



Draft
BRENT COUNCIL PAY POLICY
STATEMENT

Financial Year 2012/13

March 2012

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BRENT COUNCIL PAY POLICY STATEMENT

Financial Year 2012/13

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 key objectives of the 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 are being reviewed. The aim is to create fair and equitable pay and benefits arrangements to enable the council to recruit and retain a flexible, talented and performance focused workforce. The intention is to:

- simplify and standardise pay and grading
- introduce a flexible core contract
- introduce a modern and flexible benefits package
- reduce redundancy and related costs associated with managing change
- reduce and standardise overtime and non-standard working costs.

The council is committed to working with the trade unions in achieving this.

Any changes arising out of the review will be reflected in the 2013/14 statement.

Council Pay Rates and Scales

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

The following pay scales have been adopted by the council:

- Brent Council [Single Status](#) (job evaluated) Pay Scales (main pay scales)
- [Hay](#) (job evaluated) Pay Scales (senior managers)
- [Soulbury Pay Scales](#) (specialist roles)
- [Youth and Community](#) Pay Scales

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 1a spinal point 4 of the Single Status Pay Scales.

Pay Multiple

The 'pay multiple' is the ratio between the highest paid salary and the median average salary of the council's workforce. The council's highest paid employee is the Chief Executive and

the current pay multiple is approximately 1:7. The council has not set a target for a maximum multiple.

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.

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 the 1st of 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 1st October and 31st March) and on the anniversary of joining for those on senior manager HAY 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 (including the pay scales) 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 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 provided their contract of employment is for three months or more. Teachers are able to join the Teachers Pension Scheme. Benefits for both schemes are paid in accordance with government regulations.

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 in the section **Senior staff salaries**