

Notice of Meeting

Personnel Committee

Tuesday, 4th February, 2014 at 10.30 am
in Committee Room 2 Council Offices
Market Street Newbury

Date of despatch of Agenda: Friday, 24 January 2014

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser / Denise Anns on (01635) 519045 / 519486

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Further information and Minutes are also available on the Council's website at www.westberks.gov.uk



To: Councillors Peter Argyle, Tony Linden, Mollie Lock (Vice-Chairman),
Andrew Rowles and Quentin Webb (Chairman)

Substitutes: Councillors David Allen, Jeff Beck, Jeff Brooks and Adrian Edwards

Agenda

Part I

Page No.

1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 1 - 4
To approve as a correct record the Minutes of the meeting of the Committee held on 30 October 2013.
3. **Declarations of Interest**
To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Statutory Pay Policy Statement (C2656)** 5 - 24
Purpose: To present a Pay Policy Statement to be published from 1 April 2014.
5. **Date of Next Meeting**
To arrange a meeting date if required.

Andy Day
Head of Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.



Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

PERSONNEL COMMITTEE

**MINUTES OF THE MEETING HELD ON
WEDNESDAY, 30 OCTOBER 2013**

Councillors Present: David Betts (Substitute) (In place of Peter Argyle), Tony Linden, Mollie Lock (Vice-Chairman), Andrew Rowles and Quentin Webb (Chairman)

Also Present: Jane Milone (Human Resources Manager), Robert O'Reilly (Head of Human Resources) and Moira Fraser (Democratic and Electoral Services Manager)

Apologies for inability to attend the meeting: Councillor Peter Argyle

PART I

4. Minutes

The Minutes of the meetings held on 19 February 2013 and 14 May 2013 were approved as true and correct records and signed by the Chairman.

5. Declarations of Interest

There were no declarations of interest received.

6. Whistleblowing Policy and Procedure

The Committee considered a report (Agenda Item 4) concerning approval of a revised Whistleblowing Policy and underpinning procedure. Jane Milone in introducing the item explained that the Council had an existing Confidential Reporting Code in place since 2006. The existing policy provided protection to employees provided that they made disclosures in 'good faith'.

Recent changes to legislation (the Enterprise and Regulatory Reform Act 2013) had prompted a revision of the policy and Officers had used the opportunity to ensure that the policy was easier to understand and included a clearer description of how a complaint would be handled. The Public Interest Disclosure Act (PIDA) permitted employees to raise concerns where they had a reasonable belief that:

1. a criminal offence;
2. a miscarriage of justice;
3. an act creating a risk to health and safety;
4. a breach of other legal obligation;
5. damage to the environment;
6. Concealment of any of the above.

had been or was likely to be committed without fear of dismissal, victimisation or detriment and it was in the public interest to disclose it.

Jane Milone explained that Councillor Alan Law (the Portfolio Holder for HR) had queried why 'gross negligence' was not included as one of the criteria. Officers had sought legal advice and it had been agreed that the policy should adhere to the legal parameters of the Act since the Council would open itself to a challenge via Judicial Review if it attempted to go beyond those limits. Protected disclosures relating to cases where "a person has failed, is failing or is likely to fail to comply with a legal obligation to which he or she is subject" would be expected to cover incidents of gross negligence. The article in

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'Reporter' could also be used to provide examples of various scenarios and provide an explanation to managers as to how they could deal with these instances by referring them to the guidance.

A helpline had also been introduced that employees could use if they were unsure whether to raise a concern or not and it also provided a confidential way to raise concerns. The help line went through to the Head of Human Resources (HR). Officers confirmed that this was not a direct line to the Head of HR but that HR team members were used to dealing with confidential issues. Jane Milone reminded Members that employees would be encouraged to put their name to their allegation as anonymous complaints were harder to investigate (see paragraph 4.4 of the Policy and Procedure). The policy was also designed to give protection to employees raising concerns. Potential complaints about the Head of HR would need to be dealt with using the procedures set out in the guidance.

Councillor Tony Linden arrived at 11.13am.

Councillor Mollie Lock queried what training would be given to managers having to deal with a whistleblowing incident. The Committee therefore requested that training be provided as part of the Leadership Development Training that was about to be introduced and that the issue should be raised at the next Corporate Management Team (CMT) meeting.

Councillor Tony Linden queried how incidents would be reported back to Members. Officers explained that this would be evaluated on a case by case basis and where appropriate Senior Officers would discuss issues with relevant Members if needed.

RESOLVED that:

- 1. Training on the Whistleblowing Policy and Procedure to be included in the Leadership Development Training programme;**
- 2. The Whistleblowing Policy and Procedure to be raised at the next CMT meeting;**
- 3. An article on the Whistleblowing Policy and Procedure to be included in the next iteration of 'Reporter';**
- 4. The Whistleblowing Policy and Procedure be approved.**

7. Update on Progress with Apprenticeships

The Committee considered a verbal report (Agenda Item 5) which provided Members with an update on the progress that was being made with the employment of apprentices. Robert O' Reilly explained that he would provide Members with a written report on this issue at the next meeting as a number of new issues had recently been raised with him.

Officers explained that the apprentice scheme had been launched after the scheme was agreed at the 11 December 2011 Personnel Committee meeting. It had been agreed that apprentices could be employed at the National Minimum Wage for Apprentices (£2.68 per hour). Members at both Management Board and Personnel Committee meetings had raised concern that this was set at too low a level. For some apprentices the costs associated with getting to work meant that it was not worth their while to take up an apprenticeship. Although all posts were being filled the number of applicants was disappointing.

It was however noted that this was not a funded scheme and therefore any costs associated with raising the level of income would have to be met from the services offering the apprenticeship. A suggestion had been to set the level at the National Age

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Related Minimum Wage which would mean that apprentices aged between 18 and 20 would receive £5.03 per hour and those aged between 16 and 18 would receive £3.72 per hour.

At a recent Disability Equality Scrutiny Board meeting it had been suggested that an apprenticeship should be set up for a disabled person (for a person under the age of 19). This had led to a request for an additional apprenticeship to be set up for one of the Council's Looked After Children too. A proposal was therefore being put forward for central funding for these two posts and it was anticipated that this would cost around £25k.

Robert O' Reilly noted that during 2012 the Council had appointed 18 apprentices. Seven of these apprentices had since found permanent employment at the Council and two had been permanently employed in other organisations.

In 2013, 17 apprenticeships would be offered and three apprentices had already started in September and three more had been appointed. The next assessment centre would be taking place soon. Councillor Quentin Webb encouraged Members of the Committee to attend one of these sessions to enhance their understanding of the process.

Robert O'Reilly explained that all Council vacancies were now advertised on the Jobs Go Public website. In addition apprenticeships were also advertised on Facebook, Twitter and through the West Berkshire Training Consortium. Councillor Mollie Lock queried whether Officers could go into schools to promote the scheme. The Head of HR explained that the Council did not have the resources to undertake this work. Members queried whether it would be possible to email schools about the scheme and the vacancies in July each year. Officers agreed to discuss this issue at the next Schools HR Co-ordination Group.

Councillor David Betts queried what percentage of applicants came from outside of the conurbations of Newbury and Thatcham. He was concerned that young people in the east of the district would go to jobs fayres in Reading and would therefore not be aware of the opportunities at West Berkshire Council. He was also concerned that transport costs would dissuade them from applying. Robert agreed that he would include this information into the report that would be brought to the next meeting.

Councillor Quentin Webb thanked Robert O' Reilly for the update.

RESOLVED that a written report be brought to the next meeting.

8. **The Recruitment Toolkit**

The Committee considered a verbal report (Agenda Item 6) which provided an update on the tools available to recruiting managers within the Council, including assessment centres and psychometric testing and training provided in recruitment skills.

Robert O' Reilly informed Members that an Investors in People assessment had taken place about three before this meeting. The assessor had interviewed around 40 members of staff and a few elected Members. Initial feedback had confirmed that the Council had received IIP accreditation for the third time and it would be valid until 2017. The assessor would be attending the Corporate Board meeting on the 10 December 2013 to provide feedback and set out recommendations for the Council. It was noted that approval had been granted by the Executive to fund a Leadership Academy from 2014 onwards.

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Robert O' Reilly outlined the HR Services that were provided to assist managers with recruitment. Basic services included job evaluation for new and changed roles, establishment control and access to on-line advertising website (Jobs Go Public).

Managers undertook their own shortlisting and once this was done HR were responsible for contacting successful applicants and sought references for them too. Following the interview process HR undertook pre-employment checks, provided a conditional offer to applicants and prepared a contract of employment for the successful applicant.

In addition HR provided an Occupational Testing service and administered an Occupational Personality Questionnaire when requested by recruiting managers. In addition they also assisted with the development of Assessment Centres for key posts. A small charge was made to cover the cost of materials. The Council used tests from SHL who had been a leading provider in this area for a number of years.

HR also provided advice on all aspects of recruitment, via the telephone or dedicated email and drafted policies and procedures and advice which were located on the HR pages of the intranet. HR also offered training via e-learning and face to face testing. Recruitment training had recently been reviewed. The current course had been reduced from two days to one. Officers attending the course were required to undertake an online course which set out procedures etc before attending the one day session. This training focussed on interviewing skills such as questioning and listening.

Robert O' Reilly reported that a request had been received from Jan Evans and Stephen Stace to place a banner advert in a local newspaper to attract applicants for roles in Social Services. It was noted that this was contrary to a decision made previously at a Personnel Committee meeting. They had however sought an exception as they felt that the Jobs Go Public website would not attract the type of applicants they were looking for. The Committee agreed that they could do so provided that it was funded from their own budgets and that the Head of Service considered placing the advertisement in the Reading Chronicle and the Marlborough News in addition to the Newbury Weekly News.

Councillor Quentin Webb thanked officers for the update.

RESOLVED that Adult Social Services be permitted to place a banner advert in the Newbury Weekly News as requested and that the Head of Service to give consideration to placing the advertisement in the Reading Chronicle and the Marlborough News as well

9. **Date of Next Meeting**

The Committee agreed to hold the next meeting on 15 January 2014 at 11am. Provisional agenda items included Continuous Service for Schools and the previously agreed paper on Apprentices. Councillor Andrew Rowles gave his apologies for this meeting.

(The meeting commenced at 11.00 am and closed at 12.15 pm)

CHAIRMAN

Date of Signature

Agenda Item 4.

| | |
|------------------------------------|---------------------------------------|
| Title of Report: | Statutory Pay Policy Statement |
| Report to be considered by: | Council |
| Date of Meeting: | 4th March 2014 |
| Forward Plan Ref: | C2656 |

Purpose of Report: To present a Pay Policy Statement to be published from 1st April 2014, for approval.

Recommended Action: To approve the Pay Policy Statement attached at Appendix A.

Reason for decision to be taken:

1. To comply with the requirements of s38 of the Localism Act 2011
2. To comply with the Code of Practice for Local Authorities on Data Transparency in relation to senior salary publication

Other options considered: To produce and publish separate information for each of the statutory requirements above. However, as they are intricately linked it makes sense to publish both together so that the public can see all the information in one place.

Key background documentation:

- The Code of Recommended Practice for Local Authorities on Data Transparency Sept 11(CLG)
- The Localism Act Nov 11, s38-43 (legislation.gov.uk)
- Openness and accountability in local pay: Guidance under section 40 of the Localism Act Feb 2012, and supplementary guidance Feb 2013 (CLG)
- Localism Act: Pay Policy Statement Guidance for Local Authority Chief Executives Nov 11 (JNC for Chief Officers)

The proposals contained in this report will ensure that the Council complies with statute and statutory guidance on openness and transparency.

| Portfolio Member Details | |
|---|--|
| Name & Telephone No.: | Councillor Alan Law - Tel (01491) 873614 |
| E-mail Address: | alaw@westberks.gov.uk |
| Date Portfolio Member agreed report: | 23.01.14 |

| Contact Officer Details | |
|-------------------------|---|
| Name: | Jane Milone |
| Job Title: | HR Manager - Policy, Strategy and Information |
| Tel. No.: | 01635 519238 |
| E-mail Address: | jmilone@westberks.gov.uk |

Implications

| | |
|---------------------------|---|
| Policy: | The Council is required to publish a statement of its pay policy. The proposed statement does not involve a change of policy. |
| Financial: | none. |
| Personnel: | none |
| Legal/Procurement: | This statement will ensure that the Council complies with the Localism Act 2011 |
| Property: | none |
| Risk Management: | none |

| Is this item relevant to equality? | Please tick relevant boxes | | Yes | No |
|--|----------------------------|--|-------------------------------------|-------------------------------------|
| Does the policy affect service users, employees or the wider community and: | | | | |
| • Is it likely to affect people with particular protected characteristics differently? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Is it a major policy, significantly affecting how functions are delivered? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Will the policy have a significant impact on how other organisations operate in terms of equality? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Does the policy relate to an area with known inequalities? | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality) | | | | |
| Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Not relevant to equality | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| Is this item subject to call-in? | Yes: <input type="checkbox"/> | No: <input checked="" type="checkbox"/> |
|---|-------------------------------|---|
| If not subject to call-in please put a cross in the appropriate box: | | |
| The item is due to be referred to Council for final approval | | <input checked="" type="checkbox"/> |
| Delays in implementation could have serious financial implications for the Council | | <input type="checkbox"/> |
| Delays in implementation could compromise the Council's position | | <input type="checkbox"/> |
| Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months | | <input type="checkbox"/> |
| Item is Urgent Key Decision | | <input type="checkbox"/> |
| Report is to note only | | <input type="checkbox"/> |

Executive Summary

1. Introduction

- 1.1 This report proposes a draft pay policy statement for publication with effect from 1st April 2014.
- 1.2 The Code of Recommended Practice for Local Authorities on Data Transparency ('the Code') published by the Department for Communities and Local Government includes a requirement to publish a set of data relating to the remuneration and responsibilities of senior officers.
- 1.3 Section 38 of the Localism Act ('the Act') of the Act requires local authorities to publish an annual pay policy statement from 2012.
- 1.4 Although the information required for the Code and the Act is not identical, it is complementary and one helps to understand the other. Publishing the information required under the Code as part of the pay policy statement enables the public to have all the relevant information in one place. The first WBC statement was published in March 2012.

2. Proposals

- 2.1 It is proposed that the Personnel Committee recommends the Pay Policy Statement at appendix A to full Council for approval. This fits within its terms of reference which are to consider matters of personnel policy. Approval for the statement cannot be delegated to a committee.
- 2.2 Upon approval by Council the statement will be published on the Council's website.

3. Equalities Impact Assessment Outcomes

- 3.1 There is no decision to be made, apart from approval for publication, and therefore no Equality Impact Assessment has been undertaken.

4. Conclusion

- 4.1 Publication will enable the Council to comply with s38 of the Localism Act and with the Code of Recommended Practice for Local Authorities on Data Transparency.

Executive Report

1. Introduction

- 1.1 This report proposes a draft pay policy statement for publication with effect from 1st April 2014. Council approved the annual publication of the statement, in principle, on 1st March 2012. This report seeks approval for the 2014 statement.
- 1.2 The Code of Recommended Practice for Local Authorities on Data Transparency ('the Code'), published by the Department for Communities and Local Government in February 2012, includes a requirement to publish a set of data relating to the remuneration and responsibilities of senior officers.
- 1.3 Section 38 of the Localism Act ('the Act') of the Act requires local authorities to publish an annual pay policy statement, starting with 2012/13.
- 1.4 Although the information required for the Code and the Act is not identical, it is complementary and one helps to understand the other. Publishing the information required under the Code as part of the pay policy statement enables the public to have all the relevant pay policy and senior salary information in one place.

2. Localism Act Requirements

- 2.1 S38 of the Localism Act requires the local authority to prepare and publish a pay policy statement for the financial year 2012/13 and each subsequent year. The method of publication is at the discretion of the authority, but it is expected to comply with the principles set out in the Code for data transparency. The statement must be approved by the full Council.
- 2.2 The statement should set out the policies in relation to;
 - (1) Remuneration of its chief officers
 - (2) The remuneration of its lowest paid employees (and our definition and reasons for defining it)
 - (3) The relationship between the remuneration of its chief officers and those who are not chief officers
- 2.3 The definition of chief officers includes the Chief Executive, the Monitoring Officer, the Section 151 Officer, Corporate Directors, as well as those who report directly to any of these post holders. Thus, in West Berkshire Council, this definition would include all Heads of Service.
- 2.4 Chief officer remuneration includes salary, bonuses, performance-related pay, fees or allowances (including as returning officer), benefits in kind, etc. The policy should also state how chief officer salary will be determined on appointment and any arrangements for payments upon leaving office.

3. Transparency Code Requirements

- 3.1 The Code of Recommended Practice for Local Authorities on Data Transparency was published by the Department for Communities and Local Government in September 2011. Alongside the requirement to publish data on aspects of the

Council such as spending and financial indicators, procurement, Councillor allowances and assets, the Council is required to publish details of senior salaries and responsibilities, pay multiples and organisational structure.

3.2 Specifically, we must publish;

- (1) Senior employee salaries, names (with the option for individuals to refuse to consent for their name to be published), job descriptions, responsibilities, budgets and numbers of staff.
- (2) An organisational chart of the staff structure of the local authority including salary bands and details of currently vacant posts.
- (3) The 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce.

3.3 'Senior employee salaries' is defined as all salaries which are above £58,200 and above (irrespective of post), which is the Senior Civil Service minimum pay band. Budgets should include the overall salary cost of staff reporting to each senior employee.

4. Recommendations

4.1 It is proposed that, as in 2012 and 2013, a single statement is produced for publication, within the timescales required under the Act, to meet the requirements of both the Code and the Act. .

4.2 The statement should be clear in its scope and intent and only contain information that is not otherwise available on the website. The statement should contain links to the other sources of information on the website. Where necessary, numerical data should be made available as recommended under the Code (which recommends that data be published in a machine-readable format and under a licence that allows open re-use).

4.3 It is proposed that the Personnel Committee recommends the Pay Policy Statement to full Council for approval. This fits within its terms of reference which are to consider matters of personnel policy. Approval for the statement cannot be delegated to a committee.

4.4 A draft Pay Policy Statement 2014 is appended for consideration, which will be published on the Council's website once approved.

[For Management Board only: highlighted text type is changed from the statement in 2013; italic text is estimated and will be amended when the relevant information is available and in time for publication in April 2014.]

Appendices

Appendix A - "Pay Policy Statement - April 2014"

Consultees

Local Stakeholders: Heads of Service, Corporate Board

Officers Consulted: As above plus Gemma McNamara, Melanie Ellis
Trade Union: n/a

Pay Policy Statement – April 2014

Change History

| Version | Date | Description | Change ID |
|---------|------------|--------------------|-----------|
| 1 | April 2012 | First publication | |
| 2 | April 2013 | Second publication | |
| 3 | April 2014 | Third publication | |



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1. Purpose

- 1.1 This document covers the requirements to publish information relating to the payment of employees, including those on senior salaries, within the Council under s38 of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities in Data Transparency.
- 1.2 The statement includes information relating to the actual remuneration of senior officers during the last financial year (2013/14) and information on the policies on chief officer pay which will be effective from April 2014.
- 1.3 Full Council has approved the Pay Policy Statement.

2. Definitions used in this document

- 2.1 **Chief Officers**; the holders of the posts of Chief Executive and Corporate Directors; the posts of Monitoring Officer (Head of Legal Services) and Section 151 Officer (Head of Finance); the posts of Head of Service.
- 2.2 **Senior officers**; the Chief Executive, Corporate Directors, and Heads of Service
- 2.3 **Senior salary**; annual salary equal to or exceeding £58,200 (the minimum of the Senior Civil Service pay band)
- 2.4 **Lowest paid employee**; minimum of grade B on WBC pay scales (£12,915 per annum full time (37 hours per week) or 6.69 per hour). Notes on this definition are set out below;
 - 2.4.1 Grade A is no longer used in WBC. Minimum Grade B is equivalent to scale point 7 of the NJC pay scale for Local Government Employees.
 - 2.4.2 *Apprentices aged 16-18, may be paid on the Government's National Minimum Wage.* They have been excluded from this definition on the basis that they are in specific posts created for training purposes.
- 2.5 **Median salary**; **£24,892** (full time equivalent). This is a measure of the 'average' salary for employees in the Council.
- 2.6 **Mean salary**; **£27,541** (full time equivalent). This is an alternative measure of the 'average' salary for employees in the Council.

3. Pay Policy from April 2012

- 3.1 Job evaluation – employees below grade N
 - 3.1.1 The Hay (Local Government) job evaluation scheme is used to establish the grade for each post relative to all other jobs within the Council. The Job evaluation procedure is used to evaluate all new jobs and to re-evaluate existing jobs where there have been significant changes.
 - 3.1.2 All jobs are assigned to a grade within the West Berkshire Council salary structure on the basis of the job evaluation score. The individual salary scale points are based on the National Joint Council for Local

Government Employees (Green Book) salary scale. See Appendix D for details.

3.2 Salary structure – employees on Grade N and above

3.2.1 Heads of Service are all paid on Grade N. They constitute the second tier of management and may be allocated new responsibilities as required to meet the needs of the Council at this level, within their grade. Heads of Service report to either a Corporate Director or the Chief Executive (Head of Paid Service).

3.2.2 Corporate Directors are paid on the Corporate Director grade and the Chief Executive is paid on a specific grade for this post. All three may be allocated new responsibilities as required to meet the needs of the Council within their grade.

3.3 Salary on appointment – all employees

3.3.1 Appointments will normally be made to the minimum point of the grade. Managers may take into account the previous experience and skills of the employee to offer appointment above the salary minimum for the post.

3.4 Incremental progression – **Employees below 'third tier' of management**

3.4.1 Each employee progresses through the grade band for the posts by the award of one increment (or spinal column point (SCP)) on 1st April each year until the maximum of the grade band is reached, subject to 6 months service in the grade band (whether that band has been attained by appointment, promotion or regrading).

3.4.2 Any existing employee who is appointed to a new post within the Council whose salary, on 1st April, would otherwise be less than one column point in excess of the salary they would have received on that day in their old grade band, will be entitled to an increment on that day even if he/she has not been 6 months in the new post.

3.4.3 An increment may be withheld if an employee is subject to formal disciplinary or capability procedures during the year leading up to the 1st April and this decision has been communicated to the employee and recorded as part of those proceedings.

3.4.4 An additional increment may be awarded in any one year to an employee, at the discretion of the Head of Service, on the grounds of special merit or ability, provided the maximum of the grade is not exceeded.

3.5 Incremental progression – Chief Executive, Corporate Directors, Heads of Service **and 'third tier' managers**

3.5.1 **Third tier managers (defined as those on Grades L and M, reporting to heads of service)** and above can only progress through the increments within the grade if their performance, as assessed at the annual appraisal, is rated as satisfactory, good or excellent.

3.6 Additional payments – all employees

- 3.6.1 Payment for additional hours, undertaking higher responsibilities, non-standard working arrangements, and other exceptional circumstances will be made, where applicable, in accordance with [West Berkshire Terms and Conditions of Service - Additional Payments](#)
- 3.6.2 Car allowance payments for new senior managers ceased to be paid from November 2007. Some senior employees who were already in receipt of such allowances continue to receive them on a protected basis whilst in post. Essential car users (defined as those who travel at least 2500 business miles per annum or for whom a car is essential for the performance of the job) receive an allowance in line with NJC rates.
- 3.6.3 The Council does not operate a separate bonus scheme for its Chief Officers, nor does it provide any other benefits or make any other additional payments outside those which are detailed in Appendix B or in the Terms and Conditions of Service referred to above.

4. Pay ratios in the Council

4.1 It is the Policy of the Council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 20:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton Review of Fair Pay in the Public Sector.

4.2 As at 1st April 2014, pay ratios within the Council stand as follows;

- Highest:lowest = 10.7:1
- Highest:median = 5.6:1

4.3 This is based on the following salary packages;

- Highest paid (maximum CX plus car allowance) = £138,418
- Lowest paid (minimum grade B) = £12,915
- Median (average) = £24,892

5. Review

5.1 This policy will be reviewed at least annually and more frequently if necessary to respond to any changes.

5.2 The Personnel Committee is responsible for recommending the policy statement for approval by full Council.

Other Relevant Information

The following information is available on our website;

[Discretionary Compensation Payments - Statement of Policy](#)

Sets out how the Council intends to use its discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

[Local Government Pension Scheme Discretions - Statement of Policy](#)

Sets out how the Council intends to use its discretions under the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended).

[Re-employment Policy](#)

Sets out the Council's policy on the re-employment of individuals whose previous employment with the Council ended in redundancy, early retirement, or dismissal on the grounds of capability or conduct.

[Organisational Structure Chart](#)

Sets out the current senior management structure of the Council

[West Berkshire Council - Pay and grading](#)

Information on pay and grading for Council employees

Appendix A - Senior officer salaries; table showing names of post holders and actual pay during 2013/14 financial year

| | | For the financial year 2013/14 | | | | | | | |
|----------------------------------|--|--------------------------------|--------------------------|-------|------------|--------------------|--------------------|---------------|------------|
| Name | Job Title | Remuneration | | | | Total Remuneration | Cost | | |
| | | salary | car allowance /lease car | Other | honorarium | | Employer's Pension | Employer's NI | Total Cost |
| Mr Nicholas Carter | Chief Executive | 133418 | 5000 | 0 | 0 | 138418 | 20546 | 16871 | 175835 |
| Mr John Ashworth | Corporate Director (Environment) | 102189 | 4000 | 0 | 0 | 106189 | 15737 | 12424 | 134350 |
| Ms Rachael Wardell | Corporate Director (Communities) | 102189 | 0 | 0 | 0 | 102189 | 15737 | 11881 | 129807 |
| Mr Ian Pearson | Head of Education & DD Communities | 78092 | 3500 | 0 | 7500 | 88319 | 13181 | 10065 | 112338 |
| Mr David Holling | Head of Legal | 78092 | 3500 | 0 | 0 | 81592 | 12026 | 9030 | 102648 |
| Mr Andrew Walker | Head of Finance | 78092 | 2528 | 0 | 0 | 80620 | 12026 | 8548 | 101194 |
| Mr Kevin Griffin | Head of ICT and Corporate Support | 90247 | 3500 | 0 | 6683* | 100430 | 15270 | 12090 | 124457 |
| Mr Mark Edwards | Head of Highways & Transport | 78092 | 3500 | 0 | 0 | 81592 | 12026 | 9030 | 102648 |
| Mr Gary Lugg | Head of Planning & Countryside | 78092 | 3500 | 0 | 0 | 81592 | 12026 | 9030 | 101673 |
| Mr Stephen Duffin | Head of ASC Efficiency Programme | 78092 | 3500 | 0 | 0 | 81592 | 12026 | 9030 | 101673 |
| Mr Sean Anderson | Head of Customer Services | 78142 | 3500 | 0 | 0 | 81642 | 12026 | 9037 | 101730 |
| Mr Robert O'Reilly | Head of Human Resources | 78092 | 3500 | 0 | 0 | 81592 | 12026 | 9030 | 101673 |
| Mrs June Graves | Head of Care Commissioning, Housing & Safeguarding | 75897 | 3500 | 0 | 0 | 79397 | 11688 | 8727 | 99812 |
| Mr Andrew Day | Head of Strategic Support | 71515 | 3500 | 0 | 0 | 75015 | 11013 | 7713 | 93741 |
| Mr Stephen Broughton | Head of Culture & Environmental Protection | 75897 | 2144 | 0 | 0 | 78041 | 11687 | 8243 | 97971 |
| Mrs Janice Evans (left 31/12/13) | Head of Adult Social Care | 58311 | 2555 | 0 | 0 | 60867 | 2020 | 6438 | 76324 |
| Mr Mark Evans | Head of Children's Services | 71515 | 1239 | 0 | 1100 | 72754 | 11013 | 7810 | 91577 |
| Ms Lesley Wyman | Head of Public Health and Wellbeing | 69337 | 0 | 0 | 0 | 69337 | 9442 | 7084 | 85863 |

*honorarium for Mr Griffin is in respect of work done in 2012/13 financial year and will not be payable for 2013/14

Appendix B – Senior Officer budget and staffing responsibilities in 2014/15 financial year

| Name | Job Title | revenue budget / £m | capital budget / £m | No. staff (excl schools) |
|----------------------|--|----------------------------|----------------------------|---------------------------------|
| Mr Nicholas Carter | Chief Executive | 310.23 | 26.5 | 1653 |
| Mr John Ashworth | Director of Environmental Services | 45.95 | 7.36 | 405 |
| Ms Rachael Wardell | Director of Communities | 194.3 | 18.31 | 901 |
| Mr David Holling | Head of Legal Services | 1.12 | | 18 |
| Mr Andrew Walker | Head of Finance | 10.29 | 0.08 | 54 |
| Mr Kevin Griffin | Head of ICT and Corporate Support | 3.68 | 0.45 | 61 |
| Mr Mark Edwards | Head of Highways & Transport | 12.44 | 6.366 | 112 |
| Mr Gary Lugg | Head of Planning & Countryside | 6.3 | 0.12 | 104 |
| Mr Ian Pearson | Head of Education & Deputy Director of Comm. | 122.83 | 17.24 | 254 |
| Mr Stephen Duffin | Head of ASC Efficiency Programme | 0.17 | 0 | 2 |
| Mr Sean Anderson | Head of Customer Services | 48.44 | 0 | 129 |
| Mr Robert O'Reilly | Head of Human Resources | 1.49 | 0 | 34 |
| Mrs June Graves | Head of Social Care Commissioning & Housing | 7.13 | 0.97 | 59 |
| Mr Andrew Day | Head of Strategic Support | 4.36 | 0.11 | 48 |
| Mr Stephen Broughton | Head of Culture and Environmental Protection | 27.05 | 0.87 | 187 |
| Tandra Forster | Head of Adult Social Care | 50.44 | 0.09 | 393 |
| Mr Mark Evans | Head of Children's Services | 13.04 | 0.02 | 189 |
| Ms Lesley Wyman | Head of Public Health and Wellbeing | | | |

Appendix C - Chief Officer responsibilities; summary job descriptions with for Chief Executive and Corporate Directors

A summary of responsibilities of the Chief Executive and Corporate Directors with effect from 1st April 2013 can be found below.

Details of service management responsibilities for other senior officers can be found on the [Organisational structure](#) pages on the Council's website

Nick Carter - Chief Executive

Job Purpose

- To provide overall direction and leadership to the Council, ensuring that policies are developed and services delivered in accordance with the Council's core values.
- To undertake the statutory responsibilities of Head of Paid Service, responsible for the overall financial strategy and performance of the Council, and for ensuring that it functions within the complex statutory, regulatory framework in accordance with the Local Government and Housing Act 1989.
- To act as principal adviser to the Council, ensuring that elected members receive support to direct the overall operation of the Council and to fulfil their responsibilities as democratically elected representatives of the community.
- To assist elected members in anticipating the needs and aspirations of the community and building a vision for the local area.
- To work with the two Corporate Directors to develop and maintain an effective, high-performing organisation, which minimises costs and reflects political priorities.
- In collaboration with Corporate Board, to ensure that a clear policy planning and performance management framework exists which provides strong co-ordination across all services and the involvement of all relevant stakeholders.
- To explore and develop partnerships with private, public and voluntary organisations to aid integrated, cost-effective service delivery.
- To manage the performance of the two Corporate Directors to ensure the delivery of the Council's objectives.
- To lead and direct the Resources directorate, managing the performance of the Heads of Finance, Legal Services, Strategic Support, Human Resources, ICT and Corporate Services, **Public Health and Wellbeing**, and Customer Services, to ensure the delivery of best value in accordance with the Council's vision.

Rachael Wardell - Corporate Director for Communities

Job Purpose

- To lead in the development, implementation, monitoring and review of the Council Plan and Medium Term Financial Strategy alongside elected members, the Chief Executive and other Corporate Directors.
- In collaboration with Corporate Board, to ensure that a clear policy planning and performance management framework exists which provides strong co-ordination across all services and the involvement of all relevant stakeholders.
- To work closely with elected members on major corporate and service issues to support them in delivering effective solutions, and to ensure that members are effectively engaged and supported in the work of the Directorate.
- To lead and direct the Communities directorate, managing the performance of the Heads of Children's Services, Education Services, Adult Social Care, ASC Efficiency Programme, and Care Commissioning, Housing and Safeguarding, to ensure the delivery of best value in accordance with the Council's vision.
- To lead, co-ordinate and support effective partnerships of all those interested in children and young people and associated services, whether as looked after children, pupils, students, parents, families, carers, head teachers, governors, leisure, sport or heritage customers, staff, volunteers or employers.
- To advise officers and elected members of the Council on the needs of children and young people and associated services, and a range of service and corporate issues, ensuring that Council plans and strategies are met and the Council is equipped to meet Government requirements and inspection requirements.
- To ensure ongoing development and improvement to the benefit of children, young people and the rest of the community of West Berkshire.
- To take the lead in promoting independence for older people and vulnerable adults and the delivery of efficient and effective adult social care and housing services to the local community.
- To consolidate, build and maintain effective relationships with key partners, service providers, stakeholders and the wider community to improve outcomes for the local community, including securing arrangements for the provision of joint/integrated services where appropriate.
- To promote the development of multi-agency services for the delivery of social care services to adults.
- To act as the Director of Adult Social Services and as Director of Children's Services as required by the Local Authority Social Services Act 1970 (as amended by the Children's Act 2004).

John Ashworth - Corporate Director for Environment

Job Purpose

- To lead in the development, implementation, monitoring and review of the Council Plan and Medium Term Financial Strategy alongside elected members, the Chief Executive and other Corporate Directors.
- In collaboration with Corporate Board, to ensure that a clear policy planning and performance management framework exists which provides strong co-ordination across all services and the involvement of all relevant stakeholders.
- To work closely with elected members on major corporate and service issues to support them in delivering effective solutions, and to ensure that members are effectively engaged and supported in the work of the Directorate.
- To lead and direct the Environment Directorate, managing the performance of the Heads of Highways and Transport, Planning and Countryside, and Culture and Environmental Protection, to ensure the delivery of best value in accordance with the Council's vision.
- To take the lead in delivering a range of environmental services including Highways and Transport, Development Control, Building Control, Planning and Transport Policy, Waste Management and Recycling, Countryside Services, Environmental Health and Trading Standards.
- To oversee the development of a range of key environmental policies including the Local Development Framework, Local Transport Plan and Climate Change Strategy. To take the lead on green issues including the development of partnership working.
- To promote the development of the Council's cultural services and to facilitate the development of cultural services across West Berkshire in collaboration with key partners.
- To consolidate, build and maintain effective relationships with key partners, service providers, stakeholders and the wider community to facilitate high quality services which meet user needs, including secure arrangements for joint provision of services where this will be the most cost-effective means of enhancing service provision.

Appendix D - Pay scales; pay rates for all grades within WBC effective April 2014

| grade | | Scale point | Annual full time equivalent salary |
|----------|----------|-------------|------------------------------------|
| | B | 7 | 12915 |
| | | 8 | 13321 |
| | | 9 | 13725 |
| | | 10 | 14013 |
| | | 11 | 14880 |
| C | | 12 | 15189 |
| | | 13 | 15598 |
| | | 14 | 15882 |
| | D | 15 | 16215 |
| | | 16 | 16604 |
| | | 17 | 16998 |
| | | 18 | 17333 |
| | | 19 | 17980 |
| E | | 20 | 18638 |
| | | 21 | 19317 |
| | | 22 | 19817 |
| | F | 23 | 20400 |
| | | 24 | 21067 |
| | | 25 | 21734 |
| | | 26 | 22443 |
| | | 27 | 23188 |
| G | | 28 | 23945 |
| | | 29 | 24892 |
| | H | 30 | 25727 |
| | | 31 | 26539 |
| | | 32 | 27323 |
| | | 33 | 28127 |
| | | 34 | 28922 |
| I | | 35 | 29528 |
| | | 36 | 30311 |
| | | 37 | 31160 |
| | J | 38 | 32072 |
| | | 39 | 33128 |
| | | 40 | 33998 |

| grade | | Scale point | Annual full time equivalent salary | | |
|--------------------|--------|---------------------|------------------------------------|----|-------|
| K | J | 41 | 34894 | | |
| | | 42 | 35784 | | |
| | | 43 | 36676 | | |
| | L | 44 | 37578 | | |
| | | 45 | 38422 | | |
| | | 46 | 39351 | | |
| | | 47 | 40254 | | |
| | | 48 | 41148 | | |
| | | 49 | 43272 | | |
| | | 50 | 45428 | | |
| M | N | 51 | 47071 | | |
| | | 52 | 48708 | | |
| | | 53 | 50361 | | |
| | | 54 | 51083 | | |
| | | 55 | 53035 | | |
| | | 56 | 54981 | | |
| | | 57 | 56928 | | |
| | | 58 | 58875 | | |
| (Heads of Service) | N | 61 | 63489 | | |
| | | 62 | 64951 | | |
| | | 63 | 67140 | | |
| | | 64 | 69337 | | |
| | | 65 | 71515 | | |
| | | 66 | 73710 | | |
| | | 67 | 75897 | | |
| | | 68 | 78092 | | |
| | | Corporate Directors | N | 72 | 90247 |
| | | | | 73 | 92631 |
| 74 | 95022 | | | | |
| 75 | 97406 | | | | |
| 76 | 99794 | | | | |
| 77 | 102189 | | | | |
| Chief Executive | N | 78 | 124818 | | |
| | | 79 | 127686 | | |
| | | 80 | 130553 | | |
| | | 81 | 133418 | | |

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