

APPENDIX A

Pay Policy Statement for the Year 2022/2023

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 considered the guidance issued by the Department of Communities and Local Government in February 2012 and the supplementary guidance issues in February 2013. Please note this government department is now known as the Department for Levelling Up Housing and Communities.
- 1.4 Slough Borough Council is committed to complying with the statutory obligation to pay the National Living Wage.

The rates in the table below are for the National Living Wage (for those aged 23 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year.

	23 and over - NLW	21 – 22	18 – 20	Under 18	Apprentice
April 2022	£9.50	£9.18	£6.83	£4.81	£4.81

- 1.5 This statement does not apply to schools' staff as local authority schools' employees are outside the scope of this legislation.
- 1.6 This statement will be approved by Full Council.
- 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. (Please note currently no agreement has been reached on last years (2021/2022) pay awards).

2 Remuneration of Chief Officers

2.1 In accordance with the Localism Act, the following SBC posts have been defined as Chief Officers, and their salary bands are as follows:

Head of the Paid Service and Chief Officers		
Post	Reports to	Salary Band
Chief Executive/Head of Paid Service		£143,107 - £171,731
Executive Director – People (Adults)	Chief Executive	£117,790 - £137,385
Executive Director – (Children) and Slough Children First Chief Executive	Chief Executive	£117,790 - £137,385 Note Interim cover
Executive Director – Finance and Corporate Services	Chief Executive	£117,790 - £137,385 Note Interim cover
Executive Director – Place (Non-Statutory)	Chief Executive	£117,790 - £137,385

2.2 As part of the changes which took place across the council in 2020 and 2021, there is 1 post which is covered by the Chief Executive terms and conditions and 4 posts which are covered by the Chief Officer terms and conditions.

The remaining senior posts are now all covered by the National Joint Council for Local Government Officers (known as ‘The Green Book’).

Posts that report to Executive Directors/ Chief Executive		
Post	Reports to	Salary Band
Monitoring Officer	Executive Director – Finance and Corporate Services	£70,258 - £78,268
Public Health Lead	Executive Director – People (Adults)	£70,258 - £78,268 Note Interim Cover
Associate Director – Adult Social Care	Executive Director – People (Adults)	SML13 £80,913 – £94,732
Associate Director – People Strategy & Commissioning	Executive Director – People (Adults)	SML13 £80,913 – £94,732
Service Lead – Mental Health Services	Executive Director – People (Adults)	Employed by Berkshire Health Foundation Trust
Associate Director – Education & Inclusion	Executive Director – (Children) and Slough Children First Chief Executive	SML13 £80,913 – £94,732

Associate Director – Children & Families	Executive Director – (Children) and Slough Children First Chief Executive	SML13 £80,913 – £94,732 Currently vacant
Associate Director - Finance and Commercial	Executive Director – Finance and Corporate Services	SML13 £80,913 – £94,732 Currently vacant
Associate Director – Customer & HR	Executive Director – Finance and Corporate Services	SML13 £80,913 – £94,732
Associate Director – Business Services	Executive Director – Finance and Corporate Services	SML13 £80,913 – £94,732
Associate Director – Place Strategy & Infrastructure	Executive Director – Place	SML13 £80,913 – £94,732
Associate Director – Place Regulation	Executive Director – Place	SML13 £80,913 – £94,732
Associate Director – Place Ops	Executive Director – Place	SML13 £80,913 – £94,732
Associate Director – Community & Housing	Executive Director – Place	SML13 £80,913 – £94,732 Currently vacant
Associate Director – Strategy & Improvement	Chief Executive	SML13 £80,913 – £94,732 Currently vacant

The Chief Executive is appointed as the Council's Returning Officer in accordance with the Representation of the People's Act 1983. The Returning Officer is eligible for fees linked to duties undertaken for running national 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.

2.3 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 the JNC for Local Authority Chief Executives terms and conditions of employment.

Chief Officers are employed on Joint National Council terms and conditions for Chief Officers.

The remainder of staff are employed on the National Joint Council for Local Government Services or Teaching or Soulbury terms and conditions of employment.

2.5 Travel and Subsistence Expenses

There are occasions when employees incur additional expenditure than normal while 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 and approved by the relevant Executive Director, Finance and HR.

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 secondee may change depending on the local variations within the department. 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, in conjunction with the relevant Associate Director / Executive Director on whether to review salary arrangements in line with the 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 or retain. A Market Supplement exercise is carried out annually to ensure the evidence collated by the relevant managers supports the financial request for the application of a supplement to the salary. Market supplements are by their very nature payments which can be removed with 12 weeks' notice to individuals if the evidence provided does not support its continuation. This exercise is coordinated by the HR Team.

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, to minimise financial hardship and avoid redundancies Executive Directors in consultation with HR, 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 a redundancy payment 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. This will be determined in consultation with Head of HR and the S151 Officer.

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 fees or allowances paid.

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

Consultancies over £5000 (excluding cover for established posts) or any consultancy/employment offered to former senior officers of the Council of third tier and above are “significant officer decision”. (Significant officer decisions are circulated monthly to all members and published on the website).

2.13 Termination Payments – caps on exit payments

The Restriction of Public Sector Exit Payments Regulations were introduced on 4 November 2020. An HM Treasury Direction published on 12 February 2021, disapplied the cap from that date and the Regulations have been revoked

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, in accordance with their national terms, please refer to Appendix B.

3.2 Lowest Paid Employee means the employee on the lowest grade, assuming that the posts are full-time. The lowest grade is Level 2 £19,147, inclusive of Local Weighting.

3.3 Unsocial Hours Payments

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

- Overtime (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**

Pay awards are negotiated nationally for different groups of employees: -

- Chief Executive
- Chief Officers
- National Joint Council for Local Government
- Soulbury
- Teaching

4 Relationship between the Remuneration of Chief Executive and our lowest paid employees

The actual pay of the Chief Executive is currently £171,731. This is 8.9 times the pay of our lowest paid employees. ($£171,731/£19,147 = £8.9$)

4.1 The median earnings are currently £28,690. The median earnings figure complies with the specific requirements within the Local Government Transparency Code and includes all elements of remuneration (i.e., Local Weighting) that can be valued.

4.2 The pay of the Chief Executive is currently 5.9 times the pay of the median earnings of our employees. ($£171,731 / £28,690 = £5.9$)