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# Pay Policy Statement – April 2013

## Change History

Version	Date	Description	Change ID
1	April 2012	First publication	
2	April 2013	Second publication	
3			



# Contents

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1. Purpose .....	3
2. Definitions used in this document .....	3
3. Pay Policy from April 2012.....	3
4. Pay ratios in the Council .....	5
5. Review .....	5
Other Relevant Information.....	6
Appendix A - Senior officer salaries; table showing names of post holders and actual pay during 2012/13.....	7
Appendix B – Senior Officer budget and staffing responsibilities in 2013/14 .....	8
Appendix C - Chief Officer responsibilities; summary job descriptions with for Chief Executive and Corporate Directors .....	9
Appendix D - Pay scales; pay rates for all grades within WBC effective April 2013.....	12

## 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 (2012/13) and information on the policies on chief officer pay which will be effective from April 2013.
- 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 (£12,787 per annum full time (37 hours per week) or 6.63 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**; £26,646 (full time equivalent). This is a measure of the 'average' salary for employees in the Council.
- 2.6 **Mean salary**; £26,903 (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 – all employees

- 3.4.1 Up to grade M, 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 – employees on grade N and above

- 3.5.1 Managers on Grade N (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, market supplements and other exceptional circumstances will be made, where applicable, in accordance with the relevant [West Berkshire Terms and Conditions of Service](#)
- 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 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 1<sup>st</sup> April 2012, pay ratios within the Council stand as follows;
- Highest:lowest = 11:1
  - Highest:median = 5:1
- 4.3 This is based on the following salary packages;
- Highest paid (maximum CX plus car allowance) = £138,418
  - Lowest paid (minimum grade B) = £12,787
  - Median (average) = £26,646

## 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

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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 2012/13 financial year

		For the financial year 2012/13						
		Remuneration				Cost		
Name	Job Title	salary	car allowance/lease car	honourarium	Total Remuneration	Employers Pension	Employers NI	Total Cost
Mr Nicholas Carter	Chief Executive	133418	5000	0	<b>138418</b>	20546	16896	175860
Mr John Ashworth	Corporate Director (Environment)	101177	4000	0	<b>105177</b>	15581	12308	133066
Ms Margaret Goldie	Corporate Director (Communities)	80941	4000	0	<b>84941</b>	12465	9516	106922
Mr Ian Pearson	Head of Education & DD Communities	77319	3500	7500	<b>88319</b>	13062	9982	111363
Mr David Holling	Head of Legal	77319	3500	0	<b>80819</b>	11907	8947	101673
Mr Andrew Walker	Head of Finance	77319	2538	0	<b>79857</b>	11907	8464	100228
Mr Kevin Griffin	Head of ICT and Corporate Support	76876	9656	3341	<b>89873</b>	12353	11350	113576
Mr Mark Edwards	Head of Highways & Transport	77319	3500	0	<b>80819</b>	11907	8947	101673
Mr Gary Lugg	Head of Planning & Countryside	77319	3500	0	<b>80819</b>	11907	8947	101673
Mr Stephen Duffin	Head of ASC Efficiency Programme	77319	3500	0	<b>80819</b>	11907	8947	101673
Mr Sean Anderson	Head of Customer Services	77368	3500	0	<b>80868</b>	11907	8954	101729
Mr Robert O'Reilly	Head of Human Resources	77319	3500	0	<b>80819</b>	11907	8947	101673
Mrs June Graves	Head of Care Commissioning, Housing & Safeguarding	72980	3500	0	<b>76480</b>	11239	8228	95947
Mr Andrew Day	Head of Strategic Support	68651	3500	0	<b>72151</b>	10572	7751	90474
Mr Stephen Broughton	Head of Culture & Environmental Protection	72980	2144	0	<b>75124</b>	11239	7867	94230
Mrs Janice Evans	Head of Adult Social Care	77319	3500	0	<b>80819</b>	11907	8947	101673
Mr Mark Evans	Head of Children's Services	68651	1239	1100	<b>70990</b>	10741	7534	89265
Mr Andrew Tubbs (left July 2012)	Chief Adviser for School Improvement	13703	635	0	<b>14338</b>	1829	1523	17690

## Appendix B – Senior Officer budget and staffing responsibilities in 2013/14 financial year

<b>Name</b>	<b>Job Title</b>	<b>revenue budget / £m</b>	<b>capital budget / £m</b>	<b>No. staff (excl schools)</b>
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
Mrs Janice Evans	Head of Adult Social Care	50.44	0.09	393
Mr Mark Evans	Head of Children's Services	13.04	0.02	189



## **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 1<sup>st</sup> 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 Chief Executive's directorate, managing the performance of the Heads of Finance, Legal Services, Strategic Support, Human Resources, ICT and Corporate Services, 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, headteachers, 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 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 2013**

grade	Scale point	Annual full time equivalent salary
<b>C</b>	7	<b>12787</b>
	8	<b>13189</b>
	9	<b>13589</b>
	10	<b>13874</b>
<b>B</b>	11	<b>14733</b>
	12	<b>15039</b>
	13	<b>15444</b>
	14	<b>15725</b>
<b>E</b>	15	<b>16054</b>
	16	<b>16440</b>
	17	<b>16830</b>
	18	<b>17161</b>
<b>D</b>	19	<b>17802</b>
	20	<b>18453</b>
	21	<b>19126</b>
	22	<b>19621</b>
<b>G</b>	23	<b>20198</b>
	24	<b>20858</b>
	25	<b>21519</b>
	26	<b>22221</b>
<b>F</b>	27	<b>22958</b>
	28	<b>23708</b>
	29	<b>24646</b>
	30	<b>25472</b>
<b>I</b>	31	<b>26276</b>
	32	<b>27052</b>
	33	<b>27849</b>
	34	<b>28636</b>
<b>H</b>	35	<b>29236</b>
	36	<b>30011</b>
	37	<b>30851</b>
	38	<b>31754</b>
<b>J</b>	39	<b>32800</b>
	40	<b>33661</b>

<b>K</b>		41	34549
		42	35430
		43	36313
		44	37206
		45	38042
<b>M</b>	<b>L</b>	46	38961
		47	39855
		48	40741
		49	42844
		50	44978
		51	46605
		52	48226
		53	49862
		54	50577
		55	52510
		56	54437
		57	56364
<b>Corporate Directors</b>	<b>(Heads of Service)</b> <b>N</b>	61	62860
		62	64308
		63	66475
		64	68651
		65	70807
		66	72980
		67	75146
		68	77319
		72	89353
		73	91714
		74	94081
	<b>Chief Executive</b>	75	96442
		76	98806
		77	101177
			124818
			127686
			130553
			133418