

## Introduction

Newport City Council recognises the importance of pay systems that are appropriate, transparent, provide value for money and reward employees fairly for the work they perform. This policy sets out the Council's key approaches to pay and reward for our employees. It incorporates the requirements of the Localism Act 2011 in relation to pay policy statements.

## Aims of the Policy

To outline Newport City Council's approach to the Pay and Reward of its employees.

## Scope

To make public the Council's pay policy on all aspects of Chief Officer remuneration (including on ceasing to hold office), and also in relation to the "lowest paid" in the Council, explaining the relationship between remuneration for Chief Officers and other groups.

## To be read in conjunction with:

Early Retirement and Redundancy Payments Guidance  
Travel and Subsistence Policy  
Newport City Council Job Evaluation Scheme  
Detriment Scheme  
Additional Duties Scheme  
Out of Hours Policy  
Market Supplement Scheme  
Soulbury Guidance  
School Teachers' Pay and Conditions Document / Teachers' Pay Policy  
Pension Discretions Policy

## 1. Principles

Under section 112 of the Local Government Act 1972 the Council has the power "to appoint officers on such reasonable terms and conditions as the authority thinks fit". In accordance with the requirements of Section 38 of the Localism Act 2011 and of the Revised Guidance issued by the Welsh Government on 25 February 2014 Welsh and English Local Authorities are required to produce and publish a Pay Policy Statement for each financial year detailing:

- a) The Council's policies towards all aspects and elements of the remuneration of its Officers and Chief Officers (Chief Officers are as defined in Section 7 of this Policy);
- b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
- c) The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
- d) The relationship between the remuneration of its Chief Officers and other employees.

In the interests of transparency and accountability, the Council has chosen to take a broader approach and produce a Pay and Reward Policy which includes pay information covering all employee groups.

In the context of managing public resources the Council recognises the need to ensure adequate remuneration to secure and retain high quality employees dedicated to the service of the public whilst avoiding being unnecessarily generous or otherwise excessive.

As an employer, the Council has a wide range of functions and are responsible for the provision of many essential services at a local level. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The approach also needs to be flexible when required to address a variety of changing circumstances.

## 2. Legislative Framework

### 5.1 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 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.

### 5.3 Pay and Schools

The provisions in the Localism Act 2011 which relate to Pay Policy statements only apply to employees directly appointed and managed by the Council. Employees who are appointed and managed by school head teachers/governing bodies are therefore not required to be included within the scope of Pay Policy statements. This reflects the unique employment legislation position whereby all schools employees are employed by the local authority but decisions about the appointment and management of such employees are mostly discharged by head teachers/governing bodies.

In the interests of consistency and transparency, the pay-related data set out within this Pay and Reward Policy statement includes information relating to those who are appointed and managed by head teachers/governing bodies. This information does not formally form part of this Pay and Reward Policy statement as each school is required to develop its own individual Pay Policy.

## 3. Responsibility for Pay Decisions

### 3.1 Responsibility for 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 policy, 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 & Conditions

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 Human Resources and Assets (see 3.3).

### 3.3 Delegated Authority

The Council's *Constitution*, Part 3, [Appendix 2](#) and [Appendix 3](#), details the delegations in respect of pay and grading matters.

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

Decision	Delegate level of authority
Starting pay above grade minimum for the Chief Executive	Appointments Committee
Starting pay above grade minimum for Strategic Directors	Appointments Committee
Starting pay above grade minimum for Heads of	Appointments Committee

Service	
Salary packages above £100,000 per year	Full Council
Starting pay above grade minimum for all grades below Heads of Service	Head of Service in consultation with Human Resources
Performance related pay for the Chief Executive	Leader and Deputy Leader in consultation with the Head of People and Business Change
Performance related pay for Strategic Directors	Chief Executive, the Leader and Deputy Leader 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
Pay progression below Head of Service grades	Head of Service in consultation with Human Resources
Appointment to higher graded job above grade minimum at or above Head of Service	Appointments Committee
Appointment to higher graded job above grade minimum below Head of Service	Head of Service in consultation with Human Resources
Additional duties payment below Head of Service	Head of Service in consultation with Human Resources
Market supplement at or above Head of Service	Appointments Committee
Market supplement below Head of Service	Head of Service in consultation with the Monitoring Officer, Head of Finance and Head of People and Business Change
Salary protection	Head of Service *
Individual grading, including re-grading applications	Head of Service with Human Resources *
Additional duty payments below Head of Service	Head of Service in consultation with Human Resources
Planned overtime payments	Head of Service in consultation with Human Resources
Progression through grade within any agreed grading scheme	Head of Service in consultation with Human Resources
Early release of pension	Head of Service *

*Decisions marked \* are subject to a formal business case and consultation with the Monitoring Officer, Head of Finance and Head of People and Business Change. Any dispute will be determined by a Corporate Director.*

The Head of People and Business Change is responsible for ensuring that the Newport City Council 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* and current legislation.

## 4. Terms and Conditions of Service

In common with other local authorities, the Council's employees are employed on a number of different terms and conditions of employment:

Employee Group	Terms and Conditions
All employees (except those listed below)	National Joint Council for Local Government Service Employees Pay and Conditions of Service (Green Book), supplemented by the Newport City Council Single Status Pay and Grading Arrangements
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 Directors' pay is determined by a local performance related pay arrangement; Heads of Service pay is subject to annual incremental movement through the grade
Soulbury	National Joint Council terms and conditions (Green Book) except for pay which is determined in accordance with the recommendations of the Soulbury Committee
School Teachers and Leadership Group	School teachers and school leaders employed directly by the Council (as opposed to those employed under the direct control of a school Governing Body) are paid in accordance with the School Teachers' Pay and Conditions Document (STPCD) 2014

## 5. 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. Process for Grading Posts

The Council utilises the Newport City Council Job Evaluation Scheme, and uses the nationally negotiated pay spine referred to as the National Joint Council for Local Government Service, as the basis for its local grading structure. This determines the salaries of the large majority of non-teaching workforce. Our localized Pay and grading structure was achieved through a collective agreement with the Trade Unions, and implemented with effect from the 1 April 2015.

The pay grade of posts on Soulbury, Craft Workers and Teachers and School Leaders terms and conditions will be in accordance with the nationally and locally agreed terms.

The Council has a historic relationship with Hay Consultants who have been engaged at various points to assist the Council in designing its Chief Officer pay arrangement and structure. The current arrangements, agreed September 2015, have been endorsed by the Hay Report. Future changes require

consideration by the Independent Remuneration Panel for Wales under the Local Democracy Wales Act.

## 7. Senior Management Remuneration

For the purposes of the Council's *Pay and Reward Policy*, senior management means 'chief officers' as defined within S43 of the Localism Act 2011. The posts within the Council's structure falling within the statutory definition are set out below:

- Chief Executive (1 post)
- Strategic Directors (2 posts)
- Heads of Service (8 posts)

The current basic salary ranges for Senior Management posts can be found in Appendix C.

### 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 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 Council's pay policies.

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.

### 7.3 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*.

The 'lowest paid' persons employed under a contract of employment with the Council are employed at spinal column point 7 through to 10 of the National Joint Council pay spine for Local Government Services.

As at 1 January 2016, all employees paid at spinal column point 7 through to 10 of the NJC pay spine for Local Government Services employees are paid at a living wage rate of £7.85 per hour or £15,145 (full time equivalent earnings) per annum for a standard 37 hour, 52 week a year contract. The rate is paid by way of a supplement to basic pay.

In recognition of lower paid employees, Council approved the removal of SCP 5 and 6 from the pay model with effect from 1 April 2015, with further agreement to remove SCP 7 with effect from 1 April 2016.

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 £135,538.

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 **2016-2017** is as follows:

Multiple of Salary	Ratio	
	A	B
• the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio	1:8.9	1:8.9
• the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1:5.9	1:5.9
• the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1:6.9	1:6.5
• the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio	1:4.5	1:4.3

**Note:**

- i) Column A provides the pay ratio as per the requirement of the Localism Act 2011
- ii) Column B provides the ratio calculated inclusive of all other groups as per the inclusive and transparent spirit of this Policy
- iii) These figures exclude remuneration for appointments within organisations for which the Council provides a payroll service but is not the employer.
- iv) These figures exclude remuneration for joint appointments where the Council is not the employer

## 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 January 2016 (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 1<sup>st</sup> 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 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 the School Improvement Service 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

### Teachers

Progression for teachers paid on the main or upper pay ranges will be in accordance with the provisions of the *STPCD 2015*; any pay movement, where awarded, applies from 1 September each year.

### Leadership posts

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 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 etc

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, including Chief Executive and Chief Officers, 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*.

*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 (with the exception of Qualified Teachers – General Teaching Council for Wales, £33 of the £78 fee is reimbursed)

### 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.

With effect from 1 April 2015, the council pays a Living Wage supplement lifting the pay of the lowest paid workers to a minimum of £7.85 per hour paying the difference between the relevant Spinal Column Point (SCP 6 to 10), as a supplement. This supplement is included in the hourly rate as pensionable pay and is demonstrated in the NCC NJC Salary Structure provided in Appendix A.

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 at <http://www.newport.gov.uk/documents/Policies/HR-Travel-and-Subsistence-Policy.pdf>.

## 14. Additional Payments to Chief Officer posts

In addition to basic salary, Chief Officer posts may be eligible for the following additional payments:

### 14.1 All Chief Officers

Chief Officers are eligible to receive the additional payments that apply to all employees of the Council, with the exception of additional payments under the STPCD.

In addition, the Council has a 'Block Car Allowance' scheme which applies to all Chief Officers. On appointment, Chief Officers are able to 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. Details of the current rates for the Block Car Allowance can be found at <http://www.newport.gov.uk/documents/Policies/HR-Travel-and-Subsistence-Policy.pdf>

### 14.2 Returning Officer

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 addition 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
- learning and development opportunities
- flexible working arrangements
- employee wellbeing schemes, such as Care First
- childcare vouchers
- cycle-to-work scheme
- discounted gym and leisure membership
- local discount offers

## 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 *Data Protection Act 1998*.

## **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 policies 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 2013, 2014 and 2015. This statement will come into immediate effect once fully endorsed by Council at its meeting in April 2016.

## Appendix A: NCC NJC SALARY STRUCTURE – WITH EFFECT FROM 1 JANUARY 2016

NCC GRADING STRUCTURE		Spinal Column Point	Annual Salary £	Hourly Rate £	Living Wage	Living Wage Hourly Rate
To be removed on 1/4/2016		7	13,715	7.1088	15,145	7.85
		8	13,871	7.1897	15,145	7.85
Grade 1		9	14,074	7.2949	15,145	7.85
	To be removed on 1/4/2016	10	14,338	7.4317	15,145	7.85
		11	15,207	7.8822		
	Grade 2	12	15,523	8.0460		
To be removed on 1/4/2016		13	15,941	8.2626		
		14	16,231	8.4129		
Grade 3		15	16,572	8.5897		
	To be removed on 1/4/2016	16	16,969	8.7955		
		17	17,372	9.0043		
	Grade 4	18	17,714	9.1816		
		19	18,376	9.5247		
To be removed on 1/4/2016		20	19,048	9.8731		
		21	19,742	10.2328		
Grade 5		22	20,253	10.4976		
		23	20,849	10.8066		
	To be removed on 1/4/2016	24	21,530	11.1595		
		25	22,212	11.5130		
	Grade 6	26	22,938	11.8893		
		27	23,698	12.2833		
To be removed on 1/4/2016		28	24,472	12.6845		
		29	25,440	13.1862		
Grade 7		30	26,293	13.6283		
		31	27,123	14.0585		
	To be removed on 1/4/2016	32	27,924	14.4737		
		33	28,746	14.8998		
	Grade 8	34	29,558	15.3207		
		35	30,178	15.6420		
To be removed on 1/4/2016		36	30,978	16.0567		
		37	31,846	16.5066		
Grade 9		38	32,778	16.9897		
		39	33,857	17.5489		
	To be removed on 1/4/2016	40	34,746	18.0097		
		41	35,662	18.4845		
	Grade 10	42	36,571	18.9557		
To be removed on 1/4/2016		43	37,483	19.4284		
		44	38,405	19.9063		
Grade 11		45	39,267	20.3531		
	To be removed on 1/4/2016	46	40,217	20.8455		
		47	41,140	21.3239		
	Grade 12	48	42,053	21.7971		
To be removed on 1/4/2016		49	42,957	22.2657		
		50	44,029	22.8212		
Grade 13 (876-941)		51	45,136	23.3949		
	To be removed on 1/4/2016	52	46,266	23.9808		
		53	47,418	24.5778		
	Grade 14 (942-1007)	54	48,603	25.1923		
To be removed on 1/4/2016		55	49,815	25.8205		
Grade 15		56	51,064	26.4679		
		57	52,342	27.1300		
		58	53,649	27.8076		
		59	54,985	28.4999		

**Appendix B: CHIEF OFFICER SALARY RATES – 1 JANUARY 2016**

<b>JOB TITLE</b>	<b>GRADE</b>	<b>SCALE</b>	<b>ANNUAL SALARY £</b>
<b>CHIEF EXECUTIVE</b>	MD01	001	116,836
		002	122,770
		003	128,704
		004	134,638
<b>STRATEGIC DIRECTORS</b>	CD01	001	98,112
		002	101,745
		003	103,316
		004	106,875
<b>HEADS OF SERVICE</b>	HDS03	001	62,735
		002	64,300
		003	65,908
		004	67,557
	HDS02	005	72,385
		006	74,198
		007	76,048
		008	77,946
	HDS01	009	80,639
		010	83,469
		011	86,299
		012	89,130

## Appendix C: SOULBURY SALARY RATES – 1 JANUARY 2016

### i) EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)

SPINE POINT	SALARY FROM 1.3.15	SPINE POINT	SALARY FROM 1.3.15
1	33,396	26	61,674
2	34,592	27	62,740
3	35,721	28	63,819
4	36,865	29	64,902
5	38,003	30	65,983
6	39,142	31	67,054
7	40,338	32	68,143
8	41,487*	33	69,232
9	42,828	34	70,347
10	44,023	35	71,458
11	45,203	36	72,603
12	46,346	37	73,728
13	47,640**	38	74,866
14	48,792	39	75,988
15	50,066	40	77,109
16	51,219	41	78,237
17	52,373	42	79,362
18	53,507	43	80,488
19	54,676	44	81,619
20	55,280***	45	82,747
21	56,441	46	83,876
22	57,452	47	85,010
23	58,566	48	86,133****
24	59,564	49	87,261****
25	60,633	50	90,336****

#### 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

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
SPINE POINT	SALARY FROM 1.9.13
1	35,027
2	36,805
3	38,583
4	40,360
5	42,137
6	43,914
7	45,588
8	47,261
9	48,829*
10	50,398*
11	51,861*

**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

SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS (B) SALARY RANGE			
SPINE POINT	SALARY FROM 1.3.15	SPINE POINT	SALARY FROM 1.3.15
1	43,914	10	55,828
2	445,588	11	56,937
3	47,261*	12	58,068
4	48,829	13	59,219
5	50,398	14	60,330 **
6	51,861	15	61,495 **
7	52,462	16	62,649 **
8	53,584		
9	54,696		

**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 2014

Set out below are teachers' pay scales from 1 September 2014 for each of the four pay areas: England and Wales generally (E&W); Inner London; Outer London; and the Fringe Area.

i) PAY STRUCTURE FOR QUALIFIED TEACHERS 1/9/2015 – 31/8/2016	
	ENGLAND & WALES
<b>MAIN RANGE</b>	<b>£ p.a.</b>
<b>Minimum</b>	22,244
<b>Maximum</b>	32,831
<b>UPPER PAY RANGE</b>	<b>£ p.a.</b>
<b>Minimum</b>	35,218
<b>Maximum</b>	37,871

ii) PAY STRUCTURE FOR UNQUALIFIED TEACHERS 1/9/2015 – 31/8/2016	
	ENGLAND & WALES
	<b>£ p.a.</b>
<b>Minimum</b>	16,298
<b>Maximum</b>	25,776

### 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

TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS	ANNUAL SALARY £		ANNUAL SALARY £	
TLR 3 BAND (fixed-term award only)	Minimum	517	Maximum	2,577
TLR 2 BAND	Minimum	2,613	Maximum	6,386
TLR 1 BAND	Minimum	7,546	Maximum	12,770
SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES	ANNUAL SALARY £		ANNUAL SALARY £	
SEN RANGE	Minimum	2,064		
	Maximum	4,075		

## iii) PAY SPINE FOR THE LEADERSHIP GROUP 1/9/2015 – 31/8/2016

(This spine applies to Headteachers, Deputy Headteacher, and Assistant Headteachers)

### i) PAY STRUCTURE FOR LEADERSHIP PAY GROUP 1/9/2015 – 31/8/2016

	ENGLAND & WALES
<b>MAIN RANGE</b>	<b>£ p.a.</b>
<b>Minimum</b>	38,598
<b>Maximum</b>	107,210