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by Council

Review Date: Annual review and approval

WAVERLEY PAY POLICY 2013/14

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. 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. Full Council will vote on any appointment with a salary package of £100,000 or more.

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. Grades are determined by job evaluation giving each job description a relative value. 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). This ~~was~~ will be updated from April 2013 to incorporate the UK Living Wage. The Council considers whether to give a pay award each year. The 2013 pay award recommendation to Council in February 2013, ~~if approved, will increase~~ will increase the pay structure from April 2013 by 2% following three years of pay freeze.

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. 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, except in exceptional circumstances agreed by the Chief Executive and Portfolio Holder for HR.

The Council has 12 grades on the pay scales, plus the grades for the Directors and Chief Executive which each have 5 salary increments which progressively go up from the lowest pay point to the highest (see Appendix 1). The Council has also approved, from November 2013, a professional planners salary scale with 5 grades and 5 salary increments. 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. Any proposal to make a termination payment of £100,000 or more will be approved by full Council, with a detailed breakdown of the components of the package (for example pay in lieu of notice, redundancy, pension, outstanding holiday) provided to Councillors.

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 ~~proposed~~ pay scales from 1 April 2013

Appendix 2 – Current rates for travel and subsistence expenses (updated with 2013-14 rates)

Appendix 3 – Professional Planners Salary Scale

Payscales WEF 01/04/2013

	a	b	c	d	e	Hay Job Units
CEX	111,188	108,410	105,631	102,850	100,071	
DIR	86,714	84,548	82,378	80,212	78,045	
1	72,109	68,412	66,561	64,713	62,865	770-899
2	61,117	57,984	56,417	54,851	53,284	630-769
3	50,560	47,966	46,671	45,374	44,076	540-629
4	42,459	42,179	41,038	39,899	38,758	450-539
5	38,685	36,702	35,710	34,896	34,171	391-449
6	34,771	32,987	32,096	31,206	30,312	331-390
7	30,735	29,159	28,369	27,583	26,521	276-330
8	26,793	25,217	24,443	23,978	23,666	221-275
9	23,886	22,699	22,105	21,509	20,915	171-220
10	21,170	19,986	19,392	18,799	18,664	121-170
11	18,664	17,758	17,305	16,849	16,397	61-120
12	16,397	15,494	15,041	14,588	14,374	BELOW 60

APPRENTICES (1)

	Annual Rate	Weekly Rate	Hourly Rate	Nat. Min. Wage	Living wage
Year 2- 21 + over	£11,516	£221.46	£6.31	01/10/2013	01/11/2012
Year 2- 19 or 20	£9,388	£180.54	£5.14	£6.31	£7.45
Year 2- under 19	£5,294	£101.81	£2.90	£5.03	
Year 1	£5,294	£101.81	£2.90	£3.72	
				£2.68	

- (1) Apprentices who are 19 or over receive the relevant minimum wage in the second year of their apprenticeship
For all other apprentices the hourly rate of £2.90 will apply

NATIONAL GRADUATE SCHEME (2)

Year 1	£23,417
Year 2	£24,182

The April 2013 annual pay award has been applied to all National Graduate salaries

Tax & Subsistence Rates 2013-14

(Subject to review based on HMRC rates)

Mileage Rates

Essential Car User		Casual Car User	
Per mile	50.5p	Per mile	451 - 999cc 46.9p
			1000 - 1199cc 52.2p
			1200 - 1450cc 65.0p
Lease Car User			
Per mile	11.288p		

Training

Post Entry Training		Departmental Training	
Essential	16.4p per mile	Essential	50.5p per mile
Lease Car	11.288p per mile	Lease Car	11.288p per mile
Casual	16.4p per mile	Casual	65.0p per mile
Lunch	£2.69	Breakfast	£6.88
Tea	£1.90	Lunch	£9.50
		Tea	£3.76
		Dinner	£11.76

Subsistence Rates

Breakfast	4 hours before 11am	£6.88
Lunch	4 hours including 12 noon to 2pm	£9.50
Tea	4 hours including 3pm to 6pm	£3.76
Dinner	4 hours ending after 7pm	£11.76

Travelling Officers

Lunch (not packed)	4 hours including 12 noon to 2pm	£5.43
Lunch (packed)	4 hours including 12 noon to 2pm	£2.71

Professional Planner Salary Scale - 2013

Job Title	Grade	a	b	c	d	e	Hay Job Units	Comment
		£	£	£	£	£		
Planning Policy and Dev Control Mgrs	P3	53,855	52,060	50,263	48,466	46,671	540-629	
Team Leaders	P4	45,483	44,288	43,090	41,894	40,696	450-539	
Principal Planners	P5	41,462	40,372	39,281	38,385	37,588	391-449	
Senior Planners	P6	35,335	34,116	32,908	31,720	30,233	276-330	
Planners	P7	29,908	28,376	26,765	25,322	23,666	221-275	Progression to P7b will be dependant meeting in full the criteria for the membership of the Royal Town Planning Institute