

# TANDRIDGE DISTRICT COUNCIL - PAY POLICY STATEMENT ~~2023/24~~2024/25

## 1. Introduction

Under Section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘Statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38-43 of the Localism Act 2011 and due regard to the associated Statutory Guidance including the Supplementary Statutory Guidance issued in February 2013, and guidance issued under the Local Government Transparency Code 2015

Once approved by Full Council, this policy statement will come into effect on the 1st April 202~~3~~4 superseding the ~~2022/22~~2023/24 Statement and will continue to be reviewed on an annual basis. The information is set out under headings which have been prescribed by the Localism Act and relates to the ~~2023/24~~2024/25 financial year unless otherwise stated.

## 2. Background

- The Council is opted out of the terms and conditions of employment operated by the National Joint Council (NJC) for Local Government Services and has local terms and conditions of employment.
- The local pay scales cover all employees of the Council (including Chief Officers).
- As required by law, the Council auto-enrols all eligible employees into a pension scheme - the Local Government Pension Scheme (LGPS).
- Relative to most other parts of the country, the district is expensive to move to and live in.
- Competition for some specialist posts remains high nationally with our neighbouring Local Authorities competing for the same skills and experience.

## 3. Definitions

For this Policy the following definitions will apply:

### 3.1 Pay

The term ‘Pay’ in addition to salary includes overtime, fees, allowances, benefits in kind, increases in or enhancements to pension entitlements, merit payments, retention payments, redundancy payments, honorariums and termination payments.

### 3.2 Chief Officers~~s~~

- 3.2.1 For financial year ~~2023/24~~2024/25, the Council’s Chief Officers are the Head of Paid Service (the Chief Executive), the Monitoring Officer, the Section 151 Officer (~~Chief Finance Officer~~Director of Resources) – all whom are the statutory chief officers – and one other non-statutory Officer, the Deputy Chief Executive.

### 3.3 Lowest paid employees

3.3.1 The lowest paid staff employed under a contract of employment with the Council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the Councils grading structure (TC2) which ~~will be is~~ set at the [National 'Real Living Wage'](#). ~~The Real Living Wage rates for 2024-25 were announced on the 24<sup>th</sup> October 2023. The Real Living Wage is £12 per hour or £23,152 per annum and should be implemented by May 2024. With effect from 1st January 2023, this was £19,100 per annum (£9.90 per hour). The extent to which modifications are required to the lowest grade will depend on the agreed Council pay award which is subject to negotiation with Unison.~~

3.3.2 The Council also employs apprentices and trainees who are not included within the definition of lowest paid employees as they are employed under the terms and conditions and pay rates applicable to the relevant career grade scheme. All salaries of these employees are set at or above the National Minimum Wage.

### 4. Level and elements of remuneration for employees

4.1 All staff are employed on the Council's standard contract of employment and therefore subject to PAYE. All staff are on local conditions and the pay and reward structure applies to all. The Council has a salary and grading structure (pay scales) for all staff which includes the grades and salaries applicable to Chief Officers. The grade allocated to a post is determined by the duties, level of responsibility and competencies required as outlined in the job description and person specification. The authority has a grading scheme which is used to evaluate the grade of posts.

4.2 In addition to basic pay all staff receive the following benefits:

- If the officer is a member of the LGPS, the agreed employer's contribution (currently 17.1% of gross salary plus any other pensionable pay).
- All employees are entitled to claim a casual mileage allowance when travelling on council business.
- Access to an Employee Assistance Programme (EAP).
- Payment of an annual subscription to one professional institution where this has a clear benefit or is a requisite for the job. In some cases, if role specific, a maximum of two professional subscriptions may be reimbursed, at the discretion of the ~~Executive~~ Head of Service.

### 5. ~~Remuneration of Chief Officers~~ on recruitment

5.1 The Council's commitment is to pay appropriately to attract and retain competent and experienced ~~senior~~ staff wherever necessary in ~~to lead~~ the organisation.

5.2 The Council's policy is to appoint at the bottom of the salary scale, or near the bottom taking into account the relevant skills and experience of the person appointed.

5.3 Progression through the grade is subject to performance in the role and is on an annual basis each April until the top of grade is reached.

## Recruitment of Chief Officers

- 5.4 As outlined in the Council's Constitution, Chief Officers (definition in 3.2 above refers) are appointed by the Chief Officer Sub-Committee (COSC), following recommendations from the Chief Executive, which then reports its decision to Full Council.
- 5.5 Appointments to the post of Chief Executive are made by Full Council following recommendations made by the COSC.

## **6. Increases and additions to remuneration for employees**

- 6.1 Cost of living pay increases, for all staff, are considered annually and determined through negotiation with ~~Staff Conference~~ Unison, the ~~forum-body~~ with which Management negotiates and consults with on terms and conditions of employment and other staff related matters.
- 6.2 The Council operates a pay scheme whereby Chief Officers and staff can be awarded a single increment on the salary scale each April. This is dependent on performance ~~and achievement of objectives that has significantly achieved agreed objectives~~ throughout the year as assessed by the line manager through the appraisal process. Once an employee reaches the top of their salary scale there is no opportunity to move into the next grade.
- 6.3 Other salary increases can only be given as a result of substantial changes in duties and/or responsibilities and any other circumstances which are formally submitted by the Line Manager to the Section 151 Officer ~~and Head of Transformation & Business Support~~ for consideration. These will only be approved in line with the organisational pay policy.
- 6.4 Incremental and cost of living increases are normally paid with effect from the 1<sup>st</sup> April each year.

## **7. The use of performance related pay for Chief Officers**

Increases in pay for Chief Officers are subject to the process described in paragraph 5 above except that the Chief Executive's performance is assessed by the Leader, Deputy Leader and Chair of the Strategy and Resources Committee.

## **8. The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the authority**

- 8.1 The Council's Management of Organisational Change Policy sets out a consistent method of calculating redundancy pay which is applied to all redundant employees. The current level of enhanced redundancy pay for employees who are made redundant and are eligible to draw their LGPS pension, is calculated using the statutory system with a multiplier of 1 and no cap on weekly earnings. Redundant employees not eligible to draw their pension or not in the pension scheme will benefit from a multiplier of 1.5 and no cap on weekly pay. Staff employed after 1 December 2022 will receive a multiplier of 1 irrespective of whether they are able to access the LGPS pension.

The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment and may be reviewed and adjusted at any time.

- 8.2 Discretionary payments made to officers on **senior management grades** (SM1 and above) to which they are contractually entitled must be authorised by the Strategy and Resources Committee.

8.3 The Council's Management of Organisational Change and Retirement Policies set out how we will calculate any payments made to support early retirement in the efficiency of the service. Where it is proposed to grant early retirement with no actuarial reduction in the pension payable in respect of a person on a **senior management grade**, this must be authorised by the Chief Officer Sub-Committee. Staff on all other grades must be authorised by the Chief Executive.

8.4 Full Council reserves the right to change all discretionary elements.

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

The Council's annual pay policy statement and the pay scales for all staff are published on the Council's website where it can be easily accessed. Information about Chief Officer remuneration has been published since 2008/09 as part of the Final Statement of Accounts.

## 10. Pay multiple (ratio) between bottom and top staff

10.1 The Council defines the lowest paid employees as those that are on the second grade (TC2) of the pay scales. The lowest salary being paid to members of staff on the TC2 grade as at January 2024 was ~~£21,029~~ ~~£19,100~~. This will be uplifted to match the 'Real Living Wage' once the pay award for 2024/25 has been approved.

10.2 The Chief Executive's salary grade is SM4 on the Tandridge pay scales.

10.3 The Council pays all employees including Chief Officers, from the same incremental pay scale structure.

10.4 Details of the remuneration paid to all members of the Council Management Team can be found in the Council's annual statement of accounts.

## 11. Components of Employee reward package

11.1 ~~Our~~ The Council's total reward package for all employees (including Chief Officers) includes pay, Local Government Pension Scheme employer contribution, enhanced holiday entitlement (in excess of statutory requirements), enhanced sick pay (in excess of statutory requirements), eye test vouchers and agile/flexible working benefits.

11.2 All employees can take advantage of ~~several~~ salary sacrifice schemes including the Cycle to Work scheme, and benefit from discounts on shopping, entertainment, and holidays through the employee benefits portal.

## 12. Election fees

These are paid separately for additional duties and responsibilities. All expenditure properly incurred by a Returning Officer in running elections is to be paid by the Council in accordance with the Surrey Fees and Charges Order which is agreed annually. Any expenses paid must not exceed this scale. Elections payments for local elections are the sole 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 East Surrey constituency and Returning Officer for local elections.

### **13. Policy on employing someone who has left the Council's employment.**

- 13.1 Employees who leave the Council voluntarily without a severance payment are free to apply for jobs that are advertised at their discretion.
- 13.2 Employees who leave the Council with a redundancy payment and no enhancement and subsequently apply and are successful for a position within the Council must repay any redundancy payment, if the appointment is within a month of their termination date.
- 13.3 If the appointment start date is longer than a month the employee can return to work in the position offered but in accordance with the Redundancy Modification Orders, will lose their contractual rights to have their continuous service recognised for all purposes.
- 13.4 Employees who leave the Council with an enhanced severance package will not normally be re-employed or engaged under a contract for services for a period of two years.

### **14. Policy on employing someone who is also drawing a pension**

- 14.1 In line with our Retirement Policy we will consider requests from staff who wish to draw their pension but continue working in a reduced capacity. We would expect to see a reduction in salary through either reduced hours or responsibility which would generate at least £10,000 a year in savings.
- 14.2 Employees who leave the Council on ill-health retirement with the possibility of a return to work under the Local Government Pension Scheme Regulations or who are granted early retirement will be considered on a case by case basis depending upon the circumstances and having due regard to their termination package. The final decision on these cases will be made by the Chief Executive.

### **15. Policy on lowest paid**

- 15.1 [The Council has committed to ensuring the pay scales of employees mirror the national 'Real Living Wage' as determined by the Living Wage Foundation, as a minimum level of pay. From 1 April 2024 the minimum pay rate the Council will pay, will be £12.00 per hour. With effect from 1 April 2015, a commitment was made by Members that all staff, excluding apprentices and trainees, would be paid the UK National Living Wage and are therefore paid at or above the bottom point of the TC2 grade.](#)

15.2 All apprentices and trainees are paid at least the rate for 18-20 year olds under the National Minimum wage rates.

15.23 All jobs-roles are evaluated against the Council's Grading Scheme Criteria to ensure that post holders are fairly paid for the duties they carry out.

### **16. Gender Pay Gap data**

GPG data is published on the council website and refreshed on an annual basis to reflect the position as at the 31<sup>st</sup> March each year.

### **17. Equal Pay**

The Authority-Council carries out an Equal Pay Audit from time to time which also helps to ensure that our pay and rewards for staff are fair and meet legislative and best practice requirements.

**18. Equality and Diversity**

- 18.1 The Council is committed to ensuring that no-one is discriminated against, disadvantaged or given preference, particularly based on protected characteristics as defined in the Equality Act 2010.
- 18.2 This policy will be applied equally to all employees.