

Notice of Meeting



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Personnel Committee

Friday, 12th February, 2021 at 10.30 am
Via Zoom

This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”).

The meeting can be accessed from the following link from 10:30am:
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Note: The Council will be live streaming its meetings and you can view all streamed Council meetings here:
<https://www.westberks.gov.uk/councilmeetingslive>

Date of despatch of Agenda: Monday, 01 February 2021

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser on (01635) 519045/519422
e-mail: moira.fraser@westberks.gov.uk / janet.giddings@westberks.gov.uk

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



To: Councillors Adrian Abbs, Peter Argyle, Jeff Brooks (Vice-Chairman),
Garth Simpson (Chairman) and Joanne Stewart

Substitutes: Councillors Dennis Benneyworth, Lee Dillon, Nassar Kessell and
Richard Somner

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 09 December 2020.
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 2021 (C3984)** 9 - 28
Purpose: To seek comments from the Personnel Committee prior to seeking Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2021.
5. **Dates of Next Meetings and Forward Plan** 29 - 30
 - 23 April 2021
 - 16 July 2021
 - 12 November 2021

Sarah Clarke
Service Director: Strategy and Governance

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 WEDNESDAY, 9 DECEMBER 2020

Councillors Present: Adrian Abbs, Peter Argyle, Jeff Brooks (Vice-Chairman), Garth Simpson (Chairman) and Joanne Stewart

Also Present: Moira Fraser (Democratic and Electoral Services Manager) and Abi Witting (HR Manager)

PART I

8. Minutes

The Minutes of the meeting held on 17 July 2020 were approved as a true and correct record and signed by the Chairman.

9. Declarations of Interest

There were no declarations of interest received.

10. Apprenticeship Strategy (PC3968)

The Committee considered a report (Agenda Item 4) which sought approval of an Apprenticeship Strategy and associated documents for the Council as well as a proposal for additional resource to support delivery of this key project and Council priority.

Abi Witting introduced the report and said that it had been put together as a strategy centred on the apprenticeship work that the Council had already put in place.

The apprenticeship levy had been introduced in April 2017, at that time the Council had focused the funds on upscaling the existing staff. Abi Witting stated that they now had a well-established scheme in progress but it now needed to become more ambitious as set out in the strategy document presented.

In particular, it was necessary to broaden the remit to support for vulnerable children and adults, along with local businesses in West Berkshire. The purpose of the report presented was to seek approval of the apprenticeship strategy and the associated documents (which captured both the current practice that was in place and the future ambitions of supporting the vulnerable in West Berkshire). The document also looked to provide additional support for staff, managers, schools and businesses on how they could access the apprenticeship levy easily.

In addition, Abi Witting stated that she was looking for support from the Committee to approve additional resources. Both Corporate Board and Operations Board had had sight of the report and they both were supportive of the additional resources. The support required included increasing the current Assistant HR post that supported apprenticeships from 0.6 FTE to 1.0 FTE (full time). The actual cost of this for 2020/2021 would be £16,060 (including on costs). If the Committee were supportive of this proposal then she would ensure that it was included in the budget papers for Budget Board the following day.

PERSONNEL COMMITTEE - 9 DECEMBER 2020 - MINUTES

Abi Witting advised the Committee of the seven ambitions of the report (page 11, paragraph 4.4) She further commented that having an ambitious apprenticeship strategy made it clear that the Council were an advocate for apprenticeships, valued learning and development and were willing to support the residents of West Berkshire and in particular the vulnerable children and adults.

Councillor Adrian Abbs asked Abi Witting to confirm that the cost of £16,060 for the position going from 0.6 to 1 FTE was just the salary? Abi Witting confirmed that it was salary plus on costs (including pension etc.). Councillor Abbs also asked if the Council was conducting blind type hiring or if they were applying a positive approach to this? Abi Witting responded by saying that the Council did not currently have blind applications but that was something to be considered under the Workforce Strategy and would be reflected within the apprentice strategy process. Currently, the apprenticeship recruitment process broadly followed the general recruitment practices. Councillor Abbs said that he was keen to avoid any kind of bias and that blind hiring tended to guarantee that there was no bias. Abi Witting responded that the equalities data around applications was not shared with recruiting managers as a matter of course. Therefore, HR only had access to that data and when shortlisting had taken place it was reviewed to ensure the Council was meeting, for example, the disability confident requirement etc. This did provide an element of safeguarding.

Councillor Jo Stewart stated that she just wanted to thank Abi Witting and the team involved in pulling all of this strategy together and that nobody should underestimate the amount of additional effort and enthusiasm that had gone into getting the Council to this position. She also mentioned that she liked the fact that the report talked about Kickstart and how the apprenticeship programme could be a next step to this which was important.

Councillor Garth Simpson, concurred with Councillor Stewart and agreed that the documents were very comprehensive. Councillor Simpson asked Abi Witting about the sustainability of the strategy. Abi Witting stated that in terms of sustainability, she was confident that it could be sustained because there was a proven track record over the last three years and HR had not been working only exclusively on apprenticeships as the service had always had to juggle other demands. She also said that there was a plan in place to manage the demands and workloads to fit in with enrolment schedules. Therefore there was a process of putting together an annual plan of work and the lead-in time for them. Abi Witting stated that the objectives in place were challenging but because of the network and the links with local schools it was possible to work together. She mentioned that they also had the backing and support of the Economic Development team, therefore, in terms of talking to local businesses and keeping links going with the Kickstart programme the apprenticeship programme has been a catalyst. Abi Witting concluded that sixty placements had been provided, thirteen of which were in the Council and the rest were in local businesses. Therefore, those links could be utilised and converted from Kickstart placements into actual apprenticeships.

Councillor Abbs asked, in regards to paragraph 4.4 around utilisation of higher level apprenticeships, was this just being applied to internal staff? Abi Witting explained that an apprenticeship could form part of the offer for a new staff member at a higher level for development and that would be something which could be looked at. Councillor Abbs stated that he had misunderstood the use of higher level and therefore, could this be amended to read 'graduate'?

Abi Witting then presented some figures in relation to Councillor Abbs' question around the past three years of recruitment. She stated that there had been thirteen recruitment processes for senior roles (Chief Executive, Service Directors, Executive Directors). There had never been less than five appointments internal/external and three internal

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only appointments. On average out of fifteen roles the Council had had at least five people shortlisted for interview. For the most recent role of Executive Director (Place) the Council had had 46 applicants and had taken six through to shortlisting and only one had not been recruited to for the first time.

(Councillor Jeff Brooks joined the meeting at 13:29)

Councillor Jeff Brooks asked if there was an assurance that hiring managers and service heads etc were not reducing their training budgets and using the apprentice levy fund instead. He also commented on the Council's website and how it could be better at advertising for apprenticeships with pictures or videos. Abi Witting responded that the levy had very specific rules and regulations and she was not aware of it being used in place of a training budget as this was an additional budget. Councillor Stewart said that she had a budget meeting tomorrow and she would raise the issue to ensure that this was not happening. Regarding the website, Abi Witting said there were not any apprentice roles being advertised at the moment. However, there was a separate apprenticeship page on the website and she would make sure there was a link to it under the recruitment page. She also noted that the website was being looked at in regards to the Workforce Strategy and ways to improve recruitment through it. In relation to the current Apprenticeship Strategy document, before it was published, she would ensure that there would be some quotes and pictures from apprentices contained within it. Councillor Brooks commented that it was a good idea because good news stories and showcasing happy faces encouraged more involvement.

Abi Witting also discussed the results of an audit of the apprenticeship process in September 2019 where five areas had been reviewed and rated. West Berkshire Council had been rated 'developing plus maturing' or 'maturing plus' in all of those areas and compared to the other 74 Councils, West Berkshire was ahead of the game. West Berkshire had also featured in a Gov.uk bulletin on 23 November as a case study for the Kickstart programme and apprenticeships.

Councillor Stewart commented further on the website and stated that there was work to be done on the website in order to appeal to more audiences and make it more user friendly. This was covered under the Digital Strategy and was being worked on. It was also proposed to hold campaigns during week commencing 8th February 2021 around Apprenticeship Week. Councillor Brooks further commented that websites were about graphic design, marketing and PR and that it could be used to showcase West Berkshire Council to the world. Councillor Simpson commented on upgrading the search engine as well and all agreed.

Councillor Stewart referred to the KPI on page 100 under objective two; the target said nine and she would like to know where the Council sat with meeting that target. She also asked when the Apprenticeship Strategy should be reviewed again. Councillor Stewart suggested that quarterly would be best and if required it could be refreshed periodically, the same as for the Workforce Strategy. In respect of the KPI Abi Witting confirmed that it was hoped to broaden the number of placements by the Summer of 2020 but this had been hampered slightly by the changing work environments (home working, less office working). However, a pilot scheme was currently being run under SEND placements in mainstream schools so work placements could be accessed as well which should help in meeting the target.

Councillor Abbs asked about running apprenticeships, and if this changing work environment (having less office working etc) would have an effect on the programme. Abi Witting stated that although workspaces and homeworking was being reviewed due to the current pandemic, there would always be a mix of people in the office just as there currently was now. More planning around this would be required on behalf of people

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managing apprentices but she was confident this would be successful and she also discussed establishing support with a possible drop in centres for apprentices.

Councillor Jeff Brooks proposed the recommendations in the report and Councillor Jo Stewart seconded based on the document circulated on 8 December 2020.

RESOLVED that:

- The Apprenticeship Strategy and associated documents be approved together with the proposal for additional resource to support delivery.

11. Date of Next Meeting

The Committee agreed to hold the next meeting on 12 February 2021 at 10:30 am.

(The meeting commenced at 1.00 pm and closed at 1.49 pm)

CHAIRMAN

Date of Signature

Statutory Pay Policy 2021

Committee considering report:	Personnel Committee on 12 February 2021 Council on 2 March 2021
Portfolio Member:	Councillor Jo Stewart
Date Portfolio Member agreed report:	26 January 2021
Report Author:	Rebecca Bird
Forward Plan Ref:	C3984

1 Purpose of the Report

To seek comments from the Personnel Committee prior to seeking Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2021.

2 Recommendation

For Personnel Committee to consider and comment on the report prior to seeking Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2021.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	None
Human Resource:	None
Legal:	None
Risk Management:	None
Property:	None
Policy:	Localism Act 2011

	Positive	Neutral	Negative	Commentary
Equalities Impact:		X		
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Environmental Impact:		X		
Health Impact:		X		
ICT Impact:		X		
Digital Services Impact:		X		
Council Strategy Priorities:		X		
Core Business:		X		
Data Impact:		X		The Council is obligated to publish this anonymised salary data by the Localism Act 2011.

Consultation and Engagement:	Corporate Board, Operations Board, Personnel Committee
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4 Executive Summary

- 4.1 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 the full Council.
- 4.2 Council approved the annual publication of the statement, in principle, on 1st March 2012. This report seeks Council's for approval, for publication of the 2021 Pay Policy Statement (attached at appendix C) with effect from 1st April 2021.
- 4.3 The statement should set out the policies in relation to;
- (a) Remuneration of its chief officers
 - (b) The remuneration of its lowest paid employees (and our definition and reasons for defining it)
 - (c) The relationship between the remuneration of its chief officers and those who are not chief officers
- 4.4 The definition of chief officers includes the Chief Executive, the Monitoring Officer, the Section 151 Officer, Executive Directors, as well as those who report directly to any of these post holders. Thus, in West Berkshire Council, this definition would include all Service Directors and Heads of Service.
- 4.5 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.
- 4.6 *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

The Pay Policy Statement attached as Appendix C should be published on the Council website with effect from 1st April 2021, to comply with our statutory duty under the Localism Act.

6 Appendices

Appendix A – Equalities Impact Assessment

Appendix B – Data Impact Assessment

Appendix C - Draft Statutory Pay Policy 2021

Subject to Call-In:

Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Document Control

Document Ref:		Date Created:	
Version:		Date Modified:	
Author:			
Owning Service			

Change History

Version	Date	Description	Change ID
1			
2			

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking the Executive to make:	To seek Council's approval of the Statutory Pay Policy Statement for publication from 1 st April 2021.
Summary of relevant legislation:	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 the full Council.
Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <p style="color: blue; margin-top: 5px;">If yes, please indicate which priority and provide an explanation</p>
Name of Budget Holder:	
Name of Service/Directorate:	Strategy & Governance
Name of assessor:	Rebecca Bird
Date of assessment:	25/01/21
Version and release date (if applicable):	

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To meet statutory obligations in relation to pay transparency.
Objectives:	To publish a statutory pay policy following Council approval.
Outcomes:	Published policy meeting statutory obligations
Benefits:	

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?		
<i>(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)</i>		
Group Affected	What might be the effect?	Information to support this
Age		
Disability		
Gender Reassignment		
Marriage and Civil Partnership		
Pregnancy and Maternity		
Race		
Religion or Belief		
Sex		
Sexual Orientation		
Further Comments:		
No direct impacts		

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer: Pay transparency is just reporting on actual pay for certain posts.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer: Pay transparency is just reporting on actual pay for certain posts.	

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 EqlA 2.

If an EqlA 2 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 EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name:

Date:

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.

Appendix B

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

Directorate:	Resources
Service:	Strategy & Governance
Team:	HR
Lead Officer:	Rebecca Bird
Title of Project/System:	Statutory Pay Policy 2021
Date of Assessment:	25/01/21

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

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>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”</i></p>	<input type="checkbox"/>	X
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	X
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	X
<p>Will any decisions be automated?</p> <p><i>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?</i></p>	<input type="checkbox"/>	X

	Yes	No
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	X
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input type="checkbox"/>	X
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	X
<p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>		

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.

Statutory Pay Policy 2021

See attached.

Pay Policy Statement – April 2021

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
9	April 2020	Ninth publication	RB
10	April 2021	Tenth Publication	RB

Figures in blue italics are to be updated once the pay award effective from 1st April 2021 has been agreed.

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Appendix 1 Revised West Berkshire Pay Scales - 1st April 2021	Error! Bookmark not defined.
Appendix 2 – Additional Payments Scheme	8

1. Purpose

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.

Full Council has approved the Pay Policy Statement.

2. Definitions used in this document

Chief Officers are defined in s43 of the Localism Act as

- the head of the authority's paid service;
- the monitoring officer
- a statutory chief officer, which under the Local Government & Housing Act 1989 means Director of Children's Services, Director of Adult Social Services, Director of Public Health, Chief Education Officer, Chief Social Worker and the Section 151 officer;
- a non-statutory chief officer which under section s2(7) of the 1989 Act means direct reports of the head of paid service (HOPS), a person for whom the HPS is directly responsible, a person who as respects all or most of their duties is required to report directly or is directly accountable to the HOPS, or a person who as respects all or most of their duties is required to report directly or is directly accountable to the local authority themselves, or any committee or sub-committee of the authority;

- a deputy chief officer which under s2(8) of the 1989 Act means a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.

In West Berkshire Council these posts are:

- 2.1.1 Chief Executive
- 2.1.2 Executive Director (People)
- 2.1.3 Executive Director (Resources) (Section 151 Officer)
- 2.1.4 Executive Director (Place)
- 2.1.5 Service Directors:
 - Service Director: Adult Social Care
 - Service Director: Environment
 - Service Director: Strategy & Governance (Monitoring Officer)
 - Service Director: Communities & Wellbeing
- 2.1.6 Heads of Service
 - Head of Finance and Property
 - Head of Education
 - Head of Customer Services and ICT
 - Head of Public Protection and Culture
 - Head of Development and Planning
 - Head of Children and Family Services
 - Head of Commissioning
- 2.1.7 All Service Managers reporting to a Head of Service or Service Director.
- 2.1.8 All Service Leads.

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.

Lowest paid employee: minimum of *£9.13 per hour*. Notes on this definition are set out below:

- 2.1.9 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.

Median salary: *£29,577 (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.

Mean salary: £31,736 (*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.

Highest paid employee: the Chief Executive is paid £148,988 plus £5,000 car allowance per annum = £153,988.

3. Pay Policy from April 2021

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

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.

Salary structure – employees on Service Lead Grade and above

- 3.1.3 The establishment of any post attracting a total remuneration package of £100,000 or more requires approval from Full Council.
- 3.1.4 A post level called Service Lead was established within the staffing structure in 2020 and may be used by Service Directors as they are appointed, as appropriate. Service Lead posts form part of the fourth tier of management but not all fourth tier posts will be Service Leads. Service Leads will report to a Service Director (third tier). A separate pay grade has been established for these posts.
- 3.1.5 Service Directors are paid on Grade O. Along with the remaining Heads of Service in an emerging structure, they constitute the third tier of management within the Council. Service Directors report to an Executive Director (second tier).
- 3.1.6 Where Heads of Service remain, they are paid on the HOS grade (unless subject to TUPE protections). Along with Service Directors, 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 an Executive Director (second tier).
- 3.1.7 An additional Special Recruitment Payment (SRP) of £5,000 - £8,000 may be paid to any Service Director subject to approval by Head of Paid Service in consultation with the Leader of the Council. If applied, this payment will be reviewed every five years to ensure it remains objectively justifiable. A SRP may be reduced or removed with one

year's notice. The value of SRPs will increase with any national pay awards from 1st April 2021 onwards.

- 3.1.8 The Executive Director (Place) and the Chief Executive are both paid on specific grades for those posts. The Executive Directors for People and Resources are paid on a grade for both those posts. All four may be allocated new responsibilities as required to meet the needs of the Council within their grade.

Salary on appointment – all employees

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

Incremental progression – all employees

- 3.1.10 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.
- 3.1.11 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.
- 3.1.12 An increment may be withheld if an employee is subject to formal capability procedures during the year leading up to the 1st April.
- 3.1.13 An additional increment may be awarded in any one year to an employee, at the discretion of the Head of Service/ Service Director, on the grounds of special merit or ability, provided the maximum of the grade is not exceeded.

Additional payments – all employees

- 3.1.14 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. Senior Managers are only entitled to overtime payments in exceptional circumstances where regular overtime cannot be practically compensated by time off in lieu, there is no other solution to ensuring the work is covered, the Executive Director believes the payment to be necessary and appropriate and it can be contained within the service budget. . See Appendix 2 for details.
- 3.1.15 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.

- 3.1.16 Essential car users (defined as those who travel at least 1,500 business miles per annum) receive an allowance.
- 3.1.17 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.
- 3.1.18 The Council does not operate a separate bonus scheme for its Chief Officers. With the exception of the Special Recruitment Payment mentioned in 3.1.7 above no other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities.
- 3.1.19 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.
- 3.1.20 There are no benefits in kind, such as private health insurance, payable to Chief Officers.
- 3.1.21 Chief Officers are eligible to join the Local Government Pension Scheme in the same way as other employees.

Severance arrangements

- 3.1.22 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](#).)
- 3.1.23 The Exit Pay Cap Regulations came into force on 4th November 2020. This legislates against severance packages above £95,000 being paid to any local government employee and includes redundancy and pension strain costs. At the current time, the impact of the new regulations on the Local Government Pension Scheme and Discretionary Payments regulations has not been determined nationally and is subject to a judicial review, scheduled for March 2021.
- 3.1.24 All redundancy or severance costs (including the cost of mandatory early payment of pension) of between £10,000 and £94,999 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](#) .
- 3.1.25 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

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.

As at 1st April 2020, pay ratios within the Council stand as follows:

- *Highest:lowest = 8.7:1*
- *Highest:median = 5.2:1*

This is based on the following salary packages:

- Highest paid (maximum CX including car allowance) = *£153,988*
- Lowest paid (minimum grade B) = *£17,610*
- Median (average excluding car allowances) = *£29,577*

5. Pensions

5.1 Council employees are entitled to join an occupational pension scheme. Scheme members contribute a percentage of their monthly salary and the council contributes an additional amount into the relevant scheme. Contribution rates vary according to the level of pay.

5.2 New employees are automatically enrolled onto the relevant pension scheme, but may choose to opt out. Employees who have opted out of the scheme may also choose to opt back in.

5.3 Most council employees are eligible to join the [Local Government Pension Scheme](#) (administered by [Berkshire Pensions](#)). Teachers are eligible to join the [Teachers' Pension Scheme](#).

6. Review

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

Appendix 1 – Revised West Berkshire Pay Scales

See Excel attachment.

NB Scales to be updated once the pay award effective from 1st April 2021 has been agreed.

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 Executive 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/ Service Director.

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/ Service Director.

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/ Service Director 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/ Service Director.

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/ Service Director, receive an honorarium to reflect the additional duties and responsibilities.

In determining the appropriate level of additional payment, the Head of Service/ Service Director 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 (scp26).

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/ Service Director 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.

Personnel Committee Forward Plan 23 April 2021 –April 2022

	Ref No	Item	Purpose	Lead Officer	Lead Member	Comments
23 April 2021						
1.	PC4020	Workforce Strategy		Rebecca Bird	Internal Governance – Cllr Jo Stewart	
2.						
3.						
16 July 2021						
4.						
5.						
12 November 2021						
6.						
11 February 2022						
7.	C4021	Statutory Pay Policy 2022	To seek Council's approval of the Statutory Pay Policy Statement for publication from 1st April 2022.	Rebecca Bird	Internal Governance – Cllr Jo Stewart	
29 April 2022						
8.						
9.						

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