

APPENDIX A

Pay Policy Statement for the Year 2023/2024

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. 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.

Month	23 and over	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 in February 2023.
- 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 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	Leader of the Council	£145,032- £176,232
Executive Director – People (Adults) (designated as statutory Director of Adult Social Services)	Chief Executive	£121,481 - £141,371
Executive Director – (Children) (also Slough Children First Chief Executive) (designated as statutory Director of Children’s Services)	Chief Executive	£121,481 - £141,371 (Market Supplement is being considered) (Currently covered by an interim arrangement at a daily rate of £1000) for an average of 4 days per week
Executive Director – Finance & Commercial (appointed as s.151 officer)	Chief Executive	£121,481 - £141,371 (Market Supplement is being considered) (Currently covered by an interim arrangement at a daily rate of £1000)
Executive Director – Place & Community (non-statutory)	Chief Executive	£121,481 - £141,371
Executive Director – Housing & Property (non-statutory)	Chief Executive	£121,481 - £141,371
Chief Operating Officer (non-statutory)	Chief Executive	£121,481 - £141,371 Currently Vacant
Executive Director – Strategy (Organisational Development) (non-statutory)	Chief Executive	£121,481 - £141,371 Currently Vacant
Monitoring Officer	Chief Executive	SML12 £73,413 - £81,562 (Currently covered by an interim arrangement at a daily rate of £950)

Director of Public Health	Joint role with other East Berkshire Local Authorities	One third of salary is covered by SBC - £53,900
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2.2 The above table shows 1 post is covered by the Chief Executive terms and conditions and 7 posts are covered by the Chief Officer terms and conditions.

The remaining senior posts are all covered by the National Joint Council for Local Government Officers.

Post that report to Executive Director / Chief Executive Officer

Post	Reports to	Salary Band
Deputy Director of Public Health	Executive Director – People (Adults)	SML13 £84,254 - £97,948 (Currently covered by an interim arrangement at a daily rate of £750)
Associate Director – Adult Social Care	Executive Director – People (Adults)	SML13 £84,254 – £97,948 (Currently covered by an interim arrangement at a daily rate of £675)
Associate Director – People Strategy & Commissioning	Executive Director – People (Adults)	SML13 £84,254 – £97,948
Service Lead – Mental Health Services	Executive Director – People (Adults)	Employed by Berkshire Health Foundation Trust and SBC contribute 50% of the salary which is £65,664
Associate Director – Education & Inclusion	Executive Director – (Children) and Slough Children First Chief Executive	SML13 £84,254 – £97,948
Associate Director – Children & Families	Executive Director – (Children) and Slough Children First Chief Executive	SML13 £84,254 – £97,948 Currently vacant
Associate Director – Customer	Executive Director – Chief Operating Officer	SML13 £84,254 – £97,948
Associate Director – HR	Executive Director – Chief Operating Officer	SML13 £84,254 – £97,948
Associate Director – Transformation	Executive Director – Chief Operating Officer	SML13 £84,254 – £97,948 (Secondment cover from Essex County Council)

Associate Director – Chief Digital & Information Officer	Executive Director – Chief Operating Officer	SML13 - 14 £84,254 – £119,925 (inc Market Supplement)
Deputy Director – Corporate & Strategic Finance (s151)	Executive Director – Finance & Commercial	SML13 -14 £84,254 – £114,779 (Currently covered by an interim arrangement at a daily rate of £875)
Deputy Director – Financial Management	Executive Director – Finance & Commercial	SML13 -14 £84,254 – £114,779 (Currently covered by an interim arrangement at a daily rate of £850)
Head of Transactional Services	Executive Director – Finance & Commercial	SML 11 £62,379 - £70,698 (Currently covered by an interim arrangement at a daily rate of £700)
Associate Director – Housing	Executive Director – Housing & Property Services	SML13 £84,254 – £97,948 Currently Vacant
Associate Director – Property	Executive Director – Housing & Property Services	SML13 £84,254 – £97,948 Currently Vacant
Associate Director – Community	Executive Director – Place	SML13 £84,254 – £97,948 Currently vacant
Associate Director – Place Regulation	Executive Director – Place	SML13 £84,254 – £97,948
Associate Director – Place Ops	Executive Director – Place	SML13 £84,254 – £97,948
Associate Director – Strategy	Executive Director – Chief Operating Officer	SML13 £84,254 – £97,948

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 Executive terms and conditions of employment.

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

The majority of the remainder of staff are employed on the National Joint Council for Local Government Services.

The remainder of staff are on either 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.

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 AD / ED on whether to review salary arrangements in line with the complexities of the job.

2.10 Market Supplements

A market supplement is payable 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. This will require a business case to be presented which will include supporting evidence for why the market supplement is needed. Any business case must include an assessment of the financial, strategic and operational implications of the proposal. Where market supplements are used, their continued use must be assessed regularly (every year).

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 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 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.

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.

If an application 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 they should be appointed.

Any employee who is made redundant, including Chief Officers, must have a break of at least four weeks and one day to retain a redundancy payment before they can be re-employed by the Council or employed by another local authority.

2.13 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.

2.14 Arrangements to minimise payment of tax

The Council regularly reviews arrangements with consultants and interim staff to ensure that these are not put in place to improperly minimise tax payments. This would cover officers under a contract for services outside of IR35.

2.15 Payment for election duties

The Council's policy for payment of fees for election duties is published separately. The Council designates an officer as Returning Officer. Details of fees for election duties paid to senior management are published online.

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 For the purposes of this Pay Policy Statement, the 'lowest paid employee' is defined as an employee on the lowest grade, assuming that the posts are full-time. The lowest grade is Level 2 £21,443, 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 Officers and our lowest paid employees

The actual pay of the Chief Executive is currently £147,179. This is 6.86 times the pay of our lowest paid employees. ($£147,179 / 21,443 = 6.86$)

- 4.1 The median is the salary that separates the higher-earning half of the workforce from the lower-earning half. All salaries will be arranged from lowest to highest value and the middle salary will be selected as the median. The median earnings are currently £32,101 (this figure is a snapshot of permanently employed staff as measured in December 2022 and may fluctuate subject to the number and level of vacancies at any point in time).

The median earnings figure complies with the specific requirements within the Local Government Transparency Code and includes all elements of remuneration that can be valued.

- 4.2 The pay of the Chief Executive is currently 4.58 times the pay of the median earnings of our employees. ($£147,179 / £32,101 = 4.58$)