

**SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Employment & Appeals Committee

**DATE:** 6<sup>th</sup> April 2021

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**WARD(S):** All

**PART I**  
**FOR DECISION**

**PAY POLICY STATEMENT UPDATE 2021/22**

**1. Purpose of Report**

To provide Members with an update of the revisions to the Pay Policy Statement for the years 2021/22.

**2. Recommendation(s)/Proposed Action**

The Committee is requested to recommend to Council that the Pay Policy Statement 2021/22 be approved for publication.

**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 2021/22.

It has been updated and will be approved by Full Council in April 2021. 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. Appendices**

Appendix A - Pay Policy Statement 2021/22.

Appendix B - Slough Borough Council Salary Scales

## APPENDIX A

### **Pay Policy Statement for the Year 2021/22**

#### **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 April 2021.
- 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 B).

<b>Head of the Paid Service and Statutory Chief Officers</b>		
<b>Post</b>	<b>Reports To</b>	<b>Salary Band</b>
Chief Executive / Head of Paid Service.		£143,107 - £171,731
Executive Director of People (Adults)	Head of Paid Service	SML 16 £117,790 - £137,385
Executive Director for Children and SCST Chief Executive	Head of Paid Service	SML 16 £117,790 - £137,385 <b>NOTE:</b> Interim cover under contract for services, costs shared with SCST - £1178.60 per day.
Monitoring Officer	Head of Paid Service	SML 12 £70,258 - £78,268 <b>NOTE:</b> Interim cover under contract for services – £650 per day (4 days per week).
Executive Director of Corporate Services / Section 151 Officer	Head of Paid Service	SML 16 £117,790 - £137,385
Director of Public Health	Head of Paid Service	£92,228 to £107,949  <b>NOTE:</b> The Director of Public Health is employed by Bracknell Forest Council. In November 2020 the council made a decision to share the DPH between two other LA's and Frimley ICS, so the salary is shared across these bodies.

<b>Posts that report directly to the Head of Paid Service or Statutory Chief Officer</b>		
<b>Post</b>	<b>Reports To</b>	<b>Salary Band</b>
Executive Director of Customer and Community (Non-statutory Chief Officer)	Head of Paid Service	SML 16 £117,790 - £137,385
Executive Director of Place (Non-statutory Chief Officer)	Head of Paid Service	SML 16 £117,790 - £137,385
Executive Director of Transformation (Non-statutory Chief Officer)	Head of Paid Service	SML 16 £117,790 - £137,385
Associate Director Education & Inclusion	Interim Executive Director for Children / SCST Chief Executive	SML 13 £80,913 - £94,372
Associate Director Children and Families	Interim Executive Director for Children / SCST Chief Executive	SML 13 £80,913 - £94,372
Associate Director Business Services	Executive Director of Corporate Services / Section 151 Officer	SML 13 £80,913 - £94,372
Associate Director Finance & Commercial Vacant post	Executive Director of Corporate Services / Section 151 Officer	SML 13 £80,913 - £94,372
Associate Director ASC Operations	Executive Director of People (Adults)	SML 13 £80,913 - £94,372
Associate Director People Strategy & Commissioning	Executive Director of People (Adults)	SML 13 £80,913 - £94,372
Service Lead – Mental Health Services	Executive Director of People (Adults)	Employed by Berkshire Health Foundation Trust

<b>Posts that report directly to Non-Statutory Chief Officers</b>		
<b>Post</b>	<b>Reports To</b>	<b>Salary Band</b>
Associate Director Customer	Executive Director of Customer and Community	SML 13 £80,913 - £94,372
Associate Director Community Vacant post	Executive Director of Customer and Community	SML 13 £80,913 - £94,372
Associate Director Place Strategy and Infrastructure	Executive Director of Place	SML 13 £80,913 - £94,372

Associate Director Place Regulation	Executive Director of Place	SML 13 £80,913 - £94,372
Associate Director Place Ops	Executive Director of Place	SML 13 £80,913 - £94,372
Associate Director Strategy and Improvement Vacant Post	Head of Paid Service	SML 13 £80,913 - £94,372

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 National Joint Council (NJC) Job Evaluation Scheme 'Green Book'.

## 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 Group Manager – HR 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, please refer to Appendix B.

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 2, £19,147 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

The base pay of the Chief Executive is currently £161,006. This is 8.408 times the pay of our lowest paid employees. ( $£161,006 / £19,147 = 8.408$ ).

The median earnings of all employees as of 1 April 2019, was £28,690. 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.

- 4.1 The pay of the Chief Executive is currently 5.6 times the pay of median earnings of our employees.

**Appendix B:**

**Slough Borough Council Salary Scales**

**NJC Local Government Pay Agreement 2020-21**

OLD SCP	NEW SCP	Pay Level	Basic Pay Apr-20	FTE Local Weighting	Inclusive Annual Pay	Inclusive Hourly Rate
9	2	Level 2	18198	949	19147	9.92
10	3	Level 2	18562	949	19511	10.11
11	3	Level 2	18562	949	19511	10.11
13	4	Level 2	18933	949	19882	10.31
14	5	Level 3	19312	949	20261	10.50
16	6	Level 3	19698	949	20647	10.70
18	7	Level 3	20092	949	21041	10.91
19	8	Level 4	20493	949	21442	11.11
20	9	Level 4	20903	949	21852	11.33
	10	Level 4	21322	949	22271	11.54
21	11	Level 4	21748	949	22697	11.76
22	12	Level 4	22183	949	23132	11.99
	13	Level 5	22627	949	23576	12.22
24	15	Level 5	23541	949	24490	12.69
25	17	Level 5	24491	949	25440	13.19
26	19	Level 5	25481	949	26430	13.70
	21	Level 5	26511	949	27460	14.23
29	23	Level 5	27741	949	28690	14.87
30	24	Level 6	28672	949	29621	15.35
31	25	Level 6	29577	949	30526	15.82
32	26	Level 6	30451	949	31400	16.28
33	27	Level 6	31346	949	32295	16.74
34	28	Level 6	32234	949	33183	17.20
35	29	Level 6	32910	949	33859	17.55
36	30	Level 7	33782	949	34731	18.00
37	31	Level 7	34728	949	35677	18.49
38	32	Level 7	35745	949	36694	19.02
39	33	Level 7	36922	949	37871	19.63
40	34	Level 7	37890	949	38839	20.13
41	35	Level 7	38890	949	39839	20.65
42	36	Level 8	39880	949	40829	21.16
43	37	Level 8	40876	949	41825	21.68
44	38	Level 8	41881	949	42830	22.20
45	39	Level 8	42821	949	43770	22.69
46	40	Level 8	43857	949	44806	23.22
47	41	Level 8	44863	949	45812	23.75
48	42	Level 9	45859	949	46808	24.26
49	43	Level 9	46845	949	47794	24.77
50	44	Level 9	47838	949	48787	25.29
51	45	Level 9	48845	949	49794	25.81
52	46	Level 9	49853	949	50802	26.33
53	47	Level 9	50868	949	51817	26.86
54	48	Level 10	51942	949	52891	27.41
55	49	Level 10	53013	949	53962	27.97

<b>56</b>	<b>50</b>	Level 10	54092	949	55041	28.53
<b>57</b>	<b>51</b>	Level 10	55172	949	56121	29.09
<b>58</b>	<b>52</b>	Level 10	56241	949	57190	29.64
<b>59</b>	<b>53</b>	Level 10	57312	949	58261	30.20