

POWYS COUNTY COUNCIL

Pay Policy Statement 2024/25

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POWYS COUNTY COUNCIL

Pay Policy Statement 2024/25

1. Introduction and Purpose

- 1.1** This Pay Policy statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 (1) of the Localism Act 2011. The Act requires English and Welsh local authorities to produce and publish a pay policy statement each financial year, detailing:
- The authority's policies towards all aspects and elements of the remuneration of chief officers
 - Their approach to the publication of and access to information relating to all aspects of the remuneration of chief officers.
 - The authority's policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
 - The relationship between the remuneration of its chief officers and other employees.
- 1.2** Local authorities are large complex organisations with multi-million-pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.
- 1.3** The Council will continue to develop a Pay Policy and Strategy in this context and will seek to align rewards systems with business objectives. Once approved by the full Council, as required by the legislation prior to 31 March 2024, this pay policy statement will come into effect from 1 April 2024 and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

2. Legislative Framework

- 2.1** In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes:
- Equality Act 2010
 - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
 - The Agency Workers Regulations 2010
 - Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2** 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.

3. Scope of the Pay Policy

- 3.1** The Localism Act 2011 requires authorities to develop and make public their pay policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the authority, explaining their policy on the relationship between remuneration for Chief Officers and other groups.
- 3.2** Nothing within the provisions of the Localism Act 2011 detracts from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers.
- 3.3** In the interests of transparency and accountability, the Council has taken a broader approach and has produced a policy covering all employee groups with the exception of School teachers (the pay for this group is directly under local authority control).
- 3.4** 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.

4. Development of Pay and Reward Strategy

- 4.1** The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the organisation can perform at its best. The biggest challenge for the council in the current circumstances is to maximise productivity and efficiency within current resources. The pay policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the authority's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.
- 4.2** In this context it does need to be recognised that at the more senior grades in particular, remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the council will often be seeking to recruit in competition with other good public and private sector employers.
- 4.3** In addition the council is a major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the County. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy.
- 4.4** In designing, developing and reviewing Pay and Reward strategy the council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs.

- 4.5** The Council recognises that pay is not the only means of rewarding and supporting staff and offers a wider range of benefits including flexible working, access to training and development, occupational health services, an occupational pension scheme, an employee assistance programme and the benefits that support our commitment to sustainability and a greener Council, for example a Cycle to Work scheme and promoting low emission vehicles through the corporate lease car scheme. The Council is committed to the identification and fostering of talent to support succession planning and meeting the future business needs.
- 4.6** In order to embed the above principles, the Council will continue to make provision for clear and rational processes for setting/reviewing salaries and ensuring sufficient flexibility to take into account the pay market and recruitment and retention factors, for example our Market Pay policy.

5. Specific Local Factors Affecting Pay Policy

5.1 Local Labour Market Factors

Data from the 2021 Census and other statistics relating to Powys population trends and labour market information indicates a low birth rate and a large outward migration of young people coupled with a large inward migration of older people. Powys is seen as an attractive place to retire and there are limited opportunities for higher education and employment opportunities for young people.

Between the last two censuses (held in 2011 and 2021), the population of Powys increased by just 0.1% (Wales increased by 1.4%) with the average (median) age of Powys increasing from 46 to 50 years of age, which is now the highest median average in Wales.

Furthermore, the number of people aged between 65 to 74 rose by 22.5%, whilst the number of residents between 35 and 49 years fell by 20.5%.

Currently the Council employs very few young people under the age of 21 and opportunities for school leavers and graduates have been limited, mainly due to the economic climate and the constraints on budgets. The Council's workforce reflects the community which is steadily getting older.

The Council not only continues to react to this trend but is also planning for the future by introducing employment and training opportunities for young people, through increasing the number of apprentices, trainee and career graded roles. In this way the Council aims to have sufficient skills to sustain services in the future.

5.2 Current Recruitment and Retention Issues

Traditionally Powys County Council has difficulties attracting large numbers of candidates for 'hard to fill' posts in a number of areas across the Council. Examples are in the areas of Social Care, in particular, Social Workers and

Children's Residential Care Workers. This difficulty also exists with Chief Officer roles and in other professionally qualified areas such as Planning, Engineering, Legal, Human Resources, Health and Safety, Finance and HGV Drivers.

The Council also has an ageing population in comparison to other Local Authorities in Wales and this, combined with the rural nature of the county and large geographic area, means that the Council can experience difficulties with recruitment and retention. As such the Council has introduced an Apprenticeship initiative including career graded pay rates.

The Council recognises the importance of Recruitment and Retention through its Corporate and Strategic Equality Plan (2023-2027), with corporate objective 2 pledging "*we will provide good quality, sustainable employment and training opportunities, whilst pursuing real living wage employer accreditation*".

6. Pay Structure – National Joint Council / Single Status Staff

6.1 Current Position

The Council applies the National Joint Council (NJC) negotiated pay spine as the basis for its main grading structure. This determines the salaries for the majority of the workforce.

In November 2023, agreement was reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2023.

The NJC pay agreements, effective from 1 April 2024, have yet to be agreed with discussion between Trade Unions and the Employers side on-going. Once agreed, the Council are contractually obliged to implement.

6.2 Job Evaluation for NJC staff

The Council's systematic approach to determining the value and worth of posts that are currently subject to the NJC nationally agreed pay spine was implemented from the 1st April 2013, following the signing of a Collective Agreement with Unison, GMB and Unite Trade Unions. This revised pay and grading structure was subject to an equal pay audit.

Payment protection paid to staff suffering a detriment was agreed for a 12-month period and ended on the on 31st March 2014. All qualifying posts continue to be job evaluated to ensure that the integrity of the single status is maintained, ensuring that staff are remunerated fairly whilst also protecting the Council from any future Equal Pay claims.

6.3 Terms and Conditions

In conjunction with the job evaluation process a review of associated terms and conditions has been undertaken which has consolidated the range of nationally and locally negotiated terms which have been agreed through previous collective bargaining. The objective is to apply a single status approach across the authority which is fair for all staff and which also complies with the equality impact assessment.

6.4 National Living Wage / National Minimum Wage Statutory Compliance

As detailed in 6.5, the Council will continue to pay the Real Living Wage (RLW), which is based on the Living Wage Foundation rate, to all staff including Apprentices.

Whilst this ensures that all staff are paid well in excess of the statutory National Living Wage / National Minimum Wage, compliance checks still need to be undertaken to ensure that the hourly rates of any staff members who take advantage of the employer Salary Sacrifice benefits such as Childcare Vouchers, Cycle to Work Scheme or Car Leasing, even though voluntary, remain paid at least the statutory rates below.

Year	New National Living Wage Age 21+	National Living Wage (Age 23+)	21-22 Year Old Rate	18-20 Year Old Rate	16-17 Year Old Rate	Apprentice Rate
1 st April 2022	-	£9.50	£9.18	£6.83	£4.81	£4.81
1 st April 2023	-	£10.42	£10.18	£7.49	£5.28	£5.28
1 st April 2024	£11.44	-	-	£8.60	£6.40	£6.40

6.5 Living Wage Foundation / Real Living Wage for Wales

As agreed by Cabinet on 7 February 2023, the Council will not only continue to pay employees the non-statutory Real Living Wage, as it has done since April 2015 (with the exception of 2018/19), it will also be paid to apprentices from April 2023.

As such, from 1 April 2024, the lowest paid staff and apprentices will see their pay increase to a minimum of £12.00 per hour (£23,152 per annum full time equivalent). The 2023 rate was £10.90 per hour (£21,030).

6.6 Acting Up/Honoraria

On occasions when employees undertake additional responsibilities for a limited period of time, the Head of Service will have the discretion to award an honorarium or acting up payment. This will be applied in line with the Guidance attached at Appendix B.

6.7 Pay and Performance

The Council introduced a new appraisal process in October 2018, which has been further enhanced, and expects high levels of performance from all its' employees. Individual performance is managed and supported by line managers, with the relationship between line manager and staff member being key to ensuring we have engaged and motivated staff, who are enabled in their work and can utilise their ideas to improve services. This is vital to ensure all employees and services contribute to meeting the priorities set out in the Councils Corporate Plan. There are no bonus related pay incentives in place.

6.8 Pensions

All Council employees (with the exception of Teachers) are entitled to join the local government pension scheme (LGPS). 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 and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable as part of the scheme are set out in the LGPS regulations. The LGPS Employers rate for 2024/2025 is 23.4% (21.4% Future Service rate and 2.0% Deficit rate).

7. Accountability and Decision Making

7.1 In accordance with statutory requirements and the Constitution of the Council policies relating to the recruitment, pay, terms and conditions, and severance arrangements of all employees of the Council is the responsibility of the Council.

8. Chief Officer Remuneration

8.1 Definition of Chief Officer:

For the purposes of this statement, 'chief officers' are as defined within S43 of the Localism Act. As of 1st April 2024, the Council's Chief Officer posts including those falling within the statutory definition are set out below:

- Chief Executive
- Director of Corporate Services
- Director of Economic Development and Growth
- Director of Social Services and Wellbeing
- Director of Education
- Chief Officer, Place
- Head of Legal and Monitoring Officer
- Head of Business Intelligence and Governance
- Head of Childrens Services
- Head of Adult Social Care
- Head of Finance
- Head of Highways, Transport and Recycling
- Head of People

- Head of Housing Services
- Head of Planning and Regulatory Services
- Head of Digital Services
- Head of School Improvement and Learning
- Head of Transforming Education
- Head of Economy and Climate

The above posts are governed by JNC for Chief Executives and JNC for Chief Officers terms and conditions of employment. Pay levels for all such officers are as evaluated using the Korn Ferry Hay Group Job Evaluation Scheme.

The 2023/24 nationally agreed pay awards applied a 3.5% uplift to salaries from 1st April 2023. The JNC pay agreements, effective from 1 April 2024, has yet to be agreed with discussion between Trade Unions and the Employers side yet to commence. Once agreed, the Council are contractually obliged to implement.

8.2 Details of senior staff pay are published in the annual Statement of accounts report. This document can be found in the annual accounts of the Council, and can be accessed here: <https://en.powys.gov.uk/article/7469/Council-Accounts>

8.3 The current number and gender profile of Chief Officers is set out below (information as at time of writing the report in February 2024):

Level	Female	Male	All
Chief Executive	1	0	1
Director	3	1	4
Head of Service	8	4	12
Total	12	5	17

8.4 Other Posts

The Council also has a category of employees employed on Senior Manager (SM) grades. These grades fall between the top of the NJC pay spine and the bottom of the Head of Service range. These posts are governed by NJC terms and conditions of employment, with national pay awards applied accordingly.

The grades ranges for all the above posts are agreed locally and are attached at Appendix C.

The Council has a number of posts within the Schools Service and Youth Service that are employed under Soulbury or Youth & Community terms and conditions. The Soulbury grades are attached at Appendix D, with Youth & Community attached at Appendix E. The last pay award agreed for JNC Youth & Community was £1925 effective from 1st September 2023. The last pay award agreed for Soulbury was 4%, effective from 1st September 2023. The pay awards effective from 1st September 2024 are yet to be discussed at national level.

8.5 Recruitment of Chief Officers

The Council's policy and procedures with regard to the recruitment of Chief Officers is set out within Section 11 of the Council Constitution. When recruiting to all posts the Council will take full and proper account of its Equal Opportunities, Recruitment and Redeployment policies. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

8.6 Policy on the Payment of Chief Officers on ceasing to hold office or to be employed by the Council

Should a Chief Officer be in a redundancy situation and no alternative employment can be found they will, like all other employees, be entitled to compensation in line with the Council's Redundancy Compensation Scheme.

The Councils approach to statutory and discretionary payments on termination of employment of chief officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Retirement and Redundancy Policy, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 30 weeks would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).

Decisions relating to any other payments falling outside the provisions or the relevant periods of contractual notice will be taken by those officers and members authorised to do so by the Council Constitution.

9. Independent Remuneration Panel

- 9.1 In accordance with Section 143A of the Local Government (Wales) Measure 2011 the Independent Remuneration Panel for Wales ("the IRP") has powers to make recommendations in relation to any policy in an authority's pay policy statement which relates to the salary of the Chief Executive
- 9.2 If the Council proposes to change the salary value of the Chief Executive (except one which is commensurate to a change affecting the authority's other staff more generally) then the Council is obliged to consult the IRP about the proposed change. The Council is then required to have regard to the IRP's recommendations on the proposal.
- 9.3 The Council is required to identify in this pay policy statement whether any such referral has been made to the IRP, and if so, the nature of the referral, the IRP's decision and the Council's response. An authority which chooses not to follow the advice of the Panel may become subject to a Ministerial direction to reconsider their position.

- 9.4 The Council has not made a referral to the IRP relating to the salary payable to the Chief Executive.

10. Re-employment of Staff

- 10.1 The Council has a Re-employment of Former Employees Policy which came into effect from 1 September 2014, and reviewed and updated in February 2022.

- 10.2 The purpose of the policy is to set out the Council's approach to the re-employment of certain categories of ex-employees.

10.3 Redundancy / Efficiency Cases

The Council will not engage such former employees on a contract of employment, or through an employment agency, nor engage them in a "contract for services", for a period of 12 months from the date of termination of their employment. After this period, restrictions on their re-employment are removed.

- 10.4 Engagement in a "contract for services" means appointing a genuinely self-employed individual such as a consultant where the relationship between the parties is not that of employer and employee.

Exceptions – Redundancy and Efficiency

- 10.5 Where there is a compelling case for re-employment or re-engagement inside the 12-month period, driven by the needs of the Council (for example, because of the skills and experience of a particular individual) or the circumstances of the former employee, approval must be sought from the Head of Workforce and Organisational Development.

- 10.6 The recruiting manager must submit a case in writing stating why an exception to the general policy should be made. No offer of employment, or contract for services, may be offered, nor arrangement with an employment agency be made until the Head of Workforce and Organisational Development has given express written permission to do so.

- 10.7 The following factors may make it likely that a request for re-employment or a contract for services will be agreed, although not guaranteed:

- The new employment is for a short period (temporary), or casual, or for very few hours a week, and/or is on a lower job grade than the original job;
- The new employment is in a markedly different capacity (job role or service area) to the original job;
- The employee has scarce skills which the Service has demonstrated (through a detailed business case) it cannot secure easily elsewhere.

10.8 There is no right of appeal against the decision of the Head of Workforce and Organisational Development.

10.9 **Misconduct/ Lack of Capability Cases:**

The Council will not re-employ such ex-employees, nor engage their services through an employment agency nor under a contract for services, and there is no qualifying period, subject to the following exceptions outlined below.

10.10 **Exceptions – Misconduct or Lack of Capability Cases**

The Council recognises that there may be a case for re-employment in some circumstances, although it is highly unlikely.

10.11 The Council will not normally re-employ an employee who was dismissed on the grounds of gross misconduct. However, there may be very exceptional circumstances (such as a significant period of time since the dismissal) when re-employment may be considered. The final decision rests with the Head of Workforce and Organisational Development who will take account of the reasons for dismissal and the potential and/or likelihood for future misconduct.

10.12 The Council may re-employ an ex-employee who was dismissed on the grounds of lack of capability, or on grounds of misconduct short of gross misconduct. Re-employment will be subject to an assessment by the respective Head of Service and the Head of Workforce and Organisational Development of the applicant's suitability for the new role in the light of the previous case.

11. Remuneration at the Lowest Grades

11.1 The lowest paid employees employed under a contract of employment with the Council, are remunerated on full time equivalent salaries in accordance with the minimum NJC spinal column point currently in use within the Council's grading structure. From 1st April 2023 this is spinal column point 2, currently £22,366 FTE per annum (£11.59 per hour) until the 2024 pay awards are agreed. From 1st April 2024, this hourly rate will however increase in-line with the Real Living Wage Rate (see paragraph 6.5), resulting in the lowest paid employees being paid at least £12.00 per hour (£23,152 FTE per annum).

11.2 The Council does run an apprenticeship scheme where individuals are engaged under a fixed term contract for a period of up to three years. From 1st April 2024 their rates of pay will be uplifted to the Real Living Wage rate of £12.00 per hour (currently £10.90 per hour) but for the purposes of this Pay Policy do not fall into the category of lowest grade or lowest paid in the council as are not employees by definition.

11.3 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement

12. Gender Pay Gap

- 12.1 The following Gender Pay Gap information sets out the actual differences in pay between male and female employees (excluding Schools) as at 31st March each year.

Date	Pay Gap (median)	Pay Gap (mean)
As at 31/03/2017	10.2%	10.7%
As at 31/03/2018	9.5%	9.8%
As at 31/03/2019	8.1%	8.3%
As at 31/03/2020	7.6%	7.5%
As at 31/03/2021	4.1%	8.2%
As at 31/03/2022	7.4%	8.0%
As at 31/03/2023	To be confirmed and published by 30/03/2024	To be confirmed and published by 30/03/2024

- 12.2 The median involves listing all the qualifying hourly rates in numerical order and choosing a middle number in the list. The mean average involves adding up all the hourly rates and dividing the result by how many numbers were in the list. A positive percentage figure reveals that typically, or overall, employees who female have a 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.
- 12.3 It is however important to note (as per 6.2) that since the Council implemented Job Evaluation and the Single Status Agreement in 2013, both female and males in comparable roles are remunerated equally.

13. Pay Relativities within the Authority

- 13.1 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the Organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 13.2 The multiples of pay for Powys County Council are as follows:

1. The multiple between the lowest paid full time equivalent employee (£22,366) and the chief executive (£144,513) is 1:6.46 (based on current confirmed rates for 2023/24)
2. The multiple between the lowest paid employee (£22,366) and mean average chief officer including the Chief Executive (£93,766) is 1:4.19 (*mean average Chief Officer includes Chief Executive*)
3. The multiple between the lowest paid employee (£22,366) and mean average chief officer excluding the Chief Executive (£90,595) is 1:4.05 (*mean average Chief Officer excludes Chief Executive*)
4. The multiple between the median (average) full time equivalent earnings (£27,803) (excluding schools) and the chief executive (£144,513) is 1:5.20
5. The multiple between the median (average) full time equivalent earnings (£27,803) (excluding schools) and mean average chief officer including the Chief Executive (£93,766) is 1:3.37
6. The multiple between the median (average) full time equivalent earnings (£27,803) (excluding schools) and mean average chief officer excluding the Chief Executive (£90,595) is 1:3.26

14. Publication

- 14.1 Upon approval by the full Council, this statement will be published on the Council's website before 31 March 2024.
- 14.2 The Council's Annual Statement of Accounts will also include additional information as required by the Accounts and Audit (Wales) Regulations 2005 (as amended) and in respect of posts where remuneration is £60,000 or more per annum.

15. Partnership with Trade Unions

- 15.1 The Council will endeavour to maintain the constructive partnership approach that it has developed with the recognised Trade Unions and will continue to work closely with them on pay related matters. Collective bargaining will be followed as appropriate for any proposed changes to pay and /or allowances.

16. Reviewing the Policy

- 14.1 This Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed over the next year to ensure that it meets the principles of fairness, equality, accountability and value for money for the citizens of Powys. The Policy will be reviewed annually and reported to Council.

APPENDIX A - Pay Scales for NJC Employees

(*2023 rates shown, 2024 National Pay Awards not yet confirmed)

The Council adopts the Living Wage Foundation (LWF) rate of £12.00 per hour

NEW Scale Point (SCP)	Grade	FTE Salary	Hourly Rate
1	Grade 1	22,366 (LWF) 23,152	11.5929 12.00
1	Grade 2	22,366 (LWF) 23,152	11.5929 12.00
2		22,366 (LWF) 23,152	11.5929 12.00
3	Grade 3	22,737 (LWF) 23,152	11.7852 12.00
4		23,144 (LWF) 23,152	11.9806 12.00
5	Grade 4	23,500	12.1807
6		23,893	12.3844
7	Grade 5	24,294	12.5922
8		24,702	12.8037
9		25,119	13.0198
11	Grade 6	25,979	13.4656
12		26,421	13.6947
13		26,873	13.9290
14		27,334	14.1679
15	Grade 7	27,803	14.4110
16		28,282	14.6593
17		28,770	14.9123
18		29,269	15.1709
19		29,777	15.4342
19	Grade 8	29,777	15.4342
20		30,296	15.7032
21		30,825	15.9774
22		31,364	16.2568
23	Grade 9	32,076	16.6258
24		33,024	17.1172
25		33,945	17.5946
27	Grade 10	35,745	18.5276
28		36,648	18.9956
29		37,366	19.3522
30	Grade 11	38,223	19.8120
31		39,186	20.3111
32		40,221	20.8476
33	Grade 12	41,418	21.4680
34		42,403	21.9786
35		43,421	22.5063
37	Grade 13	45,441	23.5533
38		46,464	24.0835
39		47,420	24.5790
41	Grade 14	49,498	25.6561
42		50,512	26.1817
43		51,515	26.7016

APPENDIX B - Acting Up / Honoraria and Relief Arrangements

Cover for Managers /Supervisors

Acting up allowances will be paid in the event of a temporary and unforeseen absence of a manager or supervisor where an employee is required to cover the duties of the post for more than one calendar month. Cover provided for absences less than this will not be paid.

Where an absence is likely to be lengthy, e.g Maternity Leave, managers must consider making an appointment to the temporary vacancy through advertisement to a wider field of potential applicants.

Once cover extends beyond one month then employees will be paid the difference between their own rate and the job evaluated rate for the job being covered, backdated to the beginning of the period of cover. A minimum of one spinal column point higher will be paid. A percentage of the difference in rate may be made to reflect a lesser range of responsibilities being covered. Percentage acting up allowances may be paid to more than one member of a team if responsibilities are being shared. Where full duties are shared the acting allowances should be equal to the full difference in salary.

Honoraria

On occasion when employees undertake additional responsibilities for a limited period of time the Head of Service will have the discretion to award an honorarium. This will not be a full job evaluated rate given the time limits on the responsibilities however the job evaluation scheme can be used to help establish a reasonable honoraria rate. If the additional duties are outside the usual knowledge and skill requirements it maybe necessary to use market information (in accordance with the market supplement policy) to establish a payment level. Honoraria should cease after 12 months. If the additional duties continue then an evaluated rate must be established, if necessary with a market premium, in accordance with the market Supplement Policy.

Relief / Casual Arrangements

Where there is a business requirement for a relief duty officer e.g as part of a duty roster a single fixed job evaluated rate for the relief role should be established and paid as a change of rate for the period during which the employee covers the duty requirements.

Casual workers are entitled to the evaluated rate for the job unless they are not required to cover the full duties of the job. If this is the case then a casual worker job evaluated rate must be established. The casual worker is entitled to any allowances arising from non-standard working in the same circumstances as an established employee.

APPENDIX C - Chief Officer & Senior Manager Pay Scales

National Pay Rates applicable from 1 April 2024*
 (* 2023 rates shown, 2024 National Pay Award not yet confirmed)

Senior Manager 2	SM2	003	£57,352
		004	£59,455
		005	£60,088
		006	£61,561
Senior Manager 1	SM1	009	£65,140
		010	£66,823
		011	£68,508
		012	£70,193
Heads of Service 2	HS2	017	£75,598
		018	£78,055
		019	£80,504
		020	£82,960
Heads of Service 1	HS1	021	£85,411
		022	£87,866
		023	£90,321
		024	£92,773
Director 2	D2	025	£94,282
		026	£96,818
		027	£99,353
		028	£101,889
Director 1	D1	029	£106,682
		030	£109,216
		031	£111,752
		032	£114,286
Chief Executive	CE1	037	£144,513
		038	£147,718
		039	£150,925
		040	£154,131

The Chief Executive is also the Returning Officer and payment for these duties is set out in legislation prior to the election within Fees and Charges Orders.

APPENDIX D - Soulbury Pay Agreement

National Pay Rates applicable from 1 September 2023 (2024 not yet agreed)
 Educational Improvement Professionals (EIPs)

Spinal point	Rates effective from 1-Sep-23
001	40,919
002	42,312
003	43,224
004	44,963
005	46,288
006	47,615
007	49,008
008	50,349
009	51,911
010	53,304
011	54,679
012	56,010
013	56,976
014	58,861
015	59,777
016	61,106
017	63,034
018	64,354
019	65,717
020	66,421
021	67,774
022	68,953
023	70,251
024	71,415
025	72,659
026	73,873
027	74,403
028	75,650
029	77,635
030	78,894
031	80,142
032	80,637
033	82,679
034	83,180
035	84,465
036	86,607
037	87,919
038	89,245
039	90,552
040	90,985
041	92,285
042	94,485
043	94,883
044	96,189
045	98,428
046	98,794
047	100,102
048	102,376
049	103,690
050	105,006
051	108,164
052	112,491

Educational Psychologists

SCALE A

SCP	01-Sep-23
1	42,422
2	44,474
3	46,525
4	48,575
5	50,627
6	52,678
7	54,609
8	56,540
9	58,348
10	60,160
11	61,848
12	62,540
13	63,836
14	65,120

SCALE B

SCP	01-Sep-23
1	52,678
2	54,609
3	56,540
4	58,348
5	60,160
6	61,848
7	62,540
8	63,836
9	65,120
10	66,425
11	67,706
12	69,010
13	70,337
14	71,621
15	72,966
16	74,297
17	75,637
18	76,976
19	80,055
20	83,257
21	86,587

Young People's / Community Service Managers Spine

SCP	01-Sep-23
1	41,972
2	43,281
3	44,587
4	45,922
5	47,278
6	48,601
7	49,953
8	51,490
9	52,338
10	53,648
11	54,950
12	56,255
13	57,550
14	58,858
15	60,167
16	61,481
17	62,800
18	64,113
19	65,417
20	66,749
21	68,106
22	69,496
23	70,912
24	72,358

APPENDIX E - JNC for Youth & Community Workers

National Pay Rates applicable from 1 September 2023*
(*2024 national pay award yet to be agreed)

Support Worker Range

SCP	01/09/2023
1 - 4	obsolete
5	23,496
6	23,825
7	24,121
8	24,799
9	25,664
10	26,341
11	27,434
12	28,501
13	29,606
14	30,750
15	31,528
16	32,341
17	33,141

Professional Range

SCP	01/09/2023
13	29,606
14	30,750
15	31,528
16	32,341
17	33,141
18	33,946
19	34,745
20	35,547
21	36,447
22	37,467
23	38,461
24	39,459
25	40,465
26	41,470
27	42,475
28	43,493
29	44,502
30	45,513
31	46,195
32	47,316