

# Agenda

## Employment panel

Date: **Friday 20 January 2023**

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Time: **10.00 am**

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Place: **Herefordshire Council Offices, Plough Lane, Hereford,  
HR4 0LE**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

**Sarah Buffrey, democratic services officer**

Tel: 01432 260176

Email: [sarah.buffrey@herefordshire.gov.uk](mailto:sarah.buffrey@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format, please call Sarah Buffrey, democratic services officer on 01432 260176 or e-mail [sarah.buffrey@herefordshire.gov.uk](mailto:sarah.buffrey@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the meeting of the Employment panel**

## **Membership**

**Chairperson**            **Councillor David Hitchiner**  
**Vice-chairperson**   **Councillor Ellie Chowns**

**Councillor Liz Harvey**  
**Councillor Terry James**  
**Councillor Bob Matthews**  
**Councillor Tony Johnson**

## Agenda

	Pages
<p><b>1. APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
<p><b>2. NAMED SUBSTITUTES (IF ANY)</b></p> <p>To receive details of any member nominated to attend the meeting in place of a member of the panel.</p>	
<p><b>3. DECLARATIONS OF INTEREST</b></p> <p>To receive declarations of interests in respect of Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.</p>	
<p><b>4. MINUTES</b></p> <p>To approve and sign the minutes of the meeting held on 21 July 2022.</p>	9 - 10
<p><b>5. QUESTIONS FROM MEMBERS OF THE PUBLIC</b></p> <p>To receive any written questions from members of the public.</p> <p>Details of the scheme and related guidance are available here: <a href="https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved">https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved</a></p> <p>Please submit questions to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a></p> <p>The deadline for the receipt of questions is 9:30am on Tuesday 17 January 2023.</p> <p>Accepted questions will be published as a supplement prior to the meeting.</p>	
<p><b>6. QUESTIONS FROM COUNCILLORS</b></p> <p>To receive any written questions from councillors.</p> <p>Please submit questions to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a></p> <p>The deadline for the receipt of questions is 9:30am on Tuesday 17 January 2023.</p> <p>Accepted questions will be published as a supplement prior to the meeting.</p>	
<p><b>7. PAY POLICY STATEMENT 2023-2024</b></p> <p>To recommend the pay policy statement 2023-2024 to Full Council for approval and publication.</p>	11 - 24



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We will review and update this guidance in line with Government advice and restrictions. Thank you for your help in keeping Herefordshire Council meetings safe.

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- Inspect minutes of the Council and all committees and sub-committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title. Information about councillors is available at [www.herefordshire.gov.uk/councillors](http://www.herefordshire.gov.uk/councillors)
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The council may make a recording of this public meeting or stream it live to the council's website. Such recordings form part of the record of the meeting and are made available for members of the public via the council's web-site.

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The location of the office and details of city bus services can be viewed at:

<http://www.herefordshire.gov.uk/downloads/file/1597/hereford-city-bus-map-local-services->

**The Seven Principles of Public Life  
(Nolan Principles)**

**1. Selflessness**

Holders of public office should act solely in terms of the public interest.

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.





**Minutes of the meeting of Employment panel held at Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE on Thursday 21 July 2022 at 11.00 am**

**Present:** Councillor David Hitchiner (chairperson)  
Councillor Ellie Chowns (vice-chairperson)

**Councillors:** Councillor L Harvey, Bob Matthews and Paul Rone

**Officers:** Director of HR and OD and Chief Executive

**8. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Terry James and Roger Phillips.

**9. NAMED SUBSTITUTES (IF ANY)**

Councillor Paul Rone substituted for Councillor Roger Phillips.

**10. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**11. MINUTES**

**It was resolved that:**

**the minutes of the meetings held on 15 February, 24 February and 10 May 2022 be approved.**

**12. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions.

**13. QUESTIONS FROM COUNCILLORS**

There were no questions.

**14. APPOINTMENT OF DIRECTOR OF GOVERNANCE AND LAW**

**It was resolved that:**

**Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12(A) of the Act (as amended) as indicated below. The item discloses information in relation to an individual or individuals.**

The panel considered the report of the director of human resources and organisational development and heard that following two rounds of recruitment the council had been unsuccessful in its search for a new Director of Governance and Law. The recruitment process had been robust and thorough but it was a challenging time for recruitment generally and there had been quite a number of similar posts advertised at the same time.

The panel heard that the current interim director was willing to take on the role for a fixed term of 2 years. The director of human resources and organisational development summarised the interim director's background, experience and previous employment history. The panel noted that the interim director was a strong and credible candidate for the role. The appointment would be subject to no valid objections being received from cabinet members within the timeframe specified.

The panel considered if there were alternative options. It was accepted that a further recruitment process, even on a fixed term basis, was unlikely to result in a different outcome at this time and that a 2 year fixed arrangement with the interim director would give the market time to refresh.

The panel considered feedback on the performance to date of the interim director from members of the panel and the chief executive.

**Subject to no valid or material objections being received from cabinet members by noon on 22 July Claire Porter is appointed as Director of Governance and Law on a fixed term basis for 2 years.**

The meeting ended at 11.22 am

**Chairperson**

# Title of report: Pay Policy Statement 2023-2024

**Meeting: Employment panel**

**Meeting date: Friday 20<sup>th</sup> January 2023**

**Report by: HR Improvement Manager**

## **Classification**

Open

## **Decision type**

This is not an executive decision

## **Wards affected**

(All Wards);

## **Purpose**

To recommend the pay policy statement 2023-2024 to Full Council for approval and publication.

## **Recommendation(s)**

**That:**

- a) **The pay policy statement in Appendix A is recommended to Full Council.**

## **Alternative options**

1. There are no alternatives to the recommendation; the publication of the pay policy statement is a statutory requirement as stated in the Localism Act 2011. This provides transparency on the council approach to pay and remuneration relationship for the highest and lowest earners..
2. This pay policy statement usually does not introduce any policy changes, however, this year due to the nature of pay awards being handled, it does intend to clarify the council's approach to implementing differing settlements across the different terms and conditions adopted (NJC, JNC and Chief executive's). The changes to the pay award set by the national employers affect annual leave and ensuring equity in the pay structure.

3. Employment panel are able to determine any changes to the statement to improve transparency, whilst having regard to statutory guidance issued by the Department for Levelling Up, Housing and Communities and Local Government.

### **Key considerations**

4. The Localism Act 2011 places an obligation on the council to produce an annual pay policy statement for each financial year and for this statement to be approved by Full Council before the start of the financial year to which it relates.
5. The statement must set out the council's policies relating to:
  - a) The remuneration of its chief officers
  - b) The remuneration of its lowest paid employees; and
  - c) The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
6. The statement must include the council's definition of 'lowest paid employees' and the reason for adopting that definition.
7. The statement must include policies relating to:
  - a) The level and elements of remuneration for each chief officer
  - b) Remuneration of chief officers on recruitment
  - c) Increases and additions to remuneration for each chief officer
  - d) The use of performance related pay for chief officers
  - e) The use of bonuses for chief officers
  - f) The approach to the payment of chief officers on their ceasing to hold office under, or to be employed by the authority; and
  - g) The publication of and access to information relating to remuneration of chief officers
8. The statement draws together factual material and provides a summary of the current pay policies of the council.

The ratio between the council's lowest paid staff and the chief executive's salary is included in the statement. For 2022/23 this ratio is 1:7.79 which is the lower than the previous year of 1:8.68. This is caused by the pay award for Chief Executive's being proportionately lower than the pay award for all other staff. A comparison of the pay ratios published for similar or neighbouring local authorities is below and this shows the council's ratio to be amongst the lowest.

- a) Worcestershire County Council, 1:6.28
- b) Birmingham City Council, 1:10.29
- c) Powys County Council, 1:7.70
- d) Staffordshire County Council, 1:12
- e) Dudley MBC, 1:10
- f) Oxfordshire County Council, 1:10.37
- g) Bristol City Council, 1:9.36
- h) Sandwell Council, 1:8

9. All posts, whether chief officer or not, have their level of remuneration established through assessment by a nationally recognised and independent job evaluation scheme. Council must approve any new salary packages, or severance payments, exceeding £100,000.
10. In approving its statement, Council must have regard to any guidance issued by the Secretary of State. This has been taken into consideration in the development of the statement.

### **Community impact**

11. By complying with the legal requirement placed on it, the council continues to ensure that the resources available are used in the most effective way and there is a transparency in how public money is used. This contributes to the corporate plan priority to secure better services, quality of life and value for money.
12. By publishing this statement the council is demonstrating the code of corporate governance principles of implementing good practices in transparency, reporting and audit to deliver effective accountability, and behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.

### **Environmental Impact**

13. Whilst this decision will have minimal environmental impact, consideration has been made to minimise waste and resource use in line with the council's environmental policy.

### **Equality duty**

14. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to –

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
  - d) The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.
15. The pay policy statement clearly sets out that pay levels are set in line with equality legislation.

### **Resource implications**

16. There are no costs arising directly from this report.

## Legal implications

17. Councils have a legal duty to prepare a pay policy document annually under section 38 of the Localism Act 2011, in the form and with the information outlined in section 38. The attached appendix to this report complies with and discharges this duty

## Risk management

18. The risks identified with the pay policy statement are detailed below.

Risk / opportunity	Mitigation
Failure to approve and publish a statement will result in non-compliance with a statutory requirement	Arrangements are in place to ensure the statement is published following Council's full approval

## Consultees

19. None

## Appendices

None

## Background papers

None identified.

## Report Reviewers Used for appraising this report:

Please note this section must be completed before the report can be published		
Governance	Sarah Buffrey	Date 03/01/2023
Finance	Louise Devlin	Date 21/12/2022
Legal	Francis Fernandes	Date 20/12/2022
Communications	Click or tap here to enter text.	Date Click or tap to enter a date.
Equality Duty	Carol Trachonitis	Date 25/07/2022
Procurement	Click or tap here to enter text.	Date Click or tap to enter a date.
Risk	Click or tap here to enter text.	Date Click or tap to enter a date.
Approved by	Tracey Sampson	Date 12/01/2023





## **PAY POLICY STATEMENT 2023-2024**

### **1. Introduction**

1.1 This statement is published in line with section 38(1) of the Localism Act 2011 that requires councils to produce an annual pay policy statement that articulates the council's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and lowest paid employees. The majority of terms and conditions are universal and apply to all employees, unless otherwise specified.

1.2 This pay policy statement does not apply to schools, other than reference to pay for bargaining for support staff in locally maintained schools.

1.3 Herefordshire Council's rules with regard to employment of staff are set out within the employment rules contained within Part 4, section 9 of the constitution.

1.4. The statement is subject to annual review.

### **2. Pay structure, national and local frameworks**

2.1. Herefordshire Council (the council) is committed to fair pay and grading determined by a robust and objective job evaluation process. The National Joint Council's (NJC) job evaluation scheme is used for identifying the pay grade for all posts up to 07HC and the Hay job evaluation scheme for posts above this level.

2.2. The council's pay structure is based on the National Joint Council for local authorities pay spine as the basis for its local grading structure up to 11HC. Pay rates above this are locally determined. The pay structure is at appendix A. The council adheres to the national pay bargaining for local government employees, including any negotiated annual cost of living increases. This also applies to support staff in local authority maintained schools.

2.3. To reflect market conditions, the council currently pays enhancements such as market forces supplements to attract candidates or to retain employees where there is an identified and evidenced skills shortage to enable the council to pay a competitive rate for the job. The council has a robust policy in place to manage market forces supplements. The majority of these supplements are paid to staff working in children's social care where there are nationally recognised shortages in the supply of qualified children's social workers. A small number of market forces supplements are also in place for some senior management posts and these are illustrated in the table under section 3.1. Proposals for new market forces supplements are approved by the Director of HR and OD and Director of Resources and Assurance. Existing market forces supplements are reviewed no less frequently than every two years and may be withdrawn subject to notice, where the market conditions no longer warrant the payment.

2.4 To respond to the challenges faced by the council of retaining qualified and experienced social workers, the council has introduced a welcome scheme payment and a retention scheme payment, which is supported by robust qualifying rules.

2.5 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.

2.6 The terms and conditions of employment for the majority of council employees are determined by the National Joint Council (NJC) for local authorities. Statutory chief officers and employees on director grade and above are aligned to the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities (or Joint Negotiating Committee for Chief Executives of Local Authorities). These may be amended, supplemented or superseded by decisions on conditions of service made by the council from time to time and contained within the council's employment policies and procedures.

2.7 Where there are instances of differing pay awards determined for NJC and JNC granted by the national employers, the council reserves the right to adopt the most equitable pay award for senior officers whose salaries fall within the grades HoS1 & HoS2 to ensure fairness and maintain the pay structure.

2.8 The national rates for annual leave in 2023 for NJC employees will be enhanced by 1 day. This additional allowance has not been awarded to JNC employees, however the council does intend to adopt this additional allowance across the JNC and Chief Executive conditions of employment to ensure consistency. The council annual leave year runs from January – December, which is not in line with the usual conventions, however it will adopt the increase from 1<sup>st</sup> January 2023.

2.9 Nationally or locally determined rates and terms and conditions apply for other employee groups including:

- Employees whose pay and conditions are determined by the Soulbury Committee;
- Centrally employed teachers whose pay and conditions are determined nationally;
- Employees who have transferred from the NHS to the council and retain their former terms and conditions of employment;
- Employees who have retained terms and conditions of employment from other employers following a TUPE transfer to the council.

### **3. Level and elements of remuneration for each chief officer**

3.1 The definition of Chief Officers is defined as the officer designated as the Head of the Authority's Paid Service; a statutory chief officer – which under the Local Government and Housing Act 1989 means Director of Children's Services, Director of Adult Social Services, Director of Public Health, Section 151 Officer and Monitoring Officer.

The definition of a non-statutory chief officer which under section 2 (7) of the 1989 Act means direct reports of the Head of Paid Service (HOPS), a person for whom the HOPS is directly responsible; a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the head of the authority's paid service; and any person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

The definition of a deputy chief officer means, a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.

Those posts listed below are reported where there is an employee in post at the time of writing. Roles that are vacant or have an interim worker are not included.

Post Title	Salary grade	Additional payments
CEO Herefordshire Council (head of paid service)	CX	
<b>Statutory chief officers</b>		
Corporate director, children and young people	DIR1	
Corporate director, community wellbeing	DIR1	
Director of governance and legal services (monitoring officer)	DIR2	
Director of resources and assurance (section 151 officer)	DIR2	
Director of public health	HOS1	<sup>1</sup>
<b>Non statutory chief officers</b>		
Corporate director for economy and environment	DIR1	
Director, human resources and organisational development	HOS1	
<b>Deputy chief officers</b>		
Service director, safeguarding and family support	HOS1	<sup>2</sup>
Service director, education, skills and learning	HOS1	
Service director, economy (acting)	HOS1	
Service director, communities	HOS1	
Service director, all ages commissioning	HOS1	
Service director, social care delivery	HOS1	
Consultant in public health (0.8 FTE)	HOS2	
Consultant in public health (0.6 FTE)	HOS2	
Strategic assets delivery director	HOS2	
Head of legal services	HOS2	
Head of Chief Executive's office	HOS2	
PMO, performance & corporate support delivery director	HOS2	
Head of strategic finance (deputy S151 officer)	HOS2	
Public health specialist (0.6 FTE)	HC13	
Head of practice management	HC13	
Head of learning and organisational development	HC13	
HR improvement manager	HC11	
Democratic services manager	HC11	
Emergency planning manager	HC10	
Electoral services manager	HC09	

<sup>1</sup> Market forces supplement of £7,000 to be reviewed January 2024

<sup>2</sup> Market forces supplement of £9,567 to be reviewed August 2025

#### 4. Remuneration of lowest paid employees

4.1 'Lowest paid employees' is defined as those paid on full time equivalent salaries on spinal column point 02HC, SCP 2.

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

5.1. The relationship between the rate of pay for the lowest paid and chief officers is determined by the job evaluation process used for establishing the grading of posts and grade/role profiles as set out earlier in this policy statement. The salary ratio between the council's lowest paid staff and the chief executive's salary is 1:7.792. This is lower than the previous year (1.8.86) and is due to the way in which the pay award has been implemented

for 2022; with a flat financial increase across all SCPs translates to a higher increase on the lowest SCPs.

The multiple between the median (average) FTE earnings of £32,030 p.a. and the Chief Executive is 1:4.97; and between the median (average) full time equivalent earning for Chief Officers is 1:2.713.

## 6. Equality in pay – Gender Pay Gap

6.1 Since April 2018, employers with more than 250 employees have been legally required to publish the difference between pay for male and female employees. This measure shows the differences in average earnings between men and women. This does not show differences in pay for comparable jobs, which has been illegal since the adoption of the Equal Pay Act 1970.

6.2 The council's gender pay gap is published annually within the equality analysis of our workforce, and the most recent report can be found here: [Equality in employment Herefordshire Council workforce analysis January to December 2021](#).

6.3 The report includes the council's gender pay gap information for 2021 which is summarised below.

	Mean hourly pay	Median hourly pay
Female	£15.71	£13.20
Male	£17.64	£15.32
Pay gap	11.0% lower	13.9% lower

6.4 The following table puts the data in to context and it shows that while Herefordshire Council has a significant pay gap of 13.9%, it is performing better than many other organisations and the UK public sector overall.

	Type of comparison	Median pay gap
Herefordshire Council 2020	Historic	8.2% lower
Herefordshire, all sectors 2021 (provisional)	Geographic	11.2% lower
Worcester County Council	Sector	12.9% lower
Herefordshire Council 2021	-	13.9% lower
Connexus Housing Ltd 2020	Geographic	14.2% lower
West Midlands, all sectors 2020 (provisional)	Geographic	15.4% lower
UK Public Sector 2021 (provisional)	Sector	18% lower
Age Group 40-49, UK, all sectors 2021 (provisional)	Age	21.3% lower
Shropshire Council 2020	Sector	22.6% lower
Wye Valley Trust 2020	Geographic	25.4% lower

## 7. Remuneration on recruitment

7.1 New appointments will normally be made at the minimum of the relevant grade, although exceptions can arise where necessary to secure the best candidate or if an internal candidate is appointed on promotion so that a pay rise ensues.

7.2 The chief executive is on a spot salary as specified in this statement, the right of approval to offer new appointments, not specified above in this statement and or to approve discretionary severance packages in excess of £100k is reserved to Council.

## **8. Increases and additions to remuneration**

8.1 Employees, within a salary pay band, receive annual increments until the top of their salary grade has been reached. The first increment is paid when the employee has been in post for 12 months or six months after appointment, whichever is the later. This does not apply to the chief executive, who is on a spot salary. In exceptional circumstances increments may be accelerated within the grade on grounds of special merit or ability subject to the maximum of the level not being exceeded.

8.2 The chief executive is the returning officer for Herefordshire. No additional payment is made for fulfilling this duty for local elections as this is built into the overall salary. Employees who undertake election duties are paid a fee that is set by the returning officer depending on the duties undertaken.

8.3 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 this is necessary the council may apply pay supplements to posts which are determined to be 'hard to fill'. At all times the council will ensure the requirement for such supplements is objectively justified by reference to clear and transparent evidence of relevant market conditions. These supplements are regularly reviewed.

8.4 Honoraria payments are made to recognise either a special contribution an employee has made that is over and above general performance in a role, or where they have temporarily undertaken additional responsibility at a higher grade.

## **9. Use of performance related pay, bonuses or pension enhancements**

9.1 The council does not apply any bonuses or performance related pay to employees.

9.2 Pension enhancements are made in line with the council's LGPS discretions policy.

## **10. Benefits in kind**

10.1 Employees currently have access to salary sacrifice schemes for bicycles. The council operates a childcare voucher scheme to those employees already in the scheme at 1 April 2018 and subject to prevailing legislation. The council also offers staff access to a package of high street discounts and benefits. This reflects the benefits available to staff in neighbouring authorities so that the council is able to be competitive in recruitment markets.

10.2 Reasonable relocation expenses may be paid for new employees or workplace relocation. Employees are reimbursed for reasonable travel and subsistence expenditure incurred in the course of their work. Subsistence is only paid when travelling outside of the county.

10.3 Worcestershire County Council administers the local government pension scheme on behalf of the council.

## **11. Approach to payment on ceasing to hold office under or to be employed by the authority**

11.1 The council's policy on termination of employment of employees prior to reaching normal retirement age is to base redundancy payments on the statutory calculation multiplied by 1.5.

11.2 The council operates a mutual early resignation scheme (MERS) under which an individual employee, in agreement with the council, chooses to leave employment in return

for a severance payment or, if in the Local Government Pension Scheme and aged over 55, a pension that is not actuarially reduced. It is not a redundancy or a voluntary redundancy.

## **12. Accountability and decision making**

12.1 In accordance with the council's constitution, the employment panel is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements for the chief executive, monitoring officer, section 151 officer, director of public health and corporate directors.

12.2 In accordance with the council's constitution, the chief executive is responsible for decision making in relation to all other employees of the council.

12.3 For those pay accountability matters identified within the Localism Act as being reserved to Council, the employment panel will be the body accountable for formulating recommendations to council. This includes the undertaking of an annual review of this statement before recommending its approval to council as one of the suite of documents council approves as part of its medium term financial strategy. The pay policy statement therefore forms part of the budget and policy framework of the council.

12.4 In addition to approval of this statement, the right of approval of new salary packages for additional posts not listed in this statement over £100,000 is reserved to Council. In such circumstances the employment panel will be the body accountable for developing recommendations to Council.

## **13. Publication of and access to information**

13.1 After approval by Council, this statement will be published on the council's website. In addition, statutory employees' (chief executive, directors, including the chief finance officer, and monitoring officer) details are disclosed in the council's annual statement of accounts 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 allowance 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.

**NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT GRADES:  
PAY STRUCTURE AS AT 1 APRIL 2022**

Grade	National SCP (scp50 & above are local)	Annual Pay Rate £	Hourly Pay Rate £
01HC	1	20,258	10.50
02HC	1	20,258	10.50
	2	20,441	10.60
	3	20,812	10.79
03HC	3	20,812	10.79
	4	21,189	10.98
04HC	4	21,189	10.98
	5	21,575	11.18
	6	21,968	11.39
05HC	6	21,968	11.39
	7	22,369	11.59
	8	22,777	11.81
	9	23,194	12.02
	10	23,620	12.24
06HC	11	24,054	12.47
	12	24,496	12.70
	13	24,948	12.93
	14	25,409	13.17
	15	25,878	13.41
	16	26,357	13.66
	17	26,845	13.91
	18	27,344	14.17
	19	27,852	14.44
07HC	19	27,852	14.44
	20	28,371	14.71
	21	28,900	14.98
	22	29,439	15.26
	23	30,151	15.63
	24	31,099	16.12
08HC	25	32,020	16.60
	26	32,909	17.06
	27	33,820	17.53
	28	34,723	18.00
	29	35,411	18.35
	30	36,298	18.81
09HC	30	36,298	18.81
	31	37,261	19.31
	32	38,296	19.85
	33	39,493	20.47
10HC	34	40,478	20.98
	35	41,496	21.51
	36	42,503	22.03
	37	43,516	22.56
	38	44,539	23.09
11HC	39	45,495	23.58
	40	46,549	24.13
	41	47,573	24.66
	42	48,587	25.18
	43	49,590	25.70

	44L	50,885	26.38
12HC	45L	52,212	27.06
	46L	53,579	27.77
	47L	54,986	28.50
	48L	56,424	29.25
	49L	57,904	30.01
	13HC	50L	59,428
51L		60,991	31.61
52L		62,596	32.45
53L		64,245	33.30
HoS2	1	80,353	41.65
	2	82,471	42.75
	3	84,644	43.87
HoS1	1	86,878	45.03
	2	89,172	46.22
	3	91,524	47.44
DIR 2	2	110,397	57.22
DIR 1	1	134,748	69.84
CEX	1	157,348	81.56

### Staff distribution across grades

