



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **PERSONNEL BOARD** will be held in the Council Chamber on **MONDAY 28 JUNE 2021 AT 6.00 PM**

Susan Parsonage
Chief Executive
Published on 18 June 2021

Note: Although non-Committee Members and members of the public are entitled to attend the meeting in person, space is very limited due to the ongoing Coronavirus pandemic. You can however participate in this meeting virtually, in line with the Council's Constitution. If you wish to participate either in person or virtually via Microsoft Teams, please contact Democratic Services. The meeting can also be watched live using the following link:

<https://youtu.be/1Pep7NCFggM>



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)
Pauline Helliar-Symons
Rachel Bishop-Firth

John Kaiser (Vice-Chairman)
Clive Jones

Lindsay Ferris
Simon Weeks

ITEM NO.	WARD	SUBJECT	PAGE NO.
1.		APOLOGIES To receive any apologies for absence	
2.	None Specific	MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 23 March 2021.	5 - 6
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 2021 To consider the Annual Pay Policy Statement 2021.	7 - 18
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 - QUARTER 4

19 - 22

To consider the Agency Worker Usage - Quarter 4 report.

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 23 MARCH 2021 FROM 7.30 PM TO 7.40 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
Sarah Swindley, Lead Specialist HR

35. APOLOGIES

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

36. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 9 February 2021 were confirmed as a correct record and will be signed by the Chairman at the next available opportunity.

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. GENDER AND ETHNICITY PAY GAP REPORT

The Board considered the Gender and Ethnicity Pay Gap Report.

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

- In response to a question from Councillor Ferris, the Lead Specialist HR assured Members that there was a job evaluation system in place, so people who did the same work, irrespective of whether they had any protected characteristics or not, received equal pay.
- Councillor Ferris expressed surprise that there was a small widening of the gap between salaries for males and females. He was advised that the report looked at the type of roles that people were undertaking and took the mean and median of the pay across the workforce population. Proportionally there was more women in the lower pay ranges than men, primarily because a lot of part time opportunities were offered. Many of the Council's part time workers were female. The majority of part time opportunities were at lower grade. A piece of work would be undertaken to look at reducing the Gender Pay Gap further. It would be taken to the Equalities Steering Group in May before being presented to the Personnel Board.
- Some roles typically attracted particular genders. For example, administration typically attracted women and many of the lower paid roles were in this area. All of the lower paid roles which would typically men such as street works and waste collection, had been contracted out, and as such were not included in the figures.

- Councillor Weeks asked for information on the percentage of female staff who worked full time and the percentage of female staff who worked part time, and the same information for male staff. The Lead Specialist HR agreed to provide this.
- Members were advised that for the first time the Ethnicity Pay Gap had been included. This was not legislatively required but was a requirement of the Race Charter. The mean ethnicity pay gap was 5.96%. The pay gap that existed did so due to there being a lack of Ethnic Minority colleagues in senior roles. The Council's recruitment equality data would be looked at to determine whether the Council was receiving applications for vacant roles from ethnic minorities. This would inform any necessary action moving forwards.

RESOLVED: That the Gender and Ethnicity Pay Report be noted prior its publication on 31 March 2021.

Agenda Item 6.

TITLE	Annual Pay Policy Statement 2021
FOR CONSIDERATION BY	Personnel Board on 28 June 2021
WARD	None Specific
LEAD OFFICER	Director, Communities, Insight and 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 2021 and recommend its agreement to Full Council on 22nd July 2021.

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 2021.

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

Background

The Localism Act brings together strands of increasing accountability, transparency and fairness in the setting of local pay and requires authorities to produce a pay policy statement for each financial year.

The statement should include the:

- policy on the level and elements of remuneration for each chief officer
- policy on the remuneration of its lowest paid
- policy on the relationship between the remuneration of its chief officers and other officers
- policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

For 2021, we have undertaken a rebase-lining exercise to ensure that we are underpinning our pay policy statement with data that best enables a robust and accurate comparison in pay regarding the remuneration of our officers. As such, salary data throughout the pay policy statement is measured against the Full Time Equivalent Salary (FTE).

FTE Salary as salary is a unit to measure employees that makes them comparable although they may work different hours per week. For example: The FTE salary of someone who receives £15000 per annum for 22.5 hours would be £25000.

This enables a more accurate and meaningful comparison of salary data between our highest and lowest paid officers and calculation of our mean and median salary points.

For ease, the following table reflects the key data reported in the pay policy statement for 2021/22:

FTE Salary Data	2021/22
Highest Paid	£150,000
Lowest Paid	£18,562
Mean	£34,302
Median	£31,346
Ratio Highest to Lowest	8.1:1
Ratio Highest to Median	4.8:1

Mean Salary is calculating the average of all salaries by adding up all of the salaries and dividing them by the total number of salaries. Excludes Casuals, Agency, Consultant/Supplier, Kickstart placements and Students.

Median Salary is the midway point of all the salaries in the local authority. Excludes Casuals, Agency, Consultants/Supplier, Kickstart placements and Students.

The Pay Multiple is the relationship between the rate of pay for the lowest paid and senior manager post, including chief officers, and the relationship between the highest paid officer and the median (full time equivalent earnings) and is expressed as a ratio X:1

Analysis of Issues

Due to the new baselining of data used to support the pay policy statement for 2021, the comparative data to 2020/21 data would not be an accurate comparator.

However, it is clear that the gap between the highest paid officer and the lowest paid officer is narrowing due to the higher increases at the bottom end of the pay-scales as a result of National Minimum Wage increases.

Changes in the mean are as a result of:

- Recruitment and retention movement during the year
- COVID Response and Recovery requirements
- Organisational Structural Changes
- Commercial Contract Arrangements/Partnerships

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 2021-2022.

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 2021

Contact Joelle Cooper	Service Human Resources
Telephone No Tel: 07500990751	Email joelle.cooper@wokingham.gov.uk



Pay Policy Statement 2021

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 - *TBC*

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
8	04/05/21	Updated to comply with regulations

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

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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 2021/2022
- 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 considered the guidance issued by the Ministry of Housing, Communities and Local Government (MHCLG) and the advice supplied jointly by the Local Government Association (LGA) 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 TBC.

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

- 2.2 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, Adult Social Care Transformation & Integration
- Assistant Director, Integrated Mental Health
- Assistant Director, People Commissioning
- Assistant Director, Children Social Care
- Assistant Director, Strategic & Operational Delivery Children's Services
- Assistant Director, Learning, Achievement & Partnerships
- Assistant Director, Quality Assurance & Safeguarding Standards
- Assistant Director, Commercial Property
- Assistant Director, Delivery & Infrastructure
- Assistant Director, Neighbourhood & Communities
- Assistant Director, Digital and Change
- Assistant Director, Governance (Monitoring Officer & Returning Officer)
- Assistant Director, Finance
- Assistant Director, Place Based Services
- Assistant Director, Place Commissioning
- Assistant Director, Highways

- 2.3 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.

- 2.4 Lowest paid employee is on the first pay step of grade 2 on the Council’s pay scales (£18,562) per annum full time (37 hours per week) or £9.62 per hour.
- 2.5 Median salary is £31,346 (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.
- 2.6 Mean salary is £34,302 (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.
- 2.7 Highest paid employee is the Chief Executive paid £150,000.

3. Pay Policy from April 2021

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: £71,852 to £79,337

SM4: £80,924 to £85,515

3.2.2 Payment arrangements for the 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 3.3 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 based on 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 consider 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 and 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 of 1st April 2021, pay ratios within the Council stand as follows:
- Highest: lowest = 8.1:1
 - Highest: median = 4.8:1
- 5.3 This is based on the following salary packages:
- Highest paid (Chief Executive) = £150,000
 - Lowest paid (Grade 2 SCP) = £18,562
 - Median (average) = £31,346

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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