

Pay Policy Statement

2022

1. Introduction and Purpose

- 1.1** Following the introduction of The Localism Act (2011) Councils and Fire and Rescue Authorities are required to determine and publish annual Pay Policy Statement. The Pay Policy Statement must be approved by the Authority, i.e., not delegated as an executive or committee function, in advance of the financial year to which it relates.
- 1.2** Under Section 112 of the Local Government Act (1972), the Council is permitted to employ staff on such reasonable terms and conditions as the Authority deems fit. This Pay Policy Statement (PPS) outlines the Council's pay strategy method in line with the requirements of Section 38 of the Localism Act (2011).
- 1.3** The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees (excluding those working in local authority schools) by identifying;
 - ◆ The methods applied to determine salaries for all employees.
 - ◆ The remuneration packages of senior level staff. For the purposes of the PPS this includes senior managers and those employed on salaries on or in excess of £58,600 per annum.
 - ◆ Those responsible for ensuring that the PPS and its provisions are applied accordingly across the Council.
 - ◆ Those responsible for reviewing and accessing the PPS's validity and effectiveness and making recommendations for change to full Council.
- 1.4** The PPS must be approved by full Council before it can come into effect and should be reviewed on an annual basis as a minimum. The PPS must be approved for the following financial year by 31st March each year.

2. Legislation and Remuneration

2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. The Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

3. Pay and Grading Structure

- 3.1** The Council currently operates a pay structure in line with that agreed nationally for staff employed under National Joint Council (NJC) and Soulbury terms and conditions. In respect of those staff on NJC terms and conditions, and a locally agreed 16 level grading structure is also in place which assigns spines to specific grades.
- 3.2** It has been agreed locally that staff who have transferred to Wigan Council under Transfer of Undertakings (Protection of Employment) legislation, including WALH, Inspiring Healthy Lifestyles, Mears, NPS, City Link, ADASS, Turnpike Gallery, Hardybutts, WBCP, Age UK) and whose terms and conditions were protected from the point of transfer, will receive the nationally agreed NJC pay award on an annual basis. Staff who transferred from Mears are still in receipt of a discretionary bonus payment.
- 3.3** Senior management are employed under a locally agreed pay and grading structure. This was reviewed during 2019 and the roles were benchmarked against other organisations of a similar size within the sector. The 2020 pay structure was presented to the Remuneration Committee and approved for implementation. Further detail can be found in 4.1.
- 3.4** The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of all the above pay structures. For example, through any agreed annual pay increases negotiated with joint trade unions.
- 3.5** The rates of all paid allowances have either been agreed nationally or locally and have been determined through collective bargaining. Please refer to Section 5 of the Local Conditions of Service for further information about locally agreed allowance rates and the appropriate national conditions document for nationally agreed rates.

4. Senior Management Remuneration

4.1 Details senior management remuneration are included below:

Job Title	Point	Salary
AD Level 1 Senior Officer	1	£86,804
(Third Tier reporting directly to Chief Officer Level)	2	£91,484
	3	£96,272
Note: incremental progression will apply within this grade	4	£101,058
Director Level 1 Senior Officer (Third Tier level reporting directly to the Chief Executive)	Fixed	£108,505
Director Level 2	Fixed	£130,205

Some officers hold a role with the CCG or other agency and these monies are included in the payment table below:

Job Title	Point	Salary
NHS Director of Public Health	1	£109,536

Chief Officer (Second Tier level reporting directly to the Chief Executive)		
Director Level 3* Chief Officer (Second Tier level reporting directly to the Chief Executive) *additional payments for Deputy Chief Executive role	Fixed	£151,907
Chief Executive (Top Tier)	Fixed	£191,479

4.2 Where the Council is unable to recruit senior managers, or there is a need for interim support to provide cover for a substantive Chief Officer role, the Council will, where necessary, consider engaging individuals under a “contract for service”. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. In assessing such it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals.

4.3 The Council has three salary sacrifice employee benefit schemes in place. These are the cycle to work scheme, childcare voucher scheme and 'buy back' of annual leave scheme. All schemes and their operation are regulated by Her Majesty's Customs and Excise and there are strict rules around the management of the schemes. The schemes permit employees to "sacrifice" part of their salary in exchange for a benefit; this means that Tax and National Insurance are not paid on the amount sacrificed effectively reducing the cost of the benefit to the employee. These schemes are open to all employees within the council and are not restricted to senior management. More information about salary sacrifice schemes can be located at [HMRC Guidance on Salary Sacrifice schemes](#). In addition to these schemes, the council continues to host an employee benefits platform which provides employees access to discounts and savings from a number of local and national retailers.

5. Recruitment of Senior Managers

- 5.1** The Council's policy and procedures with regards to the recruitment of senior managers are set out within the Council's Constitution. When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own equal opportunities, recruitment and redeployment policies as approved by the Council.
- 5.2** The determination of the remuneration to be offered to any newly appointed senior manager will be in accordance with the pay structure and relevant policies in place at the time of recruitment.
- 5.3** In accordance with the Localism Act (2011), where the proposed annual salary package is £100,000 or more the decision must be voted on by a meeting of members before the appointment is confirmed. The requirement to approve salary packages above £100,000 only applies to new appointments and does not apply to existing senior managers.
- 5.4.** With the exception of progression through the incremental scale of the relevant grade on annual basis, the level of remuneration is not variable dependent upon the achievement of defined targets.
- 5.5.** To meet specific operational requirements, it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration relating to temporary additional duties are set out in the Council's Senior Management Job Evaluation procedure.
- 5.6.** The Council's arrangements for salary supplements or special responsibility payments for undertaking additional duties in order to comply with its statutory responsibilities are detailed overleaf.

6. Returning Officer / Electoral Registration Officer

6.1 The Council is required to provide funding to the appointed Returning Officer / Electoral Registration Officer to discharge statutory functions relating to the administration of local government elections. The Officer will make payments to those officers who undertake specific duties in relation to the elections (including to chief officers) in accordance with their role.

6.2 It should be noted that any fees payable for duties undertaken in connection with national elections and referenda (Parliamentary and European Parliamentary elections, Police and Crime Commissioners Elections and national referenda) are funded by central government in accordance with Fees and Charges Orders made by Parliament, which prescribe a maximum recoverable amount payable to the Returning Officer for the administration of such polls as well as the maximum recoverable amount for services provided personally by the Returning Officer for the particular election. Consequently, any such payments made to those officers who undertake specific duties in relation to these elections and referenda (including to chief officers and to the Chief Executive as Returning Officer) are not funded by the Council. The Section 151 Officer and Deputy Officer roles are embedded within the roles of Director (Deputy Chief Executive) and Assistant Director – Finance respectively and no additional payment is received.

Monitoring Officer and Deputy

The Monitoring Officer responsibility permanently sits with the Assistant Director – Legal. The Monitoring Officer's current allowance is £5,000 per annum. The Deputy Monitoring Officer responsibility permanently sits with the Assistant Director – Legal. The Deputy is undertaken by the Strategic Lawyer - Resources. The current allowance is £2,500 per annum.

Special Responsibility Allowance

Where circumstances determine the need for interim, short-term cover, officers may be given additional responsibilities to maintain delivery of services. In these situations, the council will consider awarding a special responsibility allowance. The council currently has no senior roles in receipt of this additional payment.

NHS Director of Public Health

The NHS Director of Public Health receives an annual payment of £4,258.08 to reflect the statutory duties relating to the post.

NHS On Call

The NHS Director of Public Health receives an annual payment of £2226.72 in recompense for 'on call' duties in relation to Public Health responsibilities that require attention outside of normal working hours.

Clinical Excellence Awards

Within Public Health, local committees are able to authorise Clinical Excellence Awards for Consultants which relate to specific achievements. These are reviewed on an annual basis.

The Director in Public Health currently receives a clinical excellence award of £8,871 per annum.

7. Pension Contributions 7.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current published rates are detailed in the table below:

Table 1: Contribution table England and Wales 2022/23

Band	Actual pensionable pay for an employment	Main section contribution rate for that employment	50/50 section contribution rate for that employment
1	Up to £15,000	5.50%	2.75%
2	£15,001 to £23,600	5.80%	2.90%
3	£23,601 to £38,000	6.50%	3.25%
4	£38,301 to £48,500	6.80%	3.40%
5	£48,501 to £67,900	8.50%	4.25%
6	£67,901 to £96,200	9.90%	4.95%
7	£96,201 to £113,400	10.50%	5.25%
8	£113,401 to £170,100	11.40%	5.70%
9	£170,001 or more	12.50%	6.25%

8. Payments on Termination

8.1 The Council's approach to statutory and discretionary payments on termination of employment of senior managers, prior to reaching normal retirement age, is set out within the Redundancy Procedure in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. Termination arrangements for senior managers earning 80k and above will be specified in a settlement agreement between the individual and the Council no termination payments will be made on or before the final date of employment.

8.2 Any cases are approved by the Section 151 Officer and the Assistant Director - HR & OD Services. These would be reported to Council for approval and would confirm that they have been made in line with this policy.

8.3 The enabling provisions are set out in the Small Business, Enterprise and Employment Act which received Royal Assent in March 2015. The Council will ensure it is compliant with the Small Business, Enterprise and Employment Act.

9. Publication

9.1 Upon approval by the full Council, this statement will be published on the Council's website and intranet pages.

9.2 For posts where the full-time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

Salary, fees, or allowances paid to or receivable by the person in the current and previous year.

- ◆ Any bonuses so paid or receivable by the person in the current and previous year.
- ◆ Any sums payable by way of expenses allowance that are chargeable to UK income tax.
- ◆ Any compensation for loss of employment and any other payments connected with termination.
- ◆ Any benefits received that do not fall within the above.

10. Lowest Paid Employees

- 10.1** The lowest paid persons employed under a contract of employment with the Council are employed on full time (37 hours per week) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1st April 2022 (Note: 2021/22 pay award still pending), this is £17,842 per annum (excluding the apprenticeship rate which is £9.50 per hour or £18,278 per annum).
- 10.2** Wigan Council has made a commitment to ensure that all directly employed staff, and those who have been transferred under TUPE, receive a 'Real Living Wage' (rates set by the Living Wage Foundation) and so will pay a non-consolidated top up to those staff whose hourly rate falls below this amount. The 'Real Living Wage' rate that is set in November of each year will be applied from the following 1st April.
- 10.3** The relationship between the rate of pay for the lowest paid and senior managers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.
- 10.4** At 1 April 2022 the median full time equivalent salary within the Council is £20,092 (Note: 2021/22 pay award still pending)
- 10.5** The current pay levels within the Council define the multiple between the median full time equivalent earnings and the Chief Executive as [1:9.4].
- 10.6** The current pay levels within the Council define the multiple between the median full time equivalent earnings of all employees and that of senior management as [1:5.32].
- 10.7** As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the council will use available benchmark information as appropriate.
- 10.8** In order to comply with the Mandatory Gender Pay Gap Reporting – Public Sector Employers the organisation's Gender Pay Gap Report for March 2021 will be made available via [council website](#).

11. Accountability and Decision Making

11.1 In accordance with Council policy, a specially convened committee is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to the employment of Directors, Director (Deputy Chief Executive) and the Chief Executive.

11.2 The appointment of a Chief Officer or Deputy Chief Officer will be determined by the constitution at this time. Their pay, terms and conditions and severance arrangements in all cases will be in-line with the relevant Local and /or National Conditions of Service.

12. Re-employment / Re-engagement of Former Senior Managers

12.1 The re-employment and /or re-engagement of former senior managers will be in-line with the national conditions of service as detailed in the Handbook for Joint National Council Chief Officers.

12.2 For the purposes of this policy statement former senior managers are those who earned above £58,600 per annum and were previously employed by Wigan Council, another Local Authority or other public body that the Redundancy Modification Order 1983 applies.

13. Shared Responsibility for Senior Management Remuneration

13.1 In cases where senior managers are jointly employed by another organisation or public body then an assessment will be made to determine the percentage of time required to work for each organisation. This ratio will then determine how the remuneration costs associated to the post are shared between each organisation.

14. Corporate Senior Management Team Structure as at 1st April 2022

Senior Management Team Structure Chart November 2021

