

Employment Policy: Corporate Staff

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CHANGE HISTORY

Version	Date	Change
4.0	January 2024	Annual review to reflect pay award

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.

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 HOPS 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:

Chief Executive (Head of Paid Service)

Executive Director (Adult Social Care)

Executive Director (Children & Family Services)

Executive Director (Resources) (Section 151 Officer)

Executive Director (Place)

Service Directors:

- Service Director: Adult Social Care
- Service Director: Communities & Wellbeing
- Service Director: Development & Regulation
- Service Director: Environment
- Service Director: Strategy & Governance (Monitoring Officer)
- Service Director: Transformation

Heads of Service

- Head of Finance and Property
- Head of Education
- Head of Children and Family Services
- Head of Commissioning and Procurement
- Head of ICT

All Service Managers reporting to a Head of Service or Service Director.

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 £11.21 per hour. Notes on this definition are set out below:

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: £33,945 (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: £36,694 (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 £160,562.

3. Pay Policy from April 2024

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

Job evaluation – employees grade M and below:

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.

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 up to SCP42.

Salary structure – employees on Service Lead Grade (N) and above

The establishment of any post attracting a total remuneration (basic salary, contribution to car lease or equivalent and employer's pension contribution) package of £100,000 or more requires approval from Full Council.

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 normally report to a Service Director (third tier). A separate pay grade has been established for these posts.

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).

Where Heads of Service remain, they are paid on the HOS grade. 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).

The Executive Director (Place) and the Chief Executive are both paid on specific grades for those posts. The Executive Directors for Adult Social Care, Children and Family Services and Resources are paid on a grade for the posts. The different grades for the four Executive Director posts reflect the difference in responsibilities, including whether a statutory role is part of their post. All five posts (Chief Executive and Executive Directors) may be allocated new responsibilities as required to meet the needs of the Council within their grade. Officers designated as the Monitoring Officer (s5 and 5A LGHA 1989), the s151 Officer (Chief Finance Officer), the Director of Children's Services, or the Director of Adult Social Care will be paid an additional amount as follows:

- Executive Directors - £5,200 per annum
- Service Directors or Service Leads - £7,500 per annum

Salary on appointment – all employees

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.

Recruitment and Retention

The Council operates a Recruitment and Retention scheme of staff within Children and Family Services to support in improving the terms and conditions for social workers. The scheme provides social workers in the front line of safeguarding work with a 'golden handshake', further bonus payments and the opportunity to take extended paid leave ('sabbatical') after a three year's service, subject to certain qualifying conditions as an incentive to retain qualified and experienced social workers. Staff must have at least one years service, and have successfully completed their probation period to qualify for a payment of £3,000.

In April 2023 the Council introduced a Market Supplement Policy which forms part of the Recruitment and Retention Strategy with a focus on developing a strong, skilled and experienced workforce. The policy addresses recruitment and retention issues within the labour market by temporarily increasing the pay awarded to a post without altering the job evaluation determined grade for the post. Subject to qualifying criteria, successful market supplements should not exceed the value of £10,000. Payment of market supplements are awarded to posts rather than employees and are subject to tax, NI and pension contributions.

Incremental progression – all employees

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.

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.

An increment may be withheld if an employee is subject to formal capability procedures during the year leading up to the 1st April.

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

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.

Car allowance payments for new senior managers ceased to be paid from November 2007. Some senior employees who were already in receipt of such allowances continue to receive them on a protected basis whilst in post.

Essential car users (defined as those who travel at least 1,500 business miles per annum) receive an allowance.

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.

Employees with a 'home' or 'community' workstyle under the Council's Hybrid Working Policy (introduced in April 2022) are paid a monthly allowance of £12.50. This is a contribution towards the cost to employees

of home working including set up of an appropriate work space, broadband charges and utility bills.

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 and the hybrid working workstyle allowance mentioned in 3.1.18 above no other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities.

Fees for Returning Officer duties during elections are payable to the Chief Executive or their nominated representative acting as the Returning Officer. 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.

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

Chief Officers are eligible to join the Local Government Pension Scheme in the same way as other employees.

Severance arrangements

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](#).

There are a number of discretions available under the Local Government Pension Scheme, as a matter of policy, WBC does not exercise any discretion that would represent a cost to the Council. More information is available through the [Employer Statement – Local Government Pension Scheme Discretions Policy](#).

All redundancy or severance costs (including the cost of mandatory early payment of pension) of between £10,000 and £99,999 must be approved by the Executive. Severance costs linked to sickness absence can be approved by Head of Service/Service Director or above, with a maximum cost as defined in [Sickness Absence - Reporting and Management, Procedure and Guidance](#) .

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 HR Service Lead 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 2023, pay ratios within the Council stand as follows:

- *Highest:lowest* = 7.44:1
- *Highest:median* = 4.73:1

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

These are correct at the time of publishing.

West Berkshire Pay Scales					
<u>Grade</u>		<u>SCP</u>	<u>1.4.23</u>	<u>Monthly</u>	
				-	
	B	2	£22,366	£1,863.83	
C		3	£22,737	£1,894.75	
		4	£23,114	£1,926.17	
		5	£23,500	£1,958.33	
	D	6	£23,893	£1,991.08	
E		7	£24,294	£2,024.50	
		8	£24,702	£2,058.50	
		9	£25,119	£2,093.25	
		10	£25,545	£2,128.75	
		11	£25,979	£2,164.92	
	F	12	£26,421	£2,201.75	
		13	£26,873	£2,239.42	
		14	£27,334	£2,277.83	
		15	£27,803	£2,316.92	
G			16	£28,282	£2,356.83
			17	£28,770	£2,397.50
			18	£29,269	£2,439.08
			19	£29,777	£2,481.42
		20	£30,296	£2,524.67	
		21	£30,825	£2,568.75	
		22	£31,364	£2,613.67	
		23	£32,076	£2,673.00	
I	H	24	£33,024	£2,752.00	
		25	£33,945	£2,828.75	
		26	£34,834	£2,902.83	
		27	£35,745	£2,978.75	
		28	£36,648	£3,054.00	
		29	£37,336	£3,111.33	
I		30	£38,223	£3,185.25	
	J	31	£39,186	£3,265.50	
		32	£40,221	£3,351.75	

		33	£41,418	£3,451.50
K		34	£42,403	£3,533.58
		35	£43,421	£3,618.42
		36	£44,428	£3,702.33
		37	£45,441	£3,786.75
		38	£46,464	£3,872.00
	L	39	£47,420	£3,951.67
		40	£48,474	£4,039.50
		41	£49,498	£4,124.83
		42	£50,512	£4,209.33
		43	£52,974	£4,414.47
M		44	£55,513	£4,626.12
		45	£57,449	£4,787.40
	46	£59,378	£4,948.15	
	47	£61,326	£5,110.46	
	48	£62,175	£5,181.27	
	49	£64,474	£5,372.85	
	50	£66,767	£5,563.90	
	51	£69,060	£5,755.04	
		52		
	N- Service Lead	53	£71,506	£5,958.82
		54	£72,592	£6,049.37
		55	£73,679	£6,139.91
		56	£74,766	£6,230.46
		57	£75,851	£6,320.92
		58	£76,937	£6,411.39
		59	£78,023	£6,501.94
		60		
		61		
HOS- phasing out		62	£81,090	£6,757.48
		63	£83,679	£6,973.29
		64	£86,244	£7,187.02
		65	£88,830	£7,402.49
		66	£91,405	£7,617.09
		67	£93,992	£7,832.64
	O- Service Directors	68	£97,571	£8,130.95
		69	£99,201	£8,266.77
		70	£100,830	£8,402.51

		71	£102,459	£8,538.24
		72	£104,088	£8,673.98
CORPD		73		
		74		
		75		
		76		
		77		
		78		
P-ED Place		79	£130,153	£10,846.11
		80	£131,239	£10,936.57
		81	£132,325	£11,027.12
		82	£133,411	£11,117.58
		83	£134,498	£11,208.13
	Q- ED People/Resource s	84	£135,583	£11,298.59
		85	£136,670	£11,389.14
		86	£137,755	£11,479.61
		87	£138,842	£11,570.15
		88	£139,927	£11,660.62
		89	£141,014	£11,751.17
CEX		90	£159,477	£13,289.71
		91	£160,562	£13,380.18
		92	£161,649	£13,470.73
		93	£162,734	£13,561.19

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, in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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 in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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 HR Service Lead 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 in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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.

Any such payments should only be made in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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). Any such payments should only be made in consultation with their Executive Director. Where the Chief Executive is agreeing these payments they should be made in consultation with the Leader of the Council.

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 £18.35 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 £18.35 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 £18.35 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.

Additional Payments – General Approvals Flowchart

