

Personnel Committee – 3rd December 2014

2015/16 Pay Policy

Service: Human Resources

Wards All

1. Purpose of the report

To present the Council's 2015/16 Pay Policy for consideration and agreement prior to consideration at Council on 12th January 2015.

2. Recommendations

Personnel Committee is recommended to:-

- Agree the Pay Policy for submission to Council on 12th January 2015 (allowing for section 4.4 and Appendix A to be updated should the Chief Officers and Chief Executives' pay award negotiations conclude before the submission date to Council).

3. Background

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.

The 2015/2016 Pay Policy has been updated to reflect the current pay structure and level of remuneration, and to encompass required changes arising as a result of changes to other procedures or the implementation of other initiatives. Specifically these are changes to protection payments to bring pay policy in line with the revised redundancy and redeployment procedures, and the implementation of the National Living Wage.

4. Financial

No financial implications arising directly out of this report. The financial implications of the changes detailed above have been covered within the specific reports.

5. Legal

The Pay Policy reflects the statutory increase in the National Minimal Wage to £6.50, effective from 1st October 2014, and the new Pensions Policy ratified at Council on 17th November 2014.

In cases where the pension discretion arises, the Council must ensure that the exercise of the discretion is undertaken consistently and the decisions are made fairly and objectively and not in contravention of the Equality Act 2010. In order to protect the

Council in cases of potential legal challenges to the exercise of the discretion, the Council should keep a central register to record the decisions made, together with the reasons for the decisions.

6. Risk Management

No risk management implications arising out of this report.

7. People

Contained within the report.

An Equality Impact Assessment (EqIA) has been completed on the policy and actions will be incorporated into the launch once approved.

Author

Steve McGowan

Head of HR

☎ 655600

✉ Mcgowans@walsall.gov.uk

**JNC for Chief Executive of Local Authorities
JNC for Chief Officers of Local Authorities**

	Pay Point	1 st Apr 15*
		Annual
Chief Executive		
	1	£194,271
Executive Director		
	1	£117,186
Assistant Director		
	1	£76,175
	2	£79,102
	3	£82,032
	4	£84,961
	5	£87,895

*2014/15 pay award pending

Spinal Column Point Salaries January 2015

http://inside.walsall.gov.uk/pay_and_grading_booklet_20pp_final.pdf

* note Hourly rates are shown rounded down to whole penny

Grade	SCP	Annual Salary	Monthly Rate	Weekly Rate	Hourly Rate	
NJC grades						
G1		005	13500	1125.00	258.90	7.00
		006	13614	1134.50	261.09	7.06
		007	13715	1142.92	263.02	7.11
G2		008	13871	1155.92	266.01	7.19
		009	14075	1172.92	269.93	7.30
		010	14338	1194.83	274.97	7.43
		011	15207	1267.25	291.64	7.88
G3		012	15523	1293.58	297.70	8.05
		013	15941	1328.42	305.71	8.26
		014	16231	1352.58	311.27	8.41
		015	16572	1381.00	317.81	8.59
G4		016	16969	1414.08	325.43	8.80
		017	17372	1447.67	333.16	9.00
		018	17714	1476.17	339.72	9.18
		019	18376	1531.33	352.41	9.52
G5		020	19048	1587.33	365.30	9.87
		021	19742	1645.17	378.61	10.23
		022	20253	1687.75	388.41	10.50
		023	20849	1737.42	399.84	10.81
G6		024	21530	1794.17	412.90	11.16
		025	22212	1851.00	425.98	11.51
		026	22937	1911.42	439.88	11.89
		027	23698	1974.83	454.48	12.28
G7		028	24472	2039.33	469.32	12.68
		029	25440	2120.00	487.89	13.19
		030	26293	2191.08	504.24	13.63
		031	27123	2260.25	520.16	14.06
G8		032	27924	2327.00	535.52	14.47
		033	28746	2395.50	551.29	14.90
		034	29558	2463.17	566.86	15.32
		035	30178	2514.83	578.75	15.64
G9		036	30978	2581.50	594.09	16.06
		037	31846	2653.83	610.74	16.51
		038	32778	2731.50	628.61	16.99
		039	33857	2821.42	649.31	17.55
G10		040	34746	2895.50	666.36	18.01
		041	35662	2971.83	683.92	18.48
		042	36571	3047.58	701.36	18.96
		043	37483	3123.58	718.85	19.43
G11		044	38405	3200.42	736.53	19.91
		045	39267	3272.25	753.06	20.35
		046	40217	3351.42	771.28	20.85
		047	41140	3428.33	788.98	21.32
G12		048	42053	3504.42	806.49	21.80
		049	42957	3579.75	823.83	22.27
		050	43917	3659.75	842.24	22.76
		051	44867	3738.92	860.46	23.26
G13		052	45949	3829.08	881.21	23.82
		053	47056	3921.33	902.44	24.39
		054	48163	4013.58	923.67	24.96
		055	49285	4107.08	945.19	25.55
G13		056	50401	4200.08	966.59	26.12
		061	56168	4680.67	1077.19	29.11
G14		062	57341	4778.42	1099.69	29.72
		063	59191	4932.58	1135.16	30.68
G14		064	62152	5179.33	1191.95	32.22
		065	65110	5425.83	1248.68	33.75
G16		066	68196	5683.00	1307.86	35.35
		067	71158	5929.83	1364.67	36.88
G16		068	74116	6176.33	1421.40	38.42

Midpoint (Average Cost) of Salary Grades		
Grade	SCP	Midpoint £
Grade 1	pts 5-9	13755
Grade 2	pts 8-13	14826
Grade 3	pts 12-17	16435
Grade 4	pts 16-21	18204
Grade 5	pts 20-25	20606
Grade 6	pts 24-29	23382
Grade 7	pts 28-33	26666
Grade 8	pts 32-37	29872
Grade 9	pts 36-41	33311
Grade 10	pts 40-45	37022
Grade 11	pts 44-49	40673
Grade 12	pts 48-53	44467
Grade 13	pts 52-56	48171
Grade 14	pts 61-64	58713
Grade 15	pts 63-67	65161
Grade 16	pts 66-68	71157

Holidays		
Grade	Holidays	5 years service
Grade 1-4	24	29
Grade 5-6	25	30
Grade 7-9	27	32
Grade 10+	28	33

Public/statutory holidays for this financial year

3/4, 6/4, 4/5, 25/5, 31/8, 25/12, 28-29/12, 1/1, 25/3, 28/3

The leave year runs from 1st April - 31st March unless your contract states alternative arrangements; however, employees who commenced employment with the Council after 1st April 2003 have a personal leave year, which runs from their start date.

<http://www.lge.gov.uk/lge/core/page.do?pagelid=119179>

Car Allowances Effective from 1 April 2011

Essential Users	0-999cc	1000-1199cc	Over 1199cc
Lump Sum per annum	£846	£963	£1,239
Lump Sum per month	£70.50	£80.25	£103.25
per mile 0 - 8,500 miles	36.9p	40.9p	50.5p
per mile after 8,500 miles	13.7p	14.4p	16.4p
Casual Users			
per mile 0- 8,500 miles	46.9p	52.2p	65.0p
per mile after 8,500 miles	13.7p	14.4p	16.4p
VAT	1.567p	1.727p	1.881p



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).

<p><u>Regulation 16(2)e & Reg 16(4)d:</u> Where an active Scheme member wishes to purchase extra annual pension of up to £6,500* (figure at 1 April 2014) 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).</p>	<p><u>Council Policy</u> The Council has <u>NOT</u> adopted this discretion.</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 £6,500 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><u>Regulation 22(8 & 9):</u> Whether to extend the 12-month period in which a member can elect to retain separate benefits for previous pensionable service.</p>	<p><u>Council Policy</u> 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><u>Regulation 9(3):</u> Determining the rate of employees' contributions</p>	<p><u>Council Policy</u> 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><u>Regulation 100(6):</u> 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><u>Council Policy</u> 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>

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

<p><u>Regulation B12:</u> Power of employing authority to increase total membership of members leaving prior to 1st April 2014 on redundancy or business efficiency grounds by up to 10 years.</p> <p>This resolution must be made within 6 months of leaving and will therefore be obsolete after 30th September 2014.</p>	<p><u>Council Policy</u> The Council has <u>NOT</u> adopted this discretion.</p>
--	---

<p><u>Regulation B30(2) and 30(5):</u> 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.</p>	<p><u>Council Policy</u> 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>
---	---

<p><u>Regulation B30A(3) and 30A(5):</u> 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.</p>	<p><u>Council Policy</u> 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 3 – Discretions to be applied under the LGPS Regulations 1997

<p><u>Regulation 31(2) and 31(5):</u> 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.</p>	<p><u>Council Policy</u> The Council has adopted this regulation to be used in exceptional circumstances only. 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</p>
--	---

<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>costs.</p> <p>Council Policy 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

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

<p>Regulation 6: 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>Council Policy 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>
--	--

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

<p>Explanation The Council operates The Walsall Council Injury Allowance Scheme under the permissive powers of The Discretionary Payment Regulations 2011. The scheme is unique to Walsall Council employees and is operated within the regulatory guidelines.</p>	<p>Council Policy 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>
---	--

	<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>
--	---

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 Executive Director (Resources) 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 Executive Director (Resources) The Council House Walsall Council WS1 1TW or</p> <p>The Chief Executive if the complaint relates to member of the Resources Directorate.</p>
--	--

April 2014

Pay Policy Statement

2015/2016

Document title:	Pay Policy Statement	Owner:	Human Resources
Status:	DRAFT	Version:	2.5
Effective from:	April 2015	Approved on:	TBC
Last updated date:	October 2014	Last updated by:	Strategy & 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.		

CONTENTS

Section	Contents	Page
1.0	Introduction.....	3
2.0	Key principles.....	3
3.0	Scope of the statement.....	3
4.0	Senior management pay structure.....	4
5.0	Other employees pay structure (including the lowest paid employees).....	5
6.0	Non-standard terms and conditions.....	5
7.0	Starting pay.....	6
8.0	Pay progression.....	6
9.0	Performance related pay.....	7
10.0	Pay protection.....	7
11.0	Market Supplements.....	7
12.0	Relocation and temporary accommodation allowances..	7
13.0	Honorary payments.....	7
14.0	Allowances / Expenses.....	8
15.0	Pensions.....	8
16.0	Pay multiples (or pay dispersion).....	9

Appendices

- A – Senior management pay and grading structure
- B – Other employees pay and grading structure & car user allowance rates
- C – 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 31st March 2016.
- 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 a 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.

3.0 Scope of the statement

- 3.1 This statement relates to all Council employees (except those on teachers' conditions and educational support staff and casual workers) including the Chief Executive, Chief Officers and Deputy Chief Officers.
- 3.2 Employees on teachers' conditions and educational support staff are included separately within the Schools 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). 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 key 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 Council. The Council's Personnel Committee (or appointed sub committees) approves remuneration levels for the Chief Executive, Executive Directors and Deputy Chief Officers on appointment, subject to negotiation. The Personnel Committee also 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 to take account of any cost of living increase negotiated nationally by the JNC for Chief Officers of Local Authorities Conditions of Services. The last national pay award increase was in April 2008, however, at the time of writing (November 2014), the 2014/15 pay award negotiations have not been concluded for Chief Officers and Chief Executives.
- 4.5 The salary details for Chief Officers are published on the Council's website and can be located on the open data pages; <http://opendata.walsall.org.uk/opendata>
- 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 receives an additional allowance of £4,335 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 as required by the Council's Constitution. Furthermore external auditors are consulted about severance packages where appropriate.

5.0 Other employees 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 68 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 SCP 005 – 068. 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 will reflect the National Living Wage (NLW) from April 2015, in the form of an additional allowance to basic hourly rate where this falls below the NLW which will also apply to non-standard hours such as overtime.
- 5.4 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-G16. Both schemes comply with equal pay requirements.
- 5.5 For Apprentices (on training contracts), pay starts at £5,266.96, in line with the national minimum apprenticeship rate of pay.
- 5.6 Pay levels are reviewed to take account of any cost of living increase negotiated nationally by the NJC for Local Government Services. A pay award for 2015/16 was agreed as part of the 2013/14 negotiations, and this is reflected in the information at appendix B.

6.0 Non-standard 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.
- 6.2 Some specialist employees, mainly in education related services, such as Educational Psychologists, the Youth Service and employees at Walsall Adult & Community College are paid on the national pay scales relevant to their specialist employment.

7.0 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. However, in certain circumstances it may be appropriate to appoint external candidates to a higher point within the pay grade to support the appointment of high calibre candidates, for example, where existing salary payments exceed or are equivalent to those being offered by the Council. Such practice must be objectively justified and within current budgetary constraints.
- 7.2 Internal appointments are made at the minimum point of the pay grade where being appointed into a promotional post or at the minimum point of advantage where grade boundaries overlap with the new higher grade. If appointments are made to equivalent graded posts then the employee will move across on their existing SCP with no further increase until the normal incremental progression is due.
- 7.3 Where employees are appointed into posts where there is a grade reduction, they will 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.

8.0 Pay progression

- 8.1 Where employees are on annual incremental scales progression within grade boundaries is automatic.
- 8.2 Annual incremental pay progression takes place up 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.
- 8.3 Increments are due on the 1st April each year, or 6 months after appointment where the employee has been in the post for less than 6 months by 1st April, i.e. if the employee is appointed between 1st October and 31st March the increment will be paid after 6 months in post and then annually on the 1st 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.

9.0 Performance related pay (PRP)

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

10.0 Pay protection



10.1 In cases where the Council is enforcing a reduction in an employee's pay, pay protection will be granted where applicable for a maximum period of 12 months. Pay protection is only applicable to the salary grade of the post and not the hours an employee works. Any loss in annual leave due to grade reductions will also be protected for a 12 month period.

10.2 In line with the Council's Redeployment Procedure, where employees are redeployed through a potential redundancy situation or through dismissal on health grounds at a lower grade, pay protection arrangements will apply only if the post is graded no more than two grades below the employee's substantive post.

11.0 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.

12.0 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.

13.0 Honorarium payments

13.1 Honorarium payments are additional monies paid to employees to reward them for undertaking additional or special work activities that would be graded at a higher level or to recompense employees for undertaking acting up arrangements into an alternative and usually higher graded post.

13.2 All honorarium payments are made in line with the Council's Honorarium payments guidance form and calculated in accordance with the Council's JE scheme where relevant to ensure principles of fairness and equality are maintained.

13.3 Honorarium payments are temporary by nature and must be reviewed regularly.

14.0 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



Executive Director, 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 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.
- 14.3 Callout/Standby – Payments are made to reflect the unsociability of working in particular circumstances and will be locally agreed.
- 14.4 Professional subscriptions – These will be paid by the Council where it is an essential requirement of the job. Essential would normally relate to a statutory reason, not a selection criteria that could be unfairly restrictive in obtaining good candidates and conflict with equality of opportunity.
- 14.5 Car allowances - Where the Council requires and authorises an employee to use a private car on official business, the employee will receive an allowance for the use of their motor vehicle(s). The Council will decide whether the allowance is paid in line with the casual or essential car user allowances and these are attached at Appendix B.
- 14.6 There are separate travel allowance arrangements in place for Executive Directors and they receive a lump sum payment equivalent to 2.3577% of their annual salary.

15.0 Pensions

- 15.1 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.
- 15.2 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.
- 15.3 The Council's current published LGPS discretionary policy is contained in Appendix C 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.

16.0 Pay multiples (or pay dispersion)



- 16.1 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.
- 16.2 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.
- 16.3 The Council's current (October 2014) pay multiple from the highest pay (£194,271 per annum) to the median pay (£21,734 per annum) is 1:9. This pay multiple is the same ratio as the previous year.
- 16.4 The Council's current (October 2014) pay multiple from Chief Officers within the Corporate Management team (£117,186 per annum) to the median pay (£21,734 per annum) is 1:5. This pay multiple is the same ratio as the previous year.
- 16.5 The Council will monitor these ratios on an annual basis to ensure that there is not undue wage inflation in senior management pay rates.

