



Basingstoke
and Deane

PAY POLICY STATEMENT

2021-22

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1. Purpose

- 1.1 Basingstoke and Deane Council is committed to delivering a fair, equitable and transparent policy covering pay and other employee benefits which improves flexibility in delivering services and provides value for money. It takes into consideration all legal requirements and will be applied in accordance with the Authority's Equality and Diversity commitment to treat all its employees with dignity and respect.
- 1.2 Within the framework of its terms and conditions of employment, the council aims to develop and maintain appropriate pay systems and benefit packages to attract and retain motivated, flexible people who take responsibility, work as a team, improve performance and acquire new skills.
- 1.3 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually from 31 March each year.
- 1.4 This Pay Policy Statement sets out the council's policies relating to the pay of its workforce for the period from 1st April 2021 to 31st March 2022, in particular the:
 - Remuneration of chief officers;
 - Remuneration of the lowest-paid employees; and
 - Relationship between the remuneration of chief officers and employees who are not chief officers.
- 1.5 The statement meets the council's obligations under the Localism Act 2011 and will enable the elected members of the council to make decisions on pay.
- 1.6 The council's Human Resources Committee approves staff retention packages and incentives and recommends to Full Council approval of any element of discretion involving the Local Government Pension Scheme that falls outside the delegated powers of the Head of Paid Service and Head of HR, Communications and Policy. The committee comprises elected Councillors and has responsibility for local terms and conditions of employment for staff within the council's pay framework.
- 1.7 The council's Pay Policy Statement will be agreed by Full Council before the beginning of each financial year and will then be published on the council's website. The statement may also be amended during the course of the year if necessary, by the HR Committee, the HR committee can refer with recommendations to Full Council on any major changes to the policy in year.
- 1.8 The council will endeavour to maintain the constructive partnership approach it has developed with the recognised Trade Unions and will continue to work closely with them on pay issues.

2. Scope

This statement applies to all employees of the council employed under the conditions of service of the following bodies:

- National Joint Council for Local Government Services;
- Joint Negotiating Committee for Chief Officers of Local Authorities; and
- Joint Negotiating Committee for Local Authority Chief Executives.

3. Definitions

For the purposes of this Pay Policy Statement the following definitions will apply:

3.1 Remuneration

This includes three elements:

- Basic salary;
- Pension;
- Any other allowances arising from employment.

3.2 Chief Officers

Under the Localism Act 2011 a Chief Officer is defined as:

- The head of the council's paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- The monitoring officer designated under section 5(1) of that Act;
- A statutory chief officer mentioned in section 2(6) of that Act;
- A non-statutory chief officer mentioned in section 2(7) of that Act; and
- A deputy chief officer mentioned in section 2(8) of that Act.

In Basingstoke and Deane Borough Council this definition would apply to the following posts:

Statutory Chief Officers

- The Chief Executive (Head of Paid Service);
- The Head of Law and Governance (Monitoring Officer) and
- The Executive Director of Corporate Services (Section 151 Officer).

Non Statutory Chief Officers

- Executive Director of Residents' Services; and
- Executive Director of Borough Development and Deputy Chief Executive as non-statutory Chief Officers.

Deputy Chief Officers

- All other Heads of Service and all senior managers if reporting directly to, or directly accountable to, a statutory or non-statutory Chief Officer in

respect of all or most of their duties (excluding roles which are clerical or secretarial).

Role	Remuneration
Chief Executive	£142,440
Directors	£110,732 - £126,077*
Project Directors	£100,367
Heads of Service	£77,686 - £82,899
Other Chief Officers	£48,073- £72,627

*Includes all charges, fees, allowances and benefits in kind, but excludes the Returning Officer's fee.

All figures are based on FTE salary. The contractual remuneration package for Chief Officers includes a car allowance. This benefit also applies to all staff at Grade 9 and above who are not Chief Officers.

3.3 Definition of a Day's Pay

The definition of a day's pay is the hours worked on the day multiplied by the employee's hourly rate of pay.

3.4 Lowest Paid Employees

This refers to employees on Grade 2. This definition has been adopted as it is the lowest level of remuneration attached to a post within the council. The lowest pay point value with effect from 1 April 2020 was £10.44, as per the second year of the National Joint Council for Local Government Employees' (NJC) pay deal.

The lowest paid employees are paid within the salary range for Grade 2 which covers four salary points ranging between £20,092 and £21,322.

The lowest paid employees do not include apprentices for whom there are separate pay arrangements as follows:

- During first year of employment or if aged under 19:
£209 per week (£10,929 per annum) regardless of age
- During second year of employment:
£238 per week (£12,443 per annum) if aged 19 – 20;
£303 per week (£15,820 per annum) if aged 21 – 24;
£322 per week (£16,833) if aged 25 or above.

4. Pay and Grading Structure

- 4.1 The grading of all posts in the council is currently determined using the K plan job evaluation scheme. The current job evaluation scheme scores job roles against six separate factors to ascertain an overall grade.
- 4.2 The council will be moving to the Korn Ferry Hay job evaluation scheme during 2021/22. This is in order to ensure that all posts are graded and therefore rewarded financially through a fair and non-discriminatory process, that there is consistency in treatment between posts and that the council complies with equal pay legislation.
- 4.3 Basic pay is paid in accordance with the evaluated grade of the post. Each grade comprises a range of pay points. A copy of the council's current pay and grading structure is attached at Appendix A.
- 4.4 The rise in the National Living Wage rates, with effect from 1 April 2021 do not impact on the value of the council's lowest pay grades as the council pay is of a higher value.
- 4.5 The Chancellor announced a public sector pay freeze in November 2020. Annual pay awards for all employees will be agreed by the Human Resources Committee having regard to any agreement reached by the relevant national negotiating bodies. Further information has yet to be announced regarding this at a national level.
- 4.6 Employees in post when a pay award is due but who subsequently leave the Council before it is implemented are entitled to receive the difference in pay. To claim backdating from their date of leaving they must contact the Human Resources department.
- 4.7 Details of senior management remuneration are published annually on the Council's website as part of this Pay Policy Statement and in the Council's Statement of Accounts.

5 Relationship between remuneration of "Chief Officer" and "employees who are not Chief Officers"

- 5.1 The Local Government Association has offered advice on the Government's requirement in reporting remuneration relationships. The advice is that the measure of the relationship between Chief Officers and employees who are not Chief Officers be considered on the ratio between the highest paid employee and the median average earnings across the organisation as a multiple. This has been calculated as follows:

Remuneration for the Chief Executive (excluding pension contributions)	£142,440
Median remuneration for all employees at the Council (excluding pension contributions)	£29,639
Ratio	4.81

6 Remuneration on Appointment and Pay Progression

- 6.1 All employees are usually appointed to the minimum pay point applicable to the grade of the post. If the employee is already being paid above the minimum pay point, the Executive Director has discretion in some circumstances to appoint to a higher pay point, subject to the maximum of the grade with the advice of the Head of HR, Communications and Policy and the Executive Director of Corporate Services (Section 151 Officer).
- 6.2 Annual increments are not awarded in the first year of employment to employees who commence employment between 1 January and 31 March. This also applies to current employees who receive an incremental rise, for example, due to a change of role, accelerated increment or regrading between 1 January and 31 March. The next incremental rise will be due in April, the following year subject to satisfactory performance.
- 6.3 Employees subject to career grade schemes will progress in line with the arrangements for that post.
- 6.4 In exceptional circumstances an accelerated increment may be awarded to an employee where they may have taken on additional responsibilities on a permanent basis which do not result in a higher pay grade, and which do not fall within the remit of honoraria as they are not temporary in duration. Heads of Service, subject to the agreement of their Executive Director, and in consultation with the Head of HR, Communications and Policy and the Executive Director of Corporate Services (Section 151 Officer) have the discretion to award an accelerated increment.
- 6.4 Increments will be withheld where performance has not met the required standard and where the issue has been raised with the employee formally.
- 6.5 Where it is necessary for a newly appointed employee to relocate in order to take up a post, the council may make a contribution towards the reimbursement of relocation expenses in line with the Relocation Allowances Guide.
- 6.6 The Human Resources Committee is given the opportunity to consider salary packages over £100,000 before new posts are established and advertised.

7 Market Review and Supplements

- 7.1 The council benchmarks its pay and benefits by comparing pay and rewards for a sample of posts and will also carry out full market testing against a comparator group. The council will seek to position itself at the upper quartile level in accordance with the aspirations of the council to continue to deliver excellent, high performing services to the community.
- 7.2 For the purpose of pay benchmarking and market testing the comparator group comprises public sector authorities in Berkshire, North Hampshire,

Oxfordshire and South Buckinghamshire and authorities in other areas if relevant, who are similar to the council in terms of size (number of employees, population and turnover) and other relevant factors. Jobs within London Boroughs will not be used for comparator purposes due to London weighting allowance. In exceptional circumstances, other external market pay data, including private sector data, will also be considered where relevant. Pay and benefits benchmarking on a sample of posts will be carried out every year, but a full market review will be carried out every five years if required.

- 7.3 There is provision for the award of market supplements where a job has been evaluated under the Job Evaluation Scheme and the resulting salary is proven to be out of step with the market rate for the job. Payment of temporary market supplements include payments such as 'golden hellos', retention payments or regular monthly payments. In situations where a market supplement is being considered a report detailing the business case must be presented to the Head of HR, Communications and Policy, who will make the final decision as to whether a supplement is payable, the amount and the frequency of review, in consultation with the Executive Director of Corporate Services (Section 151 Officer) and the relevant Executive Director.
- 7.4 For Executive Director and Chief Executive posts, and any others with a basic salary of over £100,000, approval for payment of a market supplement will also need to be given by HR Committee.

8 Additional Payments

- 8.1 Employees are eligible to receive a flat-rate enhancement for working at night.
- 8.2 Employees are eligible to receive enhancements for working on public holidays.
- 8.3 Employees in posts graded 2-9 who work additional hours are eligible to receive payment at plain time rate for hours worked; employees in Grades 10-14 who work additional hours are not eligible to be paid. Further details on overtime and found in the council's overtime working policy.
- 8.4 Employees required to "sleep in" on the premises receive an allowance as agreed by the National Joint Council for Local Government Services.
- 8.5 Employees required to participate in a standby rota due to the nature of their job will receive an allowance based on that agreed by the National Joint Council for Local Government Services as part of the annual pay award.
- 8.6 A Special Responsibility Allowance is paid to the Executive Director of Borough Development and Deputy Chief Executive to reflect the additional responsibilities that would be undertaken by the post holder when deputising for the Chief Executive in his or her absence.
- 8.7 Car mileage for work related travel is classed as expenses, i.e. are not tax deductible and relate to additional costs incurred.

9 Other Allowances

9.1 All Chief Officers receive allowances as detailed in the Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities and the Joint Negotiating Committee for Local Authority Chief Executives. However, where these conditions are silent, or do not cover an allowance or process, the Chief Executive and senior officers receive the same as those employees covered by the National Joint Council for Local Government Services. Conditions of service for all other Pay Policy Statement 2021/22 employees covered by this statement can be requested from the Local Government employers.

9.2 Election Duties

No fees for election duties are included in the salaries of Chief Officers. Any additional fees payable for such responsibilities are calculated in accordance with the statutory rules and recommendations of the Hampshire and Isle of Wight Election Fees Working Party for all local government elections and by central government for Parliamentary elections. Special fees are paid for Returning Officer duties which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role.

The Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Borough Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Borough Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

9.3 Professional Fees

The council reimburses annual registration or comparable fees to employees who are unable to practise their professions unless such fees are paid. Professional fees are also paid to employees who are being sponsored to undertake training leading to a professional qualification. However, once the qualification has been gained, the individual will become responsible for paying their own professional fees.

9.4 Car Allowances

All posts, including Chief Officers, within the council may claim mileage paid at HRMC rates for business travel. The council operates a salary sacrifice scheme for vehicles which all staff can access once they have been employed for 6 months and have either a permanent contract or a temporary one of a minimum of three years.

9.5 Fire Wardens and First Aid Allowances

Employees who are classified as a 'designated fire wardens or first-aider' are eligible to receive an allowance.

All designated fire wardens and first-aiders will receive an allowance of £ 200.00. The allowance will not be used in calculating any enhancements.

10 **Bonus Payments**

The council does not pay any group of employees a bonus. The council does not offer performance related pay to any employee.

11 **Health Care Cash Plan**

The council offers a Health Care Cash Plan scheme and a Benefits Platform which are available to all employees regardless of their role and grade within the council.

12 **Pension Benefits**

12.1 All employees under the age of 75 are eligible to join the Local Government Pension Scheme. The scheme is a statutory scheme with contributions from employees and employers.

12.2 The scheme allows for the exercise of discretion on the enhancement of retirement benefits. The council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees.

12.3 The scheme provides for flexible retirement. To be eligible to request flexible retirement, the council requires that an employee must either reduce their working hours by a minimum of 40% and/or be appointed to a post on a lower grade. In applying this provision no distinction is made between employees.

12.4 Under the Local Government Pension Scheme, employees who return to work after drawing their pension will not have their pension abated (i.e. reduced or suspended) except where they have been previously awarded "added years".

12.5 The council does not award "added years" to employees and has not done so since 2006.

12.6 The employer pension contribution rate is 17.70%.

12.7 The proposed pension contribution rates for employees for 2021/22 are detailed in the table below:

Draft contribution table 2021/22		
Band	Actual pensionable pay for an employment	Main section contribution rate for that employment
1	Up to £14,600	5.5%
2	£14,601 to £22,900	5.8%
3	£22,901 to £37,200	6.5%
4	£37,201 to £47,100	6.8%
5	£47,101 to £65,900	8.5%
6	£65,901 to £93,400	9.9%
7	£93,401 to £110,000	10.5%
8	£110,001 to £165,000	11.40%
9	£165,001 or more	12.50%

13 Honoraria

- 13.1 Subject to certain conditions, employees who are temporarily required to undertake some or all of the duties of a higher graded post are eligible to be paid an honorarium. Heads of Service, subject to the agreement of their Executive Director, and in consultation with the Head of HR, Communications and Policy and the Executive Director of Corporate Services (Section 151 Officer) have the discretion to award an honorarium payment to recognise temporary increased responsibility or work of a particularly high standard. Generally, it should be the case that this must have been carried out for at least one month before an honorarium payment will be considered. The amount awarded should reflect the nature and duration of the work or responsibility and not normally exceed the value of an increment point in the employee's salary scale.
- 13.2 Where the employee has been covering in the absence of a more senior officer (i.e. maternity leave cover or long term sickness absence), honoraria payments are calculated based on the difference between the employee's scale point and the bottom scale point of the role they are covering. Temporary acting-up arrangements of this nature will not exceed more than 12 months duration and should generally be undertaken for at least one month before payment will apply.

14 Salary Protection

14.1 The council will take reasonable steps to protect an employee's basic pay where it is reduced as a result of:

- Organisational change; and
- Redeployment where the individual is at risk of or under notice of redundancy and is redeployed or assimilated into either a lower graded post or a post which attracts a lower total remuneration package than their previous post.

14.2 The council protects the remuneration of employees for a maximum of twelve months from the date of the change to basic pay, subject to a maximum of one grade difference or equivalent between the old post and the new post.

15 Termination of Employment

15.1 Early Retirement (Efficiency of Service)

The Local Government Pension Scheme allows employers certain discretionary powers but the council's usual policy is not to enhance pension benefits for any employee. Therefore, there are no provisions for employees to seek early retirement on the grounds of efficiency of the service.

15.2 Redundancy

The council has a single redundancy scheme which applies to all employees. Redundancy payments are calculated in accordance with the Employment Rights Act 1996 and the 2006 Discretionary Compensation Regulations and are based on the employee's age, length of continuous local government service and salary. This provides an overall lump sum of two times the statutory redundancy payment multiplier based on an actual week's pay. This is payable to employees made redundant with two or more years local government service regardless of their age.

The redundancy provision at BDBC will be considered as part of the pay and benefits review.

The council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued annual leave. Employees who have TUPE transferred into the council on redundancy terms which are more favourable than those detailed above will retain these provisions as per TUPE legislation.

15.3 Settlement agreements

In exceptional circumstances, and specifically so as to settle a claim or potential dispute, the Head of Law and Governance can agree payment of a termination settlement sum. In such cases, each decision as to the level of payment will be taken on its individual merits and with approval from the Head

of HR, Communications and Policy and the Executive Director of Corporate Services (Section 151 Officer).

15.4 Public Sector Exit Payments Cap

The Restriction of Public Sector Exit Payments Regulations 2020 came into force on 4 November 2020. These regulations introduced a £95,000 cap on the aggregate value (before tax) of exit payments made to public sector employees, including redundancy and voluntary exit payments.

HM Treasury issued Mandatory HM Treasury Directions on 12 February 2021 which stated that: “The restrictions contained in regulation 3 of the Restriction of Public Sector Exit Payments Regulations 2020 (“the Regulations”) are hereby disapplied in respect of any relevant public sector exit, as defined in regulation 2 of the Regulations, and in respect of the whole amount of any exit payment defined in regulation 5 of the Regulations”.¹

As such the public sector exit payments cap has been disapplied.

Full Council approval is needed for severance packages over £100,000.

16 Re-Engagement of employees

- 16.1 Where employees have left the council’s employment due to voluntary redundancy (with or without release of pension benefits) or settlement agreement within the last 12 months, re-engagement will only be considered in exceptional circumstances where there is a business critical reason. The above restriction does not apply where an employee was dismissed on the grounds of voluntary redundancy but without an entitlement to a redundancy payment and/or pension benefits, or where an employee was made compulsorily redundant.
- 16.2 Where it is agreed that a former employee should be offered re-employment with the council during the 12 month non re-engagement period, the individual will be required to repay either all or a proportion of the severance payment received from the council. The amount to be recovered will depend on the time that has elapsed since they received the payment. The individual must be advised of this requirement when they are provisionally offered the post.
- 16.3 Any necessary adjustments to pension would be made in accordance with the scheme regulations. Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence this post within 4 weeks of that date are not eligible to receive their redundancy payment.
- 16.4 The same principle would be applied to such a person if they were to be engaged by the council on a ‘contract for services’ basis.

¹ [Mandatory HM Treasury Directions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/mandatory-hm-treasury-directions)

17 Publication and Information Access

- 17.1 This Pay Policy Statement will be published on the council's website, together with the council's pay and grading structure and information relating to senior management remuneration. Remuneration details including benefits in kind are set out in the council's published Annual Statement of Accounts and can be accessed via the council's website.

Appendix A

**BASINGSTOKE AND DEANE BOROUGH COUNCIL
LOCAL VARIATION TO SALARY SCALES
2020 - 2021 SALARY SCALES
GRADES 1 - 10**

SCP	Salary	Grade 1			
3	£18,562	£18,562			
4	£18,933	£18,933			
5	£19,312	£19,312			
6	£19,698	£19,698			
			Grade 2		
7	£20,092		£20,092		
8	£20,493		£20,493		
9	£20,903		£20,903		
10	£21,322		£21,322		
				Grade 3	
11	£21,748			£21,748	
12	£22,183			£22,183	
13	£22,627			£22,627	
14	£23,080			£23,080	
					Grade 4
15	£23,541				£23,541
16	£24,012				£24,012
17	£24,491				£24,491
18	£24,982				£24,982
19	£25,481				£25,481
20	£25,991				£25,991
					Grade 5
21	£26,511				£26,511
22	£27,041				£27,041
23	£27,741				£27,741
24	£28,672				£28,672
25	£29,577				£29,577

SCP	Salary	Grade 6			
26	£30,451	£30,451			
27	£31,346	£31,346			
28	£32,234	£32,234			
29	£32,910	£32,910			
30	£33,782	£33,782			
			Grade 7		
31	£34,728		£34,728		
32	£35,745		£35,745		
33	£36,922		£36,922		
34	£37,890		£37,890		
35	£38,890		£38,890		
				Grade 8	
36	£39,880			£39,880	
37	£40,876			£40,876	
38	£41,881			£41,881	
39	£42,821			£42,821	
40	£43,857			£43,857	
41	£44,863			Not in use	
					Grade 9
42	£45,859				£45,859
43	£46,845				£46,845
44	£47,845				£47,845
45	£48,847				£48,847
46	£49,874				£49,874
					Grade 10
47	£52,083				£52,083
48	£53,193				£53,193
49	£54,334				£54,334
50	£55,506				£55,506
51	£56,691				£56,691

Annual Leave Entitlement

Scale Point	LENGTH OF SERVICE				
	Up to 5 Years	After 5 Years	After 10 Years	After 20 Years	After 30 Years
Up to Pt 6	22	27	28	30	32
Pt 7-22	23	27	28	30	32
Pt 23-26	24	27	28	30	33
Pt 27+	26	27	29	32	35

SCP	Salary	Grade 11			
52	£58,487	£58,487			
53	£59,737	£59,737			
54	£61,016	£61,016			
55	£62,324	£62,324			
			Grade 12		
56	£63,669		£63,669		
57	£65,050		£65,050		
58	£66,436		£66,436		
59	£67,873		£67,873		
60	£69,322		£69,322		
				Grade 13	
61	£72,345			£72,345	
62	£73,901			£73,901	
63	£75,484			£75,484	
64	£77,114			£77,114	
65	£78,771			£78,771	
					Grade 14
66	£80,462				£80,462
67	£82,955				£82,955
68	£87,620				£87,620
69	£91,429				£91,429
70	£95,405				£95,405

Annual Leave Entitlement

Grade	LENGTH OF SERVICE				
	Up to 5 Years	After 5 Years	After 10 Years	After 20 Years	After 30 Years
JNC Grades 11 – 14	32	33	34	35	36

SCP	Salary	CD	
71	£102,499	£102,499	
72	£104,274	£104,274	
73	£106,047	£106,047	
74	£108,322	£108,322	
75	£110,657	£110,657	
			CX
76	£134,213		£134,213
77	£137,755		£137,755
78	£141,296		£141,296
79	£144,837		£144,837
80	£148,379		£148,379

Annual Leave Entitlement

Grade	LENGTH OF SERVICE				
	Up to 5 Years	After 5 Years	After 10 Years	After 20 Years	After 30 Years
Grade CD/CX	33	34	35	36	37