



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **PERSONNEL BOARD** will be held in First Floor 12 - Civic Offices, Shute End, Wokingham RG40 1BN on **TUESDAY 22 MAY 2018 AT 6.30 PM**

A handwritten signature in black ink, appearing to read 'Manjeet Gill', is written over a light grey rectangular background.

Manjeet Gill  
Interim Chief Executive  
Published on 14 May 2018



# **WOKINGHAM BOROUGH COUNCIL**

## **Our Vision**

A great place to live, an even better place to do business

## **Our Priorities**

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

## **The Underpinning Principles**

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

## MEMBERSHIP OF THE PERSONNEL BOARD

### Councillors

Alistair Auty (Chairman)

Stuart Munro (Vice-Chairman)

UllaKarin Clark

Lindsay Ferris  
Charles Margetts

Charlotte Haitham Taylor

Pauline Helliard-Symons

ITEM NO.	WARD	SUBJECT	PAGE NO.
44.		<p><b>APOLOGIES</b> To receive any apologies for absence</p>	
45.	None Specific	<p><b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Meeting held on 22 March 2018.</p>	5 - 6
46.		<p><b>DECLARATION OF INTEREST</b> To receive any declarations of interest</p>	
47.		<p><b>PUBLIC QUESTION TIME</b> To answer any public questions</p> <p>A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.</p> <p>The Council welcomes questions from members of the public about the work of this committee.</p> <p>Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a></p>	
48.		<p><b>MEMBER QUESTION TIME</b> To answer any member questions</p>	
49.	All Wards	<p><b>ANNUAL PAY POLICY STATEMENT 2018</b> To consider the Annual Pay Policy Statement 2018.</p>	7 - 18
50.	None Specific	<p><b>EXCLUSION OF THE PUBLIC</b> That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.</p>	

51. None Specific

**RESTRUCTURING STAFFING AT TIER 2**

19 - 22

To receive a report regarding restructuring staffing at Tier 2.

**Any other items which the Chairman decides are urgent**

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

**CONTACT OFFICER**

**Madeleine Shopland**

Democratic & Electoral Services Specialist

**Tel**

0118 974 6319

**Email**

madeleine.shopland@wokingham.gov.uk

**Postal Address**

Civic Offices, Shute End, Wokingham, RG40 1BN

**MINUTES OF A MEETING OF THE  
PERSONNEL BOARD  
HELD ON 22 MARCH 2018 FROM 6.15 PM TO 6.55 PM**

**Committee Members Present**

Councillors: Stuart Munro (Vice-Chairman), UllaKarin Clark, Lindsay Ferris, Charlotte Haitham Taylor, Pauline Helliard-Symons and Charles Margetts

**Officers Present**

Madeleine Shopland, Democratic and Electoral Services Specialist  
Sarah Swindley, Lead Specialist, HR

**35. APOLOGIES**

An apology for absence was submitted from Councillor Alistair Auty.

**36. MINUTES OF PREVIOUS MEETING**

The Minutes of the Extraordinary meetings of the Board held on 5 December 2017, 21 December 2017, 8 January 2018 and 6 February 2018 were confirmed as a correct record and signed by the Vice Chairman.

**37. DECLARATION OF INTEREST**

There were no declarations of interest received.

**38. PUBLIC QUESTION TIME**

There were no public questions.

**39. MEMBER QUESTION TIME**

There were no Member questions.

**40. HR UPDATE REPORT**

The Board considered the Gender Pay Gap report, the Annual Equalities Workforce Monitoring Report and the Apprenticeship Policy and Guidance.

During the discussion of this item the following points were made:

- Gender pay reporting legislation requires employers with 250 or more employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees. The Council was required to publish its Gender Pay Policy on its website by 31 March 2018.
- The Board considered the Equality Monitoring Workforce Report 2017-18. The annual report demonstrated the Council's compliance with the Public Sector Equality Duty in relation to its workforce.
- Members were informed that the Council did not have significant data on the religion or sexual orientation of employees. Only 12% of employees had provided this information. An action was to increase staff confidence in disclosing their personal information to increase the accuracy of workforce monitoring, particularly with regards to sexual orientation, disability and religious beliefs. In response to a Member question Sarah Swindley commented that the Council had a duty to ensure that there was not indirect discrimination. Employees could choose not to provide personal information if they wished.
- An action was for HR to continue to closely monitor and review BME data in relation to Capability, Discipline and Grievances. Members asked that equalities data by

departments, be monitored and that this action be added to the action plan. Sarah Swindley indicated that she would bring data on this matter to the next Personnel Board meeting.

- Charlotte Haitham Taylor asked whether training was provided to Members regarding equality matters. Sarah Swindley commented that this should be part of the new Member induction training. The Board requested that a refresher session also be provided for more experienced Members.
- The Board considered the Apprenticeship Policy. Members were informed that on 6 April 2017 the new Apprenticeship Levy came into force.
- The Council was required to take 25 Apprentices, non schools, or 69 including schools by April 2021. It was anticipated that the Council would meet its targets. There were currently no teaching apprenticeships so the schools would be supported in offering the required apprenticeships.
- The Apprenticeship Policy was compliant with all legislation with regards to employing Apprentices and the use of the Apprenticeship Levy which costed Wokingham Borough Council approximately £14,250 per month for its centrally employed staff.
- Members discussed the proposed pay rates. It was proposed that more than the minimum wage be offered as it was appreciated that it was a difficult market. It was noted that the starting salary for Level 2 or Year 1 or L4 or above would be £15,115.
- Councillor Clark asked who could apply for apprenticeships and was informed that those living within and outside the Borough could apply. In some circumstances apprenticeships could be offered to existing employees.
- The Board discussed apprenticeships that would be offered within the Council. Sarah Swindley commented that three degree level apprentices were being recruited; in legal and project management and also a surveyor.
- Members asked how Apprentices were selected and how the mixture of different skills levels was decided. Sarah Swindley indicated that there was an interview and selection process. Currently the Council was responding to demand.
- Members requested an update on Apprentices at the next Board meeting.

**RESOLVED:** That

- 1) the Gender Pay Gap report that would be published on the Council's website before 31 March 2018, be noted;
- 2) the Equalities Workforce Monitoring Report be approved;
- 3) the Apprenticeship Policy that will enable the Council to be compliant with the requirements now set down in legislation and maximise the use of the Apprenticeship Levy, be approved.

# Agenda Item 49.

<b>TITLE</b>	<b>Annual Pay Policy Statement 2018</b>
<b>FOR CONSIDERATION BY</b>	Personnel Board on 22 May 2018
<b>WARD</b>	None Specific
<b>DIRECTOR</b>	Director of Corporate Services - Graham Ebers

## **OUTCOME / BENEFITS TO THE COMMUNITY**

Compliance with s38 of the Localism Act 2011.

## **RECOMMENDATION**

That Personnel Board approve the draft Pay Policy Statement for 2018 and recommend its agreement to Full Council on 19th July 2018.

## **SUMMARY OF REPORT**

Under sections 38 to 43 of the Localism Act 2011 we are required to prepare, approve by Full Council (as a Part 1 item), and publish on our website a pay policy statement for the financial year 2018/2019.

The Draft Pay Policy Statement is for your review and approval prior to submission to Full Council. This Statement reflects our pay arrangements as at 1 April 2018

Personnel Board are requested to approve the Pay Policy Statement for consideration by Full Council.

## Background

For ease, table one provides a comparison of the figures published since 2015:

	2015-2016	2016-2017	2017-2018	2018-2019	Shift 15- 16	Shift 16- 17	Shift 17- 18
Highest Paid	£ 143,000	£ 143,000	£ 143,000	£ 146,000	0	0	2%
Lowest Paid	£ 14,075	£ 14,975	£ 15,375	£ 16,394	6%	3%	7%
Mean	£ 28,009	£ 28,921	£ 29,398	£ 30,250	3%	2%	3%
Median	£ 23,698	£ 24,717	£ 25,988	£ 27,358	4%	5%	5%
Ratio Highest to Lowest	10:1	9.5:1	9.2:1	8.7:1	-5%	-5%	-3%
Ratio Highest to Median	6:1	5.8:1	5.4:1	5.3:1	-3%	-3%	-2%

## Analysis of Issues

This indicates that while there has been a slight increase to Senior Management pay the gap is narrowing due to the higher increases at the bottom end of the pay-scales as a result of National Minimum Wage increases.

### FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

***The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.***

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Nil		
Next Financial Year (Year 2)	Nil		
Following Financial Year (Year 3)	Nil		

### Other financial information relevant to the Recommendation/Decision

None

### Cross-Council Implications

None



<b>Reasons for considering the report in Part 2</b>
n/a

<b>List of Background Papers</b>
2018 Pay Policy Statement

<b>Contact</b> Sarah Swindley	<b>Service</b> Business Services
<b>Telephone No</b> Tel: 0118 974 6076	<b>Email</b> sarah.swindley@wokingham.gov.uk

This page is intentionally left blank



# Pay Policy Statement 2018

## Purpose

This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011.

Full Council has approved the Pay Policy Statement.

Version	Date	Description
1	01/04/12	Annual Review
2	01/09/15	Updated to comply with regulations.
3	01/07/16	Updated to comply with regulations.
4	01/07/17	Updated to comply with regulations.
5	01/06/18	Updated to comply with regulations

Document Approvals	
Author:	Sarah Swindley
Approval:	Personnel Board Full Council

## Contents

---

1. Purpose .....	3
2. Definitions used in this document.....	3
3. Pay Policy from April 2018 .....	4
4. Policies on redundancy and pension enhancement.....	6
5. Pay ratios in the Council.....	6
6. Review.....	6
7. Other relevant Council documents .....	6

## 1. Purpose

- 1.1 Under sections 38 to 43 of the Localism Act 2011, we are required to prepare, approve by full Council (as a Part 1 item) and publish on our website, a pay policy statement for the financial year 2018/2019
- 1.2 We may amend this statement during the financial year in which it is effective; however any change must be approved by full Council. Any amended statement will be published on our website within 10 working days of the meeting.
- 1.3 In drawing up this statement, we have taken into account the guidance issued by the Department of Communities and Local Government and the advice supplied jointly by the Local Government Association and the Association of Local Authority Chief Executives (ALACE).
- 1.4 This statement does not include staff based in our schools as this is outside the scope of the legislation.
- 1.5 This updated statement was approved by full Council on 19<sup>th</sup> July 2018.

## 2. Definitions used in this document

- 2.1 Under the current structure of the Council, the following posts are included in the definition of 'Chief Officer':

- Chief Executive
- Director, Corporate Services (S151 Officer)
- Director, People Services
- Director, Localities & Customer Service
- Director, 21<sup>st</sup> Century Programme

- 1.2 Although falling within the definition of Chief Officer under the Localism Act, the pay policy applying to the following posts is as set out in Section 3 below for Senior Managers:

- Assistant Director, People Commissioning
- Assistant Director, Place Commissioning
- Assistant Director, Governance Services (Monitoring Officer & Returning Officer)
- Assistant Director, Business Services
- Assistant Director, People Services (Children)
- Assistant Director, People Services (Adults)
- Assistant Director, Education
- Assistant Director, Integrated Mental Health
- Assistant Director, Quality Assurance & Safeguarding Standards
- Assistant Director, Customer & Localities
- Assistant Director, Place
- Assistant Director, Delivery & Infrastructure
- Assistant Director, 21<sup>st</sup> Century Implementation
- Assistant Director, IMT and Business Analysis

- 2.2 Employees who are not chief officers; all other employees (including those employed on a casual basis) employed directly by the Council.

This policy does not cover the remuneration of other 'workers' employed by the Council, as employees of agencies or as self-employed consultants.

- 2.3 Lowest paid employee; minimum of grade 1 on the Council's pay scales (£16,775 per annum full time (37 hours per week) or £8.68 per hour).

Apprentices aged 16-18, may be paid on the age-related National Minimum Wage. The Apprentice NMW rate is not used. Apprentices have been excluded from this definition on the basis that they are in specific posts created for training purposes.

- 2.4 Median salary; £27,358 (full-time equivalent). This is a measure of the 'average' salary for employees in the Council. It is defined as the 'midpoint' salary, such that there is an equal probability of falling above or below it.

- 2.5 Mean salary; £30,250 (full-time equivalent). This is an alternative measure of the 'average' salary for employees in the Council. The arithmetic mean is defined as the sum of all the salaries divided by the number of salaries.

- 2.6 Highest paid employee: the Interim Chief Executive is paid £146,000.

### 3. Pay Policy from April 2018

#### 3.1 Policy on level and elements of remuneration for Chief Officers

- 3.1.1 The Council benchmarks its pay rates against relevant comparator groups. For Chief Officers the Council pays "spot salaries" (i.e. no incremental range) and seeks to position itself appropriately in the market in terms of pay.

Their salary is increased by nationally negotiated increases agreed by the:

- Joint Negotiating Committee (JNC) for Chief Executives and;
- Joint Negotiating Committee (JNC) for Chief Officers

Similarly, terms and conditions agreed nationally by these bodies are also applied, with local variations as appropriate

- 3.1.2 There is a performance related pay ('PRP') scheme for Chief Officers, approved by the Personnel Board and based on an assessment of performance against objectives.

- 3.1.3 Salary upon appointment will be made in line with 3.1.1

- 3.1.4 In accordance with the Accounts and Audit (England) Regulations 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency, we publish annually the remuneration of our senior staff on our [website](#).

#### 3.2 Policy on level and elements of remuneration for Senior Managers

- 3.2.1 Assistant Directors report to either a Director of the Chief Executive. There are 2 levels, dependent upon responsibility as determined by budgets, headcount and impact on front line service delivery:

SM3: £68,558 to £75,700

SM4: £77,214 to £81,594

3.2.2 Payment arrangements for local returning officer are in line with the “Dorset Scheme” developed by Dorset County Council and updated annually in line with any pay increase agreed by the National Joint Council (NJC) for local government services.

3.2.3 All other terms and conditions are in line with all other employees and described in 3.4 onwards.

### 3.3 All other employees

3.3.1 The Council applies the national pay agreements reached by the:

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

3.3.2 Local variations are applied as appropriate.

3.3.3 All jobs below Assistant Director (excluding those covered by national Youth & Community and national teaching-related Soulbury grades) are evaluated using either the Peodesy job evaluation system or HAY, depending on whether they have been through the restructure programme.

3.3.4 All jobs are assigned to a grade within the Wokingham Borough Council salary structure on the basis of the job evaluation score. The Council benchmarks its pay rates against a comparator group and will seek to position itself appropriate to the market in terms of pay.

### 3.4 Salary on appointment

3.4.1 Appointments will normally be made to the minimum point of the grade. Managers may take into account the previous experience and skills of the employee to offer appointment above the salary minimum for the post.

### 3.5 Incremental progression

3.5.1 Each of the Grades has a series of incremental steps, progression within which is subject to satisfactory performance. Increments can be withheld in the event of unsatisfactory performance.

3.5.2 Progression by more than one increment, up to the maximum of the grade, can be made in acknowledgement of exceptional performance.

### 3.6 Additional payments – all employees

3.6.1 The Council will consider the use of market supplements to be applied to specific posts in the event of recruitment and /or retention difficulties. Where such supplements are introduced they will be applied, reviewed and withdrawn in accordance with the Council's policy.

3.6.2 Additional payment may be made for additional hours, overtime, undertaking higher responsibilities, and for non-standard working arrangements such as stand-by or evening work, or for exceptional working conditions.

3.6.3 All employees can claim for qualifying payments under our travel & expense policy.

## 4. Policies on redundancy and pension enhancement

- 4.1 Our Policies and Procedures for Organisational Change, Retirement and Employer Discretions outline how we will approach redundancy including redundancy pay
- 4.2 We calculate redundancy pay using the individual's actual weekly salary.
- 4.3 We do not enhance the number of statutory week's redundancy pay an individual is entitled to under the Employment Rights Act 1996.
- 4.4 The Local Government Pension Scheme contains provision for employers to enhance pension payments. Employers are required to determine how they will use these discretionary provisions. We have determined generally not to use our discretion to enhance pension payments by either additional years or additional pension.
- 4.5 In certain circumstances, eligible employees may request early retirement or flexible retirement. (Flexible retirement gives access to accrued pension, whilst allowing the scheme member to continue working). In both these cases, there must be sufficient financial or other benefit to the Council for such retirements to be approved and if there is a cost associated with the request, approval sought from the Personnel Board.

## 5. Pay ratios in the Council

- 5.1 It is the policy of the Council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 20:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton Review of Fair Pay in the Public Sector.
- 5.2 As at 1st April 2018, pay ratios within the Council stand as follows;
  - Highest : lowest = 8.7:1
  - Highest : median = 5.3:1
- 5.3 This is based on the following salary packages:
  - Highest paid (Interim Chief Executive) = £146,000
  - Lowest paid (Grade 1 SCP 9) = £16,755
  - Median (average) = £27,358

## 6. Review

- 6.1 This policy will be reviewed at least annually and more frequently if necessary to respond to any changes.
- 6.2 The Personnel Board is responsible for recommending the policy statement for approval

## 7. Other relevant Council documents

**Policies & Procedures relating to:**



- Travel Expenses
- Retirement
- Honoraria
- Market Supplements
- Overtime
- Pension's discretions
- Organisational Change

**Pay Scales relating to:**

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank