

## Introduction

Newport City Council recognises the importance of remuneration decisions that are appropriate, transparent, provide value for money and reward employees fairly for the work that they perform. This policy statement sets out the Council's key approaches to pay and reward for our employees.

## Aims of the Policy

To outline Newport City Council's approach to the pay and reward of its employees in the interests of openness and transparency.

## Scope

To provide the public with the Council's policy on all aspects of pay and reward, including senior posts and the lowest paid posts, explaining the relationship between remuneration for senior post holders and other groups.

## To be read in conjunction with

Annual Statement of Accounts 2017/18  
Job Evaluation Scheme  
School Teachers' Pay and Conditions Document/School Pay Policies  
Market Supplement Guidance  
Early Retirement and Redundancy Payments Guidance  
Out of Hours/Additional Duties/Detriment Schemes  
Travel and Subsistence Policy

## 1. Principles

This is Newport City Council's 2018/19 annual Pay and Reward Policy for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

This Pay and Reward Policy provides the framework for decision making on pay and in particular decision making on senior pay.

The Council recognises that there is public interest in public sector pay and therefore the importance of being transparent in its decisions relating to pay. It is recognised that senior posts in the Council are accountable for delivering the current strategic objectives of the organisation, including demonstrating value for money and the role that senior leadership plays in the quality of service delivery. The context of managing resources effectively and appropriately is of importance to the Council and transparency on pay is therefore appropriate to publish for public scrutiny.

In accordance with the requirements of Section 38 of the Localism Act 2011 and of the Revised Guidance issued by the Welsh Government in December 2015, Newport City Council is required to publish a Pay Policy Statement for each financial year detailing:

- a) The Council's definition of senior posts
- b) The Council's definition of lowest paid employees
- c) Reasons for adopting these definitions
- d) The relationship between the remuneration of senior posts and that of the lowest paid employees

In addition to this Pay and Reward Policy, remuneration reporting is included in the Council's Annual Statement of Accounts. The 2017/18 information can be found [here](#)

The Council's senior posts are defined as:

Chief Executive  
Strategic Director – People  
Strategic Director – Place  
Chief Education Officer  
Head of Finance (Section 151 Officer)  
Head of Law and Regulation (Monitoring Officer)  
Head of People and Business Change  
Head of Children and Young People's Services  
Head of Adult and Community Services  
Head of Regeneration, Investment and Housing  
Head of City Services

## **2.0 Legislative Framework**

### **2.1 General**

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act (2010), Part Time Employment (Prevention of Less Favourable Treatment) Regulations (2000), the Agency Workers Regulations (2010), Transfer of Undertakings (Protection of Employment) Regulations (2006) where relevant, and the National Minimum Wage Act (1998).

With regard to Equal Pay requirements contained within the Equality Act, the Council aims to ensure that there is no pay discrimination within its pay structures and that pay differentials can be objectively justified through the use of equality proofed job evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

### **2.1 Pay in schools**

Employees who are appointed and directly managed by Head teachers and/or Governing Bodies are not required to be included within the scope of Pay Policy Statements as the provisions in the Localism Act (2011) only apply to employees appointed and directly managed by the Council. This reflects the requirements contained within the Staffing of Maintained Schools (Wales) Regulations (2006) where schools based staff are considered to be employees of the Council, yet the appointment and management of this staff group is discharged to the Governing Body.

In the interests of consistency and transparency the pay related data set out within this Pay Policy Statement includes information relating to those who are appointed and managed by Head teachers/Governing Bodies. Schools are required to develop their own Pay Policies.

## **3.0 Responsibility for Pay Decisions**

### **3.1 Responsibility for the Approval of the Pay and Reward Policy**

The Council's Pay and Reward Policy incorporates the statutory provisions of the Localism Act (2011) in relation to pay policy statements. Approval of this statement and of any amendments to it is therefore a matter for full Council, and cannot be delegated to any sub-committee.

### **3.2 Responsibility for Council Pay Structure and Employment Terms and Conditions**

As per the Council's constitution, overall responsibility for Council policy in relation to pay and grading structures, and employment terms and conditions rests with the Cabinet, with specific policy decisions delegated to the Cabinet Member for Community and Resources.

The exception to this is the matter of senior pay structures, where any proposed changes are a matter for full Council.

### **3.3 Delegated Authority**

Managers should be aware of their delegated levels of authority. Delegations for decisions on pay cannot be further delegated below these levels:

| Decision   | Delegated level of Authority  |
|--|---|
| Salary packages above £100,000 per year  | Full Council  |
| Starting pay above grade minimum for the Chief Executive, Strategic Directors and Heads of Service | Appointments Committee  |
| Market Supplement for the Chief Executive, Strategic Directors and Heads of Service                | Appointments Committee  |
| Performance related pay increases for the Chief Executive  | Leader and Deputy Leader of the Council in consultation with the Head of People and Business Change                         |
| Performance related pay increases for the Strategic Directors                                      | Leader, Deputy Leader and Chief Executive in consultation with the Head of People and Business Change                       |
| Pay progression through Head of Service grade  | Strategic Directors in consultation with the Head of People and Business Change   |
| Starting pay above grade minimum for all grades below Head of Service                              | Head of Service in consultation with Human Resources  |
| Market Supplement for posts below Head of Service  | Head of Service in consultation with the Head of Law and Regulation, Head of Finance and Head of People and Business Change |
| Pay progression through all grades below Head of Service   | Head of Service in consultation with Human Resources  |
| Additional duties payments below Head of Service   | Head of Service in consultation with Human Resources  |
| Individual grading including re-grading applications   | Head of Service with Human Resources*   |
| Salary detriment   | Head of Service*  |
| Early release of pension   | Head of Service*  |
| Planned overtime payments  | Head of Service   |

**Decisions marked with \* are subject to a formal business case and consultation with either Human Resources in the case of re-grading requests, or the Head of Law and Regulation, Head of Finance and Head of People and Business Change in the case of salary detriment or early release of pension. Any dispute will be determined by a Strategic Director.**

The Head of People and Business Change is responsible for ensuring that the Council's Job Evaluation Scheme (where applicable) and pay processes have been applied. Human Resources is responsible for overseeing any decision on pay to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay and Reward Policy.

**4.0 Terms and Conditions of Service**

The Council’s employees are employed on a number of different terms and conditions dependent on the role that they fulfil:

| <b>Employee Group</b>   | <b>Terms and Conditions</b>  |
|---|--|
| Chief Executive   | Joint National Council for Chief Executives terms and conditions except for pay which is determined by a local performance related pay arrangement   |
| Strategic Directors and Heads of Service                                | Joint National Council for Chief Officers’ terms and conditions. Strategic Director pay is determined by a local performance related pay arrangement, Head of Service pay is subject to annual incremental movement through the grade  |
| School Teachers   | Head, Deputy, Assistant Head teachers and all other classroom teachers employed directly by the Council (as opposed to those employed by the Governing Body of a voluntary aided school) are paid in accordance with the School Teachers’ Pay and Conditions Document (STPCD). |
| School Improvement Professionals and Education Psychologists            | The Soulbury Committee determine pay arrangements and National Joint Council for Local Government Service Employees terms and conditions apply for all other contractual entitlements  |
| All other employees (including schools based staff other than teachers) | National Joint Council for Local Government Service Employees apply, supplemented by the Newport City Council Single Status Pay and Grading arrangements   |

**5.0 National pay bargaining arrangements**

The Council uses nationally negotiated pay spines for the relevant groups of employees as the basis for its local pay structures. The Council remains committed to adherence with national pay bargaining in respect of the national pay spines and any increases negotiated in the pay spine.

Employees on all terms and conditions will receive a pay award where this is negotiated nationally by the relevant negotiating committee.

**6.0 Process for grading posts**

The Council utilises the Newport City Council Job Evaluation scheme as the basis for its local grading structure. This determines the salaries of the large majority of employees including non-teaching staff in schools. The pay and grading structure was achieved through a collective agreement with the recognised trade unions and implemented with effect from 1<sup>st</sup> April 2015.

The pay grade of posts on Soulbury and Teachers’ pay will be determined in accordance with the national and local agreed terms.

The pay grade of JNC posts is through the Hay job evaluation scheme.

## 7.0 Senior Management Remuneration

For the purpose of the Council's Pay and Reward Policy, senior management means 'Chief Officers' as defined within Section 43 of the Localism Act (2011). The posts within the Council's structure identified by the statutory definition are set out below:

- Chief Executive
- Strategic Director – People
- Strategic Director – Place
- Chief Education Officer
- Head of Children and Young People's Services
- Head of Adult and Community Services
- Head of Law and Regulation
- Head of Finance
- Head of People and Business Change
- Head of Regeneration, Investment and Housing
- Head of City Services

The current salary ranges for these posts can be found in Appendix B.

## 7.1 Recruitment and appointment of Chief Officers

The Council's policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution. When recruiting to all posts the Council will take full and proper account of its own Recruitment Policy and Procedures, Job Security and Diversity Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any chief officers engaged under such arrangements. Any substantive chief officer appointment made under a contract for service is subject to the approval of full Council in accordance with the provisions of the Council's Constitution.

## 7.2 The role of the Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the organisation. The organisation has a turnover of £401m and is responsible for a wide range of services employing some 6000 staff.

The role of the Chief Executive is a full time and permanent appointment. Post holders are selected on merit, against objective criteria, following public advertisement. They are appointed by the Council's Appointments Committee.

As head of the paid service, the Chief Executive works closely with elected members to deliver Newport's corporate plan.

The Chief Executive routinely works evenings as well as the standard Monday to Friday business week. The Chief Executive also heads the 'on call' arrangements particularly to cover emergency planning requirements.

## 7.3 Chief Executive Pay

The salary for the Chief Executive is set out in Appendix B, and the Chief Executive may receive additional payments for any of the elections where he is the Returning Officer.

Details of the Chief Executive's pay, including any additional payments are published on page 109 of the annual accounts of the Council and can be accessed [here](#)

The Chief Executive is a member of the LGPS pension scheme and details are disclosed in the remuneration report. There have been no increases or enhancements to the pension outside of standard arrangements.

The notice period for the role is 3 months.

## 7.4 Proposals to change the Chief Executive's salary

Where the Council proposes to change the Chief Executive's salary level and the proposed change is not commensurate with a change to the salaries of the authority's other employees, it will consult the Independent Remuneration Panel for Wales (IRPW) about the proposed change. The Council will provide the IRPW with all relevant information regarding its proposed change, and will have due regard to any IRPW recommendations on the proposals.

The Council is required to declare whether or not any referrals have been made to the IRPW. To date there have been no referrals made to the IRPW regarding any aspects of the Chief Executive's salary in the Council's Pay and Reward Policy.

The Council will have regard to any recommendation received from the IRPW when performing its functions under section 38 or 39 of the Localism Act 2011. This may include any recommendations from the IRPW in relation to a policy within the Council's Pay and Reward Policy regarding severance packages.

## 7.5 Joint Appointments

The Council's intention is to continue to develop collaborative working on a planned and strategic basis with local authority partners and also with other public sector organisations. Therefore, when senior vacancies arise, including at Chief Officer level, the views of elected Members will be sought as to whether consideration of a joint appointment would be appropriate. If Members are supportive, discussions will take place with partners and neighbouring authorities to determine whether the posts can be reconfigured as a joint appointment, instead of automatically being filled on a like for like basis.

If a decision is made to progress with a joint appointment, both parties will need to reach agreement on the salary and overall remuneration package for the post, and the proportion to this which each party will pay. Where the Council will be the employer of the joint appointee, the determination of salary and other pay arrangements will be in accordance with this Pay and Reward Policy.

Any joint appointments at Chief Officer level will be made in accordance with the provisions of the Officer Employment Procedure Rules contained in the Council's Constitution.

## 8. Pay Relativities within the Council

The relationship between the rate of pay for the lowest paid Council employee and that of the Council's Chief Officers is determined by the processes used for determining pay and grading structures as set out in this Pay and Reward Policy. A copy of the Council's grades for NJC posts is published on the external webpage [here](#).

The 'lowest paid' persons employed under a contract of employment with the Council are employed at spinal column point 8 through to 10 of the National Joint Council pay spine for Local Government

Services.

As at 1 April 2019, the NJC pay spine for Local Government Services employees was revised and the grade boundaries were reset. The lowest spinal column point is Scp1 and equates to the Foundation Living Wage rate of £9.00 per hour.

The Council employs Apprentices (and other trainees) who are not included within the definite of 'lowest paid employees' as they are not employed under Contracts of Employment.

The relationship between the rate of pay for the "lowest paid" employees and the Council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay and Reward Policy.

The salary utilised for the Chief Officer calculations of all the pay multiple data is £140,091.

As part of its commitment to pay transparency, and following the recommendations of the Hutton "Review of Fair Pay in the Public Sector" (2011), the Council will publish information on pay relativities on an annual basis. The information for 2018-2019 is as follows:

| Multiple of Salary   | Ratio   |
|--|---------|
| <ul style="list-style-type: none"> <li>the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio</li> </ul>       | 1 : 8:5 |
| <ul style="list-style-type: none"> <li>the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio</li> </ul> | 1 : 5:3 |
| <ul style="list-style-type: none"> <li>the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio</li> </ul>                         | 1 : 6:7 |
| <ul style="list-style-type: none"> <li>the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio</li> </ul>                   | 1 : 4:2 |

Note:

- i) Column A provides the pay ratio as per the requirement of the Localism Act 2011
- ii) These figures exclude remuneration for appointments within organisations for which the Council provides a payroll service but is not the employer.
- iii) These figures exclude remuneration for joint appointments where the Council is not the employer

In relation to the gender pay gap, the Council's Gender Pay Gap 2018 report outlines the gender pay gap between men and women in the Council. As at April 2018 the Council had a mean gender pay gap of 4% and a median gender pay gap of 3%. There is no bonus paid to any employee, therefore no bonus gender pay gap exists, and our quartiles are as follows:

|              | FEMALE | MALE | TOTAL |
|--------------|--------|------|-------|
| LOWER        | 78%    | 22%  | 100%  |
| LOWER MIDDLE | 69%    | 31%  | 100%  |
| UPPER MIDDLE | 72%    | 27%  | 100%  |
| UPPER        | 70%    | 30%  | 100%  |

## 9. Starting Pay

New appointments will normally be made at the minimum of the relevant grade for the post. Under exceptional circumstances, and where there are compelling and evidenced reasons to support the decision, a new employee may be appointed to a higher increment. Exceptional reasons may include the need to secure the best candidate and / or having regard to the knowledge, skills and competencies of the individual as well as their current and previous salary levels.

All requests to appoint above the minimum of the grade must be agreed by the relevant Head of Service, in consultation with their HR Business Partner before any salary offer is made to the candidate. In the case of Chief Officers, all requests to appoint above the minimum of the grade must be agreed by the relevant Appointments Committee of the Council.

In addition, all salary packages for Chief Officers with a value of £100,000 or more must be approved by the full Council. The salary package will include salary, performance related pay, fees or allowances and any benefits in kind.

## 10. Annual Pay Progression arrangements

Pay structures for the all employee groups are attached at the appendices as follows:

Appendix A: NCC NJC Salary Structure with Effect from 1 April 2019 (Applicable to National Joint Council for Local Government Employees)

Appendix B: Chief Officer Pay Scales

Appendix C: Soulbury Pay Scale

Appendix D: School Teachers' (Qualified and Unqualified) Pay Ranges and Leadership Group Pay Spines

The pay progression arrangements for the relevant employee groups are outlined below.

### 10.1 NJC for Local Government Employees

Increments will be paid on 1st April each year until the maximum of the level is reached subject to the following:

(i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources.

(ii) Employees with less than six months' service in the grade by 1st April shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 April.

NB: Any action under (i) or (ii) shall not interrupt the payment of subsequent increments on 1 April.

### 10.2 Chief Officers – Chief Executive and Strategic Directors

The Chief Executive and Strategic Directors will not be paid any annual increment. Any progression within these salary ranges will be based solely on performance in accordance with the agreed performance related pay arrangements.

### 10.3 Chief Officers – Heads of Service

Increments will be paid to Heads of Service on 1 April each year until the maximum of the level is reached subject to the following:

(i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being

exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources.

(ii) Employees with less than six months' service in the grade by 1 April shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 April.

NB: Any action under (i) or (ii) shall not interrupt the payment of subsequent increments on 1 April.

## **10.4 Employees on Soulbury salary scales**

Increments will be paid on 1 September each year until the maximum of the level is reached subject to the following:

(i) In exceptional circumstances, increments may be accelerated within the grade at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Head of Service delegation. This will only occur after careful consideration of equal pay requirements and consultation with Human Resources

(ii) Employees with less than six months' service in the grade by 1 September shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 September.

(iii) Structured Professional Assessment points will be paid in accordance with the provisions of the Soulbury Committee and the Council's Soulbury Guidance note.

The small group of employees who remain subject to the local agreement reached in June 2005 for employees within school improvement posts are employed on 'spot points' and are therefore not entitled to receive annual increments.

## **10.5 Withholding an increment**

For all employees in posts subject to incremental progression, an increment may be withheld due to poor performance. This will only apply where formal capability procedures are being followed in accordance with the Council's Capability Policy. Any increment withheld may be paid subsequently if the employee's performance improves.

## **10.6 Teachers and School Leaders**

Progression for teachers paid on the main or upper pay ranges will be in accordance with the provisions of the STPCD 2018; any pay movement, where awarded, applies from 1 September each year. Teachers employed on the Leadership spine (Head Teachers, Deputies and Assistant Head Teachers) are eligible to progress within the pay range for their post on 1 September each year until the maximum point is reached. Progression is subject to meeting the requirements for movement set out in the STPCD. More detailed information and guidance can be found in the Council's Teachers' Pay Policy.

## **11. Pay on Promotion or Transfer**

### **11.1 Move to a new post at the same level**

Where an employee moves to a new permanent post at the same level, they will normally be appointed on the same salary point and retain the incremental date (where this is relevant) from their original post.

### **11.2 Pay on promotion**

Where an employee receives a promotion they will normally be appointed on the minimum point for the new post (unless the provisions of Section 10 are utilised) subject to them receiving a minimum of one increment above their current spinal point in their pre-promotion post.

All requests to appoint above the minimum of the level must be agreed by the relevant Head of Service, in consultation with their HR&OD Business Partner before any salary offer is made.

In the case of Chief Officers, all requests to appoint above the minimum of the grade must be agreed by the relevant Appointments Committee of the Council.

## **12. Allowances: Overtime, Bank Holiday Working, Night Work, Standby**

Employees on all terms and conditions, other than Chief Officers and teachers, may be paid allowances, where appropriate, in accordance with the relevant provisions of their terms and conditions of employment as supplemented by local agreement.

Chief Officers and teachers are not eligible for such allowances but are expected to undertake duties outside their contractual hours and working patterns as is commensurate with their salary level without additional payment.

## **13. Additional Payments – All Employees**

Employees on all terms and conditions may be eligible for the following additional payments unless otherwise stated:

### **13.1 Additional Duties Scheme**

There may be occasions when an employee is asked to carry out additional duties at a higher level to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's Additional Duties Scheme, which can be found [here](#).

N.B. Under the School Teachers' Pay and Conditions Document (STPCD), there are no provisions which allow for the payment of honoraria to teachers.

### **13.2 Professional Fees**

The Council does not pay or reimburse professional / registration fees.

### **13.3 Market Supplements**

Within a diverse workforce encompassing highly skilled professional and technical roles the Council recognises there may be occasions where market forces produce a situation where, in exceptional circumstances, the Council may offer an additional temporary supplement to the pay of a post.

The Council has a Market Supplement Scheme for Local Government Service employees to ensure that requirement for any market pay supplements is objectively justified. With the exception of teachers, the Scheme may apply to other posts within the council.

Supplements are subject to regular review and can be withdrawn where no longer considered justifiable.

### **13.4 Additional Payments under the STPCD**

The STPCD makes provision for the following additional allowances / payments for teachers, subject to the necessary criteria being met:

- Teaching and Learning Responsibility Allowances
- Special Educational Need Allowances
- Recruitment or Retention Incentives and Benefits
- Payments for participation in continuing professional development undertaken outside the school day, out-of-school hours learning activities, activities relating to the provision of initial teaching training and / or additional responsibilities and activities
- learning activities

Where the Council has centrally employed teaching staff, it may make use of the above allowances, subject to meeting the relevant provisions of the STPCD.

**13.5 Travel and Subsistence Expenses**

The Council’s Travel and Subsistence Policy seeks to ensure that no employees will be financially disadvantaged whilst undertaking duties which take them from their normal place of work. Employees will be reimbursed additional travelling or subsistence expenses incurred in the course of their work in accordance with this policy, subject to evidence of expenditure being produced. Details of the current rates for travelling and subsistence expenses can be found [here](#).

**14. Additional Payments to Chief Officer posts**

The Council has a ‘Block Car Allowance’ scheme which applies to all Chief Officers. On appointment, Chief Officers are able choose whether to accept the block allowance or to claim their mileage as and when undertaken as per the Council’s Travel and Subsistence Policy. The Block Car Allowance provides a fixed annual payment to cover all return journeys undertaken on Council business, where each individual journey is less than 70 miles in total. For journeys of more than 70 miles in total, reimbursement is in accordance with the Travel and Subsistence Policy. The Head of Finance does not receive the Block Car Allowance.

| <b>CHIEF OFFICER POST</b>  | <b>PRE-DEFINED ANNUAL MILEAGE</b> | <b>ANNUAL ALLOWANCE</b> |
|--|-----------------------------------|-------------------------|
| Chief Executive<br>Strategic Director – People<br>Strategic Director – Place   | 2,000                             | £900                    |
| Head of Childrens’ Services<br>Head of Regeneration,<br>Investment and Housing   | 2,400                             | £1,080                  |
| Chief Education Officer<br>Head of Adults’ Services<br>Head of Streetscene and City<br>Services<br>Head of People and Business<br>Change | 1,500                             | £675                    |
| Head of Law and Regulation   | 1,000                             | £450                    |

**14.2 Returning Officer**

The Council has agreed that the Chief Executive undertakes the role of Returning Officer in respect of local, national and European elections.

The Returning Officer is an officer of the City Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

Other Council staff may undertake duties on behalf of the Returning Officer, e.g. polling clerks, count supervisors, etc. They will receive separate payments for these duties based on their role in any election process.

**15. Employee Benefits**

In additional to an employee’s salary, the Council is able to offer a comprehensive range of benefits

designed to enhance the work / life balance of our employees. The current benefits include:

- the Local Government / Teachers' Pension Schemes as applicable
- generous annual leave entitlements in addition to bank holiday entitlement
- The option to purchase up to one week of additional annual leave
- learning and development opportunities
- flexible working arrangements
- employee wellbeing schemes, such as Care First
- childcare vouchers
- cycle-to-work scheme
- car lease scheme
- technology purchase scheme
- discounted gym and leisure membership
- use of the Vectis card scheme to provide retail discounts
- access to financial support and advice

## **16. Detriment Arrangements**

### **16.1 All employees except Teaching staff**

The Council has a non-contractual Detriment Scheme for those employees whose posts are downgraded as a consequence of implementing structural change. This can be found on the Council's Intranet. Detriment arrangements will not apply where the move to a lower graded post is voluntary.

### **16.2 Teaching Staff**

There are specific statutory arrangements in place for teachers whose posts are downgraded as a result of implementing structural change or because of the implementation of school reorganisations. These provisions are outlined in the STPCD.

## **17. Termination of Employment**

### **17.1 Payments on Termination**

Where an employee's employment is brought to an end on grounds of redundancy or early retirement, they will receive payment on termination of their employment in accordance with the Council's Redundancy Payments and Early Retirement Guidance and discretions relating to the Local Government Pension Scheme policy. This guidance sets out the Council's approach to statutory and discretionary payments on termination of employment of all employees, prior to reaching normal retirement age. It includes the Council's discretions in accordance with the following statutory regulations:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007, The Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions & Savings) Regulations 2014
- The Teachers' Pension Scheme Regulations 2010 and Teachers (Compensation for Redundancy and Premature Retirement) Regulations.

Chief Officer severance packages above £100,000 must be agreed by full Council. The severance /redundancy package includes any redundancy payment, contractual notice period and full cost of early release of pension (as required under Regulation 68 (2) of the Local Government Pension Scheme).

Payments to the Chief Executive falling outside these provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Leader and Deputy Leader.

Other payments to other Chief Officers falling outside these provisions or the relevant periods of

contractual notice shall be subject to a formal decision made by the Leader and the Cabinet Member for Human Resources and Assets.

## 17.2 Re-employment following termination

Employees who have left the Council's employment on grounds of redundancy or early retirement will not normally be re-employed by the Council in the same capacity unless there is an exceptional business reason to do so. For all posts except Chief Officer posts, this will be determined by the Chief Executive, in consultation with the Head of People and Business Change. Where a former employee is re-employed at Chief Officer level, the appointment will be subject to the approval of full Council in accordance with the provisions of the Council's Constitution.

## 18. Confidentiality

The application of this Pay and Reward Policy will be undertaken in an open and transparent way but the salary details of individual members of staff shall remain confidential. Where the Council is required to publish salary information in accordance with the provisions of the Accounts and Audit (Wales) Regulations 2005, this information is published on an anonymised basis due to the requirements of the current Data Protection Act.

## 19. Workforce Information

It is recognised that accurate workforce data is critical to the management of the Council's most valuable and costly resource, its employees, and to the implementation of this Pay and Reward Policy. People and Business Change will be responsible for analysing the data that is currently collected in order to inform any future proposed changes to this policy / related policy and in order to fully understand the financial context.

## 20. Partnership with Trades Unions

The Council will endeavour to maintain the joint working approach that it has developed with its recognised Trade Unions and will continue to work closely with them on pay related matters. There has been consultation with representatives of the recognised Trade Unions during the development of this Pay and Reward Policy. Collective bargaining processes will be followed as appropriate for any proposed changes to pay and/or allowances.

## 21. Publication

Following approval by the full Council, and in accordance with the requirements of the Localism Act, this Pay and Reward Policy will be published on the Council's Website.

In addition, for posts where the full time equivalent salary is at least £60,000, in accordance with the provisions of Accounts and Audit (Wales) Regulations 2005, the Council's Annual Statement of Accounts will include a note setting out:

- the total amount of salary, fees or allowances paid to or receivable by the postholder in the current and previous year
- any bonuses so paid or receivable by the postholder in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above.

## 25. Policy Review

This Pay and Reward Policy outlines the current position in respect of pay and reward within the Council. It will be reviewed and reported to Council on an annual basis to ensure it meets the principles of fairness, equality, accountability and value for money for the authority and its residents.

This Pay and Reward Policy is an update to the statement initially approved by Council in March 2012, and updated and approved by Council in subsequent years. This statement will come into immediate effect once fully endorsed by Council at its meeting in April 2019.

## Appendix A: NJC FOR LOCAL GOVERNMENT WORKERS SALARY RATES 1 APRIL 2019

| Spinal Column Point | Annual Salary £ | Monthly Salary £ | Weekly Salary £ | Hourly Rate (37) £ |                |                 |
|---------------------|-----------------|------------------|-----------------|--------------------|----------------|-----------------|
| 1                   | 17364           | 1447             | 333             | 9.00               | <b>Grade 1</b> |                 |
| 2                   | 17711           | 1476             | 340             | 9.18               | (210-253)      |                 |
| 3                   | 18065           | 1505             | 346             | 9.36               |                | <b>Grade 2</b>  |
| 4                   | 18426           | 1536             | 353             | 9.55               |                | (254-297)       |
| 5                   | 18795           | 1566             | 360             | 9.74               | <b>Grade 3</b> |                 |
| 6                   | 19171           | 1598             | 368             | 9.94               | (298-341)      |                 |
| 7                   | 19554           | 1630             | 375             | 10.14              |                |                 |
| 8                   | 19945           | 1662             | 383             | 10.34              |                | <b>Grade 4</b>  |
| 9                   | 20344           | 1695             | 390             | 10.54              |                | (342-397)       |
| 10                  | 20751           | 1729             | 398             | 10.76              |                |                 |
| 11                  | 21166           | 1764             | 406             | 10.97              |                |                 |
| 12                  | 21589           | 1799             | 414             | 11.19              |                |                 |
| 13                  | 22021           | 1835             | 422             | 11.41              |                |                 |
| 14                  | 22462           | 1872             | 431             | 11.64              | <b>Grade 5</b> |                 |
| 15                  | 22911           | 1909             | 439             | 11.88              | (398-453)      |                 |
| 16                  | 23369           | 1947             | 448             | 12.11              |                |                 |
| 17                  | 23836           | 1986             | 457             | 12.35              |                |                 |
| 18                  | 24313           | 2026             | 466             | 12.60              |                |                 |
| 19                  | 24799           | 2067             | 476             | 12.85              |                |                 |
| 20                  | 25295           | 2108             | 485             | 13.11              |                | <b>Grade 6</b>  |
| 21                  | 25801           | 2150             | 495             | 13.37              |                | (454-509)       |
| 22                  | 26317           | 2193             | 505             | 13.64              |                |                 |
| 23                  | 26999           | 2250             | 518             | 13.99              |                |                 |
| 24                  | 27905           | 2325             | 535             | 14.46              | <b>Grade 7</b> |                 |
| 25                  | 28785           | 2399             | 552             | 14.92              | (510-565)      |                 |
| 26                  | 29636           | 2470             | 568             | 15.36              |                |                 |
| 27                  | 30507           | 2542             | 585             | 15.81              |                |                 |
| 28                  | 31371           | 2614             | 602             | 16.26              |                | <b>Grade 8</b>  |
| 29                  | 32029           | 2669             | 614             | 16.60              |                | (566-621)       |
| 30                  | 32878           | 2740             | 631             | 17.04              |                |                 |
| 31                  | 33799           | 2817             | 648             | 17.52              |                |                 |
| 32                  | 34788           | 2899             | 667             | 18.03              | <b>Grade 9</b> |                 |
| 33                  | 35934           | 2995             | 689             | 18.63              | (622-677)      |                 |
| 34                  | 36876           | 3073             | 707             | 19.11              |                |                 |
| 35                  | 37849           | 3154             | 726             | 19.62              |                |                 |
| 36                  | 38813           | 3234             | 744             | 20.12              |                | <b>Grade 10</b> |
| 37                  | 39782           | 3315             | 763             | 20.62              |                | (678-743)       |
| 38                  | 40760           | 3397             | 782             | 21.13              |                |                 |

|    |       |      |      |       |                 |                 |
|----|-------|------|------|-------|-----------------|-----------------|
| 39 | 41675 | 3473 | 799  | 21.60 | <b>Grade 11</b> |                 |
| 40 | 42683 | 3557 | 819  | 22.12 | (744-809)       |                 |
| 41 | 43662 | 3639 | 837  | 22.63 |                 |                 |
| 42 | 44632 | 3719 | 856  | 23.13 |                 | <b>Grade 12</b> |
| 43 | 45591 | 3799 | 874  | 23.63 |                 | (810-875)       |
| 44 | 46729 | 3894 | 896  | 24.22 |                 |                 |
| 45 | 47903 | 3992 | 919  | 24.83 | <b>Grade 13</b> |                 |
| 46 | 49103 | 4092 | 942  | 25.45 | (876-941)       |                 |
| 47 | 50325 | 4194 | 965  | 26.08 |                 |                 |
| 48 | 51583 | 4299 | 989  | 26.74 |                 | <b>Grade 14</b> |
| 49 | 52869 | 4406 | 1014 | 27.40 |                 | (942-1007)      |
| 50 | 54195 | 4516 | 1039 | 28.09 |                 |                 |
| 51 | 55551 | 4629 | 1065 | 28.79 | <b>Grade 15</b> |                 |
| 52 | 56938 | 4745 | 1092 | 29.51 | (1008+)         |                 |
| 53 | 58356 | 4863 | 1119 | 30.25 |                 |                 |

**Appendix B: CHIEF OFFICER SALARY RATES – 1 APRIL 2019**

| JOB TITLE                  | GRADE | SCALE | ANNUAL SALARY £ |
|----------------------------|-------|-------|-----------------|
| <b>CHIEF EXECUTIVE</b>     | MD01  | 001   | 121,568         |
|                            |       | 002   | 127,744         |
|                            |       | 003   | 133,915         |
|                            |       | 004   | 140,091         |
| <b>STRATEGIC DIRECTORS</b> | CD01  | 001   | 102,086         |
|                            |       | 002   | 105,865         |
|                            |       | 003   | 107,502         |
|                            |       | 004   | 111,205         |
| <b>HEADS OF SERVICE</b>    | HDS01 | 001   | 75,316          |
|                            |       | 002   | 77,203          |
|                            |       | 003   | 79,126          |
|                            |       | 004   | 81,105          |

**Appendix C: SOULBURY SALARY RATES – 1 SEPTEMBER 2018**

**i) EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)**

| SPINE POINT | SALARY FROM 1.9.18 | SPINE POINT | SALARY FROM 1.9.18 |
|-------------|--------------------|-------------|--------------------|
| 1           | 34,749             | 26          | 64,173             |
| 2           | 35,993             | 27          | 65,282             |
| 3           | 37,168             | 28          | 66,405             |
| 4           | 38,359             | 29          | 67,532             |
| 5           | 39,543             | 30          | 68,656             |
| 6           | 40,727             | 31          | 69,771             |

|    |           |    |            |
|----|-----------|----|------------|
| 7  | 41,971    | 32 | 70,903     |
| 8  | 43,168*   | 33 | 72,036     |
| 9  | 44,563    | 34 | 73,197     |
| 10 | 45,807    | 35 | 74,353     |
| 11 | 47,035    | 36 | 75,544     |
| 12 | 48,223    | 37 | 76,715     |
| 13 | 49,569**  | 38 | 77,899     |
| 14 | 50,769    | 39 | 79,066     |
| 15 | 52,095    | 40 | 80,233     |
| 16 | 53,293    | 41 | 81,406     |
| 17 | 54,495    | 42 | 82,578     |
| 18 | 55,674    | 43 | 83,749     |
| 19 | 56,891    | 44 | 84,925     |
| 20 | 57,519*** | 45 | 86,099     |
| 21 | 58,727    | 46 | 87,274     |
| 22 | 59,780    | 47 | 88,454     |
| 23 | 60,939    | 48 | 89,623**** |
| 24 | 61,978    | 49 | 90,797**** |
| 25 | 63,089    | 50 | 91,972**** |

**NOTES:**

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate employees.

\* normal minimum point for EIP undertaking the full range of duties at this level

\*\* normal minimum point for senior EIP undertaking the full range of duties at this level

\*\*\* normal minimum point for leading EIP undertaking the full range of duties at this level

\*\*\*\* extension to range to accommodate structured professional assessments.

**ii) EDUCATIONAL PSYCHOLOGISTS**

| <b>EDUCATIONAL PSYCHOLOGISTS<br/>- SCALE A</b> |                               |
|--|-------------------------------|
| <b>SPINE POINT</b>                             | <b>SALARY<br/>FROM 1.9.18</b> |
| 1  | 36,446                        |
| 2  | 38,296                        |
| 3  | 40,146                        |
| 4  | 41,994                        |
| 5  | 43,844                        |
| 6  | 45,693                        |
| 7  | 47,434                        |
| 8  | 49,175                        |
| 9  | 50,806*                       |
| 10   | 52,439*                       |
| 11   | 53,961*                       |

**NOTE:**

\*The 11-point scale A provides for up to 3 additional SPA points to be added to the postholder's entitlement on the appropriate 6-point range

**ii) SENIOR EDUCATIONAL PSYCHOLOGISTS**

| <b>SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS<br/>(B) SALARY RANGE</b> |                           |                    |                           |
|--|---------------------------|--------------------|---------------------------|
| <b>SPINE POINT</b>   | <b>SALARY FROM 1.9.18</b> | <b>SPINE POINT</b> | <b>SALARY FROM 1.9.18</b> |
| 1  | 45,693                    | 10                 | 58,089                    |
| 2  | 47,434                    | 11                 | 59,243                    |
| 3  | 49,175*                   | 12                 | 60,420                    |
| 4  | 50,806                    | 13                 | 61,617                    |
| 5  | 52,439                    | 14                 | 62,774**                  |
| 6  | 53,961                    | 15                 | 63,986**                  |
| 7  | 54,586                    | 16                 | 65,186**                  |
| 8  | 55,754                    | 17                 | 66,395**                  |
| 9  | 56,911                    | 18                 | 67,602**                  |

**NOTES:**

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate employees.

\* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level

\*\* Extension to range to accommodate discretionary scale points and structured professional assessments

**Appendix D: TEACHERS' SALARY RATES – 1 SEPTEMBER 2018**

Set out below are teachers' pay scales from 1 September 2018 for England and Wales.

**i) TEACHER PAY RANGES**

| <b>QUALIFIED TEACHERS – pay rate from 1/9/18 – 31/8/19</b> | <b>ENGLAND &amp; WALES</b> | <b>UNQUALIFIED TEACHERS – pay rate from 1/9/18 – 31/8/19</b> | <b>ENGLAND &amp; WALES</b> |
|--|----------------------------|--|----------------------------|
| <b>MAIN RANGE</b>  | <b>£ p.a.</b>              |  | <b>£ p.a.</b>              |
| <b>Minimum</b>   | 23,720                     | <b>Minimum</b>   | £17,208                    |
| <b>Maximum</b>   | 35,008                     | <b>Maximum</b>   | £27,216                    |
| <b>UPPER PAY RANGE</b>                                     | <b>£ p.a.</b>              |  |                            |
| <b>Minimum</b>   | 36,646                     |  |                            |
| <b>Maximum</b>   | 39,406                     |  |                            |

**NOTE:**

From 1 September 2013, the qualified and unqualified teacher pay scales were replaced by the ability for the relevant body to pay such salary as it determines within the above Qualified and Unqualified Teacher Pay Ranges.

**ii) ADDITIONAL ALLOWANCES / PAYMENTS**

| <b>TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS</b> | <b>ANNUAL SALARY £</b> |       | <b>ANNUAL SALARY £</b> |        |
|--|------------------------|-------|------------------------|--------|
| TLR 3 BAND (fixed-term award only)                         | Minimum                | 540   | Maximum                | 2,683  |
| TLR 2 BAND   | Minimum                | 2,721 | Maximum                | 6,646  |
| TLR 1 BAND   | Minimum                | 7,853 | Maximum                | 13,288 |

| <b>SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES</b> | <b>ANNUAL SALARY</b> |       |         |       |
|---|----------------------|-------|---------|-------|
|   | <b>£</b>             |       |         |       |
| SEN RANGE   | Minimum              | 2,149 | Maximum | 4,242 |

**iii) PAY SPINE FOR THE LEADERSHIP GROUP 1/9/2018 – 31/8/2019**  
 (This spine applies to Headteachers, Deputy Headteacher, and Assistant Headteachers)

| <b>LEADERSHIP PAY – 1/9/18 – 31/8/19</b> |                            |
|--|----------------------------|
|  | <b>ENGLAND &amp; WALES</b> |
| <b>MAIN RANGE</b>                        | <b>£ p.a.</b>              |
| <b>Minimum</b>                           | 39,965                     |
| <b>Maximum</b>                           | 111,007                    |