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# Pay Policy Statement – April 2015

## Change History

Version	Date	Description	Change ID
1	April 2012	First publication	
2	April 2013	Second publication	
3	April 2014	Third publication	
4	April 2015	Fourth publication	



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***Note that in this draft (dated 22/12/14) the type in italics will be amended when the new pay rates for 2015 are implemented.***

## 1. Purpose

1.1 This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011.

1.2 Full Council has approved the Pay Policy Statement.

## 2. Definitions used in this document

2.1 **Chief Officers** (as defined in s43 of the Localism Act);

2.1.1 Chief Executive

2.1.2 Corporate Director (Communities)

2.1.3 Corporate Director (Environment)

2.1.4 Heads of Service

- Head of Legal Services (Monitoring Officer)
- Head of Finance (Section 151 Officer)
- Head of Education
- Head of Human Resources
- Head of Strategic Services
- Head of ICT and Corporate Support
- Head of Customer Services
- Head of Public Health and Wellbeing
- Head of Highways and Transport
- Head of Culture and Environmental Protection
- Head of Planning and Countryside
- Head of Children's and Families
- Head of Adult Social Care
- Head of Care Commissioning, Housing and Safeguarding

2.2 **Employees who are not chief officers**; all other employees (including those employed on a casual basis) employed directly by the Council.

This policy does not cover the remuneration of other 'workers' employed by the Council, as employees of agencies or as self-employed consultants.

2.3 **Lowest paid employee**; minimum of grade B on WBC pay scales (£13,715 per annum full time (37 hours per week) or 7.12 per hour). Notes on this definition are set out below;

2.3.1 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.

2.3.2 Apprentices aged 16-18, may be paid on the age-related National Minimum Wage. The Apprentice NMW rate is not used. Apprentices

have been excluded from this definition on the basis that they are in specific posts created for training purposes.

- 2.4 **Median salary;** £26,293 (full time equivalent). This is a measure of the 'average' salary for employees in the Council. It is defined as the 'midpoint' salary, such that there is an equal probability of falling above or below it.
- 2.5 **Mean salary;** £28,339 (full time equivalent). This is an alternative measure of the 'average' salary for employees in the Council. The arithmetic mean is defined as the sum of all the salaries divided by the number of salaries.
- 2.6 **Highest paid employee:** the Chief Executive is paid £133,418 plus £5,000 car allowance per annum = £138,418
3. **Pay Policy from April 2015**
- 3.1 All jobs within the Council are paid on salary grades with five or more incremental points.
- 3.2 Job evaluation – employees below grade N
- 3.2.1 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.
- 3.2.2 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.
- 3.3 Salary structure – employees on Grade N and above
- 3.3.1 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.
- 3.3.2 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.
- 3.4 Salary on appointment – all employees
- 3.4.1 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.
- 3.5 Incremental progression – Employees below 'third tier' of management

- 3.5.1 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 six months service in the grade band (whether that band has been attained by appointment, promotion or regrading) and satisfactory performance in the job.
- 3.5.2 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.
- 3.5.3 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. An increment will be withheld if the employee's performance grade at appraisal is assessed as 'underperformance' or 'unsatisfactory performance'.
- 3.5.4 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.
- 3.6 Incremental progression – Chief Executive, Corporate Directors, Heads of Service and 'third tier' managers
- 3.6.1 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.
- 3.7 Additional payments – all employees
- 3.7.1 Additional payment may be made for additional hours, overtime, undertaking higher responsibilities, and for non-standard working arrangements such as stand-by or evening work, or for exceptional working conditions. See Appendix 2 for details.
- 3.7.2 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.
- 3.7.3 Essential car users (defined as those who travel at least 2,500 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 for cars with engine capacity up to 1199cc..
- 3.7.4 All employees can claim expenses for essential business travel at the rate of the cost of public transport, or the minimum mileage rate agreed

by the NJC. Subsistence expenses may be claimed at the rates recommended by HMRC.

- 3.7.5 The Council does not operate a separate bonus scheme for its Chief Officers. No other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities. No fees for election duties are included in Chief Officer salaries, nor are any additional fees payable for such responsibilities.
- 3.7.6 There are no benefits in kind, such as private health insurance, payable to Chief Officers.
- 3.7.7 Chief Officers are eligible to join the Local Government Pension Scheme in the same way as other employees.

### 3.8 Severance arrangements

- 3.8.1 Chief Officers are subject to the same redundancy payment and pension arrangements as other employees. These are set out in the Council's [Employer Statement of Policy on Discretionary Compensation](#) and the [Employer Statement – Local Government Pension Scheme Discretions Policy.](#))
- 3.8.2 All redundancy or severance costs (including the cost of mandatory early payment of pension) of over £10k must be approved by the Executive.
- 3.8.3 An employee who has left the Council, with a redundancy or other severance payment under the discretionary compensation scheme, will not normally be re-engaged by the Council within two years of the termination date. In exceptional circumstances the Head of Human Resources may make a decision, after consultation with the Chief Executive, the Monitoring Officer, the Section 151 Officer, and the Leader and Shadow Leader of the Council, to authorise re-engagement where it is in the interests of the Council to do so. (See the **Re-Employment Policy.**)

## 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 2015, pay ratios within the Council stand as follows;
- Highest:lowest = 10:1
  - Highest:median = 5.3:1
- 4.3 This is based on the following salary packages;
- Highest paid (maximum CX plus car allowance) = £138,418
  - Lowest paid (minimum grade B) = £13,715

- Median (average) = £26,293

## 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.

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**Appendix 1 - Pay scales; pay rates for all grades within WBC effective January 2015**

grade		Scale point	Annual salary
	<b>B</b>	7	<b>13715</b>
		8	<b>13871</b>
		9	<b>14075</b>
		10	<b>14338</b>
		11	<b>15207</b>
<b>C</b>		12	<b>15523</b>
		13	<b>15941</b>
		14	<b>16231</b>
		15	<b>16572</b>
	<b>D</b>	16	<b>16969</b>
		17	<b>17372</b>
		18	<b>17714</b>
		19	<b>18376</b>
		20	<b>19048</b>
<b>E</b>		21	<b>19742</b>
		22	<b>20253</b>
		23	<b>20849</b>
	<b>F</b>	24	<b>21530</b>
		25	<b>22212</b>
		26	<b>22937</b>
		27	<b>23698</b>
		28	<b>24472</b>
<b>G</b>		29	<b>25440</b>
		30	<b>26293</b>
		31	<b>27123</b>
		32	<b>27924</b>
<b>I</b>	<b>H</b>	33	<b>28746</b>
		34	<b>29558</b>
		35	<b>30178</b>
		36	<b>30978</b>
		37	<b>31846</b>
		38	<b>32778</b>
	<b>J</b>	39	<b>33857</b>
		40	<b>34746</b>



grade		Scale point	Annual salary	
<b>K</b>		41	<b>35662</b>	
		42	<b>36571</b>	
		43	<b>37483</b>	
		44	<b>38405</b>	
		45	<b>39267</b>	
	<b>L</b>	46	<b>40217</b>	
		47	<b>41140</b>	
		48	<b>42053</b>	
		49	<b>44224</b>	
		50	<b>46428</b>	
<b>M</b>	51	<b>48107</b>		
	52	<b>49780</b>		
	53	<b>51469</b>		
	54	<b>52207</b>		
	55	<b>54202</b>		
	56	<b>56191</b>		
	57	<b>58181</b>		
<b>(Heads of Service)</b>	<b>N</b>	61	<b>64886</b>	
		62	<b>66380</b>	
		63	<b>68617</b>	
		64	<b>70863</b>	
		65	<b>73089</b>	
		66	<b>75332</b>	
		67	<b>77567</b>	
		68	<b>79810</b>	
		<b>Corporate Directors</b>	72	<b>92233</b>
			73	<b>94669</b>
74	<b>97113</b>			
75	<b>99550</b>			
76	<b>101990</b>			
77	<b>104438</b>			
<b>Chief Executive</b>		<b>124818</b>		
		<b>127686</b>		
		<b>130553</b>		
		<b>133418</b>		

## **Appendix 2 – additional payments scheme**

### Criteria for making service related additional payments

The scheme provides for additional payments to be made where:

- There is a clear service need to resolve organisational and/or staffing difficulties;
- Other organisational responses (e.g. restructuring or re-allocation of work) will not overcome the difficulties;
- No other provision exists for payments to be made under WBC Conditions of Service;
- Costs can be contained within service budgets;
- The relevant Corporate Director is satisfied that payments are necessary and appropriate in all the circumstances.

If the above criteria apply, and other conditions and criteria are met (see sections below) additional payments may be made at the discretion of the Head of Service.

### Payment for Exceptional Working Patterns

The normal working week will be the working week or regular work pattern defined in the contract of employment, normally based on any 5 named days out of seven.

Some jobs require regular working patterns which, because of service demands, are particularly disruptive to social or domestic life and these jobs may therefore present difficulties of recruitment and retention e.g. week end working, split duty or sleeping in.

Others may require acceptance of occasional severe disruption to regular work patterns which are not commonly acceptable under normal basic pay arrangements. Where there is clear evidence that such circumstances present service delivery problems, additional payments, based on a maximum of time and a third of basic pay may be made at the discretion of the Head of Service.

### Payment for night work

Time and a third may be paid for night work undertaken between the hours of 10pm and 6am.

### Payment for stand-by duty

For some jobs, where stand-by duty is a regular requirement, specific stand-by payments may be written into the employment contract. The Head of Human Resources or the relevant Head of Service will advise where these apply.

Where there is no contractual requirement or payment for stand-by duty, and stand-by duty is not reflected in the grading of the post, payment of one third of basic pay may be paid. Payment will be at the discretion of the Head of Service.

### Payment for higher responsibility

WBC Conditions of Service provide for an employee, who for reasons other than annual leave of another employee, is called upon to undertake the duties and responsibilities of a higher graded post for a period of at least 4 weeks may, at the discretion of the Head of Service, receive an honorarium to reflect the additional duties and responsibilities.

In determining the appropriate level of additional payment, the Head of Service should take into account factors like:

- The difference between grading between the absent employee and the employee providing cover
- The duration of the period of absence
- The level of support provided to the covering employee
- Arrangements relating to the employee's normal duties;

Although not normally provided for in WBC Conditions, Heads of Service may, exceptionally, make additional payments to employees covering for absence resulting from annual leave. The above criteria are relevant in deciding to make payments in these circumstances, in particular, the duration of cover and the difference in grading.

### Payment for Regular Overtime

Some jobs require regular overtime working that cannot, practicably, be compensated by time off in lieu. These jobs may be held by employees above the normal ceiling for overtime payment (scp32).

Where regular overtime is a feature of the job (e.g. regular requirement for attendance at evening Council and/or Committee meetings), the Head of Service may agree the payment of a flat rate allowance that reflects the regular nature of the demand and the normal basis for calculating additional payments (time and one third).

### Payment for Exceptional Working Conditions

WBC job evaluation takes account of physical aspects of jobs where they are a regular feature e.g. heavy and awkward working conditions. Normal pay reflects the conditions of such jobs. However, in some jobs such conditions may occur only occasionally and will not, therefore, be reflected in grading.

In other jobs, employees may be required, from time to time, to work in particularly dirty or otherwise unpleasant circumstances.

Where job grading has not taken exceptional working conditions into account, additional payments may be made. Where the exceptional conditions extend over a period of time, payment of time and a third for hours worked in those conditions will be appropriate. In the case of a short, one-off situation, a payment for Other Exceptional Circumstances, as described below, may be paid.

### Payment for Other Exceptional Circumstances

From time to time, other exceptional circumstances may arise that merit an additional payment e.g. short and unusual exposure to particularly unpleasant work conditions, reward for a sustained period of particularly heavy increased responsibility, or exceptional achievement. In such circumstances, an additional payment may be made. Although not a limit in truly exceptional circumstances, the normal ceiling of time and a third for

additional payments should be taken into account when determining an appropriate additional payment.

### Payment for Emergency Operations Centre (EOC) work

Where the Emergency Operations Centre (EOC) is set up to respond to an emergency, staff carrying out EOC work will be paid as follows:

- All hours worked on EOC duties outside 0800 to 1700 Monday to Friday will be paid at £15 per hour.
- Full time employees working the day shift (8am to 4pm) will receive an honorarium payment of £30 for each day shift worked.
- Part time employees working extra hours on the day shift will be paid £15 per hour for each additional hour worked in addition to the £30 honorarium payment for each day shift worked.
- The hours paid will include the time it takes to come in and go home if the employee would not have had to make this journey in normal circumstances (for example travelling back in for a midnight start or travelling at weekends). However employees cannot claim 'petrol costs'.
- These payments are payable to all employees regardless of grade.

Where employees who have worked weekends, late or night shifts would prefer to take the extra hours they worked as time off in lieu (TOIL) rather than receive £15 per hour they should inform HR by email.

Staff who had booked annual leave but come in for a day shift should swap their leave to another day. If the EOC work occurs towards the end of an annual leave period, and as a result, there is a need to carry forward leave after the end of the leave year, the employee should agree this with his/her line manager. The employee will receive the £30 honorarium for each day shift worked.