



WIRRAL COUNCIL

PAY POLICY STATEMENT

2013 – 2014

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1. Introduction and Purpose

- 1.1. Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”. This Pay Policy Statement sets out the Council’s approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011.
- 1.2. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying:
 - The methods by which salaries of all employees are determined;
 - The detail and level of remuneration of its most senior staff i.e. ‘Chief Officers’, as defined by the relevant legislation;
 - The Employment and Appointments Committee responsibility for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the Full Council.
- 1.3. The Council will consult with the relevant Trade Unions in relation to this Pay Policy, before the Policy is considered by Full Council.
- 1.4. Once approved by the Full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis, the policy for the next financial year being approved by 31 March each year.
- 1.5. The Council may, by resolution, amend this Pay Policy, including after the beginning of the financial year to which it relates.

2. Other legislation relevant to pay and remuneration

- 2.1. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2. The Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

3. Pay Structure

- 3.1. The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its local pay structure, which determines the salaries of the large majority of its (non teaching) workforce. The Council’s grading structure is attached at Appendix One.

- 3.2. The grading structure for Bands A to H (up to spinal column point (scp 34) was implemented as part of the Council's Job Evaluation process in August 2008, using the National Joint Council for Local Government Services (NJC) Job Evaluation Scheme.
- 3.3. The current salary rates came into effect on 1 April 2009. There has been no national annual pay award to any group of staff since April 2009.
- 3.4. Where a nationally negotiated pay spine does not apply, the Council will determine the salary rate through local negotiation.
- 3.5. The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine, for example through any agreed annual pay increases negotiated with joint trade unions.
- 3.6. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.
- 3.7. In determining its grading structure and setting remuneration levels for any posts which fall outside the scope of the national pay bargaining arrangements, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required within a fair, transparent and equality proofed framework.

3.8. Variations to pay grade

- 3.8.1. From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.
- 3.8.2. Any temporary supplement to the salary scale for the grade is approved in accordance with The Council's Honoraria Policy, or any applicable market rate supplement policies.

3.9. Job Evaluation

- 3.9.1. The Council has completed stage one of Job Evaluation, which includes up to scp 34: £28,636.
- 3.9.2. The Council has completed stage two of Job Evaluation, which includes Schools based employees, up to scp 34.
- 3.9.3. Stage one and two have been undertaken using the NJC Job Evaluation Scheme.

3.9.4. Implementation of stage three and four of Job Evaluation is currently paused and will be reviewed in 2013-14.

3.10. The Living Wage

3.10.1. Living Wage rates are based on Minimum Income Standards methodology and seek to take account of real living costs for essential goods and services. The Living Wage rate for outside London increased to £7.45 per hour in November 2012.

3.10.2. Through the Wirral's Pay Policy Statement, the Council is committed to paying the Living Wage. The provision for the Living Wage will be kept under review.

3.10.3. From 1 November 2012, the Council will set Band A at scp 9 at a locally agreed rate of £7.45 an hour (equivalent to £13,985 per annum), and Band B at scp 10, at a locally agreed rate of £7.64 (equivalent to £14,360 per annum), as shown at Appendix One.

3.11. New Appointments

3.11.1. New appointments will normally be made at the minimum scp of the relevant pay scale for the grade. Where the candidate is already on or above the minimum scp of the relevant pay scale, the appointment will normally be made at the same scp.

3.11.2. The appointment salary can be varied in exceptional circumstances with the approval of The Head of Human Resources and Organisational Development.

3.12. Progression through pay grades

3.12.1. An employee's progression through the increments of a particular pay grade are linked to length of service. Increments are awarded on 1 April each year, or for new appointments between 1 October and 31 March, six months from start date.

3.12.2. The arrangements and factors considered in determining an individual's progression through different pay grade are determined by experience, skills and qualifications as set out in the relevant Job Description.

4. Senior Management Remuneration

4.1. For the purposes of this statement, senior management means 'Chief Officers' as defined within the Localism Act. The posts falling within the statutory definition are set out in '*The Code of Recommended Practice for Local Authorities on Data Transparency ('the data transparency code')*'.

- 4.2. The Council's grading structure for Chief Officers is attached at Appendix Two, and includes:

Chief Executive

The salary falls within a range of 5 incremental points between £121,807, rising to a maximum of £135,341.

Strategic Director

The salary package of posts designated as Strategic Director, fall within a salary range of 5 incremental points between £109,626 to a maximum of £121,807.

Director 1

The salary package of posts designated as Director 1 fall within a range of 5 incremental points between £101,564 rising to a maximum of £112,849.

Director 2

The salary package of posts designated as Director 2 fall within a range of 5 incremental points between £80,316 rising to a maximum of £89,240.

Head of Service 1

The salary package of posts designated as Head of Service 1, fall within a range of 5 incremental points between £76,173 rising to a maximum of £84,637.

Head of Service 2

The salary package of posts designated as Head of Service 2, fall within a range of 5 incremental points between £66,017 rising to a maximum of £76,173.

5. Recruitment of Chief Officers

- 5.1. The Council's policy and procedures with regard to recruitment of Chief Officers is set out in Part Four of The Council's Constitution. The appointment of Chief Officers and Deputy Chief Officers is delegated to The Employment and Appointments Committee as set out in Part Three of The Council's Constitution.
- 5.2. When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Equal Opportunities, Recruitment and Selection and Redeployment Policies as approved by Council.
- 5.3. 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.
- 5.4. In line with guidance under The Localism Act, proposed appointments to posts with remuneration exceeding £100, 000 will be subject to a vote at Full Council.

6. Additions to Salary

- 6.1. With the exception of progression through the incremental scale of the relevant grade being subject to satisfactory performance, which is assessed on an annual basis, the level of remuneration is not variable dependent upon the achievement of defined targets.
- 6.2. To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's applies the relevant national conditions of service for additional remuneration (e.g. honoraria, ex gratia, 'acting up'), unless this has been locally negotiated, e.g. The Harmonisation Agreement, implemented in August 2008.
- 6.3. In addition to basic salary, the following posts receive additional pay as set out below:

Post / Tier of post	Payment details
Chief Executive or nominated Chief Officer (currently Director of Law, HR and Asset Management)	Returning Officer duties: <ul style="list-style-type: none">• National statutory amount for Parliamentary/National Elections.• Locally determined amount in accordance with national guidance for Local Government Elections.
All eligible employees	Allowances in accordance with the Council's terms and conditions.
Eligible Social Workers	Approved recruitment and retention allowances.

7. Pension Contributions

- 7.1. The employer's pension contribution is required to be published under S7 of the Accounts and Audit Regulations 2011.
- 7.2. Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee.
- 7.3. The rate of contribution is set by Actuaries advising Merseyside Pension Fund and reviewed every three years in order to ensure the scheme is appropriately funded. The current rate and deficit is equal to 18.3%.

8. Payments on Termination

- 8.1. The Council's approach to statutory and discretionary payments on termination of employment for all employees, including Chief Officers, prior to reaching normal retirement age, is set out within the Council's Retirement Policy.
- 8.2. The Council will keep its Enhanced Discretionary Severance Scheme under review. Any changes, as approved by the Employment and Appointments Committee are published in accordance with the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) regulations 2006.

9. Lowest Paid Employees

- 9.1. The lowest paid persons employed by the Council are employed on full time (36 hours) equivalent salaries in accordance with spinal column points 9 (Band A) of the Council's grading structure (locally agreed). The grading structure takes account of the Living Wage hourly rate (see section 3 above). As at 1 November 2012, this is £13,985 per annum, subject to local pay award.
- 9.2. The Council employs Apprentices which are not considered within the definition of 'lowest paid employees' as they are employed under a training contract, starting at minimum wage, with pay progression routes available.
- 9.3. 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.
- 9.4. The current pay levels within the Council define the multiple between the average full time equivalent (FTE) earnings and the Chief Executive as 1: 5.86.
- 9.5. The current pay levels within the Council define the multiple between the lowest paid employee full time equivalent (FTE) earnings and average Chief Officer earnings as 1: 6.08.
- 9.6. The current pay levels within the Council define the multiple between the average FTE earnings and the average of Chief Officer earnings as 1: 3.68.
- 9.7. As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate. In addition, upon the annual review of this statement, the Council will also monitor any changes in the relevant 'pay multiples' and benchmark against other comparable local Authorities.

10. Accountability and Decision Making

- 10.1. In accordance with The Constitution of the Council, The Employment and Appointments Committee is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

11.Re-employment / Re-engagement of Employees

- 11.1. The Council will not re-employ any former employees that have left the Council with an enhanced retirement package or under the Voluntary Severance Scheme, except in exceptional circumstances and with the approval of The Head of Human Resources and Organisational Development and The Chief Executive.

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**LIVING WAGE SALARY RATES
(WITH EFFECT FROM 1.11.2012)**

SCP	Band	Full Time Salary	Job Share Salary	Monthly	Weekly	36 Hourly	
9	A	£13,985	6,992.50	1,165.42	268.21	7.4502	
10	B	£14,360	7,180.00	1,196.67	275.40	7.6499	
11		£14,733	7,366.50	1,227.75	282.55	7.8486	
12	C	£15,039	7,519.50	1,253.25	288.42	8.0116	
13		£15,444	7,722.00	1,287.00	296.19	8.2274	
14		£15,725	7,862.50	1,310.42	301.58	8.3771	
15	D	£16,054	8,027.00	1,337.83	307.88	8.5524	
16		£16,440	8,220.00	1,370.00	315.29	8.7580	
17	E	£16,830	8,415.00	1,402.50	322.77	8.9658	
18		£17,161	8,580.50	1,430.08	329.12	9.1421	
19		£17,302	8,901.00	1,483.50	341.41	9.4836	
20		£18,453	9,226.50	1,537.75	353.89	9.8304	
21		£19,126	9,563.00	1,593.83	366.80	10.1889	
22	F	£19,621	9,810.50	1,635.08	376.29	10.4526	
23		£20,198	10,099.00	1,683.17	387.36	10.7600	
24		£20,858	10,429.00	1,738.17	400.02	11.1116	
25		£21,519	10,759.50	1,793.25	412.69	11.4637	
26	G	£22,221	11,110.50	1,851.75	426.16	11.8377	
27		£22,958	11,479.00	1,913.17	440.29	12.2303	
28		£23,708	11,854.00	1,975.67	454.67	12.6298	
29		£24,646	12,323.00	2,053.83	472.66	13.1295	
30		£25,472	12,736.00	2,122.67	488.50	13.5696	
31		£26,276	13,138.00	2,189.67	503.92	13.9979	
32	H	£27,052	13,526.00	2,254.33	518.81	14.4113	
33		£27,849	13,924.50	2,320.75	534.09	14.8358	
34		£28,636	14,318.00	2,386.33	549.18	15.2551	
35		PO1	£29,236	14,618.00	2,436.33	560.69	15.5747
36		PO2	£30,011	15,005.50	2,500.92	575.55	15.9876
37		PO3	£30,851	15,425.50	2,570.92	591.66	16.4351
38		PO4	£31,754	15,877.00	2,646.17	608.98	16.9161
39		PO5	£32,800	16,400.00	2,733.33	629.04	17.4734
40	PO6	£33,661	16,830.50	2,805.08	645.55	17.9320	
41	PO7	£34,549	17,274.50	2,879.08	662.58	18.4051	
42	PO8	£35,430	17,715.00	2,952.50	679.48	18.8744	
43	PO9	£36,313	18,156.50	3,026.08	696.41	19.3448	
44	PO10	£37,206	18,603.00	3,100.50	713.54	19.8205	
45	PO11	£38,042	19,021.00	3,170.17	729.57	20.2659	
46	PO12	£38,961	19,480.50	3,246.75	747.20	20.7555	
47	PO13	£39,855	19,927.50	3,321.25	764.34	21.2317	
48	PO14	£40,741	20,370.50	3,395.08	781.33	21.7037	
49	EPO1	£41,616	20,808.00	3,468.00	798.12	22.1699	
50	EPO2	£42,320	21,160.00	3,526.67	811.62	22.5449	
51	EPO3	£43,038	21,519.00	3,586.50	825.39	22.9274	
52	EPO4	£43,900	21,950.00	3,658.33	841.92	23.3866	
53	EPO5	£44,752	22,376.00	3,729.33	858.26	23.8405	
54	EPO6	£45,552	22,776.00	3,796.00	873.60	24.2667	
55	EPO7	£46,423	23,211.50	3,868.58	890.30	24.7307	
56	EPO8	£47,297	23,648.50	3,941.42	907.07	25.1963	
57	EPO9	£48,088	24,044.00	4,007.33	922.24	25.6177	
58	EPO10	£48,979	24,489.50	4,081.58	939.32	26.0923	
59	EPO11	£49,827	24,913.50	4,152.25	955.59	26.5441	
60	EPO12	£50,667	25,333.50	4,222.25	971.70	26.9916	
61	EPO13	£51,515	25,757.50	4,292.92	987.96	27.4433	
62	EPO14	£52,361	26,180.50	4,363.42	1004.18	27.8940	
63	EPO15	£53,209	26,604.50	4,434.08	1020.45	28.3457	
64	EPO16	£54,057	27,028.50	4,504.75	1036.71	28.7975	
65	EPO17	£54,901	27,450.50	4,575.08	1052.90	29.2471	
66	EPO18	£55,739	27,869.50	4,644.92	1068.97	29.6935	
67	EPO19	£56,591	28,295.50	4,715.92	1085.31	30.1474	
68	EPO20	£57,437	28,718.50	4,786.42	1101.53	30.5981	
69	EPO21	£58,278	29,139.00	4,856.50	1117.66	31.0461	
70	EPO22	£59,130	29,565.00	4,927.50	1134.00	31.5000	
71	EPO23	£60,017	30,008.50	5,001.42	1151.01	31.9725	
72	EPO24	£60,917	30,458.50	5,076.42	1168.27	32.4520	
73	EPO25	£61,826	30,913.00	5,152.17	1185.70	32.9362	
74		£62,761	31,380.50	5,230.08	1203.64	33.4343	



New Chief Officer Grade/Salaries

	Chief Executive (CE)	Strategic Director (SD)	Director 1 (D1)	Director 2 (D2)	Head of Service 1 (HS1)	Head of Service 2 (HS2)
Salary Range						
01	121,807	109,626	101,564	80,316	76,173	66,017
02	125,190	112,671	104,385	82,547	78,289	67,850
03	128,573	115,716	107,206	84,778	80,405	69,684
04	131,957	118,761	110,027	87,009	82,521	71,518
05	135,341	121,807	112,849	89,240	84,637	73,352

