

Brentwood Borough Council Pay Policy Statement 2019/20

Introduction

Section 38 (1) of the Localism Act 2011 required all English and Welsh Councils to produce a Pay Policy Statement for 2012/13 and for each financial year thereafter. Regard is to be had to any guidance from the Secretary of State in producing this statement.

The Pay Policy statement should be:

- approved formally by the Full Council.
- approved by the end of March each year.
- amended during the course of the financial year.
- published on the Council's website.

Nothing in this Pay Policy Statement enables unilateral changes to employees' terms and conditions of contract. Changes to terms and conditions of employment must follow consultation and negotiation with individuals and recognised trades unions as set out in agreements and in line with legislation.

Objectives of the Policy

Brentwood Borough Council provides a wide range of services to residents, businesses and visitors in the Borough. To be able to provide those services we depend on our employees. The 2019/20 Establishment has 286 employees budgeted for as full-time equivalent staff.

In setting the Pay Policy the Council is mindful of the following objectives:

1. Recruit and retain appropriately experienced and qualified employees to ensure a capable and high performing workforce. In respect of all employees, the Council's policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the Council's priorities.
2. Simplicity, clarity and fairness between employees and between the Council and the community. The Council aims to be transparent on pay to its staff, prospective staff and the wider community.
3. To differentiate between remuneration and other employee related expenses. The Council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events. The Council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to all employees of the Council.

Scope

The statutory Pay Policy statement must include the Council's policy on:

- The level and elements of remuneration of chief officers.
- The remuneration of the lowest paid employees.
- The relationship between chief officers' remuneration and that of other officers.

The Act defines remuneration widely, to include not just basic pay but also:

- allowances including car allowances and training expenses, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.

Chief officers for the purpose of this statement are, Director of Corporate Resources (Section 151), Monitoring Officer, Chief Operating Officer, and the Chief Executive.

Regarding Seven Arches Investment Limited (SAIL) Chief officers are employed by the Council and seconded to SAIL. For the purpose of this statement, officers are Senior Vice President Commercial and Vice President Legal and Partnerships.

Senior Management

Following a report at Policy, Projects and Resources Committee on 5th February 2019, a revised senior Officer structure was reviewed and noted. This structure has been reflected in this Policy.

The Chief Executive is on a salary of £99,000 per annum within a range of £90,000 to £99,000 plus a performance bonus of £5,000 subject to satisfactory performance. Performance of the Chief Executive is assessed through an appraisals system with the Leader of the Council.

The Chief Executive from 2019/20 will be pro-rata'd on 0.6 of a full time equivalent based on the revised management structure agreed at Policy, Projects and Resources Committee 5th February 2019.

The Chief Operating Officer is paid on a pay range between SCP66-SCP70

The Director of Corporate Resources (Section 151) is paid on a pay range between SCP66 – SCP70.

The Monitoring Officer duties will be carried out through a shared service agreement with a neighboring Essex based Council.

The Senior Vice President Commercial is paid a spot salary of £75,000 per annum.

The Vice President Legal & Partnerships is paid on a pay range between SCP66-SCP70

All other employees are allocated a grade as set out in the attached Pay Scales.

For the Director of Corporate Resources (Section 151) and Chief Operating Officers, annual progression within the grades is subject to annual performance reviews.

The remuneration of all Chief Officers and Senior Officers will be published in the Council's Annual Statement of Accounts which also includes a wide range of financial information.

Appointments with a salary over £100,000

The post of Chief Executive is the only post within the authority with a potential salary grade above £100,000, when including a bonus. In accordance with government guidance and the motion agreed by Full Council in October 2013, any future intention to offer a salary for a new appointment above £100,000 will be at the vote of Full Council.

Returning/Acting Returning Officer

The Chief Executive undertakes the roles of Returning and Acting Returning Officer in respect of local, national and European elections. The Returning/Acting Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983.

Whilst appointed by the Borough Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Borough Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

Definition and Remuneration of Lowest paid Employees

The Council's lowest pay grade is A of which 10 employees are on this grade. All staff are paid the legal minimum or above within this grade.

Relationship between Chief Officers' pay and all other employees.

Negotiation and consultation is conducted at a local level in relation to levels of pay and benefits for all employees. The Council therefore is not part of any national terms and conditions for local government employees.

Local negotiations around a pay review are conducted on an annual basis, and any increase is agreed taking into account inflationary factors, local salary levels, affordability and any national award.

The idea of publishing the ratio of pay of an organisation's top earner to that of its median earner has been recommended to support the principles of Fair Pay (Will Hutton 2011) and transparency.

The Council does not currently explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another group of posts.

- The ratio of the Chief Executive (top earner) salary to the median salary, (£27,310), is 3.81:1.

- The ratio of the Chief Executive (top earner) salary to the lowest salary, (£16,050), is 6.48:1.

For the purpose of the ratios, to make them comparative, the median salary has been compared to the Chief Executives full time equivalent salary.

Expenses and Other Benefits

Employees covered by the scope of this policy are entitled to the following:

- Reimbursement of travel as per the approved Mileage and Car Allowance Policy.
- Reimbursement of subsistence as per the guidelines for travel and subsistence.
- Car allowance as per the approved Mileage and Car Allowance Policy.
- Payments under the eye test scheme.
- Subject to the schemes' rules and conditions staff can participate in the car loan facility and season ticket loan facility.
- A salary deduction car leasing scheme.
- For those staff who are required to be a member of a professional association as a requirement of their employment the Council will meet the cost of subscription.

Redundancy payments and payments on termination

The Council has a single redundancy scheme which applies to all employees without differentiation which is set out in the *Change Management Policy*.

The Council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

Where termination of employment is subject to a compromise agreement that agreement may include a negotiated payment in exchange for which the employee undertakes not to pursue claims against the Council.

Severance packages over £100,000

In line with guidance from government any severance packages over £100,000 would be subject to a vote of Full Council.

Government consultations have taken place relating to the recovery of termination payments for certain higher earners who are re-employed in the public sector within 12 months of having been made redundant, as well as introducing an overall cap on exit payments of £95,000. Legislative changes for these aspects are currently ongoing.

The Local Government Pension Scheme (LGPS) and policy with regard to the exercise of discretions

Pension provision is an important part of the remuneration package. Employees who are eligible may join the local government scheme. The scheme is a statutory scheme with contributions from employees and from employers.

New staff who are not already members of the LGPS are now subject to auto enrolment

into the LGPS.

The LGPS provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees.

Publication and access to information

The publication of and access to information relating to remuneration of chief officers will be set out in this document and published on the Council's website.

The Council will publish the salary ranges covering employees on the Council's website on an annual basis.

Where employees have been transferred into the Council under the Transfer of Undertakings (Protection of Employment) Regulations 2006 their remuneration packages reflect their protected rates of pay.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. If it should be necessary to amend this Statement during the year it applies, an appropriate resolution will be made by Full Council.

Pay Scales 2018/19

				NJC							HAY											
SC P	Salary Dec 14	Salary Apr 18	Month ly	Grade A	Grade B	Grade C	Grade D	Grade E	Grade F	Grade G	Grade H	Grade I	Grade J	Grade K	Grade L	Grade M	Grade N	Grade O	Grade P	Hourly rate*		
8	15,139	15,290	1,274	309																£7.93		
9	16,008	16,168	1,347																		£8.38	
10	16,661	16,828	1,402																		£8.72	
11	17,001	17,171	1,431		310															£8.90		
12	17,341	17,514	1,460																	£9.08		
13	17,786	17,964	1,497																	£9.31		
14	18,111	18,292	1,524																	£9.48		
15	18,491	18,676	1,556		359	360														£9.68		
16	18,926	19,115	1,593																	£9.91		
17	19,380	19,574	1,631																	£10.15		
18	19,773	19,971	1,664																	£10.35		
19	20,502	20,707	1,726			409	410													£10.73		
20	21,250	21,463	1,789																	£11.12		
21	22,026	22,246	1,854																	£11.53		
22	22,599	22,825	1,902																	£11.83		
23	23,249	23,481	1,957					459	460 +											£12.17		
24	23,998	24,238	2,020																	£12.56		
25	24,755	25,003	2,084																	£12.96		
26	25,546	25,801	2,150																	£13.37		
27	26,389	26,653	2,221																	£13.81		
28	27,251	27,524	2,294						175											£14.27		
29	28,308	28,591	2,383																	£14.82		
30	29,240	29,532	2,461																	£15.31		
31	30,160	30,462	2,538																	£15.79		
32	31,043	31,353	2,613																	£16.25		
33	31,951	32,271	2,689								200									£16.73		
34	32,852	33,181	2,765																	£17.20		
35	33,536	33,871	2,823																	£17.56		
36	34,407	34,751	2,896																	£18.01		
37	35,391	35,745	2,979									230								£18.53		
38	36,415	36,779	3,065																	£19.06		
39	37,574	37,950	3,162																	£19.67		
40	38,570	38,956	3,246																	£20.19		
41	39,588	39,984	3,332										264							£20.72		
42	40,579	40,985	3,415																	£21.24		
43	41,584	42,000	3,500																	£21.77		
44	42,605	43,031	3,586																	£22.30		
45	43,553	43,989	3,666											304						£22.80		
46	44,610	45,056	3,755																	£23.35		
47	45,610	46,066	3,839																	£23.88		
48	46,625	47,091	3,924																	£24.41		
49	47,600	48,076	4,006												350					£24.92		
50	48,047	48,527	4,044																	£25.15		
51	49,154	49,646	4,137																	£25.73		
52	50,255	50,758	4,230																	£26.31		
53	51,362	51,876	4,323													400				£26.89		
54	52,468	52,993	4,416																	£27.47		
55	54,124	54,665	4,555																	£28.33		
56	55,780	56,338	4,695																	£29.20		
57	56,880	57,449	4,787													460				£29.78		
58	57,984	58,564	4,880																	£30.36		
59	59,094	59,685	4,974																	£30.94		
60	60,198	60,800	5,067																	£31.51		
61	61,853	62,472	5,206														528			£32.38		
62	63,509	64,144	5,345																	£33.25		
63	65,165	65,817	5,485																	£34.11		
64	66,823	67,491	5,624																	£34.98		
65	68,479	69,164	5,764																	£35.85		
66	70,135	70,836	5,903																	£36.72		
67	71,790	72,508	6,042																	£37.58		
68	73,449	74,183	6,182																	£38.45		
69	75,108	75,859	6,322																	£39.32		
70	76,763	77,531	6,461																	£40.19		
71	78,422	79,206	6,601																	£41.05		
72	80,078	80,879	6,740																	£41.92		
73	81,733	82,550	6,879																	£42.79		
74	83,392	84,226	7,019																	£43.66		
75	85,048	85,898	7,158																	£44.55		

