



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **PERSONNEL BOARD** will be held
Virtually on **FRIDAY 3 JULY 2020 AT 6.30 PM**

Susan Parsonage
Chief Executive
Published on 25 June 2020

Note: The Council has made arrangements under the Coronavirus Act 2020 to hold the meeting virtually via Team Meetings, the meeting can be watched live at the following link: <https://youtu.be/knukSt9lqCQ>



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, learn, work and grow and a great place to do business

Enriching Lives

- Champion outstanding education and enable our children and young people to achieve their full potential, regardless of their background.
- Support our residents to lead happy, healthy lives and provide access to good leisure facilities to complement an active lifestyle.
- Engage and involve our communities through arts and culture and create a sense of identity which people feel part of.
- Support growth in our local economy and help to build business.

Safe, Strong, Communities

- Protect and safeguard our children, young and vulnerable people.
- Offer quality care and support, at the right time, to prevent the need for long term care.
- Nurture communities and help them to thrive.
- Ensure our borough and communities remain safe for all.

A Clean and Green Borough

- Do all we can to become carbon neutral and sustainable for the future.
- Protect our borough, keep it clean and enhance our green areas.
- Reduce our waste, improve biodiversity and increase recycling.
- Connect our parks and open spaces with green cycleways.

Right Homes, Right Places

- Offer quality, affordable, sustainable homes fit for the future.
- Build our fair share of housing with the right infrastructure to support and enable our borough to grow.
- Protect our unique places and preserve our natural environment.
- Help with your housing needs and support people to live independently in their own homes.

Keeping the Borough Moving

- Maintain and improve our roads, footpaths and cycleways.
- Tackle traffic congestion, minimise delays and disruptions.
- Enable safe and sustainable travel around the borough with good transport infrastructure.
- Promote healthy alternative travel options and support our partners to offer affordable, accessible public transport with good network links.

Changing the Way We Work for You

- Be relentlessly customer focussed.
- Work with our partners to provide efficient, effective, joined up services which are focussed around you.
- Communicate better with you, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.
- Drive innovative digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.

MEMBERSHIP OF THE PERSONNEL BOARD

Councillors

John Halsall (Chairman)
Lindsay Ferris
Simon Weeks

John Kaiser (Vice-Chairman)
Pauline Helliar-Symons

Carl Doran
Clive Jones

ITEM NO.	WARD	SUBJECT	PAGE NO.
1.		APOLOGIES To receive any apologies for absence	
2.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 27 February 2020 and the Minutes of the Extraordinary Meetings held on 27 February, 23 March, 6 April and 8 April 2020.	5 - 14
3.		DECLARATION OF INTEREST To receive any declarations of interest	
4.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of this committee. 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 www.wokingham.gov.uk/publicquestions	
5.		MEMBER QUESTION TIME To answer any member questions	
6.	None Specific	ANNUAL PAY POLICY STATEMENT To consider the Annual Pay Policy Statement.	15 - 26
7.	None Specific	EXCLUSION OF THE PUBLIC 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 Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate..	

8. None Specific

AGENCY WORKER USAGE

27 - 32

To receive an update on Agency Worker Usage.

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.

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**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 27 FEBRUARY 2020 FROM 7.00 PM TO 7.20 PM**

Committee Members Present

Councillors: John Halsall (Chairman), John Kaiser (Vice-Chairman), Lindsay Ferris, Clive Jones and Simon Weeks

Officers Present

Mark Gibbons, Specialist, Human Resources
Anne Hunter, Lead Specialist Democratic and Electoral Services
Sarah Swindley, Lead Specialist Human Resources

21. APOLOGIES

Apologies for absence were submitted from Councillors Carl Doran and Pauline Helliars-Symons.

22. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Personnel Board held on 4 November 2020 were confirmed as a correct record and signed by the Chairman.

23. DECLARATION OF INTEREST

Councillor John Kaiser declared a personal interest in relation to Item 26, Change of Wording of Pension Scheme Employer Discretions Statement of Policy, by virtue of the fact that he was a member of the Pensions Board. Councillor Kaiser remained in the meeting during discussions and took part in the vote.

24. PUBLIC QUESTION TIME

There were no public questions.

25. MEMBER QUESTION TIME

There were no Member questions.

26. CHANGE OF WORDING OF PENSION SCHEME EMPLOYER DISCRETIONS STATEMENT OF POLICY

The Board considered a report proposing a change of wording to the Council's Pension Scheme Employer Discretions Statement of Policy to enable a Shared Cost Additional Voluntary Contribution to be implemented.

Mark Gibbons, HR Specialist, explained the proposed change to the AVC Scheme which would enable employees and the Council to save money through being able to reclaim national insurance contributions. Mark highlighted the change of wording that was required to the Policy in order to enable the salary sacrifice scheme to be implemented.

During discussion of the proposed change it was confirmed that there would be no impact for anyone on the current AVC scheme if they wished to move to the new scheme.

RESOLVED: That the wording on the Council's Employer Discretions Statement of Policy be altered to enable the salary sacrifice scheme to be implemented without contradicting the Council's own policy.

27. GENDER PAY GAP REPORT

The Board considered a report setting out information relating to the Council's gender pay gap, which measures the difference between men and women's average earnings across the Council.

Sarah Swindley, Lead Specialist HR, introduced the report and highlighted that the Council's workforce was made up of 74% female and 26% male employees. As the Council offered a large number of part time opportunities, most of which were lower grade roles, this leads to a gender pay gap of 15.23%.

Sarah advised that work would be undertaken by the Employment Equality Working Group to see what actions could be taken to lower this figure.

RESOLVED: That the Gender Pay Gap report that will be published before 31 March 2020 be noted.

28. EXCLUSION OF THE PUBLIC

RESOLVED: 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 Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

29. AGENCY WORKER USAGE

The Board received an exempt report relating to the Council's use of Agency Workers.

RESOLVED: That the report setting out the current Agency Worker usage be noted.

**MINUTES OF AN EXTRAORDINARY MEETING OF THE
PERSONNEL BOARD
HELD ON 27 FEBRUARY 2020 FROM 7.22 PM TO 8.55 PM**

Committee Members Present

Councillors: John Halsall (Chairman), John Kaiser (Vice-Chairman), Lindsay Ferris, Clive Jones, Wayne Smith and Simon Weeks

Officers Present

Anne Hunter, Lead Specialist Democratic and Electoral Services
Susan Parsonage, Chief Executive
Sarah Swindley, Lead Specialist Human Resources

30. APOLOGIES

Apologies for absence were submitted from Councillors Carl Doran and Pauline Helliars-Symons. Councillor Wayne Smith substituted for Councillor Helliars-Symons.

31. DECLARATION OF INTEREST

There were no declarations of interest received.

32. EXCLUSION OF THE PUBLIC

RESOLVED: 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 Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate

33. LONGLIST FOR DIRECTOR, PLACE AND GROWTH

The Board considered the candidates for the role of Director Place and Growth.

RESOLVED That having reviewed applicants submitted by the Executive Search firm Penna:

- 1) eight candidates from those classified as either 'A' or 'B', be supported to proceed to longlist interview for the role of Director, Place and Growth; and
- 2) the proposal to reject candidates classified as 'C' be accepted.

34. LONGLIST FOR DIRECTOR, COMMUNITIES, INSIGHT & CHANGE

The Board considered the candidates for the role of Director Communities, Insight and Change.

RESOLVED: That having reviewed applicants submitted by the Executive Search firm Penna:

- 1) seven candidates from those classified as either 'A' or 'B', be supported to proceed to longlist interview for the role of Director, Communities, Insight and Change; and
- 2) the proposal to reject candidates classified as 'C' be accepted.

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**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 23 MARCH 2020 FROM 6.30 PM TO 7.30 PM**

Committee Members Present

Councillors: John Halsall (Chairman), John Kaiser (Vice-Chairman), Carl Doran, Lindsay Ferris, Clive Jones and Simon Weeks

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Susan Parsonage, Chief Executive
Sarah Swindley, Lead Specialist HR
Ben Cox, Penna

30. APOLOGIES

An apology for absence was submitted from Councillor Pauline Helliard-Symons.

31. DECLARATION OF INTEREST

There were no declarations of interest received.

32. EXCLUSION OF THE PUBLIC

RESOLVED: 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 Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

33. SHORTLIST FOR DIRECTOR, COMMUNITIES, INSIGHT & CHANGE

The Board considered the candidates for the role of Director Communities, Insight and Change.

RESOLVED: That having reviewed the report submitted by the Executive Search firm Penna with regards to the long listed applicants for the role of Director, Communities, Insight and Change, who attended Technical Interviews on 9 March, three candidates be supported to proceed to final interview.

34. SHORTLIST FOR DIRECTOR, PLACE & GROWTH

The Board considered the candidates for the role of Director Place and Growth.

RESOLVED: That having reviewed the report submitted by the Executive Search firm Penna with regards to the long listed applicants for the role of Director, Place and Growth, who attended Technical Interviews on 6 March, four candidates be supported to proceed to final interview.

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**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 6 APRIL 2020 FROM 9.45 AM TO 7 APRIL 2020 10.15 AM**

Committee Members Present

Councillors: John Halsall (Chairman), John Kaiser (Vice-Chairman), Lindsay Ferris, Clive Jones and Simon Weeks

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Susan Parsonage, Chief Executive
Sarah Swindley, Lead Specialist HR
Ben Cox, Penna

35. APOLOGIES

Apologies for absence were submitted from Councillors Carl Doran and Pauline Helliar Symons.

36. DECLARATION OF INTEREST

There were no declarations of interest received.

37. EXCLUSION OF THE PUBLIC

RESOLVED: 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 Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

38. PERMANENT RECRUITMENT FOR DIRECTOR, PLACE & GROWTH

The Board interviewed candidates for the post of Director Place and Growth.

39. ADJOURNMENT OF MEETING

At this point in the meeting 10.50am, the meeting was adjourned.

40. CONTINUATION OF MEETING

At 11am, the meeting resumed.

41. ADJOURNMENT OF MEETING

At this point in the meeting 12.05pm, the meeting was adjourned.

42. CONTINUATION OF MEETING

At 12.15 pm, the meeting resumed.

43. ADJOURNMENT OF MEETING

At this point in the meeting 13.20pm, the meeting was adjourned.

44. CONTINUATION OF MEETING

At 13.45pm, the meeting resumed.

45. ADJOURNMENT OF MEETING

At this point in the meeting 6.10pm, the meeting was adjourned.

46. CONTINUATION OF MEETING

At 10am 7 April 2020, the meeting resumed.

RESOLVED: That Chris Trill be appointed Director, Place and Growth, subject to no objections from the majority of the Executive, on £112,695 per annum plus Performance Related Pay with the following conditions:

- a) That Personnel Board confirm the appointment at the end of the probationary period;
- b) That the permanent employment is subject to the candidate basing herself in Wokingham Borough;
- c) That she starts as soon as possible.

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 8 APRIL 2020 FROM 9.45 AM TO 2.15 PM**

Committee Members Present

Councillors: John Halsall (Chairman), John Kaiser (Vice-Chairman), Lindsay Ferris, Clive Jones and Wayne Smith (substituting Pauline Helliard-Symons)

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Susan Parsonage, Chief Executive
Sarah Swindley, Lead Specialist HR
Ben Cox, Penna

47. APOLOGIES

Apologies for absence were submitted from Councillors Carl Doran, Pauline Helliard-Symons and Simon Weeks.

48. DECLARATION OF INTEREST

There were no declarations of interest received.

49. EXCLUSION OF THE PUBLIC

RESOLVED: 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 Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

50. PERMANENT RECRUITMENT FOR DIRECTOR, COMMUNITIES, INSIGHT & CHANGE

The Board interviewed candidates for the post of Director Communities, Insight & Change.

51. ADJOURNMENT OF MEETING

At this point in the meeting 10.55am, the meeting was adjourned.

52. CONTINUATION OF MEETING

At 11am, the meeting resumed.

53. ADJOURNMENT OF MEETING

At this point in the meeting 12.10pm, the meeting was adjourned.

54. CONTINUATION OF MEETING

At 12.15 pm, the meeting resumed.

55. ADJOURNMENT OF MEETING

At this point in the meeting 13.15pm, the meeting was adjourned.

56. CONTINUATION OF MEETING

At 13.45pm, the meeting resumed.

RESOLVED: That Keeley Clements be appointed Director, Communities, Insight & Change, subject to no objections from the majority of the Executive, on £112,695 per annum plus Performance Related Pay with the following conditions:

- a) That the permanent employment is subject to the candidate basing herself in Wokingham Borough;
- b) That she starts as soon as possible.

Agenda Item 6.

TITLE	Annual Pay Policy Statement
FOR CONSIDERATION BY	Personnel Board on 3 July 2020
WARD	None Specific
LEAD OFFICER	Director, Communities, Insight & Change - Keeley Clements

OUTCOME / BENEFITS TO THE COMMUNITY

Compliance with s38 of the Localism Act 2011.

RECOMMENDATION

That Personnel Board approve the draft Pay Policy Statement for 2020 and recommend its agreement to Full Council on 23 July 2020.

SUMMARY OF REPORT

Pay Policy Statement

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 each financial year.

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 2020.

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 over the last 5 years:

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Highest Paid	£ 143,000	£ 143,000	£ 146,000	£ 150,000	£ 150,000
Lowest Paid	£ 14,975	£ 15,375	£ 16,394	£ 17,711	£ 17,711
Mean	£ 28,921	£ 29,398	£ 30,250	£ 31,718	£ 31,805
Median	£ 24,717	£ 25,988	£ 27,358	£ 27,905	£ 27,905
Ratio Highest to Lowest	9.5:1	9.2:1	8.7:1	8.5:1	8.5:1
Ratio Highest to Median	5.8:1	5.4:1	5.3:1	5.4:1	5.4:1

Analysis of Issues

The comparator data 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. The figures remain static at the point of publication as negotiations are ongoing at a national level with regard to the cost of living increase for 2020-2021. Changes in the mean are as a result of recruitment and retention movement during the year.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

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

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

Public Sector Equality Duty

Not required as this is a statutory report on current data.

Reasons for considering the report in Part 2
n/a

List of Background Papers
Attachment 1 – Pay Policy Statement 2020

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

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Pay Policy Statement 2020

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
6	01/05/19	Updated to comply with regulations
7	04/05/20	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 2020	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 2020/2021
- 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 23 July 2020.

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
- Deputy Chief Executive and Director, Resources & Assets (S151 Officer)
- Director, Adult Social Care & Health
- Director, Children's Services
- Director, Communities, Insight & Change
- Director, Place & Growth

- 1.2 Although not 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, Adults Social Care
- Assistant Director, Business Services
- Assistant Director, Children Social Care
- Assistant Director, Commercial Property
- Assistant Director, Customer & Localities
- Assistant Director, Delivery & Infrastructure
- Assistant Director, Digital and Change
- Assistant Director, Learning, Achievement & Partnerships
- Assistant Director, Governance Services (Monitoring Officer & Returning Officer)
- Assistant Director, Highways & Transport
- Assistant Director, Housing, Income & Assessment
- Assistant Director, Housing and Place Commissioning
- Assistant Director, Integrated Mental Health
- Assistant Director, People Commissioning
- Assistant Director, Place
- Assistant Director, Quality Assurance & Safeguarding Standards

- 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; is on the second pay step of grade 1 on the Council’s pay scales (£17,771 per annum full time (37 hours per week) or £9.18 per hour).
- 2.4 Median salary; £27,905 (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; £31,814 (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 Chief Executive is paid £150,000.

3. Pay Policy from April 2020

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 or the Chief Executive. There are 2 levels, evaluated using the Korn Ferry HAY Job Evaluation methodology:

SM3: £69,929 to £77,214
SM4: £78,758 to £83,226

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 Korn Ferry 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 2020, pay ratios within the Council stand as follows;
 - Highest : lowest = 8.5:1
 - Highest : median = 5.4:1
- 5.3 This is based on the following salary packages:
 - Highest paid (Chief Executive) = £150,000
 - Lowest paid (Grade 1 SCP 9) = £17,711
 - Median (average) = £27,905

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

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Agenda Item 8.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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