

SLOUGH BOROUGH COUNCIL

Pay Policy Statement for the Year 2016/17

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 which falls 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 issued 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 staff are outside the scope of the legislation.
- 1.6 This statement was approved by Full Council on 25th February 2016.
- 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.	-	£131,232 - £157,479
Director of Wellbeing (Encompasses the statutory roles of Director of Adult Social Services and Director of Children's Services).	Head of Paid Service	SML 16 £108,014 - £125,983

Interim Director of Children's Services	Head of Paid Service	Short-term interim arrangement, 3 – 5 days per week, £682.18 per day.
Monitoring Officer (Assistant Director, Commercial Services and Procurement).	Strategic Director of Customer & Community Services	SML 13 £74,198 - £86,540 Plus a Monitoring Officer supplement of £5,000 per annum.
Chief Finance Officer / Section 151 Officer (Assistant Director, Finance).	Strategic Director of Regeneration, Housing, & Resources	SML 13 £74,198 - £86,540
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 £108,014 - £125,983
Strategic Director of Customer & Community Services (Non-statutory Chief Officer).	Head of Paid Service	SML 16 £108,014 - £125,983
Assistant Director, Strategy and Engagement	Head of Paid Service	SML 12 £64,428 - £71,772 Currently subject to JE and will be amended if the grade changes.
Assistant Director, OD&HR	Head of Paid Service	SML 13 £74,198 - £86,540
Assistant Director, Adult Social Care	Strategic Director of Wellbeing	SML 14 £88,948 - £101,709
Assistant Director, Public Health	Strategic Director of Wellbeing	SML 13 £74,198 - £86,540
Head of Early Years Schools Services & Special Needs	Strategic Director of Wellbeing	Vacant
Deputy Monitoring Officer	Monitoring Officer	Ad hoc external arrangement, paid at a daily rate according to need.
Corporate Financial Controller	Chief Finance Officer / Section 151 Officer	SML 11 £54,483 - £61,980 Plus a deputy s151 Officer supplement of

		£3,500 per annum. Plus a market supplement of £5,161 per annum.
Directorate Finance Manager x2	Chief Finance Officer / Section 151 Officer	SML 11 £54,483 - £61,980
Posts that report directly to Non-Statutory Chief Officers		
Post	Reports To	Salary Band
Assistant Director, Assets, Infrastructure & Regeneration	Strategic Director of Regeneration, Housing, & Resources	SML 13 £74,198 - £86,540
Assistant Director Housing & Enforcement	Strategic Director of Regeneration, Housing, & Resources	SML 13 £74,198 - £86,540 (Currently protected at SML 14 £88,946 - £101,709)
Assistant Director, Commercial Services and Procurement	Strategic Director of Customer & Community Services	SML 13 £74,198 - £86,540
Head of Consumer Protection & Business Compliance	Strategic Director of Customer & Community Services	SML 11 £54,483 - £61,980
Head of Building Control & Planning	Strategic Director of Customer & Community Services	SML 11 £54,483 - £61,980
Head of Wellbeing & Community Services	Strategic Director of Customer & Community Services	SML 11 £54,483 - £61,980
Head of Learning & Community Services	Strategic Director of Customer & Community Services	SML 11 £54,483 - £61,980

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.

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 Secondment

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 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.

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 three years. 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 Strategic Directors may, subject to budgetary considerations, exercise discretion to grant some element of protection. This would apply for no longer than three years.

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 is 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, £15,144.90.

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 Staff

- 4.1 The pay of the Chief Executive is currently £157,479. This is 10.4 times the pay of our lowest paid employees.
- 4.2 The pay of the Chief Executive is currently 4.42 times the pay of mean average earnings of our employees. Mean average pay is currently £35,641.