



WORTHING BOROUGH  
COUNCIL

Ward(s) Affected: N/AI

**Pay Policy Statement 2019/20**

**Report by the Director for Digital and Resources**

**Executive Summary**

**1. Purpose**

- 1.1. This report seeks approval of the Pay Policy Statement 2019/20, which is a statutory requirement under Section 38 (1) of the Localism Act 2011. The statement will be updated on an annual basis.
- 1.2. The pay policy statement is set out in Appendix 1.

**2. Recommendations**

- 2.1. Council is recommended to approve the Pay Policy Statement 2019/20 set out in Appendix 1.

**3. Context**

- 3.1. The Council along with all other Local Authorities in England are required to prepare a Pay Policy Statement each year, 2012 was the first year these Statements had to be published.
- 3.2. The Localism Act includes an expression of the Government's aim that there is improved transparency about how public money is spent, including that of pay.

- 3.3. The Pay Policy Statement must articulate a Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff ("chief officers") and its lowest paid staff.
- 3.4. The Councils are individual employers (albeit in a partnership arrangement with each other) and as such have the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for the local taxpayer.

#### 4. Issues for consideration

- 4.1. In producing the Pay Policy Statement (attached as Appendices 1) account has been taken of the fact that the partnership arrangement is between Adur District Council and Worthing Borough Council. However, separate Pay Policy Statements have been produced for the two Councils.
- 4.2. In undertaking the analysis of pay, (in particular the pay ratio between the median average salary of staff who are not chief officers and the Chief Executive) officers who form part of the shared service structure are treated as the Council's employees for the purpose of this exercise.
- 4.3. In paragraph 2.4, reference is made to the Council developing an approach to pay that seeks to achieve value for money. Since the introduction of Partnership working there has been a significant reduction in the size of the Council's Management Team.

	Chief Executive	Directors	EHoS	Heads of Service
Pre Partnership	2	4	17	0
1 <sup>st</sup> April 2008	1	3	10	0
June 2009	1	2	10	0
March 2010	1	2	9	0
May 2011	1	2	8	0
August 2011	1	2	7	0
April 2014 (revised structure)	1	4	0	13
April 2018 (latest structure)	1	3	0	12
April 2019	1	3	0	14

- 4.4. A cost allocation mechanism is in place for the Council's Management Team as follows:

Post	Adur	Worthing
Chief Executive	50%	50%
Directors	50%	50%

## 5. Financial Implications

- 5.1. There are no financial implications to publishing the Pay Policy Statement.

## 6. Legal Implications

- 6.1. Council is recommended to approve the Pay Policy Statement 2019/20 set out in Appendix 1.

### Local Government Act 1972 Background Papers

Openness and accountability in local pay: Guidance under section 40 of the Localism Act. DCLG February 2012.

Localism Act: Pay Policy Statements. Guidance for Local Authority Chief Executives Supplementary Note 2. LGA / ALACE 1st March 2012.

Minutes of the respective Council meetings in February 2012 – Worthing Borough Council 21 February and Adur 23 February.

### Officer Contact Details:-

Paul Brewer  
 Director for Digital and Resources  
 Worthing Town Hall  
 Direct Dialling No: 01903 221302  
[paul.brewer@adur-worthing.gov.uk](mailto:paul.brewer@adur-worthing.gov.uk)

## **SCHEDULE OF OTHER MATTERS**

### **1.0 COUNCIL PRIORITY**

1.1 Ensuring Value for Money and low Council Tax

### **2.0 SPECIFIC ACTION PLANS**

2.1 The Pay Policy Statement complements the Council's Equalities Policy.

### **3.0 SUSTAINABILITY ISSUES**

3.1 Matter considered and no issues identified.

### **4.0 EQUALITY ISSUES**

4.1 The Councils have implemented a Job Evaluation scheme designed to ensure equality in pay and remuneration.

### **5.0 COMMUNITY SAFETY ISSUES (SECTION 17)**

5.1 Matter considered and no issues identified

### **6.0 HUMAN RIGHTS ISSUES**

6.1 The report recommends adoption of a Policy that is consistent with legislation relating to Data Protection and the handling of personal information.

### **7.0 REPUTATION**

7.1 Failure to publish a Pay Policy Statement could result in negative reputational damage to the Councils.

### **8.0 CONSULTATIONS**

8.1 Matter considered and no issues identified

### **9.0 RISK ASSESSMENT**

9.1 Matter considered and no issues identified

### **10.0 HEALTH & SAFETY ISSUES**

10.1 Matter considered and no issues identified.

### **11.0 PROCUREMENT STRATEGY**

11.1 Matter considered and no issues identified

### **12.0 PARTNERSHIP WORKING**

12.1 The Council's approach to pay is undertaken in a Partnership Agreement between Adur District Council and Worthing Borough Council.

**WORTHING BOROUGH COUNCIL PAY POLICY STATEMENT –  
FINANCIAL YEAR 2019/20**

**1.0 PURPOSE**

1.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This Pay Policy Statement sets out Worthing Borough Council's policies relating to the pay of its workforce for the financial year 2019-20, in particular:

- (a) The remuneration of its Chief Officers;
- (b) The remuneration of its 'lowest paid employees';
- (c) The relationship between:
  - (i) The remuneration of its Chief Officers and;
  - (ii) The remuneration of its employees who are not Chief Officers.

**2.0 DEFINITION**

2.1 For the purpose of this Pay Policy, the following definitions will apply:

- (a) 'Pay' in addition to salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments;
- (b) To enable meaningful comparison of posts, the Council uses full-time equivalent salaries as set out in its pay structure;
- (c) 'Chief Officer' refers to the following roles within Worthing Borough Council:
  - (i) Chief Executive, as Head of Paid Service;
  - (ii) Directors x 3; these officers are members of the Council's Leadership Team.

2.2 'Lowest paid employees' refers to those staff employed on the national minimum wage (NMW) for their age which is the lowest point on the Council's pay framework.

The above definition for the 'lowest paid employees' has been adopted

because the NMW is the lowest grade on the Council's pay framework. The bottom point on the pay scale as at 1st April 2018 is spinal column point 6 (£16,394.00) per annum; from 1st April 2019 this is spinal column point 1 (£17,364.00).

- 2.3 'Employee who is not a Chief Officer' refers to all staff who are not covered under the Chief Officer group above (2.1). This includes the 'lowest paid employees'.

### **3.0 PAY FRAMEWORK REMUNERATION LEVELS**

- 3.1 Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the Council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each Council has responsibility for balancing these factors and each Council faces its own unique challenges on opportunities in doing so and retain flexibility to cope with various circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

#### **3.2 Pay Framework**

It is essential for good governance that decisions on pay and reward packages for Chief Executives and Chief Officers are made in an open and accountable way and that there is a verifiable and accountable process for recommending the levels of top salaries.

Worthing Borough Council's current pay framework for staff other than Chief Officers who are working jointly for Worthing Borough Council and Adur District Council was approved on 3rd February 2009 by the Joint Staff Committee and is based on the National Joint Council for Local Government Services: National Agreement on Pay and Conditions of Service.

Further details of the Joint Staff Committee can be found at: <http://www.adur-worthing.gov.uk/committee/>

Alternatively, Worthing Borough Council's current pay framework for staff employed by Worthing, but not working jointly with Adur District Council who have not been transferred on to the single pay structure arrangements are paid in accordance with a scheme that has been in effect for many years.

#### **3.3 Job Evaluation**

The Council has adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. All posts have been subject to the evaluation process which ensures that the grade for each role is determined on a consistent

basis. This followed a national requirement for all local authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

Worthing District Council determined a local pay framework and the overall number of grades is 13 with 67 spinal column points within the grade ranges 1 (lowest) to 13 (highest).

As part of the job evaluation process, each employee who is not a Chief Officer will be placed on one of the 13 grades based on the job evaluation of their role. The employees can progress to the salary range maximum of their grade subject to assessment of their performance as part of on-going supervision and performance management practices.

Pay awards are considered annually for staff as part of the National Local Government pay bargaining process.

#### **4.0 REMUNERATION - LEVEL AND ELEMENT**

##### **4.1 Salaries**

The group of Chief Officers (2.1), is paid outside of the Council's pay framework, which applies to all other employees. The Joint Senior Staff Committee determines the terms and conditions of Chief Officers, subject to the approval by Council of salaries in excess of £100,000.

Further details of the Joint Senior Staff Committee can be found at

<http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/joint/seniorstaff/>

The pay awarded to Chief Officers is based on a spot salary with no grade range or incremental progression. Salary is subject to the same percentage pay award agreed as part of the National Local Government pay bargaining process. The spot salary for Chief Officers was based on market testing undertaken by an Independent Consultant and was implemented on 1st April 2008. The salary of the Chief Executive as at 1st April 2018 is £119,655 full time equivalent, with additional payments for the role of Returning Officer at elections.

Details of the remuneration of Chief Officers is published in the Council's statement of accounts which can be accessed at the following web address: <http://www.adur-worthing.gov.uk/about-the-councils/finance/statement-of-accounts/>

##### **4.2 'Lowest paid employees'**

Each lowest paid employee is paid within the salary range for Grade 1, Spinal

Column Point 6 (£16,394.00 as at 1st April 2018) - Spinal Column Point 11 (£17,007.00 as at 1st April 2018).

Note: for employees paid on The National Minimum Wage for their age the rates are as follows from 1st April 2019:

Apprentice:	£3.90 per hour
Under 18	£4.35 per hour
18 – 20	£6.15 per hour
21 - 24	£7.70 per hour
25 and over	£8.21 per hour

#### 4.3 **Bonuses**

Additional duties and Special merit payments can be made to staff, not including Chief Officers, as one-off payments in recognition of duties and/or acting-up duties undertaken that is additional to that expected from the normal day-to-day work. The size of the award paid to employee(s) is commensurate with the work being rewarded.

- 4.4 Other pay elements Chief Officers are subject to the same performance management process as the lowest paid employees and employees who are not Chief Officers. Chief Officers do not receive any incremental progression.
- 4.5 Charges, fees or allowances Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's policy.

The following allowances and benefits are available to staff and Chief Officers:

- (a) Health insurance (closed to new entrants);
- (b) Life assurance (closed to new entrants);
- (c) Long service increments (closed to new entrants);
- (d) Salary sacrifice scheme;
- (e) Benefits such as arranging group or staff discount schemes;
- (f) Child care provision or allowances;
- (g) Discounted sports facilities/benefits;
- (h) Membership of professional organisations where such membership is necessary for the carrying out of their employment.



Election duty payments are made to the Returning Officer (Chief Executive) and the Deputy Returning Officers (Directors). The pay for these roles is set out nationally for National Elections and for Local Elections, the scale is set jointly by West Sussex Local Authorities.

#### **4.6 Pension**

All employees, as a result of their employment, are eligible to join the Local Government Pension Scheme. Locally this scheme is administered by Hampshire County Council.

#### **4.7 Severance Payments**

The following types of severance payments can be made to staff:

- (a) Compulsory redundancy;
- (b) Voluntary redundancy;
- (c) Efficiency of the service;
- (d) Added pension benefit on leaving employment due to redundancy or efficiency of the service;
- (e) Conversion of lump sum compensation payment into additional Local Government Pension Scheme membership;
- (f) Voluntary early retirement;
- (g) Flexible retirement;
- (h) Exceptional compassionate grounds.

If there is less than a four week period between someone being made redundant from another Council and joining Worthing Borough Council, they will be required to repay their redundancy to their previous employer. If the break is greater than 4 weeks, their continuous service is broken.

#### **4.8 New starters joining the Council**

Employees new to the Council will normally be appointed to the first Spinal Column Point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The grade will be determined by the Job Evaluation Scheme.

In professions where there is a particular skill shortage, as a temporary arrangement, it may be necessary to consider a market supplement to attract high quality applicants. The Council's market supplements are subject to annual review.

## **5.0 RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND EMPLOYEES WHO ARE NOT CHIEF OFFICERS**

5.1 The median average salary of employees who are not Chief Officers is £19,430. The pay ratio between the median average and the salary of the Chief Executive is 1:6.158.

## **6.0 PAY POLICY REVIEW STATEMENT REVIEW AND PUBLICATION**

6.1 Any changes to the Pay Policy must be subject to agreement by the Council. A Pay Policy Statement will be published each year.

**Pay Spine from 1st April 2019**

**APPENDIX 1**

2018/19 Pay Scale			New Pay Scale introduced from 1st April 2019	
Grade	2018/19 SCP	2018/19 Salary	Spinal Column Point	Basic Pay
1	6	16,394	1	17,364
	7	16,495		
	8	16,626	2	17,711
	9	16,755		
	10	16,863	3	18,065
	11	17,007		
2	12	17,173	4	18,426
	13	17,391		
	14	17,681	5	18,795
	15	17,972		
	16	18,319	6	19,171
	17	18,672		
3	18	18,870	7	19,554
	19	19,446	8	19,945
	20	19,819	9	20,344
	-	New scp	10	20,751
	21	20,541	11	21,166
4	22	21,074	12	21,589
	-	New scp	13	22,021
	23	21,693	14	22,462
	24	22,401	15	22,911
	-	New scp	16	23,369
	25	23,111	17	23,836
5	-	New scp	18	24,313
	26	23,866	19	24,799
	27	24,657	20	25,295
	-	New scp	21	25,801
	28	25,463	22	26,317
	29	26,470	23	26,999
	30	27,358	24	27,905
	31	28,221	25	28,785

2018/19 Pay Scale			2019/20 Pay Scale	
Grade	Spinal Column Point	2018/19 Salary	Spinal Column Point	Basic Pay
6	32	29,055	26	29,636
	33	29,909	27	30,507
	34	30,756	28	31,371
	35	31,401	29	32,029
	36	32,233	30	32,878
	37	33,136	31	33,799
7	38	34,106	32	34,788
	39	35,229	33	35,934
	40	36,153	34	36,876
	41	37,107	35	37,849
8	42	38,052	36	38,813
	43	39,002	37	39,782
	44	39,961	38	40,760
	45	40,858	39	41,675
	46	41,846	40	42,683
9	47	43,104	41	43,966
	48	44,131	42	45,014
	49	45,165	43	46,068
	50	46,152	44	47,075
10	51	47,135	45	48,078
	52	48,116	46	49,078
	53	49,320	47	50,306
	54	50,553	48	51,564
	55	51,816	49	52,852
11	56	54,699	50	55,793
	57	56,857	51	57,994
	58	60,269	52	61,474
	59	62,839	53	64,096
12	60	64,511	54	65,801
	61	66,382	55	67,710
	62	68,306	56	69,672
	63	70,288	57	71,694
13	64	70,754	58	72,169
	65	72,807	59	74,263
	66	74,917	60	76,415
	67	77,090	61	78,632

