

## WAVERLEY PAY POLICY 2014~~5~~/15~~6~~

### PUBLISHED AS AN ANNUAL STATEMENT FROM 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 Executive Director, Directors and Heads of Service with a description of each role and responsibility within the authority. This means that all our senior ~~salaries~~ 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 new appointment with a salary package of £100,000 or more. From April 2014, in line with the revised Code of Recommended Practice for Local Authorities on Data Transparency, the number of staff whose remuneration (including benefits) exceeds £50,000 and a list of their responsibilities, ~~will be~~ has been published on the website.

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 last updated from in April 2013<sup>4</sup> and continues to apply the reflect to incorporate~~ the UK Living Wage as the minimum evaluated salary grade and was updated again from January 2014 to reflect the new senior management structure. The Council considers whether to give a pay award each year.

The grading structure covers a wide range of jobs, ~~from Cleaners and Catering Assistants on the lowest grade to Heads of Service on the highest grade.~~ The differentials between the salary grades for these jobs so grades and jobs can be objectively justified by our job evaluation system which takes account of equal pay for work of equal value and evaluates each job based on the level of skills, knowledge, problem solving and accountability required. The pay multiple (ratio between the Executive Director's salary and the median salary of the authority's workforce) is 1:4. ~~will be~~

More details can be found at [www.waverley.gov.uk/spend](http://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. Except in exceptional circumstances, Waverley is also committed to 'clean pay' for newly recruited staff and only pays staff an allowance where it is absolutely necessary such as for election duties or when overtime needs to be worked.

~~and. The Council no longer pays any market supplement or responsibility allowance to newly appointed staff.~~

The role of Returning Officer and Electoral Registration Officer is a separate responsibility ~~and which~~ is remunerated separately ~~and paid after each election in accordance with in monthly instalments. More detail can be found at [www.waverley.gov.uk/spend](http://www.waverley.gov.uk/spend). The Council no longer pays any market supplement or responsibility allowance to newly appointed staff.~~ the appropriate Statutory Fees and Charges Order.

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 Executive Director and Portfolio Holder for Strategic HR.

The Council has 12 grades on the pay scales, plus the grades for the Directors and Executive Director. Each has 5 salary increments which progressively go up from the lowest pay point to the highest, ~~(see Appendix 1),~~ except for that of Executive Director which is a spot salary. 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 only consider applications for early retirement and voluntary redundancy if there is a business case ~~which 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's ~~encourages~~ flexible retirement ~~policy can allow~~ a smoother transition between work and retirement and as a way of transferring skills and knowledge within the workforce and supporting succession planning. ~~This applies where~~ ~~Where~~ there is no financial ~~or service~~ 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 ~~it 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 Graduate trainee schemes. We also invest in the learning and development identified through the appraisal process of all our managers and staff so that we can continuously improve the quality of service to Council Tax payers and customers.

Waverley has held Investors in People accreditation since 2004 and has again been awarded the Investors in People standard following a rigorous assessment. Waverley demonstrates key features of a “High Performing Workplace” such as the development of a high performing, highly engaged staff team, a clear appraisal system linked to structured service plans and a measurement and celebration of individual and service success.

Investors in People is a national award which recognises organisations that improve performance through the effective management and development of their people.

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 ~~C~~ouncil.

**Appendices:**

~~Appendix 1 — The Council's pay scales from 1 January April 2014,~~

~~Appendix 2 — Current rates for travel and subsistence expenses~~