



Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation

Pay Policy Statement

2022/2023



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Ceredigion County Council
Pay Policy Statement 2022/2023

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1 INTRODUCTION AND PURPOSE

- 1.1 The purpose of this statement is to provide transparency regarding the Council's approach to setting the pay of its employees (excluding teachers) by identifying the methods by which salaries of all employees are determined. It takes account of the "Pay Accountability in Local Government in Wales" Statutory Guidance issued by the Welsh Government in November 2021.
- 1.2 This Statement covers the period 1 April 2022 to 31 March 2023.

2 LEGISLATIVE FRAMEWORK

- 2.1 This Pay Policy statement sets out the Council's approach to Pay Policy in accordance with the requirements of Section 38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement that details:
- a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers;
 - b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - c) The Council's policy on the remuneration of its lowest paid employees;
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 2.2 The provisions in the Act do not apply to teaching staff in local authority schools and therefore these are not included in the scope of this document.
- 2.3 Under Section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the Authority thinks fit". In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the following:-
- a) Equality Act 2010;
 - b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000;
 - c) Agency Workers Regulations 2010; and, where relevant, the
 - d) Transfer of Undertakings (Protection of Earnings) Regulations
- 2.4 With regard to the Equal Pay requirements contained within the Equality Act, the Council aims to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of an equality proofed job evaluation mechanism which directly relates salaries to the requirements, demands and responsibilities of the role. The Council publishes an annual Gender Pay report detailing any gender gap and the action being taken to address gender gap issues.

3 TERMS AND CONDITIONS OF EMPLOYMENT

- 3.1 The Council employs approximately 3,600 employees. The posts they are employed within are covered by a range of terms and conditions drawn from either:

- National Joint Council for Local Government Services
- Joint National Council for Chief Executives
- Joint National Council for Chief Officers
- Soulbury Committee
- Teachers (not within the scope of this statement)

3.2 The following pay scales are provided as Appendices to this policy:

- Appendix A Pay Scale of NJC Employees (NJC)
- Appendix B Chief Officer Pay Scales (JNC)
- Appendix C Soulbury Pay Scales

3.3 A breakdown of staff numbers by pay band and gender is published separately in the Annual Workforce Equality Report.

3.4 **National Pay Awards**

- 3.4.1 For all employee groups, any nationally agreed pay awards, negotiated at a national level by the local government employers in conjunction with the recognised Trade Unions will be applied. The Council will pay these nationally agreed pay awards as and when determined unless Full Council decides otherwise.

3.5 **Job Evaluation**

- 3.5.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs. In 2012 the Council implemented a Job Evaluation exercise in relation to jobs which are governed by the NJC's terms and conditions of employment.
- 3.5.2 For NJC posts, the Council currently uses the Greater London Provincial Council (GLPC) Job Evaluation Scheme. For Chief Officer posts, the Council currently uses the Local Government Association's Senior Manager - Job Evaluation Scheme.
- 3.5.3 The Council uses the National Joint Council (NJC) nationally negotiated pay spine as the basis for its grading structure with the exception that it has extended the maximum of the grade from spinal column point 44 to 53. This determines the salaries of the majority of the non-teaching workforce. From 1 April 2019 the National Employers for Local Government Services introduced a new pay spine, these changes were agreed with Trade Unions for implementation in April 2019. The pay spine is attached at Appendix A.
- 3.5.4 Negotiations for the April 2022 pay award have not yet commenced.
- 3.5.5 The Council seeks to maintain the equality proofed pay and grading structure by subjecting any newly established job or jobs which have significantly changed to a job evaluation assessment. A Joint Job Evaluation Panel, comprising of trained management and trade union representatives will meet as required to consider and determine grading appeals.

3.6 Starting salaries

- 3.6.1 It is the Council's policy that all appointments to jobs with the Council are made at the minimum of the relevant pay grade, although this can be varied where necessary to secure the best available candidate(s).
- 3.6.2 Corporate Lead Officers can authorise a variation of starting salary for all jobs other than those employed on Chief Officer terms and conditions. Full Council will determine the starting salary of the Chief Executive, Corporate Directors and Corporate Lead Officers.

3.7 Other pay-related allowances

- 3.7.1 All other pay related allowances are the subject of either nationally or locally negotiated arrangements and referred to Cabinet and/or Full Council as appropriate (refer to Decision Making for more information).
- 3.7.2 The terms and conditions of employment relating to annual leave, hours of work, overtime payment, weekend working arrangements and sick pay for all employee groups (with the exception of teaching staff) are set out in Appendix D.

3.8 Honoraria Payments

- 3.8.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's Honorarium Policy. The policy can be found at Appendix E.

3.9 Market Forces Supplement

- 3.9.1 Job evaluation has enabled the Council to set appropriate pay levels based on internal job size relativities within the Council. However, in exceptional circumstances, it may be necessary to take account of the external pay market in order to attract and retain employees with the necessary specific knowledge, skills and experience.
- 3.9.2 The Council has a Market Forces Supplement Scheme to ensure that the requirement for any market pay supplements is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources. The Market Forces Supplement Scheme can be found at Appendix F. It is the Council's policy that any such additional payments are kept to a minimum and reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.
- 3.9.3 The principles underpinning this Market Forces Supplement scheme are applied to all employee groups within the Council. Where it is proposed to apply a market supplement to a Chief Officer post within the Council, approval must be sought from Full Council. Should the market supplement result in the total pay package exceeding £100,000 approval must be sought from Full Council.

3.10 Local Government Pension Scheme (LGPS)

- 3.10.1 To help people save more for their retirement, the Government now requires employers to automatically enrol their workers into a workplace pension

scheme. Ceredigion County Council participates in the Local Government Pension Scheme. If an employee has a contract of employment for at least 3 months (and is under 75 years of age), they will be automatically enrolled into the LGPS, from the date employment commenced. Opt out provisions apply.

- 3.10.2 The table below set out the employee contribution rates, which are defined by statute, and are based on a percentage of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the Dyfed Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded.

Band	Whole-time equivalent pay range	Employee contribution rate	50/50 Section	Employer contribution rate
1	Up to £14,600	5.5%	2.75%	15.8%
2	£14,601 - £22,900	5.8%	2.90%	15.8%
3	£22,901 - £37,200	6.5%	3.25%	15.8%
4	£37,201 - £47,100	6.8%	3.40%	15.8%
5	£47,101 - £65,900	8.5%	4.25%	15.8%
6	£65,901 - £93,400	9.9%	4.95%	15.8%
7	£93,401 - £110,000	10.5%	5.25%	15.8%
8	£110,001 - £165,000	11.4%	5.70%	15.8%
9	£165,001 or more	12.5%	6.25%	15.8%

Rates effective as of 1 April 2021

- 3.10.4 A triennial valuation will take place during 2022/23 with an effective date of 1 April 2023.
- 3.10.5 Employees who are members of the LGPS (see above) have the opportunity to join the Salary Sacrifice Shared Costs Additional Voluntary Contributions (AVC) Scheme, assisting employees who wish to increase pension benefits at retirement by paying additional voluntary contributions into the Local Government AVC Scheme.

3.11 Other employee benefits

- 3.11.1 The Council believes that it has a responsibility to help support the health, wellbeing and welfare of its employees in order to ensure that they are able to perform at their best. As part of this approach and in common with other large employers the council provides a small number of non-pay benefits such as eye test vouchers for users of display screen equipment at work, childcare vouchers via a salary sacrifice scheme (following the Government's closure of such schemes, this benefit is now only available for those who joined the scheme prior to October 2018), salary sacrifice car benefit scheme and participation in the Cycle to Work scheme.

4 DECISION MAKING

- 4.1 In accordance with the Constitution of the Council, the Cabinet is responsible for setting policy and procedures in relation to the recruitment, terms and conditions and severance arrangements in relation to employees of the Council.

- 4.2 Under the Local Authorities (Standing Order) (Wales) (Amendment) Regulations 2014 any decision to determine or vary the remuneration of chief officers, or those to be appointed as chief officers, must be made by Full Council.

5 COLLECTIVE BARGAINING ARRANGEMENTS WITH TRADE UNIONS

- 5.1 The Council recognises the following trade unions:

5.1.1 *NJC for Local Government Services*

- UNISON
- GMB
- UNITE

5.1.2 *JNC for Chief Officers*

- UNISON
- GMB

5.1.3 *Teachers*

- NAHT
- NASUWT
- NEU
- UCAC
- ASCL

- 5.2 Recognition is for the purposes of consultation and negotiation on a collective basis in relation to relevant matters, which are not determined by national negotiating bodies, which both parties agree are appropriate / beneficial to be determined by agreement. Negotiations are conducted with the aim of reaching agreement and avoiding disputes. Recognition also relates to representation on an individual trade union member basis.

6 SENIOR PAY REMUNERATION

- 6.1 Chief Executive

6.1.1 The Chief Executive is the senior officer who leads and takes responsibility of the council. The Chief Executive is the statutory appointed Chief Executive Officer pursuant to S56 of the Local Government and Elections (Wales) Act 2021. The Council is a large and complex organisation with a multi-million pound budget. It has a very wide range of functions and has responsibility for the provision of a wide range of essential services, employing some 3,600 staff.

6.1.2 The role of Chief Executive is a full time and permanent position. The post holder is selected on merit, against objective criteria, following public advertisement. The Chief Executive is appointed by Full Council.

6.1.3 The Chief Executive works closely with Elected Members to deliver the strategic aims of the Council, including the following priorities:

- Boosting the economy;
- Investing in people's future;
- Enabling individual and family resilience;
- Promoting environmental and community resilience.

- 6.1.4 The Chief Executive routinely works in the evenings and on weekends as well as the standard Monday to Friday business week. The Chief Executive also heads the 'on call' arrangements particularly to cover emergency planning arrangements.
- 6.1.5 The current Chief Executive, Mr Eifion Evans, has been in post since October 2017 and has worked for the Council for over 30 years. Mr Evans began his career in the County as a teacher in 1991, before becoming a Headteacher in 1997. In 2007 Mr Evans was appointed Assistant Director of Education Services, he became Director of Education and Community Services in 2009 and Strategic Director - Learning and Partnerships in 2013. Immediately prior to his current role Mr Evans held the role of Deputy Chief Executive
- 6.1.6 With effect from 1 April 2022 (pay award pending), the Chief Executive's salary falls within the pay band £123,442 to £132,060 per annum (please see Appendix B for more details).
- 6.1.7 The Council has a statutory duty to appoint a Returning Officer for specified Elections and Referenda and has appointed the Council's Chief Executive to this role. The Returning Officer is personally responsible for a wide range of functions in relation to the conduct of Elections and Referenda and is paid for discharging these functions in accordance with prescribed fees.
- 6.1.8 Details of the Chief Executive's pay, including any additional payments are published in the Statement of Accounts. This document is published separately.
- 6.1.9 Expenses in relation to car mileage, public transport, overnight accommodation and parking etc. are claimed back in accordance with the Council's Travel and Subsistence Policy.
- 6.1.10 The Chief Executive is a member of the Local Government Pension Scheme and details are disclosed in the Statement of Accounts. There have been no increases or enhancements to the pension outside of standard arrangements.

6.2 Senior Staff

- 6.2.1 For the purposes of this statement, senior staff means 'Chief Officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out in the Council's Constitution as:
- **Chief Officers:**
 - Chief Executive
 - Corporate Director (two roles)
 - **Deputy Chief Officers** (twelve roles):
 - Corporate Lead Officer – Finance and Procurement (Section 151 Officer) (A2)
 - Corporate Lead Officer – Porth Cynnal (Statutory Director of Social Services) (A2)
 - Corporate Lead Officer – Schools and Culture (Chief Education Officer) (A2)

- Corporate Lead Officer – Customer Contact (A1)
- Corporate Lead Officer – Democratic Services (A1)
- Corporate Lead Officer – Economy and Regeneration (A1)
- Corporate Lead Officer – Highways and Environmental (A1)
- Corporate Lead Officer – Legal and Governance (Monitoring Officer) (A1)
- Corporate Lead Officer – People and Organisation (A1)
- Corporate Lead Officer – Policy, Performance and Public Protection (A1)
- Corporate Lead Officer – Porth Cymorth Cynnar (A1)
- Corporate Lead Officer – Porth Gofal (A1)

6.3 Pay

- 6.3.1 From 1 April 2022, (pay award pending) Corporate Director posts attract a salary within the pay band £98,753 to £105,647 per annum (please see Appendix B for more details).
- 6.3.2 From 1st April 2022, (pay award pending) Corporate Lead Officer A2 posts attract a salary within the pay band of £80,052 to £85,190 per annum (please see Appendix B for more details).
- 6.3.3 From 1st April 2022, (pay award pending) Corporate Lead Officer A1 posts attract a salary within the pay band of £73,240 to £78,350 per annum (please see Appendix B for more details).
- 6.3.4 Details of senior staff pay are published in the Statement of Accounts.

6.4 Recruitment of Chief Officers

- 6.4.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant Council policies in place at the time of recruitment. Any salary package that exceeds the threshold of £100,000 must be approved beforehand by Full Council.

6.5 Additions to Chief Officers' Pay

- 6.5.1 The Council pays a standard mileage rate of 45 pence per mile to Chief Officers (and all other employees) where the Chief Officer uses their private vehicle on Council business. The Council also reimburses any other reasonable expenses, incurred by the Chief Officer on behalf of the council whilst on council business, on production of receipts and in accordance with JNC conditions and other local conditions.
- 6.5.2 The Council does not pay the cost of membership of a professional body for any employee with the exception of those undertaking course of study for a professional qualification, and for the duration of the course only.

6.6 Independent Remuneration Panel

- 6.6.1 Section 143A of the Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel in Wales ("the IRP") and sets out their functions in relation to salaries of Chief Executives. The IRP may make

recommendations about any policy in this Pay Policy Statement which relates to the salary of the Council's Chief Executive and any proposed change to the salary of the Council's Chief Executive.

- 6.6.2 The Council consulted the IRP during 2021/22 regarding its proposed changes to Chief Executive remuneration. The IRP approved the proposal as submitted for the revision to the Chief Executive pay scale and this revised pay scale was approved by Full Council in September 2021.
- 6.6.3 The Council will, as required, consult the IRP in relation to any change to the salaries of the Chief Executive which is not commensurate with a change of the salaries of the Council's other staff, and will have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change.

7 TALENT MANAGEMENT

- 7.1 The Performance Appraisal process, as well as placing an emphasis on performance, seeks to put in place individual learning plans, developing the skills necessary not only for current roles, but with a future focus to support career development and succession planning.
- 7.2 The Council's Learning and Development team provide a very wide range of in-house and externally provided training and development options, this includes providing employee access to qualifications via a Corporate Qualifications Panel process which supports employee development at every level of the organisation. Workforce succession planning and career progression is also supported through the provision of specific courses for 'Aspiring Managers' and 'Managing for the First Time'. Entry level apprenticeship positions across the authority provide routes into a variety of careers and also offer a means of early talent identification.
- 7.3 Institute of Leadership and Management (ILM) Qualifications have been introduced to support managers and offer a consistent management qualification across the authority. Three cohorts of ILM Level 4 have enabled 28 completions and a further 15 managers are working towards completion, 15 have progressed on to the Level 5 award and are currently working towards completion. To further develop and support talent and career progression, planning is also underway to introduce delivery of the ILM Level 3 later this year.

8 PERFORMANCE RELATED PAY

- 8.1 The Council does not apply any bonuses or performance related pay to its staff.

9 SUPPORT FOR LOWER PAID STAFF

- 9.1 The Council has committed to continuing discussions with Trade Unions with the objective of introducing the Real Living Wage on an affordable and sustainable basis when circumstances allow. The lowest spinal column point on the NJC pay spine, SCP 1, currently equates to £9.50 per hour which is below the National Living Wage Foundation's real living wage rate of £9.90 per hour.

10 PAY RELATIVITIES WITHIN THE COUNCIL

- 10.1 The lowest paid employee is on £18,333 per annum, in accordance with the minimum spinal column point (SCP 1) of the NJC pay spine for Local Government Services employees. This excludes apprentices who are engaged on different arrangements with training being the main feature of the arrangement and it also excludes agency staff.
- 10.2 The highest paid employee is the Chief Executive and the pay band minimum is £123,442 rising to the pay band maximum of £132,060 (pay award pending for 2022/23). The current post holder earns £132,060.
- 10.3 The median salary in the Council is £19,698, based on salaries as at 31 January 2022.
- The multiple between the lowest paid full time equivalent employee and the Chief Executive's maximum salary is **1:7.1**
 - The multiple between the lowest paid employee and the average of the Chief Officers' maximum salary is **1:4.7**
 - The multiple between the median full time equivalent earnings (excluding teachers) and the Chief Executive's maximum salary is **1:6.6**
 - The multiple between the median full time equivalent earnings (excluding teachers) and the average of the Chief Officers' maximum salary is **1:4.3**

11 EXIT POLICY

11.1 Early Retirement, Voluntary Redundancy and Compulsory Redundancy

- 11.1.1 The Council's approach to statutory and discretionary payments on termination of employment of employees, prior to reaching normal retirement age, is set out within its Employers Discretions Policy (Local Government Pensions Scheme) statement, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to Appendix G. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and an enhanced redundancy payment of up to 45 weeks' pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 11.1.2 All Early Retirement and Voluntary Redundancy expressions of interest are subject to a robust business case, seeking to limit discretionary compensation to an affordable limit, as well as considering the costs of any consequential organisational / pay grade changes.
- 11.1.3 When calculating the value of a severance package, the following payments should be included:
- salary paid in lieu of notice
 - lump sum redundancy / severance payment
 - cost to the Council of the strain on the pension fund arising from providing early access to an unreduced pension.

- 11.1.4 Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council. Members will be advised of any contractual or statutory elements of the severance package, along with the consequences of withholding these from an employment law context.
- 11.1.5 The Council has operated a Voluntary Redundancy Scheme during the financial year 2021/2022 and the costs relating to employees who exited the Council's employment under this Scheme can be found in the annual Statement of Accounts.

11.2 Chief Officer

- 11.2.1 Any severance package in respect of termination of employment of a Chief Officer must be approved by Full Council.

11.3 Re-employment

- 11.3.1 Employees who leave the Council's employment on grounds of early retirement, severance or voluntary redundancy who are employed in Chief Officer roles will not normally be permitted to return to any paid temporary or permanent Ceredigion County Council employment (which includes schools) or be re-engaged as an agency worker or on a consultancy basis. However, in exceptional circumstances, re-employment may be permitted on the basis of a robust business case where approved by the Chief Executive and Cabinet Member for People and Organisation.
- 11.3.2 Where the re-employment is regarding the post of the Chief Executive or a Chief Officer this decision will require Full Council approval.
- 11.3.3 All other employees who leave the council's employment on the grounds of early retirement or voluntary redundancy will not be permitted to return to employment with the Council for a period of 2 years following their leaving date. However, again, and in exceptional circumstances, earlier re-employment may be permitted if the "employing" Corporate Lead Officer is able to provide a robust business case for doing so which is acceptable to the relevant Corporate Director and Corporate Lead Officer – People and Organisation.

11.4 Flexible retirement

- 11.4.1 Employees are permitted to take flexible retirement in accordance with the provisions of the Local Government Pension Scheme and the Council's Flexible Retirement Scheme.

12 OFF PAYROLL ARRANGEMENTS

- 12.1 Where the Council is unable to recruit to a job under a contract of service, or where there is a need for specialist support for a specific project, the Council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through the relevant procurement process under the Council's Contract Procedure Rules, ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.
- 12.2 Where the contract for service is to provide cover for a vacant post, in addition to ensuring adherence to Contract Procedure Rules, decision making in relation

to the appointment will be in line with the Council's rules in relation to appointments i.e. Full Council will determine appointments at Chief Officer level and Corporate Lead Officers or those acting under their authority will determine appointments at Corporate Manager level and below.

- 12.3 With effect from April 2017, the UK Government introduced "Intermediaries Legislation", known as IR35, reforming tax rules for off-payroll working in the public sector and the Council has implemented the new rules in line with the legislation.

13 PUBLICATION

- 13.1 Upon approval by the full Council, this statement will be published on the Council's website.
- 13.2 The Council will comply with its requirement under the Accounts and Audit (Wales) (Amendment) Regulations 2010 to include in its Annual Statement of Accounts the required information in relation to those employees where the full time equivalent pay is at least £60,000 per annum.

PAY SCALES FOR NJC EMPLOYEES

Last Pay Award: 1 April 2021 (shown below)

Next Pay Award Due: 1 April 2022 (pending)

Grade	Job Evaluation Score Band	Scale Point	Annual Salary (FTE)
Grade 2	200 – 294	1	£18,333
		2	£18,516
Grade 3	295 – 329	3	£18,887
Grade 4	330 – 364	4	£19,264
Grade 5	365 – 399	5	£19,650
		6	£20,043
Grade 6	400 – 434	7	£20,444
		8	£20,852
		9	£21,269
		10	£21,695
Grade 7	435 – 469	12	£22,571
		13	£23,023
		14	£23,484
		15	£23,953
		16	£24,432
Grade 8	470 – 504	18	£25,419
		19	£25,927
		20	£26,446
		21	£26,975
		22	£27,514
Grade 9	505 – 539	24	£29,174
		25	£30,095
		26	£30,984
Grade 10	540 – 579	28	£32,798
		29	£33,486
		30	£34,373
		32	£36,371

Grade 11	580 – 619	33	£37,568
		34	£38,553
Grade 12	620 – 659	35	£39,571
		36	£40,578
		37	£41,591
Grade 13	660 – 699	39	£43,570
		40	£44,624
		41	£45,648
Grade 14	700 – 739	43	£47,665
		44	£48,657
		45	£49,634
Grade 15	740 – 779	47	£51,607
		48	£52,589
		49	£53,576
Grade 16	780 – 1000	51	£55,741
		52	£56,856
		53	£57,992

CHIEF OFFICERS PAY SCALES

Last Pay Award: 1 April 2021 (shown below)

Next Pay Award Due: 1 April 2022 (pending)

CHIEF EXECUTIVE PAY SCALE

Grade	Scale Point	Annual Salary (FTE)
Chief Executive	1	£123,442
	2	£126,316
	3	£129,187
	4	£132,060

CORPORATE DIRECTOR PAY SCALE

Grade	Scale Point	Annual Salary (FTE)
Corporate Director	1	£98,753
	2	£101,052
	3	£103,349
	4	£105,647

CORPORATE LEAD OFFICER PAY SCALE

Grade	Scale Point	Annual Salary (FTE)
A1	1	£73,240
	2	£74,945
	3	£76,648
	4	£78,350
A2	1	£80,052
	2	£81,754
	3	£83,456
	4	£85,190

SOULBURY PAY SCALES

Last Pay Award: 1 September 2021 (shown below)

Next Pay Award Due: 1 September 2022 (pending)

EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPS)

Scale Point	Annual Salary (FTE)	Scale Point	Annual Salary (FTE)
1	£37,056	26	£68,434
2	£38,383	27	£69,616
3	£39,637	28	£70,815
4	£40,907	29	£72,016
5	£42,168	30	£73,215
6	£43,431	31	£74,404
7	£44,758	32	£75,611
8	£46,035*	33	£76,819
9	£47,522	34	£78,056
10	£48,849	35	£79,291
11	£50,158	36	£80,560
12	£51,425	37	£81,809
13	£52,860**	38	£83,071
14	£54,140	39	£84,316
15	£55,553	40	£85,561
16	£56,831	41	£86,811
17	£58,113	42	£88,061
18	£59,371	43	£89,309
19	£60,668	44	£90,564
20	£61,338***	45	£91,815
21	£62,626	46	£93,069
22	£63,749	47	£94,327
23	£64,985	48	£95,574****
24	£66,094	49	£96,825****
25	£67,278	50	£98,079****

Notes:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

- * normal minimum point for EIP undertaking the full range of duties at this level
- ** normal minimum point for senior EIP undertaking the full range of duties at this level
- *** normal minimum point for leading EIP undertaking the full range of duties at this level
- **** extension to range to accommodate structured professional assessments.

EDUCATIONAL PSYCHOLOGISTS - SCALE A

Scale Point	Annual Salary (FTE)
1	£38,865
2	£40,838
3	£42,811
4	£44,782
5	£46,755
6	£48,727
7	£50,584
8	£52,440
9	£54,179*
10	£55,921*
11	£57,544*

Notes:

Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* Extension to scale to accommodate structured professional assessment points.

SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS SALARY RANGE B

Scale Point	Annual Salary (FTE)
1	£48,727
2	£50,584
3	£52,440*
4	£54,179
5	£55,921

6	£57,544
7	£58,210
8	£59,456
9	£60,690
10	£61,945
11	£63,177
12	£64,431
13	£65,707
14	£66,941**
15	£68,235**
16	£69,514**
17	£70,803**
18	£72,090**

Notes:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level

** Extension to range to accommodate discretionary scale points and structured professional assessments

ASSISTANT EDUCATIONAL PSYCHOLOGISTS

Scale Point	Annual Salary (FTE)
1	£30,694
2	£31,948
3	£33,201
4	£34,448

TRAINEE EDUCATIONAL PSYCHOLOGISTS

Scale Point	Annual Salary (FTE)
1	£24,970
2	£26,798
3	£28,623
4	£30,453
5	£32,279
6	£34,107

ALL EMPLOYEE GROUPS – MAIN CONDITIONS OF SERVICE

ANNUAL LEAVE (pro rata for part time employees)	
<ul style="list-style-type: none"> ➤ Chief Executive ➤ Chief Officers 	33 days per annum 36 days after 10 years' service
<ul style="list-style-type: none"> ➤ National Joint Council (NJC) 	26 days per annum 30 days after 5 years' service 33 days after 10 years' service
<ul style="list-style-type: none"> ➤ Soulbury 	26 days per annum 30 days after 5 years' service 33 days after 10 years' service
HOURS OF WORK	
<ul style="list-style-type: none"> ➤ Chief Executive ➤ Chief Officers 	Minimum of 37 hours per week, together with additional evening, weekend and bank holiday working as required
<ul style="list-style-type: none"> ➤ National Joint Council (NJC) 	Standard working week is 37 hours
<ul style="list-style-type: none"> ➤ Soulbury 	Standard working week is 37 hours
OVERTIME PAYMENTS	
<ul style="list-style-type: none"> ➤ Chief Executive ➤ Chief Officers ➤ Soulbury 	None payable
<ul style="list-style-type: none"> ➤ National Joint Council (NJC) 	Grade 8 and below: time and a half; Grade 9 and above: TOIL or plain time if cannot be taken within 13 weeks.
WEEKEND WORKING PAYMENTS	
<ul style="list-style-type: none"> ➤ Chief Executive ➤ Chief Officers ➤ Soulbury 	None payable
<ul style="list-style-type: none"> ➤ National Joint Council (NJC) 	Grade 8 and below: Saturday – time and a quarter; Sunday – time and a half Grade 9 and above: Saturday & Sunday – plain time

SICK PAY SCHEME

	During 1 st year of service	1 month's full pay; and after 4 month's service 2 month half pay
➤ Chief Executive	During 2 nd year of service	2 months' full pay; 2 months half pay;
➤ Chief Officers	During 3 rd year of service	4 months' full pay; 4 months' half pay
➤ Soulbury	During 4 th & 5 th years of service	5 months' full pay; 5 months' half pay
➤ National Joint Council (NJC)	After 5 years of service	6 months' full pay; 6 months' half pay

HONORARIUM POLICY

1. Policy Statement

- 1.1 The Council recognises that it may be necessary from time to time to apply an additional payment when an employee is requested to 'act up' into a higher graded post or temporarily undertake additional duties associated with a higher grade.
- 1.2 Where changes to the job are likely to be permanent, the post should be re-evaluated under the Council's Job Evaluation scheme and a formal grade established.
- 1.3 The purpose of this Policy is to ensure that the additional payments are properly considered and implemented on a consistent basis. This policy sets out the criteria that will apply for all posts regardless of the amount of payment involved.

2. Honorarium

- 2.1 An honorarium payment may be made where an employee is requested to undertake some of the duties and/or responsibilities of a higher graded post.
- 2.2 If there is more than one suitable employee, with the appropriate skills and experience to undertake the additional duties and/or responsibilities, then a selection process will need to be followed to determine the best person to undertake those duties and/or responsibilities.
- 2.3 Payment of any allowance or honorarium will only apply to situations of more than one month's duration and backdated to day one.
- 2.4 Any honorarium payment will be for a maximum of 12 months. If there is an expectation that the duration is longer, the post will be re-evaluated using the Council's Job Evaluation scheme.

3. Procedure

- 3.1 Prior to the implementation of the Council's new grading structure, all current honorarium payments will be reviewed as outlined below.
- 3.2 Where an honorarium is in place the basis of which consists of duties that have been incorporated into the job evaluation questionnaire and evaluated the assessed grade will be applicable from the implementation date and the honorarium will cease.
- 3.3 As an additional payment to basic salary the Council is mindful of the Equal Pay position and as such all such payments would be temporary, subject to review and would have to be objectively justified.
- 3.4 A business case must be made by the relevant manager to support the application for an honorarium payment using the "Request for a Honorarium

Payment” form (Appendix 1) and submitted to the departmental Director for approval.

Types of evidence include:

- The reason for the payment, e.g. to cover for long term absence, or to undertake a specific piece of work
- Details of the post affected and the grades of the substantive and potential higher level post
- Whether the extent of the duties are full or partial, if partial then a percentage must be given
- Cost – calculation of the amount per month the employee would be entitled to receive.

3.5 In such cases the full amount or percentage of the difference between the existing salary and the minimum salary of the higher grade should be paid.

3.6 Where longer term situations may apply, e.g. maternity cover, consideration should be given to advertising the post following the Council’s normal recruitment procedure.

3.7 Employees in receipt of a protected salary that undertake acting up duties higher than their evaluated post but less than their protected salary are not entitled to receive an additional payment.

4 Method of payment

4.1 The above payments can be made as a regular monthly amount if the details are known in advance, or they can be made as a retrospective one-off payment at the end of the relevant period.

5 Consultation

5.1 Directors have delegated powers to grant the payment of Honoraria. In order to ensure consistency, Directors must consult with the Head of Corporate Human Resources when considering payments under this scheme and forward a copy of the “Request for a Honorarium Payment” form. The Head of Corporate Human Resources will forward the form to Payroll Section for payment purposes.

MARKET FORCES SUPPLEMENT

1. Policy Statement

- 1.1 Ceredigion County Council is committed to ensuring that all employees receive equal pay for work rated as equivalent.
- 1.2 In so doing the Council recognises that it may be necessary from time to time to apply a market force supplement to the assessed grade of a job. Usually this will be as a result of a skills shortage in the jobs market (local or national) or because the market rate for a particular skill set is higher than that determined by local job evaluation and the pay and grading structure.
- 1.3 It is clear that whilst the process of job evaluation will offer outcomes that satisfy equal pay considerations there are potential difficulties for some posts in terms of recruitment & retention. Although meeting the Equal Pay provisions the rate of pay for certain posts may compare unfavourably with a similar post elsewhere.
- 1.4 Where this is the case, a supplement may be added to the grade of the job. Supplements shall be clearly expressed as such in employment documents. Annual reviews will be applied on the anniversary of the implementation of the supplement. Market force supplements may be withdrawn subject to written notice of not less than 3 months.
- 1.5 The purpose of this Policy is to ensure that the attachment of market supplements to posts are properly considered and implemented on a consistent basis.

2. Objective Justification

- 21 If the pay of a particular job is to be enhanced to reflect market conditions it is necessary to demonstrate that there are 'objectively justified grounds', i.e. that recruitment and retention difficulties exist in relation to the job(s) concerned which would result in actual or foreseeable organisational and/or operational problems.
- 22 Equal Pay considerations should be taken into account and the possibility of an equal pay challenge assessed. The Council will not be able to rely on the fact that the market suggests that certain jobs, usually done by women are paid less than jobs usually done by men because the market rate may itself be based on discriminatory assumptions. The overriding principle of the decision must be based on what the Council needs to pay to get the person needed to fill the vacancy.
- 23 Other considerations when making this decision should also be taken into account such as operational issues and the reputation of the Council which may suffer if key services are not fully staffed.

- 24 In addition there is a need to show that the comparator job is substantially the same in terms of duties and responsibilities and that there are no material differences in the overall reward package i.e. holiday entitlement, sick pay scheme, flexible working arrangements. These are not cash rewards but could account for the lower rate of pay.
- 25 The application/renewal/withdrawal, of a market force supplement is subject to approval of the relevant Head of Service, in consultation with the Group Manager – Human Resources.
- 26 Market force supplements will apply equally to all staff in the particular job (or specialist area). Costs will be met from the relevant service area.

3. Evidence

- 3.1 The business case for such supplements has to provide objective justification with supporting evidence. Anecdotal evidence is not sufficient.

Types of evidence include:

- salary benchmark data, what is the 'going rate' for the job?
- evidence of any recent (unsuccessful) recruitment processes, e.g. How has the post been advertised in the past? Has the correct media been used? What is the response rate to adverts? What is the turnover rate for the post?
- the level and overall cost of the recommended supplements,
- any alternative measures that have been, or could be, considered, e.g. could the post be remodelled to deliver the service required?
- the operational and/or reputational risks
- details of any perceived detrimental impact on service delivery or failure to recruit (or retain) the right calibre of employee(s).
- details of any potential knock on effects and how they might be resolved, e.g. maintenance of pay relativities between posts within a section or work group

4 Payment

- 4.1 Having obtained the necessary pay data, an assessment will be made as to whether a market supplement needs to be applied and, if so, the actual value of the supplement.
- 4.2 Each application is to be dealt with on a case-by-case basis and will require objective justification using the pro forma shown in Appendix I and II, before approval by the relevant Head of Service.
- 4.3 The market supplement will be kept separate from the agreed rate of pay for the post. This must be made clear when undertaking recruitment to vacant posts and also upon the recruitment of successful candidates. Employees need to understand that the market supplement payment can vary year on year or cease completely.

- 4.4 Employees occupying or appointed to posts that attract a market supplement will be given written confirmation detailing the amount of the payment, the arrangements for review and how any subsequent changes will be implemented. A standard letter for this purpose can be found at Appendix III.
- 4.5 Payment will be as an allowance in addition to the monthly salary and (as it is based on incremental points) will be subject to annual cost of living pay awards. As it forms part of an employee's pay it will be pensionable.
- 4.6 Where appropriate, supplements will be paid pro-rata to the hours worked.

5. Calculation of a Market Supplement

- 5.1 All supplements will be calculated as additional increments based on the evidence supplied and will be the nearest increment below the comparator salary. The payment should be set at a level that is considered will alleviate the recruitment & retention/operational difficulties but which is not excessive and can be justified in terms of salary paid to the comparator jobs in the market place.
- 5.2 The purpose, justification and extent of any market supplement must be transparent, and records must be maintained to demonstrate this, so that the Council can respond effectively to any challenge regarding the rationale for such a payment.

6. Timescales

- 6.1 In order to ensure the continued fairness and equity of the pay structure and that the payment is still justified and appropriate, supplements will be subject to annual review.
- 6.2 Following the review a decision should be made by the Head of Service in conjunction with the Job Evaluation Team and the appropriate Trades Union as to whether to withdraw the supplement from the post(s) concerned, retain the supplement at its current value, or adjust the amount to be paid.
- 6.3 Market force supplements may be withdrawn subject to written notice of not less than 3 months.

7. Appeal

- 7.1 An employee may believe that full consideration relating to the application / renewal / withdrawal of a supplement has not been given and may want to appeal this decision.
- 7.2 To appeal, an employee must write to the Chief Executive, setting out the grounds for the appeal within 14 days after receiving written notice of the decision on the entitlement, or variance, to the supplement.

- 7.3 The Chief Executive must arrange a meeting with the employee to discuss the appeal within 14 days of the written appeal letter. The employee has a right to be accompanied at this meeting. After the meeting has been held the Chief Executive will write to the employee within 14 days notifying the employee of the outcome of the appeal.
- 7.4 If it is not possible to respond within that timescale the employee should be given an explanation for the delay and told when a response can be expected, but no longer than a further 14 days.
- 7.5 This acts as written notice of the appeal outcome and constitutes Ceredigion County Council's final decision and is effectively the end of the formal procedure within the workplace.
- 7.6 An employee who fails to attend the appeal meeting without notification should contact the Chief Executive as soon as possible to explain their absence. The Chief Executive should rearrange the meeting at the next mutually convenient time. It is important that reasonable notice of the meeting is given. If the employee fails to attend a meeting more than once and does not provide a reasonable explanation, the application will be treated as having been withdrawn. In such circumstances, the Chief Executive will write to the employee confirming that the application is now considered withdrawn.

8. Right of Accompaniment

- 8.1 Employees have the right to be accompanied by their Trade Union Representative or work colleague at any meetings arranged to discuss the withdrawal of a supplement or subsequent appeal.
- 8.2. If the person accompanying the employee is unable to attend the meeting, the employee should re-arrange the meeting for a date within 7 days of the originally proposed time, ensuring the new time is convenient to all parties; or, consider an alternative individual to accompany the employee to the meeting.



**Local Government (Early Termination of Employment)
(Discretionary Compensation) (England and Wales) Regulations 2006 (as amended)**

Under Regulation 7 of the Discretionary Compensation Regulations, each authority (other than an Admitted Body) is required to formulate and keep under review a policy which applies in respect of exercising their discretion in relation to:

Discretion	Regulation	Policy
<p>To base redundancy/severance payments on an actual weeks pay where this exceeds the statutory weeks' pay limit.</p>	<p>5</p>	<p>To pay redundancy/severance/compensation based on actual pay</p>
<p>To award lump sum compensation of up to 104 weeks' pay in cases of redundancy/severance, termination of employment on efficiency grounds, or cessation of a joint appointment.</p>	<p>6</p>	<p>Redundancy Release of pension benefits where age 55 attained at date of termination with statutory redundancy weeks uplifted by a factor of 1.5 (i.e. a maximum of 45 weeks). Such compensation to include statutory redundancy pay values. By election, individuals would be able to convert the difference between statutory redundancy and actual compensation awarded to purchase additional pension via GAD provided factors.</p> <p>Efficiency Termination Release of pension benefits only where age 55 attained by date of termination.</p> <p>Severance Where there is a mutual agreement for the release of an individual under the Council's Severance Scheme the</p>

		<p>Authority will use its discretion under Regulation 5 to give compensation payments based on actual salary. The discretionary severance payments will be based on the statutory redundancy ready reckoner with the number of week's entitlement based on age and Service, with a multiplier to be applied of 1.5, and limited to a maximum of 45 weeks. The voluntary severance payment is inclusive of the statutory redundancy payment. Where an individual has reached aged 55 they will also receive release of unreduced pension benefits built up to the date of termination. 2 years continuous qualifying service is required to access these compensation arrangements.</p>
<p>To award compensatory added years to a person aged 50 or over with 5 or more years membership (or notional membership) of the LGPS in cases of redundancy, termination of employment on efficiency grounds, or cessation of a joint appointment which occurred after 30th September 2006 and before 1st April 2007 (but only if employment had commenced pre 1st October 2006)</p>	<p>11(2)</p>	<p>Not to apply this discretion</p>