

**Runnymede Borough Council**

**Pay Policy Statement – 2023/24**

**1. Purpose**

This Pay Policy statement is the annual statement for the financial year 2023/24 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 and Section 151 Officer

- 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 where they report directly to the Chief Executive. Six of these posts report direct to him and three to the Assistant Chief Executive. One Corporate Head post was deleted under the VR process in 2021 (the Corporate Head of Community Development) and his areas were amalgamated into Community Services. All these posts sit on the 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 Community Services(which now incorporates Community Development)  
Corporate Head of Human Resources & OD

In addition, there are 3 posts which report to him which are part of the Chief Executive's office but are not Corporate Heads. These are:-

Head of External Projects  
Head of Business Planning, Projects and Performance  
Head of Public Relations and Marketing

- 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 and Section 151 Officer**

Corporate Head of Finance  
Corporate Head of Customer, Collection Services & Digital Services(w.e.f. Spring 2023)  
Corporate Head of Assets & Regeneration

**Reporting to the Corporate Head of Law and Governance**

Deputy Corporate Head of Law and Governance  
Head of Democratic Services  
Head of Electoral Services  
Local Land Charges Manager  
Information Governance Officer  
Data Protection Officer

**Reporting to the Corporate Head of Housing**

Head of Housing Services and Business Planning  
Head of Housing Technical Services

### **Reporting to the Corporate Head of Development Management & Building Control**

Development Manager  
Technical Administration Manager  
Building Control Manager( Shared post with Surrey Heath DC)

### **Reporting to the Corporate Head of Economic Development & Planning Policy**

Local Plans Manager  
Senior Economic Development Officer  
Town Centre and Events Manager

### **Reporting to the Corporate Head of Environmental Services**

DSO Manager  
Principal EHO(2)  
Principal Engineer  
Green Spaces Manager

### **Reporting to the Corporate Head of Community Services**

Deputy Head of Community Services  
Operations Manager(Runnymede)  
Community Safety Officer  
Safer Runnymede Manager  
Health and Well-being Manager  
Policy and Projects Officer

### **Reporting to the Corporate Head of HR &OD**

Senior HR Business Partner  
HR Business Partners(2)  
Recruitment and Retention Manager

## **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.

The National Living Wage will increase from £9.50 per hour to £10.42 per hour from 1<sup>st</sup> April, 2023. This increase means that the minimum salary on the pay structure needs to increase from £18,327 to £20,102 p.a. for staff aged 23 or over. As a consequence of the increases to the National Living Wage, the lower end of the pay structure has been remodelled creating new pay ranges for Grades 3 to 6. The impact of the increase to the

National Living Wage on 1<sup>st</sup> April will be to move 25 permanent and 42 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 is competitive with skill shortages in some occupational areas therefore we need to retain competitiveness in terms of pay and benefits and use market supplements as required. One of the ways in which we have done this has to increase annual leave over the last year. We are exploring other avenues to remain competitive at present.

#### **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. 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 and Section 151 Officer, and the Corporate Head of Law & Governance who is also the Council's Monitoring Officer. However a new role of Assistant Chief Executive(Place) has recently been created and is currently being recruited to. Runnymede's annual cost of living pay awards(normally 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'.

### **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. This year, due to the high level of inflation, a pay award has been negotiated which is the subject of a separate report to Corporate Management Committee.

### **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 £170,101k. 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. This tier has now reduced to 9 Corporate Heads following the retirement of the Corporate Head of Community Development whose role was amalgamated with the role of Corporate Head of Community Services. There are two main salary ranges applying to the Corporate Head tiers:-

HOS 1 - £77,467 - £84,897

HOS 2 - £68,979 - £77,467

On 1<sup>st</sup> June 2019 these officers were placed on either of these Corporate Head ranges. However these staff were appointed to spot points within the range so there is no incremental progression within the range except at the discretion of the Chief Executive. The cost of living pay awards given on 1<sup>st</sup> July each year apply to these staff as to all staff. Instead, these staff may be awarded up to 2% PRP after their annual appraisal subject to a suitable level of performance in the role. Four posts are on enhanced salary ranges, i.e. the Corporate Head of Assets & Regeneration, the 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 is included in the table below. As stated earlier in this report, a second Assistant Chief Executive role, the Assistant Chief Executive (Place) to cover external facing services will also be on this pay band.

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 4 roles listed form the Corporate Leadership Team.

<b>Post</b>	<b>Bottom of Salary range</b>	<b>Top of Salary range</b>
Chief Executive	£118,338	£132,773
Assistant Chief Executive and Section 151 Officer	£93,840	£107,100
Assistant Chief Executive (Place)	£93,840	£107,100
Corporate Head of Law & Governance (& Monitoring Officer) – Enhanced HOS1	£77,467	£97,916
Deputy Corporate Head (Legal)	£61,724	£68,524
Head of Democratic Services	£46,559	£53,997(+£2500 supplement)
Head of Electoral Services	£46,559	£53,997(+ £5k MS)

Local Land Charges Officer	£34,474	£38,276
Information Governance Officer	£34,474	£46,559
Data Protection Officer (p/t)	£25,167	£29,188
Corporate Head of Finance	£77,467	£84,494
Head of Customer Services, Collection & Digital Services(Enhanced HOS1)	£77,467	£90,989
Corporate Head of Assets & Regen	£77,467	£94,989
Corporate Head of Housing (Enhanced HOS1)	£77,467	£90,203
Head of Housing Services and Business Planning	£68,524	£76,919
Head of Housing Maintenance	N/A	66,856(+£9kMS)
Corporate Head of Community Services	£77,467	£84,897
Deputy Head of Community Services	£53,997	£61,724
Health and Well-being Manager(p/t)	£23,293	£25,862
Community Safety Officer	£34,474	£38,276
Safer Communities Manager	£61,724	£68,524
Operations Manager(RBC)	£46,559	£53,997
Policy and Projects Officer	£31,065	£38,276
Corporate Head of Environmental Services(HOS1)	£77,467	£84,897
DSO Manager	£60,514	£67,180
Principal Engineer	£46,559	£53,997
Principal EHO(2)	£46,559	£53,997
Green Spaces Manager	£46,559	£53,997
Corporate Head of Development Management & Building Control(HOS2)	£68,979	£77,467
Development Manager	£46,559	£61,724
Building Control Manager (Employed by SHBC)		
Technical Administration Manager	£34,474	£38,276
Corporate Head of Planning Policy & Economic Development (HOS2)	£68,979	£77,467
Local Plans Manager (p/t)	£43,052	£49,212
Corporate Head of HR & OD (HOS2)	£68,979	£77,467
Senior HR Business Partner	£38,276	£53,997
HR Business Partners (2)	£34,474	£46,559
Recruitment and Retention Manager	£34,474	£38,276(+MS of £500)

(as at 8.2.23)

#### **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 £453 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 2022/23 for all staff was 2%. The cost of living pay award for 2023/24 is the subject of a separate report to Corporate Management Committee in February 2023 and has been the subject of a negotiation with UNISON due to the cost of living crisis. In previous years the cost of living pay increase has been provided for under the budget setting process and implemented on 1<sup>st</sup> July each year.

#### **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 two permanent posts with a salary over £100k per annum – the Chief Executive and the Assistant Chief Executive/Section 151 Officer. When the Assistant Chief Executive(Place) role has been appointed to there will be three roles with a salary range reaching beyond £100k. 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.

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

The lowest paid employees in the Council are on the minimum point of Scale 4. (This currently excludes one employee on an apprenticeship rate.) The permanent staff on the minimum of Scale 4 are employees who were formerly on Grade 3 which ceased to exist due to its erosion by the National Living Wage increases. A separate report on pay issues to be considered by CMC in February 2023 proposes a remodelling of the lower end of the pay structure to address this issue.

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

The ratio between the lowest and the highest paid salary is 1:7.102.

#### **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 1:4.865 a small reduction from last year which was 1:4.877. The ratio between the median earnings across the organisation and the pay of the highest paid employee is 1:4.936, a minor reduction from last year which was 1:4.947.

#### **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.