

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 26th January 2017

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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

APPENDIX A

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