

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 April 2022 to 31 March 2023 subject to amendment by Council.

Remuneration bands of senior officers are set out here:

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| Head of Paid Service/ Chief Executive | £109,269-£126,993 |
| Deputy Chief Executive (Strategic Directors pay band plus 10%) | £91,385-£106,207 |
| Strategic Directors | £83,077-£96,552 |
| Monitoring Officer/ Borough Solicitor | Employed by Hertfordshire County Council as part of a shared legal service. |
| Section 151 Officer | The section 151 officer receives a supplement of up to £7300 per annum in addition to their Strategic Director pay |
| Deputy Section 151 Officer | The deputy section 151 officer receives a supplement of up to £1000 per annum in addition to their Assistant Director Pay |
| Assistant Directors | £68,985-£80176 |
| Interim Operational Director (Assistant Director pay scale with 10% premium attached for additional operational responsibilities) | Up to £87,000 |

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| *Lowest Paid Employees with effect from 1 April 2022 | £19,100 |
| **Mean Average Basic Earnings | £33,349 |

*Excludes apprentices. 'Lowest Paid Employee' means the employees on the lowest grade assuming that the posts are full time.

** At the time of writing no pay award for NJC staff has been agreed for financial year 2021/22 or year 2022/23

1. 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 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 January 2014 the Council commenced paying the Living Wage to all employees, excluding apprentices. SBC updates the Living Wage on 1 April each year. With effect from 1 April 2021 this will be £19,100 (£9.90 per hour).
3. The pay of the Chief Executive (excluding payments for elections) is currently 6.55 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 3.8 times the pay of mean average earnings. It should be noted at the time of writing a national pay award has been agreed and implemented for Chief Executives for year 2021/22, however, nationally no award has been agreed for staff on NJC Terms and Conditions.
4. Strategic Directors and the Chief Executive have chosen not to receive an allowance of £24.95 per month for expenses, with effect from 1 April 2022. 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 per election type.
6. Salary packages amounting to £100,000 or more for new appointments will be approved by Full 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.
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 for Chief Officers must be approved by Full Council.

- 13.** Any employee who takes voluntary redundancy will not be permitted to return to the employment of Stevenage Borough Council, either as a permanent or fixed term employee, for a minimum period of 12 months following the date of their redundancy. There is no restriction on returning to employment following compulsory redundancy but an employee who is re – employed following redundancy must have a break of at least four weeks between the termination of the first employment and the start of the second in order to retain a redundancy payment .
- 14.** 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 publish its policy on increasing an employee’s total pension and on awarding additional pension.
- 15.** 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.
- 16.** 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.