

Agenda

Employment Committee

Tuesday, 30 January 2024 at 6.30 pm

New Council Chamber, Town Hall, Reigate



This meeting will take place in the Town Hall, Castlefield Road, Reigate. Members of the public, Officers and Visiting Members may attend remotely or in person.



Members of the public may observe the proceedings live on the Council's [website](#).

Members:

V. H. Lewanski (Chair)

M. Tary

G. Adamson

R. Biggs

P. Chandler

Substitutes:

Conservatives: J. Baker and S. Parnall

Residents Group: R. Harper and N. D. Harrison

Green Party: J. C. S. Essex

Liberal Democrats

Mari Roberts-Wood
Managing Director

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Published 22 January 2024

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

1. Apologies for absence

To receive any apologies for absence.

2. Minutes of the last meeting

(Pages 5 - 10)

To approve the minutes of the meeting of the Committee held on 12 September 2023.

To approve the Exempt minutes of the meeting of the Committee held on 12 September 2023.

3. Declarations of Interest

To receive any declarations of interest.

4. Pay Policy Statement for 2024/25

(Pages 11 - 26)

To consider the Pay Policy Statement for 2024/25.

5. Workforce Data Summary (six month update) EC 30 Jan 24

(To Follow)

To provide the Committee with a regular update on workforce data.

6. Pay Award 2024/25 - verbal update

To receive a verbal update of the 2024/25 Pay Award.

7. Organisational Development Plan 2023 - 2026 - verbal update

To receive a verbal update of the Organisational Development Plan 2023 – 2026.

8. Recruitment of Deputy CFO - verbal update

To receive a verbal update of the recruitment of a Deputy Chief Financial Officer.

9. Future Work Programme

To receive and consider the Future Work Programme of the Committee.

10. Exempt business

RECOMMENDED that members of the Press and public be excluded from the meeting for the following items of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

1. It involves the likely disclosure of exempt information as defined in paragraph 2 of Part 1 of Schedule 12A of the Act; and
2. The public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11. Any Other Urgent Business

To consider any item(s) which in the opinion of the Chair, should be considered as a matter of urgency – Local Government Act 1972 Section 100B(4)(b).

Note: Urgent business must be submitted in writing but may be supplemented by an oral report.

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Minutes of a meeting of the **Employment Committee** held at the **New Council Chamber, Town Hall, Reigate** on **Tuesday, 12 September 2023 at 2.30 pm.**

Present: Councillors V. H. Lewanski (Chair); R. Biggs, J. Baker (Substitute), J. C. S. Essex (Substitute) and N. D. Harrison (Substitute)

The Chair notified the Members of the Committee that the agenda would be reordered to take items on the Organisational Development & Human Resources Staffing Update, Pay Award 2024/25 and Pay Policy Statement first. The minutes of the meeting are presented in the order as listed in the agenda.

13 Apologies for Absence

Apologies were received from Councillors Adamson, Chandler and Tary with Councillors Harrison, Essex and Baker respectively substituting.

14 Minutes of the Last Meeting

RESOLVED that the Minutes of the meeting held on 20 June 2023, be approved and signed.

15 Declarations of Interest

There were none.

16 Organisation Development & Human Resources Strategy 2023 - 2026 Update

The Head of Organisational Development & HR introduced the item. Members were reminded that the Committee's Terms of Reference included oversight and engagement with the Organisation Development & Human Resources Strategy. It was reported that work had commenced on drafting the strategy. This would set out the priorities aligned to the Corporate Plan. Consultation on the strategy had been extensive including with the Management Team, Heads of Service, Unions and the Portfolio Holder. The feedback received was being assessed. It was intended that the strategy be presented to the Committee later in the calendar year.

RESOLVED: to note the Organisation Development & Human Resources Strategy 2023 – 2026 update.

17 Ways of Working

The Strategic Head of Organisation & Transformation introduced the item with it being noted that ways of working included hybrid working. The objective of the strategy was to ensure that everyone had the correct tools needed to fulfil their role. Interviews had been conducted with members of the senior management team. A staff survey was

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being commissioned to be launched in October 2023. The draft strategy was being reviewed by Sustainability Officers and Data Protection Officer following wider consultation with Health and Safety, IT, the Unions, the Portfolio Holder and the Employment Committee itself.

The impact on recruitment and the terms and conditions of employment were noted should there be a desire to shift to more face-to-face interaction. This was reflected in the draft policy.

It was agreed that the information from the Local Government Association Hybrid Working Group would be distributed to the members of the Committee.

RESOLVED: to note the update on ways of working.

18 Pay Policy for 2024/25

The Head of Organisational Development & HR introduced the item. The Committee was given initial sight of a draft of the Pay Policy for 2024/25 which required Council approval prior to it being adopted at the start of the next financial year. The policy was a requirement under the Localism Act 2011 and had to set out the Council's pay policies from the highest to the lowest paid, detailing the relationship between the Chief Officers (the Head of Paid Staff, the Section 151 Officer, the Monitoring Officer, and the Director).

The Pay Policy provided an overview of the Council's commitment to fair pay in terms of a real living wage for all employees. This figure would be revised and an updated version of the policy would return to the Committee for final approval.

In response to questions asked by the members of the Committee, it was clarified that:

- Members would be provided with more information to explain the overall salary increase between 2022/23 and 2023/24.
- The Council had not received any equal pay claims. Pay scales were based on the job evaluation scheme.
- The requirements around benefits other than pay would be clarified although it was established that the only variable benefits were performance related pay and pension contributions. The latter were set by the Local Government Pension Scheme in accordance with salary bandings.

RESOLVED: to note the draft Pay Policy Statement for 2024/25.

19 Future Work Programme

RESOLVED that the work programme be noted.

20 Exempt Business

RESOLVED to exclude members of the press and public from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

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1. It involved the likely disclosure of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer holders, under the authority; and
2. The public interest in maintaining the exemption outweighed the public interest in disclosing the information.

21 EXEMPT: Pay Award 2024/25

The Managing Director updated the Committee on progress to agree a Pay Award for 2024/25.

RESOLVED: to note the update provided.

22 EXEMPT: Organisational Development & Human Resources Staffing Update

The Head of Organisational Development & Human Resources (OD & HR) introduced the item explaining that the Committee was being asked to consider the implications of the OD & HR restructure and a related redundancy. The context was provided; the OD & HR service was being restructured so it was best able to support the organisation resulting in a £100k per annum cost saving from April 2023 and a reduction in Full Time Equivalents from 13 to 11.

A full consultation process had been undertaken with staff and relevant Trade Unions. The Management Team and Portfolio Holder had been kept informed during this process.

The six positions in the tier immediately below the Head of Service were being deleted (including three vacant roles). Of the three remaining roles, one officer was being redeployed and one was being made redundant under delegated approval.

The Committee was asked to focus on the other redundancy case as this would result in a total statutory exit cost to the Council above £100K. It was a requirement of the Localism Act 2011 that exit payments/costs above this threshold required the approval of Full Council. It was explained that this figure comprised statutory and contractual entitlements only (including redundancy pay and pay in lieu of notice, annual leave and accrued time off). There was no enhanced element to the payment being made.

It was explained that there was entitlement to receive benefits from the Local Government Pension Scheme immediately due to meeting the qualifying criteria. This figure was estimated and would be finalised via the Surrey County Council Pensions team when an exit date was confirmed. The payment was significant (the majority of the exit costs) due to the age and length of service of the officer. The estimated total exit cost figure was quoted as £151,379.92.

In response to questions asked by the members of the Committee, it was clarified that:

- It was the Council's policy to only allow five days of annual leave to be carried forward (36 hours) each year. This had been impacted by the pandemic but all

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staff had been asked to bring their leave back in line with this requirement by April 2023.

- The report balanced the redundancy costs of one role only against the savings being achieved. The full financial implications of the restructure needed to be set against the savings to be gained. The total estimated cost of the two redundancies (including early access to pension and contractual payments owed) was £238k (estimate) against an ongoing cost saving of £100k per annum. The overall cost was estimated at this stage due to the pension costs needing to be confirmed by Surrey County Council's Pensions team. As per the Council's Redundancy, Redeployment & Early Retirement Policy, the cost to the Council of these redundancies could be recouped within 5 years.
- It was established that whilst the reference was to the deletion of six roles, taking into account existing empty posts, ceasing the employment of consultants and redeployment of one staff member, the overall reduction was two FTE (from 13 to 11.)

RESOLVED that the Employment Committee:

- (i) Note the forecast statutory and contractual payments owed to the referenced Officer in Appendix 1 as a result of redundancy;

Recommend to Council:

- (ii) That the employment of the Officer referenced in Annex 1 ends by redundancy (dismissal) on 22 September 2023 with notice to dismiss given on this date and employment terminated on this same date;
- (iii) That delegated authority to approve the final payment, when employer pension costs are confirmed, be granted to the Managing Director (Head of Paid Service) and Chief Finance Officer (Section 151 Officer) in consultation with the Deputy Leader and Executive Member for Finance, Governance and Organisation.

23 Any Other Urgent Business

There was none.

The meeting finished at 15:21

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Signed off by	Mari Roberts-Wood Managing Director & Head of Paid Service
Author	Kate Brown, Head of Organisational Development
Telephone	Tel: 01737 276092
Email	kate.brown@reigate-banstead.gov.uk
To	Employment Committee Full Council
Date	Tuesday, 30 January 2024 Tuesday, 20 February 2024
Executive Member	Deputy Leader and Portfolio Holder for Finance, Governance and Organisation

Key Decision Required	N
Wards Affected	N/A

Subject	Pay Policy Statement for 2024/25
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Recommendations
<p>That Employment Committee:</p> <p>(i) Note the report for recommendation to Full Council of the Pay Policy Statement for the year 2024/25;</p> <p>That Council</p> <p>(i) Approve the Pay Policy Statement for 2024/25.</p>
Reasons for Recommendations
<p>To ensure that the Council complies with the requirement in the Localism Act 2011, to approve and publish an annual Pay Policy Statement, in advance of the financial year to which it relates.</p>

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Executive Summary
<p>The Pay Policy Statement sets out how the Council determines appropriate employee remuneration, in terms of salary and performance related pay.</p> <p>Statistical information provided within the Statement demonstrates the relationship of remuneration between different levels of employees, from Chief Officers to the lowest paid employees.</p> <p>The Pay Policy Statement reaffirms the Council's ongoing commitment to paying a fair and real living wage to all employees and workers, above national minimum wage levels.</p>
The above recommendations are subject to approval by Full Council.

Statutory Powers
<ol style="list-style-type: none">1. The Localism Act 2011 ('the Act') provisions in relation to 'Pay Accountability' set out the requirements for Councils to determine and publish annual Pay Policy Statements.2. Relevant authorities are required by section 38(1) of the Act to prepare Pay Policy Statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its most senior staff (or 'Chief Officers') and its lowest paid employees.3. The Act defines remuneration widely, to include not only pay but also includes charges, fees, allowances, increases, enhancements of pension entitlements and termination payments paid to employees.4. Government guidance, "<i>Openness and accountability in local pay: Guidance under section 40 of the Localism Act</i>" (plus any supplementary guidance issued from time to time) sets out the key policy principles that underpin the pay accountability provisions in the Act.5. Pay Policy Statements must be prepared for each financial year and must be approved by the Council.
Background
<ol style="list-style-type: none">6. The Pay Policy Statement must be approved by the Council in advance of the financial year to which it relates.7. The Council must publish the Statement on its website and may choose to expand the publication in other ways as part of its approach towards transparency.
Key Information
<ol style="list-style-type: none">8. The Pay Policy Statement must set out the Council's policies relating to:

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- Chief Officer remuneration,
 - Remuneration of its lowest paid employees plus the definition used for this group and the reason for adopting that definition,
 - The relationship between Chief Officer remuneration and that of other staff
9. For the purposes of the Statement, for this authority 'Chief Officer' roles include four positions, comprising the Head of Paid Service, the two Statutory Chief Officers (Monitoring Officer and Section 151 Officer) and the other Non-Statutory Chief Officer (Director role that reports directly to the Head of Paid Service).
10. The Pay Policy Statement sets out the Council's commitment to paying a fair wage to all, regardless of employment status.
11. Statistical and salary data is correct as at 1 January 2024.

Options

12. Employment Committee and Council have two options:

Option 1: To accept the content of this report and the Pay Policy Statement for 2024/25.

This is the recommended option and will ensure that the Council complies with the requirements of the Localism Act 2011.

Option 2: To reject the Pay Policy Statement.

This option is not recommended; it would put the Council at risk by not complying with the requirements of the Localism Act 2011.

Legal Implications

13. There are no adverse legal implications arising from this Policy Statement other than those set out in the body of this report or the Statement itself.

Financial Implications

14. There are no financial implications arising from the Policy Statement other than those set out in the Statement itself.
15. At the meeting of the Employment Committee on 12 September 2023, when an early draft of the 2024/2025 Pay Policy was discussed, Members requested an explanation of the pay budget increase between 2022/23 and 2023/4:
16. The increase in the total pay budget between 2022/23 and 2023/24 was £2.700 million, comprising:
- £1.500m budget growth for the 2023/24 pay award;

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- £1.890m increase in the budget for Employer Pension Costs (secondary pension contribution)
- (£0.150m) budget saving from the establishment of a Vacancy Turnover assumption;
- (£0.100m) budget saving for deletion of unused budget allocated to fund the 2022/23 pay award;
- (£0.300m) net saving from deletion of vacant posts and other minor adjustments to service pay budgets; and
- (£0.100m) saving from planned restructure of the OD & HR team.

Equalities Implications

17. There are no adverse equalities implications arising from the Pay Policy Statement, which confirms that the Council's approach to pay helps to mitigate equal pay risks.
18. Equality Impact Assessments are considered at every stage of reviewing the Council's approach to pay or policy that may impact on remuneration.

Communication Implications

19. Following approval, the Pay Policy Statement is published annually on the Council's website and internal intranet.

Environmental Sustainability Implications

20. The Council is committed to taking action to address environmental sustainability and climate change issues. No environmental sustainability implications have been identified associated with the Pay Policy Statement.

Risk Management Considerations

21. The Council's strategic risk register includes risks SR1 (Financial Sustainability) and SR4 (Organisational Capacity & Culture) which have associated implications for on delivery of the Pay Policy Statement.

Human Resources Implications

22. There are no additional HR resource implications to consider arising from the Pay Policy Statement. Existing budgeted HR resource is utilised to apply the pay conditions outlined in the Statement and support Senior Management Team and managers implement the Council's terms and conditions of employment.

Consultation

23. Representatives from the two Unions the Council recognises; Unison and GMB, have been consulted on the Pay Policy Statement.
24. Employment Committee has been consulted on the Pay Policy Statement.

Policy Framework

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25. The Pay Policy Statement sets out the Council's approach to remuneration and therefore plays a role in helping attract and retain talented, high performing employees.
26. The Statement directly and indirectly supports delivery of the Council's Corporate Plan, by ensuring that the Council (councillors and officers) has the right skills to deliver the plan, through attraction, retention and reward.


Background Papers

- None

ANNEXES

1. Pay Policy Statement 2024/25

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Pay Policy Statement 2024/2025

This Pay Policy Statement (the 'statement') sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees.

Reigate and Banstead Borough Council provides a wide range of services to around 150,900¹ residents, as well as visitors and businesses in the Borough. To be able to provide these services, we depend on our employees.

As of 1 January 2024,, we engaged 524 directly employed permanent or fixed term employees. 55% were male and 45% female.

We also engaged 100 casual workers².

Background

The Council opted out of the terms and conditions of employment operated by the National Joint Council (NJC) for Local Government Services in 2003, and since then has adopted local terms and conditions of employment.

The local pay scales cover all employees of the Council (including Chief Officers as defined below) and was approved by the Council following negotiation with relevant bodies in 2002/3.

As required by law, the Council auto enrols all eligible employees into a pension scheme - the Local Government Pension Scheme (LGPS).

Relative to other parts of the country, the borough is expensive to move to and live in. The Council also operates in a competitive local recruitment market made more challenging by the proximity to London and large local employers.

¹ 2021 Census data

² Casual workers are people who would work for us on an 'as and when' basis when required, normally paid an hourly rate

Competition for some specialist roles remains high nationally and with our neighbouring Local Authorities, competing for the same skills and experience.

Post-Covid the market has become even more competitive as more employers offer hybrid/home working. Although turnover has fallen from peak levels in 2022/23, employee retention remains a priority for the organisation. Actions to address retention have been identified as part of the Organisational Development and Human Resources workplan. The staff survey (running in early 2024) is also likely to provide additional data and feedback for Management Team to consider in terms of employee retention, influencing relevant workplans and priorities.

Aims of the Council’s approach to pay and reward

The Council is mindful of the following five aims in its approach to pay and reward. We want to:

- 1) Recruit and retain appropriately experienced and qualified people;
- 2) Be an employer of choice;
- 3) Provide reward and recognition of high organisational performance at individual and team levels;
- 4) Maintain cost effectiveness and provide value for money; and
- 5) Comply with equal pay legislation.

Salary Budget

The Council’s base revenue salary budget continues to be well managed and is built each year to reflect the resource required to deliver our ambitious corporate plan priorities.

Year	Salary Budget ¹	FTE (from budget reports) ³
2024/25	£29.2m ²	535.0
2023/24	£27.6m	530.0
2022/23	£24.9m	533.6
2021/22	£23.5m	534.0
2020/21	£28.5m ⁴	534.0
2019/20	£22.1m	487.5
2018/19	£19.5m	485.1

2017/18	£19.5m	483.0
2016/17	£18.6m	-
2015/16	£18.0m	-

1. Source: Annual Budget Book
2. Subject to 2024/25 Full Council budget approval
3. FTE figures were not included in published budget data prior to 2017/18.
4. A £6.2m one-off employer's pension contribution was made in 2020/21

The salary budget is set taking into account various factors, including the two elements considered when reviewing employee pay:

- An annually reviewed **organisational pay award** paid to employees which recognises (but is not directly linked to) cost of living and overall organisational performance. This can be a consolidated award (percentage or fixed value increase), a non-consolidated award (based on a percentage or fixed value) or a mixture of both.
- An incremental pay increase and/or bonus may be awarded for individual performance, based on the appraisal schemes detailed below ('Components of Employee Total Reward').

Organisational Pay Award

The organisational pay award is usually reviewed annually, and where applicable, pay negotiations are held between the Council's management, any staff association representatives, and recognised trade unions. Longer term awards may be negotiated by agreement.

These negotiations take into consideration a range of factors; including (but not limited to) the following:

- Results of external pay benchmarking to ensure the Council is able to recruit and retain appropriately experienced and qualified employees; that it remains competitive and an employer of choice within Surrey and the immediate surrounding area (including the close proximity to London)
- Recruitment and retention trends. e.g., turnover and identification of skill types or service areas where recruitment is difficult
- The nature and level of other benefits (i.e., non-salary) provided to employees
- The level of the national 'Real Living Wage', and statutory National Minimum Wage rates
- The wider economic environment and affordability.

Real Living Wage

The Council has committed to ensuring the pay rates of apprentices, casual workers and pay scales of employees mirror the national 'Real Living Wage' as determined by the Living Wage Foundation³, as a minimum level of pay. From 1 April 2024 the minimum pay rate the Council will pay, will be £12 per hour. This commitment also applies to workers in any companies that the Council owns and operates.

The Council has reviewed the official accreditation requirements set by the Living Wage Foundation and is confident requirements for our directly employed staff are met. To be officially recognised as an accredited Real Living Wage employer, we also need to formally review the pay arrangements of our contracted services to ensure compliance. Once complete, official accreditation can be applied for if required.

Definition and remuneration of Chief Officers

The Council's senior management team consists of 17 officer roles; four of whom are considered to be Chief Officers for the purposes of this policy statement, under the definition in the Localism Act 2011 and the Local Government and Housing Act 1989:

- Statutory Officer, Head of Paid Service role (Managing Director)
- Non-Statutory Officer, reporting to Head of Paid Service (Director)
- Statutory Officer, Section 151 Officer role (Chief Finance Officer)
- Statutory Officer, Monitoring Officer role (Strategic Head of Legal & Governance)

Where any role listed above is vacant at time of reporting, the midpoint of the salary range will be used for the purposes of reporting in this document.

As of 1 January 2024, the average salary of the four Chief Officers is £113,576, which now includes the adjustments to remuneration applied for the statutory officer roles/duties – see explanation below 'Exceptional Increases and Additions to Remuneration for Chief Officers'.

Including the salaries of the thirteen other officer roles which make up the wider senior management team of the Council, the average salary then becomes £82,939.

In 2022, the remuneration of the Chief Officers was confirmed through an external job evaluation and pay benchmarking exercise.

³ The Living Wage Foundation is a campaigning organisation in the United Kingdom which aims to persuade employers to pay a living wage. The organisation was established in 2011, publishes an annual Living Wage figure and for a fee accredits employers who pay at the rate of the "living wage".

Definition and remuneration of lowest paid employees

To enable meaningful comparison, the Council looks at full time equivalent salaries for this definition. The lowest paid employees are on Administrative 3, Operative 3, or Apprentice grades. These employees include (but not limited to): Support Assistants, Box Office Assistants, Streetsweeper-Drivers and Grounds Maintenance Operatives. As of 1 April 2023, the bottom point on the payscale for full time work was £20,823 (£10.90 per hour); part-time employees are paid on a pro-rata basis.

From 1 April 2024, the minimum hourly rate of pay for any direct workers such as apprentices and casual workers of the Council, will be at least UK Real Living Wage (£12 per hour), which is in excess of the statutory National Minimum Wage rates.

The relationship between Chief Officer pay and the pay of all other employees

The Council pays all employees including Chief Officers, on the same incremental payscale structure.

Using the full-time equivalent salary, the average pay for employees other than Chief Officers is £33,238.

Using the full-time equivalent salary, the average pay for Chief Officers is £113,576.

The ratio of Chief Officers' pay to the average pay of other employees is 3.4 : 1.

The ratio of the pay of the highest paid earner - the Head of Paid Service, to the pay of the lowest paid employee is 5.5 : 1.

Components of employee total reward

The total reward package for all employees (including Chief Officers) comprises of salary, Local Government Pension Scheme employer contribution (where the employee has not opted out), enhanced holiday entitlement (in excess of statutory requirements), enhanced sick pay (in excess of statutory requirements), enhanced maternity/paternity leave and pay (in excess of statutory requirements), adoption leave, shared parental/parental leave and pay, free parking (where allocated), agile working benefits and other standard elements of contractual remuneration required in law.

All eligible employees⁴ have the opportunity to take advantage of a number of salary sacrifice schemes including Childcare Vouchers, Cycle to Work salary sacrifice scheme and Leisure

⁴ Childcare vouchers are only available for staff who joined prior to September 2018

Centre membership, and benefit from discounts on shopping, entertainment, and holidays through the employee benefits schemes.

All employees (including Chief Officers) are subject to an annual assessment of their performance, and where performance meets the appropriate standard, a contractual increment will be given, until the maximum of the applicable grade for the role is reached (individual performance award).

For Chief Officers and members of the senior management team, the performance appraisal scheme results in one of five levels of rating; Outstanding Performer, Very Good Achiever, Good Achiever, Effective Manager, Improvement Required. A rating in one of the top three categories can result in a bonus of either 10%, 5% or 2.5% (according to the rating) and can also result in an incremental increase within the pay scale, up to the maximum point for the role. (N.B. the middle rating results in either an increment or bonus – not both.)

For all other employees, the performance appraisal scheme results in one of four levels of rating; Outstanding Performer, Consistently High Performer, Good or Not at Required Standard. A rating of Outstanding Performer or Consistently High Performer can result in an incremental increase within the pay scale, up to the maximum point for the role. Employees who receive an Outstanding Performer rating receive a non-consolidated bonus of 2.5%, or 3% if at the maximum point for the role.

Annually staff may also be eligible to 'jump the bar', which enables employees to progress to the next competency level in their pay scale. Staff and managers are required to demonstrate/evidence the advancing or advanced characteristics at the level above the current progression level as described in individual's role profiles which is assessed against the required competency characteristics/framework. This may result in an incremental increase.

Remuneration of employees on appointment

As is the case in the appointment of new employees across the Council, Chief Officers are generally appointed towards the bottom of the grade for the role or at a market level of pay negotiated on appointment.

In line with the constitution, approval of pay on appointment is made by the Head of Paid Service or officer(s) nominated by them. For external candidates, the appointment of the Head of Paid Service, Section 151 Officer, and Monitoring Officer is through recommendation from the Employment Committee to Full Council for ratification. Where an existing officer at the Council is considered for a statutory officer role, the designation is a matter for Full Council, decision after the proposed designation has been discussed informally with the Employment Committee. The appointment of Directors (Non-Statutory Officers reporting directly to the Head of Paid Service) is made by the Employment Committee.

Assessing the gender pay gap

The gender pay gap is the difference in the average hourly wage of all men and women across a workforce.

The gender pay gap is not the same as unequal pay, which is paying men and women differently for performing the same (or similar) work. Unequal pay has been unlawful since 1970.

A gender pay gap does not necessarily indicate the existence of an equal pay problem, albeit a gender pay gap may be a trigger for further investigation about the reasons why the gap exists.

The Council's ability to use a formal job evaluation process, use of structured payscales, and defined processes and procedures to award performance pay increases, limits inequality in pay for roles of similar value, between the genders. As the Council has over 250 employees, by law we must publish and report specific figures around our gender pay gap as of 31 March of each year (relating to the previous year's data).

Each year, the Council's gender pay gap figures are compared against preceding year and examined to identify if there is an inequitable cause of a significant gap between genders, which may need addressing.

Our gender pay gap figures continue to show that we do have a gap in terms of 'average hourly pay', but it is a gap in the favour of women - we are among a small percentage of organisations who, on average, pay women more. The gap is largely due to our demographics: females substantially underrepresented in operative roles but slightly over represented in senior roles.

The gender pay gap reports can be found via the Councils website: https://www.reigate-banstead.gov.uk/info/20091/organisation_and_services/737/open_data_transparency

Exceptional increases and additions to remuneration for Chief Officers

The Head of Paid Service (or another nominated senior officer) receives additional payments for election duties when acting as Returning Officer or Acting Returning Officer. Some of these payments made will be funded by the Government or Surrey County Council, depending on the type of election. For local elections, the Returning Officer fees are paid by the Council. The Returning Officer or Acting Returning Officer is able to make payments to any Deputy they appoint.

The Head of Paid Service, Section 151 Officer and Monitoring Officer job descriptions and associated grades include remuneration for the additional statutory duties and responsibilities

delivered⁵. If deputies are required, an honorarium payment (up to 10% of salary per annum) can be made in recognition of additional duties required.

The use of market supplements, honoraria and one-off payments

In a few cases the Council also pays market supplements to specific groups of employees where there is evidence that the pay scale determined for the role is significantly out of alignment with the pay market, and / or where there is difficulty recruiting and retaining employees. These payments are non-contractual, and currently apply to a total of four positions in Development Management (Senior Planning Officers).

The Head of Service for OD & HR, Chief Finance Officer and Chair of the Employment Committee are consulted on the application of any new market supplements, as per the Constitution. Other payments as described below are approved by Officers through delegated authority outlined in the constitution.

On occasion, temporary honorarium payments are paid to employees, when they carry out additional roles or other duties at a higher level e.g., providing cover for a higher graded colleague while they are on maternity leave.

There are also specific conditions for one-off bonus payments, which provide incentive and rewards for specific and exceptional achievements, such as the following:

- For delivering one-off projects clearly outside the responsibilities of the job
- For successfully carrying out something which was exceptionally difficult, or working to a much higher level for a temporary period of time
- For working unusually long or inconvenient hours because of a particular problem

Chief Officers' payments on ceasing to hold Office

Chief Officers who leave the Council's employment, may receive exit payments above contractually agreed limits in exceptional circumstances only in line with the Council's procedure for approving exit payments. These are subject to the consultation with the Head of Paid Service, Section 151 Officer (or delegated official if the compensation relates to either role) and Monitoring Officer where applicable.

There is a prescribed arrangement for settlement payments approval in consultation with the Employment Committee:

- Settlement payments of £100,000 and above must ultimately be approved by a vote of full council, as set out in the Localism Act 2011;

⁵ A description of the functions of each statutory officer is provided under Article 13 of Part 2 of the [Council's Constitution](#).

- Settlement payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment;
- Settlement payments below £20,000 must be approved according to the local authority's scheme of delegation.

Publication and access to information relating to remuneration of Chief Officers

A summary of Chief Officers' pay is published as part of the Council's annual statement of accounts and is available via the Council's website: http://www.reigate-banstead.gov.uk/info/20210/finance/268/annual_financial_reports

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