

Date of issue: Wednesday, 18 January 2017

MEETING	EMPLOYMENT & APPEALS COMMITTEE (Councillors Usmani (Chair), N Holledge, Bedi, Brooker, Chahal, Davis, M Holledge, R Sandhu and Sharif)
DATE AND TIME:	THURSDAY, 26TH JANUARY, 2017 AT 6.30 PM
VENUE:	VENUS SUITE 2, ST MARTINS PLACE, 51 BATH ROAD, SLOUGH, BERKSHIRE, SL1 3UF
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	TERESA CLARK 01753 875018

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



ROGER PARKIN
Interim Chief Executive

AGENDA

PART 1

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Apologies for absence.

1. Declarations of Interest

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

AGENDA
ITEM

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The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

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| 2. | Minutes of the Meeting held on 25th October 2016 | 1 - 6 |
| 3. | Temporary Agency Staff - Progress on Implementation and Baseline Monitoring-
REPORT TO FOLLOW | |
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| 5. | Staff Wellbeing Update- Verbal Update | |
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| 8. | Members Attendance Record | 25 - 26 |
| 9. | Date of Next Meeting - 12th April 2017 | |

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.



Employment & Appeals Committee – Meeting held on Tuesday, 25th October, 2016.

Present:- Councillors Usmani (Chair), N Holledge (Vice-Chair), Bedi, Davis, M Holledge and Sharif

Apologies for Absence:- Councillor Brooker

PART 1

13. Declarations of Interest

None.

14. Minutes of the Meeting held on 21st June 2016

Resolved - That the minutes of the meeting held on 21st June 2016 be approved as a correct record.

With reference to minute 3, Surjit Nagra, HR Business Partner, confirmed that since the last meeting it had been determined that all Cambridge Education staff would now be moving back to Slough Borough Council.

15. Temporary Agency Staff - Progress on Implementation and Baseline Monitoring

Roger Parkin, interim Chief Executive, introduced a report on temporary agency staffing.

Members were informed that the in-year spend for agency staff was just over £6m, and the projected annual figure was £11.3m. It was recognised that this was a high figure, and so the Council was endeavouring to reduce this spend by converting agency workers to permanent staff, together with continuing the initiatives to develop in-house talent as outlined at previous meetings.

The number of current agency staff was 152, which was 15 less than at the same point in the previous year. It was confirmed that Wellbeing remained the directorate with the highest number of agency workers, due to the requirement to use agencies to ensure service continuity in light of the national shortage of social care staff.

A recruitment drive to attempt to fill positions with permanent staff would be conducted in the near future, utilising national adverts and social media such as LinkedIn. It was recognised that the Council may have to offer increased flexible or remote working as incentives for staff.

The officer concluded by confirming that the Matrix contract had provided transparency over agency spend, and had made managers more accountable

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for their spend on recruitment. It was confirmed that the contract was now under review, to determine whether to renew for a further year.

Members remained concerned at the amount of money being spent on agency workers, and highlighted the importance of incentivising agency staff to convert to permanent staff by way of market supplements; travel assistance, key worker accommodation and staff reward schemes, where possible.

Resolved - (a) That the report be noted.

(b) That a further report be brought to the next meeting of the Employment & Appeals Committee.

16. Recruitment and Selection Policy and Procedure

Gemma Bailey, Head of Corporate HR, introduced a report on the new Recruitment and Selection Policy and Procedure.

Members were informed that the Recruitment and Selection Policy and Procedure was a key HR policy, fundamental to establishing an effective workforce. The policy and procedure provided a clear and transparent framework for managers to be able to assess the suitability of an employee for the post to which they had applied.

The ODHR service had reviewed the policy and procedure as part of a greater review of employment policies to ensure they continued to reflect best practice and the council's strategic aims, were user friendly, and worked together cohesively.

The objectives that had been used to review the policy were:-

- The need to ensure there is clarity at all stages of the process
- The need to ensure that staff are given opportunities to apply for vacant posts before they are advertised externally, although there is recognition that there will be exceptions
- The need to be consistent with other HR policies and procedures

Consultation had taken place with the employee engagement forum, senior management, recognised trade unions and the Disability Forum, all of whom had responded positively to the improvements.

Key improvements to the policy and procedure included:

- Outlining clear process steps to effectively review a vacancy before advertising

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- Confirming that where feasible advertisements will be collated into a composite advertisement to increase employer brand and reduce advertising costs
- Introducing a requirement to advertise vacancies internally first to maximise equality of opportunity and provide career development opportunities
- Additional guidance on advertising for non-EEA nationals
- Additional guidance on the new English language requirement for public sector workers
- Clearer information on panel composition, including giving due regard to panel member diversity
- Guidance on supporting candidates with disabilities
- Guidance on effective interviewing questions
- Guidance on providing feedback to unsuccessful candidates

The revised Recruitment and Selection Policy and Procedure would be implemented via various communication methods including:

- Grapevine staff newsletter
- News round email
- E-mail to all line managers
- HRBPs to provide briefings at Senior Management Team Meetings
- Communication with Transactional HR services

Full training for managers would be provided as part of the implementation process.

Resolved - That the reviewed recruitment and selection policy and procedure be approved.

17. Criminal Records Check (DBS) Policy and Procedure

Gemma Bailey, Head of Corporate HR, introduced a report on the revised Criminal Records Check Policy and Procedure.

Members were informed that the Criminal Records Check Policy and Procedure was a key HR policy which was fundamental to establishing an effective workforce. The policy and procedure provided a clear and fair framework for managers to be able to ensure that an employee or volunteer

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engaging with children, young people and other vulnerable client groups was suitably checked.

The ODHR service had reviewed the policy and procedure as part of a greater review of employment policies to ensure they continued to reflect best practice and the council's strategic aims, were user friendly, and worked together cohesively.

The revised Criminal Records Check Policy and Procedure had been prepared with due regard to the new DBS Code of Practice and prevailing legislation. The updated policy would ensure that the Council complied with all requirements in respect of DBS checks and recognised safeguarding responsibilities.

The policy had been circulated for formal consultation with the Corporate Management Team, recognised trade unions and Employee Engagement Group. Both the Head of Democratic Services and the Council's Monitoring Officer were consulted on the arrangements for Members. All of the groups had responded positively to the improvements within the policy and procedure.

The main changes to the policy and procedure included:

- Outlining in a transparent and user friendly way the legal position with regards to undertaking DBS checks, when they apply and the criteria that must be met for each level of disclosure
- Introducing a risk assessment form for when, in very exceptional circumstances, an employee may start work before the DBS check has been returned
- Guidance on how to deal with an adverse disclosure including the requirement to complete a Cause for Concern Form to ensure a comprehensive record of decisions and actions taken.
- New guidance to provide clarification on the eligibility and procedures for Member DBS checks
- New guidance on making a referral to the DBS (where we have withdrawn permission for a person to work with children/vulnerable adults)

The revised Criminal Records Check policy would be made available to staff and managers initially through SBCinsite. The policy would then be communicated to staff and managers through policy update briefing sessions and through appropriate internal communication methods including:

- Grapevine staff newsletter
- News round email

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- E-mail to all line managers
- HR Business Partners to provide briefings at Senior Management Team Meetings
- Communication with Transactional HR services

Resolved - That the revised Criminal Records Check Policy and Procedure be approved.

18. Staff Development Programme Update

Surjit Nagra, HR Business Partner, introduced a report on updates to the Staff Development Programme.

Members were informed that the purpose of the Organisational Development (OD) team and its function was to promote Slough Borough Council as a learning organisation - to create a motivating environment where employees prospered and were enabled to advise and support each other, residents, visitors, businesses and partner organisations.

The Staff Development Programme aimed to:

- Support staff to be safe and effective in their roles through a Mandatory Training Programme that is regularly reviewed by CMT and Directorate SMTs to ensure compliance;
- Offer a comprehensive corporate learning and development programme which supports organisational needs;
- Appreciate and respond to the different learning styles, preferences and capabilities of Slough's workforce; and
- Upskill staff throughout their lifecycle with Slough, so that they are confident in their current roles; recognise their own potential and evolve into role models for their colleagues and customers.

(Councillor Sharif arrived at 19.15)

In order to support the stated aims, a learning and development directory setting out 2016/17 programmes had been produced and had been made available to all staff through the Council's internal website.

CMT had approved a Mandatory Training Programme for staff which included training around health and safety, safeguarding and equality. This programme was established with a requirement for all employees to complete 11 e-learning modules between now and the end of March 2017, through a staged approach.

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The programme had been established to support the Five-Year Plan outcomes and would be monitored and revised accordingly. CMT were being advised of the level compliance for each Directorate on a monthly basis as part of the workforce data schedule. Through the OD / HR Business Partners, the Directorate SMTs were also being updated.

The current Management Development Programme was due to end in January 2017. The OD work programme was tasked with evaluating the programme's effectiveness with a view to determining future needs. Options for a future programme would be proposed by the end of this year with a view to starting the new programme in 2017/18.

Resolved - That the report be noted.

19. Staff Wellbeing Update

Surjit Nagra, HR and OD Business Partner, provided an update on staff wellbeing.

Members were informed that the data was for the period April to June 2016.

The target of sickness absence for each directorate was 8.1 per FTE, with the exception of the Wellbeing directorate, which had a target of 9.4 per FTE in recognition of the different challenges staff faced. Overall, the Council had achieved a figure of 8 per FTE, marginally under the overall target of 8.1. It was recognised that the Wellbeing directorate and the Regeneration, Housing and Resources directorate had exceeded the 8.1 target, whilst the Chief Executive directorate and Customer and Community Services were comfortably achieving their targets.

By division, certain areas such as Housing and Environments had exceeded their target, but measures were being taken to reduce sickness absence levels within these divisions.

It was highlighted that of the 829 total Council staff, there were 5 staff members who remained on long term sickness. Formal processes for these staff members were in place.

Resolved - That the report be noted.

20. Member's Attendance Record

The Member's Attendance Record was noted.

21. Date of Next Meeting

The date of the next meeting was confirmed as 21st January 2017.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 7.27 pm)

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 26th January 2017

CONTACT OFFICER: Catherine Meek (Head of Democratic Services)
(For all Enquiries) (01753) 875011

WARD(S): All

PART I
FOR DECISION

EMPLOYMENT & APPEALS COMMITTEE: APPOINTMENTS SUB-COMMITTEE

1. **Purpose of Report**

This report seeks agreement to the establishment of an Appointments Sub Committee and the appointment of Members to serve on it.

2. **Recommendations**

The Committee is requested to resolve:-

- a) That the Appointments Sub-Committee be appointed for the 2016/17 Municipal Year.
- b) That the terms of reference of the Sub Committee be as set out in Paragraph 5.7.
- c) That seats be allocated on the Sub-Committee as set out in paragraph 5.5.
- d) That Members be appointed to serve on the Sub-Committee in accordance with the wishes expressed by Political Groups in respect of seats allocated to them (To Follow).

3. **The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan**

There are no implications for the Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan as this report is administrative in nature.

4. **Other Implications**

(a) Financial

There are no financial implications of the proposed action.

(b) Human Rights Act and other Legal Implications

The recommendations meet the requirements of political proportionality as set out in the Local Government and Housing Act 1989 and associated Regulations. The Appointments Sub-Committee must include at least one Executive Member.

5 Supporting Information

- 5.1 The Constitution provides for the Employment and Appeals Committee to appoint an Appointments Sub Committee as required should the need arise for the Appointment to the post of Chief Executive. The Sub Committee comprises five members, appointed in accordance with the political proportionality of the Council. All five members are voting members of the sub committee.
- 5.2 Members of the Sub Committee are to comprise (subject to availability) the Leaders of the political groups, or their nominees, who must have had appropriate training in recruitment and selection activities. Where possible but not as a requirement the nominations should be drawn from members serving on the Employment and Appeals Committee.
- 5.3 The Appointments Sub Committee will be supported by the Assistant Director (Organisation Development and Human Resources) and, where appropriate, an external adviser.
- 5.4 The Council must approve the appointment of the Chief Executive and Head of the Paid Service before an offer of appointment is made.
- 5.5 Seat allocation on the Sub-Committee has been calculated to reflect group membership and statutory proportionality entitlements as follows:

Sub-Committee	Seats	Labour	Conservative
Appointments Sub Committee	5	4	1

- 5.6 Nominations will be sought from Political Groups and will be reported to the meeting.

5.7 Terms of Reference

To carry out the process for appointment to the post of Chief Executive and Head of the Paid Service and recommend the appointment of the Chief Executive and Head of Paid Service to the Council.

6 Background Papers

None

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 26th January 2017

CONTACT OFFICER: Alan Sinclair, Director of Adult Social Care
(For all enquiries:) 01753 875752

AUTHOR: Anna Stacey, Communications Officer / Surjit Nagra, OD/
HR Business Partner

WARD(S): All

PART I
FOR INFORMATION**STAFF SURVEY RESULTS UPDATE****1. Purpose of Report**

The purpose of this report is to provide the Employment and Appeals Committee an overview of the results of the council wide staff survey conducted in autumn 2016.

2. Recommendation(s)/Proposed Action

The Committee is requested to note the report

3. Supporting Information

This report provides results from the 2016 staff survey.

Scope of the survey:

The survey was for SBC staff only. (This includes library staff and a small number of Cambridge Education staff who had returned to the council by the time of the survey.) The survey did not cover partner organisations such as the Trust.

The survey was run by the employee engagement forum and administered using SurveyMonkey, a cost effective way to design, collect and analyse results. A web link was circulated to staff and a paper version made available to those without computer access.

The survey was structured around four key themes: employee voice, organisational integrity (living out the council's values), strategic direction (the council's vision and direction) and management.

The survey included free text spaces for staff to briefly explain their answers and the opportunity to comment on anything else they wished to raise that was not specifically covered in the survey questions.

Purpose of the survey:

The purpose of the survey was to assess the level of employee engagement across the council.

Employee engagement is described as ‘the extent to which people feel personally involved in the success of the council’, meaning staff speak positively of the organisation, are committed to the council’s goals and values, and are motivated to do their best for the organisation and contribute to the council’s success.

Proven benefits of highly engaged employees include increased customer satisfaction, the ability to attract and retain high quality staff, greater productivity and reduced absenteeism.

The results of the survey serve to highlight successes and identify areas for improvement.

Plans are being drawn up by the employee engagement forum, directorate SMTs and senior leadership to take actions forward in response to the survey results.

Key findings:

The following are the key findings of the 2016 survey and the main comparisons with previous results.

An overall response rate of 60% was achieved, compared to 42% in 2015. This is a good return rate for an optional survey.

Some of the top line results include:

- 89 percent of staff go the extra mile to help SBC succeed
- 88 percent of staff enjoy their job
- 54 percent of staff feel appreciated by residents
- 56 percent of staff feel appreciated by managers
- 77 percent of staff feel appreciated by colleagues
- 87 percent of staff know how their work contributes to the performance of the council
- 90 percent of staff rate the council average or above as an employer
- 33 percent of staff have been with the council for 10 years or more.

Next steps:

The results have been shared with staff at a series of briefings in January. They have also been shared with senior leadership, corporate consultative forum and councillors.

More than 1,700 individual comments were received and the employee engagement forum is analysing and responding to these – the comments will be grouped into themes and an update provided for each one.

To address the issues raised by the survey results and staff comments, the forum is updating the council-wide employee engagement plan for 2017/18.

The forum produces an employee engagement plan each year. Examples of actions undertaken in response to the previous survey include:

- Working to raised the profile of the employee engagement forum
- Organising the annual staff conference
- Conducting the annual staff survey and analysing the results
- Getting answers to staff's questions for senior leadership team
- Offering managers and staff support with engagement
- Encouraging senior leadership to visit teams around the council
- Staff comments boxes
- Promoting the SBC Heroes scheme to recognise staff who go over and above
- Giving input to council-wide initiatives as a voice for staff, e.g. the values refresh.

Additionally, employees are encouraged to take ownership of engagement by:

- Attending employee engagement drop-in sessions
- Attending staff conference
- Sharing information with other teams and sending news and success stories to the communications team so it can be shared in Grapevine
- Keeping informed via Newsround, Grapevine and insite
- Reading the employee engagement page on the staff intranet
- Having a photo in the phonebook on insite – helps other teams recognise you and builds 'one council'
- Getting involved in employee wellbeing events – a good way to meet people and build 'one council'
- Sharing suggestions via the staff comment boxes
- Nominating anyone who goes over and above as an SBC Hero, by contacting employeeforum@slough.gov.uk

A number of actions in response to the 2016 survey have already been taken forward, for example in relation to facilities and HR policies. The January staff briefings with the interim chief executive, leader of the council and chair of the employee engagement forum were the first in a series of briefings designed to improve communication with and engagement with staff.

Additionally the management team for each directorate will be looking at the results for their own area and developing directorate level action plans.

Actions in response to the survey will continue throughout the 2017/18 year.

An update on the actions will be given at the annual staff conference organised by the employee engagement forum in May 2017.

The staff conference brings employees, managers and councillors together as one council, raising the visibility of senior leadership and providing opportunities to engage staff in open conversation and ensure staff views are heard. It is an important opportunity to communicate the council's vision, values, direction and ways of working to engage staff with the council's strategic direction. Additionally, the conference is a key moment to recognise and celebrate successes. As such, the conference is one of the key actions for the council to build on employee engagement.

Conclusion:

The 2016 survey received a good response rate and while it cannot give a perfect picture of the council, it is a useful snapshot. The survey results provide a 'temperature check' of how things are and the direction they are moving in.

There are some positive results to celebrate and continue building on, such as team relationships and staff's commitment to their jobs and willingness to go the extra mile, as well as areas of development which we will be working on with action plans being put in place for the 2017/18 year.

4. Background Papers

None

5. Appendices

Appendix 1: Slides of Results – to be handed out at the meeting

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 26th January 2017

CONTACT OFFICER: Roger Parkin, Interim Chief Executive
(For all enquiries:) 01753 875207

AUTHOR: Surjit Nagra, OD/ HR Business Partner

WARD(S): All

PART I
FOR DECISION**PAY POLICY STATEMENT UPDATE 2017/18****1. Purpose of Report**

To provide Members with an update of the revisions to the Pay Policy Statement for the years 2017/18.

2. Recommendation(s)/Proposed Action

The Committee is requested to recommend the Pay Policy Statement 2017/18 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 released in February 2013. This policy statement should cover a number of matters concerning the pay of the authority's staff, principally Chief Officers. This pay policy statement is to be reviewed on an annual basis.

The Pay Policy Statement appended to this report meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued in February 2013 by the Secretary of State for Communities and Local Government.

The Pay Policy Statement covers the financial year 2017/18.

It has been updated and will be approved by Full Council in February, 2017. 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. **Appendices**

Appendix A- Pay Policy Statement 2017/18

Pay Policy Statement for the Year 2017/18

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 2017 and will be updated as and when necessary throughout the year to reflect any changes.
- 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.		£132,544 - £159,054
Director of Adult Social Care	Head of Paid Service	SML 15 £101,199 - £115,721
Director of Children, Learning and Skills	Head of Paid Service	Short-term interim arrangement pending recruitment. 3 – 5 days per week, £583.17 per day.
Monitoring Officer	Head of Paid Service	Interim cover – £650 per day 2 days per week

Chief Finance Officer / Section 151 Officer (Assistant Director, Finance and Audit)	Strategic Director of Regeneration, Housing, and Resources	SML 13 £74,940 - £87,405
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
Strategic Director of Regeneration, Housing, & Resources (Non-statutory Chief Officer).	Head of Paid Service	SML 16 £109,094 - £127,243
Strategic Director of Customer & Community Services (Non-statutory Chief Officer).	Head of Paid Service	SML 16 £109,094 - £127,243
Assistant Director, Strategy and Engagement	Head of Paid Service	SML 13 £74,940 - £87,405
Assistant Director, OD&HR	Head of Paid Service	SML 13 £74,940 - £87,405
Assistant Director, Adult Social Care	Director of Adult Social Care	SML 14 £89,835 - £102,726
Assistant Director, Public Health	Director of Adult Social Care	SML 13 £74,940 - £87,405
Head of Early Years and Development	Director of Children, Learning and Skills	SML 11 £55,028 - £62,600
Head of Education Standards and Inclusive Learning	Director of Children, Learning and Skills	SML 11 £55,028 - £62,600
Head of Access and Inclusion	Director of Children, Learning and Skills	SML 11 £55,028 - £62,600
Corporate Financial Controller	Chief Finance Officer / Section 151 Officer	SML 11 £55,028 - £62,600 Plus a market supplement of £5,161 per annum. Plus a deputy s151 Officer supplement of £3,500 per annum.
Directorate Finance Manager x2	Chief Finance Officer / Section 151 Officer	SML 11 £55,028 - £62,600
Posts that report directly to Non-Statutory Chief Officers		
Post	Reports To	Salary Band
Assistant Director, Assets, Infrastructure & Regeneration	Strategic Director of Regeneration, Housing, and Resources	SML 13 £74,940 - £87,405
Assistant Director Housing & Enforcement	Strategic Director of Regeneration, Housing, and Resources	SML 13 £74,940 - £87,405
Assistant Director Finance and Audit	Strategic Director of Regeneration, Housing and Resources	SML 13 £74,940 - £87,405

Assistant Director, Commercial Services and Procurement	Strategic Director of Customer & Community Services	SML 13 £74,940 - £87,405
Head of Consumer Protection & Business Compliance	Strategic Director of Customer & Community Services	SML 11 £55,028 - £62,600
Head of Planning and Building Control Services	Strategic Director of Customer & Community Services	SML 11 £55,028 - £62,600
Head of Wellbeing and Community Services	Strategic Director of Customer & Community Services	SML 11 £55,028 - £62,600
Head of Learning & Community Services	Strategic Director of Customer & Community Services	SML 11 £55,028 - £62,600
Head of Legal Services	Strategic Director of Customer & Community Services	SML 11 £55,028 - £62,600

The Head of Democratic Services 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.

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

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 the OD/HR Department 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. The requirement for the application of a market supplement needs to be objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available, for example from SEE through their e-pay checker service.

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.

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 1, £15,858.

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 pay of the Chief Executive is currently £159,054. This is 10.3 times the pay of our lowest paid employees. ($159,054 / 15,858 = 10.029$)
- 4.2 The median earnings of all employees as of 1 April 2016 for the financial year 2015/2016 was £16,362.75. 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.
- 4.3 The pay of the Chief Executive is currently 9.7 times the pay of median earnings of our employees.

Slough Borough Council Salary Scales

Date last updated: November 2016

SLOUGH LEVELS STRUCTURE 1ST APRIL, 2016

Level		SCP	Basic	L/W	Inclusive Annual Salary
L1	01	5	N/A	N/A	N/A
	02	7	N/A	N/A	N/A
	03	9	14975	883	15858
L2	01	10	15238	883	16121
	02	11	15507	883	16390
	03	13	16191	883	17074
L3	01	14	16481	883	17364
	02	16	17169	883	18052
	03	18	17891	883	18774
L4	01	19	18560	883	19443
	02	20	19238	883	20121
	03	21	19939	883	20822
	04	22	20456	883	21339
L5	01	23	21057	883	21940
	02	24	21745	883	22628
	03	25	22434	883	23317
	04	27	23935	883	24818
	05	29	25694	883	26577
L6	01	30	26556	883	27439
	02	31	27394	883	28277
	03	32	28203	883	29086
	04	34	29854	883	30737
	05	35	30480	883	31363
L7	01	36	31288	883	32171
	02	37	32164	883	33047
	03	38	33106	883	33989
	04	40	35093	883	35976
	05	41	36019	883	36902
	01	42	36937	883	37820

L8	02	44	38789	883	39672
	03	46	40619	883	41502
	04	47	41551	883	42434
L9	01	48	42474	883	43357
	02	50	44307	883	45190
	03	52	46173	883	47056
	04	53	47113	883	47996
L10	01	54	48108	883	48991
	02	55	49099	883	49982
	03	57	51099	883	51982
	04	59	53081	883	53964

SLOUGH BOROUGH COUNCIL – SENIOR MANAGEMENT GRADES
EFFECTIVE FROM 01.04.2016

<u>GRADE</u>	<u>SALARY RANGE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>	<u>GRADE</u>	<u>SALARY RANGE</u>
SML111	55,028	SML121	65,072	SML131	74,940
SML112	57,552	SML122	67,545	SML132	78,884
SML113	60,076	SML123	70,017	SML133	83,034
SML114	62,600	SML124	72,490	SML134	87,405
SML141	89,835	SML151	101,199	SML161	109,094
SML142	94,563	SML152	104,438	SML162	114,836
SML143	99,541	SML153	109,934	SML163	120,881
SML144	102,726	SML154	115,721	SML164	127,243

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MEMBERS' ATTENDANCE RECORD 2016/2017

EMPLOYMENT AND APPEALS COMMITTEE

COUNCILLOR	21/06/15	25/10/15	26/01/16	12/04/16
Usmani	P	P		
N Holledge	P	P		
M Holledge	P	P		
Bedi	P	P		
Brooker	P	Ap		
Chahal	Ap	Ab		
Davis	P	P		
R S Sandhu	Ab	Ab		
Sharif	P	P*		

P = Present for whole meeting
Ap = Apologies given

P* = Present for part of meeting
Ab = Absent, no apologies given

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