
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
		35	29528
I		36	30311
		37	31160
		38	32072
	J	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		