

# COUNCIL 24.2.2016 – ITEM 14 – REVISED APPENDIX

## APPENDIX 1 – PAY POLICY STATEMENT FOR STEVENAGE BOROUGH COUNCIL

This Pay Policy Statement is made in accordance with Chapter 8 of the Localism Act, 2011.

This policy shall apply from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 subject to amendment by Council.

Chief officers and deputy chief officers shall be paid according to the following bands.

### Remuneration bands of senior officers are set out here:

Head of Paid Service/ Chief Executive	£98,721 to £114,732 ( <i>excluding election payments</i> )
Deputy Chief Executive	£82,562-£95,954 (Strategic Directors pay band plus 10%)
Strategic Directors	£75,056-£87,231
Monitoring Officer/ Borough Solicitor	£57,790-£66,841 (Head of Service plus £2,000 p.a.)
Assistant Director of Finance (Section 151 Officer)	£64,326-£74,437 (AD plus £2000 p.a)
Assistant Directors	£62,326-£72,437
Heads of Service 1 -	£55,790-£64,841

*Lowest Paid Employees with effect from 1 <sup>st</sup> April 2016	£15,917
**'Mean Average Basic Earnings'	<b>£28,793</b>

\*Excludes apprentices

### Notes:

1. 'Lowest Paid Employee' means the employees on the lowest grade assuming that the posts are full time (excluding apprentices).

Any employee, up to and including those on grade 6, is eligible for an overtime payment at an enhanced rate of +0.33 of their basic salary for any overtime hours worked Monday to Saturday and +1.00 for any overtime hours worked on a Sunday for any additional hours worked over 37 per week.

Employees at or below Grade 6 that are required to undertake non-standard working are entitled to non-standard working enhancements. In addition to their normal salary those employees at or below grade 6, who are required as part of their contracted hours to work on a Saturday, or for longer than 4 consecutive hours between 10pm and before 7am receive a shift enhancement of +0.33 of their basic salary for those hours, and employees at or below grade 6 who are required to work on a Sunday as part of their contracted hours receive a shift

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enhancement of +1.00 of their basic salary, this rate of enhancement also applies to any hours worked on a public holiday.

2. \*With effect from 1<sup>st</sup> January 2014 the Council commenced paying the Living Wage to all employees, excluding apprentices. SBC updates the Living Wage on 1<sup>st</sup> April each year. With effect from 1<sup>st</sup> April 2016 this will be £15,917.
3. The pay of the Chief Executive (excluding payments for elections) is currently 6.46 times the pay of the lowest paid worker and this ratio is not expected to change significantly. The pay of the Chief Executive is currently **3.57 times** the pay of mean average earnings.
4. Chief Officers (except the Monitoring Officer and **the Chief Finance Officer**) are paid an allowance of £24.95 per month for expenses but otherwise no bonuses performance related pay or other forms of additional remuneration are paid to Chief Officers or Deputy Chief Officers.
5. Many of the Chief Officers, Deputy Chief Officers and other employees receive a payment for attending and performing certain duties at elections. **These payments are set in line with guidance produced for each election.**
6. Salary packages amounting to £100,000 or more for new appointments will be approved by Council.
7. Salary increments are paid annually by default for all employees of the Council up to the top of the pay grade
8. The pay of Chief Officers and Deputy Chief Officers is based on job evaluations undertaken through the Inbucon scheme.
9. The terms and conditions of Chief Officers and Deputy Chief Officers are set in accordance with the JNC. National negotiations are currently under way between the employer's side and the trade union side for April 2016-March 2017, any pay award agreed will be implemented in line with the national agreement.
10. Chief Officers and Deputy Chief Officers including any new appointments at this level will be made in accordance with the pay scales set out above.
11. All employees including Chief Officers and Deputy Chief Officers are entitled to redundancy payments based on the same multiple of 2.5 times statutory provision and based on actual weekly pay.
12. Any redundancy or severance packages of £100,000 or more will be approved by Full Council.
13. All employees including Chief Officers and Deputy Chief Officers are entitled to retirement pensions calculated in the same way under the Local Government Pension Scheme (Administration) Regulations 2008, Regulations 2014 and the Council Pension Discretion Policy. These Regulations require the Council to

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publish its policy on increasing an employee's total pension and on awarding additional pension.<sup>1</sup>

14. The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 require the Council to formulate, review and publish its policy on making discretionary payments on early termination of employment.

15. The terms and payment of terminating the employment of any officer of the Council in any contentious circumstances which do not result from an award made by an Employment Tribunal or Court are settled by the Council on the basis of the legal merits of the case, the time and disruption which protracted litigation would involve, any limit of statutory entitlement on monetary claim available to an employee and what is considered prudent in all the circumstances.

16. Staff formerly employed by Stevenage Homes Limited and who transferred through TUPE to the employment of Stevenage Borough Council on 1 December 2011 are entitled to an additional Life Assurance provision with payment of one times annual salary on death.

17. An employee who is made redundant must have a break of at least four weeks in order to retain a redundancy payment before they can be re-employed by the Council in a different position.

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<sup>1</sup> Stevenage Borough Council Executive minutes dated 28 March 2007, Section 5 refers.