

Brentwood Borough Council

Pay Policy Statement

2022/23

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|-----------------|-----------------|
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Brentwood 2025

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Brentwood Borough Council Pay Policy Statement 2022/23

Introduction

The pay policy statement is provided in accordance with Section 38 (1) of the Localism Act 2011 and is updated annually. It sets out Brentwood Borough Council's approach, to ensure transparency and accountability with regards to the setting of pay.

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.

This policy applies to those employed on Brentwood Borough Council's terms and conditions of employment, whose remuneration (including rates of pay and terms and conditions) are determined by and within the control of the authority. It therefore doesn't apply to employees that transferred to the Council under TUPE as they retain their previous terms, conditions and policies.

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, Strategic Directors and Corporate 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.

Chief Officers

Chief Executive

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

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.

Strategic Directors and Corporate Directors

Strategic Directors are paid on Grade SD (£83,230 - £90,262).

Corporate Directors are paid on Grade CD (£69,161 - £76,192).

The post of the Council's Chief Finance Officer (section 151) and Monitoring Officer are paid an annual allowance of £5,000 in addition to their salary for these responsibilities.

Remuneration and Job Evaluation

Brentwood Borough Council has a local pay framework in place which consists of an overall number of 15 grades on the pay scales with grade A being the lowest and grade CE the highest (see pay scales attached to this statement).

Each grade except the CE has a number of increments assigned to it which staff progress through. On average there are five increments per grade, although Grade A has four.

Each employee will be on one of the 15 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade subject to assessment of their performance.

When determining the pay and remuneration of all employees, Brentwood Borough Council will comply with the Equality Act 2010.

The recruitment of the Senior Leadership Team is covered by the Council's Constitution.

For all other employee's recruitment will be in line with the Council's Recruitment Policy. New appointments will normally be made at the minimum point of the relevant grade, although discretion can be applied to vary where necessary to secure the best candidate and in line with the policy.

Salary grades for employees other than the Chief Executive and Apprentices are determined as follows:

Grade A to Grade E are evaluated using the National Joint Council (NJC) Job Evaluation scheme.

Grade F to Grade J are evaluated using the Hay job evaluation scheme.

Grade ELT1 to Grade SD are evaluated using the Local Government Association (LGA) scheme.

Apprentices are paid in accordance with the National Minimum Wage.

It is the Council's intention to keep under review the number of Job Evaluation schemes used.

The Council may apply a locally agreed cost of living pay award to salaries. The Council therefore is not part of any national terms and conditions for local government employees.

The Council does not pay bonuses.

Lowest paid Employees

The Council's lowest pay grade is A (Scp 11) of which 4 employees are budgeted on this grade. All staff are paid the legal minimum or above.

Relationship between Chief Officers' pay and all other employees.

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 ratio of the Chief Executive (top earner) salary to the median salary, (£24,674) is 1:5.06
- The ratio of the Chief Executive (top earner) salary to the lowest salary, (£18,044) is 1:6.9

Allowances and Other elements of remuneration

- Overtime where applicable as per the Overtime Policy.
- 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.
- Salary Sacrifice Schemes that are government approved such as Cycle to Work and Car Purchase Schemes
- 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.
- Acting Up or Honorarium Payments as per the Acting Up/Additional Duties and Finishing Secondments Policy.
- Standby and Out of Hours were applicable as per the Standby and Out of Hours 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

Details of the senior management remuneration are published annually on the Council's website as part of this Pay Policy Statement and in the Council's Statement of Accounts.

This will also include the number of employees whose remuneration was £50,000 or more in bands of £5,000.

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

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 2021/22

BRENTWOOD BOROUGH COUNCIL PAY SCALES

Effective 1st April 2021

Grade A

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 8 | 16,067 | 1,340 | 8.32 |
| 9 | 16,990 | 1,417 | 8.81 |
| 10 | 17,683 | 1,475 | 9.17 |
| 11 | 18,044 | 1,505 | 9.35 |

Grade B

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 11 | 18,044 | 1,505 | 9.35 |
| 12 | 18,405 | 1,535 | 9.54 |
| 13 | 18,876 | 1,574 | 9.78 |
| 14 | 19,221 | 1,603 | 9.96 |
| 15 | 19,625 | 1,637 | 10.17 |

Grade C

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 15 | 19,625 | 1,637 | 10.17 |

| | | | |
|----|--------|-------|-------|
| 16 | 20,086 | 1,675 | 10.41 |
| 17 | 20,569 | 1,715 | 10.66 |
| 18 | 20,985 | 1,750 | 10.88 |
| 19 | 21,759 | 1,815 | 11.28 |

Grade D

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 19 | 21,759 | 1,815 | 11.28 |
| 20 | 22,553 | 1,881 | 11.69 |
| 21 | 23,377 | 1,950 | 12.12 |
| 22 | 23,984 | 2,000 | 12.43 |
| 23 | 24,674 | 2,058 | 12.79 |

Grade E

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 23 | 24,674 | 2,058 | 12.79 |
| 24 | 25,469 | 2,124 | 13.20 |
| 25 | 26,273 | 2,191 | 13.62 |
| 26 | 27,112 | 2,261 | 14.05 |
| 27 | 28,007 | 2,336 | 14.52 |

Grade F

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
|-----|---------------|----------------|-------------|

| | | | |
|----|--------|-------|-------|
| 28 | 28,922 | 2,412 | 14.99 |
| 29 | 30,044 | 2,506 | 15.57 |
| 30 | 31,033 | 2,588 | 16.09 |
| 31 | 32,009 | 2,670 | 16.59 |
| 32 | 32,946 | 2,748 | 17.08 |

Grade G

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 33 | 33,910 | 2,828 | 17.58 |
| 34 | 34,866 | 2,908 | 18.07 |
| 35 | 35,592 | 2,968 | 18.48 |
| 36 | 36,517 | 3,046 | 18.93 |
| 37 | 37,561 | 3,133 | 19.47 |

Grade H

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 37 | 37,561 | 3,133 | 19.47 |
| 38 | 38,648 | 3,223 | 20.03 |
| 39 | 39,877 | 3,326 | 20.67 |
| 40 | 40,935 | 3,414 | 21.22 |
| 41 | 42,016 | 3,504 | 21.78 |

Grade I

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 41 | 42,016 | 3,504 | 21.78 |

| | | | |
|----|--------|-------|-------|
| 42 | 43,067 | 3,592 | 22.32 |
| 43 | 44,134 | 3,681 | 22.88 |
| 44 | 45,217 | 3,771 | 23.44 |
| 45 | 46,223 | 3,855 | 23.96 |

Grade J

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 45 | 46,223 | 3,855 | 23.96 |
| 46 | 47,345 | 3,949 | 24.54 |
| 47 | 48,407 | 4,037 | 25.09 |
| 48 | 49,484 | 4,127 | 25.65 |
| 49 | 50,519 | 4,213 | 26.19 |

Grade ELT 1

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 1 | 50,993 | 4,253 | 26.43 |
| 2 | 52,168 | 4,351 | 27.04 |
| 3 | 53,336 | 4,448 | 27.65 |
| 4 | 54,511 | 4,546 | 28.25 |
| 5 | 55,685 | 4,644 | 28.86 |

Grade ELT 2

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 1 | 57,443 | 4,791 | 29.77 |
| 2 | 59,200 | 4,937 | 30.68 |
| 3 | 60,367 | 5,035 | 31.29 |
| 4 | 61,539 | 5,132 | 31.90 |

| | | | |
|---|--------|-------|-------|
| 5 | 62,717 | 5,231 | 32.51 |
|---|--------|-------|-------|

Grade CD (Corporate Director)

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 1 | 69,161 | 5,768 | 35.85 |
| 2 | 70,920 | 5,915 | 36.76 |
| 3 | 72,677 | 6,061 | 37.67 |
| 4 | 74,435 | 6,208 | 38.58 |
| 5 | 76,192 | 6,355 | 39.49 |

Grade SD (Strategic Director)

| SCP | Annual Salary | Monthly Salary | Hourly Rate |
|-----|---------------|----------------|-------------|
| 1 | 83,230 | 6,942 | 43.14 |
| 2 | 84,988 | 7,088 | 44.05 |
| 3 | 86,744 | 7,235 | 44.96 |
| 4 | 88,505 | 7,382 | 45.87 |
| 5 | 90,262 | 7,528 | 46.79 |

Grade CE (Chief Executive)

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