

WAVERLEY PAY POLICY

TO BE PUBLISHED AS AN ANNUAL STATEMENT COMMENCING 2012/13

In line with the Government's principles of pay accountability set out in the Localism Act 2011, Waverley has an open and transparent approach to the salaries and payments of all our staff. Waverley publishes the salaries of the Chief Executive, Directors and Heads of Service with a description of each role and responsibility within the authority. This means that all our senior salaries (including all those of £58,200 and above) are easily accessible by members of the public who can see exactly what is paid for particular roles and responsibilities.

Our organisational structures are also on the website with the job descriptions for our senior staff. We are committed to ensuring that our salaries and payments are subject to the principles of fairness, openness and consistency and these can be tested against value for money and equal pay. The salary structure is published on our website and this shows that salaries are linked to particular grades. The current salary structure was agreed by the full Council in December 2010 after consultation with staff representatives through our Joint Negotiating Committee (JNC). (see Appendix 1). Grades are determined by job evaluation giving each job description a relative value.

The difference between the highest paid salary and the average salary of the workforce is as follows:

Salary	Amount per annum	Ratio with highest salary
Highest Basic Salary (Chief Executive)	£109,008	n/a
Mean (average) Basic Salary	£27,903	3.9
Median (average) Basic Salary	£25,497	4.3
Lowest point on standard pay scales	£13,852	7.9

The Mean is an average of adding up all the basic salaries (Full Time Equivalent) and dividing them by the number of staff. The Median is an average found by putting all the basic salaries (Full Time Equivalent) in order and identifying the 'middle' salary.

The grading structure has a wide range of jobs included, from Cleaners and Catering Assistants on the lowest grade to Heads of Service on the highest grade. The differentials between these grades and jobs can be objectively justified by our job evaluation system which takes account of equal pay for work of equal value. For example, a the job of a cleaner is evaluated at the bottom of the pay scales because the level of skills, knowledge, problem solving and accountability are lower compared with jobs at the top level. Conversely, Chief Officers are at the top of the pay scales because their level of skills, knowledge, problem solving and accountability are considerably greater than those at the bottom of the pay scales.

More details can be found at www.waverley.gov.uk/spend.

Waverley has adopted tight controls on workforce costs including salaries and payments. Along with many other public sector organisations we have not been able to afford annual pay awards in the last two years and this pay freeze will need to continue into the next financial year (2012/13). Any newly appointed or promoted staff start at the bottom of the grade (the “starting salary”). Waverley is also committed to ‘clean pay’ and only pays staff an allowance where it is absolutely necessary such as for election duties or when overtime needs to be worked. We no longer pay any market supplement or responsibility allowance to newly appointed staff. Waverley does not have any performance related pay or bonuses.

Waverley has 12 grades on the pay scales which each have 5 salary increments which progressively go up from the lowest pay point to the highest. This incremental progression applies to all staff on the pay grades until they reach the top pay point. The progression is dependent on satisfactory performance and would normally be applied in April.

As a result of careful financial management and budgetary planning, Waverley endeavours to avoid making compulsory redundancies and our policy is to minimise any job loss wherever possible. We have only considered applications for early retirement and voluntary redundancy if there is a business case and this can be justified under the principles of public interest and value for money. Any severance payment is limited to what is absolutely necessary. If a redundancy is necessary, our policy is to pay at a rate of 1.5 weeks for each completed year of service.

Waverley encourages flexible retirement as a smoother transition between work and retirement and as a way of transferring skills and knowledge within the workforce and supporting succession planning. Where there is no financial detriment for Waverley we would normally agree requests for flexible retirement subject to the needs of the service. Requests for early retirement, for example in the interests of the efficiency of the service are considered on a case by case basis by full Council. If the request balances the needs of the service, tax payer and individual then they may be granted.

Waverley’s usual policy is not to re-employ staff who have left Waverley and are in receipt of a pension (unless it is a flexible retirement).

Whilst there has been a significant reduction in recruitment and retention costs in the last two years, Waverley has run successful apprenticeship and trainee schemes. We invest in the learning and development of all our managers and staff so that we can improve the quality of service to Council Tax payers and customers.

Waverley considers that everyone should be able to understand how this Pay Policy applies in practice and therefore the salary and staff information will be updated when changes occur and at the start of each financial year following approval by our full council.

More details about our elements of remuneration, and the amounts paid between April 2011 and January 2012 can be found at Appendix 2.

Appendices:

Appendix 1 – Waverley’s pay scales from 1 January 2011

Appendix 2 - Remuneration elements and amounts paid April 2011 to January 2012

Appendix 3 – Current rates for travel and subsistence expenses