

**WYRE FOREST DISTRICT COUNCIL  
PAY POLICY STATEMENT  
February 2018**

**Introduction**

1. This pay policy statement under section 38 of the Localism Act 2011 shall apply for the financial year 2018-19 and each subsequent financial year, until amended.
2. The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying:
  - the methods by which remuneration of all employees are determined, including the remuneration of its most senior staff;
  - the arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

**The Council's policies for setting remuneration**

3. 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 at times which those services are required.
4. With the exception of JNC Chief Officers and the Chief Executive, historically, the Council used the nationally negotiated pay spine as the basis for its local grading structure. As a result of the local pay arrangements implemented in the period from 2014 to 2018, the salary values for scale points have diverged from the national pay spine. Depending on the detail of the national pay settlement for 2018 and 2019 (which has not been finalised at the time of preparing this statement), the divergence will continue because the Council is operating a further period of local pay arrangements in the period from April 2018 to March 2021 under a collective agreement with UNISON and GMB. The grade of a post is determined by application of an agreed Job Evaluation process.
5. In accordance with the collective agreement, it is the Council's intention to return to the national pay agreements with effect from April 2021 but the Council reserves the right to propose a further period of local pay arrangements beyond 31 March 2021. If the Council wished to propose such a further period of local pay arrangements, it would give notice of its intention no later than 30 September 2019 in order to allow an adequate period for

discussion and negotiation prior to April 2021. The pay policy statement will be updated not later than March 2021 to reflect whatever arrangements are made for the period from 1 April 2021 onwards.

6. The table shows the value of each scale point over the period to 2020-21. In line with the collective agreement, in the event that the national living wage exceeds £8.45 in the period before 31 March 2021, the Council reserves the right to make such changes as it considers appropriate to the pay of employees on spinal column points 14 and 15 (Band D), and any such changes would result in the employees receiving a higher rate of pay than shown in this table.

Salary Band	Scale points	Annual pay range <sup>1</sup> at 1 April 2017 (£)	Annual pay range at 1 April 2018 (£)	Annual pay range at 1 April 2019 (£)	Annual pay range at 1 April 2020 (£)
D	14-17	16364 – 17513	16609 – 17776	16817 – 17998	17027 – 18223
E	18-21	17859 – 19903	18127 – 20202	18354 – 20455	18583 – 20711
F	22-25	20418 – 22393	20724 – 22729	20983 – 23013	21245 – 23301
G	26-28	23123 – 24671	23470 – 25041	23763 – 25354	24060 – 25671
H	29-31	25647 – 27344	26032 – 27754	26357 – 28101	26686 – 28452
I	32-36	28151 – 31230	28573 – 31698	28930 – 32094	29292 – 32495
J	37-40	32106 – 35028	32588 – 35553	32995 – 35997	33407 – 36447
K	41-43	35952 – 37788	36491 – 38355	36947 – 38834	37409 – 39319
L	44-46	38718 – 40545	39299 – 41153	39790 – 41667	40287 – 42188
M	47-49	41474 – 43305	42096 – 43955	42622 – 44504	43155 – 45060
N	50-52	44270 – 46209	44934 – 46902	45496 – 47488	46065 – 48082

7. 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.
8. New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. 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 capability. Where possible, the Council will ensure the

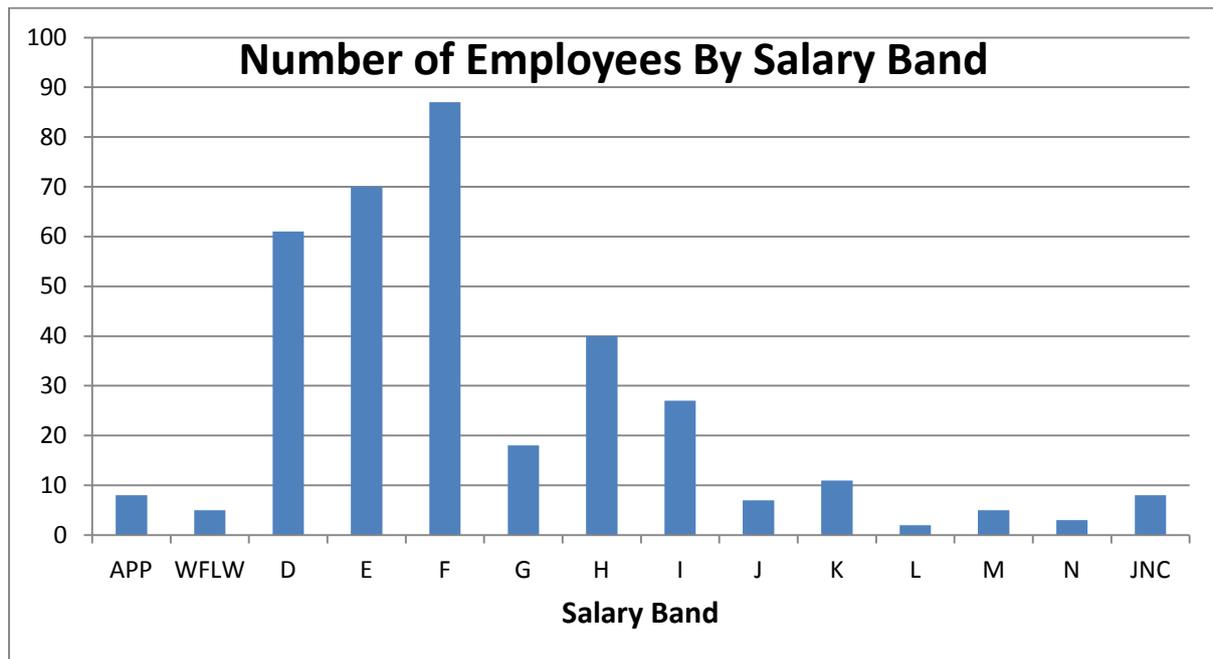
<sup>1</sup> Based on 37 hours per week

requirement for such approaches 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.

9. There are a number of pay points within each band. For staff not on the highest point within the band, there is a system of annual progression to the next point on the band, subject to satisfactory performance. Faster progression is possible under the Council's policy on merit increments.
10. With regard to equal pay requirements of the Equality Act 2010, the Council ensures that 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 pay grades to the requirements, demands and responsibilities of the role.
11. For JNC Chief Officers, Deputy Chief Officers and the Chief Executive, the Council uses spot pay rates. In accordance with the collective agreement with UNISON and GMB, increases in the Council's pay rates will be locally determined for the three year period April 2018 to March 2021, at which point the Council proposes to return to national pay bargaining for JNC Chief Officers and Chief Executives as outlined in paragraph 5. In order to provide some flexibility in future decisions about recruitment or adjustments to pay of serving staff without the need to amend this policy statement, the statement sets a range within which salary for these posts will fall.

<b>Grade</b>	<b>Range</b>	<b>Spot pay rate (value at time of preparation of this statement)</b>
DEPUTY CHIEF OFFICER	£50,000-£66,000	Varies depending on responsibilities etc of post (4 posts on this grade as at 1 January 2018).
JNC CHIEF OFFICER	£70,000 - £80,000	£74,101
CHIEF EXECUTIVE	£100,000 - £115,000	£109,729

## Number of employees by salary band



(Key: APP = Apprentice; WFLW = Wyre Forest Living Wage; JNC = Deputy Chief Officer and above)

### Chief Officers

12. The definition of 'Chief Officer' in section 43 of the Localism Act means that it includes many posts falling within the main pay scales. At the time of preparation of this statement, they include posts that range from Band J to Band N (although not all employees in those bands fall within the definition of 'chief officers').
13. The Council's policy and procedures with regard to recruitment of chief officers are set out in the Officer Employment Procedure Rules in Section 13 of the Council's Constitution. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with this pay policy statement and other relevant policies in place at the time of recruitment. In the case of recruitment of JNC Chief Officers and the Chief Executive, the decision on remuneration will be taken by the Appointments and Appeals Committee. 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.
14. Where the Council remains unable to recruit chief officers, or where there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider engaging individuals under contracts for service. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate value for money from competition in securing the relevant service. In accordance with IR35, the

Council would normally expect to deduct tax and national insurance from payments to any individual providing interim support.

15. The Council does not normally pay any bonuses or performance related pay to its chief officers.

### **Additional payments to Chief Officers**

16. In addition to basic salary, 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 fulfilment of duties, which could include returning officer fees or honoraria. Returning officer fees in respect of parish level electoral events are agreed from time to time in a meeting of full Council (at the time of preparing this statement, the last such decision was taken on 27 February 2013).

### **Lowest Paid Employees**

17. The Council's definition of lowest paid employees is people employed in Band D of the Council's grading structure. This is because it is the lowest pay band operated by the Council for permanent staff who are not undergoing an apprenticeship.
18. The Council operates a Living Wage rate of £8.45 per hour and equates to an annual salary of £16,302 for a full time post in 2018-19. This will continue to be the rate of pay in the period to 31 March 2021. The only employees on this rate of pay are seasonal or temporary posts. The Council would pay these employees the Government's national living wage if it exceeds £8.45 per hour in the period before 31 March 2021.
19. Apprentices appointed by the Council will be paid at the following rates:

<b>First year of Apprenticeship</b>	<b>Rate</b>
Regardless of age	60% of Living Wage rate
<b>Second year of Apprenticeship</b>	<b>Rate</b>
Aged 16 – 18 years old	65% of Living Wage rate
Aged 19 – 20 years old	80% of Living Wage rate
Aged 21+	100% of Living Wage rate

### **Relationship between remuneration of chief officers and remuneration of employees who are not chief officers**

20. The pay levels within the Council define the multiple between the median salary of its chief officers and the median salary of all employees. At the time

of preparation of this policy statement, the ratio was 1:2.1. This calculation is based on employees in post (excluding apprentices) and actual salaries as at 31<sup>st</sup> January 2018. The Council's policy is that this ratio should remain below 1:3.

### **Payments on termination etc.**

21. The Council's approach to statutory and discretionary payments on termination of employment is set out within its Redundancy Policy which includes the written statement in accordance with regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. At the time of preparation of this policy statement, the policy is:
  - to pay statutory redundancy payments in accordance with the Employment Relations Act 1998, which provides for a maximum calculation equivalent to up to 30 weeks' pay. The payment will be based on an employee's actual weekly salary rather than the figure set by the Government.
  - not to make discretionary lump sum payments or to make payment in lieu of notice in cases of termination of employment.
22. The Council's policy is normally not to make any awards under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011: this constitutes its written policy under the regulations.
23. The Council's decisions on use of powers to enter any Settlement Agreement under section 23 of the Enterprise and Regulatory Reform Act 2013 will be taken by the Appointments and Appeals Committee where the decisions relate to either the Chief Executive or a JNC Chief Officer. Decisions on entering Settlement Agreements with other employees will be taken by the Chief Executive.

### **Publication of information**

24. This statement will be published on the Council's website [www.wyreforestdc.gov.uk](http://www.wyreforestdc.gov.uk)
25. In accordance with regulation 7(3) of, and Schedule 1 to, the Accounts and Audit Regulations 2015, for posts where the remuneration in a year is £50,000 or more, 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 by the person in the current and previous year;
  - any bonuses so paid or receivable by the person in the current and previous year;
  - any sums payable by way of expenses allowances that are chargeable to UK income tax;

- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

The statement of accounts is available on the Council's website.

26. In accordance with the Local Government Transparency Code, the Council also publishes information about remuneration of the Chief Executive, JNC Chief Officers and staff in the transparency section of its website:  
<http://www.wyreforestdc.gov.uk/the-council/transparency-and-freedom-of-information/structure-and-staff.aspx>

This information is updated from time to time and includes a list of “chief officers” as defined in the Localism Act 2011.