

## **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 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.

	<b>23 and over - NLW</b>	<b>21 – 22</b>	<b>18 – 20</b>	<b>Under 18</b>	<b>Apprentice</b>
<b>April 2022</b>	£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.

## 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:

<b>Head of the Paid Service and Chief Officers</b>		
<b>Post</b>	<b>Reports to</b>	<b>Salary Band</b>
Chief Executive/Head of Paid Service		£147,179- £176,232
Executive Director – People (Adults) Designated as Director of Adult Social Services)	Chief Executive	£121,481 - £141,371
Executive Director – (Children) and Slough Children First Chief Executive (designated as Director of Children Services)	Chief Executive	£121,481 - £141,371
Executive Director – Finance and Commercial Services (appointed as s151 officer)	Chief Executive	£121,481 - £141,371 Market Supplement Note Interim cover until 20 <sup>th</sup> March 2023, when a permanent postholder will be in post
Executive Director – Place and Communities (Non-Statutory)	Chief Executive	£121,481 - £141,371
Executive Director – Housing and Property (Non-Statutory)	Chief Executive	£121,481 - £141,371
Executive Director – Strategy and Improvement (Non-Statutory)	Chief Executive	£121,481 - £141,371

2.2 As part of the changes which took place across the council in 2022, there is 1 post which is covered by the Chief Executive terms and conditions and 6 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’).

<b>Posts that report to Executive Directors/ Chief Executive</b>		
<b>Post</b>	<b>Reports to</b>	<b>Salary Band</b>
Monitoring Officer	Chief Executive	SML12 £73,413 - £81,562
Deputy Director of Public Health	Executive Director – People (Adults)	SML13 £84,254 - £97,948 Note: Interim Cover
Associate Director – Adult Social Care	Executive Director – People (Adults)	SML13 £84,254 – £97,948 Note: Interim Cover
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
Associate Director – Education & Inclusion	Executive Director – (Children) and Slough Children First Chief Executive	SML13 £84,254 – £97,948  Note Interim Cover
Associate Director – Children & Families	Executive Director – (Children) and Slough Children First Chief Executive	SML13 £84,254 – £97,948 Currently vacant
Deputy Director – Corporate & Strategic Finance (s151)	Executive Director – Finance and Commercial Services	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 and Commercial Services	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 and Commercial Services	SML 11 £62,379 - £70,698 (Currently covered by an interim at a daily rate of £700)
Associate Director – HR	Executive Director – Strategy and Improvement	SML13 £84,254 – £97,948
Associate Director – Customer and Business Services	Executive Director – Strategy and Improvement	SML13 £84,254 – £97,948
Associate Director – Place and Communities	Executive Director – Place and Communities	SML13 £84,254 – £97,948

Associate Director – Place Operations	Executive Director – Place and Communities	SML13 £84,254 – £97,948
Associate Director – Housing	Executive Director – Housing and Property	SML13 £84,254 – £97,948  Interim Cover
Associate Director – Property	Executive Director – Housing and Property	SML13 £84,254 – £97,948 Interim Cover
Associate Director – Strategy	Executive Director – Strategy and Improvement	SML13 £84,254 – £97,948
Associate Director – Transformation	Executive Director – Strategy and Improvement	SML13 £84,254 – £97,948 Seconded from Essex County Council
Chief Digital Information Officer	Executive Director – Strategy and Improvement	SML13 -14 £84,254 – £114,779

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 consider 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 seconded 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 Associate Director - 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 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 £176,232. This is 8.2 times the pay of our lowest paid employees. ( $£176,232/£21,443 = £8.2$ )

- 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 6.1 times the pay of the median earnings of our employees. ( $£176,232 / £28,690 = £6.14$ )