



# Pay Policy – 2023 / 24

## 1. INTRODUCTION

The Council is required by Section 38(1) of the Localism Act 2011 to prepare a pay policy statement on an annual basis. This statement must articulate the Authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year and they must be approved by full Council.

Gwynedd Council recognises the importance of managing pay in a fair, consistent and transparent manner, and the decisions taken in this regard are crucial to ensure equal pay and equality within the organisation.

## 2. PAY POLICY FOR CHIEF OFFICERS

The Council defines its chief officers as being its Chief Executive, the Corporate Directors and Heads of Department. The Council is also the host authority on employment for the North Wales Economic Ambition Board and the North and Mid Wales Trunk Road Agent, and as a result the relevant chief officers within those organisations also fall within the scope of this policy.

The Council employs Chief Officers under the Joint National Committee (JNC) terms and conditions, which are incorporated into their contracts of employment. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with contractual requirements.

## 3. SALARIES

The policy concerning the salaries of Heads of Department and Corporate Directors was originally adopted by the full Council in October 2009 and subsequently in June 2012, as part of the overall Policy's annual review. A further partial review was conducted in March 2015 in order to reflect further structural changes within the Council. At that time, chief officer salaries were based on a report produced by Korn Ferry (formerly the Hay Group), and on their job evaluation scheme.

A review of the Council's chief officer salaries was undertaken in February 2021. The review was based on comparing jobs with similar roles in the regional market, so that the assessment reflects the real and relevant situation to northern and central Wales. The situation was further reviewed in October 2022 and this draft policy reflects the recommendation in that review – see Attachment 1 for details.

The Chief Executive's salary has been set in accordance with the scale of £113,208 - £121,759.

The Council does not pay any bonus payments or performance related pay to its Chief Officers. The Council's local terms and conditions of service are relevant to Chief Officers, as for all other staff, unless otherwise noted within individual policies.

The salaries of the Council's Chief Officers are available on the Council's website (See Appendix 1).

The Welsh Government has formed an Independent Remuneration Panel. This Panel has the authority to issue advice and recommendations to local authorities who are considering amending employment terms for Chief Executives. When authorities intend to amend the salary level for a Chief Executive, and when this change is not consistent with changes in salaries for all of that authority's employees, then the matter must be discussed with the Panel prior to taking any final decision.

#### **4. POSTS BELOW CHIEF OFFICER LEVEL**

The Council's pay policy for its remaining staff is based on the Council's equal pay policy and its collective agreement with the recognised trade unions as introduced on the 1<sup>st</sup> April 2008. The Council's pay structures are subject to equal pay audits.

The Council has adopted the GLPC Job Evaluation Scheme criteria as the basis for setting salary grades for all posts employed under the Local Government Workers' Conditions of Service. The Council is committed to pay salaries in accordance with equal pay legislation and the "single status" agreement that was set between local government employers and the recognised trade unions in 1997.

The Council does not pay any bonus payments nor pay which is based on workers' performance.

The relationship between the remunerations of its Chief Officers and its other employees is designed to secure the ability of the Council to be able to recruit and retain the best suitable candidates to its various posts, whilst maintaining the differentials as defined by the job's evaluation scheme.

The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of no more than 1:20 between the highest and the lowest paid (full time equivalent). This ratio within the Council is currently 1:5.9.

#### **5. SALARY ON COMMENCEMENT IN POST**

The number of increments within each grade reflects the possible period of development in post that could be relevant to individuals on that grade. Members of staff will be appointed to the salary point within the grade which reflects the time required for development in order that they are able to undertake the full responsibilities and duties of the post.

Normally, each employee is appointed to the lowest pay point within the appropriate pay grade. If an employee is already being paid above the lowest pay point or if there is sufficient evidence to demonstrate that the employee is already fully competent to fulfil several aspects relating to the post, a manager can, in consultation with the Head of Corporate Support or deputy, appoint on a higher pay point within the appropriate pay grade.

If there is a capacity within the job grade, all members of staff will receive an annual pay increment on the 1<sup>st</sup> April, on condition that they have been appointed to their current post for more than six months prior to that date.

#### **6. RELOCATION EXPENSES**

In circumstances when it is essential for staff to relocate to undertake their role, the Council can in certain circumstances contribute to the cost of relocating. The scheme is relevant to staff appointed

as a result of an advertisement or following an internal re-organisation where they must move house.

The employee's present home must be more than 20 miles from his/her administrative centre in order to consider an application to reimburse costs.

In such circumstances, the cost of the removal of furniture and belongings will be reimbursed subject to accepting the lowest of three estimates as well as the full cost of storing furniture for up to three months. A contribution of up to £3,270 to cover legal expenses, estate agent fees, change of carpets and curtains and other incidental costs of removal will be paid subject to the receipt of supporting invoices.

## **7. MARKET SUPPLEMENT**

The grading of posts is based on the Council's job evaluation scheme as this ensures that the pay system is based on equality as defined in the Equal Pay Act 1970 and ensures consistency in pay decisions. For these reasons any deviation from this system may create a risk to the Council that must be robustly regulated. There must be clear reasons to justify any deviation from this arrangement.

However, there may be occasions when market forces lead to recruitment and/or retention problems in relation to a specific post. The Council therefore may in exceptional circumstances, and in order to attract and/or retain an individual to a particular post, offer an additional temporary supplement to the substantive salary grade.

In this respect a market supplement will only be used when there is adequate documented evidence of a failure to attract and/or retain an employee to a post. A market supplement is not a permanent addition to the salary. Should circumstances related to the market rate of the post change, or where a member of staff is transferred by the Council to a different post that does not attract a market supplement, then their entitlement to the payment will cease and the supplement will be withdrawn in line with agreed notice.

The Council, at its meeting on the 9 October, 2014, approved a market supplement provision of up to £3,000 for Chief Officers where it can be justified by a business case. There is no ceiling set in respect of market supplement levels for other posts.

## **8. HONORARIA (UNDERTAKING ADDITIONAL RESPONSIBILITIES)**

An additional payment can be approved when an employee agrees to temporarily undertake some specific additional duties and responsibilities which are beyond the normal duties and responsibilities of their substantive post. The proportion of higher level of duties and responsibilities must be significant, evaluated at a higher salary level and over an extended period before temporary additional pay can be offered.

## **9. ON-DUTY, STANDBY AND CALL OUT PAYMENTS**

The Council is committed to providing services according to the needs of the people of Gwynedd. This means that at times it will be necessary for staff to be called upon to carry out work outside their normal working pattern and at unsociable times. The Council responds to these requirements by:

- having suitably trained staff on duty to take calls and to decide upon the relevant course of action
- having a suitably trained workforce on standby, to be able to be called out at short notice to respond to emergency work
- issue payments to staff at suitable rates that recognise the inconvenience and disruption that this work causes.

**On duty** is defined as a period when an officer is on duty outside of their normal hours of work for a specific period and is available to respond to calls from residents, emergency services, etc.

**Standby** is defined as a specific period when an officer is **available** to be called out, outside of their normal hours of work.

In some cases, on duty or being on standby will form a part of officers' basic salary and their contract of employment will specifically state this. They will not be entitled to any extra payment whilst on duty or on standby. Payment for other officers will be by way of an additional, separately identified payment that will reflect the level of inconvenience and disruption to the officers' normal home life that is incurred. Officers will receive a minimum of two hours at the appropriate rate of pay for each time they are called out (including travelling time).

On-duty/standby payments will be updated annually in line with the annual salary increase agreed by the National Joint Council for Local Government Services.

## 10. PROFESSIONAL FEES

One fee per annum will be reimbursed to officers in respect of membership of recognised bodies which are relevant to their professional function and where that membership is a requirement by the Council.

## 11. CAR USERS

All staff are denoted as casual car users and reimbursements are paid for business travel on HMRC rates.

## 12. SUBSISTENCE PAYMENTS

Subsistence repayments will be made when travelling out of County for breakfast, dinner, tea and supper, up to the maximum of the Council's subsistence allowances. For those individuals whose normal work covers more than one County, e.g., Gwynedd and Môn, "Out of County" is defined as outside that normal area of work.

## 13. WORKING ADDITIONAL HOURS

Employees, in receipt of basic pay at or below point 22 who are required to work additional hours beyond the 37 hour working week are entitled to receive enhancements at the rate of basic pay at time and a half (alternative arrangements in place for those workers with work patterns where those hours worked are on a fortnightly/monthly or annual basis). Employees paid above point 22 who work beyond the 37 hour week will be paid at their basic rate of pay for those additional hours or will be entitled to time off in lieu, or if the Head of Department has specifically given prior approval to planned work, then it is possible to pay at the rate of time and a half.

#### **14. WORKING UNSOCIABLE HOURS**

Salary is paid at the basic rate on weekends, for work is undertaken within the 37 hour standard week. Enhanced pay of basic pay and a third is paid to those employees who work between the hours of 10pm and 6am.

Salary is paid in accordance with the national agreement for work conducted on bank holidays and additional statutory days.

#### **15. FIRST AID ALLOWANCE**

An annual allowance is paid to employees who act as designated First Aiders.

#### **16. LOCAL ELECTION DUTIES**

The Council's fees for payments to its Returning Officer and Deputy Returning Officer for local election duties are included in Appendix 2.

#### **17. SEVERANCE AND RETIREMENT**

The Council's severance and retirement schemes are applied equally and fairly to all staff regardless of grade, age or gender and are implemented in accordance with the regulations of the relevant pension schemes. There are no exceptions for Chief Officers. The relevant policies are available on the Council's website.

#### **18. FINANCIAL DETRIMENT SCHEME**

Financial detriment is defined as a loss due to a change in salary grade and contractual terms and conditions. The Council provides financial assistance to staff who face financial loss (due to re-structuring or re-designation of responsibilities) for a period of two years, based on one year on 100% protection and one year on 50% protection from the date that the change in the employment package becomes operational. That financial assistance will cease after two years unless the individual member of staff has in the meantime been appointed to another post where he/she is not facing financial detriment.

#### **19. RE-EMPLOYMENT**

The Council will consider each candidate on their own merit and will appoint with a view to achieving the best efficiency for the service and best value for its ratepayers. Such an appointment, if made, would be subject to any abatements stipulated in the Local Government Pension Scheme Regulations.

In accordance with tax law, managers must ensure that any proposed arrangement to pay an individual through a 'contract for services' will be assessed through the HMRC's online tool for confirming employment status. This assessment is to be taken objectively.

#### **20. APPOINTMENT OF NEW CHIEF OFFICER (SALARY OF £100,000 AND ABOVE)**

The Full Council will approve any amendment to the salary package of any such post prior to its recruitment. Any amendment would have to be referred to the Independent Remuneration Panel, as stipulated in part 3 of this policy. Recruitment to any such post will be advertised externally.

**APPENDIX 1****Chief Officer Pay, reflecting the increase of £3,840 in the salaries of a Group of Heads of Department from April 2023 onwards (Group 5 as set out below).**

1	Chief Executive	£113,208 - £121,759
2	Corporate Director	£92,319 - £102,363
3	Head of Education	£86,505 - £95,904
4	Head of Finance	£78,655 - £87,178
5	Heads of Corporate Support, Economy and Community, Adults, Health and Wellbeing, Children and Supporting Families, Highways, Engineering and YGC, Environment, Housing and Property,	£77,162 - £85,093
	Monitoring Officer	£70,116 - £73,101

\*Note that the above does not include any contractual increase that could be awarded in due course during 2023/24.

## APPENDIX 2

## ELECTION PAYMENT SCHEME AS APPROVED BY GWYNEDD COUNCIL

**Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors**

Returning Officer and Deputy Returning officer Fees	Contested	Uncontested
<p>Returning Officer</p> <p>For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.</p> <p>For each Electoral Division, Community/Town Council, Community/Town Council Ward</p> <p>Deputy Returning Officer</p> <p>Specific duties to include attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals and conducting the counts.</p> <p>For each Electoral Division, Community/Town Council, Community/Town Council Ward</p> <p>By-Elections</p>	<p>125.00</p> <p>85.00</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>75.00</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p>

In any by-election where a Deputy Returning Officer is employed to manage the count:

For each Electoral Division, Community/Town Council, Community/Town Council Ward

34.00