

CARDIFF COUNCIL

PAY POLICY STATEMENT 2021/22

INTRODUCTION

1. Since 2012 the Council has complied with the statutory requirement under the Localism Act 2011 to prepare a Pay Policy Statement on an annual basis. This is the tenth Pay Policy Statement and covers the period 1st April 2021 to 31st March 2022. It was approved by Council on (insert Date and link to Minute). Agreement (and subsequent publication) of the 2021/22 Pay Policy Statement ensures continued compliance with legislation.
2. This Pay Policy Statement provides the framework for decision making on pay, and in particular, decision making on senior officer pay within the Council. It complements other information published on the Council's website which is linked at appropriate points in this Pay Policy Statement.
3. Cardiff Council recognises the importance of managing pay fairly and consistently in a way that motivates employees to make a positive contribution to the Council's business of delivering public services and administering local government in the Capital City of Wales.
4. The Council has also been accredited as a Living Wage Employer by the Living Wage Foundation and is committed to ensuring that our lowest paid employees are paid, as a minimum, in accordance with the 'Real' or Voluntary Living Wage, which is calculated annually by the Resolution Foundation and overseen by the Living Wage Commission.
5. The decisions that are taken by the Council regarding pay are crucial to maintaining equality across the organisation. The production of an annual Pay Policy Statement supports this approach and assists in providing both transparency and accountability.

SCOPE

6. In accordance with the requirements of the Localism Act 2011 this Pay Policy Statement covers all aspects of Chief Officer remuneration (including on ceasing to hold office), and that relating to the 'lowest paid' employees in the authority. The relationship between the remuneration for Chief Officer posts and other employee groups employed by the Council is explained.
7. In the interests of transparency and accountability the Council has chosen to take a broader approach than that required by legislation and therefore this Pay Policy Statement covers all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Welsh Government and therefore not in local authority control).

8. This Pay Policy Statement does not apply to Members of the Council as they are not employees and are governed by separate legislation and the requirements of the Independent Remuneration Panel for Wales.

KEY PRINCIPLES

9. This Pay Policy Statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.
10. The Council recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, such as flexible working arrangements, access to learning and development, a Health and Wellbeing Charter and an Employee Assistance Programme.
11. To ensure these principles are embedded the Council will ensure that there are clear and transparent processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.
12. Any policy statement on pay has to be affordable and support the provision of high quality public service.

LEGISLATION

13. In determining the pay and remuneration of all its employees, the Council will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006.
14. With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

DEFINITIONS

15. The Localism Act 2011 sets out the requirements for Pay Policy Statements and as part of this there are certain terms that are used to define different employee groups and in particular senior officers. This section explains these definitions and how they apply in this authority.

Chief Officer

16. The Localism Act 2011 defines 'Chief Officer' as Head of Paid Service, Monitoring Officer, Statutory Chief Officers and Non Statutory Chief Officers.
17. Cardiff Council's Chief Officers are as follows:
- Head of Paid Service - Chief Executive
 - Monitoring Officer – Director of Governance & Legal Services
 - Statutory Chief Officers:-
 - Director for Education and Lifelong Learning,
 - Corporate Director for People and Communities who undertakes the role of Director of Social Services
 - Corporate Director Resources who undertakes the role of Section151 Officer
 - Non-statutory Chief Officers – this refers to non-statutory posts that report directly to the Head of Paid Service
 - Director for Economic Development
 - Director for Planning, Transport and Environment

Deputy Chief Officers

18. The Localism Act 2011 defines 'Deputy Chief Officers' as those officers that report directly to statutory or non-statutory Chief Officers. In Cardiff Council this includes:
- Director Adult, Housing and Communities
 - Director Children's Services
 - Assistant Director for County Estates
 - Assistant Director for Education and Lifelong Learning
 - Assistant Director for Street Scene
 - Programme Director for School Organisation Planning
 - Head of Service for Finance
 - Head of Performance and Partnerships
 - Head of Democratic Services – statutory role which reports to the Monitoring Officer
 - Chief HR Officer
 - Chief Digital Officer
19. The Council's senior management arrangements include Operational Manager posts. In addition to the posts identified above, there are also some Operational Managers that report directly to statutory or non-statutory Chief Officers (Corporate Director Resources, Directors of Economic Development; Governance and Legal Services; Planning, Transport and Environment) and so for the purposes of this policy these posts are included within the definition of Deputy Chief Officer. Operational Managers are employed on the same terms and conditions as the Council's Chief Officers as indicated in paragraph 26.
20. The Council's senior management arrangements also include the posts of Assistant Director for Adult Services, and Assistant Director of Housing and Communities, that report to a Deputy Chief Officer.

Lowest Paid Employees

21. The Localism Act 2011 requires the Council to define its 'lowest paid employee' within the Pay Policy Statement. Within the Council the lowest paid employees are those appointed on Spinal Column Point (SCP) 1 of the National Joint Council for Local Government Services' nationally agreed pay scale. However to support the Council's lowest paid employees, with effect from 1st September 2012 the Council adopted the Voluntary Living Wage. In practice this means that the pay for the lowest paid employees is kept under review to ensure that either the Voluntary Living Wage hourly rate is paid, or the relevant Spinal Column Point, whichever is the greatest.
22. As at 1st April 2020 the SCP 1 of the NJC pay scale equated to an hourly rate of pay of £9.25. As the Voluntary Living Wage equates to £9.30 this is the rate that is currently paid. In accordance with the Council's commitment to the payment of the Voluntary Living Wage this will be further reviewed once the 2021 National Pay Agreement is finalised.

Pay

23. The Localism Act 2011 defines 'pay' remuneration as 'salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is applies in this Pay Policy Statement.

ROLE OF THE CHIEF EXECUTIVE

24. The Chief Executive fulfils the statutory role of Head of Paid Service as defined by the Localism Act 2011. As the most senior officer the Chief Executive is responsible for a wide range of services with a total budget of £656 million (2020/21) and for the employment of 13,319 employees (as at December 2020). The services are provided to a total population of 366, 900 (rounded to the nearest 100) according to the Office for National Statistics' latest (mid-2019) population estimates. The Council was recorded as having a Council housing stock of 13,678 and in October 2020 there were 55,487 pupils enrolled in our schools.
25. The role of Chief Executive is a full time and permanent appointment. Post holders are selected on merit, against objective criteria, following public advertisement. They are appointment by the Appointments Committee of the Council, comprising elected members.
26. As Head of Paid Service, the Chief Executive works closely with elected members to deliver the administration's policy statement – 'Capital Ambition' – a programme of action to create opportunity, manage growth and reform public services, whilst ensuring that the benefits of success are felt by all residents.
27. The Chief Executive routinely works outside of the standard Monday to Friday business week, The Chief Executive also heads the Gold Command 'on call' arrangements particularly to cover emergency planning requirements.

PAY DETAILS

Chief Executive

28. The Chief Executives is employed on Joint National Committee for Chief Executives of Local Authorities (JNC for Chief Executives) terms and conditions. The JNC for Chief Executives negotiates on national (UK) annual cost of living pay increases, and any award of the same is determined on this basis. These pay awards are effective from 1st April each year however they are not normally confirmed in advance of this date.

Chief Officers and Operational Managers

29. Posts at Operational Manager and above are employed on Joint National Committee (JNC) Chief Officer terms and conditions, and pay levels for these posts have been evaluated using the Korn Ferry Hay (formerly Hay) Job Evaluation Scheme since 1999.
30. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. These pay awards are effective from 1st April each year, however they are not normally confirmed in advance of this date.

Chief Officer Pay Decisions

31. Although the annual cost of living pay increases referred to in paragraphs 28 and 30 above are part of the nationally agreed terms and conditions, the Council's Constitution Employment Procedure Rules states that any decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full Council.
32. Therefore, in accordance with these rules, the Council's decision to agree this Pay Policy Statement constitutes agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April 2021, as accounted for in the Budget set and agreed by Council on 4th March 2021.
33. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's agreed Budget will be referred to Council for consideration and decision.

Chief Officer and Operational Manager Pay

34. The following table shows the pay for Chief Officers and Operational Managers:

Post	Salary
Chief Officers – Spot Salary	
Chief Executive	£185,385

Corporate Director for Resources	£141,764
Corporate Director for People and Communities	
Directors	£130,859
Chief Digital Officer	£105,052
Chief Officers, Assistant Directors	£88,985
Operational Managers – 5 Point Range	
Operational Manager – Level 1	£58,454 - £71,224
Operational Manager – Level 2	£47,832 - £57,779

35. The salary level for Chief Officer and Operational Managers is determined by an independent external evaluation process based on an assessment of relative job sizes and benchmarking against market comparisons for posts of similar size and complexity, using the Korn Ferry (previously Hay) Job Evaluation Scheme.
36. For Chief Officer positions any report from the external evaluators on grading of new posts or changes to salary levels is presented to the Council's Employment Conditions Committee (ECC) which has the following functions delegated to it under the Council's Constitution:
- (i) *To consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers.*
- (ii) *To decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.*
37. In addition to the above, the Independent Remuneration Panel in Wales (IRP) has specific functions concerning the salary of the Chief Executive (Head of Paid Service). Before making a change to the salary of the Chief Executive, which is not commensurate with a change to the salaries of the Council's other employees, the local authority must consult the IRP about the proposed change and have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.
38. In the year ending 31st March 2020 the local authority has not had the need to make a referral to the IRP.
39. Since 2009/10, the Council has published pay details for Chief Officer posts on its website. Previous to this, the number of officers at each salary band over £60,000 were set out. The information can be found in the 'Statement of Accounts' which is accessed

via the tab 'Your Council' and then the link to 'Council Finance' <https://www.cardiff.gov.uk/ENG/Your-Council/Council-finance/Managing-the-Councils-Finances/Pages/default.aspx>. The Chief Executive pay has been published on the website since 2010.

'National Joint Council (JNC) (Green Book)' and 'Joint National Council (JNC) Craft' Employees

40. The pay grades for all former NJC Green Book and JNC Craft positions within the Council are evaluated using a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme. The JE process uses a consistent set of criteria which ensures that the Council's grading structure is fair, transparent and equitable, and that men and women receive equal pay for work of equal value. The Council has Collective Agreements in place with UNISON, GMB and Unite (NJC Green Book), and GMB, and Unite (JNC Craft) which set out the pay ranges for each grade and also relevant terms and conditions.
41. The Council's pay and grading structure links the scores from the job evaluation process directly to the NJC pay structure. On the 1st April 2019 this national pay structure changed which overall had the effect of reducing from 49 spinal column points (SCP) to 43. This national pay structure with effect from 1st April 2020 ranges from spinal column point (SCP) 1 to 43 which equates to £17,842 to £46,845.
42. Cardiff Council has in place a locally agreed pay scale which has 10 grades that span across SCPs 1- 40 of the national pay structure. As a result of the changes effective from 1st April 2019, the Council was required to review its locally agreed pay scale and in order to minimise the impact of transition to the new scale SCPs 10, 13, 16, 18 and 21 of the national pay structure are no longer used. Overall, the Council's pay scale equates to £17,842 to £43,857, at 1st April 2020. Each grade has a number of incremental points. More information about the GLPC Scheme and the grades of the Council can be found in the Council's Single Status Collective Agreement. The agreed grades and associated salaries as at 1st April 2020 can be seen at Annex1.

Employees other than Chief Officer and previous 'Green Book' and 'Craft' employees

43. The Council also has employees whose pay, terms and conditions are determined by other national agreement, i.e. JNC Youth and Community, Soulbury, and School Teacher terms and conditions. Pay for these employees is based on the relevant nationally agreed rates of pay. Pay rates are included in Annex 1 for information.

Pay Differentials

44. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (£17,942) and the Chief Executive (£185,385) as [1:10] and; between the lowest paid employee (£17,942) and median Chief Officer (£88,895) as [1:5].

45. The multiple between the median full time equivalent earnings (£25,481) and the Chief Executive (£185,385) is [1:7] and; between the median full time equivalent earnings (£25,481) and median Chief Officer (£88,985) is [1:3].

These figures are based on basic salary on 1st April 2020.

46. The Council does not use performance related pay or bonuses for Chief Officers

Incremental Progression – all employees

47. Incremental progression for 'Green Book', 'Craft' employees and Operational Managers is not automatic but is dependent upon a successful performance review. Following a successful performance review, increments are normally effective from the 1st April each year. For 'Green Book' and 'Craft' employees, this requirement is detailed in the relevant Single Status Collective Agreement, and for Operational Managers this is contained within their terms and conditions.

Salary on Appointment – all employees

48. Vacancies are advertised on the agreed grade for the post stating the minimum and maximum salary, or spot point, as appropriate to the post. All Chief Officers are appointed to the spot point. Where salary scales are in place appointments are made at the bottom point of the range, but there is discretion to appoint at a higher point within the range. This would usually be to match a candidate's current level of pay or in particular circumstances.

Market Supplements – all employees

49. It is recognised that there will be exceptional circumstances where the market rate for certain key jobs is higher than that provided for by relevant Council pay and grading structure. In these circumstances, the grading of the post will be reviewed in accordance with the Council's Market Supplement Scheme agreed as part of the Council's Single Status Agreement. The scheme is applicable to all those covered by the Green book, Craft employees, JNC for Chief Officers, JNC for Youth & Community Workers and those on Soulbury terms and conditions. Proposals to pay a Market Supplement must be supported by a full evidence based business case, and follow the agreed decision making processes of the Council.

ADDITIONAL PAYMENTS

50. Employees employed under the previous 'Green Book' and 'Craft' terms and conditions are paid on the same terms and conditions and pay scales through Single Status. However, a tool allowance has been retained for relevant craft posts.

NJC 'Green Book' and JNC 'Craft' Employees

51. Additional payments are made as detailed in their respective Collective Agreements. The types of additional payments made include: overtime and Saturday and Sunday working at time and a half, recalls to work attract a minimum payment of 2 hours payment, public holiday payments, car allowances, motorcycle and bicycle allowances, stand by and call out payments, night /evening /unsocial hours payments, shift work allowance, sleeping in duty payment, first aid allowance, relocation payment and payment for professional subscriptions. In order to manage an ongoing budgetary pressure, in the financial year 2021/22 payments for interview expenses, relocation expenses and professional subscriptions (which are not legal requirements of a post) will not be made. This has consistently been applied since the 2014/15 financial year.

Chief Officers and Operational Managers

52. Additional payments made include car, motorcycle and bicycle allowances which have been harmonised for all Council employees using the single rate based on the HMRC arrangements paid for business mileage, i.e. currently 45p per mile.
53. Interview Expenses and Relocation Assistance – Consistent with a decision applied since the 2014/15 financial year, these payments will not be made for the 2021/22 financial year.
54. Professional Subscriptions – For the financial year 2021/22 these will continue to only be paid by the Council where it is an essential requirement of the post.
55. Returning Officer Fees - The appointment of Electoral Registration Officer is required by S8 Representation of the People Act 1983, and the appointment of Returning officer by S35 Representation of the People Act, 1983. In Cardiff, the role of Electoral Registration Officer and Returning Officer is part of the job description of the Chief Executive. The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner Elections and all referenda are set by legislation. For these externally sponsored elections the fee is funded through grant awarded by the Welsh Government in respect of its election, and by Central Government in respect of the other elections. Local authorities have the discretion to set the fee for local elections. In the Council the fee for local elections (including ordinary and casual) is set in line with the fee agreed for the Welsh Government elections.
56. Following Council decision on the 28th February 2019, from the 3rd April 2019 the Chief Executive carries out the role of Electoral Registration Officer and Returning Officer. The Chief Executive has waived all fees associated with the role.

HONORARIA AND ACTING UP SCHEMES

57. The Council has schemes for payment where an employee acts up into a post at a higher level of pay (Acting Up Scheme) or where they undertake additional duties at a higher level of responsibility (Honoraria Scheme). These schemes are applicable for all Council employees, excluding teachers, however for the financial year 2021/22 use of

the Honoraria Scheme will continue to be withdrawn in order to manage an ongoing budgetary pressure.

ANNUAL LEAVE

58. Annual leave entitlements are determined by the terms and conditions of the different employee groups. Entitlements to annual leave are pro rata for part time employees

Green Book and Craft employees, Chief Executive, Chief Officers and Operational Managers

59. The annual leave entitlement is 27 days, rising to 32 days after 5 years' service. In addition there are 8 bank holidays.

Other Employees

60. The annual leave entitlement for JNC Youth & Community is 30 days, rising to 35 days after 5 years' service. The Soulbury entitlement is 25 days rising to 30 days after 5 years' service. In addition there are 8 bank holidays and 4 extra statutory days for both groups.

Purchase of Annual Leave

61. The Council has in place an Annual Leave Purchase scheme, whereby employees can purchase up to 10 days annual leave, which is then payable by monthly deductions during the leave year. As at January 2021, 69 employees accessed the scheme in the 2020/21 annual leave year which compared to 232 employees in the previous year. The reduction in the number of employees accessing the scheme is due to the COVID19 situation.

GENDER PAY GAP REPORT

62. The Council has published a Gender Pay Gap report as part of its Annual Equalities Monitoring Report. The following Gender Pay Gap information sets out the differences in the average pay between men and women (excluding schools) as at 31st March 2020, compared with 31st March 2019, **and shows the actual pay differences:**

	2019 Mean Hourly Rate	2019 Median Hourly Rate	2020 Mean Hourly Rate	2020 Median Hourly Rate
Male	14.16	12.78	14.04 (-0.12p)	12.85 (+0.07p)
Female	13.96	12.37	13.68 (-0.28p)	11.97 (-0.40p)
Pay Gap	1.44%	3.21%	2.56%	6.85%

63. The **mean** average involves adding up all of the hourly rates and dividing the result by how many numbers were in the list. The **median** average involves listing all of the hourly rates in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers. **A positive percentage figure reveals that typically, or overall, employees who are female have lower pay than male employees. According to the national government's Gender Pay Gap information at www.gov.uk, this is likely to be the situation for most employers.**
64. The mean average has increased by 1.12% between 2019 and 2020. The median average of 3.21% in 2019 compared with 6.85% in 2020 gives an overall increase of 3.64%.
65. **For 2020, the Mean hourly pay rates for both males and females are within Grade 6 of the Council's Pay & Grading Structure. The Median hourly pay rates for both males and females are within Grade 5, although the rate for male employees is the overlapping point between Grade 5 and Grade 6.**
66. When schools are included, the Gender Pay Gap information as at 31st March 2020, compared with 31st March 2019 is as follows:

	2019 Mean Hourly Rate	2019 Median Hourly Rate	2020 Mean Hourly Rate	2020 Median Hourly Rate
Male	15.49	13.20	15.38	12.96
Female	15.13	12.56	15.20	12.85
Pay Gap	2.32%	4.85%	1.17%	0.85%

The UK Government's Equalities Office recently stated that women working in the public sector are paid on average 19.0% less than men compared to 23.8% less for women in the private sector

67. The quartile table below shows the proportion of male and female full-pay relevant employees (excluding schools) in four quartile pay bands, which is calculated by dividing the workforce into four equal parts. If there are number of employees on the same hourly rate of pay crossing two of the quartiles, males and females are split as evenly as possible across the quartiles. Quartile 1 represents the lowest paid and Quartile 4 represents the highest paid.

Quartiles	2019		2020		Male Difference	Female Difference
	Male	Female	Male	Female		
Q1 Lower hourly pay	31.65%	68.35%	38.48%	61.52%	6.83%	-6.83%
Q2 Lower middle hourly pay	44.01%	55.99%	37.74%	62.26%	-6.27%	6.27%
Q3 Upper middle hourly pay	48.71%	51.29%	45.36%	54.64%	-3.35%	3.35%
Q4 Upper hourly pay	42.28%	57.72%	44.55%	55.45%	2.27%	-2.27%

68. At 31st March 2020 in Quartiles 1 and 4 the percentage of females compared to male employees reduced. In Quartiles 2 and 3 the percentage of female employees compared to male employees increased.
69. Whilst there is no requirement in Wales to publish Gender Pay Gap information, Cardiff Council has chosen to publish its information on GOV.UK. In terms of the 2019/20 published data, Cardiff Council's position compares well to other Local Authorities, include those core cities that have published their data.

PENSION SCHEME

70. All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.
71. The current level of contribution to the scheme by employees is:

Contribution table 2020/21			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main	50/50 section
1	Up to £14,600	5.50%	2.75%
2	£14,601 to £22,500	5.80%	2.90%
3	£22,801 to £37,1008	6.50%	3.25%
4	£37,101 to £46,00	6.80%	3.40%
5	£46,901 to £65,600	8.50%	4.25%
6	£65,601 to £93,000	9.90%	4.95%
7	£93,001 to £109,500	10.50%	5.25%
8	£109,501 to £164,200	11.40%	5.70%
9	£164,201 or more	12.50%	6.25%

72. Teachers are entitled to join the Teachers' Pensions scheme. As the Teachers Pensions scheme is operated externally further information can be found on www.teacherspensions.co.uk.
73. The Council's current published statement relating to pensions was agreed by the Cabinet on 12th June 2014 for implementation in 30th June 2014. The way redundancy payments are calculated was agreed by Cabinet on 26th January 2015 as part of the Voluntary Redundancy Policy, and is detailed below in paragraph 75.

EXIT (REDUNDANCY/SEVERANCE) PAYMENTS

Voluntary Severance Scheme

74. The Voluntary Redundancy Policy provides details of the position on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The policy also provides details of the Council's policy on increasing an employee's total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.
75. The arrangements set out in the document referred to in paragraph 73 apply to Chief Officers and all other employees of the Council irrespective of grade or status. The most relevant sections are detailed below:
- (i) **The power to pay lump sum compensation of up to 104 weeks** - the Council's policy for utilising this discretion is that the statutory redundancy table is multiplied by a factor of 1.5 subject to a maximum of 45 weeks from 3rd April 2015.
 - (ii) **The power to Increase a Statutory Redundancy Payment** – the Council's policy for utilising this discretion is that redundancy payments to be based on actual week's pay up to a maximum of £538 per week (as at 6th April 2020) or actual pay whichever is the lesser. The maximum figure to be adjusted by the statutory amount for a week's pay, as announced annually by the Department of Business Innovation and Skills. The maximum redundancy payable is therefore £24,210.
76. The policy effective since 5 April 2015 was been amended to take account of the decision of an Employment Appeal Tribunal (EAT) in the case of *University of Sunderland v Drossou (13 June 2017)*. The EAT ruled that employer's pension contributions should be included in the calculation of a week's pay for calculations made under the Employment Rights Act 1996 (ERA). Sections 220-229 of the ERA set out the rules regarding the 'week's pay provisions' and the way a week's pay is used, which includes the calculation of redundancy pay.
77. The EAT held that a week's pay should include remuneration 'payable by the employer under the contract of employment' and that this value should not be limited by what the employee directly receives. The rationale offered by the EAT was that employer's pension contributions formed part of the overall package of 'remuneration' offered to an employee in return for their services. The result of this is that, where appropriate, the employer's pension contributions are included in the calculation of weekly pay, subject to the £538 maximum.

Exit Payment Cap

78. Previous Pay Policy Statements have referred to the potential introduction of a cap on exit payments. The Restriction of Public Sector Exit Payments Regulations 2020 came into force across the United Kingdom on 4 November 2020, however, in February 2021 the UK government issued a Treasury Direction to disapply the regulations, whilst the process of formal revocation can take place.

79. It is understood that the UK Government may bring forward further proposals in due course.

RE-EMPLOYMENT OF STAFF

80. Since 1st April 2015, the Council has had a policy regarding re-employment of employees (at any level) who take voluntary redundancy from the Council which was agreed at Cabinet on 26th January 2015.
81. The Council's agreed policy is that employees requesting voluntary redundancy have to agree to the condition that given the Council's obligation to safeguard public funds, they will be precluded from returning to employment (which includes permanent, temporary, casual and agency) within the Council (including schools) for a period of 12 months from the date of their termination. Casual engagement includes contracts for services.
82. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.
83. Within the Council, under the pension fund discretionary policies there is generally no abatement of pension following re-employment except under the following circumstances:
- (i) Where a person has been awarded compensatory added years (CAY's) under the LGPS Compensation Regulations the pension may be abated. This is a requirement of the compensation regulations but these will be historical cases as CAY's can no longer be granted.
 - (ii) Where a person has retired under tier 1 ill health provisions and is subsequently re-employed. This is because the certification for tier 1 supposes that the person is permanently unfit for all work. Other tiers of ill health or other retirements would not lead to abatement on re-employment.
84. Abatement, where it applies, would be based on non betterment that is the pension together with the pay in the new employment should not exceed the pay at the point of retirement (adjusted for pension increases). Under (i) the abatement would only apply to the pension from CAY's.

NON GUARANTEED WORKING HOURS

85. In December 2016 the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups.
86. The Council is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief, casual or sessional basis. These employees are used in services within the Council where there is either a need

to bring in an additional workforce in order to cover peaks in workload or where the workload is on a one off basis.

ACCOUNTABILITY AND DECISION MAKING

87. In accordance with the Constitution of the Council the Cabinet are responsible for decision making in terms of pay, terms and conditions and redundancy arrangements in relation to employees of the Council. The exception to this is that the Employment Conditions Committee is responsible for posts at Chief Officer level and above.
88. In accordance with the Localism Act 2011 redundancy packages above £100,000 for Chief Officers must be agreed by full Council. The redundancy package includes any redundancy payment (from 3 April 2015, statutory redundancy pay of 30 weeks plus an additional 15 weeks), contractual notice period and full cost of early release of pension (as required under Regulation 68(2) of the Local Government Pension Scheme).

REVIEW OF THE POLICY

89. This Pay Policy Statement will be kept under review and developments considered in the light of external best practice and legislation. The Pay Policy Statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the Pay Policy Statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual Pay Policy Statement will be submitted to Cabinet, and then full Council by March of each year.
90. In line with legislation, this Pay Policy Statement will be reviewed and updated on an annual basis for consideration and agreement by full Council, with the next Pay Policy Statement to be in place for the 2022/23 financial year.

Salary Scales

SCP	Job Evaluation Scores (GLPC scheme)	FTE SALARY	MONTHLY	HOURLY (National Living Wage £8.72 from 01/04/2020)	Hourly Living Wage £9.30 from 01/04/2020
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NJC for Local Government (as at 1st April 2020) £17,942

GRADE 1

1	1 - 247	17842	1486.83	9.25
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GRADE 2

2	248 - 286	18198	1516.50	9.43
3		18562	1546.83	9.62

GRADE 3

3	287 - 327	18562	1546.83	9.62
4		18933	1577.75	9.81
5		19312	1609.33	10.01
6		19698	1641.50	10.21

GRADE 4

6	328 - 369	19698	1641.50	10.21
7		20092	1674.33	10.41
8		20493	1707.75	10.62
9		20903	1741.92	10.83
11		21748	1812.33	11.27

GRADE 5

11	370 - 409	21748	1812.33	11.27
12		22183	1848.58	11.50
14		23080	1923.33	11.96
15		23541	1961.75	12.20
17		24491	2040.92	12.69
19		25481	2123.42	13.21

GRADE 6

19	410 - 454	25481	2123.42	13.21
20		25991	2165.92	13.47
22		27041	2253.42	14.02
23		27741	2311.75	14.38
24		28672	2389.33	14.86
25		29577	2464.75	15.33

GRADE 7

25	455 - 499	29577	2464.75	15.33
26		30451	2537.58	15.78
27		31346	2612.17	16.25
28		32234	2686.17	16.71
29		32910	2742.50	17.06
30		33782	2815.17	17.51

GRADE 8

30	500 - 544	33782	2815.17	17.51
31		34728	2894.00	18.00
32		35745	2978.75	18.53
33		36922	3076.83	19.14
34		37890	3157.50	19.64

GRADE 9

34	545 - 589	37890	3157.50	19.64
35		38890	3240.83	20.16
36		39880	3323.33	20.67
37		40876	3406.33	21.19

GRADE 10

37	590 +	40876	3406.33	21.19
38		41881	3490.08	21.71
39		42821	3568.42	22.20
40		43857	3654.75	22.73

Other		0	0.00	0.00
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* SCP 10, 13, 16, 18 & 21 are not in use

SCP	FTE SALARY	MONTHLY	HOURLY
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NJC CHIEF OFFICERS (as at 1st April 2020)

OM2

1	47832	3986.00	24.79
2	50348	4195.67	26.10
3	52538	4378.17	27.23
4	55157	4596.42	28.59
5	57779	4814.92	29.95

OM1

1	58445	4870.42	30.29
2	61692	5141.00	31.98
3	64940	5411.67	33.66
4	68010	5667.50	35.25
5	71224	5935.33	36.92

Chief Officer/Assistant Director

1	88985	7415.42	46.12
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Chief Digital Officer

1	105052	8754.33	54.45
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Director

1	130859	10904.92	67.83
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Corporate Director

1	141764	11813.67	73.48
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NJC CHIEF EXECUTIVE (as at 1st April 2020)

Chief Executive

1	185385	15448.75	96.09
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NATIONAL MINIMUM WAGE (as at 1st April 2020)

NMW - Point 1 (16 to 17 years of age)

1	8778	731.50	4.55
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NMW - Point 2 (18 to 20 years of age)

2	12444	1037.00	6.45
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NMW - Point 3 (21 to 24 years of age)

3	15820	1318.33	8.20
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NMW - Point 4 (25 years and above)

4	16823	1401.92	8.72
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Apprentice Rate

1	8006	667.17	4.15
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Teacher (Main Pay Range)

	Daily Rate (195ths)		
1	27,018	2251.50	138.55
2	27,018	2251.50	138.55
3	29,188	2432.33	149.68
4	31,436	2619.67	161.21
5	33,912	2826.00	173.91
6	37,320	3110.00	191.38

Teacher (Upper Pay Range)

	Daily Rate (195ths)		
1	38,690	3224.17	198.41
2	40,124	3343.67	205.76
3	41,604	3467.00	213.35

Unqualified Teacher

	Daily Rate (195ths)		
1	18,169	1514.08	93.17
2	20,282	1690.17	104.01
3	22,394	1866.17	114.84
4	24,507	2042.25	125.68
5	26,622	2218.50	136.52
6	28,735	2394.58	147.36

Leadership Group Range

	Min	Max
Group 1	47,735	63,508
Group 2	50,151	68,347
Group 3	54,091	73,559
Group 4	58,135	79,167
Group 5	64,143	87,313
Group 6	69,031	96,310
Group 7	74,295	106,176
Group 8	81,942	117,197

* Scale points to be applied **only** to head teachers at the top of the school group range in the academic year 2015/16, indicating no uplift for 2016/17.

e.g

Headteacher on Grade 12-18 (moves to sp18 on Sept 2016)
Salary Range £51,127 - £58,677 (no uplift on point 18)

Headteacher on Grade 15-21 (moves to sp18 on Sept 2016)
Salary Range £55,049 - £63,779 (sp18 = £59,264)

Leading Practitioner Range

LP01 - LP05		LP02 - LP06		LP03-LP07	
1	42,402	2	43,465	3	44,550
2	43,465	3	44,550	4	45,658
3	44,550	4	45,658	5	46,796
4	45,658	5	46,796	6	47,969
5	46,796	6	47,969	7	49,261
LP04-LP08		LP05-LP09		LP06-LP10	
4	45,658	5	46,796	6	47,969
5	46,796	6	47,969	7	49,261
6	47,969	7	49,261	8	50,397
7	49,261	8	50,397	9	51,656
8	50,397	9	51,656	10	52,983
LP07-LP11		LP08-LP12		LP09-LP13	
7	49,261	8	50,397	9	51,656
8	50,397	9	51,656	10	52,983
9	51,656	10	52,983	11	54,357
10	52,983	11	54,357	12	55,610
11	54,357	12	55,610	13	57,000
LP10-LP14		LP11-LP15		LP12-LP16	
10	52,983	11	54,357	12	55,610
11	54,357	12	55,610	13	57,000
12	55,610	13	57,000	14	58,421
13	57,000	14	58,421	15	59,875
14	58,421	15	59,875	16	61,467
LP13-LP17		LP14-LP18			
13	57,000	14	58,421		
14	58,421	15	59,875		
15	59,875	16	61,467		
16	61,467	17	62,878		
17	62,878	18	64,461		

Leadership Pay Range

1	42,195
2	43,251
3	44,331
4	45,434
5	46,566
6	47,735
7	49,019
8	50,151
9	51,402
10	52,723
11	54,091
12	55,338
13	56,721
14	58,135
15	59,581
16	61,166
17	62,570
18*	63,508
18	64,143
19	65,735
20	67,364
21*	68,347
21	69,031
22	70,745
23	72,497
24*	73,559
24	74,295
25	76,141
26	78,025
27*	79,167
27	79,958
28	81,942
29	83,971
30	86,061
31*	87,313
31	88,187
32	90,379
33	92,624
34	94,914
35*	96,310
35	97,273
36	99,681
37	102,159
38	104,687
39*	106,176
39	107,239
40	109,914
41	112,660
42	115,483
43	117,197

JNC YOUTH AND COMMUNITY (as at 1st September 2020)

SCP	FTE SALARY	MONTHLY	HOURLY	Hourly Living Wage £9.30 from 01/04/2020
CE2				£17,942
05	25313	2109.42	13.12	
06	25313	2109.42	13.12	
07	27202	2266.83	14.10	
08	31152	2596.00	16.15	
09	31152	2596.00	16.15	
10	36849	3070.75	19.10	

SCP	FTE SALARY	MONTHLY	HOURLY
T00 1			
11	23178	1931.50	12.01
12	24228	2019.00	12.56
13	25313	2109.42	13.12
14	26437	2203.08	13.70

T00 2			
18	29579	2464.92	15.33
19	30364	2530.33	15.74
20	31152	2596.00	16.15
21	32036	2669.67	16.61

T00 3			
20	31152	2596.00	16.15
21	32036	2669.67	16.61
22	33039	2753.25	17.12
23	34015	2834.58	17.63

T00 4			
22	33039	2753.25	17.12
23	34015	2834.58	17.63
24	34997	2916.42	18.14
25	35985	2998.75	18.65

T00 4A			
24	34997	2916.42	18.14
25	35985	2998.75	18.65
26	36973	3081.08	19.16
27	37961	3163.42	19.68

T00 5			
27	37961	3163.42	19.68
28	38961	3246.75	20.19
29	39953	3329.42	20.71
30	40947	3412.25	21.22

SCP	FTE SALARY	MONTHLY	HOURLY
T00 HRLY			
05	19308	1609.00	10.01
06	19631	1635.92	10.18
07	19922	1660.17	10.33
08	20589	1715.75	10.67
09	21439	1786.58	11.11
10	22104	1842.00	11.46
11	23178	1931.50	12.01
12	24228	2019.00	12.56
13	25313	2109.42	13.12
14	26437	2203.08	13.70
15	27202	2266.83	14.10
16	28001	2333.42	14.51
17	28787	2398.92	14.92
18	29579	2464.92	15.33
19	30364	2530.33	15.74
20	31152	2596.00	16.15
21	32036	2669.67	16.61
22	33039	2753.25	17.12
23	34015	2834.58	17.63
24	34997	2916.42	18.14

SOULBURY (as at 1st September 2020)

SCP	FTE SALARY	MONTHLY	HOURLY
EAI			
01	36419	3034.92	18.88
02	37723	3143.58	19.55
03	38955	3246.25	20.19
04	40203	3350.25	20.84
05	41443	3453.58	21.48
06	42684	3557.00	22.12
07	43988	3665.67	22.80
08	45243	3770.25	23.45
09	46705	3892.08	24.21
10	48009	4000.75	24.88
11	49295	4107.92	25.55
12	50541	4211.75	26.20
13	51951	4329.25	26.93
14	53209	4434.08	27.58
15	54598	4549.83	28.30
16	55854	4654.50	28.95
17	57114	4759.50	29.60
18	58350	4862.50	30.24
19	59625	4968.75	30.91
20	60283	5023.58	31.25
21	61549	5129.08	31.90
22	62653	5221.08	32.47
23	63867	5322.25	33.10
24	64956	5413.00	33.67
25	66121	5510.08	34.27
26	67257	5604.75	34.86
27	68419	5701.58	35.46
28	69597	5799.75	36.07
29	70777	5898.08	36.69
30	71956	5996.33	37.30
31	73124	6093.67	37.90
32	74311	6192.58	38.52
33	75498	6291.50	39.13
34	76714	6392.83	39.76
35	77927	6493.92	40.39
36	79174	6597.83	41.04
37	80402	6700.17	41.67
38	81642	6803.50	42.32
39	82866	6905.50	42.95
40	84089	7007.42	43.59
41	85318	7109.83	44.22
42	86546	7212.17	44.86
43	87773	7314.42	45.50
44	89006	7417.17	46.13
45	90236	7519.67	46.77
46	91468	7622.33	47.41
47	92705	7725.42	48.05
48	93930	7827.50	48.69
49	95160	7930.00	49.32

SCP	FTE SALARY	MONTHLY	HOURLY
AEP			
01	30166	2513.83	15.64
02	31399	2616.58	16.27
03	32630	2719.17	16.91
04	33856	2821.33	17.55

SCP	FTE SALARY	MONTHLY	HOURLY
EDPSY A			
01	38197	3183.08	19.80
02	40136	3344.67	20.80
03	42075	3506.25	21.81
04	44012	3667.67	22.81
05	45951	3829.25	23.82
06	47889	3990.75	24.82
07	49714	4142.83	25.77
08	51538	4294.83	26.71
09	53247	4437.25	27.60
10	54959	4579.92	28.49
11	56554	4712.83	29.31

SCP	FTE SALARY	MONTHLY	HOURLY
EDPSY B			
01	47889	3990.75	24.82
02	49714	4142.83	25.77
03	51538	4294.83	26.71
04	53247	4437.25	27.60
05	54959	4579.92	28.49
06	56554	4712.83	29.31
07	57209	4767.42	29.65
08	58433	4869.42	30.29
09	59646	4970.50	30.92
10	60880	5073.33	31.56
11	62090	5174.17	32.18
12	63323	5276.92	32.82

ALLOWANCES

Single Status Contractual Allowances - NJC 37 Hours

Wage Type	Wage Type Text	£/Hours/Units	Comments
1015	Market Supplement £	£	Cash Amount
1020	Market Supplement %	Units	% of Annual Salary, amount auto populates
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.27 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1306	Protected Allowance	£	SOP Protected Allowance
1324	Dress Allowance	£	Cash Amount £21.81
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1421	AMHP Payment	£	£1800 PA pro rata , amount auto populates
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1600	Contractual Overtime	Hours	SCP * 1.5
1605	Night Allowance	Hours	SCP * 1/3
1610	Shift Allowance 10%	£	10% of Annual Salary, amount auto populates
1615	Standby Duty	Units	£30.96 per session
1620	Weekend Work	Hours	SCP * 1/2
1625	SEN	£	£498.36 PA, £41.53 monthly amount auto populates
1630	First Aid Allowance	£	£186.48 PA, £15.54 monthly amount auto populates
1632	Living Wage Supplement	£	Cash amount and only payable for scp 1
1650	Market Supplement - CS	£	£5000 PA pro rata , amount auto populates

Single Status Contractual Allowances - JNC Craft/Assoc

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.27 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1600	Contractual Overtime	Hours	SCP * 1.5
1605	Night Allowance	Hours	SCP * 1/3
1610	Shift Allowance 10%	£	10% of Annual Salary, amount auto populates
1615	Standby Duty	Units	£30.96 per session
1620	Weekend Work	Hours	SCP * 1/2
1630	First Aid Allowance	£	£186.48 PA, £15.54 monthly amount auto populates
1632	Living Wage Supplement	£	Cash amount and only payable for scp 1
1634	Tool Allowance 1	£	£189.84 PA, £15.82 monthly amount auto populates
1636	Tool Allowance 2	£	£403.68 PA, £33.64 monthly amount auto populates

Contractual Allowances - Chief Officers

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.27 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	27 or 32 Days
1630	First Aid Allowance	£	£186.48 PA, £15.54 monthly amount auto populates

Contractual Allowances - JNC Youth & Comm

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	34 or 39 Days (Actual AL are 30 or 35)
1630	First Aid Allowance	£	£186.48 PA, £15.54 monthly amount auto populates

Contractual Allowances - Soulbury

Wage Type	Wage Type Text	£/Hours/Units	Comments
1253	Travel Allowance	£	Cash Amount. Payments will be not considered unless the additional expenditure exceeds £3.03 per week and payments should continue for a period of 1 year from the date of transfer, whichever is the shorter
1403	Secondment allowance	£	Cash Amount for External Secondment
1405	Acting Up Allowance	£	Cash Amount
1510	Term Time Only Wks	Units	44 Weeks Max
1515	Term Time Leave Ent Days	Units	29 or 34 Days (Actual AL are 25 or 30)
1630	First Aid Allowance	£	£186.48 PA, £15.54 monthly amount auto populates

Contractual Allowances - Teachers

Wage Type	Wage Type Text	£/Hours/Units	Comments
1313	Pay Supplement	£	Cash Amount
1360	SEN - Teacher	£	Cash Amount - please refer to the minimum and maximum for each academic year below
1375	First Aid - Teachers	£	£186.48 PA, £15.54 monthly amount auto populates
1376	TLR1	£	Cash Amount - please refer to the minimum and maximum for each academic year below.
1377	TLR2	£	Cash Amount - please refer to the minimum and maximum for each academic year below
1378	Safeguard Payment	£	Fixed term cash amount - normally ends after 3 years
1386	TLR3	£	Fixed term cash amount - requires an end date, please refer to the minimum and maximum for each academic year below
1388	Discretionary Payment HT	£	Cash Amount
1389	Discretionary Payment HT %	Units	% of Annual Salary, amount auto populates

Start Date	End Date	Allowance	Min	Max
01/09/14	31/08/15	SEN - Teacher	£2,043	£4,034
01/09/15	31/08/16	SEN - Teacher	£2,064	£4,075
01/09/16	31/08/17	SEN - Teacher	£2,085	£4,116
01/09/17	31/08/18	SEN - Teacher	£2,106	£4,158
01/09/18	31/08/19	SEN - Teacher	£2,149	£4,242
01/09/19	31/08/20	SEN - Teacher	£2,209	£4,359
01/09/20		SEN - Teacher	£2,270	£4,479
01/09/14	31/08/15	TLR 1	£7,471	£12,643
01/09/15	31/08/16	TLR 1	£7,546	£12,770
01/09/16	31/08/17	TLR 1	£7,622	£12,898
01/09/17	31/08/18	TLR 1	£7,699	£13,027
01/09/18	31/08/19	TLR 1	£7,853	£13,288
01/09/19	31/08/20	TLR 1	£8,069	£13,654
01/09/20		TLR 1	£8,291	£14,030
01/09/14	31/08/15	TLR 2	£2,587	£6,322
01/09/15	31/08/16	TLR 2	£2,613	£6,386
01/09/16	31/08/17	TLR 2	£2,640	£6,450
01/09/17	31/08/18	TLR 2	£2,667	£6,515
01/09/18	31/08/19	TLR 2	£2,721	£6,646
01/09/19	31/08/20	TLR 2	£2,796	£6,829
01/09/20		TLR 2	£2,873	£7,017
01/09/14	31/08/15	TLR 3	£511	£2,551
01/09/15	31/08/16	TLR 3	£517	£2,577
01/09/16	31/08/17	TLR 3	£523	£2,603
01/09/17	31/08/18	TLR 3	£529	£2,630
01/09/18	31/08/19	TLR 3	£540	£2,683
01/09/19	31/08/20	TLR 3	£555	£2,757
01/09/20		TLR 3	£571	£2,833