

**SUPPLEMENTARY AGENDA**

**PART I**

**6. ANNUAL PAY POLICY STATEMENT 2021/22  
(HUMAN RESOURCES – FIONA SKENE)**

**Synopsis of report:**

**This report explains the Council's approach to pay. The Annual Pay Policy Statement is required under the Localism Act (2011) and is designed to provide transparency for the public on how the Council approaches pay. It is a statement of existing policy rather than a pay strategy. After consideration by the Corporate Management Committee, the Pay Policy Statement needs to be considered by Full Council in March 2021 before being placed on the Council's external website.**

**Recommendation:**

**To recommend to full Council on 4th March 2021 that the Pay Policy Statement 2021/22 at Appendix 'C' attached be approved.**

**1. Context of report**

- 1.1 Section 38 of the Localism Act (2011) introduced the requirement for all Councils to prepare a Pay Policy Statement for the following financial year setting out how the Council approached the setting of local pay. It was designed to increase accountability, transparency and fairness by publishing this annual statement on each Council's external website by 31 March of each year to enable the local community to view it.
- 1.2 In addition, Pay Policy Statements are intended to ensure that policies in relation to the pay and reward of the most senior staff are set out clearly in the context of the pay of the wider workforce. This is why the relationship between the most senior executive's pay and the mean and average salaries of the wider workforce are set out as pay ratios.

**2. Report**

- 2.1 The Annual Pay Policy Statement for the financial year 2021/22 is at Appendix 'C' attached. There are a few particular features to note in this year's statement. The introduction of the National Living Wage on 1 April 2016 has had the effect of eroding away Scale 1 and 2 of the pay structure. The National Living Wage introduced for those 25 and over rises from £8.72 per hour to £8.91 per hour w.e.f. 6th April 2021 and is now going to apply to those aged 23 and above instead of those aged 25 and above. This means that the minimum annual salary in Grade 3 rises from £16,824p.a. to £17,189 p.a. for those of 23 years of age and over further reducing the salary range within Scale 3. The effect of this rise is to increase the base annual salary of 9 permanent and 17 casual employees to the new level of the National Living Wage. This suggests we will in due course have to re-model the bottom end of the pay structure. This project is in HR's workplan.

- 2.2 Runnymede has a local pay approach but we compete for staff with other authorities and employers. At present the jobs market is an employer's market due to the pandemic but following lockdown, this situation should improve. In Surrey there has traditionally been a competitive market particularly in areas of skills shortage. Filling certain types of professional roles remains a problem, although this has lessened at present due to the pandemic.
- 2.3 The Council's overall policies on pay have not altered since last year's Pay Policy Statement. This Pay Policy is written for the financial year ahead but the pay data is based on the current year. Under the Localism Act 'Chief Officer' and 'Deputy Chief Officer' roles are defined simply by reporting direct to either the Chief Executive or Chief Officers. Since the Council deleted the tier of Chief Officer roles this means that roles reporting to the Assistant Chief Executive and to the Corporate Heads are now classed as Deputy Chief Officers. Corporate Heads (who are in fact enhanced Heads of Service) are classed as 'Chief Officers' where they report to the Chief Executive under the interpretation of the Act. Consequently more roles feature in this statement as Chief Officer or 'Deputy Chief Officers' who in fact are either Corporate Heads, Business Centre managers, section heads or in some cases individual post-holders because of the Council's flat structure. However legally we need to set it out this way. It does not mean that all these post-holders fulfil the roles of a Chief or Deputy Chief Officer at Runnymede.
- 2.4 In other aspects the main pay policies have not altered from last year.

### **3. Policy Framework Implications**

- 3.1 Human Resources keeps market pay under review for professional roles where there is a skills shortage, as needed, and is reviewing some benefits in order to make us more attractive to potential applicants and assist in retention.

### **4. Equality Implications**

- 4.1 The Council will be publishing its gender pay gap for the third year in April. The Council may need to consider what new actions it may wish to take to improve its position on gender pay.

### **5. Legal Implications**

- 5.1 By virtue of section 38 Localism Act 2011, a local authority must prepare a Pay Policy Statement for each financial year. The Pay Policy Statement must set out the authority's policies for the financial year relating to

- (a) the remuneration of its Chief Officers;
- (b) the remuneration of its lowest paid employees; and
- (c) the remuneration of its employees who are not Chief Officers.

- 5.2 The Pay Policy Statement must state –

- (a) the definition of "lowest paid employees" adopted by the local authority for the purposes of the statement; and
- (b) the authority's reasons for adopting that definition.

- 5.3 The Pay Policy Statement must include the authority's policies relating to

- (a) the level and elements of remuneration for each Chief Officer;
- (b) remuneration of Chief Officers on recruitment;

- (c) increases and additions to remuneration for each Chief Officer;
- (d) the use of performance related pay for Chief Officers;
- (e) the use of bonuses for Chief Officers;
- (f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority; and
- (g) the publication of and access to information relating to the remuneration of Chief Officers.

5.4 A Pay Policy Statement may also set out the authority's policies for the financial year relating to the other terms and conditions applying to the authority's Chief Officers. A local authority must, when preparing a Pay Policy Statement, have regard to any guidance issued or approved by the Secretary of State.

**(To recommend to Full Council on 4 March 2021)**

**Background Papers**

None stated

**Runnymede Borough Council****Pay Policy Statement – 2021/22****1. Purpose**

This Pay Policy statement is the annual statement for the financial year 2021/22 as required by the Localism Act (2011). The purpose of this statement is to provide transparency about how Runnymede Borough Council uses public funds to pay staff.

This statement sets out the remuneration of Chief Officers, the remuneration for the lowest paid employees, and the relationship between the remuneration of Runnymede's Chief Officers and other employees. The information includes headings which have been prescribed by the Localism Act and related guidance.

**2. Definitions**

For the purposes of this Pay Policy Statement, the following definitions will apply:-

**2.1. Posts included as Chief Officers**

The following Posts are included within the definition of Chief Officers:-

- a) The Head of the Paid Service designated under Section 4(1) of the Local Government and Housing Act (1989)

This is the Chief Executive

- b) The Monitoring Officer designated under Section 5(1) of that Act.

This the Corporate Head of Law and Governance

- c) A statutory Chief Officer mentioned in Section 2(6) of that Act

This is the Assistant Chief Executive(Resources)

- d) Non-statutory Chief Officers mentioned in Section 2(7) of that Act. Non-statutory Chief Officers are those people for whom the Head of Paid Service is directly responsible (excluding those whose duties are secretarial, clerical or otherwise in the nature of support services).

In 2019, the senior management review entitled 'A Council – Fit for the Future' deleted all Director roles and instead created a tier of enhanced Heads of Service called 'Corporate Heads'. These posts would not normally be classed as Chief Officers in organisational terms but under the Localism Act they meet the criteria for their definition because they report directly to the Chief Executive. Eight of these posts report direct to him and two to the Assistant Chief Executive(Resources). All these posts sit on the new Strategic Leadership Team which is designed not only to give them an input into the management of the authority but also to improve corporate collaboration between Heads of Service and encourage cross service working.

Relevant posts reporting directly to the Chief Executive are:

Corporate Head of Development Management and Building Control  
Corporate Head of Economic Development and Planning Policy  
Corporate Head of Environmental Services  
Corporate Head of Housing  
Corporate Head of Assets & Regeneration  
Corporate Head of Community Development  
Corporate Head of Community Services  
Corporate Head of Human Resources & OD

In addition, there are 4 posts which report to him which are part of the Chief Executive's office but are not Corporate Heads. These are:-

Head of Business Planning & Performance Management  
Head of Communications  
Projects and Procurement Manager  
Strategic Projects Officer(Temp. Secondment)

- e) Deputy Chief Officers are mentioned in Section 2 (8) of that Act. Under the definition within the Act, these are defined as posts reporting directly to any of the statutory or non-statutory Chief Officers listed above (excluding those whose duties are secretarial, clerical or otherwise in the nature of support services). Clearly the definition used in the Localism Act has the practical effect of categorising a number of roles 'technically' as Deputy COs in Councils with flatter management structures which would not normally be classed as Deputy Chief Officers in organisational terms in a local authority.

Consequently you will see in paragraph f) a number of roles at RBC which in practice are professional, middle management or team leader roles.

- f) Based on the definition within the Localism Act these 'deputy' posts are listed below:-

Reporting to the Assistant Chief Executive (Resources)

Corporate Head of Finance  
Corporate Head of Customer, Collection Services & Digital Services

Reporting to the Corporate Head of Law and Governance

Democratic Services Manager  
Electoral Services Manager  
Legal Services Manager  
Principal Land Charges Officer  
Information Governance Officer  
Data Protection Officer

Reporting to the Corporate Head of Housing

Head of Housing Services and Business Planning  
Head of Housing Maintenance

Reporting to the Corporate Head of Development Management & Building Control

Development Manager  
Technical Administration Manager  
Principal Building Control Surveyor

Reporting to the Corporate Head of Economic Development & Planning Policy

Planning Policy Manager

Reporting to the Corporate Head of Assets & Regeneration role

Assistant Head of Commercial Services(fixed term contract)  
Principal Building Manager

Reporting to the Corporate Head of Environmental Services

DSO Manager  
Principal EHO(2)  
Principal Engineer

Reporting to the Corporate Head of Community Services

Operations Manager  
Community Transport and Meals at Home Manager  
Business Development Manager  
Parking Manager

Reporting to the Corporate Head of Community Development

Head of Green Space  
Partnership & Policy Manager  
Chertsey Museum Administrator & Curator  
Community Services Manager(Safer Runnymede)  
Community Halls & Social Centre Facilities Manager  
Senior Community Development Officer

Reporting to the Corporate Head of HR &OD

Health & Safety Adviser  
Learning & Development Manager  
Human Resources Officer

## **2.2. Pay**

In addition to salary, remuneration includes fees, allowances, benefits in kind and termination payments.

### **2.3. Lowest Paid Employees**

Refers to those staff employed on the lowest grade on the Council's Pay Scales who are under 25. On 1<sup>st</sup> April, 2016, the National Living Wage was introduced for staff aged 25 and over. As a consequence of the introduction of the National Living Wage on 1<sup>st</sup> April, 2016, there was only one post paid below the National Living Wage who was an apprentice aged under 25 and paid the apprentice rate for his role.

The National Living Wage will increase from £8.72 per hour to £8.91 per hour from 6th April, 2021. This increase means that the minimum salary on the pay structure needs to increase from £16,824 to £17,189 for staff aged 23 or over. Grade 3 is reduced in size to a range of £17,189 to £17,806. The implications of this in terms of changes to the grading structure will be considered in a separate report. The impact of this increase will be to move 9 permanent and 17 casual employees to this new rate.

### **2.4. Employees who are not a Chief Officer**

Refers to all staff who are not covered under the 'Chief Officer' group above including the lowest paid employees.

## **3.0. Pay Framework**

### **3.1. General Approach**

Remuneration at all levels needs to be adequate to recruit, retain and develop a skilled and flexible workforce to deliver services to the community and fulfil the Council's business objectives. Remuneration must be fair and reasonable in the circumstances and not excessive. Each Council has responsibility for balancing these factors in the light of the unique challenges locally and retaining flexibility to deal with circumstances that might apply. Pay arrangements must comply with UK legislation. Salary payments for individual post-holders are pro-rated where they are employed for less than full time hours. Salary payments are pensionable payments except where specified in the pension regulations.

The current labour market has been affected by the pandemic leading to increased rates of unemployment in some job categories but skill shortages remain for some occupational areas therefore we need to retain competitiveness and use market supplements as required. In addition the HR Member Working Party is still considering reviewing some areas of conditions of service where we are not competitive (eg annual leave).

### **3.2. Responsibilities for decisions on remuneration**

Decisions on pay are made in accordance with Runnymede's Scheme of Delegation and in accordance with employment policies, procedures and arrangements in place and staff terms and conditions of employment. Where necessary market supplements are paid for difficult to fill roles.

The Chief Executive and Corporate Heads can approve changes to grading and establishment within the overall salary budget for their area. Where proposals for changes cannot be contained within budget, committee approval is required. The Chief Executive's approval is required before recruitment to any post. Approval for any change to salary range for Corporate Leadership team posts must be approved by Corporate Management Committee. The Corporate Leadership Team currently comprises of the Chief Executive, the Assistant Chief Executive(Resources) and the Corporate Head of Law & Governance who is also the Council's Monitoring Officer. Runnymede's annual cost of living pay awards(effective from 1<sup>st</sup> July each year) are approved by Corporate Management Committee.

### **3.3. Salary Grades, grading framework and progression through the grades**

Grades are determined by taking into account of the full scope of the job including the complexity of the work, range of responsibilities and the skills and experience required to undertake them, having regard to the need for equal pay for work of equal value. Each grade consists of a pay range within the Runnymede salary scale, except where a single point salary is appropriate (e.g. where the post is for a temporary period.) Employees progress through the salary grade by incremental progression until the maximum of the grade is reached. An increment can be withheld if the post holder is under formal disciplinary or capability proceedings. Accelerated progression within the grade can be agreed in exceptional circumstances. The top of the salary range is considered to be the rate of pay for a fully experienced, qualified and competent post-holder.

Pay Policy is important in shaping the culture of an organisation. Runnymede Borough Council continues to be committed to shaping a fair, inclusive and forward-thinking environment for our staff. This will form part of ongoing work to rationalise our pay structures and review our terms and conditions to ensure we become an 'employer of choice'. This work is currently one of the main workstreams of the HR Member Working Party.

### **3.4. New Starters joining the Council**

The Council's normal policy is to appoint at the bottom of the salary scale, or at an appropriate point, taking into account relevant skills and experience, the candidate's current salary and the market situation. Staff will normally then progress through the scales to the maximum of the grade over a period of years as experience is gained. New staff may be eligible to claim relocation expenses if they meet the criteria set.

### **3.5. Allowances and Additional Payments**

Additional payments may be approved in the case of a member of staff undertaking additional duties outside the normal responsibilities of their post. Examples of situations where additional payments may be made include covering for the duties of a vacant post at a higher grade; undertaking additional work in relation to a time-limited project; where staff are required to undertake emergency standby duties, or in other circumstances where there are additional duties, responsibilities, complexity or working hours and it is not appropriate to otherwise change the grade of the post.

Car allowances may be payable where staff are required to provide or use their own vehicle for Council business.



### **3.6. Pay Awards**

Cost of Living pay awards are considered annually for staff and, where agreed, apply to all staff including Corporate Heads. Runnymede pay awards are agreed by the Corporate Management Committee taking account of rate of inflation, affordability and local factors, including local recruitment market movement. Any pay award is agreed as part of the budget setting process. There is no link to national pay awards.

### **3.7. Pension Scheme**

All Runnymede staff are eligible to join the Local Government Pension Scheme with employee contributions tiered according to salary band, ranging from 5.5% for the lowest paid staff to 12.5% for pensionable pay above £165k. Runnymede does not have any posts at this top rate.

The Council's pension contribution rate as an employer is 17.6%. Employer contribution rates are reviewed every 3 years following a revaluation of the pension fund and pension liabilities in relation to current and past members.

### **3.8. Policy on Employing someone who has taken redundancy from another authority**

An individual who has been made redundant from another council may apply to work at Runnymede and would be considered against the criteria for the post. Runnymede complies with the provisions of the Redundancy Payments (Continuity of Employment in Local Government etc. (Modifications) orders in this matter. If an individual accepts an offer of employment with Runnymede before the end of their employment with another council to take effect within 4 weeks of leaving then they will not be due a redundancy payment from the previous employer and will retain continuity of service. If the gap is longer than 4 weeks their continuous service is broken, which means that they would have no eligibility for redundancy payments until they have 2 years' further service.

### **3.9. Policy on Employing someone who is also drawing a pension**

In line with the Local Government Pensions Scheme regulations, Runnymede has a Flexible Retirement policy and will consider requests from staff who wish to draw their pension and continue working in a reduced capacity. Requests will only be agreed where it is in the Council's interests to do so.

An individual who is drawing a pension in relation to a previous employment may apply to work for Runnymede but would be considered against the criteria for the post. If they are appointed, the salary will be in accordance with the grade for the job, with abatement of their pension subject to the rules of the appropriate pension scheme.

### **3.10. Policy on increase in or enhancement to pension entitlements**

Runnymede's policy on Pensions discretions was agreed by the Corporate Management Committee in February 2019 and applies to all staff including Chief Officers.

### **3.11. Election Fees**

These are paid separately for additional duties and responsibilities. All expenditure properly incurred by a Returning Officer in relation to the holding of elections is to be paid by the Council in accordance with the Surrey Fees and Charges Order agreed annually. Any expenses paid must not exceed this scale. Elections payments for local elections are solely the responsibility of the Returning Officer and not the Council. The role of the Returning Officer is separate from his/her duties as a local government officer and is directly accountable to the courts as an independent statutory office holder. Fees properly incurred are reimbursed at national elections from central Government. The Chief Executive currently acts as Returning Officer for parliamentary elections for the Runnymede and Weybridge constituency and Returning Officer for local elections.

### **3.12. Payment Arrangements**

All employees are paid through Payroll and are subject to appropriate income tax and national insurance deductions.

### **4.0. Level and Elements of Remuneration for Chief Officers**

Runnymede policy is to pay 'Chief Officers' according to the Runnymede salary grade appropriate for the duties and responsibilities of the job, or a single point salary if appropriate, (e.g. for a temporary appointment). In 2019, the Council re-structured its senior management structure deleting Director roles and creating a tier of 10 enhanced Heads of Service called Corporate Heads and an Assistant Chief Executive(Resources). There were two main salary ranges applying to the Corporate Head tiers:-

HOS 1 - £74,460 - £81,600

HOS 2 - £66,300 - £74,459

On 1<sup>st</sup> June 2019 these officers were placed on either of these pay ranges. The cost of living pay awards given on 1<sup>st</sup> July each year apply to these staff as to all staff. In addition, these staff may be awarded up to 2% PRP after their annual appraisal subject to a suitable level of performance in the role. There is no set incremental progression within these bands. Four posts are on enhanced salary ranges, i.e. the new Corporate Head of Assets & Regeneration, the new Corporate Head of Housing role( in both cases for market reasons), the Corporate Head of Customer, Collection & Digital Services(because this role is so substantial in scope) and the Corporate Head of Law & Governance( who receives some financial recognition for being the Council's Monitoring Officer). The maximum salary of the Assistant Chief Executive pay range was extended by Corporate Management Committee last year and is included in the table below.

The current full-time salary ranges for Chief Officer and Deputy Chief Officer posts (as defined under the Localism Act) are set out in the table below. Where posts are filled on a part-time basis the post-holders are paid pro-rata to their contractual hours. The top 3 roles listed form the Corporate Leadership Team.

<b>Post</b>	<b>Bottom of Salary range</b>	<b>Top of Salary range</b>
Chief Executive	£113,743	£127,618
Assistant Chief		£99,153

Executive(Resources)		
Corporate Head of Law & Governance (& Monitoring Officer) – Enhanced HOS1	£74,460	£94,114
Legal Services Manager	£59,327	£65,863
Democratic Services Manager	£44,751	£51,900(+£2500 supplement)
Electoral Services Manager	£44,751	£51,900(+ £5k MS)
Principal Land Charges Officer	£33,135	£36,789
Information Governance Officer	£33,135	£44,751
Data Protection Officer	£44,751	£51,900
Corporate Head of Finance	£74,460	£81,213
Head of Customer Services, Collection & Digital Services(Enhanced HOS1)	£74,460	£87,456
Corporate Head of Assets & Regen	£74,460	£93,126
Assistant Head of Commercial Services(w.e.f 1.4.17-3 year contract until 31.3.2020, extended till 31.3.2021)	£132,057(N.B. 21% chargeable to RBCI)	N/A
Principal Building Manager	£51,900	£59,327
Corporate Head of Housing (Enhanced HOS1)	£74,460	£86,700
Head of Housing Services and Business Planning	£65,863	£73,932
Head of Housing Maintenance		64,260(+£9kMS)
Corporate Head of Community Development(HOS1)	£74,460	£81,213
Head of Green Space	£51,900	£59,327
Partnership&Policy Dev.Manager	£44,751	£51,900
Chertsey Museum Curator	£33,135	£36,789
Senior CD Officer	£26,904	£33,135
Community Halls & SC. Manager	£29,859	£33,135
CS Manager(Safer Runnymede)	£51,900	£59,327
Corporate Head of Environmental Services(HOS1)	£74,460	£81,600
DSO Manager	£59,327	£65,863
Principal Engineer	£44,751	£51,900
Principal EHO(2)	£44,751	£51,901
Corporate Head of Community Services(HOS2)	£66,300	£74,459
Parking Manager	£33,135	£36,789(+£2kMS)
Operations Manager	£36,068	£43,874
Community Transport & Meals at Home Manager(Shared post with Surrey Heath Council)	£33,135	£36,789
Business Development Manager	£33,135	£44,751
Corporate Head of Development Management & Building Control(HOS2)	£66,300	£74,459

Development Manager	£44,751	£59,327
Principal Building Control Surveyor	£44,751	£51,900(+ £5k market supplement)
Technical Administration Manager	£33,135	£36,789
Corporate Head of Planning Policy & Economic Development (HOS2)	£66,300	£74,459
Local Plans Manager	£51,900	£59,327
Corporate Head of HR &OD (HOS2)	£66,300	£74,459
Health & Safety Adviser	£33,135	£44,751
Learning & Development Manager	£33,135	£44,751
Human Resources Officer	£33,135	£44,751

(as at 8.2.21)

#### **4.1. Other Pay Elements**

In addition, Runnymede Chief Officers can claim for attendance at Council or other meetings outside of normal working hours and for business mileage.

A car provision allowance is paid as part of the total remuneration package for the Chief Executive and Corporate Director posts. The car provision amount is £450 for the Chief Executive and £380 per month for the statutory COs(i.e Section 151 and Monitoring Officer). Car provision allowances are taxable but not pensionable. The HRMC company car mileage rate applies.

Professional fees required to perform the duties of the post are paid.

Election fees are paid separately for additional duties and responsibilities performed at election times. The Chief Executive acts as Returning Officer for the Runnymede and Weybridge constituency and for local elections. Other Chief Officers may receive payments for any additional work during a national or local election as deputy returning officers, presiding officers or poll clerks at polling stations or for working at the election counts.

#### **4.2. Remuneration of Chief Officers on recruitment**

Starting salaries are normally at the bottom of the salary scale or at an appropriate point taking into account relevant skills and experience.

New appointments may be eligible for removal expenses and/or payments under the mortgage/rent equalisation policy.

#### **4.3. Increases and additions to remuneration for each Chief Officer**

The pay award for 2020/21 for all staff was 2%. Any pay award for 2021/22 will be confirmed as part of the budget setting process and is effective from 1<sup>st</sup> July.

#### **4.4. Performance Related pay for Chief Officers**

As a consequence of 'A Council – Fit for the Future' report, a non-consolidated PRP payment was potentially possible each year for Corporate Heads.

In exceptional circumstances only, additional payments may be agreed for additional duties or responsibilities undertaken or for acting up.

#### **4.5. Bonuses for Chief Officers**

There are no bonuses available for Chief Officers.

#### **4.6. The approach to the payment of Chief Officers on ceasing to be employed by the authority.**

Runnymede's discretionary compensation policy was agreed by the Corporate Management Committee on 3<sup>rd</sup> March 2011 and sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service. There is a consistent method of calculating redundancy pay which is applied to all redundant employees, including chief officers, with the level of redundancy pay calculated using the statutory matrix with a multiplier of 1.5 and actual weekly earnings. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment elsewhere and applies when a post has been deleted.

In the case of termination on efficiency grounds, payments would depend on the circumstances of the case up to the statutory maximum of 104 weeks. Any proposed terms of compensation with a net cost to the Authority will be determined by the Corporate Management Committee taking into account the relevant circumstances of the case. Any severance payment over £50k will be considered by the full Council.

#### **4.7. Appointments at the most senior level**

Runnymede has one permanent post with a salary over £100k per annum – the Chief Executive. In line with the Council's Standing Orders, appointments at Chief Executive level are made by an Appointments Committee of Council Members appointed by the Corporate Management Committee. The Appointments Committee consider and agree the terms and conditions of the post, including the salary level.

The Full Council must approve the appointment of an Officer designated as the Head of Paid Service (currently the Chief Executive) prior to an appointment being made.

However, in 2017 the Council approved the appointment of two posts on 3 year fixed term contracts to manage the Council's Property Investment Strategy – a Corporate Director of Commercial Services and an Assistant Head of Commercial Services who were also paid above £100k due to exceptional market factors. They had a key role in bringing in income from Property Investments designed to close the budgetary gap caused by the loss of revenue support grant funding to the authority. These fixed term roles became part of the Council's staffing establishment from 1<sup>st</sup> April, 2017 and were due to terminate on 31<sup>st</sup> March 2020. The Director of Commercial Services post was deleted on 23<sup>rd</sup> April 2020, (allowing for a short handover period with the new Corporate Head of Assets & Regeneration.) The Assistant Director continued for a further year to assist with Property Acquisition and is due to complete his contract on 31<sup>st</sup> March 2021.

#### **5.0. The Remuneration of the Lowest paid employees**

The lowest paid employees in the Council are on Grade 3 which is currently £17,158–£17,806. Grade 1 ceased to exist as a consequence of the introduction of the National Living Wage. The increase in the National Living Wage from £8.72 per hour to £8.91 per hour w.e.f. 6<sup>th</sup> April, 2021 will result in a smaller Grade 3 scale.

#### **6.0. The Relationship between the lowest and highest paid staff**

The ratio between the lowest and the highest paid salary is 1.7.85, a reduction from last year's ratio of 1:8.87.

#### **7.0. The relationship between the highest paid employee and employees who are not chief officers**

The ratio between the mean average earnings across the organisation and the pay of the highest paid employee currently employed is 1.4.98 a small reduction from last year (1:5.43). The ratio between the median earnings across the organisation and the pay of the highest paid employee is 1.5.17, a small reduction from last year( 1: 5.54.)

#### **8.0. The publication and access to information relating to remuneration of Chief Officers**

The Annual Pay Policy Statement will be published on the Runnymede Borough Council website where it can be easily accessed by tax payers and external organisations.