

Date of issue: Wednesday, 26 June 2024

MEETING	EMPLOYMENT COMMITTEE
DATE AND TIME:	THURSDAY, 27TH JUNE, 2024 AT 6.30 PM
VENUE:	MERCURY SUITE 3 - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	JENNY HAZELL 07734 225 308

SUPPLEMENTARY PAPERS

The following Paper has been added to the agenda for the above meeting:-

* Item 5 was not available for publication with the rest of the agenda.

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
5.	Senior Management Restructure Update and Pay Policy	1 - 20	All

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Slough Borough Council

Report To:	Employment Committee
Date:	27 th June 2024
Subject:	Senior Management Restructure Update and Pay Policy
Chief Officer:	Will Tuckley – Chief Executive
Contact Officer:	Bal Toor – Director of Human Resources
Wards:	All
Exempt:	NO
Appendices:	Appendix 1: Senior Management Structure Chart Appendix 2 – Updated Pay Policy 2024/25

1. Summary and Recommendations

1.1 This report provides an update on the Senior Management restructure. It includes changes to line management for the current Executive Director - Finance and Commercial (s151) and a corresponding change in role title. The Director of Strategy, Change & Resident Engagement will continue to report directly to the Chief Executive and will therefore be a chief officer on the structure. The Pay Policy Statement for 2024/25 has been updated to reflect the changes and include up to date pay details to reflect the recent appointments to director roles.

1.2 Recommendation:

Employment Committee is recommended to:

- (a) Note the update on the senior management restructure.
- (b) Recommend to Council (July 25th 2024):
 - a. Approve the new chief officer structure and the updated management structure at Appendix A to become a new Part 7 of the Constitution;
 - b. Delegate authority to the Monitoring Officer to amend Article 12 and Part 3.6 of the Constitution to reflect the new functions and new chief officer structure.

1.3 **Reason:** The structure put in place in April 2024 was stated to be subject to review. The new Chief Executive has reviewed the structure and proposed changes to reduce the number of direct reports, expand the functions sitting under the Executive Director of Finance and Commercial Services amending the role title to Executive Director of Corporate Resources and maintain line management for the Director of Strategy, Change and Resident Engagement, who will be classed as a chief officer by virtue of directly reporting to the Chief Executive. There are no changes to grading of the posts and only minimal changes to roles, therefore there has been no requirement to formally consult on the changes.

Commissioner Review: Commissioners have reviewed the report and are supportive of the recommendations.

2. Report

Introductory

A stable senior management structure is pivotal to establishing long-term stability for the council and improving the Council's financial position. The expanded role of Executive Director of Corporate Resources will be covered by the existing interim Executive Director of Finance and Commercial. Plans are in place to commence recruitment for a permanent post holder as this is essential to develop and implement robust financial strategies, efficient resource allocation, and effective governance measures that will steer the organisation towards fiscal sustainability and resilience.

Options considered.

Background

- 2.1 As articulated in the Council's Corporate Plan, the Council is on a long-term path to recovery, however, to deliver this we need senior corporate capacity. A restructure took place in September 2023 to establish a structure which better reflected industry practice, by re-introducing function job descriptions related to the span of responsibility within the role. Minor changes were made to the structure in April 2024 and it was confirmed that the structure would be kept under review.
- 2.2 The new Chief Executive has reviewed the structure and proposed the following changes:
 - An expanded role for the Executive Director of Finance and Commercial Services, amending the role title to Executive Director of Corporate Resources and moving the functions of ICT and HR under this post holder.
 - Retaining the Director of Strategy, Change and Resident Engagement as a direct report to the Chief Executive, and updating relevant parts of the Constitution to reflect that this post holder is a chief officer.
- 2.3 The proposed realignment of ICT and HR functions to report to the Executive Director - Corporate Resources aims to optimise Slough Borough Council's organisational structure while maintaining their critical importance to improvement and recovery plans. This change addresses the need for a more balanced reporting structure, as having too many direct reports to the Chief Executive Officer (CEO) can hinder strategic focus and impede effective leadership. While the LGA Digital 360 Review, reported to Cabinet in May 2024, recommended considering direct ICT reporting to the CEO to ensure organisation-wide strategic dialogue, and HR is recognised as a key enabler of transformation, the proposed structure seeks to balance these considerations with best practices in management. The CEO will maintain strong strategic working arrangements with the Directors of ICT and HR, ensuring their input remains crucial in shaping the authority's overall direction. This realignment is designed to enhance resource alignment, distribute management responsibility more effectively across the Corporate Leadership Team, and allow the CEO to maintain a strategic focus while preserving the critical roles of ICT and HR in driving organisational transformation and improvement.

- 2.4 Given the critical nature of the Executive Director of Corporate Resources role and the need to secure an exceptional permanent candidate, the council has engaged the services of the executive search firm, Starfish Search, to assist in this recruitment process. Starfish were utilised to recruit for other senior posts and the Council has been able to make significant progress in recruiting permanent staff to these roles.
- 2.5 It is proposed to commence permanent recruitment immediately, with a view to interviews being held in early September. Whilst the DLUHC Commissioners have the power to make a decision on appointment, it is proposed to convene the appointments panel to conduct the final interview and any commissioner decision will be reported to Full Council. This will allow for member involvement and oversight of the process.
- 2.6 There are no proposed changes to gradings for these posts and no need to conduct a formal consultation, as the changes involve line management changes.

Progress on recruitment

- 2.7 The recruitment to the Director posts is nearing completion.

Here is an update on the Executive Director / Director recruitment to date:

Director of Education	Neil Hoskinson	01-May-24
Director of Law & Governance	Sukdave Ghuman	01-May-24
Director of Property & Assets	Peter Hopkins	01-May-24
Director of HR & Workforce Transformation	Bal Toor	20-May-24
Director of Adult Social Care	David Coleman-Groom	05-Jun-24
Director of Environment & Highways	Matthew Hooper	17-Jun-24
Director of Housing	Lisa Keating	20-Jun-24
Director of Planning	Daniel Ray	01/05/2024
Director of Strategy, Change & Resident Engagement	Sonia Khan	15-Jul-24
Director of Digital, Data and Technology	TBC	TBC

- 2.8 The current Executive Director of Adults' Services has secured a role in another local authority. The current post holder has recruited to permanent director posts within the directorate and progress has been made in recruitment to heads of service posts, so the structure is now more stable. Plans are in place to commence recruitment to this role and as a Statutory Chief Officer, the appointments panel will be involved in the recruitment.

Updated Pay Policy 2024/25

- 2.9 Local authorities are required to prepare a Pay Policy Statement on an annual basis. The purpose of the statement is to enable residents to understand the Council's pay policy for senior staff and how it relates to the salaries of the lowest paid. It provides transparency and enables residents to assess whether salaries paid represent value for money. The updated Pay Policy Statement is appended at Appendix 2 and must be approved by Full Council.
- 2.10 Guidance published under the Localism Act refers to the pay policy statement including the approach to publication of and access to information relating to the remuneration of chief officers. The Council chooses to include this information in the Pay Policy Statement. Where chief officer role is fulfilled by an external contractor or interim officer providing a service to the council, details of the day rate or other remuneration arrangement has been included.

3. Implications of the Recommendation

3.1 Financial implications

- 3.1.1 The report seeks approval to changes in director and senior management reporting lines and redesignation of the Executive Director Finance and Commercial to reflect the proposed changes to facilitate recruitment of the permanent statutory Chief Financial Officer role, in the context of previous structural arrangements. All Executive Director and Director roles have been evaluated previously and the proposed changes outlined in this report will not result in any changes to gradings. The new post remains at SML 16 with a pay bracket of SML 16 £125,733 - £146,319. We aim to recruit within this bracket, with a figure up to £150,000 market conditions prevailing. The post is reflected in the budget as agreed by Full Council on 7th March 2024. Recruitment of permanent posts should reduce the costs of interim staff, although it is important to ensure effective transitional arrangements are managed.

3.1.2 Senior Management Restructure:

An updated cost analysis of the Senior Management restructure informs us of the following: Of the 17 posts, 6 were appointed above mid-lower scale points, 5 at mid-lower scale points, and 6 at lower scale points. An estimated total cost for new posts for 2023/24 is £2,483k. The estimated projected total cost for 2024/25 is £3,793k to compare to the original financial estimates and for some ongoing overlaps in transition from old to new structure. For comparison, the original annual budgetary estimate in 2023 was £3,773k, with an adjusted 2024/25 estimate of £3,936k (including the 23/24 uplift and pending the uplift for 2024/25).

It should be noted that these figures are subject to changes based on recruitment timing, local reviews, interim staffing cover and those roles funded outside the General Fund. Balancing this year is therefore very dependent on vacancy levels of the new posts and ongoing use of cover, handover time and old post levels. All known appointment dates have been factored into these calculations.

3.1.3 The cost of recruiting to this role has been factored into an existing budgeted contract and so there is provision within the 2024/25 budget for the specific recruitment of this post with an Executive search firm.

3.1.4 The Council is continuing to review its approach to market supplements and appointment above the bottom of the scale, and there is a requirement for robust evidence to be produced to justify any such cases.

3.2 Legal implications

3.2.1 The rules governing recruitment and appointment of staff are set out in the Constitution. This includes the rules for appointment of chief officers, which includes the need for elected members to decide on these appointments, except when the Commissioners choose to exercise their intervention powers, or an interim is being appointed pending permanent recruitment. The DLUHC statutory Directions give powers to the appointed DLUHC Commissioners to make decisions on senior officer recruitment for the top three tiers of the organisation. All other recruitment decisions, including those decisions where the commissioners decide not to exercise their power are made by the Chief Executive, as Head of Paid Service, or an authorised officer. In general, executive directors are responsible for agreeing and implementing restructures within their services.

3.2.2 The Localism Act introduces duties in relation to transparency in pay policies and arrangements. This requires local authorities to publish, on their website, an annual Pay Policy Statement, which has been approved by Full Council. No remuneration may be made to officers outside of this pay policy, although the Council can amend the policy in year. The statements sets out the remuneration of Chief Officers, which are defined as the chief executive, statutory chief officers and non-statutory chief officers (those officers who report to the chief executive, with the exception of administrative staff). For the purpose of the Localism Act, deputy chief officers are also included in the definition and means a person reporting to a statutory or non-statutory chief officer.

3.3 Risk management implications

3.3.1 There is an inherent level of risk with any restructure, including whether it has the expected impact on performance, service delivery and efficiency and whether it is possible to recruit to the new structure. This is mitigated by ongoing reviews of the impact and at least a 12 month update report to this committee.

3.3.2 There are additional risks for the Council. These include the disruption that any restructure causes. A high number of new officers have been appointed and this requires a focus on induction and onboarding. Organisational leaders and managers will need to manage ongoing delivery and risks in their areas using a variety of tools to mitigate disruption and maintain delivery. There are still several interims in post at senior levels, however the senior structure is now more stable and vacancies will in general be dealt with as part of business as usual. Significant restructure updates in services will be reported to this committee.

3.3.3 There is the potential for the loss of institutional memory and knowledge in staff leaving either due to being interim or as they seek other employment. This will be mitigated through thorough hand over expectations of those who leave.

3.4 **Environmental implications**

There are no environmental implications arising out of this report.

3.5 **Equality implications**

The pay policy statement contains reference to the Council's gender pay gap.

3.6 **Procurement implications**

There are no procurement implications arising out of this report.

3.7 **Workforce implications**

The workforce implications are set out in the main body of the report.

3.8 **Property implications**

There are no property implications arising out of this report.

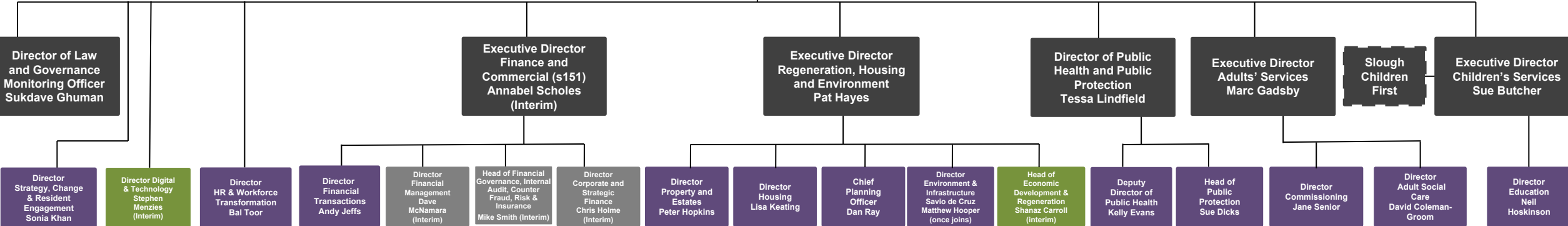
4. **Background Papers**

None.

Permanent appointments already made – The Future

AS IS POSITION (WIP)

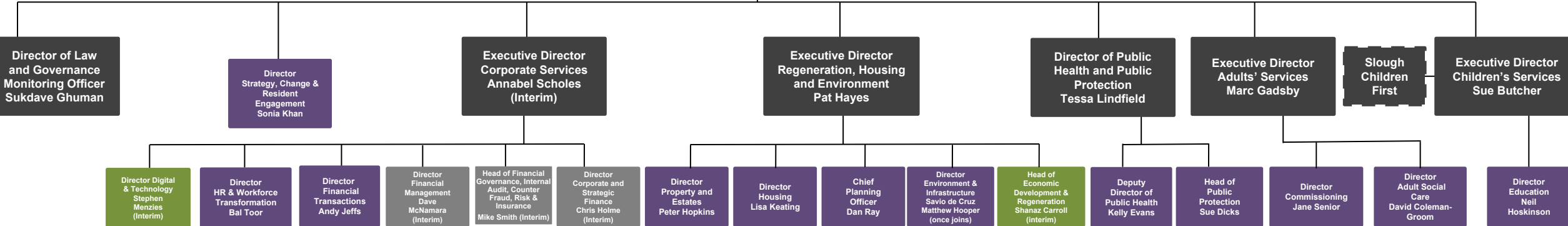
**Chief Executive
Will Tuckley**



- Appointed to**
- Not appointed to / not advertised yet / still under discussion**
- Part of previous structure / unchanged**

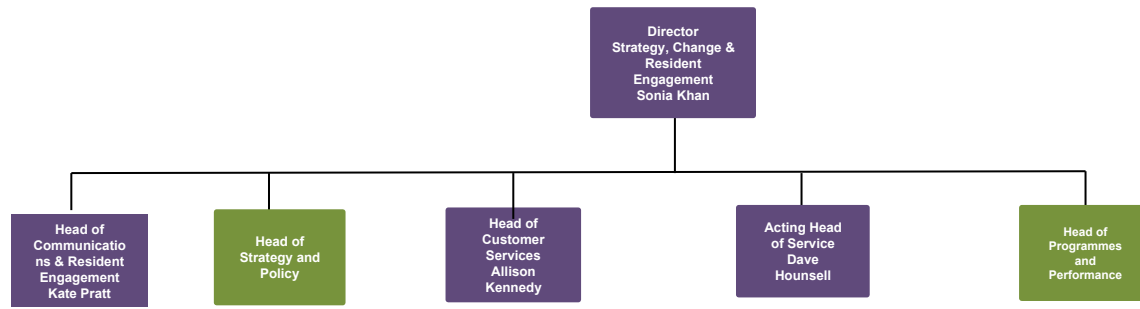
TO BE STRUCTURE




**Chief Executive
Will Tuckley**



- Democratic Services and Scrutiny Manager Ann Polak
- Electoral Services Manager Fiona Ahern
- Registrations Manager Tajinder Bahia
- Legal Services (Managed) Sarah Wilson

- Appointed to**
- Not appointed to / not advertised yet / still under discussion**
- Part of previous structure / unchanged**



-  **Appointed to**
-  **Not appointed to / not advertised yet / still under discussion**
-  **Part of previous structure / unchanged**

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APPENDIX 2

Updated Pay Policy Statement for the Year 2024/25

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 considered the guidance issued by the Department of Communities and Local Government in February 2012 and the supplementary guidance issues in February 2013. This government department is now known as the Department for Levelling Up Housing and Communities.
- 1.4 Slough Borough Council is committed to complying with the statutory obligation to pay the National Living Wage.

The rates in the table below are for the National Living Wage (for those aged 21 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year (the rates shown below are effective from 1 April 2024)

Month	21 and over	18 – 20	Under 18	Apprentice
April 2024	£11.44	£8.60	£6.40	£6.40

- 1.5 This statement does not apply to schools' staff as local authority schools' employees are outside the scope of this legislation.
- 1.6 The original statement was approved by Full Council in February 2024. It is being updated to reflect changes in the senior management structure.
- 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.
- 1.9 All employees, including Chief Officers are normally appointed on the lowest pay spine column point for their job evaluated grade. In exceptional

circumstances employees may be appointed at a higher point within the evaluated grade. Instances where to attract the most experienced and sought-after skills for the good of the Council and where there is competition or shortages may determine a higher starting spinal point or an award of a market supplement.

2 Remuneration of Chief Officers

2.1 In accordance with the Localism Act, the following Slough Borough Council (SBC) posts have been defined as Chief Officers, and their salary bands are as follows:

Head of the Paid Service and Chief Officers

Post	Reports to	Salary Band
Chief Executive/Head of Paid Service	Council	£152,330 -£182,400 (Interim cover – Day Rate £1,100 up to 4 days per week)
Executive Director – Adult Services	Chief Executive	SML 16 £125,733 - £146,319
Executive Director – Children Services and Slough Children First Chief Executive	Chief Executive	SML 16 £125,733 - £146,319 Market Supplement £601
Executive Director – Corporate Resources	Chief Executive	SML 16 £125,733 - £146,319 (Interim cover – Day Rate £1,375)
Executive Director – Regeneration, Housing & Environment	Chief Executive	SML 16 £125,733 - £146,319
Director of Public Health and Public Protection	Chief Executive	SML 16 £125,733 - £146,319
Director of Law and Governance (Monitoring Officer)	Chief Executive	SML 14 £104,521 - £119,233 Plus market supplement £4,728
Director of Strategy, Change and Resident Engagement	Chief Executive	SML 14 £104,521 - £119,233

* Please note - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

2.2 The remaining senior posts are all covered by the National Joint Council for Local Government Officers.

Post that report to Chief Officer (Deputy Chief Officers)

Post	Reports to	Salary Band
Director – Digital and Technology	Executive Director Corporate Resources	SML 14 £104,521 - £119,233 (Vacant – interim cover Day Rate £833.44)
Director – HR and Workforce Transformation	Executive Director Corporate Resources	SML 14 £104,521 - £119,233 Plus market supplement £1,700
Director – Corporate & Strategic Finance (Deputy s151)	Executive Director – Finance & Commercial	SML 14 £104,521 - £119,233 (Vacant – interim cover Day Rate £937.55)
Director – Financial Management	Executive Director – Finance & Commercial	SML 14 £104,521 - £119,233 (Vacant – interim cover Day Rate £991.19)
Director of Financial Transactions	Executive Director – Finance & Commercial	SML 13 £87,523 - £101,749
Head of Financial Governance, Internal Audit	Executive Director – Finance & Commercial	SML 11 £64,799 - £73,441 (Vacant – interim cover Day Rate £992.52)
Director – Property and Estates	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233
Director – Housing	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233 Plus market supplement £6,728
Chief Planning Officer	Executive Director – Regeneration, Housing & Environment	SML 13 £87,523 - £101,749
Director – Environment and Infrastructure	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233 Plus market supplement £6,728 (post holder appointed and due to start shortly)

Head of Economic Development and Regeneration	Executive Director – Regeneration, Housing & Environment	SML 11 £64,799 - £73,441 (Vacant)
Deputy Director - Public Health	Director of Public Health & Public Protection	SML13 £87,523 - £101,749
Head of Public Protection (Trading Standards & Environmental Services)	Director of Public Health & Public Protection	SML12 £76,261 - £84,727 (Vacant – Interim Cover Day Rate – £772.50)
Director -Commissioning	Executive Director – People (Adults)	SML 14 £104,521 - £119,233
Service Lead – Mental Health Services	Executive Director – People (Adults)	Employed by Berkshire Health Foundation Trust and SBC contribute 50% of the salary.
Director - Adult Social Care	Executive Director – People (Adults)	SML 14 £104,521 - £119,233 (Vacant – Interim cover Day Rate - £675
Director – Education	Executive Director – Children Services and Slough Children First Chief Executive	SML 14 £104,521 - £119,233
Democratic Services and Scrutiny Manager	Director of Law and Governance (Monitoring Officer)	Grade 9 £50,512 - £55, 766 Vacant
Electoral Services Manager	Director of Law and Governance (Monitoring Officer)	Grade 9 £50,512 - £55, 766 Vacant
Registrations Manager	Director of Law and Governance (Monitoring Officer)	Grade 7 £38,233 - £43,421 Vacant
Head of Programme and Performance	Director of Strategy, Change and Resident Engagement	SML11 £64,799 - £73,441 (Vacant – acting up arrangement)
Head of Communications and Resident Engagement	Director of Strategy, Change and Resident Engagement	SML 11 £64,799 - £73,441 (Vacant – acting up arrangement)
Head of Customer Services	Director of Strategy, Change and Resident Engagement	SML12 £76,261 - £84,727

Returning Officer Fees

The Monitoring Officer is appointed as the Council's Returning Officer in accordance with the Representation of the People 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 in relation to national elections. Fees for local elections are determined by the Council itself. The current fees were set some years ago and it is intended to review them during 2024.

2.3 Job Evaluation

The pay of all employees, including Chief Officers, is based on job evaluations undertaken through the National Joint Council (NJC) Job Evaluation Scheme "Green Book."

2.4 Terms and Conditions of Employment

The Chief Executive is employed on the Joint Negotiating Committee for Local Authority Chief Executives terms and conditions of employment.

All other Chief Officers are employed on Joint National Council terms and conditions for Chief Officers.

The majority of the remainder of staff are employed on the National Joint Council for Local Government Services.

The remainder of staff are on either Teaching or Soulbury (pay rates for educational improvement officers and educational psychologists) terms and conditions of employment.

2.5 Travel and Subsistence Expenses

There are occasions when employees incur additional expenditure than normal while 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. This payment supports the council to attract to professional roles which require belonging to a professional body for example Social Care. Given the current financial position of the Council, this will be subject to a review.

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 consider 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 secondment may change depending on the local variations within the department. However, if there is a significant difference between the secondment and the individual's salary this must be brought to the attention of the Head of HR – Policy and Strategy and a decision will be taken, in conjunction with the Director of HR and Workforce Transformation /Executive Director on whether to review salary arrangements in line with the complexities of the job.

2.10 Market Supplements

A market supplement is payable 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 or retain.

External labour market conditions can produce a situation in which staff with scarce skills and expertise can command higher salaries than the maximum provided under the current grading structure for the post. In these circumstances, based on evidence from the relevant labour market, it may be deemed appropriate to pay an additional Market Factor Supplement in addition to basic pay. They are not linked to an individual's actual or anticipated performance within the role but are linked to the difficulty in recruiting to certain posts requiring specific skills and qualifications.

It is essential that the rationale and supporting evidence for payment of a market supplement remains current. These payments are reviewed annually to ensure they are still justifiable, and can be changed or withdrawn. The Council will conduct a comprehensive review of market supplements, develop a clear and robust policy framework, and ensure consistent implementation of related practices across all departments.

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, to minimise financial hardship and avoid redundancies Executive 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 a redundancy payment 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 fees or allowances paid.

If an application 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 they should be appointed.

Any employee who is made redundant, including Chief Officers, must have a break of at least four weeks and one day 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 "significant officer decision". (Significant officer decisions are circulated monthly to all members and published on the website).

2.13 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.

2.14 Interims

There will be occasions where interims are engaged to undertake duties of posts that are vacant. There are various reasons for engaging interims i.e. there are specialist skills and experience that is required to fill the gap whilst recruitment takes place. In these circumstances, where it is more appropriate to engage interims the Council follows HMRC guidelines to ensure the current employment status is identified. When a need for an 'interim' arises, recruitment is normally secured via the council's temporary staffing agency framework. Individuals engaged via an agency will in most instances be paid at a rate consistent with the pay of directly employed staff performing a comparable role. The council will consider any relevant market factors to support payment of a premium rate necessary to secure appropriate levels of skills and expertise.

3 Remuneration of Our Lowest Paid Employees

3.1 All SBC employees are paid in accordance with a locally determined salary scale, in accordance with their national terms, please refer to Appendix B.

3.2 Lowest Paid Employee means the employee on the lowest grade, assuming that the posts are full-time. The lowest grade is Level 2 £22,366 inclusive of Local Weighting, currently there are no employees paid at this rate However, a recent TUPE transfer into the Council has a current lowest pay rate of £21,029. This is being reviewed as a harmonisation exercise that will conclude in 2024.

3.3 Unsocial Hours Payments

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

- Overtime (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

Pay awards are negotiated nationally for separate groups of employees: -

- Chief Executive
- Chief Officers
- National Joint Council for Local Government
- Soulbury
- Teaching

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

The actual pay of the Chief Executive is currently £182,400. This is 8.67 times the pay of our lowest paid employees. ($£182,400 / £21,029 = 8.67$)

- 4.1 The median earnings are currently £34,063. The median earnings figure complies with the specific requirements within the Local Government Transparency Code and includes all elements of remuneration that can be valued.
- 4.2 The pay of the Chief Executive is currently 5.35 times the pay of the median earnings of our employees. ($£182,400 / £34,063 = 5.35$)

5 Gender Pay Gap Information

Employers with at least 250 employees must publish annual information about their gender pay gap. We publish this on our website, and the [Government's gender pay gap website](#). This is in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

- 5.1 Like most local authorities, Slough Borough Council employees more women than men (Approx. 60% women, 40% men based on permanent employees). In 2022 (reported in March 2023), there was a small decrease in both the mean and median gender pay gap from the previous year. The mean gap was -7.8% and the median gap was -3%. The council employed more women than

men overall and in all pay quartiles apart from the Upper Middle quartile. The mean and median bonus pay gaps are 10% and 0%.

- 5.2 A more detailed report was presented to the Council's Employment Committee in March 2024. The high level of temporary/interim workforce (currently 25%) means that a significant number of posts are being covered by staff who are not included in the calculations.