

WAVERLEY PAY POLICY 2013/14

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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. The Council 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.

The Council's organisational structures are also published on its 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 the Council's Joint Negotiating Committee (JNC) (see Appendix 1). Grades are determined by job evaluation giving each job description a relative value.

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, 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.

The Council 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 three years and this pay constraint may need to continue into the next financial year (2013/14). Any newly appointed or promoted staff start at the bottom of the grade (the "starting salary"). In exceptional circumstances, where salary benchmarking and recruitment experience demonstrates the impact of salary competitiveness on the ability to recruit suitably qualified staff, the Corporate Management Team may authorise recruitment to a higher point within the grade. 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. The role of Returning Officer and Electoral Registration Officer is a separate responsibility which is remunerated separately and paid in monthly instalments. More detail can be found at www.waverley.gov.uk/spend. The Council no longer pays any market supplement or responsibility allowance to newly-appointed staff. The Council does not have any

performance related pay or bonuses. The Council does not employ any staff through personal service companies.

The Council 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 each year.

As a result of careful financial management and budgetary planning, the Council 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. If a redundancy is necessary, the Council's policy is to pay at a rate of 1.5 weeks for each completed year of service. In accordance with this policy, in exceptional circumstances, the Council may decide to make a one-off termination payment in the interests of the efficiency of the Council's services. This will normally be no more than the person concerned would have received under the redundancy policy.

The Council 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.

The Council's usual policy is not to re-employ staff who have left the Council's employment 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, the Council continues to invest in successful apprenticeship and trainee schemes. We also 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.

The Council 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.

Appendices:

Appendix 1 – The Council's pay scales from 1 January 2012

Appendix 2 – Current rates for travel and subsistence expenses