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WAVERLEY PAY POLICY 2020/2021

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1. 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, Strategic Directors and Heads of Service with a description of each role and responsibility within the authority. This means that all our senior salaries are easily accessible by members of the public who can see exactly what is paid for particular roles and responsibilities. Full Council will approve any new appointment with a salary package of £100,000 or more i.e. the Chief Executive appointment and new Strategic Director appointment. 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, has been published on the website.
2. The Council's organisational structures are also published on its website with the job outlines 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 [April 2019](#) and continues to apply the UK Living Wage as the minimum evaluated salary grade. The Joint Negotiating Committee meets annually to review the salary structure. If a pay award is agreed, it is applied to the salary structure with effect from 1 April.
3. The grading structure covers a wide range of jobs. The differentials between the salary grades for these jobs is 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 Chief Executive's Salary and the median salary of the authority's workforce is [4:4 1:4.8](#)).

More details can be found at [Waverley Borough Council Senior Management Team](#)

4. The Council has 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 Head of Service may authorise recruitment to a higher point within the grade and/or additional payments to

support the recruitment process. 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. The Council will pay a market supplement when salary benchmarking shows that it is needed. The budget responsibility for this lies with the Head of Service.

5. The role of Returning Officer is a separate responsibility and is remunerated separately after each election in accordance with the appropriate Statutory Fees and Charges Order. The Council does not have 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 Human Resources.
6. The Council has 12 grades on the pay scales, plus spot salaries for the Directors and Chief Executive. Each of the 12 grades currently has 5 salary increments which progressively go up from the lowest pay point to the highest. 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. For historic reasons, there are some staff on all grades who for contractual reasons, fall outside the five increments and are on two additional pay scales at each grade.
7. 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 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 £95,000 or more would only be proposed if it complied with any Government regulations in place at that time and would need approval 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.
8. The Council's 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 there is no financial or service detriment for Waverley. Requests for early retirement, for example in the interests of the efficiency of the service, are considered on a case by case basis by the Head of Service and Strategic Director. If the request balances the needs of the service, tax payer and individual then it may be granted.
9. The Council does not usually re-employ staff who have received compensation on leaving the Council's employment on the basis of redundancy, early retirement or for some other reason. Any re-employment will be determined by the Chief Executive, in partnership with the HR Manager and will take into account the requirements to have a break in employment of at least 4 weeks. Consideration will be given as to whether

part of all of the compensation payment should be recovered, how similar the role proposed is to the role the individual left, the pay scale for the proposed role and any impact on pension arrangements. Any decision will comply with all Government regulations in place at that time.

10. The Council continues to invest in successful apprenticeship and graduate trainee schemes. We also invest in the learning and development identified through the [Performance Agreement](#) process of all our managers and staff so that we can continuously improve the quality of service to Council Tax payers and customers.
11. Waverley has held Investors in People accreditation since 2004 and after a re-assessment in July 2018 was awarded The Standard accreditation. Waverley demonstrated a clear commitment to its people with high achievement in effective team working and operational co-operation.
12. Investors in People is a national award which recognises organisations that improve performance through the effective management and development of their people.
13. As of April 2018 public, private and voluntary sector organisations with 250 or more employees will have to report on their Gender Pay Gap. The data is taken annually on a snapshot date at the end of March. Figures are reported within quarterly performance reports. As part of the HR Strategy for 2018 to 2023 we are committed to continue to address issues that arise from our pay gap and will continue to review and report any changes.
14. 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 full Council.