



Pay Policy Statement 2023

Purpose

This document covers the requirements to publish a pay policy statement under s38 of the Localism Act 2011.

Contents

Version	Date	Description
1	01/04/12	Annual Review
2	01/09/15	Updated to comply with regulations.
3	01/07/16	Updated to comply with regulations.
4	01/07/17	Updated to comply with regulations.
5	01/06/18	Updated to comply with regulations
6	01/05/19	Updated to comply with regulations
7	04/05/20	Updated to comply with regulations
8	04/05/21	Updated to comply with regulations
9	01/03/22	Updated to comply with regulations & pay award
10	01/07/23	Updated to comply with regulations

Document Approvals	
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Approval:	Corporate Leadership Team Personnel Board Full Council

Contents

1. Purpose	3
2. Definitions used in this document	3
3. Pay Policy from April 2022	4
4. Policies on redundancy and pension enhancement	5
5. Pay ratios in the Council	6
6. Review.....	6
7. Other relevant Council documents	6

1. Purpose

- 1.1 This pay policy statement for the financial year 2022/23 meets the statutory duty under sections 38 to 43 of the Localism Act 2011, to provide information on remuneration arrangements for staff directly employed by the Council, for approval by full Council (as a Part 1 item) and to publish on the Council's website.
- 1.2 We may amend this statement during the financial year in which it is effective; however any change must be approved by full Council. Any amended statement will be published on our website as soon as is reasonably practicable following the meeting.
- 1.3 In drawing up this statement, we have taken into consideration the guidance issued by the Department of Communities and Local Government and the advice supplied jointly by the Local Government Association and the Association of Local Authority Chief Executives (ALACE).
- 1.4 This statement does not include staff based in our schools as this is outside the scope of the legislation.
- 1.5 Wokingham Borough Council fully endorses and supports the requirement to be open and transparent about the pay of our employees.
- 1.6 This updated statement was approved by Full Council on 21st September 2023.

2. Definitions used in this document

This statement sets out the Council's policy with regard to:

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

- 2.1 Under the current structure of the Council, the following posts are included in the definition of 'Chief Officer':
 - a) Chief Executive (Head of Authority's Paid Service)
 - b) Deputy Chief Executive and Director, Resources & Assets (S151 Officer)
 - c) Director, Adult Social Care & Health
 - d) Director, Children's Services
 - e) Director, Place & Growth
 - f) Chief Operating Officer
 - g) Persons who, as respects all or most of their duties, report directly to or are directly accountable to the Head of the Council's Paid Service
 - h) Persons who, as respects all or most of their duties, report directly to or are directly accountable to the posts listed in (b), (c), (d), (e) and (f) above (other than staff whose duties are of a clerical or support nature).

The senior management structure of the organisation can be found on the Council's website [Senior council staff - Wokingham Borough Council](#)

- 2.2 This policy does not cover the remuneration of other 'workers' engaged by the Council, as employees of agencies or as self-employed consultants.

- 2.3 The highest paid employee is the Chief Executive (head of paid service) with a basic salary of £158,362 per annum (full-time).
- 2.4 The Council defines its lowest paid employee as an employee who is paid on the lowest level of pay for staff on non-casual or apprenticeship contracts of employment. The salary is £20,812 per annum full-time (37 hours per week) or £10.79 per hour.
- 2.5 Median salary is £35,411 (full-time equivalent). This is a measure of the 'average' salary for employees in the Council. It is defined as the 'midpoint' salary, such that there is an equal probability of falling above or below it.
- 2.6 Mean salary; £38,109.18 (full-time equivalent). This is an alternative measure of the 'average' salary for employees in the Council. The arithmetic mean is defined as the sum of all the salaries divided by the number of salaries.

3. Pay Policy from April 2022

3.1 Policy on level and elements of remuneration for Chief Officers

3.1.1 The Council benchmarks its pay rates against relevant comparator groups. For Chief Officers the Council pays "spot salaries" (i.e., no incremental range) and seeks to position itself appropriately in the market in terms of pay.

3.1.2 The spot salaries are: Deputy Chief Executive £142,535, Directors £131,402 and Chief Operating Officer £117,000

Their salary is increased by nationally negotiated increases agreed by the:

- Joint Negotiating Committee (JNC) for Chief Executives and;
- Joint Negotiating Committee (JNC) for Chief Officers

Similarly, terms and conditions agreed nationally by these bodies are also applied, with local variations as appropriate.

3.1.3 Chief Officers receive the same level of employer's pension as all other employees.

3.1.4 Salary upon appointment will be made in line with 3.1.1

3.1.5 In accordance with the Accounts and Audit (England) Regulations 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency, we publish annually the remuneration of our senior staff on our [website](#).

3.2 Policy on level and elements of remuneration for Senior Managers

3.2.1 Assistant Directors report to either a Director or the Chief Operating Officer and the salary bands are in a range £75,035 to £88,936

3.2.2 The Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983. The Assistant Director Governance performs the role of the Council's Returning Officer. 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 their duties as an employee of the Borough Council. As Returning Officer, they are paid a separate allowance for each election linked to duties

undertaken for running national, or local elections/referenda. Payment arrangements for the local returning officer are in line with a formula operated by the Government for determining fees to all Returning Officers across the country.

3.2.3 All other terms and conditions are in line with all other employees and described in 3.4 onwards.

3.3 All other employees

3.3.1 The Council applies the national pay agreements reached by the:

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee

3.3.2 Local variations are applied as appropriate.

3.3.3 All jobs below Assistant Director (excluding those covered by national Youth & Community and national teaching related Soulbury grades) are subject to job evaluation to determine the appropriate grade.

3.4 Salary on appointment

3.4.1 Appointments will normally be made to the minimum point of the grade. Managers may consider the previous experience and skills of the employee to offer appointment above the salary minimum for the post.

3.5 Incremental progression

3.5.1 Each of the Grades has a series of incremental steps, progression within which is subject to satisfactory performance. Increments can be withheld in the event of unsatisfactory performance.

3.5.2 Progression by more than one increment, up to the maximum of the grade, can be made in acknowledgement of exceptional performance.

3.6 Additional payments – all employees

3.6.1 The Council will consider the use of market supplements to be applied to specific posts in the event of recruitment and /or retention difficulties. Where such supplements are introduced they will be applied, reviewed and withdrawn in accordance with the Council's policy.

3.6.2 Additional payment may be made for additional hours, overtime, undertaking higher responsibilities, and for non-standard working arrangements such as stand-by, evening or weekend work, or for exceptional working conditions.

3.6.3 All employees can claim for qualifying payments under our travel & expense policy.

4. Policies on redundancy and pension enhancement

4.1 Our Policies and Procedures for Organisational Change, Retirement and Employer Discretions outline how we will approach redundancy including redundancy pay

- 4.2 We calculate redundancy pay using the individual's actual weekly salary.
- 4.3 We do not enhance the number of statutory week's redundancy pay an individual is entitled to under the Employment Rights Act 1996.
- 4.4 The Local Government Pension Scheme contains provision for employers to enhance pension payments. Employers are required to determine how they will use these discretionary provisions. We have determined generally not to use our discretion to enhance pension payments by either additional years or additional pension.
- 4.5 In certain circumstances, eligible employees may request early retirement or flexible retirement. (Flexible retirement gives access to accrued pension, whilst allowing the scheme member to continue working). In both these cases, there must be sufficient financial or other benefit to the Council for such retirements to be approved and if there is a cost associated with the request, approval sought from the Personnel Board.

5. Pay ratios in the Council

- 5.1 The pay ratio, or pay multiple, is used to express the relationship between the remuneration of the chief officer/highest paid employee and that of other employees. It is the policy of the Council to ensure that the ratio of the salary of the highest paid officer and the lowest paid officer is well below the 20:1 ratio recommended as a maximum in the terms of reference for the 2011 Hutton Review of Fair Pay in the Public Sector.
- 5.2 As at 1st April 2023, pay ratios within the Council stand as follows;
- Highest: lowest = 7.6:1
 - Highest: median = 4.5:1
- 5.3 This is based on the following salary packages:
- Highest paid (Chief Executive) = £158,362
 - Lowest paid (Grade 2 SCP 3) = £20,812
 - Median (average) = £35,411

6. Review

- 6.1 This policy will be reviewed at least annually and more frequently if necessary to respond to any changes.
- 6.2 The Personnel Board is responsible for recommending the policy statement for approval

7. Other relevant Council documents

Policies & Procedures relating to:

- Travel Expenses
- Retirement
- Honoraria
- Market Supplements
- Overtime
- Pension's discretions

- Organisational Change

Pay Scales relating to:

- National Joint Council (NJC) for Local Government Services
- National Joint Council (NJC) for Youth & Community Services
- Soulbury Committee