



**BRENTWOOD  
BOROUGH COUNCIL**

# Pay Policy Statement 2021/22

## **Brentwood Borough Council Pay Policy Statement 2021/22**

### **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 2021/2022 Establishment has 287.73 employees budgeted for as full-time equivalent (as at the 31 December 2020).

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 refers to the Chief Executive and Directors of the Senior Leadership Team.

Regarding Seven Arches Investment Limited (SAIL) officers are employed by the Council and are recharged to the Council's wholly owned company as Directors of Seven Arches Investment Limited.

## **Senior Management**

Following a report at Policy, Resources and Economic Development Committee on 16 December 2020, a revised Senior Officer structure was reviewed and noted. This structure has been reflected in this Policy.

The Chief Executive is on a spot salary of £125,000 per annum. Performance of the Chief Executive is assessed through an appraisals system with the Leader of the Council.

The Strategic Director (Deputy Chief Executive) is paid on the Strategic Director Grade between SCP1 – SCP5 and is also a Director for Seven Arches Investment Limited

The Corporate Director of Finance & Resources (Section 151) is paid on the Corporate Director Grade between SCP1-SCP5 and also receives an allowance of £5,000 per annum for undertaking the statutory role of Section 151 Officer.

The Corporate Director of Law & Governance (Monitoring Officer) is paid on the Corporate Director Grade between SCP1-SCP5 and also receives an allowance of £5,000 per annum for undertaking the statutory role of Monitoring Officer.

The Corporate Director of Environment & Communities is paid on the Corporate Director Grade between SCP1-SCP5.

The Corporate Director of Housing & Community Safety is paid on the Corporate Director Grade between SCP1-SCP5.

The Corporate Director of Planning & Economy is paid on the Corporate Director Grade between SCP1-SCP5.

The Corporate Director of Digital & Customer Engagement (2-year Fixed Term) is paid on the Corporate Director Grade between SCP1-SCP5.

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

The remuneration of all Chief 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 salary grade above £100,000. 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. The current Chief Executive role was appointed, and the salary agreed at Extraordinary Council on 18<sup>th</sup> September 2019.

#### 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 5 employees are budgeted 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, (£30,763) is 4.06:1.
- The ratio of the Chief Executive (top earner) salary to the lowest salary, (£17,690) is 7.07:1.

### **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.
- Market Supplements as per the approved Market Supplement Policy.

### **Pension and Termination Payments**

Pension provision is an important part of the remuneration package. All employees are automatically enrolled in the Local Government Pension Scheme administered by the Essex Pension Fund subject to meeting eligibility requirements. Employees have the opportunity to opt out of the scheme.

It is a statutory scheme with contributions from both employees and from employers. The employee contribution levels vary according to the level of salary.

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.

All staff within the pension scheme meeting the set criteria, are given the opportunity to apply for 'flexible retirement', which would enable them to continue to be employed by the authority, whilst also being in receipt of a Local Government pension. All such requests are considered in accordance with the adopted policy on this matter.

On ceasing to be employed by the Council, staff will only receive compensation:

- (i) In circumstances that are relevant (e.g. Redundancy)
- (ii) That is in accordance with our Policy Statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS)
- (iii) That complies with the specific terms of a Settlement Agreement
- (iv) That will comply with Government Exit Cap Payments and return to work criteria.

**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 Ordinary Council.

**Pay Scales 2020/21****BRENTWOOD BOROUGH COUNCIL PAY SCALES****Effective 1<sup>st</sup> April 2020****Grade A**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
8	15,752	1,313	8.16
9	16,657	1,388	8.63
10	17,336	1,445	8.99
11	17,690	1,474	9.17

**Grade B**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
11	17,690	1,474	9.17
12	18,044	1,504	9.35
13	18,506	1,542	9.59
14	18,845	1,570	9.77
15	19,240	1,603	9.97

**Grade C**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
15	19,240	1,603	9.97
16	19,692	1,641	10.21
17	20,165	1,680	10.45
18	20,573	1,714	10.66
19	21,332	1,778	11.06

**Grade D**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
19	21,332	1,778	11.06
20	22,111	1,843	11.46
21	22,918	1,910	11.88
22	23,514	1,960	12.19
23	24,190	2,016	12.54

**Grade E**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
23	24,190	2,016	12.54
24	24,970	2,081	12.94
25	25,758	2,147	13.35
26	26,580	2,215	13.78
27	27,457	2,288	14.23

**Grade F**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
28	28,355	2,363	14.70
29	29,455	2,455	15.27
30	30,425	2,535	15.77
31	31,381	2,615	16.27
32	32,300	2,692	16.74



**Grade G**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
33	33,245	2,770	17.23
34	34,182	2,849	17.72
35	34,894	2,908	18.09
36	35,801	2,983	18.56
37	36,824	3,069	19.09

**Grade H**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
37	36,824	3,069	19.09
38	37,890	3,157	19.64
39	39,096	3,258	20.26
40	40,132	3,344	20.80
41	41,192	3,433	21.35

**Grade I**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
41	41,192	3,433	21.35
42	42,223	3,519	21.88
43	43,268	3,606	22.43
44	44,330	3,694	22.98
45	45,317	3,776	23.49

**Grade J**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
45	45,317	3,776	23.49
46	46,417	3,868	24.06
47	47,458	3,955	24.60
48	48,513	4,043	25.15
49	49,528	4,127	25.67

**Grade K**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
49	49,528	4,127	25.67
50	49,993	4,166	25.91
51	51,145	4,262	26.51
52	52,290	4,358	27.10
53	53,442	4,453	27.70

**Grade L**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
53	53,442	4,453	27.70
54	54,593	4,549	28.30
55	56,316	4,693	29.19
56	58,039	4,837	30.08
57	59,183	4,932	30.68

**Grade M**

SCP	Annual Salary	Monthly Salary	Hourly Rate
57	59,183	4,932	30.68
58	60,332	5,028	31.27
59	61,488	5,124	31.87
60	62,636	5,220	32.47
61	64,358	5,363	33.36

**Grade N**

SCP	Annual Salary	Monthly Salary	Hourly Rate
61	64,358	5,363	33.36
62	66,082	5,507	34.25
63	67,805	5,650	35.14
64	69,529	5,794	36.04
65	71,252	5,938	36.93

**Corporate Director Grade**

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	67,805	5,650	35.14
2	69,529	5,794	36.04
3	71,252	5,938	36.93
4	72,976	6,081	37.83
5	74,698	6,225	38.72

**Strategic Director Grade**

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	81,598	6,800	42.29
2	83,322	6,943	43.19
3	85,044	7,087	44.08
4	86,769	7,231	44.97
5	88,492	7,374	45.87

**Chief Executive Grade**

SCP	Annual Salary	Monthly Salary	Hourly Rate
N/A	125,000	10,417	64.79