

# Notice of Meeting

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## Personnel Committee

**Tuesday, 12th February, 2019 at 2.00 pm**  
in Roger Croft Room Council Offices  
Market Street Newbury

**Note:** The Council broadcasts some of its meetings on the internet, known as webcasting. If this meeting is webcasted, please note that any speakers addressing this meeting could be filmed. If you are speaking at a meeting and do not wish to be filmed, please notify the Chairman before the meeting takes place. Please note however that you will be audio-recorded.

Date of despatch of Agenda: Thursday, 31 January 2019

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser / Janet Giddings on (01635) 519045/519422

e-mail: [moira.fraser@westberks.gov.uk](mailto:moira.fraser@westberks.gov.uk) / [janet.giddings@westberks.gov.uk](mailto:janet.giddings@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)



WestBerkshire  
C O U N C I L

**To:** Councillors Pamela Bale (Chairman), Dennis Benneyworth, Jeff Brooks, Richard Crumly (Vice-Chairman) and Carol Jackson-Doerge

**Substitutes:** Councillors Paul Bryant, Lee Dillon, Mollie Lock and Gordon Lundie

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# Agenda

## Part I

Page No.

1. **Apologies for Absence**  
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 5 - 8  
To approve as a correct record the Minutes of the meeting of the Committee held on 17 September 2019.
3. **Declarations of Interest**  
To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Statutory Pay Policy 2019 (C3617)** 9 - 28  
*Purpose: To seek Council's approval of the Statutory Pay Policy Statement for publication from 1<sup>st</sup> April 2019.*

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.

## DRAFT

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

### PERSONNEL COMMITTEE

#### MINUTES OF THE MEETING HELD ON MONDAY, 17 SEPTEMBER 2018

**Councillors Present:** Pamela Bale (Chairman), Richard Crumly (Vice-Chairman) and Mollie Lock (Substitute) (In place of Jeff Brooks)

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

**Apologies for inability to attend the meeting:** Councillor Dennis Benneyworth and Councillor Jeff Brooks

**Councillor Absent:** Councillor Carol Jackson-Doerge

#### PART I

##### 3. Minutes

The Minutes of the meetings held on 07 March 2018 and 08 May 2018 were approved as a true and correct record and signed by the Chairman. Councillor Lock was not present at the 08 May meeting and therefore did not vote on approval of those minutes.

##### *Matters Arising*

Robert O'Reilly confirmed that he had circulated the cost of external legal representation at the specified employment tribunal to the Committee on the 08 March 2018.

##### 4. Declarations of Interest

There were no declarations of interest received.

##### 5. Transgender Policy

The Committee considered a report (Agenda Item 4) concerning a new policy which set out the Council's approach and commitment to ensuring that transgender people were treated with dignity and were not unlawfully discriminated against or disadvantaged in the workplace. The policy was an important aspect of the Council's commitment to equal opportunities in employment and was designed to be read in conjunction with the Council's existing Equality in Employment Policy.

Robert O' Reilly explained that it had been deemed appropriate to produce a separate policy as transgender equality was a complex and sensitive area. The policy was designed to assist managers albeit that they would be supported by HR. It also set out what the employee could expect of the Council.

Councillor Mollie Lock noted that the Equality Impact Assessment (on page 13) stated, in the outcomes section, that 'Managers and staff understand how to support colleagues who are transitioning'. She queried if any training had been provided to staff. Robert O' Reilly explained that this was the aim of the policy and it could only be implemented once the policy had been approved. He explained that managers would be alerted to the existence of the policy and they could refer to it should the need arise. Gender reassignment was one of the nine protected characteristics covered by equality legislation and was already included in the Council's existing training programme.

## PERSONNEL COMMITTEE - 17 SEPTEMBER 2018 - MINUTES

Councillor Richard Crumly queried if it was necessary to have a specific policy in place when this issue was already covered by legislation. Robert O'Reilly explained that most local authorities and other large organisations would have a policy in place and that it was felt appropriate for West Berkshire Council to have one too. This was a sensitive issue and it was important for employees to feel supported by their employer. Managers also found these policies and procedures very useful.

Councillor Crumly was concerned that if there was a policy in place and the Council had not adhered to it an employment tribunal might not look favourably on the Council. Robert O'Reilly explained that not having a policy might be more of an issue and that if managers applied the policy then the Council would not be open to challenge.

Councillor Crumly queried what costs the Council had incurred in producing the policy. Robert O'Reilly explained that the only costs incurred were the time taken by Officers to produce the document. In response to a query he explained that in formulating the document the Council would look at a number of sources including Local Government Association (LGA) model policies, other local authorities, ACAS policies, government policies etc. before producing its own policy.

Councillor Crumly noted that the report referred to support for employees that were transioning and he queried what this support referred to. Robert O'Reilly explained that this was a reference to the organisation being supportive of the individual and did not imply any financial support.

Councillor Crumly queried if 'banter' (page 25) should be included in examples of harassment against transgender people. Robert O'Reilly explained that this term was recognised in case law and therefore it was felt appropriate to cite it as an example. The Committee therefore agreed that reference to 'banter' should be retained in the policy.

Councillor Pamela Bale commented that this was a sensitive issue and that advice should be offered to the wider team and not just the manager.

Councillor Crumly noted that a failure to comply with the Council's Transgender Policy could result in the withdrawal of access to relevant services and he queried what was envisaged by this. Robert O'Reilly explained that this could include access to parking, driving or to a particular office for example.

**Councillor Crumly requested that line 19.1 of the policy be amended as follows: 'This policy will be reviewed to respond to any changes in law or policy and in any event at least every 3 years.**

**RESOLVED that the policy be approved subject to the inclusion of the amendment to paragraph 19.1 as set out above.**

*(Councillor Richard Crumly abstained from voting on this item)*

### 6. Implementing the 2019 Pay Award

The Committee considered a report (Agenda Item 6) which provided an explanation of the changes to the National Joint Committee (NJC) pay spine which would take effect on 1<sup>st</sup> April 2019 and how this would affect the Council. The report also recommended changes to the current pay policy of the Council to facilitate the implementation of the 2019 pay award on the new pay spine.

There were two options available to local authorities in implementing the pay award on the new spine:

**PERSONNEL COMMITTEE - 17 SEPTEMBER 2018 - MINUTES**

- Option A was to allow employees who were not already at the top of their grade to move up (“increment”) one point on the ‘old’ spinal point column and then to assimilate them to the new spinal point column.
- Option B was to assimilate employees to the new spinal point column and then allow employees who were not already at the top of their grade on the new spine to move up (“increment”) one point on the new spinal point column.

The NJC guidance stated that each local authority had to decide which option to take. Finance had modelled the two options and recommended Option B as the least expensive way to implement the 2019 pay award for corporate employees. If Option B was approved by the Personnel Committee it would also be applied to support staff in all maintained schools. Councillor Mollie Lock was concerned about the impact that this could have on schools budgets

The report also took the opportunity to look at the West Berkshire Living Wage Supplement. This was a non-contractual discretionary payment to top up the hourly rate of the lowest spinal column points. The 2018 and 2019 pay awards had addressed the same issue and it was therefore recommended that the West Berkshire Living Wage Supplement should be frozen at its current rate from 1<sup>st</sup> October 2018. This was to avoid unplanned changes to wage differentials in future and risks around unequal pay.

The Council ‘shadowed’ the NJC pay award for all its employees (except teachers) with the exception of the Chief Executive which shadowed the national pay award for Chief Executives. It was recommended that this anomaly was ended and from 1<sup>st</sup> April 2019 all employees, including the Chief Executive, should receive the same pay award which shadowed the NJC pay award.

**RESOLVED that:**

- 1. Option B be adopted by the Council.**
- 2. From 1<sup>st</sup> April 2009 all employees, including the Chief Executive, to receive the same pay award which shadowed the NJC pay award.**
- 3. The ‘West Berkshire Living Wage Supplement’ be frozen at its current rate from 1<sup>st</sup> October 2018 to avoid unplanned changes to wage differentials in future; and to recognise that schools have not signed up to the “West Berkshire Living Wage Supplement” which has created an equal pay risk.**

*(The meeting commenced at 11.00 am and closed at 12.01 pm)*

**CHAIRMAN** .....

**Date of Signature** .....

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## Statutory Pay Policy 2019 – Summary Report

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**Committee considering report:** Council on 5 March 2019

**Portfolio Member:** Councillor Dominic Boeck

**Date Portfolio Member agreed report:** 31 January 2019

**Report Author:** Rebecca Bird

**Forward Plan Ref:** C3617

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### 1. Purpose of the Report

1.1 To seek Council's approval of the Statutory Pay Policy Statement for publication from 1<sup>st</sup> April 2019.

### 2. Recommendation

2.1 Personnel Committee is asked to discuss and if appropriate recommend the policy statement (attached as appendix C) to Council for approval and then publication in accordance with s38 of the Localism Act 2011.

### 3. Implications

3.1 **Financial:** None

3.2 **Policy:** None

3.3 **Personnel:** None

3.4 **Legal:** None

3.5 **Risk Management:** None

3.6 **Property:** None

3.7 **Other:** None

### 4. Other options considered

4.1 Not applicable – this is a statutory requirement.

## Executive Summary and Report

- 4.2 Section 38 of the Localism Act 2011 requires local authorities to publish an annual pay policy statement. The method of publication is at the discretion of the authority, but it is expected to comply with the principles set out in the Local Government Transparency Code. The statement must be approved by full Council.
- 4.3 Council approved the annual publication of the statement, in principle, on 1st March 2012. This report seeks approval for publication of the 2019 Pay Policy Statement (attached at appendix C) with effect from 1st April 2019.
- 4.4 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
- 4.5 The definition of chief officers includes the Chief Executive, the Monitoring Officer, the Section 151 Officer, Executive and 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.
- 4.6 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.
- 4.7 The Pay Policy Statement for 2019 has been updated to reflect the new National Joint Council pay scales to be implemented on 1<sup>st</sup> April 2019.
- 4.8 *The figures in the policy statement in italics will be revised once the pay award has been implemented, as their calculation relies on the HR information system.*

## 5. Conclusion

- 5.1 The Pay Policy Statement attached as Appendix C should be published on the Council website with effect from 1<sup>st</sup> April 2019, to comply with our statutory duty under the Localism Act.

## 6. Appendices

- 6.1 Appendix A - Equalities Impact Assessment
- 6.2 Appendix B – Data Protection Impact Statement
- 6.3 Appendix C –Draft Statutory Pay Policy 2019



## Appendix A

### Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)

Directorate:	Resources
Service:	Human Resources
Team:	
Lead Officer:	Rebecca Bird
Title of Project/System:	Statutory Pay Report
Date of Assessment:	14/01/19

## Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p><b>Will you be processing SENSITIVE or “special category” personal data?</b></p> <p><small>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</small></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Will you be processing data on a large scale?</b></p> <p><small>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</small></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Will your project or system have a “social media” dimension?</b></p> <p><small>Note – will it have an interactive element which allows users to communicate directly with one another?</small></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Will any decisions be automated?</b></p> <p><small>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</small></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Will you be using any novel, or technologically advanced systems or processes?</b></p> <p><small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small></p>	<input type="checkbox"/>	<input type="checkbox"/>

**If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.**

### Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

<b>What is the proposed decision that you are asking the Executive to make:</b>		Approval of the Statutory Pay Report	
<b>Summary of relevant legislation:</b>		S38 of the Localism Act 2011 requires the Council to publish a pay policy statement.	
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>		No	
<b>Name of assessor:</b>		Rebecca Bird	
<b>Date of assessment:</b>		14/1/19	
<b>Is this a:</b>		<b>Is this:</b>	
<b>Policy</b>	<b>No</b>	<b>New or proposed</b>	<b>No</b>
<b>Strategy</b>	<b>No</b>	<b>Already exists and is being reviewed</b>	<b>Yes</b>
<b>Function</b>	<b>No</b>	<b>Is changing</b>	<b>Yes</b>
<b>Service</b>	<b>No</b>		
<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>			
<b>Aims:</b>		To fulfil a statutory requirement to publish pay data.	
<b>Objectives:</b>		To publish the statutory pay policy by 1 <sup>st</sup> April 2019.	
<b>Outcomes:</b>		Provision of clear statutory information.	
<b>Benefits:</b>		To fulfil our statutory duty.	
<b>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)			
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>	
Age			
Disability			
Gender Reassignment			
Marriage and Civil Partnership			
Pregnancy and			

Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
<b>Further Comments relating to the item:</b>		
<b>3 Result</b>		
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>		<b>No</b>
Please provide an explanation for your answer: The statement publishes our current position on pay.		
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>		<b>No</b>
Please provide an explanation for your answer: See above.		

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	

Name: Rebecca Bird

Date: 14<sup>th</sup> January 2019

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) ([rachel.craggs@westberks.gov.uk](mailto:rachel.craggs@westberks.gov.uk)), for publication on the WBC website.

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# Pay Policy Statement – April 2019

## 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	
5	April 2016	Fifth publication	
6	April 2017	Sixth publication	
7	April 2018	Seventh publication	
8	April 2019	Eighth publication	RB



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## 1. Purpose

1.1 This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011. This Pay Policy Statement does not apply to employees working within schools.

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 Executive Director (People)

2.1.3 Corporate Director (Environment)

2.1.4 Heads of Service

- Head of Legal Services (Monitoring Officer)
- Head of Finance and Property (Section 151 Officer)
- Head of Education
- Head of Human Resources
- Head of Strategic Support
- Head of Customer Services and ICT
- Head of Public Health and Wellbeing
- Head of Transport and Countryside
- Head of Public Protection and Culture
- Head of Development and Planning
- Head of Children and Family Services
- Head of Adult Social Care
- Head of Commissioning

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 £9.00 per hour Notes on this definition are set out below:

2.3.1 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:** £28221 (*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:** £30195 (*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 £138823 plus £5,000 car allowance per annum = £143823.

### 3. Pay Policy from April 2019

3.1 All jobs within the Council are paid on salary grades with five or more incremental points.

3.2 A new salary scale has been agreed nationally by the NJC which will apply from 1<sup>st</sup> April 2019. Staff salaries will be assimilated to the new scale before any increments are applied. (see Appendix 1)

3.3 Job evaluation – employees below grade N

3.3.1 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.

3.3.2 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.

3.4 Salary structure – employees on Grade N and above

3.4.1 Heads of Service are all paid on Grade N. They constitute the third 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 (second tier) or the Chief Executive.

3.4.2 An additional targeted recruitment payment up to a maximum approved by the Executive may be payable to the role of Head of Children and Family Services to enable effective competition in the recruitment market when recruiting. If applied, this payment will be reviewed every five years to ensure it remains objectively justifiable.

3.4.3 The Corporate Director (Environment) is paid on the Corporate Director grade. The Executive Director (People) and the Chief Executive are both paid on a specific grade for the posts. All three may be allocated new responsibilities as required to meet the needs of the Council within their grade.

3.5 Salary on appointment – all employees

3.5.1 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.

### 3.6 Incremental progression – all employees

- 3.6.1 Each employee progresses through the grade band for the post 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.
- 3.6.2 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, subject to satisfactory performance.
- 3.6.3 An increment may be withheld if an employee is subject to formal capability procedures during the year leading up to the 1<sup>st</sup> April.
- 3.6.4 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.

### 3.7 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 1,500 business miles per annum) receive an allowance.
- 3.7.4 All employees can claim expenses for essential business travel at the rate of the cost of public transport, or a mileage rate. 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. With the exception of the targeted recruitment payment mentioned in 3.4.2 above no other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities.
- 3.7.6 Fees for Returning Officer duties during elections are payable to the Chief Executive. Fees for national elections are set by Central

Government and vary according to the type of election. Fees for local elections (parish and district elections) are set by the Council.

3.7.7 There are no benefits in kind, such as private health insurance, payable to Chief Officers.

3.7.8 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 £10,000 must be approved by the Executive. Severance costs linked to sickness absence can be approved by Head of Service or above, with a maximum cost as defined in [Sickness Absence - Reporting and Management, Procedure and Guidance](#) .

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 2019, pay ratios within the Council stand as follows:

- *Highest:lowest = 8.52:1*
- *Highest:median = 5.1:1*

4.3 This is based on the following salary packages:

- Highest paid (maximum CX including car allowance) = **£143,823**
- Lowest paid (minimum grade B) = **£16,881**
- Median (average excluding car allowances) = **£28,221**

5. **Review**

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

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**Appendix 1 – Local Government Pay rates – 1<sup>st</sup> April 2019**

<b>Grade</b>	<b>31.3.19</b>	<b>SCP</b>	<b>Salary</b>
<b>A</b>	6,7	1	17364
	8,9	2	17711
<b>B</b>	10,11	3	18065
	12,13	4	18426
	14,15	5	18795
<b>C</b>	16,17	6	19171
	18	7	19554
	19	8	19945
	20	9	20344
<b>D</b>		10	20751
	21	11	21166
	22	12	21589
		13	22021
	23	14	22462
<b>E</b>	24	15	22911
		16	23369
	25	17	23836
		18	24313
	26	19	24799
	27	20	25295
<b>F</b>		21	25801
	28	22	26317
	29	23	26999
	30	24	27905
	31	25	28785
	32	26	29636
	33	27	30507
<b>G</b>	34	28	31371
	35	29	32029
	36	30	32878
	37	31	33799
<b>H</b>	38	32	34788
	39	33	35934
	40	34	36876
<b>I</b>	41	35	37849
	42	36	38813
<b>J</b>			
<b>K</b>			

		43	37	39782
		44	38	40760
		45	39	41675
	L	46	40	42683
		47	41	43662
48		42	44632	
M	49	43	46935	
	50	44	49274	
	51	45	51056	
	52	46	52832	
	53	47	54625	
	54	48	55407	
	55	49	57525	
	56	50	59635	
	57	51	61748	
	N	61	52	68864
62		53	70449	
63		54	72824	
64		55	75208	
65		56	77570	
66		57	79951	
67		58	82322	
68		59	84704	

## **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 five 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 four 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 election duties

Election fees are payable to some staff as and when elections are held for National Elections. The fees are set by HM Government and vary according to type of election

#### 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.