



# **BRENT COUNCIL PAY POLICY STATEMENT**

**Financial Year 2013/14**

**March 2013**

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# **BRENT COUNCIL PAY POLICY STATEMENT**

**Financial Year 2013/14**

## **Purpose**

The Council's pay policy outlines Brent's policy on pay and benefits for all employees (excluding schools) and has been developed to meet the relevant statutory provisions of the Localism Act 2011.

The pay policy will be reviewed on an annual basis and any changes will be approved in advance of each new financial year.

The pay policy statement can be amended during the course of any financial year, but only by a resolution of the full council. If it is amended during the year to which it relates, the revised version of the statement will be published as soon as reasonably practicable.

## **Strategic Context**

The current and future pay and benefit arrangements are embodied in the council's People Strategy 2010/14. The council's Borough Plan and One Council programmes provide the strategic framework for the council's workforce and people priorities.

The overarching objective for the People Strategy is to have the right people, with the right skills, attitudes and experience, in the right place at the right time to enable the organisation to progress towards its vision, mission and live up to the values it holds dear.

Key objectives of the 2010/14 People Strategy are to:

- prepare the council's workforce to move and operate successfully when the Civic Centre opens in 2013;
- reduce staffing costs and raise overall productivity of the workforce through new ways of working;
- build a new, sustainable organisational model which is agile and fit for purpose.

The council is committed to being a good employer, has an excellent track record in employing a workforce which reflects the community and in order to recruit and retain a high quality workforce will pay its staff at salary levels which will attract top performers.

## **Review of Employee Benefits**

The council's pay arrangements and terms and conditions will have an impact on the ability of the council to fully realise its objectives and in ensuring the workforce is 'fit for purpose' and able to adapt its working arrangements for transition to the new Civic Centre. Under the One Council programmes and People Strategy umbrellas the pay policy and terms and conditions have been reviewed. The aim was to ensure fair and equitable pay and benefits arrangements to enable the council to recruit and retain a flexible, talented and performance focused workforce. A new core contract with revised terms and conditions was introduced and became effective on 1 January 2013. The key changes are:

- pay and grading has been simplified and standardised by moving to the GLPC pay spine
- A flexible core contract has been introduced
- A 36 hour working week - 5 days over 7, for all staff (with the exception of senior officers)
- A modern and flexible benefits package will be launched in March 2013
- Overtime has been standardised
- Lump sum payments for mileage have been abolished and all staff who use their car will claim mileage at HMRC rate of 45 pence per mile for the first 10,000 miles. This is a non taxable mileage rate.

## **Council Pay Rates and Scales**

Pay scales are reviewed annually in line with the National Joint Council agreements and are effective from 1 April.

The following pay scales have been adopted by the council:

- [GLPC Pay Scales](#) (job evaluated) (main pay scales)
- Senior Manager Pay Scales (senior managers)
- [Soulbury Pay Scales](#) (Education Psychologists, Advisors &,Inspectors)
- [Youth and Community](#) Pay Scales
- Teaching Pay Scales (for centrally employed local authority teachers)

## **Remuneration of Senior Management (Chief Officers)**

The council defines its senior management as the top 3 tiers in the management structure. This includes all statutory and non-statutory Chief Officer and Deputy Chief Officer roles. It comprises the Chief Executive, directors and assistant directors.

Currently the [pay, expenses and declaration of interest](#) are published for the Corporate Management Team which comprises the Chief Executive and the directors.

The council may, in exceptional circumstances, employ senior managers under contracts for services. The council generally will aim to pay such individuals at a rate consistent with the pay of directly employed staff performing a comparable role although there may be circumstances where a higher rate is warranted over the short term.

## **Remuneration of Lowest Paid Employees**

The council defines its lowest paid employees as those staff paid on the lowest established grade and scale point which in Brent is Scale 2 spinal point 10 of the GLPC Pay Scales currently £16290pa

## **London Living Wage**

The council has implemented the London living wage. This rate will apply to all staff who currently receive less than £8.55 per hour. This will not apply to apprenticeships and interns on training contracts

## **Pay Multiple**

The 'pay multiple' is the ratio between the highest paid salary and the lowest/median average salary of the council's workforce. The council's highest paid employee is the Chief Executive whose post is currently vacant and the current pay multiples are

Median salary is approximately 1:5

Lowest salary is approximately 1:9

The council has not set a target for a maximum multiple. The pay multiples have been reduced significantly from 2011/2012 as a result of the reduction in the Chief Executive's salary and the introduction of the minimum living wage.

## **Pay Grading**

Single Status was introduced in 2009 for staff on the main pay scales. Single Status introduced common job evaluation schemes and pay scales for the council's former manual workers, administrative, professional, technical and clerical employees with the exception of education psychologists, nursery nurses, youth & community workers, chief officers and the chief executive.

Senior staff, including chief officers have, locally determined rates of pay which are linked to national negotiations for the determination of pay awards. A revised pay and grading structure for senior officers is being proposed and will be made effective on 1 April 2013, after concluding consultation with affected officers. The new pay and grading structure will cap the maximum salary for the Chief Executive at £185,000p.a., which is £10,000 pa. less than the current maximum.

### **Local Conventions for the GLPC Job Evaluation Scheme**

Virtually all local authorities and organisations that use the GLPC Scheme have Local Conventions in place. Without Local Conventions, evaluators may interpret these terms differently – and hence gradings can be affected and consistency lost.

The council is planning to introduce Local Conventions to ensure that the scheme is applied consistently and fairly to all employees.

### **GLPC (General London Provincial Council) pay spine**

The council moved to the GLPC pay spine on 1 January 2013. It is very closely aligned to the existing NJC (National Joint Council) pay scales. The change is very minimal for most staff.

The pay grades have not changed.

### **Public Health Transfer**

Following major changes to the public health system, responsibility for public health will be transferred to local authorities with effect from 1 April 2013. A maximum of 18 staff will be transferring into the council under NHS terms and conditions including pay. A Director of Public Health will be recruited who will be employed on Brent terms and conditions.

### **Pay on Appointment**

All employees, including chief officers, are normally appointed on the lowest pay spinal column point for their job evaluated grade. Employees may be appointed at a higher point, where they are currently earning more than the lowest pay spine for the role and where it is considered that they already possess the skills and experience needed to justify such a higher salary.

The council delegates authority to the Senior Staff Appointments Sub-Committee to make recommendations to the Council on the appointment of all officers at assistant director level and above.

## **Annual Pay Progression**

Brent's pay policy is primarily based on evaluated pay grades, which each have a salary range comprising a number of incremental points. Other pay grades are nationally prescribed but also have incremental progression arrangements. Most employees incrementally progress through the pay grade for their job. Progression will normally be one increment (pay spine column point) on 1 April each year until the top of the grade is reached for those on the main pay scales (separate arrangements apply during the first year of service where the start date is between 1 October and 31 March) and on the anniversary of joining for those on senior manager pay scales.

Pay progression is subject to satisfactory performance and can be withheld as a disciplinary sanction.

## **Performance Related Pay and Bonuses**

Council employees including the Chief Executive and chief officers do not receive performance related payments or bonuses.

## **National / Regional Pay Agreements**

The council operates the national (JNC/NJC) and regional (GLPC) collective bargaining arrangements for pay and conditions of service for all employees, including the Chief Executive and chief officers. Pay is increased in line with national and regional pay agreements.

Exceptionally, there has been no annual pay award to any group of staff since April 2009. The Local Government Association has confirmed a pay freeze of inflationary pay awards for local government employees for 2012/13, which has resulted in a 3 year pay freeze. The government has also set a maximum public sector pay increase limit of 1% for 2013/14 and 2014/15. The pay award for 2013/14 has not been confirmed but is likely to be 1%.

The last national pay agreement award for the Chief Executive and chief officers was implemented in April 2008.

The last national pay agreement award for all other non-teaching employees was implemented in April 2009.

## **Market Supplements**

The council may apply [market supplement](#) payments to jobs with recruitment or retention difficulties in order to recruit or retain staff with special skills, experience or knowledge.

## **Fees for Election Duties**

Election fees paid to employees (including chief officers) who assist in elections are in line with the rates agreed by the Government whenever general, regional or European elections occur. Where local elections occur fees will be determined using the cross-London agreed rates.

## **Pension**

All non teaching employees are able to join the Local Government Pension Scheme. Teachers are able to join the Teachers Pension Scheme. Benefits for both schemes are paid in accordance with government regulations. NHS employees who transfer to the council under TUPE will have access to the NHS Pension Scheme.

## **Pension Auto Enrolment**

From October 2012, employers will automatically enrol workers into a workplace pension who:

- are not already in a qualifying pension scheme
- are aged 22 or over
- are under State Pension age
- earn more than £8,105 a year (this figure is reviewed every year), and work or usually work in the UK.

## **Payments on Termination of Employment**

In the event that the council terminates the employment of an employee on the grounds of redundancy the terms of the council's redundancy and early retirement arrangements will apply.

## **Re-employment of Employees**

Section 7 of the Local Government and Housing Act 1989 requires that every appointment to paid office or employment in a local authority shall be made on merit.



The re-engagement of employees, including chief officers, who were made redundant is subject to the council's re-engagement policy (contained within the council's Managing Change Policy). The policy sets out the minimum period a former employee must wait before being eligible to work for the council again, as well as outlining other restrictions.

## **Tax avoidance**

All permanent Brent staff including senior managers are paid through payroll which means that all taxes are deducted at source. A review of temporary staff has recently been concluded and it is Brent's policy to cover vacancies through the use of approved agency workers or by appointing staff on fixed term contracts. Temporary workers providing services through their own companies will be carrying out projects and generally not covering permanent roles apart from in exceptional circumstances. Where these situations do occur they will be limited in duration, usually to less than 6 months.

## **Publication and access to information**

Brent's annual Pay Policy Statement will be published on the website where it can be easily accessed. Information about chief officers remuneration is published on the council's website [www.brent.gov.uk](http://www.brent.gov.uk) in the section **Senior staff salaries**