

## **Crawley Borough Council Pay Policy Statement for 2020/2021**

### **Introduction and Purpose**

Under Section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”. This Pay Policy Statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 (1) of the Localism Act 2011 and the statutory guidance issued under Section 40 of the Act.

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 salaries of all employees are determined
- The detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation and its lowest paid employees and the relation between the remuneration of its chief officers and its employees.
- The Council with responsibility for ensuring that the provisions set out in this statement are applied consistently throughout the Council and that the Council gives approval for any amendments.

### **Key Aims**

The council is committed to the principles of equal pay for all employees and to ensure consistency and fairness within its pay structures. The terms and conditions of Council’s employees are in accordance with the relevant national negotiating bodies which are:

Chief Executive – Joint Negotiating Committee for Local Authority Chief Executives  
Chief Officers– Joint Negotiating Committee for Chief Officers of Local Authorities,  
this covers Deputy Chief Executives & Heads of Service.

All other staff – National Joint Council for Local Government Services

In determining the pay and remuneration of all employees, the Council will comply with all relevant employment legislation. This includes legislation such as:

- Equality Act 2010, inclusive of the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which specifies gender Pay gap Reporting for public bodies with 250 employees or more,
- Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000.

### **Publication**

This statement will be reviewed and prepared for each financial year then approved by full Council, usually by the 30<sup>th</sup> March each year or at the earliest Council in the financial year for which it applies. The statement may be adapted and or updated by agreement at a Full Council, the council reserves the right to review, revise, amend or replace the content of this statement from time to time to reflect service delivery needs and to comply with changes in legislation.

It will be published on the Council's website as soon as reasonably practicable following approval. For the 2020/2021 approval will be at Full Council meeting on 26<sup>th</sup> February 2020.

### **Key Elements of the Pay Package**

A substantial pay review was undertaken in 2001/2 and the national job evaluation was adopted for all posts. This was undertaken in partnership with trade union and was implemented successfully. Incremental pay scales were established for all posts and progression within the scales occurs annually, subject to satisfactory performance. Annual cost of living increases are negotiated nationally.

A review of the scheme was carried out in 2016 in consultation with the trade union. A further grade was created at the top of the salary scale. This was agreed in recognition of the increased level of responsibility at third tier level following a review of the Council's senior management team.

New employees will normally be appointed to the first point of the salary scale for their grade, although this can be varied where the successful candidate is currently on a point higher than the minimum of the grade of the job being recruited to.

In addition to basic pay there is local flat rate payment entitled Crawley Allowance which is paid to all staff and is increased each year in line with Retail Price Index.

In the latest national round of pay negotiations carried out by the National Joint Council for Local Government Services which was negotiated in conjunction with Unison and GMB, an agreement was made for a 2 year pay deal covering 2018-2020. The 2018 pay agreement was implemented on 1 April 2018. The pay agreement for 2019 included a new pay spine base and this was implemented on 1 April 2019.

A review of the Council's senior management team took place in 2018 as part of that review the salary scales were revised these revisions removed the allowance paid to officers who carry out the statutory S151 and the Monitoring Officer functions, the allowance being consumed within the revised salary. These roles which have a deputy for these functions, still receive an allowance.

All salary scales and the Local Pay Agreement are attached.

- Chief Officers salary
- Staff Salary Scale
- Local Pay Agreement
- Apprenticeship salary scale.

### **Other Financial Benefits**

- Discretionary reimbursement of a proportion of relocation expenses (including contribution to professional and removal fees, disturbance allowance and interim arrangements up to a maximum of £8,000.)
- Recruitment Incentive Scheme for hard to recruit posts
- Payment of professional fees where they are an essential requirement of the job
- Essential and casual car user allowances at NJC rates but subject to local criteria

- Loans for car purchase and public transport season tickets
- Free parking at the Town Hall for essential car users
- Salary sacrifice schemes for child care vouchers and bike to work available
- Voluntary Benefits scheme allowing access to a range of retail discounts for staff
- Access to the Local Government Pension Scheme including local discretions
- Redundancy compensation at the rate of 2 weeks actual salary for each year of service up to a maximum of 104 weeks plus access to pension for staff over the age of 55. This will be reviewed in order to comply with the Government's proposed further reforms to exit payments when these are introduced.
- In exceptional circumstances other severance arrangements may be agreed. Any such payments will be subject to the agreement of the Chief Executive, Leader, and Head of Legal Democracy and HR Services and will be subject to the delegated powers and processes set out in the council's constitution. The payment will take into account the Council's contractual and legal obligations, value for money, reputation of the Council and goodwill towards the employee. In the event of the Chief Executive being the subject of the payment then the Section 151 Officer would replace the Chief Executive in the authorisation process.
- All exit payments will be subject to compliance with the proposed Public Sector Exit Payment Regulations when these are introduced. The Regulations were introduced in 2016 remain as draft statutory instruments.

Chief Officers are subject to the same pay arrangements as all other staff and do not receive bonuses or performance related pay. The Chief Executive is appointed as Returning Officer for Crawley. The pay for this role is determined nationally for national elections, and for local elections the scale is set jointly by the West Sussex local authorities. The Chief Executive may appoint a Deputy Returning Officer to assist with this process whose pay will be determined in the same way.

#### **Definition and remuneration of lowest paid staff.**

All staff are paid within relevant nationally negotiated salary scales and the lowest paid staff will be on spinal column point 1 for which the annual salary inclusive of Crawley Allowance is £20,135. There is a pay ratio of 1:6 between these posts and the current top point of the scale for the Chief Executive. The Council feels that this is acceptable and is well within the Government's recommended pay ratio which is 1:20. There are a small number of apprentices who spend a significant amount of their time in training and are employed on a training contract at a locally agreed rate of 60% of Scale B.

The Council recognises the importance of the living wage and is accredited by the Living Wage Foundation. All staff, apart from apprentices, are paid above the living wage rate of £9.30 per hour

#### **Relationship between remuneration of the Chief Executive and other employees**

The Council's highest paid employee is the Chief Executive salary £119,282.00  
The mean average of employees is £26,607 the pay ratio between this and the Chief Executive is 1:4.5.

#### **Use of additional or one off payments**

Honorarium payments - are paid to staff, for example when they carry out duties at a higher level e.g. cover for a higher graded colleague whilst they are away for the workplace.

Acting Allowance - Where an employee undertakes all, or a proportion of the duties and responsibilities of a higher graded post on behalf of another in their absence for a period of four weeks or more.

Merit award - Where an employee has achieved exceptional performance in their duties or conducted themselves in an exceptional manner during the course of their employment.

### **Payments on termination**

The Council's approach to statutory and discretionary payments on termination of employment of its employees, prior to reaching normal retirement age, and is covered within the Management of Organisational Change Policy, in accordance with regulations of the Local Government (Early termination of Employment) (Discretionary Compensation) Regulations 2006.

The Council also has policies for the Local Government Pensions Discretions which may include additional payments on retirement. Additional or early payment of pension will only be granted if there is a demonstrable benefit to the council to include the consideration of costs. And approved by leader and cabinet member for the area in which the employee works.

### **Reemployment/re-engagement of former employees**

Where an employee has left the authority on the grounds of redundancy and then seeks to be re-employed on a new contract, a period of 3 months must elapse before their application will be considered. They will have lost their entitlement to continuous service and abatement rules will apply if they are in receipt of a pension as a result of that redundancy.

### **Benefits schemes**

The Council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of the approach, and in common with large organisations, we offer a range of initiatives including access to the wellbeing team, health and fitness activities and discount schemes which support the local economy.

### **Gender Pay Gap**

The Equality Act 2010 (Gender Pay Gap Information) regulations 2017 requires employers with more than 250 employees to publish statutory calculations every year showing how large the pay gap is between their male and female employees. In line with legislation the Council now publishes the following information.

- Average gender pay gap as a mean average
- Average gender pay gap as a median average
- Average bonus gender pay gap as a mean average
- Average bonus gender pay gap as a median average
- Proportion of males and females receiving bonus payment

- Proportion of males and females when divided into quartiles ordered from lowest to highest pay

**Ann-Maria Brown**  
**Head of Legal, Democratic and HR**  
**February 2020**

**CMT Pay scales  
W.E.F 01/04/2020**

CATERGORY	TOTAL
<b>CHIEF EXECUTIVE</b>	£119,282 £116,643 £114,006 £111,364 £108,718
<b>DEPUTY CHIEF EXECUTIVE</b>	£103,785 £101,498 £99,213 £96,921 £94,628
<b>HEAD OF SERVICE B</b>	£73,611 £71,998 £70,389 £68,775 £67,168

**STATUTORY RESPONSIBILITY ALLOWANCE**

DEPUTY MONITORING OFFICER	£1,690.46
DEPUTY SECTION 151 OFFICER	£1,690.46

**NJC LG SERVICES SALARY SCALES FROM 1ST APR 2020**

Scale	Spinal point	Annual salary
B	1	£ 20,135.00
	2	£ 20,482.00
C	3	£ 20,836.00
	4	£ 21,197.00
D	5	£ 21,566.00
	6	£ 22,092.00
E	7	£ 22,325.00
	8	£ 22,876.00
	9	£ 23,265.00
	10	£ 23,522.00
	11	£ 23,998.00
F	12	£ 24,360.00
	13	£ 24,792.00
	14	£ 25,233.00
	15	£ 25,682.00
	16	£ 26,140.00
	17	£ 26,607.00
	18	£ 27,084.00
G	19	£ 27,570.00
	20	£ 28,066.00
	21	£ 28,572.00
	22	£ 29,088.00
	23	£ 29,770.00
H	24	£ 30,676.00
	25	£ 31,556.00
	26	£ 32,407.00
	27	£ 33,278.00
I	28	£ 34,142.00
	29	£ 34,800.00
	30	£ 35,649.00
	31	£ 36,570.00
J	32	£ 37,559.00
	33	£ 38,705.00
	34	£ 39,647.00
	35	£ 40,620.00
K	36	£ 41,584.00
	37	£ 42,553.00
	38	£ 43,531.00
	39	£ 44,446.00
L	40	£ 45,454.00
	41	£ 46,433.00
	42	£ 47,403.00
	43	£ 48,362.00
M	44	£ 49,332.00
	45	£ 50,314.00
	46	£ 51,298.00
	47	£ 52,290.00
N	48	£ 53,281.00
	49	£ 54,290.00
	50	£ 55,321.00
	51	£ 56,372.00

**Apprenticeship scheme salary W.E.F. 1.04.2020**

Percentage of spinal point 1	Annual Salary
60%	£12,081.00
65%	£13,087.75
70%	£14,094.50
75%	£15,101.25
NMW	£15,820.13
National Living wage	£16,823.35