



POWYS COUNTY COUNCIL

Pay Policy Statement 2019/20

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POWYS COUNTY COUNCIL

Pay Policy Statement 2019/20

1. Introduction and Purpose

- 1.1 This Pay Policy statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 (1) of the Localism Act 2011. The Act requires English and Welsh local authorities to produce and publish a pay policy statement each financial year, detailing:
- The authority's policies towards all aspects and elements of the remuneration of chief officers
 - Their approach to the publication of and access to information relating to all aspects of the remuneration of chief officers
 - The authority's policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
 - The relationship between the remuneration of its chief officers and other employees.
- 1.2 Local authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.
- 1.3 The Council will continue to develop a Pay Policy and Strategy in this context and will seek to align rewards systems with business objectives. Once approved by the full Council, as required by the legislation prior to 31 March 2019, this pay policy statement will come into effect from 1 April 2019, and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

2. Legislative Framework

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes:
- Equality Act 2010
 - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
 - The Agency Workers Regulations 2010
 - Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2 With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality

proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3. Scope of the Pay Policy

- 3.1 The Localism Act 2011 requires authorities to develop and make public their pay policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the authority, explaining their policy on the relationship between remuneration for Chief Officers and other groups.
- 3.2 Nothing within the provisions of the Localism Act 2011 detracts from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers.

4. Development of Pay and Reward Strategy

- 4.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the organisation can perform at its best. The biggest challenge for the council in the current circumstances is to maximise productivity and efficiency within current resources. The pay policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the authority's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.
- 4.2 In this context it does need to be recognised that at the more senior grades in particular, remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the council will often be seeking to recruit in competition with other good public and private sector employers.
- 4.3 In addition the council is a major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the County. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy.
- 4.4 In designing, developing and reviewing Pay and Reward strategy the council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs.

5. Specific Local Factors Affecting Pay Policy

5.1 Local Labour Market Factors

Data from the 2011 Census and other statistics relating to Powys population trends and labour market information indicates a low birth rate and a large outward migration of young people coupled with a large inward migration of older people. Powys is seen as an attractive place to retire and there are limited opportunities for higher education and employment opportunities for young people. Currently the Council employs very few young people under the age of 21 and opportunities for school leavers and graduates have been limited, mainly due to the economic climate and the constraints on budgets. The Council's workforce reflects the community which is steadily getting older and it is recognised that the Council will need to react to this trend by introducing employment and training opportunities for young people if we are to have sufficient skills to sustain services in the future.

5.2 Current Recruitment and Retention Issues

Traditionally Powys County Council has difficulties attracting large numbers of candidates for 'hard to fill' posts. These have tended to be in the areas of Social Care, in particular for Social Workers and Children's Residential Care Workers. This difficulty also exists with Chief Officer roles and to a lesser degree in other professionally qualified areas such as Planning, Engineering, Legal and Finance. The Council also has an ageing population in comparison to other Local Authorities in Wales and this, combined with the rural nature of the county, means that the Council can experience difficulties with recruitment and retention. As such the Council has introduced an Apprenticeship initiative including career graded pay rates.

6. Pay Structure

6.1 Current Position

The Council applies the NJC nationally negotiated pay spine as the basis for its main grading structure. This determines the salaries of the larger majority of the workforce (with the exception of teachers).

On 10th April 2018, agreement was reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2018 and 1 April 2019.

In addition, the NJC pay agreement also included the introduction of a new pay spine, effective from 1 April 2019, to include:

- A bottom rate of £9.00 per hour;
- 'Pairing off' old scale points to create new scale points;
- Equal steps of 2% between new scale points;
- Average Pay Award of 4.39% for new lower scale points 1-22 (ranging from 2.28% to 7.3%);
- Pay Award of 2.00% for scale points 23 and above;

- Assimilation of scale points followed by contractual incremental awards.

6.2 Job Evaluation

The Council's systematic approach to determining the value and worth of posts that are currently subject to the NJC nationally agreed pay spine was implemented from the 1st April 2013. This revised pay and grading structure was subject to an equal pay audit. Payment protection paid to staff suffering a detriment was agreed for a 12-month period and ended on the on 31st March 2014.

6.3 Terms and Conditions

In conjunction with the job evaluation process a review of associated terms and conditions has been undertaken which has consolidated the range of nationally and locally negotiated terms which have been agreed through previous collective bargaining. The objective is to apply a single status approach across the authority which is fair for all staff and which also complies with the equality impact assessment.

6.4 Living Wage

Through adopting the NJC pay rates with a minimum of £9.00 per hour, the Council continues to pay the lowest paid staff significantly above the Statutory National Living Wage and National Minimum Wage rates, which are as follows:

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
1 st April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

6.5 Acting Up/Honoraria

On occasions when employees undertake additional responsibilities for a limited period of time, the Head of Service will have the discretion to award an honorarium or acting up payment. This will be applied in line with the Guidance attached at Appendix B.

6.6 Pay and Performance

From April 2015, and further enhanced in 2018 following a review, an Individual Performance Review (IPR) process was introduced, The Authority expects high levels of performance from all its' employees. Individual performance is managed and supported by line managers, and the relationship between line manager and staff member is key to having engaged, motivated staff, who are enabled in their work and can utilise their ideas to improve service. This is vital to ensure all employees and services contribute to meeting the priorities set out in the Councils Vision 2025. There are no bonus related pay incentives in place.

7. Accountability and Decision Making

- 7.1 In accordance with statutory requirements and the Constitution of the Council policies relating to the recruitment, pay, terms and conditions, and severance arrangements of all employees of the Council is the responsibility of the Council.

8. Chief Officer Remuneration

8.1 Definition of Chief Officer:

For the purposes of this statement, 'chief officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below:

- Chief Executive
- Strategic Directors
- Director
- Heads of Service

The above posts are governed by JNC terms and conditions of employment.

The 2018-2020 nationally agreed pay award applies a 2% uplift to salaries from 1st April 2019.

The Council also has a category of employees employed on Senior Manager (SM) grades. These grades fall between the top of the NJC pay spine and the bottom of the Head of Service range. These posts are governed by NJC terms and conditions of employment, with national pay awards applied accordingly.

The grades ranges for all the above posts are agreed locally and are attached at Appendix C.

The Council has a number of posts within the Schools Service and Youth Service that are employed under Soulbury or Youth & Community terms and conditions. The Soulbury grades are attached at Appendix D, with Youth & Community attached at Appendix E. The last pay award agreed for both bodies was 2% effective from 1st September 2018.

8.2 Recruitment of Chief Officers

The Council's policy and procedures with regard to the recruitment of Chief Officers is set out within Part 4 of the Constitution. When recruiting to all posts the Council will take full and proper account of its Equal Opportunities, Recruitment and Redeployment policies. 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.

8.3 Policy on the Payment of Chief Officers on ceasing to hold office or to be employed by the Council

Should a Chief Officer be in a redundancy situation and no alternative employment can be found they will, like all other employees, be entitled to compensation in line with the Council's Redundancy Compensation Scheme.

The Council's approach to statutory and discretionary payments on termination of employment of chief officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Retirement and Redundancy Policy, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 30 weeks would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).

Decisions relating to any other payments falling outside the provisions or the relevant periods of contractual notice will be taken by those officers and members authorized to do so by the Constitution.

9. Re-employment of Staff

- 9.1 The Council has a Re-employment of Former Employees Policy which came in to effect from 1 September 2014.
- 9.2 The purpose of the policy is to set out the Council's approach to the re-employment of certain categories of ex-employees.
- 9.3 Ex-employees who have left the Council's employment on the grounds of redundancy or efficiency and received redundancy / severance payments and/or early retirement benefits, the Council will not engage such ex-employees on a contract of employment, or through an employment agency, nor engage them in a contract for services, for a period of 12 months from the date of termination of their employment.
- 9.4 Ex-employees who have been dismissed on the grounds of misconduct or lack of capability, or have resigned in circumstances where sufficient evidence existed to convene a formal hearing to consider dismissal on those grounds, will not be re-employed by the Council. The Council will not engage with their services through an employment agency nor under a contract for services, and there is no qualifying period applicable.
- 9.5 The Council recognises that there may be a compelling case for re-employment or re-engagement in some exceptional circumstances, which may be driven by the needs of the Council. Appointments are not made without express permission of the Head of Professional Services and relevant Director, with advice sought from the Section 151 Officer and the Monitoring Officer in respect of financial or legal implications.

10. Remuneration at the Lowest Grades

- 10.1 The lowest paid employees employed under a contract of employment with the Council, are remunerated on full time equivalent salaries in accordance with the minimum NJC spinal column point currently in use within the Council's grading structure. From 1st April 2019 this is spinal column point 1, £17,364 FTE per annum (£9.00 per hour).
- 10.2 The Council does run an apprenticeship scheme where individuals are engaged under a fixed term contract for a period of up to three years. During this time their rates of pay comply with the nationally applied rates for an apprentice and therefore they do not fall into the category of lowest grade or lowest paid in the council.
- 10.3 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement

11. Pay Relativities within the Authority

- 11.1 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the Organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 11.2 The multiples of pay for Powys County Council are as follows:
1. The multiple between the lowest paid full time equivalent employee and the chief executive is 1:7.90 (*Previous year 1:8.31*)
 2. The multiple between the lowest paid employee and mean average chief officer is 1:5.11 (*Previous year 1:5.23*)
 3. The multiple between the median (average) full time equivalent earnings (excluding schools) and the chief executive is 1:5.97 (*Previous year 1:6.56*)
 4. The multiple between the median (average) full time equivalent earnings (excluding schools) and mean average chief officer is 1:3.86 (*Previous year 1:4.13*)

(information based on Payroll data February 2019)

12. Publication

- 12.1 Upon approval by the full Council, this statement will be published on the Council's website.

13. Partnership with Trade Unions

- 13.1 The Council will endeavour to maintain the constructive partnership approach that it has developed with the recognised Trade Unions and will continue to work closely with them on pay related matters. Collective bargaining will be followed as appropriate for any proposed changes to pay and /or allowances.

14. Reviewing the Policy

- 14.1 This Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed over the next year to ensure that it meets the principles of fairness, equality, accountability and value for money for the citizens of Powys. The Policy will be reviewed annually and reported to Council.

APPENDIX A

Pay Scales for NJC Employees – applicable from 1 April 2019

Salary from 01/04/2018				01/04/2019 Pay Grade Assimilation			
Grade	Scale Point	FTE Salary	Hourly Rate	NEW Scale Point (SCP)	Grade	FTE Salary	Hourly Rate
Grade 1	6	16,394	8.4974	1	Grade 1	17,364	9.0002
Grade 2	7	16,495	8.5498	1	Grade 2	17,364	9.0002
	8	16,626	8.6177	2		17,711	9.1801
Grade 3	9	16,755	8.6846	3	Grade 3	18,065	9.3636
	10	16,863	8.7405			18,426	9.5507
	11	17,007	8.8152	4		Grade 4	18,795
12	17,173	8.9012	5	19,171	9.9368		
Grade 4	13	17,391		9.0142	6	Grade 5	19,554
	14	17,681	9.1645	7	19,945		10.3380
	15	17,972	9.3154	8	20,344		10.5448
Grade 5	16	18,319	9.4952	9	Grade 6	21,166	10.9709
	17	18,672	9.6782	11		21,589	11.1902
	Grade 6	18	18,870	9.7808		12	22,021
19		19,446	10.0794	13	22,462	11.6427	
Grade 7	20	19,819	10.2727	14	Grade 7	22,911	11.8754
	21	20,541	10.6469	15		23,369	12.1128
	22	21,074	10.9232	16		23,836	12.3548
Grade 8	23	21,693	11.2441	17	Grade 8	24,313	12.6021
	24	22,401	11.6110	18		24,799	12.8540
	25	23,111	11.9790	19		24,799	12.8540
Grade 9	26	23,866	12.3704	19	Grade 9	25,295	13.1111
	27	24,657	12.7804	20		25,801	13.3733
	Grade 10	28	25,463	13.1981		21	26,317
29		26,470	13.7201	22	26,999	13.9943	
Grade 11	30	27,358	14.1804	23	Grade 10	27,905	14.4639
	31	28,221	14.6277	24		28,785	14.9200
	Grade 12	32	29,909	15.5026		25	Grade 11
33		30,756	15.9417	27	31,371	16.2604	
Grade 13	34	31,401	16.2760	28	Grade 12	32,029	16.6015
	35	32,233	16.7072	29		32,878	17.0415
	36	33,136	17.1753	30		33,799	17.5189
Grade 14	37	34,106	17.6780	31	Grade 13	34,788	18.0315
	38	35,229	18.2601	32		35,934	18.6255
	39	36,153	18.7391	33		36,876	19.1138
Grade 15	40	37,107	19.2335	34	Grade 14	37,849	19.6181
	41	39,002	20.2158	35		39,782	20.6201
	42	39,961	20.7128	37		40,760	21.1270
Grade 16	43	40,858	21.1778	38	Grade 15	41,675	21.6013
	44	42,806	22.1875	39		43,662	22.6312
	45	43,757	22.6804	40		44,632	23.1340
Grade 17	46	44,697	23.1676	41	Grade 16	45,591	23.6310
	47			42			
	48			43			

APPENDIX B

Acting Up / Honoraria and Relief Arrangements

Cover for Managers /Supervisors

Acting up allowances will be paid in the event of a temporary and unforeseen absence of a manager or supervisor where an employee is required to cover the duties of the post for more than one calendar month. Cover provided for absences less than this will not be paid.

Where an absence is likely to be lengthy, e.g Maternity Leave, managers must consider making an appointment to the temporary vacancy through advertisement to a wider field of potential applicants.

Once cover extends beyond one month then employees will be paid the difference between their own rate and the job evaluated rate for the job being covered, backdated to the beginning of the period of cover. A minimum of one spinal column point higher will be paid. A percentage of the difference in rate may be made to reflect a lesser range of responsibilities being covered. Percentage acting up allowances may be paid to more than one member of a team if responsibilities are being shared. Where full duties are shared the acting allowances should be equal to the full difference in salary.

Honoraria

On occasion when employees undertake additional responsibilities for a limited period of time the Head of Service will have the discretion to award an honorarium. This will not be a full job evaluated rate given the time limits on the responsibilities however the job evaluation scheme can be used to help establish a reasonable honoraria rate. If the additional duties are outside the usual knowledge and skill requirements it maybe necessary to use market information (in accordance with the market supplement policy) to establish a payment level. Honoraria should cease after 12 months. If the additional duties continue then an evaluated rate must be established, if necessary with a market premium, in accordance with the market Supplement Policy.

Relief / Casual Arrangements

Where there is a business requirement for a relief duty officer e.g as part of a duty roster a single fixed job evaluated rate for the relief role should be established and paid as a change of rate for the period during which the employee covers the duty requirements.

Casual workers are entitled to the evaluated rate for the job unless they are not required to cover the full duties of the job. If this is the case then a casual worker job evaluated rate must be established. The casual worker is entitled to any allowances arising from non-standard working in the same circumstances as an established employee.

Chief Officer & Senior Manager Pay Scales

National Pay Rates applicable from 1 April 2019

Senior Manager 2	SM2	003	£50,967.00
		004	£52,903.00
		005	£53,486.00
		006	£54,843.00
Senior Manager 1	SM1	009	£58,138.00
		010	£59,687.00
		011	£61,239.00
		012	£62,790.00
Heads of Service 3	HS3	013	£62,743.00
		014	£64,280.00
		015	£65,803.00
		016	£67,337.00
Heads of Service 2	HS2	017	£68,191.00
		018	£70,466.00
		019	£72,736.00
		020	£75,011.00
Heads of Service 1	HS1	021	£77,282.00
		022	£79,556.00
		023	£81,830.00
		024	£84,102.00
Director 2	D2	025	£85,500.00
		026	£87,849.00
		027	£90,197.00
		028	£92,547.00
Director 1	D1	029	£96,987.00
		030	£99,335.00
		031	£101,684.00
		032	£104,032.00
Strategic Director	SD1	033	£104,372.00
		034	£106,723.00
		035	£106,932.00
		036	£109,234.00
Chief Executive	CE1	037	£132,035.00
		038	£135,005.00
		039	£137,975.00
		040	£140,946.00

The Chief Executive is also the Returning Officer and payment for these duties for each electoral division or community ward is made as follows:

Contested Election	£110
Uncontested Election	£ 55

Returning Officer fees for national elections and referenda are paid by central government.

Soulbury Pay Agreement

National Pay Rates applicable from 1 September 2018 and 1 September 2019

Educational Improvement Professionals (EIPs)

Spinal point	Salary	
	1-Sep-18	1-Sep-19
001	34,749	35,444
002	35,993	36,713
003	37,168	37,912
004	38,359	39,127
005	39,543	40,334
006	40,727	41,542
007	41,971	42,811
008	43,168	44,032
009	44,563	45,455
010	45,807	46,724
011	47,035	47,976
012	48,223	49,188
013	49,569	50,561
014	50,769	51,785
015	52,095	53,137
016	53,293	54,359
017	54,495	55,585
018	55,674	56,788
019	56,891	58,029
020	57,519	58,670
021	58,727	59,902
022	59,780	60,976
023	60,939	62,158
024	61,978	63,218
025	63,089	64,351
026	64,173	65,457
027	65,282	66,588
028	66,405	67,734
029	67,532	68,883
030	68,656	70,030
031	69,771	71,167
032	70,903	72,322
033	72,036	73,477
034	73,197	74,661
035	74,353	75,841
036	75,544	77,055
037	76,715	78,250
038	77,899	79,457
039	79,066	80,648
040	80,233	81,838
041	81,406	83,035
042	82,578	84,230
043	83,749	85,424
044	84,925	86,624
045	86,099	87,821
046	87,274	89,020
047	88,454	90,224
048	89,623	91,416
049	90,797	92,613
050	91,972	93,812

Educational Psychologists

SCALE A

SCP	01-Sep-18	01-Sep-19
1	36,446	37,175
2	38,296	39,062
3	40,146	40,949
4	41,994	42,834
5	43,844	44,721
6	45,693	46,607
7	47,434	48,383
8	49,175	50,159
9	50,806	51,822
10	52,439	53,488
11	53,961	55,040

SCALE B

SCP	01-Sep-18	01-Sep-19
1	45,693	46,607
2	47,434	48,383
3	49,175	50,159
4	50,806	51,822
5	52,439	53,488
6	53,961	55,040
7	54,586	55,678
8	55,754	56,869
9	56,911	58,050
10	58,089	59,251
11	59,243	60,428
12	60,420	61,628
13	61,617	62,849
14	62,774	64,029
15	63,986	65,266
16	65,186	66,490
17	66,395	67,723
18	67,602	68,954

Young People's / Community Service Managers Spine

SCP	01-Sep-18	01-Sep-19
1	36,040	36,761
2	37,219	37,964
3	38,398	39,166
4	39,601	40,394
5	40,824	41,641
6	42,016	42,857
7	43,236	44,101
8	44,622	45,515
9	45,387	46,295
10	46,568	47,500
11	47,742	48,697
12	48,918	49,897
13	50,086	51,088
14	51,265	52,291
15	52,446	53,495
16	53,630	54,703
17	54,820	55,917
18	56,003	57,124
19	57,179	58,323
20	58,380	59,548
21	59,604	60,797
22	60,857	62,075
23	62,134	63,377
24	63,438	64,707

**JNC for Youth & Community Workers
National Pay Rates applicable from 1 September 2018 & 1 September 2019**

Support Worker Range

SCP	01/09/2018	01/09/2019
1	-	-
2	16,757	-
3	17,267	18,117
4	17,681	18,431
5	18,141	18,791
6	18,556	19,106
7	19,009	19,389
8	19,645	20,038
9	20,456	20,865
10	21,090	21,512
11	22,116	22,558
12	23,118	23,580
13	24,153	24,636
14	25,225	25,729
15	25,955	26,474
16	26,718	27,252
17	27,468	28,017

** SCP2 obsolete wef 01/09/2019

Professional Range

SCP	01/09/2018	01/09/2019
13	24,153	24,636
14	25,225	25,729
15	25,955	26,474
16	26,718	27,252
17	27,468	28,017
18	28,223	28,787
19	28,972	29,551
20	29,724	30,318
21	30,568	31,179
22	31,525	32,155
23	32,456	33,105
24	33,392	34,060
25	34,335	35,022
26	35,277	35,983
27	36,221	36,945
28	37,175	37,918
29	38,122	38,884
30	39,070	39,851
31	39,709	40,503
32	40,760	41,575