

SURREY COUNTY COUNCIL PAY POLICY STATEMENT 2015-16

This Pay Policy Statement (the statement) applies to employees of Surrey County Council (the council). The statement includes information relating to the terms and conditions are determined locally by the council and are referred to as 'Surrey Pay' **that apply to most employees and includes support staff employed in maintained schools.**

The statement does not include details of the terms and conditions of council employees that have:

- (i) retained terms and conditions following a transfer under Transfer of Undertakings and Protection of Employment Regulations; or
- (ii) terms and conditions determined on a national basis by independent organisations or arrangements; these include:
 - Fire fighters; whose pay and conditions are set are determined by National Joint Committee for Local Authorities Fire and Rescue Service.
 - Teachers; whose terms and conditions are determined by the Department for Education.
 - Educational psychologists; whose terms and conditions are determined by the Soulbury Committee.
 - Adult education workers; whose terms and conditions are determined by and the Adult Education, National Joint Council (NJC).
 - Youth and community workers whose terms and conditions are determined by the Joint Negotiating Committee (JNC).

The statement was approved by a meeting of the full County Council on 8 December 2015, is published to comply with the requirements of Section 40 of the Localism Act, 2011.

Governance

The People, Performance and Development Committee (PPD Committee) acts as the Remuneration Committee under delegated powers, in accordance with the council's Constitution. The council's pay, terms and conditions are determined by the PPD Committee and are set out in detail in the councils employment policies and contracts of employment. PPD Committee also decides the appointment and remuneration of Chief Officers.

Any exceptional application of Surrey Pay, terms and conditions of employment (referred to as 'pay exceptions') are decided by PPD Committee on consideration of a business case prepared by officers. PDC considers business cases for pay exceptions for senior staff (grade S13 and above) at its regular meetings.

In order to facilitate effective management, PPD Committee delegates approval for decisions on pay exceptions for lower grades (grade S12 and below) to the Director of People and Development and the relevant Head of Service. All pay exceptions are recorded and reported to PPD Committee on a quarterly basis for monitoring purposes.

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Where, in order to secure new staff, it is necessary to expedite decisions on exceptional starting salaries for senior grades (S13 and above), then a business case is prepared for the Director of People & Development for challenge, review and decision in consultation with the Leader on behalf of PPD Committee, and this decision is reported to the next PPD Committee for information.

In maintained schools where the Governing Body identifies a support staff post to be filled, it should recommend a person to the council for appointment and provide details including grade and remuneration. If, within a period of seven days after receiving the job specification, the council makes written representations to the Governing Body relating to the grade or remuneration to be paid, the governing body must:

- (a) consider those representations; and**
- (b) where it decides not to change the grade or remuneration to be paid, notify the council in writing of its reasons.**

The Governing Body takes responsibility for implementation of Surrey Pay and pay changes within a school.

Salary transparency

The council is committed to openness and transparency to demonstrate to residents and local taxpayers that it delivers value for money. As part of this commitment, 'Surrey Pay' ranges; all expenditure items over £500 and contracts with a value of £50,000 or more are published on the public website.

In line with the Code of Recommended Practice for Local Authorities on Data Transparency 2011, the council publishes details of remuneration of senior staff on its public website. This information is updated on a regular basis and covers all positions with remuneration in the range £50,000 to £54,999 and then by pay bands of £5,000 thereafter.

Chief officers' remuneration

Chief officers are on all-inclusive single status Surrey Pay contracts i.e. there are no variable pay salaries or bonuses paid. The council has not provided any grade related benefits in kind, such as annual leave, private medical Insurance or lease cars since 2007. Chief officers receive the same allowances as other members of staff and access to the same voluntary benefits scheme, while any expenditure on business travel is reimbursed at the same rates for all grades.

The Chief Executive is on a contract which is no different than chief officers i.e. an all-inclusive single status Surrey Pay contract and there is no variable pay or bonuses made. The Chief Executive is paid a specific additional allowance for duties carried out in support of the Lord Lieutenant of the County. **As the County Returning Officer, the Chief Executive is entitled to receive payment of allowances determined by each District and Borough Council for performance of this duty.**

Details of the remuneration paid to the officers of the Council Leadership Team are published in the council's Annual Statement of Accounts which is available on the public website.

Surrey Pay

The council’s reward strategy is based on the local determination of “single status” Surrey Pay terms and conditions of service. This means that the majority of staff are on consistent terms and conditions of service. Pay and including terms and conditions are reviewed annually and changes are agreed by the PPD Committee normally made with effect from 1 April. The council recognises two trades unions, the GMB and UNISON, for the purposes of negotiating Surrey Pay.

Surrey Pay salary ratios

The minimum Surrey Pay entry level is £15,039 on grade S1/2 which equates to £8.01 per hour as at 1 April 2015. Estimates of the ratios between the lowest and highest paid staff on Surrey Pay, based on existing salaries as at April 2015, for the 2015 to 2016 financial year are set out in **Table 1**.

| Surrey Pay Salary Ratios 2015-16 | | |
|----------------------------------|----------------------|-----------------------------|
| Salary | Amount per annum £'s | Ratio to the highest salary |
| Highest Basic Salary | 211,900 | n/a |
| Median Basic Salary | 24,040 | 8.81:1 |
| Lowest Basic Salary | 15,039 | 14.09:1 |

Table 1: Surrey Pay salary ratios 2015-16

Notes:

- (i) The ratios have been calculated in accordance with guidance published in The Code of recommendations contained in the Hutton Review of Fair Pay in the Public Sector 2011.
- (ii) The median is defined as the mid-point of the total number of staff employed.

Equal pay

The council is committed to ensuring that its employment policies and practices comply with the requirements of the Equal Pay Act 1970. This includes the application of a robust job evaluation process to ensure that all staff will receive equal pay for work of equal value.

- (i) Pay bands and grading structure

Surrey Pay bands are allocated to the grading structure of jobs which is determined by (HAY) job evaluation, or in accordance with Children’s Social Worker Career Scheme that is also aligned to the grading structure. The Surrey grading structure and pay bands covers all jobs, including the Chief Executive. Please see **Table 2** that shows the Surrey Pay bands and **Table 3** that shows Career Children’s Social Worker Career Scheme pay bands for the 2015-16 financial year.

The differentials between these grades of jobs have been established objectively by application of a HAY based job evaluation scheme which is 'equality proofed' and widely used by employing organisations.

(ii) Starting salaries

Newly appointed, or promoted, staff are appointed to the minimum salary on a grade. A pay exception may be agreed by PPD Committee to start them at a higher salary within the grade range on the basis of a robust business case.

(iii) Market supplements

Managers may make a business case for a market supplement to be paid above the maximum for the particular grade if it proves exceptionally difficult to recruit at the rate advertised. Such supplements must be approved and reviewed on a regular basis by either the PPD Committee, in the case of Chief Officers, or by the Director of People and Development under delegated powers.

(iv) Pay progression arrangements

Before April 2010 the majority of staff were on "incremental" Surrey Pay bands associated with grades S1 to S7, or their equivalent. Personal pay progression within grade is normally dependent upon "added value" in terms of duties, responsibilities and job performance following an annual appraisal.

Middle pay bands and senior pay zones associated with grades S8 to the Chief Executive (S8 to CEX) will be considered for pay progression based on an annual review of contribution. These reviews normally determine any subsequent personal progression through these pay zones subject to headroom being available.

Note:

The "normal" arrangements for determining pay progression were suspended with effect from 1 April 2010. The suspension is part of the council's current pay restraint package that will be reviewed by the end of the 2015-16 financial year.

(v) Recognition awards

There are **no** provisions under standard Surrey Pay contracts for council employees to be awarded performance related bonuses. However the Recognition Award Scheme provides a mechanism through which managers can recognise exceptional achievement by an individual or team, subject to approval by the appropriate Head of Service in conjunction with the Director of People and Development for all grades up to S12. For senior officers on (grades S13 and above) PPD Committee approval is required.

Early retirement and severance terms

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 and also for Teachers working in maintained schools across Surrey. The policy explains the approval process to be followed when payments are to be funded by the Council.

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.

Employee benefits

The council makes available to all staff a range of options to purchase service through salary sacrifice and access to purchase discount savings.

Further information

| Job evaluation score | | Grades | Pay ban ranges | |
|----------------------|------|-------------|----------------|---------|
| | | | Minimum | Maximum |
| 0 | 119 | S 1/2 | 15,039 | 15,699 |
| 120 | 142 | S 3 | 15,156 | 17,145 |
| 143 | 165 | S 4 | 16,407 | 19,194 |
| 166 | 194 | S 5 | 18,228 | 21,261 |
| 195 | 231 | S 6 | 20,424 | 23,435 |
| 232 | 313 | S 7 | 23,340 | 27,539 |
| 314 | 437 | S 8 | 26,798 | 31,856 |
| 438 | 477 | S 9 | 33,569 | 38,312 |
| 478 | 518 | S 10 | 38,015 | 42,992 |
| 519 | 611 | S 11 | 42,503 | 47,615 |
| 612 | 660 | S 12 | 47,273 | 55,298 |
| 661 | 734 | 13 | 55,485 | 66,644 |
| 735 | 880 | 14 A | 61,592 | 77,297 |
| 881 | 1055 | 14 B & 15 B | 76,383 | 90,469 |
| 1056 | 1260 | 15 C | 87,991 | 104,267 |
| 1261 | 1312 | 15 D | 101,721 | 120,578 |
| 1358 | 1450 | 16 E | 116,734 | 141,151 |
| 1451 | 1688 | 16 F | 127,718 | 152,243 |
| 1689 | 2000 | 16 G | 149,686 | 178,861 |
| 2001 | 2328 | CEX | 209,984 | 232,683 |

Table 2: Surrey Pay grades and pay band ranges

| Level | | Salary | PCF Equivalent |
|---|-----|---------|---|
| ASYE Social Worker | S8 | £27,550 | ASYE Social Worker |
| Social Worker | S9 | £28,550 | Social Worker |
| | | £31,050 | |
| | | £33,550 | |
| | | £36,050 | |
| Senior Social Worker | S10 | £36,051 | Experienced Social Worker |
| | | £38,425 | |
| | | £40,775 | |
| | | £43,150 | |
| Team Manager - or - Consultant Senior Practitioner | S11 | £43,151 | Social Work Manager - or - Advanced Social Work Practitioner |
| | | £44,550 | |
| | | £45,950 | |
| | | £47,272 | |
| Team Manager | S12 | £47,273 | Strategic Social Work Manager |
| | | £49,950 | |
| | | £52,625 | |
| | | £55,298 | |

Table 3: Children's social worker career grade and pay bands 2015-16