



## Welwyn Hatfield Borough Council Pay Policy Statement 2021 / 2022

### 1. Introduction

- 1.1. This statement sets out the Council's position in relation to pay for its senior managers and lowest paid employees in compliance with section 38 of the Localism Act 2011 (the Act) and the statutory guidance on Openness and Accountability issued under section 40 of the Act.
- 1.2. The policy sets out the Council's approach to the pay and remuneration of its senior managers.
- 1.3. This statement covers the financial year 2021/22. The statement is updated and approved annually by full Council. This statement is published on the Council's website.

### 2. Scope of Pay Policy

- 2.1. The Council's senior managers are defined within the Council's Constitution and are shown in the following table:

Head of Paid Service	Chief Executive
Directors	Corporate Director, Public Protection, Planning and Governance Corporate Director, Housing and Communities Corporate Director, Resources, Environment and Cultural Services (this post is currently vacant)
Heads of Service	Head of Environment Head of Resources (Section 151 Officer) Head of Law and Administration (Monitoring Officer) Head of Public Health and Protection Head of Housing and Community Head of Planning Head of Policy and Culture Head of Property Services Head of Housing Operations

### 3. General Terms and Conditions of Employment and Remuneration of Employees

- 3.1. All employees of the Council are employed as part of the Single Status Agreement, under either the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services

(commonly known as the 'Green Book'), or the Joint Negotiating Committee (JNC) for Chief Officers and Chief Executives.

- 3.2. The Council uses a pay spine that commences at national Spinal Column Point (SCP) 1 and ends at local SCP 39. This pay spine is divided into 12 pay bands, most having four incremental points with the exception of Scales A to D. A contains only one scale point and Scale B to D contain 2 scale points. Scale A is the lowest grade and Scale M is the highest of these pay grades. Posts are allocated to a pay scale through a process of job evaluation. We use the National Local Government Job Evaluation Scheme for this purpose.
- 3.3. For the purpose of this Policy Statement, employees on Scale A are defined as our lowest paid employees. At 1 April 2020, the annual value of SCP 1 is £18,564 and is exclusive of Outer Fringe Allowance, currently £626 per annum.
- 3.4. The values of the SCPs in pay grades are increased in line with the national pay awards agreed by the NJC for Local Government Services.
- 3.5. The pay award effective from 1 April 2021 has not been agreed nationally and negotiations will commence early in 2021. The Outer Fringe Allowance is also subject to national negotiations. Pay scales will be adjusted accordingly, once agreement has been reached.

#### **4. General Principles Applying to Remuneration of Employees**

- 4.1. On recruitment, individuals will be placed on the appropriate SCP within the pay grade for the post that they are appointed to. This decision will be made by the appropriate Director and will take various factors into account, including the experience of the candidate, the level of competition for the post and the difficulty of recruiting to the post.
- 4.2. Individuals will normally receive an annual increment, subject to the top of their grade not being exceeded. In exceptional circumstances (e.g. examination success), individuals will receive accelerated increments. Again, this is subject to the top of their grade not being exceeded.
- 4.3. The Council does not apply performance related pay or bonuses.
- 4.4. On ceasing to be employed by the Council, individuals will only receive compensation:
  - a) in circumstances that are relevant (e.g. redundancy); and
  - b) that is in accordance with our published Policy Statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), (Annex A); and/or
  - c) that complies with the specific term(s) of a settlement agreement; and
  - d) complies with the restriction of the public sector exit payments regulations 2020.
- 4.5. The Council can consider flexible retirement under its pension discretions. This is where an employee draws their pension and carries on working at a lower

grade and/or on reduced hours. It is available to LGPS members who are aged 55 or over, and who, with the Council's consent, permanently reduce their hours and/or reduce their grade. The employee's pension is actuarially reduced if paid before normal state pension age. This policy applies to all grades including Chief Officers, however, this is at the Council's discretion.

- 4.6. The employees within the scope of this Pay Policy are entitled to join the Local Government Pension Scheme (LGPS). Currently employees contribute between 5.5% and 12.5% of their salary. For the purpose of this statement, employees included with the table in section 2.1 contribute between 8.5% and 12.5%, depending on where they are within the salary range. It has not been confirmed if this rate will change for 2021/22.
- 4.7. Any decision to re-employ an individual, who was previously employed by the Council and, on ceasing to be employed was in receipt of a severance or redundancy payment, will be made on merit. The Council will not however, normally engage such an individual under a contract for services.
- 4.8. Any honorarium will only be paid in exceptional circumstances as agreed by Corporate Directors.
- 4.9. Employees required to use their cars for work related travel are able to reclaim 45 pence per mile. A number of employees with a contract prior to 2012, who are required to have a vehicle at their disposal, receive a car user allowance of £846 per annum. These employees are able to claim mileage rates of 36.9p to 45p per mile.
- 4.10. Employees that joined the Council from the Community Housing Trust under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE), receive car allowances at the following rates:

<b>ESSENTIAL USERS</b>	<b>451-999cc</b>	<b>1000-1199cc</b>	<b>1200cc+</b>
Lump Sum	£846	£963	£1,239
Rate per mile Up to 8500 miles	36.9p	40.9p	50.5p
Over 8500 miles	13.7p	14.4p	16.4p
<b>CASUAL USERS</b>			
Rate per mile Up to 8500 miles	46.9p	52.2p	65.0p
Over 8500 miles	13.7p	14.4p	16.4p

- 4.11. Subsistence allowances are no longer agreed nationally. The Council pays the allowance at the rates below, which have remained static since those last agreed nationally in 2011.

Breakfast £7.21  
Lunch £9.95  
Evening Meal £12.33

## 5. Apprenticeships

5.1. The Council is committed to offering apprenticeships to people wishing to gain experience whilst working towards a qualification. Apprentices are contracted under a learning agreement and receive a minimum of £368 per week inclusive of weighting allowance, depending on the qualification they are undertaking.

## 6. Remuneration of Corporate Management Team

6.1. The remuneration of the Chief Executive and Corporate Directors was subject to a full and wide ranging review carried out by independent specialist consultants in 2009. The recommendations of the consultants were considered by Council Members (including both Leaders of the Opposition) and formed the basis of the agreement made by Members in October 2009.

6.2. The salary range for Corporate Management team can be seen in the table below:

Post	Range	
	From	To
Chief Executive	£123,840	£135,097
Corporate Directors	£92,878	£101,323
Heads of Service	£61,912	£73,538

Figures are exclusive of Outer Fringe Allowance, currently £626 per annum.

The above salary ranges may change if pay awards are awarded within the financial year and before the next pay policy statement is produced.

## 7. Chief Executive

7.1. The Chief Executive is the Council's Head of Paid Service. There are three incremental points in the Chief Executive grade.

7.2. The Chief Executive also receives a Returning Officer fee in respect of Borough and Parish Council Elections. The fees are currently £317 for each contested ward and £80 for each uncontested ward, and £262 for each contested Town/Parish ward and £66 for each uncontested Town/Parish ward. If a Town/Parish ward is contested along with a Borough ward the fee is £368 for the first Borough ward that is combined with a Parish ward election where one Borough Councillor is being elected. Fees for conducting Parliamentary Elections, Referendums, European and Police and Crime Commissioners are determined by way of a Statutory Instrument.

## 8. Corporate Directors

8.1. There are currently two Corporate Directors reporting to the Chief Executive namely;

- Public Protection, Planning and Governance

- Housing and Communities

The Resources, Environment and Cultural Services Director position is currently vacant.

8.2 There are three incremental points in the Corporate Director grade.

## **9. Remuneration of other Chief Officers**

9.1. There are nine Heads of Service reporting to the Corporate Management Team. In addition, there are twelve Service Managers reporting to the Heads of Service. These posts are evaluated using the HAY job evaluation methodology to ensure roles are graded fairly, accurately and consistently. The job evaluation methodology allocates each role a grade.

9.2. The roles occupied by the Heads of Service are; Head of Environment, Head of Resources (Section 151 Officer), Head of Law and Administration (Monitoring Officer), Head of Public Health and Protection, Head of Housing and Community, Head of Planning, Head of Policy and Culture, Head of Property Services and Head of Housing Operations.

9.3. There are seven incremental points in the Heads of Service grade.

9.4. The Head of Law and Administration undertakes the duties of the Monitoring Officer for the authority and, these duties attract a fixed annual payment of £5000.

9.5. The Head of Resources undertakes the duties of the Section 151 Officer for the authority and, these duties attract a fixed annual payment of £5000.

9.6. The Monitoring Officer and Section 151 Officer both have appointed deputies in receipt of a fixed annual payments of £3000 in relation to these additional duties.

9.7. An organisation chart is attached as appendix A, covering staff in the top three levels in the organisation including:

- Grade
- Job Title
- Department & Team
- Employment Status (Permanent or Fixed Term Temporary)
- Contact Details
- Salary in £5,000 brackets, consistent with the details published under section 34 of the Transparency Code, and
- Salary Ceiling (the maximum salary for the grade).

## **10. Pay Multiples**

10.1. The relationship between the remuneration of Chief Officers and all other staff for the year 2020/21 will be published at the end of the financial year, the figure is expected to be in the region of 5:1.

## 11. Other Benefits Relating to Pay

- 11.1. The employees within the scope of this policy are entitled to participate in the Council's Salary Sacrifice Scheme, which includes a Childcare Voucher scheme, whereby any employee can sacrifice part of their salary for childcare vouchers. These vouchers are exempt from income tax or National Insurance contributions and therefore represent a saving for employees who then use them to purchase childcare. The childcare salary sacrifice scheme was closed by the government, therefore only those who were in receipt of the vouchers prior to 6 April 2017 retain this benefit. A similar scheme is also open to employees to allow them to purchase bicycles.
- 11.2. The Council has an eye care voucher scheme in place to fulfil its obligation to provide those employees using display screen equipment with a bi-annual eye test and payment for a prescription required solely for display screen work. Vouchers are issued in accordance with the Councils' Eye Test Policy.

## 12. Trade Union Facility Time

- 12.1. The Data Transparency Code 2014 requests that local authorities publish the following information on Trade Union Facility Time:
- Total number (absolute number and full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives); 3 representatives, 2.6 FTEs
  - Total numbers (absolute number and full time equivalent) of union representatives who devote at least 50 per cent of their time to union duties; Nil.
  - Names of all trade unions represented in the local authority; Unison and GMB
  - A basic estimate of spending on unions (calculated as the number of full time equivalent days spent on the union duties multiplied by the average salary) £369.65
  - A basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full time equivalent days spent on unions duties multiplied by the average salary divided by the total pay bill); 0.00003% of total pay bill

## 13. Review

- 13.1. The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each financial year. Our next Statement is scheduled to be for 2022/23 and will be submitted to Council for approval by 31 March 2022.
- 13.2. If it should be necessary to amend this 2021/22 Statement during the year that it applies, an appropriate resolution will be made by Council.
- 13.3. A copy of the Pay Policy will be published on the Council's website and the Corporate Governance group will be responsible for the implementation and publication of the Pay Policy.

13.4. Paragraph 35 of the Data Transparency Code 2014 requires local authorities to place a link on their website to this published data or place the data itself on its website, together with a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and 'benefits-in-kind', for all employees whose salary exceeds £50,000. The key differences between the requirements under this Code and the Regulations referred to above is the addition of a list of responsibilities, the inclusion of bonus details for all senior employees whose salary exceeds £50,000 and publication of the data on the authority's website.

#### **14. Background Documents**

- The Code of Recommended Practice for Local Authorities on Data Transparency.
- Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act 2011.
- Welwyn Hatfield Borough Council Constitution
- Welwyn Hatfield Borough Council LGPS Discretionary Policy
- Car Mileage Allowances
- Flexible Retirement Policy
- Redundancy and Redeployment Policy