



Personnel Committee

Monday 22nd January 2024 at 18:00

Meeting Venue: Conference Room at the Council House, Lichfield Street, Walsall

Livestream Link: <http://www.WalsallCouncilWebcasts.com>

Membership:

- Councillor M. Bird (Chair)
- Councillor A. Andrew (Vice-Chair)
- Councillor A. Garcha
- Councillor P. Gill
- Councillor T. Jukes
- Councillor A. Nawaz
- Councillor A. Parkes
- Councillor M. Ward
- Councillor J. Whitehouse

Quorum: Three Members

The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Specified pecuniary interests

The pecuniary interests which are specified for the purposes of Chapter 7 of Part 1 of the Localism Act 2011 are the interests specified in the second column of the following:

Subject	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out duties as a member, or towards the election expenses of a member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Regulations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to a member's knowledge):</p> <p>(a) the landlord is the relevant authority;</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to a member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

Schedule 12A to the Local Government Act, 1972 (as amended)

Access to information: Exempt information

Part 1

Descriptions of exempt information: England

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:
 - (a) to give any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
8. Information being disclosed during a meeting of a Scrutiny and Performance Panel when considering flood risk management functions which:
 - (a) Constitutes a trades secret;
 - (b) Its disclosure would, or would be likely to, prejudice the commercial interests of any person (including the risk management authority);
 - (c) It was obtained by a risk management authority from any other person and its disclosure to the public by the risk management authority would constitute a breach of confidence actionable by that other person.

Part 1 – Public Session

1. Apologies.

2. Substitutions.

To receive notice of any substitutions for a Member of the Committee for the duration of the meeting.

3. Minutes.

To approve and sign the minutes of the meeting held on 21st November 2023.
(Enclosed - Page 7 to 9)

4. Declarations of Interest.

To declare any conflict(s) of interest relating to any business items within this agenda.

5. Local Government (Access to Information) Act, 1985 (as amended).

To agree that the public be excluded from the private session during consideration of the agenda items indicated for the reasons shown on the agenda.

6. Pay Policy Statement and Living Wage (LW) 2024/2025.

To gain Personnel Committee approval for the updated Schools' Model Pay Policy 2023 and Unattached Teachers' Pay Policy 2023
(Enclosed - Page 11 to 53)

7. Date of next meeting.

For noting: The date of the next scheduled meeting is 1st March 2024.

Part 2 – Private Session

No business items for consideration in private session.

Personnel Committee

Tuesday 21st November 2023 at 6.00pm

In a Conference Room at the Council House, Walsall

Committee Members Present Councillor M. Bird (Chair)
Councillor Garcha
Councillor Gill
Councillor K. Hussain
Councillor Nawaz
Councillor Parkes
Councillor Whitehouse

In attendance Michele Leith – Director of Human Resources, Organisational Development and Administration & Business Support
Fred Hancock – Senior Democratic Services Officer

21 Apologies

An apology was received on behalf of Councillor Andrew.

22 Substitutions

There were no substitutions.

23 Minutes

Resolved that the minutes of the meeting held on 24th October 2023, a copy having been circulated to each Member of the Committee, be approved and signed by the Chair as a correct record.

24 Declarations of Interest

There were no declarations of interest.

25 Local Government (Access to Information) Act 1985 (as amended):

Private session - Exclusion of public

Resolved

That, where applicable, the public be excluded from the meeting during consideration any items as set out in the private agenda for the reasons set out therein.

26 **Schools' Model Pay Policy 2023 & Unattached Teachers' Pay Policy 2023**

A report was submitted.

[see annexed]

The Director of Human Resources, Organisational Development and Administration & Business Support presented the report and highlighted the salient points contained therein.

The report sought approval for the updated Schools' Model Pay Policy 2023 and Unattached Teachers' Pay Policy 2023.

Resolved that the Schools' Model Pay Policy 2023 and Unattached Teachers' Pay Policy 2023 be approved, to be back dated and take effect from 1st September 2023.

27 **Urgent Item: Recruitment to fixed term post – Executive Director – Resources**

Reason for urgency: The Chair agreed to take this item as an urgent item in light of the fact that a previous decision made by the Committee, at its meeting on 24th October 2023, resolved to establish a Recruitment Panel to interview candidates for the fixed term position of Executive Director – Resources. Due to recent events, the Labour Group (at the time of this Committee) did not have a Leader and the previous decision made on 24th October in relation to this item delegated power to appoint to a Recruitment Panel comprising the Chief Executive, Leader and Deputy Leader in consultation with the Leader of the Opposition. The Recruitment Panel in question was scheduled to meet immediately following the conclusion of this Committee. The Committee was, therefore, required to consider its previous decision and consider what course of action it wished to take in light of recent political changes.

A report was submitted.

[see annexed]

The Clerk introduced the report and presented the salient points contained therein.

The report outlined 2 options for the Committee to consider in order to resolve the discrepancy identified above.

Resolved that authority be granted for the appointment process for the Executive Director – Resources, be delegated to an Appointments Panel comprising the Chief Executive, Leader and Deputy Leader (Regeneration) in consultation with Councillor Nawaz.

Termination of meeting

There being no further business, the meeting terminated at 6.04pm.

Chair

Date

Personnel Committee 22 January 2024

Pay Policy Statement and Living Wage (LW) 2024/2025

1. Purpose of the report

- 1.1 To gain Personnel Committee approval for the updated Pay Policy Statement 2024/2025 (appendix 1); including the decision to pay the revised recommended Real Living Wage (RLW) rate with effect from 01 April 2024 (appendix 2), prior to the policy being considered by Full Council.

2. Recommendations

- 2.1 That Personnel Committee recommends Full Council to approve the Pay Policy Statement for 2024/2025 (appendix 1).
- 2.2 That Personnel Committee recommends Full Council to approve the continuation of the living wage as detailed in section 4.2, option a) of this report.

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 2024/2025 Pay Policy has been updated to reflect the current pay structure and level of remuneration across the Council.
- 3.3 The 2024/2025 national pay awards for NJC, Soulbury, JNC for Youth and Community Workers and JNC for Chief Officers and Chief Executive 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.
- 3.4 The 2024/2025 Pay Policy includes the following amendments and minor clarifications;
 - i) Additional paragraph added to confirm that the council does not operate merit increments for accelerated pay progression [refer to Pay Policy Statement section 9.6] – (further clarifying the point in the principles section 3.3 that refers to not promoting through the grade)
 - ii) Inclusion of honorarium type C (outside the scope of additional duties graded under JE Scheme) [refer to Pay Policy Statement section 15.1]. This was previously agreed under a separate report at Personnel Committee 11 September 2023.
 - iii) Annual amendments to dates, pay award and pay scale information throughout the policy and appendices. This includes the revised

nationally agreed pay scales for those on Soulbury terms and conditions, as point one has been deleted and additional points created at the top of some scales with effect from 1 September 2023.

- iv) Pay multiples updated (as at 31 October each year). [refer to Pay Policy Statement section 21].

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 two options available to Personnel Committee in regards to the Living Wage.

- a) Continue to pay an allowance for 2024/2025 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 £12.00 per hour with effect from 1st April 2024. This will include all Walsall Council employees (excluding interns, intermediate and advanced level apprentices, those schools who decide not to apply the Living Wage and those schools, which are Voluntary Aided, Foundation or Academies).
- b) Cease the living wage allowance and revert to the appropriate pay point within the relevant pay structure (or age-appropriate rate for Apprentices) and review annually to see if this should be re-introduced.

In previous years there was a third option of freezing the living wage at the current rate. However, the current rate is £10.90 and the minimum NJC pay rate from April 2023 is now above this (£11.59).

5. Financial Implications

5.1 If option a) at 4.2 is adopted, based on the current structure as at 31 October 2023, there is a potential financial impact, as there are 336 NJC employees and 1 Youth and Community worker, plus 209 casual workers who will fall below the foundation living wage rate of £12.00 per hour. There are also 7 higher level apprentices currently receiving the living wage. The additional cost in 2024/2025 in applying the living wage increase to £12 per hour is approximately £24,094 plus on costs excluding casuals and the cost of any new employees commencing their employment from the 1st April 2024.

If option b) is adopted and all employees revert, back to their substantive salary it would cost the council approximately £2,607 due to the age threshold change and increase in the government national living wage.

5.2 All costings are based on current pay-scales including the pay award for 2023/24 and taking into account incremental progression due on 1 April 2024. However, this does not take into account any national pay award for 2024/25 (where applicable) as this has not yet been confirmed. The headroom between the Government's National Living Wage (£11.44 per

hour from the 1 April 2024) and the current bottom of the NJC scale (£11.59 per hour) is only £0.15.

- 5.3 Should option a) be agreed the budget pressure will be funded as part of the annual review of the pay budget.

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 1 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 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 3).

8. People

8.1 There is no direct impact on our residents as a result of this policy. The policy 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 2024/25 has been consulted upon with Directors across the council during November 2023.

9.2 Other feedback led to some minor wording amendments / clarifications.

9.3 Trade Unions nationally are in favour of paying the real living wage.

Author

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Pay Policy Statement 2024/2025



Walsall Council

Version Control

Document title	Pay Policy Statement 2024/2025		
Owner	Human Resources	Status	draft
Version	13.0	Approved on	
Effective from	01/04/2024	Review date	31/03/2025
Last updated	29/12/2023	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:

- Our Council Plan
- Walsall Proud
- Job Evaluation & Grading Policy
- Redeployment Policy
- Market Supplements Policy
- Walsall Council Terms and Conditions Document (Orange Book)
- Standby and Call Out Guidance
- Reimbursement of Personal Expenses Policy
- Retention Payments Policy
- Workforce Strategy
- Organisational Development 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 working.
- 1.3 The council's values and behaviours are 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 customer focused, effective, efficient and equitable, and helps embed the behaviours and values expected of all employees as part of the Behaviour and Standards Framework.
- 1.5 Council employees have a duty to demonstrate principles of equality, diversity and inclusion across all interactions ensuring compliance with council policies, procedures and relevant legislation. The council adopts a zero tolerance approach to discrimination, and will not accept any form of unlawful or unfair discrimination on the grounds of age, disability, gender, gender identity, marital or civil partnership status, race, ethnic origin, colour, nationality, pregnancy or maternity, religion or belief (or no religion or belief), sexual orientation, class or social background, political belief or Trade Union affiliation. We are committed to equal opportunities and aspire to have a diverse workforce, and an inclusive workplace culture, all of which enable better outcomes for our employees and the local residents we serve. Employees should refer to the equality and diversity protocol for further information.
- 1.6 The Pay Policy Statement sets out council policy on pay and conditions for senior managers and employees for the year ending 31 March 2025.

2.0 Scope

- 2.1 This policy applies to all council employees, including Directors, Executive Directors and the Chief Executive, as well as 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 marketplace, 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 aim and priorities and clearly demonstrate the council's management behaviours and values, seeking further advice and guidance from Human Resources where necessary.

4.2 Employees are accountable for the following;

- All employees should support the delivery of the council's aim and priorities, 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 / Chief Executives of Local Authorities Conditions of Services. The 2024/25 pay awards for the Chief Officers and the Chief Executive is yet to be decided (where applicable).

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>

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- 5.5 The process for recruitment 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. The additional allowance would not be payable if the Monitoring Officer duties were to be attached to an Executive Director post.
- 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 position 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 the employment of Chief Officers, the council will consider making such payments, having regard to the law, the council's constitution, and where it is in the council's best interests. This will take into account any potential risks and liabilities to the council, including any legal costs, disruption to services, and impact on employee relations and management time. The council will only make special severance payments in exceptional circumstances where the application is fair, proportionate, lawful and demonstrates value for money for the taxpayer. Special severance payments will be defined by, and considered, in accordance with the statutory guidance issued under section 26 of the Local Government Act 1999. Refer to section 18.0 Special Severance Payments.

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 up to spinal column point (SCP) 62 and is attached at Appendix B.
- 6.2 The council's pay and grading structure ranges from G1 to G16 and covers SCP 02 – 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.

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- 6.4 Currently (based on council structures as at 31 October 2023) apprentices pay starts at £10,288.49 (pay scales attached at Appendix C). From April 2024 apprentices pay starts at £12,463. These pay scales include a 1% increase on the national minimum wage rates due to a corporate pay increase agreed by Personnel Committee in March 2021. The council pay age-appropriate rates for all levels of apprenticeships plus the additional 1% pay increase (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 (none currently employed based on council structures as at 31 October 2023).
- 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 2024/25 pay award for NJC is yet to be agreed.

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 unless otherwise agreed. 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 D & E.
- 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 Soulbury is yet to be agreed for 2024/25 (where applicable). The pay offer for JNC for Youth and Community Workers is yet to be agreed for 2024/25 (where applicable).

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, with normal incremental progression in line with 9.3 below. In the case of internal appointments to posts at the same grade, appointment will normally be made on the existing SCP with incremental progression in line with 9.4 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 Head of Service (or delegated manager with the relevant level of salary authorisation) should seek advice from Human Resources before they appoint on a higher spinal column point within the grade.

- 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 incremental progression in line with 9.4 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 incremental progression is due in line with 9.4 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.
- 8.5 Casuals who have not worked and therefore have not been paid within a 12 month period will automatically be removed from the payroll.

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 usually 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. There are a couple of exceptions to this rule, (see 9.4 below).

9.4 Where an internal employee moves into either;

- a new post at the same grade;
- an additional/second post at the same grade;
- or, a lower graded post;

the increment that would have been due in the previous/first post in the coming April, will be awarded (where relevant) in the new/additional post from the same point in time i.e., the coming April, so the employee is not subject to a detriment from moving roles.

9.5 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 and 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.

9.6 The council does not operate merit increments and therefore will not accelerate pay progression for employees for any other reason except those stated above in this section.

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 Retention payments

- 13.1 Retention payments may be paid where there are risks associated with workforce instability and concerns regarding retaining suitably skilled employees in the mid to long term in accordance with the council's retention payments policy.

14.0 Relocation and temporary accommodation allowances

- 14.1 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.

15.0 Honorarium payments

- 15.1 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 appointed to 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. Incremental pay progression will apply to acting up honorarium payments in line with 9.3 above.
- 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. Incremental pay progression will not apply to additional duties honorarium payments.

Or

- c) In exceptional circumstances, where employees are performing additional duties outside the scope of the employee's normal role and these duties do not fall into a) or b) above, and cannot be graded through job evaluation, an additional payment of an amount to be determined can be paid. Job Evaluation advise must be sought and equal pay implications considered.
- 15.2 All honorariums require authorisation from a Head of Service (or delegated manager) with the relevant level of salary authorisation, and Human Resources approval. In addition, requests for honorariums paid under c) above also require approval from the relevant Executive Director and Director of HR.
- 15.3 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.

16.0 Allowance / expenses

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-agreed in advance, can be extended to those above G6. Overtime is not normally paid to those on senior management grades (G14 and above). All overtime must be agreed by the relevant manager and approved by the Head of Service (or delegated manager with the relevant level of salary authorisation).

- 16.1 The council also pays an additional payment in certain circumstances, which fall under the overtime and holiday pay ruling.
- 16.3 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.

The unsocial hours allowance is specific to posts that are, or become:

a) subject to working in the unsocial hours window on a regularised working pattern/rota,

And

b) on a permanent or long-term basis.

In exceptional circumstances authorisation of shorter term temporary unsocial hours payments may be applied. Consideration of a temporary payment will be considered on a case by case basis where the work undertaken in the unsocial window is deemed as ongoing (usually more than 2 consecutive months) and regular.

For temporary application of an unsocial hours payment please discuss the circumstances with Human Resources.

- 16.4 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-agreed by the Head of Service (or delegated manager with the relevant level of salary authorisation), can be extended to those above G12.
- 16.5 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-agreed by the Head of Service (or delegated manager with the relevant level of salary authorisation), 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.
- 16.6 Professional subscriptions / registration fees – These may be paid by the council where it is an essential requirement of the job. Essential would normally relate to a statutory function, and to support recruitment and retention (see the reimbursement of personal expenses policy).
- 16.7 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.

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- 16.8 Sleep-in allowance - The council will pay a sleep-in allowance (in accordance with the Green Book) to specific roles to ensure the council operates in accordance with legislation in specific service areas.
- 16.9 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 at the HMRC rate as detailed in Appendix B.

17.0 Long Service Award

- 17.1 A long service award will be paid to employees after competing 20 years continuous service with Walsall Council. The award is £125 per employee regardless of the number of hours worked. It is a one-off payment, paid as a cash payment through payroll, attracting tax and national insurance contributions as applicable.

18.0 Special Severance payments

- 18.1 The payment of special severance payments will only be considered in exceptional circumstances and where their application is fair, proportionate, lawful and demonstrates value for money for the tax payer.
- 18.2 Special severance payments will be defined and considered in accordance with the statutory guidance issued under section 26 of the Local Government Act 1999.
- 18.3 Special Severance payments in excess £100,000 will be approved by Personnel Committee as per the delegation of full council.
- 18.4 Special severance payments of £20,000 and above, but below £100,000, will be personally approved and signed off by the Chief Executive, with a clear record of the Leader's approval.
- 18.5 Special severance payments below £20,000 will be approved and signed off by the Head of Service (with the relevant level of salary authorisation in accordance with the council's scheme of delegations), following consultation with the relevant Director, and having taken HR, legal and financial advice.
- 18.6 Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest it is expected that the payment should be approved by Personnel Committee (which must include at least two independent persons).
- 18.7 Appropriate HR, legal and financial advice will be sought and considered in respect of all special severance payments. Where it is thought appropriate, the council's external auditors will be consulted in relation to substantial severance packages.

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- 18.8 In addition to the Special Severance Payments authorisation policy and process detailed in this section (18) and in accordance with the statutory guidance on Special Severance Payments, the council's S151 Officer and Monitoring Officer will take a close interest in and be able to justify any Special Severance Payments made by the council and in particular any payments that are made that are not consistent with the statutory guidance.

19.0 Exit payments

- 19.1 Exit payments will be paid in accordance with any prevailing legislation.
- 19.2 Exit payments will be subject to recovery in accordance with any prevailing legislative requirements.

20.0 Pensions

- 20.1 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 (subject to 20.4).
- 20.2 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.
- 20.3 The council's current published LGPS discretionary policy is contained in Appendix F of this document and was effective from 1st April 2014. 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.
- 20.4 The council has been granted an NHS Pension Scheme Open Public Health Direction Order, effective from 13th September 2021. From this date, the council has been granted powers to provide access to the NHS Pension Scheme for new entrants who carry out specific roles within Public Health. Further details of these roles are available upon request from the Payroll and Pensions Team.

21.0 Pay multiples (or pay dispersion)

- 21.1 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.
- 21.2 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.

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- 21.3 The council's current (31 October 2023) pay multiple from the highest pay (£171,789 per annum) to the median pay of the organisation (£30,151 per annum) is 1:6. This pay multiple ratio has reduced slightly from previous year.
- 21.4 The council's current (31 October 2023) pay multiple from the median pay of Chief Officers within the Corporate Management Team (£148,533.36 per annum) to the median pay of the organisation (£30,151 per annum) is 1:5. This pay multiple is the same ratio as the previous year.
- 21.5 The council will monitor these ratios on an annual basis to ensure that there is no undue wage inflation in senior management pay rates.

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Appendix 2

The Living Wage (Pay Policy 2024/2025)

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 it was recommended by Personnel Committee (22 January 2019) that this is reviewed annually as part of the Pay Policy Statement. Each year to date since its introduction in 2015 the Living Wage rate has increased and been implemented as below;
- £7.85 effective from 1st April 2015
 - £8.25 effective from 1st April 2016
 - £8.45 effective from 1st April 2017
 - £8.75 effective from 1st April 2018
 - £9.00 effective from 1st April 2019
 - £9.30 effective from 1st April 2020
 - £9.50 effective from 1st April 2021
 - £9.90 effective from 1st April 2022
 - £10.90 effective from 1st April 2023
- 1.3 The Living Wage outside of London increased on 24 October 2023 from £10.90 to £12.00 per hour.
- 1.4 From 1 April 2024, workers aged 21 and over will be entitled to the Governments National Living Wage*.
- 1.5 The current national minimum/national living wage rates from 01 April 2023 and the published increase for 01 April 2024 are detailed below;

	April 2023	April 2024*
National Living Wage (for those aged 23 and over*)	£10.42	£11.44
National Minimum wage 21-22 year old rate	£10.18	
National Minimum wage 18-20 year old rate	£7.49	£8.60
National Minimum wage 16-17 year old rate	£5.28	£6.40

Apprentice rate	£5.28	£6.40
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- 1.6 The NJC pay scales current minimum point (2023/2024) is £11.59 per hour, the pay award for 2024/25 is yet to be decided, therefore potentially this may increase further following confirmation of the NJC nationally negotiated pay award being agreed (where applicable).
- 1.7 Employees on JNC Youth & Community Workers terms and conditions minimum point (2022/23) is £11.18 per hour, the pay award for 2023/24 and 2024/25 is yet to be decided.
- 1.8 Employees on Soulbury and Teachers terms and conditions, all exceed the living wage rate of £12 per hour.

2. Living Wage Allowance in Walsall Council

- 2.1 Based on the current employment data as at 31 October 2023, and taking into account any incremental progression due on 1st April 2024, there will be 336 NJC employees who fall below the real living wage rate of £12.00 per hour. This figure is higher due to not knowing the pay award for next year.
- 2.2 There is currently 1 JNC Youth & Community Worker who falls below the real living wage rate of £12.00 per hour.
- 2.3 There are 7 higher-level apprentices within scope paid an hourly rate below the real living wage.
- 2.4 In addition to the above, the council also has approximately 209 people that work on a 'casual' basis at rates in the pay structure less than £12.00 per hour, which are eligible for the real living wage allowance adopted by the council.
- 2.5 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).
- 2.6 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

Proposal name	Pay Policy Statement 2024/25		
Directorate	Resources and Transformation		
Service	HR Strategy and Planning Team		
Responsible Officer	Hannah Hewston-Jones		
Proposal planning start	October 2023	Proposal start date (due or actual date)	01 April 2024

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	Revision
	Procedure	N/A	
	Guidance	N/A	
	Is this a service to customers/staff/public?	N/A	
	If yes, is it contracted or commissioned?	N/A	
	Other - give details	N/A	
2	What is the business case for this proposal? Please provide the main purpose of the service, intended outcomes and reasons for change?		
	<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.</p> <p>The policy will be applicable to all employees and managers with the exclusion of those employees on teachers' pay & conditions and educational support staff in schools.</p> <p>The main changes are:</p> <ul style="list-style-type: none"> • Additional paragraph added to confirm that the council does not operate merit increments for accelerated pay progression [refer to Pay Policy Statement section 9.6] – (further clarifying the point in principles section 3.3 that refers to not promoting through the grade) • Inclusion of honorarium type C (outside the scope of additional duties graded under JE Scheme) [refer to Pay Policy Statement section 15.1]. This was previously agreed under a separate report at Personnel Committee 11 September 2023. 		

- Annual amendments to dates, pay award and pay scale information throughout the policy and appendices.
- Pay multiples – updated for 2024 (as at 31 October each year). [refer to Pay Policy Statement section 21].

3 Who is the proposal likely to affect?

People in Walsall	Yes / No	Detail
All	No	All corporate employees including Directors, Executive Directors and the Chief Executive, but excludes those in schools where the Governing Body has delegated authority for staffing.
Specific group/s	No	
Council employees	Yes	
Other (identify)	N/A	

4 Please provide service data relating to this proposal on your customer's protected characteristics.

As of 31 March 2023 the total number of Walsall Council employees (excluding Schools) were 3015. The Council's workforce is made up of 67.23% females. 24.65% of the workforce are classified as minority ethnic. In total there were 161 employees (5.34% of the workforce) who declared they had a disability, as defined by the Equality Act 2010. 3.35% of the workforce are under 25 years of age, 33.20% of the workforce are 55 years or older, 39.07% of the workforce are aged between 40-54 years old and 55-59 years old are the largest age group making up 16.65% of the workforce.

The council's average (median) gender pay gap is nil (0%) based on full and part time employees indicating that average pay for male employees is equal to female employees.

5 Please provide details of all engagement and consultation undertaken for this proposal. (Please use a separate box for each engagement/consultation).

Consultation was undertaken with HR, Payroll, Finance and Legal between 05 September 2023 to 6 December 2023.

The Pay Policy is subject to endorsement with CMT on 14 December 2023.

The Pay Policy is subject to approval with Personnel Committee on 22 January 2024.

The Pay Policy is subject to approval at Full Council on 22 February 2024.

Consultation Activity

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

Type of engagement/consultation	Stakeholders	Date	05/09/23 – 20/11/2023
Who attended/participated?	HR Ops, Andy Pugh & Julie McMahon (Payroll & Pensions).		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback and response			

More clarity about the difference between secondments and honorariums required – this will be in the guidance documents.

Need to mention about the eligibility of extra annual leave entitlement while acting up into a higher banded job – this will be in the guidance document.

Clarity around the requirement for HR Director authorising all honorariums – this is stated in the constitution.

Recommend that there is a timeframe for claiming overtime – this is in One Source guidance document (3 months).

Request to review Long Service Award – this will be looked at as part of employee benefits and retention review.

Type of engagement/consultation	Senior Managers	Date	21-29 Nov 2023
Who attended/participated?	Directors		
Protected characteristics of participants	A range of protected characteristics including, gender, race, age, disability.		
Feedback and response			
No concerns or queries were raised.			

6 Concise overview of all evidence, engagement and consultation

Formal consultation raised no concerns over protected characteristics.

7 How may the proposal affect each protected characteristic or group? The effect may be positive, negative, neutral or not known. Give reasons and if action is needed.

Characteristic	Affect	Reason	Action needed Yes / No
Age	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	No

		discrimination.	
Disability	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. 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.	Yes
Gender reassignment	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
Marriage and civil partnership	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
Pregnancy and maternity	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. Potential impact for people who are on maternity or paternity leave and are not updated about the policy.	Yes
Race	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
Religion or belief	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
Sex	Neutral	The policy sets out the approach to pay in regards to Council employees, therefore it sets out clear guidelines to	No

			reduce the risk of discrimination.	
	Sexual orientation	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
	Other (give detail)	N/A		
	Further information	N/A		
8	Does your proposal link with other proposals to have a cumulative effect on particular equality groups? If yes, give details.			(Delete one) No
9	Which justifiable action does the evidence, engagement and consultation feedback suggest you take?			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal.		

Action and monitoring plan				
Action Date	Action	Responsibility	Outcome Date	Outcome
Day of Launch	The policy to be explained/made available to employees	Employee's line manager should make themselves available to explain the policy to ensure understanding and offer support to allow individuals to achieve the requirements	As and when required	
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	As and when requested	

		the Blind and Easy Read from the Community, Equality and Cohesion team.		
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Update to EqIA	
Date	Detail
	Procedure to be reviewed annually for 1 st April implementation.

Contact us

Community, Equality and Cohesion
Resources and Transformation

Telephone 01922 655797

Textphone 01922 654000

Email equality@walsall.gov.uk

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

Appendix A
JNC for Chief Officers / Chief Executive of Local Authorities
Spinal Column Point Salaries

		1 st April 2024	1 st April 2023
		Annual	Annual
Chief Executive			
Pay range *		TBC	£177,802 to £200,487
Executive Director			
Pay range	11		£138,102
	12	TBC	£141,505
	13		£144,908
	spot point		£151,714
Director			
Pay range	31		£91,004
	32		£94,424
	33	TBC	£97,848
	34		£101,270
	35		£104,701

*Chief Executive is paid on a spot salary within the Chief Executive pay range
TBC = Pay award for 2024/25 to be confirmed

Spinal Column Point Salaries effective from 1st April 2024** and 1st April 2023

* Note - Hourly rates are shown rounded to the nearest whole penny

From 1 April 2023 SCP 001 was deleted

Grade	SCP	01/04/2024**			01/04/2023		
		Annual Salary £	Monthly Rate £	*Hourly Rate £	Annual Salary £	Monthly Rate £	*Hourly Rate £
NJC grades							
G1	001						
G2	002		0.00	0.00	22366	1863.83	11.59
	003		0.00	0.00	22737	1894.75	11.79
G3	004		0.00	0.00	23114	1926.17	11.98
	005		0.00	0.00	23500	1958.33	12.18
G4	006		0.00	0.00	23893	1991.08	12.38
	007		0.00	0.00	24294	2024.50	12.59
G5	008		0.00	0.00	24702	2058.50	12.80
	009		0.00	0.00	25119	2093.25	13.02
G6	010		0.00	0.00	25545	2128.75	13.24
	011		0.00	0.00	25979	2164.92	13.47
G7	012		0.00	0.00	26421	2201.75	13.69
	013		0.00	0.00	26873	2239.42	13.93
G8	014		0.00	0.00	27334	2277.83	14.17
	015		0.00	0.00	27803	2316.92	14.41
G9	016		0.00	0.00	28282	2356.83	14.66
	017		0.00	0.00	28770	2397.50	14.91
G10	018		0.00	0.00	29269	2439.08	15.17
	019		0.00	0.00	29777	2481.42	15.43
G11	020		0.00	0.00	30296	2524.67	15.70
	021		0.00	0.00	30825	2568.75	15.98
G12	022		0.00	0.00	31364	2613.67	16.26
	023		0.00	0.00	32076	2673.00	16.63
G13	024		0.00	0.00	33024	2752.00	17.12
	025		0.00	0.00	33945	2828.75	17.59
G14	026		0.00	0.00	34834	2902.83	18.06
	027		0.00	0.00	35745	2978.75	18.53
G15	028		0.00	0.00	36648	3054.00	19.00
	029		0.00	0.00	37336	3111.33	19.35
G16	030		0.00	0.00	38223	3185.25	19.81
	031		0.00	0.00	39186	3265.50	20.31
G17	032		0.00	0.00	40221	3351.75	20.85
	033		0.00	0.00	41418	3451.50	21.47
G18	034		0.00	0.00	42403	3533.58	21.98
	035		0.00	0.00	43421	3618.42	22.51
G19	036		0.00	0.00	44428	3702.33	23.03
	037		0.00	0.00	45441	3786.75	23.55
G20	038		0.00	0.00	46464	3872.00	24.08
	039		0.00	0.00	47420	3951.67	24.58
G21	040		0.00	0.00	48474	4039.50	25.13
	041		0.00	0.00	49498	4124.83	25.66
G22	042		0.00	0.00	50512	4209.33	26.18
	043		0.00	0.00	51515	4292.92	26.70
G23	044		0.00	0.00	52620	4385.00	27.27
	045		0.00	0.00	53714	4476.17	27.84
G24	046		0.00	0.00	54962	4580.17	28.49
	047		0.00	0.00	56239	4686.58	29.15
G25	048		0.00	0.00	57515	4792.92	29.81
	049		0.00	0.00	58809	4900.75	30.48
G26	050		0.00	0.00	60094	5007.83	31.15
	055		0.00	0.00	66741	5561.75	34.59
G27	056		0.00	0.00	68093	5674.42	35.29
	057		0.00	0.00	70227	5852.25	36.40
G28	058		0.00	0.00	73639	6136.58	38.17
	059		0.00	0.00	77048	6420.67	39.94
G29	060		0.00	0.00	80605	6717.08	41.78
	061		0.00	0.00	84020	7001.67	43.55
G30	062		0.00	0.00	87429	7285.75	45.32

Midpoint (Average Cost) of Salary Grades 2023

Grade	SCP	Midpoint £
Grade 1	pts 1-2	22366
Grade 2	pts 2-4	22739
Grade 3	pts 4-6	23502
Grade 4	pts 6-11	24922
Grade 5	pts 9-17	26903
Grade 6	pts 15-23	29829
Grade 7	pts 22-27	33498
Grade 8	pts 26-31	36995
Grade 9	pts 30-35	40812
Grade 10	pts 34-39	44930
Grade 11	pts 38-43	48981
Grade 12	pts 42-47	53260
Grade 13	pts 46-50	57524
Grade 14	pts 55-58	69675
Grade 15	pts 57-61	77108
Grade 16	pts 60-62	84018

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

Living Wage Allowance from 1 April 2024

£12.00 per hour

**TBC – pay award for 2024/25 to be confirmed



Appendix C
Walsall Apprentice rates of pay

From 1 April 2024, workers aged 21 and over will be entitled to the Governments National Living Wage

Pay Range	Pay Point	1 st April 2024		Pay Range	Pay Point	1 st April 2023	
		Annual	Hourly			Annual	Hourly
Walsall Council Real Living Wage	XLW	£23,151.43	£12.00	Walsall Council Real Living Wage	XLW	£21,029.21	£10.90
Government National Living Wage 21 years old and over*	TBC	£22,283	£11.55*	Government National Living Wage 23 years old and over*	XGLWC	£20,304.19	£10.52*
				National Minimum Wage 21-22 years old*	XNMWU23C	£19,836.53	£10.28*
National Minimum Wage 18-20 years old*	XNMWU21C	£16,591	8.69*	National Minimum Wage 18-20 years old*	XNMWU21C	£14,594.85	£7.56*
National Minimum Wage 16-17 years old*	XNMWU18C	£12,463	6.46*	National Minimum Wage 16-17 years old*	XNMWU18C	£10,288.49	£5.33*

All apprentices will be paid at age appropriate rates, with the exception of higher level and degree level apprentices who will receive the Real Living Wage, where applicable.

*National minimum wage with 1% uplift

Spinal Column Point Salaries effective from 1st September 2024
(TBC) & 1st September 2023

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

01/09/2024

SCP	Annual Salary £	Monthly Rate £	*Hourly Rate £
Educational Improvement Professionals			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
28			

01/09/2023

SCP	Annual Salary £	Monthly Rate £	*Hourly Rate £
Educational Improvement Professionals			
1	40540	3378.33	21.01
2	41920	3493.33	21.73
3	43224	3602.00	22.40
4	44545	3712.08	23.09
5	45857	3821.42	23.77
6	47170	3930.83	24.45
7	48550	4045.83	25.16
8	49878	4156.50	25.85
9	51425	4285.42	26.65
10	52805	4400.42	27.37
11	54166	4513.83	28.08
12	55484	4623.67	28.76
13	56976	4748.00	29.53
14	58308	4859.00	30.22
15	59777	4981.42	30.98
16	61106	5092.17	31.67
17	62440	5203.33	32.36
18	63748	5312.33	33.04
19	65097	5424.75	33.74
20	65794	5482.83	34.10
21	67133	5594.42	34.80
22	68301	5691.75	35.40
23	69586	5798.83	36.07
28	75650	6304.17	39.21

Trainee Educational Psychologists

2			
3			
4			
5			
6			

Trainee Educational Psychologists

2	29872	2489.33	15.48
3	31770	2647.50	16.47
4	33673	2806.08	17.45
5	35572	2964.33	18.44
6	37473	3122.75	19.42

Assistant Education Psychologists

2			
3			
4			
5			

Assistant Education Psychologists

2	35228	2935.67	18.26
3	36531	3044.25	18.93
4	37828	3152.33	19.61
5	39341	3278.42	20.39

Educational Psychologists

3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Educational Psychologists

3	46525	3877.08	24.12
4	48575	4047.92	25.18
5	50627	4218.92	26.24
6	52678	4389.83	27.30
7	54609	4550.75	28.31
8	56540	4711.67	29.31
9	58348	4862.33	30.24
10	60160	5013.33	31.18
11	61848	5154.00	32.06
12	62540	5211.67	32.42
13	63836	5319.67	33.09
14	65120	5426.67	33.75

Senior & Principal Educational Psychologists

2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

Senior & Principal Educational Psychologists

2	54609	4550.75	28.31
3	56540	4711.67	29.31
4	58348	4862.33	30.24
5	60160	5013.33	31.18
6	61848	5154.00	32.06
7	62540	5211.67	32.42
8	63836	5319.67	33.09
9	65120	5426.67	33.75
10	66425	5535.42	34.43
11	67706	5642.17	35.09
12	69010	5750.83	35.77
13	70337	5861.42	36.46
14	71621	5968.42	37.12
15	72966	6080.50	37.82
16	74297	6191.42	38.51
17	75637	6303.08	39.20
18	76976	6414.67	39.90
19	80055	6671.25	41.49
20	83257	6938.08	43.15
21	86587	7215.58	44.88



Appendix E - JNC for Youth & Community Workers

Spinal Column Point Salaries effective from 1st September 2024
(TBC) & 1st September 2023

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

01/09/2024			
SCP	Annual Salary	Monthly Rate	*Hourly
	£	£	£
Support Worker Range			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
Professional Range			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			

01/09/2023			
SCP	Annual Salary	Monthly Rate	*Hourly
	£	£	£
Support Worker Range			
5	23496	1958.00	12.18
6	23825	1985.42	12.35
7	24121	2010.08	12.50
8	24799	2066.58	12.85
9	25664	2138.67	13.30
10	26341	2195.08	13.65
11	27434	2286.17	14.22
12	28501	2375.08	14.77
13	29606	2467.17	15.35
14	30750	2562.50	15.94
15	31528	2627.33	16.34
16	32341	2695.08	16.76
17	33141	2761.75	17.18
Professional Range			
13	29606	2467.17	15.35
14	30750	2562.50	15.94
15	31528	2627.33	16.34
16	32341	2695.08	16.76
17	33141	2761.75	17.18
18	33946	2828.83	17.60
19	34745	2895.42	18.01
20	35547	2962.25	18.42
21	36447	3037.25	18.89
22	37467	3122.25	19.42
23	38461	3205.08	19.94
24	39459	3288.25	20.45
25	40465	3372.08	20.97
26	41470	3455.83	21.50
27	42475	3539.58	22.02
28	43493	3624.42	22.54
29	44502	3708.50	23.07
30	45513	3792.75	23.59
31	46195	3849.58	23.94
32	47316	3943.00	24.53



Walsall Council

Appendix F



Walsall Council

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 1st 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 1st 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).

<u>Regulation 16(2)e & Reg 16(4)d:</u> Where an active Scheme member wishes to purchase extra annual pension of up to £7,579 (figure at 1 April 2023) 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).	<u>Council Policy</u> The Council has <u>NOT</u> adopted this discretion.
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<p><u>Regulation R17(1) & TP15(1)(d) & A25(3):</u> Whether, how much, and in what circumstances to contribute to a Shared Cost Additional Voluntary Contribution (SCAVC) arrangement</p>	<p>The Council will pay Shared Cost AVC contributions where an employee has elected to pay AVC's by salary sacrifice. The amount of these employer SCAVC contributions will not exceed the amount of salary sacrificed by the employee. This is at the discretion of the Council's chosen SCAVC provider (when appointed) and is subject to the employee meeting the conditions for acceptance into the salary sacrifice SCAVC scheme, which may be withdrawn or amended at any time.</p>
<p><u>Regulation 30(6) and TP11(2):</u> 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.</p>	<p><u>Council Policy</u> 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>
<p><u>Regulation 30(8):</u> 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><u>Council Policy</u> 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><u>TP Regulation 1(1)(c) of Schedule 2:</u> 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><u>Council Policy</u> 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><u>Regulation 31:</u> Whether to grant extra annual pension of up to £7,579 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><u>Council Policy</u> The Council has <u>NOT</u> adopted this discretion.</p>

<p>Regulation 22(8 & 9): Whether to extend the 12-month period in which a member can elect to retain separate benefits for previous pensionable service.</p>	<p>Council Policy 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>
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<p>Regulation 9(3): Determining the rate of employees' contributions</p>	<p>Council Policy 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>
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<p>Regulation 100(6): 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>Council Policy 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>
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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

<p>Regulation 31(7A): 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>	<p>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.</p>
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Part 4 – Discretions to be applied under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

<p><u>Regulation 5:</u> 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>	<p><u>Council Policy</u> The Council has decided to adopt this discretion and base redundancy payment calculations on an unrestricted week’s pay.</p>
<p><u>Regulation 6:</u> 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>	<p><u>Council Policy</u> 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>

Part 5 – Discretions to be applied under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

<p><u>Explanation</u> 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><u>Council Policy</u> 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 relevant evidence presented to the panel. Payment will be made from the service budget.</p> <p>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><u>Regulation 57: Internal Dispute Resolution Procedure (IDRP)</u> 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><u>Council Policy</u> 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 or</p> <p>The Chief Executive if the complaint relates to member of the Resources and Transformation Directorate.</p>
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Reviewed November 2023