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WAVERLEY PAY POLICY April 2022/23/2022

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1. Purpose of Policy

1.1 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. 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. Pay Structure

2.2 The Council's Senior Management Team structure ~~organisational structures are~~ is also published on its website with the job outlines for our senior staff. See: Waverley Borough Council - Senior Management Team 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 1 April 2021~~0~~ and continues to apply the Real Living Wage UK Living Wage as the minimum evaluated salary grade (with the exception of apprentices in year one of their apprenticeship – please see below). 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.

2.3 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.

2.4 In 2021 the Chief Executive became the Joint Chief Executive across Guildford and Waverley Borough Councils. His pay was benchmarked by an independent consultant and adjusted to reflect the broader responsibilities. As a result of that change in role and accountability, tThe pay multiple (ratio between the Chief Executive's gross salary and the median gross salary of the authority's workforce) is 1:4.54 **1:4.8**

~~More details can be found at [Senior Management Team](#)~~

3. Agreeing Remuneration

3.1 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.

3.2 If there is a request to adjust a salary in excess of the above (for example a market supplement, a request for a pay increase to be backdated etc.) a business case and benchmarking exercise is required to be presented at a Pay Panel that includes the Section 151 Officer, the Head of Policy and Governance, a representative from Unison (the recognised union) and the HR Manager. The Pay Panel will make and document the decision relating to remuneration. There is no right of appeal. The budget responsibility for salary costs lies with the Head of Service.

3.3 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.

3.4 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.

3.5 The Council has 12 grades on the pay scales, plus spot salaries for the Directors and Chief Executive. Most of the 12 grades currently have 4 salary increments which progressively go up from the lowest pay point to the highest. The only exception to this is Grade 12 which has one grade point. The Council has also approved a professional planners salary scale with 5 grades and 4 salary increments. This incremental progression applies to all staff on the pay grades until they reach the top pay point.

3.6 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 increments and are on two additional pay scales at each grade.

3.7 The Council currently have 4 apprentices in year one of their apprenticeship. People hired on an apprenticeship contract are paid outside the salary structure for the first year of the apprenticeship. They then join the salary structure in year two of their apprenticeship.

4. Redundancy

4.1 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 for individuals with two years or more completed local government 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.

5. Flexible Retirement

5.1 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.

6. Re-employment following Redundancy

6.1 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 consultation 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.

7. Employee Benefits

7.1 The Council continues to invest in high quality benefits for its employees as part of the employer value proposition. This includes ~~the introduction of~~ My Staff Shop which enables staff to obtain discounts to support national and local businesses and to have a 'one stop' portal to access all staff benefits. There is financial support for wellbeing, learning and development and successful apprenticeship and graduate trainee schemes This supports staff career development whilst continuously improving the quality of service to Council Tax payers and customers. [A summary of staff benefits is published on our website and can be found here: Waverley Borough Council - Benefits of working at Waverley](#)

8. Gender Pay Gap Reporting

8.1 Public, private and voluntary sector organisations with 250 or more employees 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.

9. Renewal of Statement

9.1 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.