

## Notice of Meeting

# People, Performance and Development Committee



### Date and Time

Monday, 11  
September 2023  
10.30 am

### Place

Surrey County  
Council, Woodhatch  
Place, 11 Cockshot  
Hill, Reigate, Surrey,  
RH2 8EF


### Contact

Joss Butler  
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### **Committee/Board Members:**

Tim Oliver (Chairman), Denise Turner-Stewart (Vice-Chairman), Eber Kington, Sinead Mooney, Will Forster and Mark Nuti

If you would like a copy of this agenda or the attached papers in **another format**, e.g. large print or braille, or another language please email Joss Butler on [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk).

This meeting will be held in public at the venue mentioned above. A live webcast of the meeting can also be accessed via the Council's website. If you would like to attend and you have any **special requirements**, please email Joss Butler on [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk).

Please note that public **seating is limited** and will be allocated on a first come first served basis.

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

### **2 MINUTES OF THE PREVIOUS MEETING [17 JULY 2023]**

(Pages  
1 - 4)

To agree the minutes as a true record of the meeting.

### **3 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **4 QUESTIONS AND PETITIONS**

To receive any questions or petitions.

#### **Notes:**

1. The deadline for Member's questions is 12.00pm four working days before the meeting (*5 September 2023*).
2. The deadline for public questions is seven days before the meeting (*4 September 2023*).
3. The deadline for petitions was 14 days before the meeting, and no petitions have been received.

### **5 ACTION REVIEW**

(Pages  
5 - 8)

To note the committee's action tracker.

### **6 FORWARD WORK PROGRAMME**

(Pages  
9 - 12)

To note the committee's Forward Work Programme.

**7 PAY POLICY STATEMENT 2023-2024**

(Pages  
13 - 34)

The People, Performance and Development Committee is invited to recommend the Pay Policy Statement for 2023/2024 to the next meeting of the full Council on the 10 October 2023 for publication on the council's external website.

**8 CARERS LEAVE SCHEME**

(Pages  
35 - 38)

To seek the Committee's approval for the provision of up to five days paid leave in any 12 month period pro rata for part time employees) for employees who are carers.

**9 DATE OF NEXT MEETING**

The next meeting of People, Performance and Development Committee will be on 2 November 2023.

**Joanna Killian  
Chief Executive**

Published: 1 September 2023

## **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

Members of the public and the press may use social media or mobile devices in silent mode during meetings. Public Wi-Fi is available. Please ask a member of Democratic Services for details.

Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager listed in the agenda prior to the start of the meeting so that the meeting can be made aware of any filming taking place.

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Thank you for your co-operation.

## **QUESTIONS AND PETITIONS**

Cabinet and most committees will consider questions by elected Surrey County Council Members and questions and petitions from members of the public who are electors in the Surrey County Council area.

### **Please note the following regarding questions from the public:**

1. Members of the public can submit one written question to a meeting. Questions should relate to general policy and not to detail. Questions are asked and answered in public and cannot relate to “confidential” or “exempt” matters (for example, personal or financial details of an individual); for further advice please contact the committee manager listed on the front page of an agenda.
2. The number of public questions which can be asked at a meeting may not exceed six. Questions which are received after the first six will be held over to the following meeting or dealt with in writing at the Chairman’s discretion.
3. Questions will be taken in the order in which they are received.
4. Questions will be asked and answered without discussion. The Chairman or Cabinet members may decline to answer a question, provide a written reply or nominate another Member to answer the question.
5. Following the initial reply, one supplementary question may be asked by the questioner. The Chairman or Cabinet members may decline to answer a supplementary question.

**MINUTES** of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.30 am on 17 July 2023 at Surrey County Council, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey, RH2 8EF.

These minutes are subject to confirmation by the Committee at its next meeting.

**Elected Members present:**

Tim Oliver (Chairman)  
Denise Turner-Stewart (Vice-Chairman)  
Eber Kington  
Sinead Mooney  
Will Forster

**Apologies:**

Mark Nuti

**12/23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]**

Apologies were received from Mark Nuti.

**13/23 MINUTES OF THE PREVIOUS MEETING - 27 FEBRUARY 2023 [Item 2]**

The minutes were agreed as a true record of the meeting.

**14/23 DECLARATIONS OF INTEREST [Item 3]**

There were none.

**15/23 QUESTIONS AND PETITIONS [Item 4]**

There were none.

**16/23 ACTION REVIEW [Item 5]**

**Key points from the discussion:**

1. The Chairman noted the action review.

**Actions/ further information to be provided:**

None

**RESOLVED:**

The Committee noted the action tracker.

**17/23 FORWARD WORK PROGRAMME [Item 6]****Key points from the discussion:**

1. The Chairman noted items due at the next meeting of the committee.
2. A member commented that they had been asked to produce welfare documents by the council and that it seemed that the role of members and officers was being confused. It was important to note that members were volunteers and any policy whereby members were being asked to produce welfare documents should be discussed with members in advance.
3. The Leader commented that the transfer to new digital systems had raised new service requests of members. The Leader asked that any requests which would impact members should be taken to PPDC before they are introduced.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

The Committee noted the forward work programme.

**18/23 EXCLUSION OF THE PUBLIC [Item 7]**

**RESOLVED:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

**19/23 SURREY COUNTY COUNCIL PAY AND TERMS & CONDITIONS OF SERVICE [Item 8]****Witnesses:**

Shella-Marie Smith, Director- People and Change  
Paul Smith, Programme Manager- Pay and Reward

**Key points raised during the discussion:**

1. The report was introduced by officers. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

**Actions/ further information to be provided:**

None.

**RESOLVED:**

See exempt minute E-14-23

**20/23 DATE OF NEXT MEETING [Item 10]**

The Committee noted its next meeting date.

Meeting ended at: 11.07

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**Chairman**

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## People, Performance and Development Committee

11 September 2023

### Action Review

#### Purpose of the report:

For Members to consider and comment on the Committee's actions tracker.

#### Introduction:

An actions tracker recording actions and recommendations from previous meetings is attached as **Annex 1** and the Committee is asked to review progress on the items listed.

#### Recommendations:

The Committee is asked to monitor progress on the implementation of actions from previous meetings.

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**Report contact:** Joss Butler, Committee Manager

**Contact details:** [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk)

#### Annexes:

Annex 1 – People, Performance and Development Committee Actions Tracker

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**People, Performance & Development Committee – ACTION TRACKING    September 2023****ONGOING ACTIONS**

<b>Number</b>	<b>Meeting Date</b>	<b>Item</b>	<b>Action</b>	<b>Action by whom</b>	<b>Action update</b>
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None.

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**People, Performance and Development Committee**  
11 September 2023

**Forward Work Programme**

**Purpose of the report:**

For Members to review and comment on upcoming items due for consideration by the People, Performance and Development Committee.

**Introduction:**

A Forward Plan recording agenda items for consideration at future People, Performance and Development Committee meetings is attached as **Annex 1**, and Members are asked to review the items listed on the Forward Plan.

**Recommendations:**

That the People, Performance and Development Committee review items that it is due to consider at future meetings (Annex 1).

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**Report contact:** Joss Butler, Committee Manager

**Contact details:** [joss.butler@surreycc.gov.uk](mailto:joss.butler@surreycc.gov.uk)

**Annexes:**

Annex 1 – People, Performance and Development Committee Forward Work Programme

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**People Performance and Development Committee Forward Work Programme****2 November 2023**

<b>Item title</b>	Surrey pay award for 2024 (Part 2 report)
<b>Report author</b>	Shella Smith, Director of People and Change
<b>Item Summary</b>	Members to receive a report on the Surrey pay award for 2024

**Senior Officer Appointments will be scheduled as and when required.**

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People, Performance and Development Committee  
11 September 2023

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**Pay Policy Statement 2023-2024**

**Purpose of the report:**

The People, Performance and Development Committee is invited to recommend the Pay Policy Statement for 2023/2024 to the next meeting of the full Council on the 10 October 2023 for publication on the council's external website.

**Recommendations:**

The People, Performance and Development Committee is asked to recommend publication of the Pay Policy Statement (Annex 1) to the next Surrey County Council full Council meeting on 10 October 2023.

**Introduction:**

1. To comply with Section 38(1) of the Localism Act 2011 and related guidance under Section 40 provided by the Secretary of State, all local authorities are required to publish a Pay Policy Statement, approved through decision by Full Council effective from 1 April each year.
2. The main points that must be covered include:-
  - the remuneration of Chief Officers.
  - the responsibilities of Surrey County Council's (SCC) remuneration committee (the People, Performance and Development Committee) for determining the terms on which Chief Officers are employed; and
  - the Council's current policies on equal pay, redundancy, and severance.

3. Please note that this Statement has been updated following the Surrey Pay annual review for 2023/2024 and has been written as though it has already been agreed by full Council.

### Publication of the Pay Policy Statement

4. The Statement has been drafted to reflect the requirements of the Local Government Transparency Code 2014 as well as guidance published by the Department for Communities and Local Government on Openness and Accountability in Local Pay 2012, to comply with Section 40 of the Localism Act 2011. Account has also been taken of the final report and the recommendations made in the Hutton Review of Fair Pay in the Public Sector 2011.
5. The Pay Policy Statement should be updated and published each year following a change to the council's reward strategy.
6. It is proposed that the Statement will include hyperlinks to:
- (i) Documents already published on the Council's website:
    - Councillors and committees (which sets out the role of the PPDC as the Council's remuneration committee).
    - Transparency data (which includes details relating to senior staff salaries); and
    - Statement of Accounts.
  - (ii) Additional documents available via the Council's website including:
    - Equal Pay Statement.
    - Early Retirement and Severance Policy,
    - Gender Pay Gap report; and
    - Surrey Pay scales.
7. Once approved by full Council, this Pay Policy Statement will be published on Surrey County Council's external website.

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**Report contact:** Shella Smith, Director of People and Change, Resources

**Contact details:** [shella.smith@surreycc.gov.uk](mailto:shella.smith@surreycc.gov.uk)

**Mobile:** 07977 662850



# Surrey County Council

## Pay Policy Statement 2023-2024

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## 1. Introduction

This Pay Policy Statement was approved by a meeting of the full County Council on 10 October 2023 and is effective from 1 April 2023. It is published to comply with the requirements of Section 38(1) of the Localism Act, 2011 and related guidance under Section 40 provided by the Secretary of State.

This Statement includes information relating to the terms and conditions that are determined locally by the council and are referred to as 'Surrey Pay.' The Council's reward strategy is based on the local negotiation of Surrey Pay terms and conditions of service. Pay, including terms and conditions, are reviewed annually with any changes agreed by the People, Performance and Development Committee, (PPDC). The Council recognises two Trade Unions, the GMB and UNISON, for the purposes of negotiating Surrey Pay and collective bargaining.

In addition, there are a number of National Agreements produced through collective bargaining arrangements for different groups of local government staff. The main negotiating bodies relevant to the council's workforce and their scope are listed below. Surrey County Council operates these national conditions as amended by local agreements.

Terms and conditions determined on a national basis by independent organisations or arrangements include:

- Fire fighters: whose pay and conditions are determined by the National Joint Committee for Local Authorities Fire and Rescue Service.
- Teachers: whose terms and conditions are determined by the Department for Education and governing bodies.
- Educational psychologists: whose terms and conditions are determined by the Soulbury Committee.
- Youth and community workers whose terms and conditions are determined by the Joint Negotiating Committee (JNC).

This Statement does not include details of the terms and conditions of council employees that have retained terms and conditions following a transfer under Transfer of Undertakings and Protection of Employment Regulations.

This Pay Policy Statement will be updated as soon as possible following any pay changes and at least annually.

## 2. Further Details

Specific details may be accessed via the links indicated below. Full details of 2023/2024 pay scales can be found in Annex 1, attached.

The council publishes details of staff earnings in accordance with legal requirements on transparency. Further information is contained in the [Annual Report and Accounts](#) in accordance with the Audit of Accounts legislation, as well as within the Transparency section of Surrey-I (see section 5 of this Statement).

### 3. Governance

- i. [The People, Performance and Development Committee](#) (PPDC) acts as the County Council's Remuneration Committee under delegated powers in accordance with the Constitution of the County Council. Pay, terms and conditions for all employees except Centrally Employed Teachers and those employed on Soulbury, and national Committees are determined by the PPDC including the remuneration of Chief Officers and Deputy Chief Officers.
- ii. **Backdating the Surrey Pay award.**

The Surrey Pay award is effective from 1 April each year, where the pay award is agreed and implemented after 1 April it will not be retrospectively applied to anyone who has left the council's employment between the effective date of the award and the agreement date, (i.e. the date that any collective agreement with the trade unions is signed or in the absence of a collective agreement, the date of PPDC approval to implement).

### 4. Definitions

For the purpose of this Pay Policy Statement the following definitions will apply:

- i. **Lowest paid employees**

Surrey County Council defines its lowest paid employees as those who are paid on the lowest Surrey Pay grade, PS 1/2. As of 1 April 2023, this equates to £20,733 per annum for full time staff.
- ii. **Full time**

A full-time post is based on a 36-hour working week for staff on main Surrey Pay
- iii. **Chief Officers**

The majority of statutory and non-statutory Chief Officers of the County Council report directly to the Chief Executive as the Head of the Authority's paid service. In addition, for the purposes of this Pay Policy Statement, this group also includes the majority of posts who report to a Chief Officer, (Deputy Chief Officers).
- iv. **Surrey Pay salary ratios**

The publication of the pay multiple as a determinant of the relationship between the pay of Chief Officers and that of the rest of the workforce was recommended by the Hutton report on Fair pay. This is a calculation in the form of a ratio between the median earnings across the organisation and the highest paid employee. [The pay multiple](#) is published separately on the County Council website and monitored annually.

### 5. Salary Transparency

Surrey County Council is committed to openness and transparency to demonstrate to its residents and local taxpayers that it delivers value for money. As part of the national and local government transparency agenda it publishes information on its website detailing Surrey Pay ranges, expenditure over £500 and contracts with a value of £50,000 or more.



To continue this commitment, and in line with the Local Government Transparency Code 2014, the Council has published details of salaries paid to senior staff on its website since 31 March 2016. This information is updated on an annual basis and covers senior positions with annual salaries of £50,000 and above.

In addition, the 'pay multiple' will be calculated each year and will be published on the County Council's website. Historical information will be retained in order to monitor the pay multiple over time.

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## **6. Equal Pay**

The Council is committed to ensuring that its employment policies and practices comply with the requirements of the Equality Act 2010. This includes the application of a robust job evaluation process to ensure that all staff receive equal pay for work of equal value.

### **i. Grading Structure**

The allocation of Surrey Pay grades to jobs is determined by (HAY) job evaluation or in accordance with a job family underpinned by (HAY) job evaluation. The Surrey Pay grading structure covers all jobs from the lowest grade to Chief Officers, including the Chief Executive, on the highest grade.

### **ii Remuneration on Appointment**

Newly appointed or promoted staff are normally appointed to the minimum salary on a grade unless there is clear business reason to appoint at a higher salary within the grade range.

Where it is necessary for a newly appointed employee to relocate in order to take up a post, the Council may make a contribution towards the reimbursement of relocation expenses in line with the Relocation Policy.

### **ii. Supplements**

Managers may make a business case for an additional supplement to be paid above the maximum for the particular grade under specific circumstances or if it proves exceptionally difficult to recruit at the rate advertised. Such supplements must be supported by a business case, approved by the Director of People & Change in conjunction with the Chair of the PPD Committee in the case of Chief Officers, or by the Director of People & Change under delegated powers for all other staff.

## **7. Remuneration for Chief Officers**

Chief Officers are appointed within the leadership pay model at a spot salary within the appropriate pay band range.

Annual salary reviews for Chief Officers will take into account any agreed adjustments to senior management pay rates (if any) as determined by the PPDC and the JNC pay award for Chief Officers pay for local authorities. Details of the remuneration paid to all members of the Council's Leadership Team are available in the Council's Annual Statement of Accounts.

## 8. Remuneration for employees who are not Chief Officers

Apart from the differences in pay scales and pay models, there are minimal differences in entitlement to remuneration between Chief Officers, Deputy Chief Officers, and the rest of the workforce as the county council is working towards harmonisation of terms and conditions of service between staff groups.

### i. Surrey Pay staff

Surrey Pay comprises pay grades PS1/2 to PS14 and pay grades for senior managers PS15 to Chief Executive.

Surrey Pay roles are aligned to a defined pay model as follows:

- Spot Salary Pay model
- Job Family Pay Model
- Career Pay Model
- Leadership Pay Model

Surrey Pay is reviewed annually to come into effect from 1 April each year and staff will progress through the fixed pay points for their grade until the maximum of the grade is reached.

Any increases to the pay points for Surrey Pay grades PS1/2 to PS14 as part of the annual pay review will take into account the NJC pay award for local government employees.

Annual individual pay progression will be subject to:

- Staff being in post at their current grade level on 1 October (or the first working day of the week) in the previous year. Staff appointed between October and March will receive their first increment after six months in role and will then fall in line with the April annual review.
- Performance in the role, and
- Scope being available within the individual pay grade until the top of the grade is reached.

Employees subject to career grade schemes will progress in line with the arrangements for that position.

### ii. Apprentices

Apprenticeship pay is aligned to the main Surrey Pay rates as follows:

- The salary for level 2/3 apprenticeships is equivalent to the starting salary in grade PS1/2 in year one, rising to the minimum pay point for PS3 in year two.

- The salary for level 4/5 apprenticeships is equivalent to the starting salary for grade PS3 in year one, rising to the second pay point in PS3 in year two.
- Apprenticeships at level 6 and above will be paid the rate for the role as evaluated.

**iii. Commercial Services Education Catering**

PPDC has approved entry salary levels for Commercial Services staff above the grade minimum.

**iv. Former Buckinghamshire County Council Trading Standards staff**

On 1 April 2015, staff from Buckinghamshire County Council's Trading Standards Service were transferred into the employment of Surrey County Council under the Transfer of Undertakings Protection of Employment Regulations.

There is no adjustment made to the pay bands for 2023/2024. A 4.75% performance-related pay progression will be applied to staff employed on Buckinghamshire County Council terms and conditions with effect from 1 July 2023, subject to successful performance and available headroom with the pay range.

In addition, in accordance with their terms and conditions:

- For an "exceeding" performance rating a contribution-based pay increase applies, based on 35% of the difference between the top two pay points: and
- For an "outstanding" performance rating a contribution-based pay increase applies, based on 70% of the difference between the top two pay points.

**v. Tutors - Surrey Arts and Community Learning & Skills**

Tutors within Surrey Arts and Community Learning & Skills are paid a spot salary. There is no pay progression within this pay model. Salary increases are aligned to the annual review of Surrey Pay and pay changes are implemented from 1 September each year.

**vi. Political Assistants**

SCC employs Political Assistants on Surrey Pay contracts to support political groups. These Assistants work directly for the political groups rather than as mainstream officers within the officer structure of the Council. These are unique posts and have a set maximum salary determined by The Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2021. This is currently capped by the maximum pay point for Surrey Pay grade PS9 or NJC pay point 38, if lower.

**viii. Staff Employed on National Conditions**

Annual pay awards for centrally employed teachers and those on Soulbury or JNC Committee conditions will be in accordance with those agreed by the respective national bodies.

• **Centrally Employed Teachers'**

Details of the national pay scales for Centrally Employed Teachers are available on the [Department for Education's website](#).



A locally agreed pay policy is in place, which sets out the pay progression arrangements for centrally employed teachers in line with the national scheme.

- **Soulbury and JNC Employees**

Employees covered by the Soulbury and JNC Agreements are eligible to receive annual increments on the 1 September each year until they reach the maximum for the grade of their position.

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## 9. Other elements of remuneration

A copy of the School Teachers Pay and Conditions Document is available on the [Governments website; Gov.uk](#). Copies of the conditions of service for all other employees covered by this statement can be obtained from [the Local Government Employers](#).

The following details apply to Surrey Pay employees and in the absence of any national agreement have been adopted by other employee groups:

### i. Employee Benefits

The Council does not provide any grade related benefits in kind, such as annual leave, private medical insurance, or lease cars. Chief Officers receive the same allowances as other members of staff and have access to the same voluntary benefits scheme.

### ii. Additional Payments

In order to ensure sufficient flexibility to reward staff who are undertaking additional responsibilities the Council's reward policy provides for acting-up payments or a one-off honorarium payment to be made in specific circumstances.

The definition of honoraria payments includes the ability to apply a financial recognition payment of up to £1,000 per person per annum in order to reward:

- excellent, exceptional achievement over a sustained period, or throughout the year in which performance is being assessed
- excellent exceptional achievement for a particular task or project
- innovation that significantly enhances productivity or that notably contributes to organisational effectiveness

The decision to award a recognition payment to a Chief Officer is taken by the Chief Executive and in the case of the Chief Executive, the Leader of the Council.

For employees required to be on-call, the Council operates a corporate on-call scheme up to Surrey Pay grade PS13. Payments are either processed monthly or on an ad-hoc basis depending on the requirement to be on-call. Additional hours and overtime are paid at plain time, and an allowance is paid per shift to employees who are required to "sleep in" on the premises as part of their duties. Details of these provisions are set out in the Councils Reward Policy.

**iii. Unsocial hours payment**

Payments for working unsocial hours are paid to the LGV Engineering Technicians (on Surrey Pay grade PS8) who provide 24-hour on call cover to enable the safe and efficient running of the Fire and Rescue Service. In addition, payments are made to the Highways Lab and Survey Technicians, Senior Technicians & Project Managers (on Surrey Pay grades PS7 to PS9) who provide laboratory sampling and surveying at nights and weekends. Details of these enhanced payments are set out in the Councils Reward Policy.

Employees in Adults and Children's Social Care Service areas who are employed in roles graded at PS8 and below employed to work overnight (i.e., all of their working hours between 8pm and 8am) on a waking night basis will receive an enhancement of 50 percent (time and a half) as part of their contractual terms and conditions.

Employees who work an overnight shift as above on a non-contractual basis will also receive payment of time and a half in respect of these shifts worked. In addition, the enhancement of 50 percent (time and a half) will be applied to all hours worked on a Saturday, Sunday, and each Bank Holiday.

Bank Holidays include all bank holidays designated by SCC. Currently there are 8 such days in a calendar year, but from time-to-time additional days may be so designated for which the above payments would apply.

All payments are in complete recompense and no additional compensatory time off will be given.

**iv. Travel and Expenses**

Where authorised to do so, employees are entitled to be reimbursed for additional mileage they incur whilst discharging their official duties. The rate of reimbursement will depend on the mileage incurred. Employees who have to use public transport to travel for business travel are entitled to reclaim the full cost of the transport under the council's expenses policy. Any expenditure on business travel is reimbursed at the same rates for all grades.

Out of pocket expenses incurred during the course of employment will be met by the council provided that the expenses are directly related to employment and are approved as reasonable.

**v. Professional Fees**

The council will reimburse the cost of professional fees for roles where there is an essential requirement to hold a professional qualification and be a member of a relevant professional institution.

Employees will be required to repay a proportion of the cost of professional fees should they leave Surrey County Council employment during the period covered by the payment. Repayment will be managed via payroll from final salaries, however where an employee leaves the council's employment due to redundancy or ill health, repayment will not be required.

**v. First Aid Allowance**

Employees who are designated 'first aiders' are eligible to receive an allowance.

## 10. Pension Benefits

- **Teachers' Pension Scheme.**

All Centrally Employed Teachers are eligible to join the Teachers' Pension Scheme. Employees within Surrey Arts and Adult Learning Service may also join if their role gives eligibility to join the scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on the [Teachers' Pension Scheme website](#).

- **Local Government Pension Scheme**

All other employees under the age of 75 are eligible to join the Local Government Pension Scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on [Surrey Pension Fund website](#).

## 11. Remuneration - Contract for Services

The council encourages the direct employment of staff and pays them via the payroll system. In circumstances where it is more appropriate to engage people on a contract for services, the council follows HMRC guidelines to ensure that the correct employment status is identified.

When a need arises for an 'interim' appointment, recruitment is normally secured via the council's temporary staffing agency frameworks. Individuals contracted via an agency will in most instances be paid at a rate consistent with the pay of directly employed staff performing a comparable role. The council will consider any relevant market factors to support payment of a premium rate necessary to secure appropriate levels of skills and expertise.

## 12. Salary Protection

Details of the Council's salary protection provisions that apply to employees who are redeployed into a new post as a result of organisational change can be found in the Council's Managing Reorganisations & Restructures Policy. The provisions relating to safeguarding (pay protection) set out in the School Teachers Pay and Conditions Document (STPCD) apply to centrally employed teachers. Other Council employees are eligible to receive salary protection for a period of up to one year if they are redeployed into a lower-graded post, with the amount of protection depending on the difference between the grades of their former job and new job.

### **13. Early Retirement and Severance**

The Council's terms for granting redundancy or severance, including access to benefits under the Local Government and Teachers' Pension Schemes, are the same for all staff on Surrey Pay contracts including Chief Officers, as well as for teachers working in maintained schools across Surrey.

In cases of redundancy, an employee will not be entitled to a redundancy payment or a severance payment if, before leaving the Council, they accept an offer of employment with another local authority or associated employer contained in the Redundancy Payments (Modification) Order 1999 and commence the new employment within four weeks of their last day of service as the employment would be deemed to be continuous.

Normally the council will not re-employ or re-engage employees who have been made redundant with an enhanced severance payment for a period of 12 months following their leaving date. However, in exceptional circumstances and subject to a business case and Chief Officer approval, the council may re-employ employees. Re-engagement includes contracts of employment, consultancy arrangements or through an agency.

### **14. Termination of Employment of Chief Officer**

Any compensation payments made to Chief Officers and Deputy Chief Officers on ceasing to hold office or to be employed by the authority will be made on the same basis as any other employee in line with the council's Early Retirement and Severance policies.

In the event of an employee being made redundant or applying for voluntary severance, the council's Managing Reorganisations & Restructures Policy contains details of the circumstances in which a redundancy payment is payable. The Local Government Pension Scheme regulations provide for access to pension benefits without reduction from the age of fifty-five in the event of an employee being made redundant.

## Surrey Pay

Applies to all schools and non-schools-based Surrey Pay staff.

**Table 1: Job Family Pay Scales – effective from 1 April 2023**

		1 April 2023 - 31 March 2024					
Pay Model	Grade Name	Pay Scale					
		Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
Job Family Pay Model	PS1/2	£20,733					
	PS3	£20,761	£21,269	£21,776			
	PS4	£22,069	£22,475	£22,890	£23,312	£23,743	£24,193
	PS5	£24,521	£24,977	£25,441	£25,915	£26,399	£26,886
	PS6	£27,384	£27,897	£28,420	£28,955	£29,499	£30,048
	PS7	£30,682	£31,262	£31,852	£32,455	£32,702	£33,321
	PS8	£33,701	£34,356	£35,024	£35,706	£36,402	£37,101
	PS9	£38,005	£38,746	£39,502	£40,273	£41,060	£42,053
	PS10	£43,081	£43,923	£44,783	£45,659	£46,554	£47,681
	PS11	£48,849	£50,047	£51,275	£52,533	£53,823	£55,125
	PS12	£56,479	£57,868	£59,291	£60,750	£62,245	£63,755
	PS13	£65,169	£66,774	£68,420	£70,108	£71,836	£73,583
	PS14	£75,399	£77,260	£79,168	£81,123	£83,129	£85,153
	Leadership Pay Model	PS15	£85,561				
PS16		£96,432					£119,552
PS17		£119,553					£143,464
PS18		£143,465					£172,157
CEX		£223,822					£248,017

**Please note:**

1. Employees appointed on pay point 1 on grades PS3 to PS14 between 1/10/22 and 31/3/23 will have their incremental date brought forwards to 1 April 2023. This means that they will get their increment early and move to pay point 2. This changes applies to April 2023 only.
2. All other employees entitled to an April increment will receive this increment as normal.
3. All roles on grades PS3 to PS14 will be advertised with a starting salary of the second pay point in each grade.

## Career Pay Grades

**Table 2: Social Wellbeing\* – effective from 1 April 2023**

Social Wellbeing – 1 April 2023 to 31 March 2024				
Job Family	Pay Model	Grade Name	Pay Point	Salary
Social Wellbeing	Career Pay Model	PS8SC	N/A	£35,401
		PS9SC	Point 1	£38,746
			Point 2	£39,355
			Point 3	£40,703
			Point 4	£42,053
		PS10SC	Point 1	£43,923
			Point 2	£44,614
			Point 3	£46,148
			Point 4	£47,681
		PS11SC	Point 1	£50,047
			Point 2	£50,942
			Point 3	£53,034
			Point 4	£55,125
		PS12SC	Point 1	£57,868
			Point 2	£58,033
			Point 3	£60,458
Point 4	£63,755			

\*Applies to all Social Workers and Occupational Therapists.

**Table 3: Finance CIPFA Trainee Scheme – effective from 1 April 2023**

Finance CIPFA Trainee Scheme – 1 April 2023 - 31 March 2024				
Job Family	Pay Model	Grade Name	Pay Point	Salary
Finance Trainee	Career Pay Model	PS7F	Point 1	£31,262
		PS8F	Point 1	£34,356
		PS9	Point 1	£38,005
	Point 2		£38,746	
	Point 3		£39,502	
	Point 4		£40,273	
	Point 5		£41,060	
	Job Family Pay Model	Point 6	£42,053	

**Table 4: Community protection, Transport and Environment – effective from 1 April 2023**

<b>Scheme 1: PS5HT - PS7*</b>				
Job Family	Pay Model	Grade	Point	Salary
Regulation and Technical	CT&E Career Pay Model	PS5HT	Point 1	£24,977
			Point 2	£25,704
		PS6HT	Point 1	£27,897
			Point 2	£28,716
	Job Family Pay Model	PS7	Point 1	£30,682
			Point 2	£31,262
			Point 3	£31,852
			Point 4	£32,455
			Point 5	£32,702
			Point 6	£33,321

<b>Scheme 2: PS6HT – PS8*</b>				
Job Family	Pay Model	Grade	Point	Salary
Regulation and Technical	CT&E Career Pay Model	PS6HT	Point 1	£27,897
			Point 2	£28,716
		PS7HT	Point 1	£31,262
			Point 2	£32,185
	Job Family Pay Model	PS8	Point 1	£33,701
			Point 2	£34,356
			Point 3	£35,024
			Point 4	£35,706
			Point 5	£36,402
			Point 6	£37,101

<b>Scheme 3 PS7HT - PS9*</b>				
Job Family	Pay Model	Grade	Point	Salary
Regulation and Technical	CT&E Career Pay Model	PS7HT	Point 1	£31,262
			Point 2	£32,185
		PS8HT	Point 1	£34,356
			Point 2	£35,401
	Job Family Pay Model	PS9	Point 1	£38,005
			Point 2	£38,746
			Point 3	£39,502
			Point 4	£40,273
			Point 5	£41,060
			Point 6	£42,053

\*Applies to staff on the CT&E Professional Development Programme (PDP)



**Table 5: Lawyers Career Scheme – effective from 1 April 2023.**

Job Family	Pay Model	Grade Name	Pay Point	Salary
Business Function	Career Pay Model	PS10L	Point 1	£43,923
			Point 2	£45,659
		PS11L	Point 1	£50,047
			Point 2	£52,533
			Point 3	£55,125

**Table 6: Twelve 15 Education Catering - effective from 1 April 2023\***

1 April 2023 - 31 March 2024			
Position	Grade	Pay Point	Starting Salary
Catering / Servery Assistant	PS1/2	N/A	£20,733
Cook - Primary / Secondary & Smart			
Caterer - Primary Small	PS3	Point 2	£21,269
Caterer - Primary Medium	PS3	Point 2	£21,269
Deputy Caterer - Primary / Secondary Large			
Caterer - Primary Large	PS3	Point 3	£21,776
Caterer (Secondary Small)	PS4	Point 2	£22,475
Caterer Primary - Very Complex	PS4	Point 3	£22,890

\*These represent starting salaries. Individuals will progress in accordance with the normal pay progression rules. Further details of the complete pay scale is outlined in Table 1.

**Table 7: Political Assistants – effective from 1 April 2023**

Grade	Pay Scale					
	Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
PS9(PA)	£38,005	£38,746	£39,502	£40,273	£41,060	£42,053

**Note:** Pay for political assistants is subject to the Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2021 and Surrey Pay grade PS9.



**Table 8: Planning Officers – effective from 1 April 2023**

Job Family	Pay Model	Grade	Pay Point	Salary
Regulation & Technical	Career Pay Model	PS7PG	Point 1	£31,262
			Point 2	£32,455
		PS8PG	Point 1	£34,356
			Point 2	£35,706
	Job family pay model	PS9	Point 1	£38,005
			Point 2	£38,746
			Point 3	£39,502
			Point 4	£40,273
			Point 5	£41,060
			Point 6	£42,053



**Table 9a: Surrey Adult Learning Tutors – 1 September 2023 – 31 December 2023**

Role Level	Surrey Grade equivalent	Surrey Adult Learning Tutor Grade	Basic Hourly Rate	Total incl. hourly rate & preparation allowance <sup>1</sup>	Total Hourly Rate Inclusive of Holiday Pay <sup>2</sup>		
					Less than 2 years service (15.51%)	More than 2, and less than 5 years service (16.54%)	More than 5 years service (17.59%)
Adult Learning Standard (ALS) Community courses which are non-qualification based	PS7	ALS A	£16.74	£23.69	£27.36		
		ALS B				£27.60	
		ALS C					£27.85
Adult Learning Higher (ALH) Accredited courses which are qualification based	PS8	ALH A	£19.48	£27.57	£31.85		
		ALH B				£32.13	
		ALH C					£32.42
Adult Learning Top (ALT) Highly specialist subject areas	PS9	ALT A	£21.05	£29.79	£34.41		
		ALT B				£34.72	
		ALT C					£35.03

<sup>1</sup> Preparation allowance is 41.5% of the basic hourly rate.

<sup>2</sup> Percentage uplift of basic hourly rate & preparation allowance to reflect annual leave entitlement with 9 bank holidays for 2023.

**Table 9b: Surrey Adult Learning Tutors – 1 January 2024 – 31 August 2024**

Role Level	Surrey Grade equivalent	Surrey Adult Learning Tutor Grade	Basic Hourly Rate	Total incl. hourly rate & preparation allowance <sup>1</sup>	Total Hourly Rate Inclusive of Holiday Pay <sup>2</sup>		
					Less than 2 years service (15%)	More than 2, and less than 5 years service (16%)	More than 5 years service (17%)
Adult Learning Standard (ALS) Community courses which are non-qualification based	PS7	ALS A	£16.74	£23.69	£27.24		
		ALS B				£27.48	
		ALS C					£27.71
Adult Learning Higher (ALH) Accredited courses which are qualification based	PS8	ALH A	£19.48	£27.57	£31.70		
		ALH B				£31.98	
		ALH C					£32.26
Adult Learning Top (ALT) Highly specialist subject areas	PS9	ALT A	£21.05	£29.79	£34.26		
		ALT B				£34.56	
		ALT C					£34.86

<sup>1</sup> Preparation allowance is 41.5% of the basic hourly rate.

<sup>2</sup> Percentage uplift of basic hourly rate & preparation allowance to reflect annual leave entitlement with 8 bank holidays for 2024.



**Table 10a: Surrey Arts Tutors – 1 September 2023 – 31 December 2023**

Role Level	Surrey Grade equivalent	Surrey Arts Tutor Grade	Basic Hourly Rate	Basic hourly rate plus preparation & travel allowances <sup>1</sup>	Total Hourly Rate Inclusive of Holiday Pay <sup>2</sup>		
					Less than 2 years service (15.51%)	More than 2, and less than 5 years service (16.54%)	More than 5 years service (17.59%)
Unqualified Instrumental Music Teacher; Qualified Instrumental Music Teacher.	PS7	SA1 A	£16.63	£24.29	£27.94		
		SA1 B				£28.18	
		SA1 C					£28.43
Assistant Teacher for the whole class; Team Support Teacher; Curriculum Lead.	PS8	SA2 A	£17.05	£24.90	£28.64		
		SA2 B				£28.89	
		SA2 C					£29.14
		SA3 A	£17.81	£26.00	£29.91		
		SA3 B				£30.17	
		SA3 C					£30.43
		SA4 A	£18.83	£27.50	£31.63		
		SA4 B				£31.91	
SA4 C					£32.19		
Group/Ensemble Conductor/Director; Lead Teacher for the whole class.	PS9	SA5 A	£20.06	£29.28	£33.69		
		SA5 B				£33.98	
		SA5 C					£34.28
		SA6 A	£22.11	£32.29	£37.14		
		SA6 B				£37.46	
		SA6 C					£37.79

<sup>1</sup> Travel allowance of 4.5% & preparation allowance of 41.5% applied to basic hourly rate.

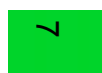
<sup>2</sup> Percentage uplift of basic hourly rate & preparation allowance to reflect annual leave entitlement with 9 bank holidays for 2023.

**Table 10b: Surrey Arts Tutors – 1 January 2024 – 31 August 2024**

Role Level	Surrey Grade equivalent	Surrey Arts Tutor Grade	Basic Hourly Rate	Basic hourly rate plus preparation & travel allowances <sup>1</sup>	Total Hourly Rate Inclusive of Holiday Pay <sup>2</sup>		
					Less than 2 years service (15%)	More than 2, and less than 5 years service (16%)	More than 5 years service (17%)
Unqualified Instrumental Music Teacher; Qualified Instrumental Music Teacher.	PS7	SA1 A	£16.63	£24.29	£27.82		
		SA1 B				£28.05	
		SA1 C					£28.29
Assistant Teacher for the whole class; Team Support Teacher; Curriculum Lead.	PS8	SA2 A	£17.05	£24.90	£28.52		
		SA2 B				£28.76	
		SA2 C					£29.00
		SA3 A	£17.81	£26.00	£29.78		
		SA3 B				£30.03	
		SA3 C					£30.28
		SA4 A	£18.83	£27.50	£31.50		
		SA4 B				£31.76	
SA4 C					£32.03		
Group/Ensemble Conductor/Director; Lead Teacher for the whole class.	PS9	SA5 A	£20.06	£29.28	£33.54		
		SA5 B				£33.83	
		SA5 C					£34.11
		SA6 A	£22.11	£32.29	£36.98		
		SA6 B				£37.29	
		SA6 C					£37.60

<sup>1</sup> Travel allowance of 4.5% & preparation allowance of 41.5% applied to basic hourly rate.

<sup>2</sup> Percentage uplift of basic hourly rate & preparation allowance to reflect annual leave entitlement with 8 bank holidays for 2024.



**Table 11: Apprenticeship and internship pay rates – effective from 1 April 2023**

Apprenticeship	Apprenticeship Level	Year	Annual Salary
Intermediate and Advanced	2	Year 1	£20,733
		Year 2	£21,269
	3	Year 1	£20,733
		Year 2	£21,269
Higher	4+	Year 1	£21,269
		Year 2	£21,776
Internship	N/A	N/A	£21,269

\*An Apprentice in their second year of an Apprenticeship is entitled to the National Minimum Wage/National Living Wage (where applicable) in accordance with their age.

## Local (Non-Surrey) Pay Terms & Conditions

**Table 12: Former Buckinghamshire County Council trading standards pay scale.**

Grade	Entry Point	Competent Point	Advanced Point
R4 CBP	£ 22,853	£24,110	£25,367
R6 CBP	£ 28,468	£30,034	£31,599
R8 CBP	£ 37,151	£39,194	£41,237



People, Performance and Development Committee  
11 September 2023

## Carers Leave Scheme

### **Purpose of the report:**

To seek the Committee's approval for the provision of up to five days paid leave in any 12 month period pro rata for part time employees) for employees who are carers.

This report is being brought to People, Performance and Development Committee under its delegated powers in accordance with Section 2, para 6.13 (a) of the Constitution:

“determine policy on pay, terms and conditions of employment of all staff.”

### **Recommendations:**

1. It is recommended that the Committee approve the provision of up to five days paid leave in any 12 month period (pro rata for part time employees) for employees who are carers.

### **1. Introduction**

- 1.1 Approximately 11% of the UK workforce are also carers (source ONS/Employers for Carers. With an ever-aging population, this number is set to increase.
- 1.2 Carers leave is seen as a strong incentive to recruit and retain older workers in particular, but it is also very much a universal attraction as employees of all ages become carers.

1.3 In June 2023 Royal Assent was given to the Carers Act 2023 which gives employees an entitlement to up to 5 days unpaid carers leave. The provisions of the Act are expected to become effective in 2024. However, many employers have or are introducing schemes to provide up to 5 days paid carers leave. Local Authorities who have introduced these schemes include:

- Kent County Council
- Bolton Council
- Solihull Council.

1.4

## 2. Proposals

2.1 In the light of the above it is proposed that the County Council offers up to 5 days paid leave for employees to enable them to continue to balance their work and care commitments.

2.2 To be eligible for this leave an employee must be a carer for and have a relationship with the individual which falls within one of the below categories:

- A spouse or civil partner
- An employee's child
- A parent or parents of partner
- A person who lives in the same household as the employee (otherwise than by reason of being their employee, tenant, lodger, or boarder)
- A person who reasonably relies on an employee for care, for example an elderly neighbour with no relatives, who is living alone.
- In addition, the individual requiring care must have a long-term care need. The care need may be due to illness or injury (physical or mental), a disability as defined under the Equality Act 2010 or issues related to old age.

2.3 Carers leave can be used to carry out a wide range of caring activities which may include one or a combination of the following;

- Providing personal support, such as keeping an eye out for someone, keeping them company and staying in touch. Accompanying someone to medical or other appointments.
- Attendance at appointments, concerning the welfare and care of above, (e.g. child guidance, making arrangements for resettlement of people in long-term sheltered accommodation/nursing home, psychiatric care etc).



- Providing practical support, such as making meals, going shopping for them, laundry, cleaning, gardening, maintenance, and other help around the home.
- Helping with official or financial matters, such as helping with paperwork, dealing with 'officials' (also over the phone and the internet), paying bills/rents/rates, collecting pension/benefits.
- Providing personal and/or medical care, such as collecting prescriptions, giving medications, changing dressings, helping them move around the home, getting dressed, feeding, washing, bathing, using the toilet.
- Making arrangements, such as dealing with social services or the voluntary sector, moving someone into a care home, making home adjustments or adaptations.

2.4 This list is not exhaustive, and Carer's leave may be granted for other reasons which fall under the spirit of this agreement

### **3. Implications**

#### **3.1 Financial and Value for Money Implications**

The proposal would not have significant financial implications as any leave taken would be subject to the normal exigencies of the service with appropriate notice.

#### **3.2 Equalities and Diversity Implications**

Being a carer is a protected characteristic because they count as being 'associated' with someone who is protected by the law because of their age or disability.

The policy ensures that as an employer the County Council supports these employees to carry out their caring responsibilities and also be effective in their roles.

#### **3.3 Risk Management Implications**

No risks have been identified.

#### **3.4 Implications for the Council's Priorities**

The recruitment, retention and motivation of key staff is critical to the county council meeting its priority objectives and achieving the aims of the Community Vision for Surrey. This assists with the Council remaining competitive in this area.

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**Report contact:** Paul Smith; Interim Project Manager Pay & Reward

**Contact details:** xxxxxxx

**Sources/background papers:**