

Runnymede Borough Council

Pay Policy Statement – 2020/21

1. Purpose

This Pay Policy statement is the annual statement for the financial year 2020/21 as required by the Localism Act 2011 (2011 Act). The purpose of this statement is to provide transparency about how Runnymede Borough Council (the Council) uses public funds to pay staff.

This statement sets out the remuneration of Chief Officers, the remuneration for the lowest paid employees, and the relationship between the remuneration of the Council's Chief Officers and other employees. The information includes headings which have been prescribed by the 2011 Act and related guidance.

2. Definitions

For the purposes of this Pay Policy Statement, the following definitions will apply which are used in the 2011 Act but drawn from other legislation:-

2.1. Posts included as Chief Officers

The following Posts are included within the definition of Chief Officers:-

- a) The Head of the Paid Service designated under Section 4(1) of the Local Government and Housing Act 1989 (1989 Act)

This is the Chief Executive

- b) The Monitoring Officer designated under Section 5(1) of the 1989 Act .

This the Corporate Head of Law and Governance

- c) A statutory Chief Officer mentioned in Section 2(6) of the 1989 Act

This is the Assistant Chief Executive(Resources)

- d) Non-statutory Chief Officers mentioned in Section 2(7) of the 1989 Act. Non-statutory Chief Officers are those people for whom the Head of Paid Service is directly responsible (excluding those whose duties are secretarial, clerical or otherwise in the nature of support services).

In 2019, the senior management review entitled 'A Council – Fit for the Future' deleted all Director roles and instead created a tier of enhanced Heads of Service called 'Corporate Heads'. These posts would not normally be classed as Chief Officers in organisational terms but under the definitions referred to in the 2011 Act they meet the criteria for their post to be defined as a Non-statutory Chief Officers because they report directly to the Chief Executive. Eight of these posts report direct to him and two to the Assistant Chief Executive(Resources). All these posts sit on the new Strategic Leadership

Team which is designed not only to give them an input into the management of the Council but also to improve corporate collaboration and encourage cross service working.

Relevant posts reporting directly to the Chief Executive are:

Corporate Head of Development Management and Building Control
Corporate Head of Economic Development and Planning Policy
Corporate Head of Environmental Services
Corporate Head of Housing
Corporate Head of Assets & Regeneration
Corporate Head of Community Development
Corporate Head of Community Services
Corporate Head of Human Resources & OD

In addition, there are 3 posts which report to the Chief Executive and form part of his office but are not Corporate Heads. These are:-

Head of Business Planning & Performance Management
Head of Communications
Projects and Procurement Manager

- e) Deputy Chief Officers are mentioned in Section 2 (8) of the 1989 Act. Under the definition within the Act, these are defined as posts reporting directly to any of the statutory or non-statutory Chief Officers listed above (excluding those whose duties are secretarial, clerical or otherwise in the nature of support services). Clearly the definition used in the 2011 Act taken from the 1989 Act has the practical effect of categorising a number of roles 'technically' as Deputy Chief Officers. In Councils with flatter management structures these posts would not normally be classed as Deputy Chief Officers in organisational terms in a local authority.

Consequently you will see in paragraph f) a number of roles at the Council which in practice are professional, middle management or team leader roles which are deemed to be Deputy Chief Officers.

- f) Based on the definition within the 2011 Act these 'deputy' posts are listed below:-

Reporting to the Assistant Chief Executive (Resources)

Corporate Head of Finance
Corporate Head of Customer, Collection Services & Digital Services

Reporting to the Corporate Head of Law and Governance

Democratic Services Manager
Electoral Services Manager
Legal Services Manager
Principal Land Charges Officer
Information Governance Officer
Data Protection Officer

Reporting to the Corporate Head of Housing

Head of Housing Services

Reporting to the Corporate Head of Development Management & Building Control

Development Manager
Technical Administration Manager
Principal Building Control Surveyor

Reporting to the Corporate Head of Economic Development & Planning Policy

Planning Policy Manager

Reporting to the Corporate Head of Assets & Regeneration role(wef 6.4.2020)

Assistant Head of Commercial Services(fixed term contract)
Principal Building Manager

Reporting to the Corporate Head of Environmental Services

DSO Manager
Principal EHO(2)
Principal Engineer

Reporting to the Corporate Head of Community Services

Operations Manager
Community Transport and Meals at Home Manager
Business Development Manager
Parking Manager

Reporting to the Corporate Head of Community Development

Head of Green Space
Partnership & Policy Manager
Chertsey Museum Administrator & Curator
Community Services Manager(Safer Runnymede)
Community Halls & Social Centre Facilities Manager
Senior Community Development Officer

Reporting to the Corporate Head of HR &OD

Health & Safety Adviser
Learning & Development Manager
Human Resources Officer

2.2. Pay

In addition to salary, remuneration includes fees, allowances, benefits in kind and termination payments.

2.3. Lowest Paid Employees

This refers to those staff employed on the lowest grade on the Council's Pay Scales who are under 25. On 1st April, 2016, the National Living Wage was introduced for staff aged 25 and over. As a consequence of the introduction of the National Living Wage on 1st April, 2016, there was only one post paid below the National Living Wage who was an apprentice aged under 25 and paid the apprentice rate for his role.

The National Living Wage will increase from £8.21 per hour to £8.72 per hour from 1st April, 2020. This increase means that the minimum salary on the Council's pay structure needs to increase from £15,839 to £16,824 for staff aged 25 or over and that Grade 2 on the Council's pay structure ceases to exist. Grade 3 is reduced in size to a range of £16,824 to £17,457. The implications of this in terms of changes to the grading structure will be considered in a separate report. The impact of this increase will be to move 18 permanent and 19 casual employees to this new rate. This leaves only 2 apprentices on the apprentice rate or less.

2.4. Employees who are not a Chief Officer

Refers to all staff who are not covered under the 'Chief Officer' group above including the lowest paid employees.

3.0. Pay Framework

3.1. General Approach

Remuneration at all levels needs to be adequate to recruit, retain and develop a skilled and flexible workforce to deliver services to the community and fulfil the Council's business objectives. Remuneration must be fair and reasonable in the circumstances and not excessive. Each Council has responsibility for balancing these factors in the light of the unique challenges locally and retaining flexibility to deal with circumstances that might apply. Pay arrangements must comply with UK legislation. Salary payments for individual post-holders are pro-rated where they are employed for less than full time hours. Salary payments are pensionable payments except where specified in the pension regulations.

Due to the particular challenges of a competitive labour market at present, the HR Member Working Group and the Corporate Head of HR &OD are working on a Pay and Benefits project to look at how we respond to these challenges. In addition at the request of Full Council, HR have a project in their service plan to research into the potential of implementing the Real Living Wage.

3.2. Responsibilities for decisions on remuneration

Decisions on pay are made in accordance with the Council's Scheme of Delegation and in accordance with employment policies, procedures and arrangements in place and

staff terms and conditions of employment. Where necessary market supplements are paid for difficult to fill roles.

The Chief Executive and Corporate Heads can approve changes to grading and establishment within the overall salary budget for their area. Where proposals for changes cannot be contained within budget, committee approval is required. The Chief Executive's approval is required before recruitment to any post. Approval for any change to salary range for Corporate Leadership Team posts must be approved by Corporate Management Committee. The Corporate Leadership Team currently comprises of the Chief Executive, the Assistant Chief Executive(Resources) and the Corporate Head of Law & Governance who is also the Council's Monitoring Officer. The Council's annual Cost of Living pay awards (effective from 1st July each year) are approved by Corporate Management Committee.

3.3. Salary Grades, grading framework and progression through the grades

Grades are determined by taking into account the full scope of the job including the complexity of the work, range of responsibilities and the skills and experience required to undertake them, having regard to the need for equal pay for work of equal value. Each grade consists of a pay range within the Council's salary scale, except where a single point salary is appropriate (e.g. where the post is for a temporary period.). Employees progress through the salary grade by incremental progression until the maximum of the grade is reached. An increment can be withheld if the post holder is under formal disciplinary or capability proceedings. Accelerated progression within the grade can be agreed in exceptional circumstances. The top of the salary range is considered to be the rate of pay for a fully experienced, qualified and competent post-holder.

Pay Policy is important in shaping the culture of an organisation. The Council continues to be committed to shaping a fair, inclusive and forward-thinking environment for its staff. This will form part of ongoing work to rationalise its pay structures and review its terms and conditions to ensure it becomes an 'employer of choice'. This work is currently one of the main workstreams of the HR Member Working Group.

3.4. New Starters joining the Council

The Council's normal policy is to appoint at the bottom of the salary scale, or at an appropriate point, taking into account relevant skills and experience, the candidate's current salary and the market situation. Staff will normally then progress through the scales to the maximum of the grade over a period of years as experience is gained. New staff may be eligible to claim relocation expenses if they meet the criteria set.

3.5. Allowances and Additional Payments

Additional payments may be approved in the case of a member of staff undertaking additional duties outside the normal responsibilities of their post. Examples of situations where additional payments may be made include covering for the duties of a vacant post at a higher grade; undertaking additional work in relation to a time-limited project; where staff are required to undertake emergency standby duties, or in other circumstances where there are additional duties, responsibilities, complexity or working hours and it is not appropriate to otherwise change the grade of the post.

Car allowances may be payable where staff are required to provide or use their own vehicle for Council business.

3.6. Pay Awards

Cost of Living pay awards are considered annually for staff and, where agreed, apply to all staff including Corporate Heads. The Council's Cost of Living pay awards are agreed by the Corporate Management Committee taking account of rate of inflation, affordability and local factors, including local recruitment market movement. Any pay award is agreed as part of the budget setting process. There is no link to national pay awards.

3.7. Pension Scheme

All Council staff are eligible to join the Local Government Pension Scheme with employee contributions tiered according to salary band, ranging from 5.5% for the lowest paid staff to 12.5% for pensionable pay above £150k. The Council does not have any posts at this top rate.

The Council's pension contribution rate as an employer is 15.6%. Employer contribution rates are reviewed every 3 years following a revaluation of the pension fund and pension liabilities in relation to current and past members.

3.8. Policy on Employing someone who has taken redundancy from another authority

An individual who has been made redundant from another council may apply to work at the Council and would be considered against the criteria for the post. The Council complies with the provisions of the Redundancy Payments (Continuity of Employment in Local Government etc. (Modifications) Order 1999 in this matter. If an individual accepts an offer of employment with the Council before the end of their employment with another council to take effect within 4 weeks of leaving then they will not be due a redundancy payment from the previous employer and will retain continuity of service. If the gap is longer than 4 weeks their continuous service is broken, which means that they would have no eligibility for redundancy payments from the Council until they have completed 2 years' service with the Council.

3.9. Policy on Employing someone who is also drawing a pension

In line with the Local Government Pensions Scheme regulations, the Council has a Flexible Retirement policy and will consider requests from staff who wish to draw their pension and continue working in a reduced capacity. Requests will only be agreed where it is in the Council's interests to do so.

An individual who is drawing a pension in relation to a previous employment may apply to work for the Council but would be considered against the criteria for the post. If they are appointed, the salary will be in accordance with the grade for the job, with abatement of their pension subject to the rules of the appropriate pension scheme.

3.10. Policy on increase in or enhancement to pension entitlements

The Council's Runnymede's policy on Pension discretions was agreed by the Corporate Management Committee in February 2019 and applies to all staff including Chief Officers.

3.11. Election Fees

These are paid separately for additional duties and responsibilities. All expenditure properly incurred by a Returning Officer in relation to the holding of elections is to be paid by the Council in accordance with the Surrey Fees and Charges Order agreed annually. Any expenses paid must not exceed this scale. Elections payments for local elections are solely the responsibility of the Returning Officer and not the Council. The role of the Returning Officer is separate from his/her duties as a local government officer and is directly accountable to the courts as an independent statutory office holder. Fees properly incurred are reimbursed at national elections from central Government. The Chief Executive currently acts as Returning Officer for parliamentary elections for the Runnymede and Weybridge constituency and Returning Officer for local elections.

3.12. Payment Arrangements

All employees are paid through Payroll and are subject to appropriate income tax and national insurance deductions.

4.0. Level and Elements of Remuneration for Chief Officers

The Council's policy is to pay 'Chief Officers' according to the Council's salary grade appropriate for the duties and responsibilities of the job, or a single point salary if appropriate, (e.g. for a temporary appointment). In 2019, the Council re-structured its senior management structure deleting Director roles and creating a tier of 10 enhanced Heads of Service called Corporate Heads and an Assistant Chief Executive(Resources). There were two main salary ranges applying to the Corporate Head tiers:-

HOS 1 - £73,000 - £80,000

HOS 2 - £65,000 - £72,999

On 1st June 2019 these officers were placed on either of these pay ranges. The cost of living pay awards given on 1st July each year apply to these staff as to all staff. In addition, these staff may be awarded up to 2% PRP after their annual appraisal subject to a suitable level of performance in the role. There is no set incremental progression within these bands. Four posts are on enhanced salary ranges, i.e. the new Corporate Head of Assets & Regeneration, the new Corporate Head of Housing role(in both cases for market reasons), the Corporate Head of Customer, Collection & Digital Services(because this role is so substantial in scope) and the Corporate Head of Law & Governance(who receives some financial recognition for being the Council's Monitoring Officer).

The current full-time salary ranges for Chief Officer and Deputy Chief Officer posts (as defined under the 2011 Act) are set out in the table below. Where posts are filled on a part-time basis the post-holders are paid pro-rata to their contractual hours. The top 3 roles listed form the Council's Corporate Leadership Team.

Post	Bottom of Salary range	Top of Salary range
Chief Executive	£111,513	£125,116
Assistant Chief Executive(Resources)		£89,209(+ £3k for overarching responsibility for Customer Services)
Corporate Head of Law & Governance (& Monitoring Officer) – Enhanced HOS1	£73,000	£92,269
Legal Services Manager	£58,164	£64,368
Democratic Services Manager	£43,874	£50,882
Electoral Services Manager	£43,874	£50,882(+ £5k MS)
Principal Land Charges Officer	£32,485	£36,068
Information Governance Officer	£32,485	£43,874
Data Protection Officer	£43,874	£50,882
Corporate Head of Finance	£73,000	£79,621
Corporate Head of Customer Services, Collection & Digital Services(Enhanced HOS1)	£73,000	£85,741
Corporate Director of Commercial Services(w.e.f .1.4.17 – 3 year contract, extended until 23.4.2020)	£143,263 (N.B. 21% of salary chargeable to RBCI)	N/A
Assistant Head of Commercial Services(w.e.f 1.4.17-3 year contract until 31.3.2020, extended till 31.3.2021)	£129,468(N.B. 21% chargeable to RBCI)	N/A
Principal Building Manager	£50,882	£58,164
Corporate Head of Housing(Vacant) (Enhanced HOS1)	£73,000	£85,000
Head of Housing Services	£64,572	£72,482
Corporate Head of Community Development(HOS1)	£73,000	£80,000
Head of Green Space	£50,882	£58,164
Partnership&Policy Dev.Manager	£43,874	£50,882
Chertsey Museum Curator	£32,485	£36,068
Senior CD Officer	£26,376	£32,485
Community Halls & SC. Manager	£29,274	£32,485
CS Manager(Safer Runnymede)	£50,882	£58,164
Corporate Head of Environmental Services(HOS1)	£73,000	£80,000
DSO Manager	£58,164	£64,572
Principal Engineer	£43,874	£50,882
Principal EHO(2)	£43,874	£50,882
Corporate Head of Community Services(HOS2)	£65,000	£72,999
Parking Manager	£32,485	£36,068
Operations Manager	£36,068	£43,874

Community Transport & Meals at Home Manager(Shared post with Surrey Heath Council)	£32,485	£36,068
Business Development Manager	£32,485	£43,874
Corporate Head of Development Management & Building Control(HOS2)	£65,000	£72,999
Development Manager	£43,874	£58,164
Principal Building Control Surveyor	£43,874	£50,882(+ £5k market supplement)
Technical Administration Manager	£32,485	£36,068
Corporate Head of Planning Policy & Economic Development (HOS2)	£65,000	£72,999
Local Plans Manager	£50,882	£58,164
Corporate Head of HR & OD (HOS2)	£65,000	£72,999
Health & Safety Adviser	£32,485	£43,874
Learning & Development Manager	£32,485	£43,874
Human Resources Officer	£32,485	£43,874

(as at 3.2.20)

4.1. Other Pay Elements

In addition, the Council's Chief Officers can claim for attendance at Council or other meetings outside of normal working hours and for business mileage.

A car provision allowance is paid as part of the total remuneration package for the Chief Executive and statutory Chief Officer posts. The car provision amount is £450 for the Chief Executive and £380 per month for the statutory Chief Officers(i.e Section 151 and Monitoring Officer). Car provision allowances are taxable but not pensionable. The HRMC company car mileage rate applies.

Professional fees required to perform the duties of the post are paid.

Election fees are paid separately for additional duties and responsibilities performed at election times. The Chief Executive acts as Returning Officer for the Runnymede and Weybridge constituency and for local elections. Other Chief Officers may receive payments for any additional work during a national or local election as deputy returning officers, presiding officers or poll clerks at polling stations or for working at the election counts.

4.2. Remuneration of Chief Officers on recruitment

Starting salaries are normally at the bottom of the salary scale or at an appropriate point taking into account relevant skills and experience.

New appointments may be eligible for removal expenses and/or payments under the mortgage/rent equalisation policy.

4.3. Increases and additions to remuneration for each Chief Officer

The pay award for 2019/20 for all staff was 2%. Any pay award for 2020/21 will be confirmed as part of the budget setting process and is effective from 1st July. As mentioned above Chief Officers will receive this pay award.

4.4. Performance Related pay for Chief Officers

As a consequence of 'A Council – Fit for the Future' report, a non-consolidated PRP payment was potentially possible each year for Corporate Heads. In exceptional circumstances only, additional payments may be agreed for additional duties or responsibilities undertaken or for acting up.

4.5. Bonuses for Chief Officers

There are no bonuses available for Chief Officers.

4.6. The approach to the payment of Chief Officers on ceasing to be employed by the authority.

The Council's discretionary compensation policy was agreed by the Corporate Management Committee on 3rd March 2011 and sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service. There is a consistent method of calculating redundancy pay which is applied to all redundant employees, including Chief Officers, with the level of redundancy pay calculated using the statutory matrix with a multiplier of 1.5 and actual weekly earnings. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment elsewhere and applies when a post has been deleted.

In the case of termination on efficiency grounds, payments would depend on the circumstances of the case up to the statutory maximum of 104 weeks. Any proposed terms of compensation with a net cost to the Council will be determined by the Corporate Management Committee taking into account the relevant circumstances of the case. Any severance payment over £100k will be considered by the full Council.

4.7. Appointments at the most senior level

The Council has one permanent post with a salary over £100k per annum - the Chief Executive. In line with the Council's Standing Orders, appointments at Chief Executive level are made by an Appointments Committee of Council Members appointed by the Corporate Management Committee. The Appointments Committee consider and agree the terms and conditions of the post, including the salary level, prior to advertising the position.

The Full Council must approve the appointment of an Officer designated as the Head of Paid Service (currently the Chief Executive) prior to an appointment being made.

However, in 2017 the Council approved the appointment of two posts on 3 year fixed term contracts to manage the Council's Property Investment Strategy – a Corporate

Director of Commercial Services and an Assistant Head of Commercial Services who are also paid above £100k due to exceptional market factors. They have a key role in bringing in income from Property Investments designed to close the budgetary gap caused by the loss of revenue support grant funding to the authority. These fixed term roles became part of the Council's staffing establishment from 1st April, 2017 and were due to terminate on 31st March 2020. The Director of Commercial Services post is deleted on 23rd April 2020, (allowing for a short handover period with the new Corporate Head of Assets & Regeneration.) The Assistant Head is continuing for a further year to assist with Property Acquisitions.

5.0. The Remuneration of the Lowest paid employees

The lowest paid employees in the Council are on Grade 2 which is currently £16,156 – £16,280. Grade 1 ceased to exist as a consequence of the introduction of the National Living Wage. The increase in the National Living Wage from £8.21 per hour to £8.72 per hour w.e.f. 1st April, 2020 will result in the abolition of Grade 2 and a smaller Grade 3 scale as explained in paragraph 2.3.

6.0. The Relationship between the lowest and highest paid staff

The ratio between the lowest and the highest paid salary is 1:8.87, a reduction from last year's ratio of 1:9.30.

7.0. The relationship between the highest paid employee and employees who are not Chief Officers

The ratio between the mean average earnings across the organisation and the pay of the highest paid employee currently employed is 1:5.43, a small reduction from last year (1:5.57). The ratio between the median earnings across the organisation and the pay of the highest paid employee is 1:5.54, a small reduction from last year (1: 5.85).

8.0. The publication and access to information relating to remuneration of Chief Officers

The Annual Pay Policy Statement will be published on the Council website where it can be easily accessed by tax payers and external organisations.