

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 24th January 2019

CONTACT OFFICER: Neil Wilcox, Director –Finance and Resources
(For all enquiries:) 01753 875300

AUTHOR: Surjit Nagra, Service Lead – People
01753 875727

WARD(S): All

PART I **FOR DECISION**

PAY POLICY STATEMENT UPDATE 2019/20

1. Purpose of Report

To provide Members with an update of the revisions to the Pay Policy Statement for the years 2019/20.

2. Recommendation(s)/Proposed Action

The Committee is requested to recommend the Pay Policy Statement 2019/20 to Council.

3. Supporting Information

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

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

The Pay Policy Statement covers the financial year 2019/20.

It has been updated and will be approved by Full Council in February, 2019. 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.

Appendix A- Pay Policy Statement 2019/20.

Pay Policy Statement for the Year 2019/20

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 2019.
- 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.		£136,546 - £163,857
Director of Adults & Communities	Head of Paid Service	SML 16 £112,389 - £131,086
Director of Children Learning & Skills	Head of Paid Service	SML 16 £112,389 - £131,086
Monitoring Officer	Head of Paid Service	Interim cover – £650 per day (4 days per week)
Director of Finance & Resources / Section 151 Officer	Head of Paid Service	SML 16 £112,389 - £131,086

Service Lead - Finance (Deputy section 151 Officer)	Director of Finance & Resources / Section 151 Officer	SML 12 £67,037 - £74,679
Director of Public Health	The Director of Public Health is employed by Bracknell Forest Council	
Posts that report directly to the Head of Paid Service or Statutory Chief Officer		
Post	Reports To	Salary Band
Director of Place & Development, (Non-statutory Chief Officer).	Head of Paid Service	SML 16 £112,389 - £131,086
Director of Regeneration (Non-statutory Chief Officer).	Head of Paid Service	SML 16 £112,389 - £131,086
Service Lead – School Effectiveness	Director of Children, Learning & Skills	SML 12 £67,037 - £74,679
Service Lead – Early Years	Director of Children, Learning & Skills	SML 12 £67,037 - £74,679
Service Lead - Access & Inclusion	Director of Children, Learning & Skills	SML 12 £67,037 - £74,679
Service Lead – Children, Commissioning, Partnership & Performance	Director of Children, Learning & Skills	SML 12 £67,037 - £74,679
Service Lead - SEND	Director of Children, Learning & Skills	SML 12 £67,037 - £74,679
Service Lead - Strategy & Performance	Chief Executive	SML 12 £67,037 - £74,679
Service Lead – Customer & Communications	Director of Finance & Resources / Section 151 Officer	SML 12 £67,037 - £74,679
Service Lead - Governance	Director of Finance & Resources / Section 151 Officer	SML 12 £67,037 - £74,679
Service Lead - People	Director of Finance & Resources / Section 151 Officer	SML 12 £67,037 - £74,679
Service Lead – Digital & Strategic IT	Director of Finance & Resources / Section 151 Officer	SML 12 £67,037 - £74,679
Service Lead – Public Health	Director of Adults & Communities	SML 12 £67,037 - £74,679
Service Lead – Adult Social Care Operations	Director of Adults & Communities	SML 12 £67,037 - £74,679
Service Lead – Adult Social Care Commissioning	Director of Adults & Communities	SML 12 £67,037 - £74,679
Service Lead – Regulatory Services	Director of Adults & Communities	SML 12 £67,037 - £74,679
Service Lead – Communities & Leisure	Director of Adults & Communities	SML 12 £67,037 - £74,679
Service Lead – Mental Health	Director of Adults & Communities	Post employed by Berkshire Health Foundation Trust
Directorate Finance Manager x2	Service Lead Finance (Deputy Section 151 Officer)	SML 11 £56,690 - £64,491

Posts that report directly to Non-Statutory Chief Officers		
Post	Reports To	Salary Band
Service Lead – Regeneration Delivery	Director of Regeneration	SML 12 £67,037 - £74,679
Service Lead – Regeneration Development	Director of Regeneration	SML 12 £67,037 - £74,679
Service Lead – Strategic Housing Services	Director of Place & Development	SML 12 £67,037 - £74,679
Service Lead – Neighbourhood Services	Director of Place & Development	SML 12 £67,037 - £74,679
Service Lead – Environmental Services	Director of Place & Development	SML 12 £67,037 - £74,679
Service Lead – Building Management	Director of Place & Development	SML 12 £67,037 - £74,679
Service Lead – Planning & Transport	Director of Regeneration	SML 12 £67,037 - £74,679
Service Lead – Major Infrastructure Projects	Director of Regeneration	SML 12 £67,037 - £74,679
Service Lead – Economic Development	Director of Regeneration	SML 12 £67,037 - £74,679

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

2.2 Remuneration on Appointment

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

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

2.3 Job Evaluation

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

2.4 Terms and Conditions of Employment

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

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

2.5 Travel and Subsistence Expenses

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

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

2.6 Payment of Professional Fees

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

2.7 Honoraria

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

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

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

2.8 Acting Up

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

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

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

2.9 Secondments

Secondments are intended to provide developmental opportunities to gain skills and experience rather than for financial gain. Therefore, secondees will normally transfer from their current position into the secondment on their existing salary. Terms and conditions of the secondees 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 ODHR 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 one year. The salary will be frozen at its current level and the employee will not receive annual pay awards. At the end of the protection period the employee will be placed on the salary grade relevant to the redeployed post.

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

2.12 Termination Payments

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

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

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

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

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

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

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

2.14 Pension Payments

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

3. Remuneration of Our Lowest Paid Employees

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

3.2 “Lowest Paid Employee” means the employee on the lowest grade, assuming that the posts are full-time, excluding apprentices. The lowest grade is Level 1, £17,663 inclusive of LW.

3.3 Unsocial Hours Payments

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

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

3.4 Terms and Conditions of Employment

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

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

4.1 The base pay of the Chief Executive is currently £136,546. This is 7.730 times the pay of our lowest paid employees. ($136,546 / 17,663 = 7.730$)

The median earnings of all employees as of 1 April 2018, was £26,470. The median earnings figure complies with the specific requirements within the Local Government Transparency Code 2015 and includes all elements of remuneration that can be valued.

4.2 The pay of the Chief Executive is currently 5.2 times the pay of median earnings of our employees.

Date last updated: January 2019

Appendix A: Slough Borough Council Salary Scales

NEW SLOUGH LEVELS STRUCTURE 1ST APRIL, 2018

Level	SCP	Basic	L/W	Inclusive Annual Salary	
L1	01	5	N/A	N/A	
	02	7	N/A	N/A	
	03	9	16755	908	17663
L2	01	10	16863	908	17771
	02	11	17007	908	17915
	03	13	17391	908	18299
L3	01	14	17681	908	18589
	02	16	18319	908	19227
	03	18	18870	908	19778
L4	01	19	19446	908	20354
	02	20	19819	908	20727
	03	21	20541	908	21449
	04	22	21074	908	21982
L5	01	23	21693	908	22601
	02	24	22401	908	23309
	03	25	23111	908	24019
	04	27	24657	908	25565
	05	29	26470	908	27378
L6	01	30	27358	908	28266
	02	31	28221	908	29129
	03	32	29055	908	29963
	04	34	30756	908	31664
	05	35	31401	908	32309
L7	01	36	32233	908	33141
	02	37	33136	908	34044
	03	38	34106	908	35014
	04	40	36153	908	37061
	05	41	37107	908	38015
L8	01	42	38052	908	38960
	02	44	39961	908	40869
	03	46	41846	908	42754
	04	47	42806	908	43714
L9	01	48	43757	908	44665
	02	50	45645	908	46553
	03	52	47568	908	48476
	04	53	48536	908	49444
L10	01	54	49561	908	50469
	02	55	50582	908	51490
	03	57	52642	908	53550
	04	59	54684	908	55592