



Telford & Wrekin  
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

## PERSONNEL COMMITTEE

Date	Thursday, 2 February 2017	Time	5.30pm or on the rise of Cabinet whichever is the later
Venue	Meeting Room G3/G4, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT		

### Enquiries Regarding this Agenda:

Democratic Services	Stacey Worthington	01952 382067
Media Enquiries	Corporate Communications	01952 382406
Lead Officer	Jonathan Eatough, Assistant Director: Governance, Procurement & Commissioning	01952 383200

Committee Membership: Councillors **S Davies (Chair)**, **R A Overton (Vice Chair)**,  
S Bentley, A J Burford, L Carter, N A Dugmore, A J Eade, P R  
Watling and W L Tomlinson

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes** Appendix A  
To confirm the minutes of the meeting of the Personnel Committee held on 19 May 2016.
4. **Publication of the Council's Pay Policy** Appendix B
5. **Exclusion of Public and Press**  
It is recommended that the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information in relation to information relating to any consultations or negotiations, contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority, as defined in paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.
6. **Single Status Update Report** Appendix C

## PERSONNEL COMMITTEE

# A

### Minutes of a meeting of the Personnel Committee held on Thursday, 19 May 2016 at 5.30pm in Meeting Room G3/G4, Addenbrooke House, Ironmasters Way, Telford, TF3 4NT

**PRESENT:** Councillors P R Watling (Chair), S Bentley, S Davies, N A Dugmore, A J Eade, R A Overton and W L Tomlinson

**IN ATTENDANCE:** J Eatough, Assistant Director: Governance, Procurement & Commissioning; A Plummer, Single Status Project Manager; and D Moseley, Democratic & Scrutiny Services Team Leader.

#### **PEC-10      Apologies for Absence**

Councillor K R Guy

#### **PEC-11      Declarations of Interest**

None.

#### **PEC-12      Minutes**

**RESOLVED** – that the minutes of the meeting of the Personnel Committee held on 11 February 2016 be confirmed and signed by the Chairman.

#### **PEC-13      Exclusion of Public and Press**

**RESOLVED** – that the public and press be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

#### **PEC-14      Update – Job Evaluation Scheme**

The Assistant Director: Governance, Procurement & Commissioning presented the locally developed bespoke Job Evaluation Scheme for Members to consider and approve discussions with the Trade Unions as the next stage of the ongoing Single Status implementation Process.

Upon questioning, the Single Status Project Manager explained the inclusion of emotional and mental health within the factors included in the proposed Scheme, the Market Factor Policy and the ongoing budget position particularly in relation to claims lodged to date and school budgets.

**RESOLVED** that –

- (a) the proposed Job Evaluation Scheme, at Appendix 1 of the report, be forwarded to the Trade Union National Offices (GMB, Unison and UNITE), in order to seek a formal collective agreement; and

**(b) the Assistant Director: Governance, Procurement & Commissioning be granted delegated power, in consultation with the Chair of the Personnel Committee, to agree changes to the proposed Scheme in order to secure collective agreement.**

The meeting ended at 5.48 pm

**Chair.....**

**Date.....**

**BOROUGH OF TELFORD & WREKIN****PERSONNEL COMMITTEE - 2 FEBRUARY 2017  
COUNCIL – 2 MARCH 2017****PUBLICATION OF THE COUNCIL'S PAY POLICY STATEMENT****REPORT OF ASSISTANT DIRECTOR: FINANCE & HUMAN RESOURCES****1. PURPOSE**

- 1.1 To agree the content of the Council's updated Pay Policy 2017/18, required for publication by the Localism Act 2011.

**2. RECOMMENDATIONS**

**That the Personnel Committee:**

- 2.1 Agrees the content of the Council's Pay Policy Statement for publication on the Council's website on 1 April 2017 and recommends its acceptance at Full Council on 2 March 2017.**
- 2.2 Delegates authority to the Assistant Director: Finance & Human Resources, in consultation with the Leader of the Council, to amend the Statement as necessary in line with any statute or further national guidance that may be issued following the meeting of the Committee or changes to negotiated pay rates during the period of the Policy Statement.**
- 2.3 Delegates authority to the Assistant Director: Finance & Human Resources to update information on Pay Multiples as data becomes available.**
- 2.4 Delegates authority for any 'additional pay' for Directors and Assistant Directors to the Managing Director after consultation with the Leader of the Council.**

**3. PREVIOUS MINUTES**

Personnel Committee: PEB-31 (13 February 2012), PEB-8 (19 February 2013), PEB-4 (10 February 2014), PEB-8 (22 January 2015) and PEB-9 (11 February 2016).

Full Council: 92(i) (1 March 2012), 77(i)(l) (7 March 2013), 78 (27 February 2014), 59 (i) (m) (5 March 2015) and 80 (i) (3 March 2016).

#### **4. BACKGROUND**

- 4.1 The Localism Act 2011 requires local authorities to produce an annual Pay Policy Statement. The Act requires the Statement to detail the Council's policies in respect of remuneration at various tiers within the Council. The Act does not apply to local authority schools.
- 4.2 The purpose of these provisions is to provide transparency with regard to the Council's approach to setting the pay of its employees by determining:
- The methods by which pay is determined.
  - The detail and level of remuneration of its most senior staff
  - The Committees responsible for ensuring consistent application of the provisions set out in the Statement.
- 4.3 The Council's Pay Policy Statement details
- pay negotiation bodies
  - initial allocation of pay points
  - lowest paid employees and the ratio comparison with the highest paid officers
  - senior management remuneration.
  - the recruitment of chief officers
  - additions to chief officers pay
  - termination payments
  - where accountability and responsibility lies.
- 4.4 In addition to the basic salary set out the Council may pay other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties which could include:
- responsibility allowances/salary supplements for fulfilling statutory officer duties and salary supplements,
  - market forces supplements,
  - additional payments for undertaking other responsibilities

This list is not exhaustive. It is proposed that authority for any 'additional pay' for Directors and Assistant Directors is delegated to the Managing Director after consultation with the Leader of the Council.

## **5. LEGAL**

- 5.1 The Pay Policy Statement has been drafted in accordance with the requirements of section 38 of the Localism Act 2011. The Act prescribes information to be included in the Statement, its manner of publication and the requirement for the Council to act in accordance with its approved Policy Statement.

## **6. FINANCE**

- 6.1 The Pay Policy Statement identifies the Council's approach to setting the pay of its employees, including termination costs. There are no financial implications directly relating to the updating of the Pay Policy Statement. Employee costs form part of the Council's budget, which is approved in March each year, and estimates will take into account the principles set out in the Statement. Any variations from the approved budget will be highlighted as part of regular financial management reports/other relevant reports in line with Financial Regulations. The Council has a severance fund to meet the one-off costs of redundancies arising from restructures which are delivering ongoing savings. Senior Officer Remuneration is published annually in the Council's Statement of Accounts in line with the requirements of the Accounts & Audit Regulations.

## **7. ENVIRONMENTAL**

There are no environmental issues arising from this report.

## **8. EQUALITIES**

- 8.1 Pay is a major equalities issue and the Pay Statement will assist in identifying issues requiring resolution.

**Report prepared by Sue Wilson, Human Resources Manager, Tel:  
(01952) 383601**

# TELFORD & WREKIN COUNCIL

## Pay Policy Statement – 2017/18

### 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 the authority thinks fit”. This Pay Policy Statement (the ‘Statement’) sets out the Council’s approach to pay policy in accordance with the requirements of section 38 of the Localism Act 2011.
- 1.2 The purpose of this Statement is to provide transparency about the Council’s approach to setting the pay of its employees (excluding those working in local authority schools and/or employed under the School Teachers’ Pay and Conditions Document) 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; and
  - the Committee responsible 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 Once approved by the Council, this policy statement will come into effect on 1<sup>st</sup> April 2017 and will continue to be subject to annual review.

### 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 the Employment Rights Act 1996, the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable 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 is taking steps to 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. Pay Structure

- 3.1 Based on the application of the job evaluation process, the Council uses the nationally negotiated pay spines (further details can be found at [www.lge.gov.uk](http://www.lge.gov.uk)) as the basis for its local grading structure. This determines the salaries of the large majority of the non school-based workforce, together with the use of other nationally-defined rates where relevant.

3.2 The Council adheres to national pay bargaining in respect of the national pay spines and any annual cost of living increases negotiated in those pay spines. The last national pay awards for employees were:

<b>Negotiating Group:</b>	<b>Effective date:</b>	<b>Settlement:</b>
Joint National Council for Chief Executives	1 <sup>st</sup> April 2017	1%
Joint National Council for Chief Officers	1 <sup>st</sup> April 2017	1%
Joint Negotiating Committee for Youth & Community Workers	1 <sup>st</sup> September 2017	Headline increase of 1% with higher percentage increase for lowest grades
National Joint Council for Local Government Services	1 <sup>st</sup> April 2017	Headline increase of 1% with higher percentage increase for lowest grades
Soulbury Committee	1 <sup>st</sup> September 2017	1%

3.3 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 and/or as determined by Council Policy. In determining its grading structure and setting remuneration levels for all posts, 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.

3.4 New appointments will normally be made at the minimum of the relevant grade; this can be varied in exceptional circumstances, having regard to the need for equal pay. From time to time it may be necessary to take account of the external pay 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 appropriate data sources available from within and outside the local government sector.

#### **4. Senior Management Remuneration**

4.1 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 2017:

a) Managing Director

The salary of the post is £139,753 per annum. The salary is a single ‘spot’ salary. There is no incremental range.

- b) **Directors**  
The salaries of the posts designated as Directors are £111, 802 per annum. The salaries are single 'spot' salaries and have no incremental range.
- c) **Assistant Directors**  
The salaries of the posts designated as Assistant Directors have six incremental points ranging from £77, 225 to £85, 637 per annum. Incremental progression will take place on 1<sup>st</sup> April each year to the maximum of the scale.

## **5. Recruitment of Chief Officers**

- 5.1 The Council's policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules in Part 4 of the Constitution. When recruiting to all posts the Council will take full and proper account of its Equal Opportunities Charter and the 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. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies. At this time there are no market forces supplements paid to any Chief Officers.
- 5.2 Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any chief officers engaged under such arrangements.

## **6. Additions to Salary of Chief Officers**

- 6.1 Following the latest (January 2016) restructure of the Council's Senior Management Team (SMT), the size of the Council's SMT has reduced by 58% since 2009/10. This reduction is twice the average seen nationally.
- 6.2 The Council does not apply any bonuses or performance-related pay to its chief officers.
- 6.3 In addition to the basic salary set out the Council may pay other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties which could include:

- responsibility allowances/salary supplements for fulfilling statutory officer duties and salary supplements,
- market forces supplements,
- additional payments for undertaking other responsibilities

This list is not exhaustive.

Authority for any ‘additional pay’ for Directors and Assistant Directors is delegated to the Managing Director after consultation with the Leader of the Council.

The Council does not currently pay any additional responsibility allowances, salary supplements or market forces supplements to senior managers.

The following ‘additional pay’ currently applies:

<b>Post / Tier of Post</b>	<b>Payment Details:</b>
Managing Director	Details of Returning Officer Fees are attached at Appendix A
Managing Director, Directors and Assistant Directors	All casual mileage is reimbursed at HMRC rates
Managing Director, Directors and Assistant Directors	Personal protection of pay within defined parameters will apply where an individual is downgraded as a result of a re-structuring process for a period of up to 5 years.

## **7. Payments on Termination**

- 7.1 The Council’s approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006, and Regulation 60 of the Local Government Pension Scheme Regulations 2013.
- 7.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall, in respect of the Managing Director, Directors and Statutory Officers, be subject to a decision made by the Personnel Committee which has otherwise delegated authority to approve such payments to other Chief Officers to the Managing Director.
- 7.3 The Council’s policy is not to re-employ, for a period of at least 12 months after their employment with Telford & Wrekin Council ends, anyone who has been made redundant or who has left the Council in the interest of the efficiency of service where a severance payment has

been made in accordance with the Council's policy under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 or under Regulation 30 of the Local Government Pension Scheme 2013 or Schedule 2, Paragraphs 2 (2) and 2 (3) of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014. The re-engagement of an individual on a consultancy, agency or private service provider basis is also prohibited in circumstances where this arrangement could have reasonably been foreseen at the time the individual left.

- 7.4 Flexible retirement under Regulation 30 of the Local Government Pension Scheme Regulations 2013 or Regulation 11 (2) of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 will be permitted only where savings to fund the cost of such release are achieved.

## **8. Publication**

- 8.1 Upon approval by the full Council, this Pay Policy Statement will be published on the Council's Website. In addition, for members of the Council's Senior Management Team and for those who report directly to the Head of Paid Service (Managing Director) where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable in the current and previous year;
- any bonuses so paid or receivable in the current and previous year (N.B. The Council does not operate a bonus system);
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- employers pension contribution
- any benefits received that do not fall within the above

- 8.2 This information will be listed individually by job title where the salary is £50,000 or more. Persons whose salary is £150,000 or more will be identified by name.

- 8.3 Additional information relating to pay is published in accordance with the DCLG Local Government Transparency Code 2015 is available on the Council's website as part of its annual [Workforce Information](#) report.

## **9. Lowest Paid Employees and the Median salary**

- 9.1 The lowest paid persons employed under a contract of employment with the Council are employed on full-time (37 hours per week) 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 2017, this is £15,014 per annum. The Council employs Apprentices who are not included within the definition of 'lowest paid employees' as they are employed under a Training Contract

- 9.2 The statutory guidance under the Localism Act 2011 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.
- 9.3 The pay levels within the Council as at 1<sup>st</sup> April 2017 define the multiple between the lowest paid (full time equivalent) employee and the Managing Director as 1:9.2 and between the lowest paid employee and average Chief Officer as 1:5.9. The Council's pay multiples therefore fall well below Lord Hutton's public sector threshold set out in 9.2 above.
- 9.4 The full-time equivalent median (mid-point) pay level within the Council is £21,269<sup>1</sup>. The multiple between the Managing Director and this median point is 1:6.5 and the average Chief Officer is 1:4.1.
- 9.5 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.

## **10. Accountability and Decision Making**

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

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<sup>1</sup> Median calculated on data as at 31<sup>st</sup> Dec 2016

**LOCAL GOVERNMENT ACT 1972****Unitary Council – Electoral Fees**

Scale of Fees and Disbursements for Elections with effect from 1<sup>st</sup> April 2009.

**PART A – RETURNING OFFICER’S FEES**

Fee for conducting the election and generally performing the duties required by an enactment relating to the election or poll and including all expenses other than those specifically mentioned in Part ‘C’ below.

		£
1.	<b><u>Uncontested Elections</u></b> For each ward	134.00
2.	<b><u>Contested Elections</u></b> For each ward	234.00
3.	<b><u>Declaration of Results</u></b> To the Deputy Returning Officer in charge of counting the votes and declaring the result (or where this function is performed by the Returning Officer personally, to the Returning Officer) For each ward	99.00

**Parish Councils – Electoral Fees**

Scale of Fees and Disbursements for Parish Council Elections and Polls with effect from 1 April 2009. Fees for Parish Elections are paid by Parish Councils.

**PART A – RETURNING OFFICER’S FEES**

		£
1.	<b><u>Uncontested Parish Elections</u></b>  (i) For each parish or where the parish is divided into wards, for each ward	50.00
2.	<b><u>Contested Parish Elections</u></b>  (i) For each parish or where the parish is divided into wards, for each ward	100.00
3.	<b><u>Polls Consequent on a Parish Meeting</u></b>  (i) Where official notice of a poll has been received but no poll is taken in consequence of the withdrawal of a candidate or otherwise	23.00

	<p><b>(ii)</b> For every poll taken for the election of the chairman of a parish meeting or for an appointment to any other office</p> <p><b>(iii)</b> For every poll taken consequent on a parish meeting on any question other than as mentioned in paragraph 3(ii)</p> <p><b>(iv)</b> In the case of a poll to which either paragraph 3(ii) or (iii) applies, for each additional polling station after the first</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. If a poll is taken on the same date in any parish on more than one question then only one fee shall be charged under paragraph 3(iii)</li> <li>2. If polls are taken on the same day in any parish for the election or appointment of persons to more than one office, then separate fees shall be payable under paragraph 3(ii) for each poll</li> <li>3. Where polls are taken in any parish on the same day for the election or appointment of persons to any office <u>and</u> on any other questions consequent on a parish meeting, separate fees shall be payable under paragraphs 3(ii) and (iii) but only one fee shall be payable under paragraph 3(iv) in respect of each additional polling station</li> </ol>	<p>54.00</p> <p>54.00</p> <p>11.00</p>
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**Mileage Rates**

Essential Car Users

Lump Sum payment per annum:

451-999cc	£846
1000-1199cc	£963
1200+ (Wrekin conditions only)	£1,239

Mileage rates (regardless of engine size): 36.9p per mile

Casual Car Users

All mileage will be reimbursed at HMRC rates as follows:

First 10,000 miles:	45p per mile
Above 10,000 miles:	25p per mile