

EPSOM AND EWELL BOROUGH COUNCIL NEW PROPOSED PAY & PERFORMANCE SCHEME

PAY

The pay scheme of Epsom and Ewell Borough Council has two elements:

- Market Pay - Benchmarking
- Annual Progression

Role Profiles

Each role within the Council has a role profile that is written by the relevant line manager.

Role profiles are updated periodically during My Performance Conversations. It is the responsibility of the employee and the manager to keep it relevant and up-to-date.

Role profiles will be used to evaluate jobs using the Local Government Job Evaluation Scheme. Roles will be evaluated by a small team of individuals who are trained in job evaluation.

Market Pay - Benchmarking

EEBC pay is based on market pay, i.e., it depends on the performance of salaries in the public sector. The market pay ranges for individual and/or generic job roles is spread across 3 broad bands and are modelled on 12 grades.

Periodically the Council will review the salary information of other authorities in the Southeast. The outcome of a review may be that there is no evidence for a market related base pay increase for any staff. More likely is that some areas will indicate the need for some increase whilst others remain static.

The review will be co-ordinated by the Head of HR & OD using both external and internal research methods, whichever is the more appropriate and efficient at the time. (There will normally be a review every other year). The review will be of base pay only. Base pay is defined as basic pay before any additions e.g. overtime.

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

The Staff Consultative Group will be given an overview of the findings.

If the market changes and an individual's pay range declines below the current salary, the individual employee's pay will not be reduced for a period of two years. Their pay will be protected and remain the same for a period of two years to allow employees time to make any necessary adjustments to their income. During the two year protected period, if any cost of living is awarded, those employees in a protected period will not have the cost of living award applied. After the two year period, if the salary continues to be below the market, the salary will be lowered to the market rate.

Annual Progression

The aim of annual progression is to reward employees who have done a good job and contributed to the Council's achievements as outlined in the Corporate Plan and Service Delivery Plans.

Annual progression will be awarded to employees who are in post at the end of the financial year and on or before 1st October of the previous year, based on a recommendation by their manager as a result of regular My Performance Conversation.

Employees who have been internally promoted will be awarded annual progression in line with the above, on a recommendation by their manager as a result of regular My Performance Conversation.

A recommendation for progression will typically be made in recognition of sustained performance throughout the year. The assessment will be made by the manager in line with the My Performance Conversation guidance.

Recommendation for progression is not automatic and will be considered on an annual basis.

Other Salary Increases

Base pay increases may be applied for the following reasons and will be reviewed on an annual basis where appropriate:

- An internal promotion to a job of significantly increased responsibility i.e. additional duties will not fall into the progression category.
- For other types of development or additional commitment like the following;

- Extra duties within an employee's existing remit
- Acting up
- Secondments
- Gaining professional qualifications (i.e. Externally verified qualifications that require dedicated studying to achieve)
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- Development plans and career grades
- Allowances e.g. additional responsibility, retention