

## **EPSOM & EWELL BOROUGH COUNCIL**

### **PAY POLICY 2016 -2020**

#### **1. OBJECTIVES OF EEBC'S NEW PAY STRATEGY/POLICY**

This policy sets out the Council's aspirations in relation to Pay within the context of affordability and financial conditions.

All new appointments to the Council's service are made on the basis of locally devised and negotiated conditions of service. The Council is not party to the National Joint Council (NJC) pay scales or conditions of service, which do not apply to EEBC employees.

Contracts of employment are entirely local and do not incorporate the provisions of the NJC Conditions.

The aims of local conditions of service are:-

- a) To offer a competitive salary and benefits package to attract and retain competent and experienced staff;
- b) Payment levels to be nearer the mid-point or median of our benchmark group
- c) To link progression to individual performance;
- d) To take account of skills shortages by the use of market supplements where appropriate;
- e) That all salary and conditions of service matters are consulted on internally.

All existing members of staff and all new appointments to the Council's service from 1 April 2016 will be in accordance with the provisions of this Policy and Conditions of Service and subsequent revisions relating thereto.

#### **2. SALARY ON APPOINTMENT AND PROGRESSION**

Each post within the officer establishment is subject to job evaluation using Role Profiles and a salary scale determined by the relative pay rate of its Market Anchor post. The starting salary on appointment to any post will normally be to the lowest point of the salary scale (SCP 1) for that particular post. However, in exceptional circumstances it is possible to negotiate a higher starting salary subject to the appointee's level of relevant experience and attained qualifications, as appropriate to the post. To appoint at a higher level, the appointing manager would be required to provide justification which should then be referred to the Head of HR and Organisational Development.

Progression beyond the starting salary will be dependent upon positive performance recommendations, in accordance with the criteria detailed in the Council's performance management appraisal processes, and will take effect from 1 April each year. There will be no further progression payment once an employee reaches the maximum spinal column point of their Market Anchor; however, they could be entitled to bonus payments in accordance with the appraisal scheme.

### **3. PERFORMANCE RELATED PAYMENTS**

Following the recommendations of the relevant manager and within the terms of the performance management process, a small unconsolidated bonus payment may be made in exceptional circumstances in order to recognise a high level of performance over and above what is required during the appraisal year. Any such payments will be at the discretion of the Chief Executive and Director of Finance & Resources and will normally be paid in May each year.

### **4. PAY BENCHMARKING**

Epaycheck is the national online pay benchmarking service developed for the public sector by the public sector. Councils who have joined the Epaycheck community securely share and compare their pay data with that of other councils, across hundreds of common roles within the sector.

Epaycheck is delivered in partnership with the Local Government Association and it provides access to current information to support pay negotiations and a means of tracking the effects of pay changes on key job groups. EEBC has signed up to this facility and will use the database as the main source for pay data.

If for any reason the pay data available on Epaycheck is insufficient then additional data will be collected directly from the comparator group.

For pay benchmarking purposes the local authority comparator group will comprise of District & Borough Councils in the South East Region

Private sector pay data will be collated from local businesses and recruitment agencies.

The Head of HR & Organisational Development will assess the available information and propose pay settlements to the relevant Committee for implementation on 01 April each year.

## 5. ANNUAL PAY AWARDS AND REVIEW TIMETABLE

This Pay Policy is for a period of four years from 2016 – 2020 in line with the Council's Corporate Plan.

Agreement has already been reached in terms of the pay settlement and arrangements for the coming year 2016/17. This will be 1.5%.

In the following year 2017/18, the proposal would be to explore the possibility of reverting to having six spinal column points per Market Anchor instead of the present nine and the possibility of awarding an across the board pay award if appropriate and affordable.

Thereafter, the Council will carry out annual benchmarking via Epaycheck of the Market Anchor posts to determine if the salary scales continue to be fit for purpose and salaries continue to be competitive.

In addition when appropriate and affordable consideration will be given to an across the board pay award which will be informed by pay settlements reached by the local authorities within the benchmarking comparator group.

The pay award in any given year will not normally be expected to exceed the rate of CPI. This does not mean that the pay award will always equate to CPI. For the purposes of this policy the CPI rate will be taken in the month when any pay offer is made to staff.

The table below summarises the review timetable:

<b>Year</b>	<b>Pay Policy</b>
2016 – 17	Across the board pay award
2017 – 18	Review of the salary scales & performance appraisal scheme (Implementation dependent upon appropriateness and affordability at the time)
2018 - 19	Across the board pay award and benchmarking
2019 - 20	Across the board pay award and benchmarking

## 6. IMPLEMENTATION OF DECISIONS

When appropriate and affordable the results of any pay benchmarking surveys and/or reviews will be implemented with effect from 1 April each year.

## **7. MARKET POSITION**

In terms of the pay rates for the Market Anchor posts, the Council will generally seek to position itself at the mid-point or median of the benchmarking comparator group. This does not imply a guarantee that the Council will pay at the mid-point for all posts. Market conditions and other factors may cause the Council to consider positioning itself higher or lower with the comparator group while taking into consideration affordability.

## **8. STAFF TURNOVER**

It is expected that normal annual staff turnover be contained within the range 12% - 18% of the officer establishment. A quarterly review of staff turnover rates will be undertaken; should trends indicate that it will fall outside of this range the Council will consider appropriate remedial such as applying market supplements.

## **9. MARKET SUPPLEMENTS / APPOINTMENT ALLOWANCES**

The Council will consider the provisions of market supplements, partnership supplements and/or appointment allowances to be applied to specific posts in the event of recruitment difficulties. Where such supplements and/or allowances are introduced they will be applied, reviewed and withdrawn in accordance with the Council's scheme.

## **10. FLEXIBLE BENEFITS**

A menu of flexible benefits may be offered to all employees. The degree to which staff may choose the benefits offered within the overall scheme may be expanded over time. Benefits may be in kind or cash and are non-contractual, subject to periodic review. The purpose of such benefits is to enhance the attractiveness of the Council's pay and remuneration package and to take account of work/life balance while at the same time assisting staff to fulfil their duties to the maximum effectiveness for the benefit of the Council, its residents and clients.

## **11. IMPLEMENTATION / REVIEW OF PAY POLICY**

This Pay Policy will be effective from 1 April 2016, for an initial period of four years, but will be subject to regular review by the Head of HR & Organisational Development as deemed appropriate.

Consultations on any amendments to this Pay Policy will take place through the SCG and relevant Committee.

**Head of HR & Organisational Development**  
**Jan 2016**