



Basingstoke  
and Deane

# PAY POLICY STATEMENT

## 2023/ 2024

Version 2 updated June 2023

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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 2023 to 31st March 2024, 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 and OD. 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 This document constitutes an amended the Pay Policy Statement for 2023/2024 (version two). The original pay policy statement for 2023/2024 was agreed by Full Council on 23 March 2023. It has since been updated to reflect the outcome of the council's pay and benefits review.
- 1.9 The changes within the council as a result of the pay and benefits review are:

- The introduction of the Korn Ferry Hay job evaluation system;
- The evaluation of all job roles within the council against the Korn Ferry Hay job evaluation system;
- The introduction of a new pay structure with grades A to R;
- The realignment of annual leave entitlement against the new grading structure, with the annual leave entitlement updated to reflect all annual leave currently granted by the council;
- Changes to the paid leave entitlement for maternity/ adoption and paternity leave;
- Removal of the cash alternative allowance for staff at grade 9 and above; and
- Removal of the Deputy Chief Executive Special Responsibility Allowance.

1.10 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; and
- 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 and Assets (Section 151 Officer).

#### Non Statutory Chief Officers

- Deputy Chief Executive
- Head of HR and OD
- Head of Customer Services, Improvement and Performance
- Communications Manager

#### 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).

<b>Role</b>	<b>Remuneration</b>
Chief Executive	£145,626
Directors/ Deputy Chief Executive	£118,234- £135,865*
Heads of Service/ Project Directors	£84,871 - £107,725
Other Chief Officers	£61,499 - £75,762

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

All figures are based on FTE salary.

### 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 A. 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 the implementation of the council's new pay structure will be £12.87.

The lowest paid employees are paid within the salary range for Grade A which covers five salary points ranging between £24,757 and £25,773.

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 Following a council-wide pay and benefits review- the grading of all posts in the council will now be determined using the Korn Ferry Hay job evaluation system. This internationally used job evaluation system scores job roles against three main factors- know-how, problem solving and accountability which themselves can be broken down further into eight dimensions. This information is then used together to ascertain an overall grade:

##### **Know-How**

- Depth and range of know-how
- Planning and organising
- Communicating and influencing

##### **Problem Solving**

- Thinking environment
- Thinking challenge

##### **Accountability**

- Freedom to act
- Nature of impact
- Area of impact (magnitude)

- 4.2 The decision to move to the Korn Ferry Hay job evaluation scheme during 2023/2024 was taken to ensure that: all posts are graded and therefore rewarded financially, through a fair and non-discriminatory process; there is consistency in treatment between posts; and 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 new pay and grading structure is attached at Appendix A. This does not include the national pay award for 2023/2024 as this has not yet been fully determined for all staff.

- 4.4 The rise in the National Living Wage rates, with effect from 1 April 2023 do not impact on the value of the council's lowest pay grades as the council's pay is of a higher value.
- 4.5 The national pay award for 2023/2024 has not been fully determined. A 3.5% award has been agreed for those under JNC terms and conditions (current grades 11 and above excluding the Chief Executive) which has been implemented. The pay award for those staff under NJC terms and conditions (current grades 1-10) has yet to be nationally agreed.
- 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)	£145,626
Median remuneration for all employees at the Council (excluding pension contributions)	£35,616
Ratio	4.09

**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/ Director has discretion in some circumstances to appoint to a higher pay point, subject to the maximum of the grade and with the agreement of the Head of HR and OD and the Executive Director of Corporate Services and Assets (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/ Director, and with the agreement of the Head of HR and OD and the Executive Director of Corporate Services and Assets (Section 151 Officer) have the discretion to award an accelerated increment.
- 6.5 Increments will be withheld where performance has not met the required standard and where the issue has been raised with the employee formally.
- 6.6 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.
- 6.7 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. 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 council will utilise Korn Ferry Hay public and not-for-profit and local government market data as appropriate in addition to considering a comparator group of 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 two years, 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 Korn Ferry Hay 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 and OD, who will make the final decision as to whether a supplement is payable and the amount with the agreement of the Executive Director of Corporate Services and Assets (Section 151 Officer) and the relevant Executive Director/ 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.
- 7.5 All market supplements will be reviewed every two years to assess their suitability against the employment market conditions.

## **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 A-K who work additional hours are eligible to receive payment at plain time rate for hours worked; employees in Grades L-R who work additional hours are not eligible to be paid. Further details on overtime are 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 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 2023/2024 employees covered by this statement can be requested from the Local Government employers.

## 9.2 Maternity/ adoption leave

The occupational maternity/ adoption leave entitlement is a maximum of 18 weeks full pay subject to the relevant qualifying criteria. The remainder of the leave period will be in line with the relevant statutory payments.

## 9.3 Paternity leave

The occupational paternity leave entitlement is a maximum of two weeks full pay subject to the relevant qualifying criteria

## 9.4 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.

## 9.5 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.

## 9.6 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-aiders' 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.

## **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/ Director, and with the agreement of the Head of HR and OD and the Executive Director of Corporate Services and Assets (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 in 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 and OD and the Executive Director of Corporate Services and Assets (Section 151 Officer).

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.

## 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- 2023/ 2024 salary scales\* and annual leave entitlements for grades A-R

Grade	SCP1	SCP2	SCP3	SCP4	SCP5
A	24,757	25,008	25,260	25,515	25,773
B	25,901	26,163	26,427	26,694	26,964
C	27,021	27,294	27,569	27,848	28,129
D	28,497	28,785	29,076	29,369	29,666
E	30,086	30,700	31,326	31,966	32,618
F	33,522	34,206	34,904	35,616	36,343
G	38,280	39,061	39,859	40,672	41,502
H	42,130	42,990	43,867	44,762	45,676
I	45,840	46,775	47,730	48,704	49,698
J	50,634	51,668	52,722	53,798	54,896
K	57,882	59,064	60,269	61,499	62,754
L	69,880	71,307	72,762	74,247	75,762
M	81,510	83,173	84,871	86,603	88,370
N	96,271	98,236	100,241	102,287	104,374
O	109,592	110,853	112,516	114,203	115,916
P	118,234	120,007	121,807	123,634	125,489
Q	128,010	129,930	131,879	133,857	135,865
R	138,582	140,661	142,771	145,626	148,539

\*The 2023/2024 national pay award is not included within the above salary scales

Length of service					
Grade	Up to 5 years	After 5 years	After 10 years	After 20 years	After 30 years
A-E	25.5	29.5	30.5	32.5	34.5
F-K	28.5	29.5	31.5	34.5	37.5
L-N	33.5	34.5	35.5	36.5	37.5
O-R	34.5	35.5	36.5	37.5	38.5