

South Gloucestershire Council

Pay Policy Statement 2018/19

This Pay Policy Statement is produced on an annual basis in accordance with Section 38 (1) of the Localism Act 2011. It is made available on the Council's website. The Council's website also includes separately published data on salary information relating to Chief Officers.

The statement does not cover staff employed to work in schools.

Date: February 2018

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Context and Scope

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General Principles

South Gloucestershire Council values all its employees and aims to apply a consistent and fair approach to pay and benefits in line with the following principles:

- Recognition of both financial and non-financial rewards in its approach to determining its employment package for employees.
- Consistency and fairness in the processes used to manage pay and benefits
- Commitment to remain within the framework of the relevant national pay bargaining agreements.
- Commitment to equal pay through the use of a robust job evaluation system (HAY) and regular equal pay audits.
- Ensuring our pay and benefits policies and processes are fair and transparent to all employees.
- Enabling the Council to attract and retain talent, being mindful of prevailing labour market conditions and pay rates and the need to be competitive.
- The pay structure and employment package must be affordable to the organisation and aligned with organisational objectives.

The organisation remains in a period of change and its approach to pay reward and job design needs to align with new models of service delivery and the external environment within which it operates. The council has commissioned a review of its pay and grading framework which will report during the currency of this statement. Significant changes to terms and conditions, including pay determination and rewards, which may occur during the currency of this statement are subject to approval by the Council's Appointments & Employment Sub-Committee.

- 1.1 Guidance has been issued by DCLG in respect of the prior approval of full Council to the payment of salary packages that will exceed £100,000. Under the Council's constitution (PartA4) the Appointments and Employment Sub Committee is responsible for adopting arrangements for the appointment of chief officers and 2nd tier JNC officers, having first sought prior approval from

Council to the payment of a salary package that exceeds £100,000 (or such amount as directed by the Secretary of State).

- 1.2 The job size of the post of Chief Executive and other senior management posts in the Council is determined by job evaluation using the Hay Job Evaluation process (the same methodology is used for all Council jobs). Jobs are allocated to a pay band (grade) dependent on the Hay points established for each role. There are five senior manager pay scales to cover a range of Hay points. Each pay scale is made up of incremental points. There is a separate pay band with incremental points for the Chief Executive. An independent review of senior management pay bands carried out in 2007 established a pay range for each band. A subsequent review of senior manager pay in 2014 which reported to the Appointments and Employment Sub-Committee confirmed the current arrangements remain effective.
- 1.3 Any increases in pay rates will be in line with those negotiated nationally by Joint Negotiating Committees (JNC's) for Chief Executives and Chief Officers respectively or as locally determined. The pay policy, whilst agreed in advance of the financial year to which it relates, can be amended during the course of the year to incorporate a pay award negotiated nationally.
- 1.4 Where a pay band consists of a number of different salary points, progression is on an annual basis from 1 April each year subject to six months' service in that pay band and the maximum not being exceeded.
- 1.5 Senior staff are not differentiated from other members of staff in terms of remuneration on resignation or termination. The Council's arrangements for severance apply to this staff group.
- 1.6 Other conditions of service are those determined nationally by the JNC's specifically for these appointments or, as locally determined for all other Council staff except teaching staff.
- 1.7 The Council complies with the Code of Recommended Practice for Local Authorities on Data Transparency. Data is published on the Council's website on senior salaries above **£58,000**¹. This data also shows the Senior Management posts with associated grade and pay band.

2. Employee Pay and the definition of Lowest and Highest Paid Employees

- 2.1 The majority of the workforce is employed on National Conditions as determined by the National Joint Council for Local Government Services (commonly known as the 'Green Book'). Posts are allocated to a pay grade through the process of job validation. The values of the spinal column points in these pay grades are updated by the pay awards notified from time to time by the NJC for Local Government Services or as locally determined.

¹ <http://www.southglos.gov.uk/council-and-democracy/performance/value-for-money/senior-officers-pay/>

- 2.2 There are a small number of employees who are subject to conditions of service determined by the JNC for Youth & Community Workers. There are some specialist posts covered by the Soulbury Committee as well as a few historical grades.
- 2.3 The 'lowest' paid is defined as a full time employee on the lowest grades H14-scp 10 of H13 which are paid at the protected 2014/15 Living Wage Foundation rate (£15,144.93 per annum). These are the lowest paid employees other than apprentices. Following the introduction of the Apprenticeship Levy in May 2017 newly recruited apprentices are paid the age related living wage during their apprenticeship or a career grade aligned to existing council pay grades dependent on the apprentice framework. Existing employees undertaking apprenticeships retain their existing salary.
- 2.4 The post of Chief Executive is the largest job size and is defined as the 'highest' paid post within South Gloucestershire Council.
- 2.5 The Chief Executive's salary is £158,855 per annum, which is 10.49 times the full-time salary of the Council's lowest paid employees whose salary is £15,144.93 per annum. This is calculated as follows: Chief Executive's salary (£158,855)/full time salary of lowest paid employees (£15,144.93). The Council's pay multiple (the ratio between the highest paid employee and the median basic salary across the Council) is 6.79:1. The median basic salary is £23,398. The mean basic salary is £26,331.72.²

3. Pay Principles

3.1 Pay Determination

- Base pay is determined by the role and its accountability using the Hay job evaluation methodology described above.
- Any allowances or enhancements to basic pay are made following the Council's published policies covering allowances, enhancements and premium pay such as honoraria.
- As a general principle the Council avoids the use of market supplements, but where these have been established as necessary to ensure staff with the right level of skills for the effective delivery of services are attracted and retained, this will be done in consultation with the Head of HR to make sure a consistent approach is taken across the Council.

²Calculation – the mean is calculated by adding together all of the FTE salaries and dividing by the number of lines of data (headcount) to give the average salary value. The median is calculated by sorting into order the FTE salaries to find the middle salary value on the list. Data as at 31/12/2017. For reference, the Chief Executive's salary was 10.39 times more than the full time salary of the Council's lowest paid employees in the 2016/17 pay policy statement. The pay ratio was 6.79:1 in the 2016/17 statement. The median basic salary reported in 2016/17 was £23,166. The mean basic salary in 2016/17 was £25,422.40.

- Incremental progression (i.e. movement through the column points within a grade) takes place on 1st April each year subject to minimum service requirements and the top of the grade not being exceeded.
- Where an increase in pay has been negotiated through the national negotiation framework, it will be implemented normally with effect from 1st April of the appropriate year. If negotiations are not concluded by 1st April the increase will be paid at the earliest opportunity together with back pay from 1st April.
- The Council currently does not apply performance-related pay or bonuses to any employee group.

3.2 Pay on Appointment

All appointments are normally made to the bottom of the pay grade at which the post has been evaluated. Managers have discretion to appoint at a higher scale point within the grade when necessary to secure the best candidate for the role.

3.3 Termination of Employment

On ceasing to be employed by the Council, any individual (including Chief Executive and Chief Officers) will only receive compensation:

- (a) in circumstances that are relevant (for example, redundancy); and
- (b) that is in accordance with our published policy on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS); and/or
- (c) that complies with the specific term(s) of a settlement agreement.

Redundancy payments were reviewed and capped in 2010. Payments are currently capped at twice the number of weeks required by Employment Rights Act and use actual weekly pay up to twice the statutory maximum at the time of calculation.

Any decision to re-employ an individual, who was previously employed by the Council and, on ceasing to be employed, was in receipt of a severance or redundancy payment, will be made on merit. Individuals returning to the Council following a redundancy dismissal would be subject to the provisions of the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999.

3.4. Ensuring consistency and equal pay

The Council seeks to ensure consistency through the following processes:

- The council introduced role profiles to ensure work is described in a consistent way across the organisation.
- All departments are provided with the same quality of internal support in the job evaluation process which is co-ordinated by an Hay trained Job Analyst

- Validation panels for role profiles comprise management and Trade Union representatives.
- The council is committed to the principle of equal pay for work of equal value. It published an Equal Pay Audit report in 2016:
<http://www.southglos.gov.uk/documents/Equal-Pay-Audit-2015-16-FINAL.pdf>
- The council also published a Gender Pay Gap report in December 2017:
<http://www.southglos.gov.uk/documents/Gender-Pay-Gap-report-Mar17-FINAL.pdf>