

# Swindon Borough Council

## Pay Policy Statement: April 2024

### Introduction and Purpose

The Pay Policy Statement (the 'statement') sets out the Council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2024 – 2025.

Its purpose is to provide a clear and transparent policy, which demonstrates accountability and value for money. The policy also meets the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

The pay policy is applicable to council staff and does not include schools support staff, teachers or casual workers.

The pay policy statement sets out the authority's policies for council staff for the financial year and relates to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.
- Remuneration for the purposes of this statement includes the following elements:
  - basic salary
  - any other allowances arising from employment

The term 'chief officer' in this instance applies to more posts than the usual council definition, and includes the following senior manager roles:

- Chief Executive
- Corporate Director
- Director
- Assistant Director
- Head of Service
- Some strategic and technical specialist roles

The term 'lowest paid employees' refers to those employees on the lowest pay point of our grading system which is currently Career Family Level 1, Scale Point 2, £22,366 per annum (as of 1<sup>st</sup> April 2024) However, the Council do not have any employees that are currently on this FTE salary.

This policy statement has been approved by the council and is effective from 1<sup>st</sup> April 2024 (to be updated and published after 1<sup>st</sup> April 2024). It will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective.

## **Accountability and decision-making**

In accordance with the constitution of the Council, Cabinet are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

## **Responsibility and scale**

The Council is directly responsible for a net budget of £178.8m and for the employment of circa 2700 staff. The Council provides services to a total population of circa 233,400 residents.

## **Pay and remuneration for employees**

In determining the pay and remuneration of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures that all pay arrangements can be objectively justified through the use of the following Job Evaluation methods:

### **Hay**

The Hay Job Evaluation Scheme is widely used in both public and private sectors, primarily for managerial, administrative and clerical roles. At Swindon, we have used the Hay Job Evaluation Scheme for all jobs within the Council.

Jobs have been evaluated by trained assessors. A trained evaluation team evaluates jobs against each of the elements within the scheme using detailed role profiles. The outcome of the evaluation assigns a profile and points score that shows the total size of the job.

All roles are evaluated using the Hay Evaluation Scheme; however, the Council sets its own pay line. A copy of the Council's pay scales can be obtained from [hradviceandadmin@swindon.gov.uk](mailto:hradviceandadmin@swindon.gov.uk).

## **Pay design**

The council's pay policy is based on a nationally negotiated pay scheme, which applies to local government employees. This scheme determines the salaries of the majority of the non-school based workforce. The majority of employees are on the National Joint Council scheme or Joint Negotiating Committee terms and conditions. The Council also have employees on other terms and conditions mainly Soulbury and Agenda for Change.

From 1<sup>st</sup> September 2023, the Council implemented a new pay and reward offer. The new offer that has been developed will deliver a transparent, affordable and competitive pay and reward structure. The pay scales, which are based on the NJC pay scales, can be obtained from [hradviceandadmin@swindon.gov.uk](mailto:hRADVICEandADMIN@SWINDON.GOV.UK).

## Pay structure

### Pay levels and progression

There is no incremental progression through the pay levels.

Under the new pay policy, pay will be set with respect to the market. All offers will be the minimum of the pay scale unless a pre-determined market rate or Rate for the Job has been established or a new rate is approved.

### Pay Supplements

From time to time, it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with council policies and collective agreements.

The council uses the following:

- **Market Factor Supplements** - External labour market conditions can produce a situation in which staff with scarce skills and expertise can command higher salaries than the maximum provided under the current grading mechanism for that post. In these circumstances, based on evidence from the relevant labour market, it may be deemed appropriate to pay an additional **Market Factor Supplement** in addition to basic pay. They are not linked to an individual's actual or anticipated performance within the role but are linked to the difficulty in recruiting to certain posts requiring specific skills or qualifications.
- **Acting up/ Honoraria** - A special payment where an employee has taken on additional duties and responsibilities for a defined period of time, for example covering a vacancy or taking on a special project
- **Relocation Scheme** - The aim of the scheme is to provide financial recompense to employees who need to move their main residence to take up an appointment with the Council. The scheme does not cover the purchase of a second property. Eligibility criteria will also apply and the decision to offer relocation will be made prior to the post being advertised. Relocation expenses can be claimed up to £8,000. The Council's policy requires repayment in part or in full if, the employee leaves within 3 years of appointment.
- **Allowance** – this is a payment made to staff by the Council that is not part of the basic contracted salary. Allowances are subject to taxation rules provided by the Inland Revenue and some are pensionable.
- Payments made to employees (including the **Returning Officer** and the Deputy

Returning Officer) working during local, parliamentary or European elections or referenda are made in line with either the statutory fees or a local scale of fees agreed in consultation with Wiltshire Council. This could apply to Chief Officers.

The council will ensure that the requirement for additional allowance or supplement is objectively justified by reference to clear and transparent evidence and where market supplements are considered that this is with reference to data available from within and outside the local government sector and is in line with Council policy.

## **Other employment-related arrangements**

### **Local Government Pension Scheme**

Subject to qualifying conditions, employees have a right to belong to the Local Government Pension Scheme. The employee contribution rates, which are defined by statute, currently range between 5.5% and 12.5% of pensionable pay depending on full time equivalent salary levels. The employee contribution rate for the 50/50 schemes currently range between 2.75% and 6.25% on full time equivalent salary levels.

### **NHS Pension Scheme**

The Council have employees who were transferred from the NHS. As part of the transfer agreement (TUPE), these employees were able to keep their NHS pension scheme and continue to contribute into that scheme. Further information about the [NHS Pension Scheme](#) can be found on their website.

### **Benefits schemes**

The council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of this approach the Council provide its staff with an Employee Assistance Programme (EAP) and Occupational Health.

### **Employment arrangements**

When recruiting to all posts the council will take full and proper account of its own recruitment policy. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

## **Senior Pay**

For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act.

The posts falling within the statutory definition are set out below, with details of their basic salary as at 1<sup>st</sup> April 2024:

- **Chief Executive** – the current salary of the post is £175,432.50. The postholder is a full time employee on a fixed term employment contract.

- **Corporate Directors** – the salaries for these posts fall within a salary band of £132,184 to £175,581 pa.
- **Directors / Assistant Directors** – the salaries for these posts falls within a salary band of £98,502 pa - £130,672 pa.

The Council's organisation structure can be found on the Council's [website](#).

### **Chief Executive / Chief Officer Recruitment**

Due to the nature and responsibilities of their role senior managers are normally employed on full time permanent employment contracts.

In exceptional circumstances, where the council remains unable to recruit to a chief officer or senior manager post or where there is a need for interim support to provide cover for a vacant post, the council may consider engaging an individual on a consultancy basis. Such arrangements can be advantageous because they can reduce employment costs and are flexible because they can be used for short periods of time without the need to pay termination payments. Where these arrangements are used the council will use relevant procurement processes to ensure that it can demonstrate value for money. The Director of Finance and Assets (Section 151 Officer) will keep such arrangements under regular review and agreed at Remuneration Committee.

### **Performance-related pay and bonuses**

The council does not apply any bonuses or performance related pay to its chief officers.

### **Arrangements for senior managers**

The council believes that no additional or specific requirements are necessary for the employment and reward of senior managers to reflect the nature of their roles, responsibilities and accountabilities and the national employment market.

### **Lowest paid employees**

The lowest paid persons employed under a contract of employment with the council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the council's grading structure. As at 1<sup>st</sup> April 2024, this is £22,366 pa, however, the Council do not have any employees on this FTE salary.

The exception is employees who are employed on a Government sponsored apprenticeship programme. Apprentices aged 23 and over will be paid the National Living Wage rate (currently £11.44 per hour). Apprentices aged 22 and under receive the pay rate of £11.44 per hour.

The current pay scales are available from [hradviceandadmin@swindon.gov.uk](mailto:hradviceandadmin@swindon.gov.uk)

## Pay multiple

As described above the council uses an established process of defining roles, determining job size and salary levels. This process determines the relationship between the rate of pay for the lowest paid and senior manager post, including chief officers, described as the pay multiple.

The current pay multiple is as follows:

Highest Pay	£175,432.50
Mean Pay	£34,821.60
Median Pay	£32,076.00
Lowest Pay	£23,113.74
Ratio of Mean to Highest	1:5.0
Ratio of Median to Highest	1:5.5
Ratio of Lowest to Highest	1:7.6

This is currently within/beyond the limits recommended by The Hutton Review of Fair Pay in the Public Sector (2010) and will be monitored and recorded annually.

The recommendation of the Hutton Report into “Fair Pay in the Public Sector”, as recognised by the Government in the Code of Recommended Practice for Local Authorities on Data Transparency, was that a pay ratio of the salary of the Chief Executive compared to the median average salary in the organisation should be published. The Hutton Review raised concerns about multiples in the order of 1:20 or higher, between the lowest and the highest paid employees in local authorities. The Council’s current ratio of lowest to highest is 1:7.6 and so is well below that level.

## Salary Protection

Salary protection does not apply to employees who apply and are appointed into a lower grade role because of service re-design. However, the implementation of pay and reward has allowed for a limited period of pay protection (9 months) for staff whose pay went down as a result of assimilation onto the new pay scales.

## Payments on termination of employment

On termination, redundancy payments and any discretion exercised in relation to retirement or redundancy will be paid at the statutory rate of pay. The Council does not provide any further payment to employees leaving the Council’s employment other than in respect of payment for accrued leave, if agreed that it is not possible to take this leave before the date of leaving. Any other payments that are agreed or negotiated will be done so in line with current employment law practices.

The Council will apply the provisions of the Redundancy Payments Modification Order regarding the recovery of redundancy payment if this is relevant. Pensions Regulations also

have provisions to reduce pension payment in certain circumstances to those who return to work within the local government service.

## **Trade Union Facility Time – publication and access to information**

In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to trade union facility time as a percentage of the council's total wage bill on the council's website:

- Basic estimate of spending on unions (calculated as the number of full time equivalent days spent on union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary)
- 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 union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary divided by the total pay bill).

## **Publication of pay statement**

Upon approval by the full council, the council will publish this pay policy statement on its website at

[http://www.swindon.gov.uk/info/20028/open\\_data\\_and\\_transparency/401/senior\\_council\\_officers](http://www.swindon.gov.uk/info/20028/open_data_and_transparency/401/senior_council_officers) as soon as is reasonably practicable after it has been approved by Full Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.

For further information about this pay policy statement please contact the Council's Director of Human Resources and Organisational Development at [bhemsley@swindon.gov.uk](mailto:bhemsley@swindon.gov.uk).