



## Welwyn Hatfield Borough Council Pay Policy Statement 2024 / 2025

### 1. Introduction

- 1.1. This statement sets out the Council's position in relation to pay for its senior managers and lowest paid employees in compliance with section 38 of the Localism Act 2011 (the Act) and the statutory guidance on Openness and Accountability issued under section 40 of the Act.
- 1.2. The policy sets out the Council's approach to the pay and remuneration of its senior managers.
- 1.3. This statement covers the financial year 2024 /2025. The statement is updated and approved annually by full Council. This statement is published on the Council's website.

### 2. Scope of Pay Policy

- 2.1. The Council's senior managers are defined within the Council's Constitution and are shown in the following table:

<b>Head of Paid Service</b>	Chief Executive
<b>Directors</b>	Executive Director (Finance & Transformation) Executive Director (Place) Executive Director (Resident Services & Climate Change)
<b>Assistant Directors</b>	Finance Legal & Governance ICT & Digital Customer Service & Transformation Regeneration & Economic Development Planning Leisure, community & cultural services Public Realm Homes & Neighbourhood

### 3. General Terms and Conditions of Employment and Remuneration of Employees

- 3.1. All employees of the Council are employed as part of the Single Status Agreement, under either the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (commonly known as the 'Green Book'), or the Joint Negotiating Committee (JNC) for Chief Officers and Chief Executives.
- 3.2. The Council uses a pay spine that commences at national Spinal Column Point (SCP) 2 and ends at local SCP 39. This pay spine is divided into 12 pay bands, most having four incremental points with the exception of Scales B to

D. Scale B to D contain 2 scale points. Scale B is the lowest grade and Scale M is the highest of these pay grades. Posts are allocated to a pay scale through a process of job evaluation. We use the National Local Government Job Evaluation Scheme for this purpose.

- 3.3. Scale B, spinal column point (SCP) 2 is the lowest scale for employees. The current value of Scale B SCP 2 is £23,117, exclusive of Outer Fringe Allowance, currently £689 per annum.
- 3.4. The monetary value of the SCPs in pay grades are increased in line with the national pay awards agreed by the NJC for Local Government Services. The next pay award will be due from 1 April 2024.

#### **4. General Principles Applying to Remuneration of Employees**

- 4.1. On appointment, individuals will be placed on the bottom SCP of the pay grade for the role that they are appointed to. In exceptional circumstances, this may be on a higher SCP within the same grade taking into account various factors, including the experience of the candidate, the level of competition for the post and the difficulty of recruiting to the post. The Director has responsibility for determining the procedure to be followed in these circumstances.
- 4.2. Individuals will normally receive an annual increment, subject to the top of their grade not being exceeded, subject to approval by the Director. In exceptional circumstances (e.g. examination success), individuals will receive accelerated increments. Again, this is subject to the top of their grade not being exceeded.
- 4.3. The Council does not apply performance related pay or bonuses.
- 4.4. On ceasing to be employed by the Council, individuals will only receive compensation:
  - a) in circumstances that are relevant e.g. redundancy
  - b) that is in accordance with our published Policy Statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), (Annex A)
  - c) that complies with the specific term(s) of a settlement agreement
- 4.5. The Council will adhere to the statutory guidance on the making and disclosure of Special Severance Payments under section 26 of the Local Government Act 1999.
- 4.6. The Council can consider flexible retirement under its pension discretions scheme. This is where an employee draws their pension and carries on working at a lower grade and/or on reduced hours. It is available to LGPS members who are aged 55 or over, and who, with the Council's consent, permanently reduce their hours and/or reduce their grade. The employee's pension is actuarially reduced if paid before normal state pension age. This policy applies to all grades including Chief Officers and is at the Council's discretion.
- 4.7. The employees within the scope of this Pay Policy are entitled to join the Local Government Pension Scheme (LGPS). Currently employees contribute

between 5.5% and 12.5% of their salary. Employees included within the table in section 2.1 contribute between 8.5% and 12.5%, depending on where they are within the salary range.

- 4.8. Any decision to re-employ an individual, who was previously employed by the Council and, on ceasing to be employed was in receipt of a severance or redundancy payment, will be made on merit. The Council will not however, normally engage such an individual under a contract for services.
- 4.9. Any honorarium will only be paid in exceptional circumstances as agreed by Directors / Chief Executive. The value of honorarium payments is based on the grade of the acting up / additional responsibility undertaken.
- 4.10. Employees required to use their cars for work related travel can reclaim 45 pence per mile. Some employees with a contract of employment prior to 2012, who are required to have a vehicle at their disposal, receive a car user allowance of £846 per annum. These employees are able to claim mileage rates of 36.9p to 45p per mile.
- 4.11. Employees that joined the Council from the Community Housing Trust under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE), receive car allowances at the following rates:

<b>ESSENTIAL USERS</b>	<b>451-999cc</b>	<b>1000-1199cc</b>	<b>1200cc+</b>
Lump Sum	£846	£963	£1,239
Rate per mile Up to 8500 miles	36.9p	40.9p	50.5p
Over 8500 miles	13.7p	14.4p	16.4p
<b>CASUAL USERS</b>			
Rate per mile Up to 8500 miles	46.9p	52.2p	65.0p
Over 8500 miles	13.7p	14.4p	16.4p

- 4.12. Some employees that joined the Council from Sopra Steria under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE), receive a lump sum car allowance of £4080 per annum.
- 4.13. Subsistence allowances are listed below:  
 Breakfast £7.76  
 Lunch £10.71  
 Evening Meal £13.28

## **5. Apprenticeships**

- 5.1. The Council is committed to offering apprenticeships to people wishing to gain experience whilst working towards a qualification. Apprentices are contracted under a learning agreement and receive a minimum of £457.81 per week inclusive of weighting allowance, depending on the qualification they are undertaking.

## **6. Remuneration of Senior Managers**

- 6.1. The remuneration of the Chief Executive and Directors was subject to a full and wide-ranging review carried out by independent specialist consultants in 2009. The recommendations of the consultants were considered by Council Members (including both Leaders of the Opposition) and formed the basis of the agreement made by Members in October 2009. These are amended in accordance with the Joint Negotiating Committee (JNC) for Chief Officers and Chief Executives annual pay negotiations.
- 6.2. The salary range for senior managers are listed in the table below:

Post	Range	
	From	To
Chief Executive	£132,411	£144,266
Executive Directors	£99,804	£108,698
Assistant Directors	£67,194	£79,437

Figures are exclusive of Outer Fringe Allowance, currently £689 per annum.

- 6.3 The above salary ranges may change if pay awards are awarded within the financial year and before the next pay policy statement is produced.

## 7. Chief Executive

- 7.1. The Chief Executive is the Council's Head of Paid Service. There are three incremental points in the Chief Executive grade.
- 7.2. The Chief Executive also receives a Returning Officer fee in respect of Borough and Parish Council Elections. The fees are currently £354.79 for each contested ward and £89.32 for each uncontested ward, and £283 for each contested Town/Parish ward and £82.35 for each uncontested Town/Parish ward. If a Town/Parish ward is contested along with a Borough ward the fee is £412.08 for the first Borough ward that is combined with a Parish ward election where one Borough Councillor is being elected. Fees for conducting Parliamentary Elections, Referendums, European and Police and Crime Commissioners are determined by way of a Statutory Instrument.

## 8. Directors

- 8.1. There are three Director posts reporting to the Chief Executive in the structure, namely:
- Executive Director (Place)
  - Executive Director (Finance & Transformation)
  - Executive Director (Resident Services & Climate Change)

## 9. Remuneration of other Chief Officers

- 9.1. There are nine Assistant Directors reporting to the Executive Directors. In addition, there are eleven Service Managers reporting to Directors. These posts are evaluated using the Korn Ferry / HAY job evaluation methodology to ensure roles are graded fairly, accurately and consistently. The job evaluation methodology allocates each role a grade.

- 9.2. There are seven incremental points in the Assistant Director grade.
- 9.3. The Assistant Director (Legal & Governance) undertakes the duties of the Monitoring Officer for the authority and, these duties attract a fixed annual payment of £5000.
- 9.4. The Monitoring Officer has an appointed deputy in receipt of a fixed annual payment of £3000 in relation to these additional duties.

## **10. Pay Multiples**

- 10.1 The relationship between the pay of the highest paid officer and the median salary of staff for the year 2024/25 is anticipated to be 4.58:1. The relationship between the pay of chief officers and the median salary of staff for the year 2024/25 is expected to be 2.34:1.

## **11. Other Benefits Relating to Pay**

- 11.1. The employees within the scope of this policy are entitled to participate in the Council's Salary Sacrifice Scheme, which includes a Childcare Voucher scheme, whereby any employee can sacrifice part of their salary for childcare vouchers. These vouchers are exempt from income tax or National Insurance contributions and therefore represent a saving for employees who then use them to purchase childcare. The childcare salary sacrifice scheme was closed by the government, therefore only those who were in receipt of the vouchers prior to 6 April 2017 retain this benefit. A similar scheme is also open to employees to allow them to purchase bicycles.
- 11.2. The Council has an eye care voucher scheme in place to fulfil its obligation to provide those employees using display screen equipment with a bi-annual eye test and payment for a prescription required solely for display screen work. Vouchers are issued in accordance with the Councils' Eye Test Policy.
- 11.3. The council offers employees the opportunity to take up salary sacrifice schemes, as agreed by the Head of Paid Service, including childcare vouchers, bicycles and cycle equipment. Salary sacrifice is an agreement to reduce an employee's entitlement to cash pay, usually in return for a non-cash benefit.
- 11.4. Employees that joined the Council from SopraSteria and Housing Trust under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE), receive the benefits of a Group Life Scheme.
- 11.5. Council employees may be engaged on various election duties. The fees paid vary according to the duties and type of election they participate in.
- 11.6. Returning Officer duties and those of the Deputy Returning Officers, are contractual requirements and fees paid for national election and referendums are in accordance with Statutory Fees and Charges Order.

## **12. Review of Pay Policy**

- 12.1. The Policy will be subject to annual review and must be approved by the Council prior to 31st March each year. If there is a need to amend the Policy

between reviews, then any such amendments will need to be approved by the Council.

## 12.2 Background Documents

- The Code of Recommended Practice for Local Authorities on Data Transparency.
- Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act 2011.
- Welwyn Hatfield Borough Council Constitution
- Welwyn Hatfield Borough Council LGPS Discretionary Policy
- Car Mileage Allowances
- Flexible Retirement Policy
- Redundancy and Redeployment Policy