

## **APPENDIX A**

### **Pay Policy Statement for the Year 2024/25**

#### **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. 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 21 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year (the rates shown below are effective from 1 April 2024)

<b>Month</b>	<b>21 and over</b>	<b>18 – 20</b>	<b>Under 18</b>	<b>Apprentice</b>
<b>April 2024</b>	£11.44	£8.60	£6.40	£6.40

- 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 2024.
- 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 - The amounts disclosed in the table(s) in respect of interim rates are the costs incurred by the council to secure the individuals services and not the amounts the individuals actually received (which will have been lower)

- 1.9 All employees, including Chief Officers are normally appointed on the lowest pay spine column point for their job evaluated grade. In exceptional circumstances employees may be appointed at a higher point within the evaluated grade. Instances where to attract the most experienced and sought-after skills for the good of the Council and where there is competition or shortages may determine a higher starting spinal point.

## 2 Remuneration of Chief Officers

- 2.1 In accordance with the Localism Act, the following Slough Borough Council (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	£152,330 -£182,400
Executive Director – Adult Services	Chief Executive	SML 16 £125,733 - £146,319
Executive Director – Children Services and Slough Children First Chief Executive	Chief Executive	SML 16 £125,733 - £146,319 Market Supplement £601
Executive Director – Finance & Commercial S151 Officer	Chief Executive	SML 16 £125,733 - £146,319 Market Supplement £3,629
Executive Director – Regeneration, Housing & Environment	Chief Executive	SML 16 £125,733 - £146,319
Executive Director – Strategy and Transformation	Chief Executive	SML 16 £125,733 - £146,319
Director of Public Health and Public Protection	Chief Executive	SML 16 £125,733 - £146,319 (Vacant)
Director of Law and Governance (Monitoring Officer)	Chief Executive	SML14 £104,521 - £119,233 (Vacant – Interim cover Day Rate - £950)

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2.2 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
Director – Digital and Technology	Executive Director – Strategy and Transformation	SML 14 £104,521 - £119,233 Market Supplement £5,146
Director – HR and Workforce Transformation	Executive Director – Strategy and Transformation	SML 14 £104,521 - £119,233 (Vacant)
Director – Policy, Performance and Resident Engagement	Executive Director – Strategy and Transformation	SML 14 £104,521 - £119,233 (Vacant)
Director – Corporate & Strategic Finance (Deputy s151)	Executive Director – Finance & Commercial	SML14 £104,521 - £119,233
Director – Financial Management	Executive Director – Finance & Commercial	SML14 £104,521 - £119,233
Director of Financial Transactions	Executive Director – Finance & Commercial	SML 13 £87,523 - £101,749 (Vacant – Interim cover Day Rate - £697)
Director – Property and Estates Management	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233 (Vacant – Interim cover?)
Director – Housing	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233 (Vacant – Interim cover ?
Chief Planning Officer	Executive Director – Regeneration, Housing & Environment	SML 13 £87,523 - £101,749 (Vacant)
Director – Environment and Infrastructure	Executive Director – Regeneration, Housing & Environment	SML 14 £104,521 - £119,233 (Vacant)
Head of Economic Development and Regeneration	Executive Director – Regeneration, Housing & Environment	SML 11 £64,799 - £73,441 (Vacant)

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Deputy Director - Public Health	Director of Public Health & Public Protection	SML13 £87,523 - £101,749
Head of Public Protection (Trading Standards & Environmental Services)	Director of Public Health & Public Protection	SML12 £76,261 - £84,727 (Vacant)
Director -Commissioning	Executive Director – People (Adults)	SML 14 £104,521 - £119,233
Service Lead – Mental Health Services	Executive Director – People (Adults)	Employed by Berkshire Health Foundation Trust and SBC contribute 50% of the salary.
Director - Adult Social Care	Executive Director – People (Adults)	SML 14 £104,521 - £119,233 (Vacant – Interim cover Day Rate - £675
Director – Education	Executive Director – Children Services and Slough Children First Chief Executive	SML 14 £104,521 - £119,233 (Vacant - Interim cover Day rate - £750

### **Returning Officer Fees**

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, 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.

### **2.3 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 Joint Negotiating Committee for Local Authority Chief Executives terms and conditions of employment.

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

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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 (pay rates for educational improvement officers and educational psychologists) 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. This payment supports the council to attract to professional roles which require belonging to a professional body for example Social Care.

## **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 consider the following: -

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- 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 Head of HR – Policy and Strategy and a decision will be taken, in conjunction with the Director of HR and Workforce Transformation /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 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.

External labour market conditions can produce a situation in which staff with scarce skills and expertise can command higher salaries than the maximum provided under the current grading structure for the post. In these circumstances, based on evidence from the relevant labour market, it may be deemed appropriate to pay an additional Market Factor Supplement in addition to basic pay. They are not linked to an individual's actual or anticipated performance within the role but are linked to the difficulty in recruiting to certain posts requiring specific skills and qualifications.

It is essential that the rationale and supporting evidence for payment of a market supplement remains current and a review is documented. These payments are reviewed annually to ensure they are still justifiable, and can be changed or withdrawn,

## **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

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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 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 "significant officer decision". (Significant officer decisions are circulated monthly to all members and published on the website).

## **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 Interims**

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There will be occasions where interims are engaged to undertake duties of posts that are vacant. There are various reasons for engaging interims i.e. there are specialist skills and experience that is required to fill the gap whilst recruitment takes place. In these circumstances, where it is more appropriate to engage interims the Council follows HMRC guidelines to ensure the current employment status is identified. When a need for an 'interim' arises, recruitment is normally secured via the council's temporary staffing agency framework. Individuals engaged via an agency will in most instances be paid at a rate consistent with the pay of directly employed staff performing a comparable role. The council will consider any relevant market factors to support payment of a premium rate necessary to secure appropriate levels of skills and expertise.

### **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 £22,366 inclusive of Local Weighting, currently there are no employees paid at this rate However, a recent TUPE transfer into the Council has a current lowest pay rate of £21,029. This rate of pay will increase in 2024.

### **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 separate groups of employees: -

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

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#### **4 Relationship between the Remuneration of Chief Officers and our lowest paid employees**

The actual pay of the Chief Executive is currently £182,400. This is 8.67 times the pay of our lowest paid employees. ( $£182,400 / £21,029 = 8.67$ )

4.1 The median earnings are currently £34,063. 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 5.35 times the pay of the median earnings of our employees. ( $£182,400 / £34,063 = 5.35$ )

#### **5 Gender Pay Gap Information**

Employers with at least 250 employees must publish annual information about their gender pay gap. We publish this on our website, and the [Government's gender pay gap website](#). This is in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

5.1 Like most local authorities, Slough Borough Council employees more women than men (Approx. 60% women, 40% men based on permanent employees). In 2022 (reported in March 2023), there was a small decrease in both the mean and median gender pay gap from the previous year. The mean gap was 0.7% and the median gap was 0%. The council employed more women than men in all pay quartiles. The full report can be viewed on:

[Gender pay gap reporting – Slough Borough Council](#)

5.2 We are currently finalising calculations of the 2023 GPG (to be reported by 30 March 2024)

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