 4.7 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.

- 4.8 The Council's Section 151 Officer and Monitoring Officer receive an additional allowance of £4,693.12 for the undertaking of this statutory function.
- 4.9 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.

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

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 Currently (based on Council structures as at November 2018) apprentices pay starts at £11,383 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 5.5) and will not apply the 12-month minimum apprenticeship rate.
- 5.5 The Council has paid the foundation Living Wage (LW), since April 2015, in the form of an additional allowance to basic hourly rate, which is 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.
- 5.6 The Council pay spot salaries to Interns and Graduates.

- 5.7 Pay levels are reviewed and locally agreed taking into account any cost of living increase negotiated nationally by the NJC for Local Government Services. A two-year pay deal was nationally agreed as follows:

01 April 2018

- Variable % increases applied to SCP 6-19 to reduce the gap to the National Living Wage (NLW)
- Flat rate of 2% increase for those on SCP 20 and above

01 April 2019

- Implementation of a new pay structure aligned to the existing grading system (attached at appendix C)
- A bottom rate of £9.00 per hour and re labeled as the New SCP01.
- Paring off old SCP 6-17 to create new SCP 1-6
- Equal steps of 2% between new SCPs 1-21
- Creating equal steps between pay points has generated five new SCP (SCP10,13,16,18 and 21)
- On the new SCP 23 and above implementing a flat increase of 2 % on the 2018 rates.

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

- 5.8 With effect from 01 April 2019, employees on NJC T&Cs will be assimilated onto the new pay structure and then any incremental progression due will be applied.

## **6. Nonstandard terms and conditions**

- 6.1 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.
- 6.2 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.
- 6.3 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 Workers, attached at appendix D and E respectively. A two year pay deal for each was nationally agreed as follows:

Soulbury - 01 September 2018

- A 2% increase on all Soulbury pay scale points

Soulbury - 01 September 2019

- A further 2% increase on all Soulbury pay scale points

JNC for Youth and Community Workers - 01 September 2018

- Variable monetary increases applied to pay points 2-6
- A 2% increase for all other pay points

JNC for Youth and Community Workers - 01 September 2019

- Deletion of pay point 2
- Variable monetary increases applied to pay points 3-6
- A 2% increase for all other pay points

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

- 6.4 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.

## 7. Starting pay

- 7.1 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, the existing SCP with normal incremental progression in line with 8.3. However, in certain circumstances it may be appropriate to appoint candidates to a higher point within the pay grade to support the appointment and retention of high caliber 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 budget holders approval.
- 7.2 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 8.3.
- 7.3 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 8.3.

- 7.4 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.

## 8. Pay progression

- 8.1 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).
- 8.2 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.
- 8.3 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.
- 8.4 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 Procedure that provides the right of appeal against any grade outcomes.

## 9. Performance related pay (PRP)

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

## 10. Pay protection

- 10.1 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:
- i. redeployment as a result of a restructure and/or compulsory redundancy in accordance with the Councils' redeployment procedure
  - ii. redeployment as a result of a dismissal on health grounds in accordance with the Councils' redeployment procedure
  - iii. as a result of a re-grade in accordance with the council's job evaluation and grading procedure

- 10.2 Pay protection will only apply where the post/re-grade is no more than 2 grades below the employee's substantive post.
- 10.3 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.
- 10.4 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.
- 10.5 All other terms of the employee's substantive post will not be protected (e.g. unsocial hours payments, allowances etc.).

## **11. Market supplements**

- 11.1 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 Procedure.

## **12. Relocation and temporary accommodation allowances**

- 12.1 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 Procedure.

## **13. Honorarium payments**

- 13.1 Honorarium 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 & Selection Procedure. Any extensions to such payments in excess of 12 months will be subject to budget holder approval.
  - OR
  - b) Employees are undertaking additional work duties that are outside the scope of the employees normal role AND such duties are graded at a higher level

than the employees 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. Any extensions to such payments in excess of 12 months will be subject to budget holder approval.

- 13.2 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.

## **14. Allowances / Expenses**

- 14.1 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 budget holder, 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.
- 14.2 The council also pays an additional payment in certain circumstances, which fall under the overtime and holiday pay ruling.
- 14.3 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 Local Terms and Conditions Document.
- 14.4 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 budget holder, can be extended to those above G12.
- 14.5 Callout payment – where employees are called out to required locations they will receive the appropriate additional hours or overtime rate subject to a minimum payment 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 budget holder, 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.

- 14.6 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.
- 14.7 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.
- 14.8 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.
- 14.9 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.

## **15.0 Exit Payments**

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

## **16. Pensions**

- 16.1 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.
- 16.2 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
- 16.3 The Council's current published LGPS discretionary policy is contained in Appendix F of this document and was effective from 1<sup>st</sup> 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.

**17. Pay multiples (or pay dispersion)**

- 17.1 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.
- 17.2 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.
- 17.3 The Council's current (November 2018) pay multiple from the highest pay (£178,500 per annum) to the median pay (£24,414 per annum) is 1:7. This pay multiple is the same ratio as the previous year.
- 17.4 The Council's current (November 2018) pay multiple from Chief Officers within the Corporate Management team (£128,520 per annum) to the median pay (£24,414 per annum) is 1:5. This pay multiple is the same ratio as the previous year.
- 17.5 The Council will monitor these ratios on an annual basis to ensure that there is not 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 19
		*Annual
<b>Chief Executive</b>		
Pay range **		£161,262 to £182,070
<b>Executive Director</b>		
Pay range	11	£124,848
	12	£127,969
	13	£131,090
	Spot point	£137,333
<b>Assistant Director</b>		
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

Appendix B

Spinal Column Point Salaries effective from 1st April 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

Grade	SCP	*Annual Salary £	Monthly Rate £	Weekly Rate £	**Hourly Rate £
<b>NJC grades</b>					
<b>G1</b>	001	17192	1432.67	329.71	8.91
	<b>G2</b> 002	17536	1461.33	336.31	9.09
<b>G3</b>	003	17886	1490.50	343.02	9.27
	004	18244	1520.33	349.88	9.46
	005	18609	1550.75	356.88	9.65
<b>G4</b>	006	18981	1581.75	364.02	9.84
	007	19360	1613.33	371.29	10.03
<b>G5</b>	008	19748	1645.67	378.73	10.24
	009	20143	1678.58	386.30	10.44
	010	20546	1712.17	394.03	10.65
<b>G6</b>	011	20956	1746.33	401.90	10.86
	012	21375	1781.25	409.93	11.08
	013	21803	1816.92	418.14	11.30
<b>G7</b>	014	22240	1853.33	426.52	11.53
	015	22684	1890.33	435.04	11.76
	016	23138	1928.00	443.74	11.99
<b>G8</b>	017	23600	1966.00	452.60	12.23
	018	24072	2004.00	461.65	12.48
	019	24553	2042.75	470.88	12.73
<b>G9</b>	020	25045	2082.08	480.32	12.98
	021	25546	2122.17	489.92	13.24
	022	26056	2163.00	499.70	13.51
<b>G10</b>	023	26732	2227.67	512.67	13.86
	024	27630	2302.50	529.89	14.32
	025	28501	2383.42	546.59	14.77
<b>G11</b>	026	29343	2470.25	562.74	15.21
	027	30206	2563.83	579.29	15.66
	028	31061	2663.42	595.69	16.10
<b>G12</b>	029	31712	2768.00	608.18	16.44
	030	32552	2878.00	624.28	16.87
	031	33464	2993.67	641.78	17.35
<b>G13</b>	032	34444	3115.33	660.57	17.85
	033	35578	3244.83	682.32	18.44
	034	36511	3380.92	700.21	18.92
<b>G14</b>	035	37475	3524.58	718.70	19.42
	036	38430	3675.00	737.01	19.92
	037	39388	3832.33	755.39	20.42
<b>G15</b>	038	40356	3996.33	773.95	20.92
	039	41263	4166.92	791.35	21.39
	040	42261	4344.00	810.48	21.90
<b>G16</b>	041	43231	4527.67	829.09	22.41
	042	44190	4717.50	847.48	22.90
	043	45140	4913.33	865.70	23.40
<b>G17</b>	044	46149	5115.00	885.05	23.92
	045	47147	5322.17	904.19	24.44
	046	48284	5535.33	925.99	25.03
<b>G18</b>	047	49448	5754.00	948.32	25.63
	048	50610	5978.17	970.60	26.23
	049	51789	6207.75	993.21	26.84
<b>G19</b>	050	52962	6442.83	1015.71	27.45
	055	59022	7251.83	1131.93	30.59
	056	60254	7471.17	1155.56	31.23
<b>G20</b>	057	62199	7700.75	1192.86	32.24
	058	65311	8166.83	1252.54	33.85
	059	68419	8638.25	1312.15	35.46
<b>G21</b>	060	71661	9113.42	1374.32	37.14
	061	74774	9594.50	1434.02	38.76
	062	77882	10081.83	1493.63	40.37

Midpoint (Average Cost) of Salary Grades

Grade	SCP	Midpoint £
Grade 1	pts 1-2	17364
Grade 2	pts 2-4	17889
Grade 3	pts 4-6	18611
Grade 4	pts 6-11	19956
Grade 5	pts 9-17	21832
Grade 6	pts 15-23	24603
Grade 7	pts 22-27	28078
Grade 8	pts 26-31	31390
Grade 9	pts 30-35	35984
Grade 10	pts 34-39	38904
Grade 11	pts 38-43	42740
Grade 12	pts 42-47	46726
Grade 13	pts 46-50	50619
Grade 14	pts 55-58	61697
Grade 15	pts 57-61	68473
Grade 16	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

Aligning new pay structure to existing grading structure from 1<sup>st</sup> April 2019

	Existing Grade	Existing Grade line	New SCP Min	New SCP Max
NJC JE Score	G1	291	1	2
	G2	315	2	4
	G3	343	4	6
	G4	386	6	11
	G5	421	9	17
	G6	462	15	23
	G7	494	22	27
	G8	532	26	31
	G9	572	30	35
	G10	606	34	39
	G11	645	38	43
	G12	675	42	47
	G13	738	46	50
HAY JE Score	G14	687	55	58
	G15	787	57	61
	G16	---	60	62

Appendix D

**Spinal Column Point Salaries effective  
from 1st September 2018 & 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

2018				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	34,405	3228.25	18.19	1	35,094	3228.25	18.19
2	35,637	3327.92	18.84	2	36,350	3327.92	18.84
3	36,800	3427.58	19.46	3	37,536	3427.58	19.46
4	37,979	3532.33	20.08	4	38,739	3532.33	20.08
5	39,151	3633.00	20.70	5	39,935	3633.00	20.70
6	40,324	3750.42	21.32	6	41,131	3750.42	21.32
7	41,556	3855.08	21.97	7	42,388	3855.08	21.97
8	42,741	3958.42	22.60	8	43,596	3958.42	22.60
9	44,122	4058.42	23.33	9	45,005	4058.42	23.33
10	45,353	4171.75	23.98	10	46,261	4171.75	23.98
11	46,569	4272.67	24.62	11	47,501	4272.67	24.62
12	47,746	4384.25	25.24	12	48,701	4384.25	25.24
13	49,079	4485.17	25.95	13	50,061	4485.17	25.95
14	50,266	4586.25	26.58	14	51,272	4586.25	26.58
15	51,579	4685.50	27.27	15	52,611	4685.50	27.27
16	52,766	4787.92	27.90	16	53,822	4787.92	27.90
17	53,955	4840.75	28.53	17	55,035	4840.75	28.53
18	55,123	4942.42	29.14	18	56,226	4942.42	29.14
19	56,328	5031.00	29.78	19	57,455	5031.00	29.78
20	56,950	5128.58	30.11	20	58,089	5128.58	30.11
21	58,146	1930.50	30.74	21	59,309	1930.50	30.74
22	59,188	1994.58	31.29	22	60,372	1994.58	31.29
23	60,336	2059.75	31.90	23	61,543	2059.75	31.90
28	65,747	5588.50	34.08	28	67,062	5588.50	34.76
<b>Trainee Educational Psychologists</b>				<b>Trainee Educational Psychologists</b>			
1	23,183	1931.92	12.02	1	23647	1970.58	12.26
2	24,881	2073.42	12.90	2	25379	2114.92	13.15
3	26,576	2214.67	13.78	3	27108	2259.00	14.05
5	28,273	2356.08	14.65	5	28839	2403.25	14.95
4	29,969	2497.42	15.53	4	30569	2547.42	15.84
5	31,665	2638.75	16.41	5	32299	2691.58	16.74
<b>Educational Psychologists</b>				<b>Educational Psychologists</b>			
2	37917	3223.00	20.05	2	38676	3223.00	20.05
3	39749	3378.67	21.02	3	40544	3378.67	21.02
4	41580	3534.33	21.98	4	42412	3534.33	21.98
5	43410	3689.83	22.95	5	44278	3689.83	22.95
6	45241	3845.50	23.92	6	46146	3845.50	23.92
7	46965	3992.00	24.83	7	47904	3992.00	24.83
8	48689	4138.58	25.74	8	49663	4138.58	25.74
9	50304	4275.83	26.60	9	51310	4275.83	26.60
10	51921	4413.25	27.45	10	52959	4413.25	27.45
<b>Senior &amp; Principal Educational Psychologists</b>				<b>Senior &amp; Principal Educational Psychologists</b>			
3	48689	4057.42	25.24	3	49663	4138.58	25.74
4	50304	4192.00	26.07	4	51310	4275.83	26.60
5	51921	4326.75	26.91	5	52959	4413.25	27.45
6	53428	4452.33	27.69	6	54497	4541.42	28.25
7	54047	4503.92	28.01	7	55128	4594.00	28.57
8	55203	4600.25	28.61	8	56307	4692.25	29.19
9	56348	4695.67	29.21	9	57475	4789.58	29.79
10	57514	4792.83	29.81	10	58664	4888.67	30.41
11	58657	4888.08	30.40	11	59830	4985.83	31.01
12	59822	4985.17	31.01	12	61018	5084.83	31.63
13	61008	5084.00	31.62	13	62228	5185.67	32.25
14	62152	5179.33	32.22	14	63395	5282.92	32.86
15	63353	5279.42	32.84	15	64620	5385.00	33.49

## Appendix E

### Spinal Column Point Salaries effective from 1st September 2018 & 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

2018				2019			
SCP	*Annual Salary	Monthly Rate	**Hourly	SCP	*Annual Salary	Monthly Rate	**Hourly
	£	£	£		£	£	£
<b>JNC for Youth &amp; Community Workers</b>				<b>JNC for Youth &amp; Community Workers</b>			
2	16457	1371.42	8.53		NA	NA	NA
3	16967	1413.92	8.79	3	17817	1484.75	9.24
4	17431	1452.58	9.03	4	18181	1515.08	9.42
5	17891	1490.92	9.27	5	18541	1545.08	9.61
6	18378	1531.50	9.53	6	18928	1577.33	9.81
7	18819	1568.25	9.75	7	19195	1599.58	9.95
8	19450	1620.83	10.08	8	19839	1653.25	10.28
9	20253	1687.75	10.50	9	20658	1721.50	10.71
10	20881	1740.08	10.82	10	21299	1774.92	11.04
11	21896	1824.67	11.35	11	22334	1861.17	11.58
12	22890	1907.50	11.86	12	23348	1945.67	12.10
13	23914	1992.83	12.40	13	24392	2032.67	12.64
14	24975	2081.25	12.95	14	25475	2122.92	13.20
15	25698	2141.50	13.32	15	26212	2184.33	13.59
16	26454	2204.50	13.71	16	26983	2248.58	13.99
17	27195	2266.25	14.10	17	27739	2311.58	14.38
18	27944	2328.67	14.48	18	28503	2375.25	14.77
19	28685	2390.42	14.87	19	29259	2438.25	15.17
20	29429	2452.42	15.25	20	30018	2501.50	15.56
21	30265	2522.08	15.69	21	30870	2572.50	16.00
22	31213	2601.08	16.18	22	31837	2653.08	16.50
23	32135	2677.92	16.66	23	32778	2731.50	16.99
24	33061	2755.08	17.14	24	33722	2810.17	17.48
25	33996	2833.00	17.62	25	34676	2889.67	17.97
26	34928	2910.67	18.10	26	35627	2968.92	18.47
27	35862	2988.50	18.59	27	36579	3048.25	18.96
28	36807	3067.25	19.08	28	37543	3128.58	19.46
29	37745	3145.42	19.56	29	38500	3208.33	19.96
30	38682	3223.50	20.05	30	39456	3288.00	20.45
31	39316	3276.33	20.38	31	40102	3341.83	20.79
32	40356	3363.00	20.92	32	41163	3430.25	21.34



## Appendix F



### **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 £6,822 (figure at 1 April 2018) 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>Regulation 30(8):</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>Council Policy</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>TP Regulation 1(1)(c) of Schedule 2:</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>Council Policy</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>Regulation 31:</b> Whether to grant extra annual pension of up to £6,822 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>Council Policy</b> The Council has <u>NOT</u> adopted this discretion.</p>
<p><b>Regulation 22(8 &amp; 9):</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>Council Policy</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>Regulation 9(3):</b> Determining the rate of employees' contributions</p>	<p><b>Council Policy</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>Regulation 100(6):</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>Council Policy</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.

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

**Regulation B30(2) and 30(5):**

Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60; and whether to waive on compassionate grounds the actuarial reduction applied to such benefits paid under regulation B30.

**Council Policy**

An application for early payment of deferred benefits can be made directly to the pension scheme without employer consent.

There is employer discretion to waive the actuarial reduction suffered as a result of the early payment which would only be exercised in exceptional circumstances. The criteria for exceptional circumstances are defined in the detailed guidelines.

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.

**Regulation B30A(3) and 30A(5):**

Whether to grant application for early payment of suspended tier 3 ill health pension on or after age 55 and before age 60; and whether to waive on compassionate grounds the actuarial reduction applied to such benefits paid under regulation B30A.

**Council Policy**

The Council has adopted this regulation to be used in exceptional circumstances only.

The criteria for exceptional circumstances are defined in the detailed guidelines.

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.

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

**Regulation 31(2) and 31(5):** Whether to grant application for a leaver between 31 March 1998 and 31 March 2008, or from a Councillor for early payment of benefits on or after age 50/55 and before age 60; and whether to waive on compassionate grounds the actuarial reduction applied to such benefits paid under regulation 31.

**Council Policy**

An application for early payment of deferred benefits can be made directly to the pension scheme without employer consent.

There is employer discretion to waive the actuarial reduction suffered as a result of the early payment which would only be exercised in exceptional circumstances. The criteria for exceptional circumstances are defined in the detailed guidelines.

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.
<b>Regulation 31(7A):</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>Council Policy</b> 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>

**Part 4 – Discretions to be applied under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006**

<b>Regulation 5:</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>Council Policy</b> 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>Regulation 6:</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>Council Policy</b> 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 29.</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**

<p><b>Explanation</b> The Council operates The Walsall Council Injury Allowance Scheme under the permissive powers of The Discretionary Payment Regulations 2011.</p> <p>The scheme is unique to Walsall Council employees and is operated within the regulatory guidelines.</p>	<p><b>Council Policy</b> The Council has decided that all claims are to be submitted to and agreed by an Injury Allowance Panel. The panel will consist of 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</p>
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	<p>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 2018**