

Aide Memoire - Pay at Reigate & Banstead Borough Council

(including a guide to salary increases / enhancements)

Reigate & Banstead Council moved away from nationally negotiated pay over 20 years ago, implementing local conditions of service and local pay grades, although pockets of staff in the organisation did remain on [National Pay & Conditions of Service](#). In 2003, all staff transitioned over to local conditions of service as part of a 'single status' project. This included assimilating all staff onto revised payscales (the payscales still in place today – see appendix 1) and all roles assessed as fitting into generic role profiles/job families. This is explained in detail below.

Pay terminology at RBBC

Each role in the council is assigned to a **job family**, depending on the type of role. There are 6 job families -Manager, Professional, Professional Trainee, Technical Specialist, Administrative, Operative

Each of these job families (except Professional Trainee) have at least 3 **grades**. For example, the professional job family grades are Professional 1 (P1), Professional 2 (P2) and Professional 3 (P3).

Within each grade, there are multiple **competency levels**. For example, within P3 grade there are 4 – Proficient (P), Advancing 1 (A1), Advancing 2 (A2), Advanced (A).

Each competency level contains multiple **increments (also known as spine points)**. For example, within P3P there are 4 – spine points 37, 38, 39, 40. Each year, an individual's performance is assessed at an appraisal, and where appropriate may be increased to the next increment (if one is available), until they reach their MPL (see below). This is called incremental increase or performance related pay progression.

Each role is assigned a **Maximum Progression Level (MPL)**. This is the upper most spine point and salary that can be paid for the role based on its content/the level of the role RBBC needs to be carried out and salary benchmarking. It is the top spine point of a competency level (the spine point under a bold bar on the pay scales, or in the case of the advanced competency level being the MPL, the top of the grade).

Each grade has a **generic role profile** which outlines the competency levels and skills required by the role. It contains detailed explanation of the competencies and skills required at each competency level of each grade.

All our roles are salary benchmarked against similar roles internally, and externally against the market when they are prepared for advertisement or the role content changes significantly.

Using this information combined with our Hay job evaluated generic role profiles, they are placed on the payscale (appendix 1). For Senior Management Team roles, we have a separate payscale, which is also provided in appendix 1. As noted in the 2022 Pay Policy document presented to the Employment Committee, in 2022 the remuneration of the Chief Officers and the Strategic Heads of Service, will be reviewed through an external job evaluation and pay benchmarking exercise (this piece of work is in train as at 24/1/22).

Routes to pay progression

In addition to a potential annual salary % increase to our payscales in April (% pay award increase), these are the additional ways salaries can be increased:

1. Jumping the bar
2. Re-grading or MPL increase
3. Performance increase via appraisal
4. Temporarily carrying out other duties
5. One off bonus payment (also called honorariums)

1. Jumping the Bar

Jumping the bar is the ability to jump from one competency level to the next, within a grade (jump within a column on the payscale table), as long as we/the role requires it (i.e. they have the headroom to jump and this is set out in their contract of employment) AND the individual is working at that higher competency level for over 12 months.

The “bar” is denoted on the payscale table by a bold border on a cell.

Some jobs do not require employees to work at the higher level. In these cases employees will be unable to progress above the higher progression bar(s). Maximum Progression Levels (MPLs) have been established for these jobs by using benchmarking data and salaries cannot go above this level.

The jumping the bar process happens once a year when a staff member needs to set out their case to jump the bar – discussing their application with their manager (and if they are not ready to do so in the manager’s opinion, further discussion will be had in terms of how they need to develop to get to the next competency level) - and their manager must also provide their support/case for the individual to progress. HR co-ordinate the process each year.

2. Acceleration through the grade, re-grading or MPL increase

This can happen if there is a change in service need, and therefore role content. It can be:

Moving to a different grade within the same job family (a different row in the payscale table); or

Moving to a different grade within a different job family; or

Changing grade by an increase in the MPL

As outlined in Part 3b Officer Scheme of Delegation, section 6 of the constitution, the relevant Head of Service has authority to consider regrade. Consultation is required with the Head of Service with responsibility for Human Resources. The Section 151 officer is also consulted as part of any regrading or MPL increase.

3. Performance increase via appraisals (Performance related pay progression)

There are two performance appraisal rewards schemes in operation. One for Heads of Service, Strategic Heads of Service and Directors (Management scheme); the other for all other council employees (employee scheme). There is no scheme for casual workers or apprentices.

Each year, an individual’s performance is assessed at an appraisal, and where appropriate their pay may be increased to the next increment (if one is available), until they reach their MPL. Depending on the appraisal rating awarded and which increment they are at in their grade and competency level, they may receive a one off non-consolidated (i.e. one off) bonus instead or in addition.

Management Team Performance Appraisal Scheme:

The appraisal scheme for senior management differs from the core employee scheme in that there are higher expectations and therefore, potentially, a higher financial reward for performance as detailed below.

- Outstanding Performer - One spine point increment (if applicable) plus 10% bonus (no top of bar payment if no increment is available).
- Very Good Achiever - One spine point increment (if applicable) plus 2.5% bonus, or 5% bonus if no increment available
- Good Achiever - One spine point increment (if applicable) or 2.5% bonus if no spine point increment available
- Effective Manager - No spine point increment or bonus
- Improvement Required - Reduction of one spine point increment if this rating given two successive years [note at this rating level, the individual would be under a formal performance review]

Employee Scheme:

An 'Outstanding Performer' rating will receive:

- An incremental increase plus a 2.5% non-consolidated bonus; or
- If no incremental increase is possible (they are at the top of bar, or MPL), a 3% non consolidated bonus

A 'Consistently High Performer' rating will receive:

- An incremental increase; or
- If no incremental increase is possible (they are at the top of bar, or MPL), a 0.5% non consolidated bonus

A 'Good Performer' rating and 'Not currently at required standard' rating will not receive any form of payment. For the latter rating, the individual would be under a formal performance review.

Note that for both the Employee and Management Team Schemes, increments are paid until the top of the scale/the MPL is reached. Bonuses are not consolidated.

4. Temporarily carrying out other duties

If for over 4 weeks an employee does the responsibilities for a higher graded job (except for annual leave cover) they can get an allowance if they are the sole person covering this higher graded post. This might be, for example, to cover for long term sickness temporarily or whilst a colleague is on maternity leave.

As per our terms and conditions of employment, they will get at least the minimum pay for this higher graded post or 2.5% of current salary, whichever is the greater.

5. One off bonus payment (also called honorariums)

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

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

APPENDIX 1

PAY SCALES 2023-2024															
Reigate & Banstead Borough Council															
Spine Point	Salary	Manager		Professional		Prof. Trainee	Technical Specialist		Administrative		Operative				
		M3													
76	71172	720		P1								71172	76		
74	68480			700								68480	74		
73	67830	A										67830	73		
72	66204			A								66204	72		
71	64828											64828	71		
70	63084											63084	70		
69	61683											61683	69		
68	60114	A2			P2		TS1					60114	68		
67	58889			A1	620		620					58889	67		
66	57303											57303	66		
65	55832				A		A					55832	65		
64	54824											54824	64		
63	53319	A1										53319	63		
62	52058			P								52058	62		
61	50823		M4									50823	61		
60	49828		580		A1		A1					49828	60		
59	48460			580								48460	59		
58	47301	P	A									47301	58		
57	46184											46184	57		
56	45102											45102	56		
55	44037	560	A2	P	P3		P	TS2				44037	55		
54	42987				520			520				42987	54		
53	41888											41888	53		
52	40982			510	A		510	A				40982	52		
51	40036					P/T				A1		40036	51		
50	38102		A1							490		38102	50		
49	38181		M5									38181	49		
48	37287		480		A2	A		A1		A		37287	48		
47	36428											36428	47		
46	35582	P	A									35582	46		
45	34740											34740	45		
44	33824		450					P	445	A2		33824	44		
43	33144				A1	A2						33144	43		
42	32370							435	A			32370	42		
41	31808											31808	41		
40	30879									A1		30879	40		
39	30188											30188	39		
38	29488			P		A1		A1		A2	O1	29488	38		
37	28782									420	420	28782	37		
36	28107		420		420				P	A	A	28107	36		
35	27477											27477	35		
34	26838					P2		P	400		A1	26838	34		
33	26223									A2	O2	26223	33		
32	25623							390			P	380	25623	32	
31	25029										380	A	25029	31	
30	24482												24482	30	
29	23901					P1B				A1			23901	29	
28	23362										A3	A2	23362	28	
27	22827					P1A				P	320	A1	O3	22827	27
26	22311										A		305	22311	26
25	21786									305		P	A	21786	25
24	21308											295		21308	24
23	20823										A1		A2	20823	23

(Note – the numbers under the grades relate to the Hay job evaluation points for the generic role profiles attached to the grade)

SENIOR MANAGERS PAY SCALES 2023-2024

Reigate & Banstead Borough Council

	Spine Point	Salary
Managing Director (<i>inc Head of Paid Service</i>)	103	139065
	102	135675
	101	132363
Director	98	122922
	97	119925
	96	117000
Chief Finance Officer (S151)	90	100899
	89	98439
	88	96036
Strategic Heads of Service	87	93693
	86	91416
	85	89181
Heads of Service	81	82287
	80	80325
	79	78417
	78	76545
	77	74712
	76	72936