

Date of issue: Wednesday, 22 January 2020

MEETING	EMPLOYMENT & APPEALS COMMITTEE (Councillors Brooker (Chair), Bedi, Bains, Chaudhry, N Holledge, Hulme, Mohammad, Sadiq and Smith)
DATE AND TIME:	THURSDAY, 23RD JANUARY, 2020 AT 6.30 PM
VENUE:	ENCELADUS SUITE 2 - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	JANINE JENKINSON 01753 875018

SUPPLEMENTARY PAPERS

The following papers have been added to the agenda for the above meeting:-

* Item 3 is an updated version of the papers circulated with the agenda.

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
3.	Pay Policy Statement Update 2020/21	1 - 8	All

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SLOUGH BOROUGH COUNCIL

REPORT TO: Employment and Appeals Committee

DATE: 23rd January 2020

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WARD(S): All

**PART I
FOR DECISION****PAY POLICY STATEMENT UPDATE 2020/21****1. Purpose of Report**

To provide Members with an update of the revisions to the Pay Policy Statement for the years 2020/21.

2. Recommendation(s)/Proposed Action

The Committee is requested to recommend the Pay Policy Statement 2020/21 to Council.

3. Supporting Information

Local Authorities are required by section 38 of the Localism Act 2011 (the Act) to prepare a pay policy statement and have regard for any guidance issued under section 40 of the Act and the Supplementary Guidance (on openness and accountability) released in February 2013. The policy statement should cover a number of matters concerning the pay of the authority's staff, principally Chief Officers. The pay policy statement is to be reviewed on an annual basis.

The Pay Policy Statement appended to this report has been reviewed and meets the requirements of the Localism Act.

The Pay Policy Statement covers the financial year 2020/21.

It has been updated and will be approved by Full Council in February, 2020. In April, when the cost of living award is implemented the pay scales will be updated according to the increase in pay levels.

Once approved the statement will be published on the Council's website.

4. Background Papers

None.

5. Appendix

Appendix A- Pay Policy Statement 2020/21.

APPENDIX A

Pay Policy Statement for the Year 2020/21

1. Introduction

- 1.1 The Localism Act requires local authorities to publish, on their website, an annual Pay Policy Statement, which has been approved by Full Council.
- 1.2 No remuneration may be made to officers that fall outside of the Pay Policy Statement, although it is possible for a meeting of the Full Council to amend the statement at any time.
- 1.3 In drawing up this statement, Slough Borough Council has taken into account the guidance issued by the Department of Communities and Local Government in February 2012 and the supplementary guidance issues in February 2013.
- 1.4 Slough Borough Council is committed to complying with the statutory obligation to pay the National Living Wage.
- 1.5 This statement does not apply to schools' staff as local authority schools' employees are outside the scope of the legislation.
- 1.6 This statement will be approved by Full Council in February 2020.
- 1.7 Slough Borough Council fully endorses and supports the requirement to be open and transparent about the pay of our staff.
- 1.8 The Council is committed to paying nationally negotiated pay awards and this Pay Policy Statement will be updated as and when any such pay awards are agreed.

2. Remuneration of Chief Officers

- 2.1 In accordance with the Localism Act, the following SBC posts are defined as Chief Officers, and their salary bands are as follows. (The SBC grading structure is attached in Appendix A).

Head of the Paid Service and Statutory Chief Officers		
Post	Reports To	Salary Band
Chief Executive / Head of Paid Service.		£139,277 - £167,135
Director of Adults & Communities	Head of Paid Service	SML 16 £114,637 - £133,708
Director of Children's Learning & Skills Services	Head of Paid Service	SML 16 £114,637 - £133,708
Monitoring Officer	Head of Paid Service	Interim cover – £650 per day (4 days per week)
Director of Finance & Resources / Section 151 Officer	Head of Paid Service	SML 16 £114,637 - £133,708
Service Lead - Finance (Deputy section 151 Officer)	Director of Finance & Resources / Section 151 Officer	SML 12 £68,378 - £76,173
Director of Public Health	The Director of Public Health is employed by Bracknell Forest Council	
Posts that report directly to the Head of Paid Service or Statutory Chief Officer		
Post	Reports To	Salary Band

Director of Place & Development, (Non-statutory Chief Officer).	Head of Paid Service	SML 16 £114,637 - £133,708
Director of Regeneration (Non-statutory Chief Officer).	Head of Paid Service	SML 16 £114,637 - £133,708
Director of Transformation (Non-statutory Chief Officer)	Head of Paid Service	SML 16 £114,637 - £133,708
Service Lead – Schools	Director of Children, Learning & Skills	SML 12 £68,378 - £76,173
Service Lead – Early Years & Prevention	Director of Children, Learning & Skills	SML 12 £68,378 - £76,173
Service Lead - Inclusion	Director of Children, Learning & Skills	SML 12 £68,378 - £76,173
Service Lead - Strategy & Performance	Director of Transformation	SML 12 £68,378 - £76,173
Service Lead – Customer & Communications	Director of Finance & Resources / Section 151 Officer	SML 12 £68,378 - £76,173
Service Lead - Governance	Director of Finance & Resources / Section 151 Officer	SML 12 £68,378 - £76,173
Service Lead - People	Director of Finance & Resources / Section 151 Officer	SML 12 £68,378 - £76,173
Service Lead – Digital & Strategic IT	Director of Finance & Resources / Section 151 Officer	SML 12 £68,378 - £76,173
Service Lead – Public Health	Director of Adults & Communities	SML 12 £68,378 - £76,173
Service Lead – Adult Social Care Operations	Director of Adults & Communities	SML 12 £68,378 - £76,173
Service Lead – Adult Social Care Commissioning	Director of Adults & Communities	SML 12 £68,378 - £76,173
Service Lead – Regulatory Services	Director of Adults & Communities	SML 12 £68,378 - £76,173
Service Lead – Communities & Leisure	Director of Adults & Communities	SML 12 £68,378 - £76,173
Service Lead – Mental Health Services	Director of Adults & Communities	Employed by Berkshire Health Foundation Trust

Posts that report directly to Non-Statutory Chief Officers

Post	Reports To	Salary Band
Service Lead – Regeneration Delivery	Director of Regeneration	SML 12 £68,378 - £76,173
Service Lead – Regeneration Development	Director of Regeneration	SML 12 £68,378 - £76,173
Service Lead – Planning & Transport	Director of Regeneration	SML 12 £68,378 - £76,173
Service Lead – Major Infrastructure Projects	Director of Regeneration	SML 12 £68,378 - £76,173
Service Lead – Economic Development	Director of Regeneration	SML 12 £68,378 - £76,173
Service Lead – Strategic Housing (People) Services	Director of Place and Development	SML 12 £68,378 - £76,173

Service Lead – Housing Development and Contracts	Director of Place and Development	SML 12 £68,378 - £76,173
Service Lead – Environmental Services	Director of Place and Development	SML 12 £68,378 - £76,173
Service Lead – Building Management	Director of Place and Development	SML 12 £68,378 - £76,173

The Chief Executive is appointed as the Council's Returning Officer in accordance with the Representation of the Peoples Act 1983. The Returning Officer is eligible for fees linked to duties undertaken for running national, European or local elections/referenda. These fees are determined by the number of electors registered in the borough/parliamentary constituency and are paid subject to a formula applied by the Government for determining fees to all Returning Officers across the Country.

2.2 Remuneration on Appointment

Newly appointed chief officers are paid in accordance with the pay scales set out above.

Salary packages amounting to £100,000 or more for new appointments will be approved by Full Council.

2.3 Job Evaluation

The pay of all employees, including Chief Officers, is based on job evaluations undertaken through the Hay Job Evaluation Scheme.

2.4 Terms and Conditions of Employment

The Chief Executive is employed on JNC for Local Authority Chief Executives terms and conditions of employment.

All other chief officers are employed on JNC or NJC terms and conditions of employment. Pay awards for these officers are negotiated nationally, and the Council applies any/all nationally negotiated pay awards to these posts.

2.5 Travel and Subsistence Expenses

There are occasions when employees incur additional expenditure than normal in the course of undertaking their official duties on behalf of the Council away from their normal place of work.

The Council has a comprehensive Travel and Subsistence Expenses Scheme, which applies to all our staff, including Chief Officers, in such circumstances.

2.6 Payment of Professional Fees

The Council will pay the cost of one professional subscription per annum, per employee, including Chief Officers, which is relevant and necessary for the role.

2.7 Honoraria

An honoraria payment may be made to an employee, including to a chief officer, in recognition of undertaking temporarily additional or outstanding extra work, which is:

- outside the normal scope of the duties and responsibilities of the employee
- over an extended period undertaking part of the duties of a higher graded post
- or where the additional duties and responsibilities are exceptionally onerous
- or in situations which merit the employee being rewarded for specific work.

The Honoraria Scheme applies in these circumstances and the amount of payment is based on the duties undertaken.

2.8 Acting Up

Acting up arises when an employee temporarily undertakes full or part duties of a higher graded post for a consecutive period of at least four weeks.

All employees, including Chief Officers, are entitled to an acting up payment in recognition of the responsibilities. Decisions on payment take into account the following:

- The nature and complexity of the responsibilities, undertaken by the employee and their current spinal column point.
- Whether the employee is undertaking full or part responsibilities
- If the employee is placed into post as a development opportunity

2.9 Secondments

Secondments are intended to provide developmental opportunities to gain skills and experience rather than for financial gain. Therefore, secondees will normally transfer from their current position into the secondment on their existing salary. Terms and conditions of the secondee may change depending on the local variations within the department, i.e. flexi-time. However, if there is a significant difference between the secondment and the individual's salary this must be brought to the attention of People Services and a decision will be taken on whether to review salary arrangements in line with complexities of the job.

2.10 Market Supplements

A Market Supplement is payable, in exceptional circumstances, for posts (including Chief Officer posts), which are critical to the delivery of essential/statutory services, and to which the Council has been unable to recruit.

2.11 Pay protection

An employee, who is redeployed to a suitable post which is one grade lower, will receive protection of earnings (basic pay plus local weighting allowance) for a period of one year. The salary will be frozen at its current level and the employee will not receive annual pay awards. At the end of the protection period the employee will be placed on the salary grade relevant to the redeployed post.

Where an employee accepts redeployment to a post which is more than one grade lower, there is no entitlement to protection of earnings. In exceptional circumstances, in order to minimise financial hardship and avoid redundancies Directors may, subject to budgetary considerations, exercise discretion to grant some element of protection. This would apply for no longer than one year.

2.12 Termination Payments

In the event of a redundancy situation, all employees, including chief officers, are entitled to redundancy payments based on a multiple of 1.5 times statutory provision, based on weekly pay, subject to a cap of 30 weeks as the maximum number of weeks payable, and to a cap of 20 years service.

The terms, and any payment relating to the termination of employment of any officer of the Council in any contentious circumstances which do not result from an award made by an Employment Tribunal or Court are settled by the Council on the basis of the legal merits of the case, the time and disruption which protracted litigation would involve, any limit of statutory

entitlement on monetary claim available to an employee, and what is considered prudent in all circumstances.

Any redundancy or severance packages of £100,000 or more will be approved by Full Council. In presenting the information to Full Council the components of any such severance package will be set out including; salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances paid.

If an applicant for a post (including Chief Officer posts) is in receipt of a severance payment from any local authority, or a Local Government retirement pension, this does not form part of the Council's decision as to whether or not they should be appointed.

Any employee, who is made redundant, including Chief Officers, must have a break of at least four weeks in order to retain a redundancy payment before they can be re-employed by the Council in a different position.

Consultancies over £5,000 (excluding cover for established posts) or any consultancy/employment offered to former senior officers of the Council of third tier and above are a "significant officer decision." (Significant officer decisions are circulated monthly to all members and published on the website).

2.13 The Government is consulting on regulations regarding the recovery of public sector exit payments. SBC will comply with any future legislative requirements.

2.14 Pension Payments

All employees who are members of the Local Government Pension Scheme, including Chief Officers, are entitled to a retirement pension calculated in accordance with the Local Government Pension Scheme Regulations.

3. Remuneration of Our Lowest Paid Employees

3.1 All SBC employees are paid in accordance with a locally determined salary scale, appendix A.

3.2 "Lowest Paid Employee" means the employee on the lowest grade, assuming that the posts are full-time, excluding apprentices. The lowest grade is Level 2, £18,637 inclusive of LW.

3.3 Unsocial Hours Payments

The Council has a comprehensive Working Pattern Arrangement Scheme which sets out the allowances payable for:

- Overtime (for employees up to and including Level 5)
- Saturday and Sunday working
- Bank holidays
- Night working
- Sleeping-in duty
- Shift working
- Standby, on-call and call-out

3.4 Terms and Conditions of Employment

Employees, who are not Chief Officers, are employed on NJC terms and conditions of employment. Pay awards for these officers are negotiated nationally, and the Council applies any/all nationally negotiated pay awards to NJC employees.

4. Relationship between the Remuneration of Our Chief Officers and our lowest paid employees

4.1 The base pay of the Chief Executive is currently £139,277. This is 7.473 times the pay of our lowest paid employees. ($139,277 / 18,637 = 7.473$)

The median earnings of all employees as of 1 April 2019, was £30,562. The median earnings figure complies with the specific requirements within the Local Government Transparency Code 2015 and includes all elements of remuneration that can be valued.

4.2 The pay of the Chief Executive is currently 4.6 times the pay of median earnings of our employees.

Date last updated: December 2019

Appendix A: Slough Borough Council Salary Scales

			PAY SPINE 2019				
			Basic	FTE LW	Inclusive Annual Pay	Hourly Rate	
Old SCP	New SCP	PAY LEVEL	Apr-19	0.02			
9	2	Level 2	£ 17,711.00	£ 926.00	£ 18,637.00	£ 9.66	
10 & 11	3	Level 2	£ 18,065.00	£ 926.00	£ 18,991.00	£ 9.84	
13	4	Level 2	£ 18,426.00	£ 926.00	£ 19,352.00	£ 10.03	
14	5	Level 3	£ 18,795.00	£ 926.00	£ 19,721.00	£ 10.22	
16	6	Level 3	£ 19,171.00	£ 926.00	£ 20,097.00	£ 10.42	
18	7	Level 3	£ 19,554.00	£ 926.00	£ 20,480.00	£ 10.62	
19	8	Level 4	£ 19,945.00	£ 926.00	£ 20,871.00	£ 10.82	
20	9	Level 4	£ 20,344.00	£ 926.00	£ 21,270.00	£ 11.02	
	10	Level 4	£ 20,751.00	£ 926.00	£ 21,677.00	£ 11.24	
21	11	Level 4	£ 21,166.00	£ 926.00	£ 22,092.00	£ 11.45	
22	12	Level 4	£ 21,589.00	£ 926.00	£ 22,515.00	£ 11.67	
	13	Level 5	£ 22,021.00	£ 926.00	£ 22,947.00	£ 11.89	
24	15	Level 5	£ 22,911.00	£ 926.00	£ 23,837.00	£ 12.36	
25	17	Level 5	£ 23,836.00	£ 926.00	£ 24,762.00	£ 12.83	
26	19	Level 5	£ 24,799.00	£ 926.00	£ 25,725.00	£ 13.33	
	21	Level 5	£ 25,801.00	£ 926.00	£ 26,727.00	£ 13.85	
29	23	Level 5	£ 26,999.00	£ 926.00	£ 27,925.00	£ 14.47	
30	24	Level 6	£ 27,905.00	£ 926.00	£ 28,831.00	£ 14.94	
31	25	Level 6	£ 28,785.00	£ 926.00	£ 29,711.00	£ 15.40	
32	26	Level 6	£ 29,636.00	£ 926.00	£ 30,562.00	£ 15.84	
	27	Level 6	£ 30,507.00	£ 926.00	£ 31,433.00	£ 16.29	
34	28	Level 6	£ 31,371.00	£ 926.00	£ 32,297.00	£ 16.74	
35	29	Level 6	£ 32,029.00	£ 926.00	£ 32,955.00	£ 17.08	
36	30	Level 7	£ 32,878.00	£ 926.00	£ 33,804.00	£ 17.52	
37	31	Level 7	£ 33,799.00	£ 926.00	£ 34,725.00	£ 18.00	
38	32	Level 7	£ 34,788.00	£ 926.00	£ 35,714.00	£ 18.51	
	33	Level 7	£ 35,934.00	£ 926.00	£ 36,860.00	£ 19.11	
40	34	Level 7	£ 36,876.00	£ 926.00	£ 37,802.00	£ 19.59	
41	35	Level 7	£ 37,849.00	£ 926.00	£ 38,775.00	£ 20.10	
42	36	Level 8	£ 38,813.00	£ 926.00	£ 39,739.00	£ 20.60	
	37	Level 8	£ 39,782.00	£ 926.00	£ 40,708.00	£ 21.10	
44	38	Level 8	£ 40,760.00	£ 926.00	£ 41,686.00	£ 21.61	
	39	Level 8	£ 41,675.00	£ 926.00	£ 42,601.00	£ 22.08	
46	40	Level 8	£ 42,683.00	£ 926.00	£ 43,609.00	£ 22.60	
47	41	Level 8	£ 43,662.00	£ 926.00	£ 44,588.00	£ 23.11	
48	42	Level 9	£ 44,632.00	£ 926.00	£ 45,558.00	£ 23.61	
	43	Level 9	£ 45,591.00	£ 926.00	£ 46,517.00	£ 24.11	
50	44	Level 9	£ 46,558.00	£ 926.00	£ 47,484.00	£ 24.61	
	45	Level 9	£ 47,538.00	£ 926.00	£ 48,464.00	£ 25.12	
52	46	Level 9	£ 48,519.00	£ 926.00	£ 49,445.00	£ 25.63	
53	47	Level 9	£ 49,507.00	£ 926.00	£ 50,433.00	£ 26.14	
54	48	Level 10	£ 50,552.00	£ 926.00	£ 51,478.00	£ 26.68	
55	49	Level 10	£ 51,594.00	£ 926.00	£ 52,520.00	£ 27.22	
	50	Level 10	£ 52,644.00	£ 926.00	£ 53,570.00	£ 27.77	
57	51	Level 10	£ 53,695.00	£ 926.00	£ 54,621.00	£ 28.31	
	52	Level 10	£ 54,736.00	£ 926.00	£ 55,662.00	£ 28.85	
59	53	Level 10	£ 55,778.00	£ 926.00	£ 56,704.00	£ 29.39	