

Pay Policy Statement 2019/2020



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Human Resources

TO BE APPROVED BY

Council

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This is Neath Port Talbot County Borough Council's (NPT) eighth annual Pay Policy Statement. This Statement covers the period 1st April 2019 to 31st March 2020.

This Pay Policy Statement provides the framework for decision making on pay and in particular decision making on senior pay. Preparing and publishing this statement is a requirement under the Localism Act 2011. The provisions in the Act do not apply to the staff of local authority schools and therefore teaching staff are not included in the scope of this document.

This Pay Policy Statement has been reviewed by the Council's Personnel Committee on 25th February 2019 and approved by Council on 27th February 2019.

1. INTRODUCTION FROM THE LEADER



This Council is committed to being open and transparent and as Leader I want to ensure that the Council tax payers of Neath Port Talbot County Borough Council have access to information about how we pay people.

Council services are delivered by people, and most of the people we employ live and work in this County Borough. I want to ensure that Council services are the best they can be, so our pay policy seeks to ensure we can attract, retain and motivate the best employees with the right skills to deliver our services.

This, of course, has to be balanced against the need to ensure value for money for the local Council taxpayer.

The Council is one of the main employers in this area and it is important that the Council can offer good quality employment on reasonable terms and conditions and fair rates of pay. This will have a beneficial impact on the quality of life within the community as well as on the local economy.

Cllr R G Jones
Leader of Council

2. LEGISLATIVE FRAMEWORK

The Council has the power to appoint staff under Section 112 of the Local Government Act 1972 and complies with all relevant employment legislation in determining the pay and remuneration of its staff.

3. TERMS AND CONDITIONS OF EMPLOYMENT

The Council employs approximately 5,700 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
- The Joint National Council for Youth and Community Workers
- Teachers (not within the scope of this statement)

The following payscales are provided as Appendices to this policy:

- **Appendix A** Local Government Services Employees NPT Pay Grades
- **Appendix B** JNC Chief Executive and Chief Officer NPT Pay Grades
- **Appendix C** Soulbury National Pay Grades
- **Appendix D** JNC Youth & Community Worker National Pay Grades

We publish a breakdown of staff numbers by pay band and gender in the **Annual Equalities in Employment Report**, published separately.

National Pay Awards

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.

Job Evaluation

In 2008 the Council completed a Job Evaluation exercise in relation to jobs which are governed by the NJC for LGS' terms and conditions of employment. A new pay and grading structure, based on the outcome of the Job Evaluation exercise, was developed in partnership with, and agreed with, our trade unions via a Collective Agreement and introduced in 2008. The pay and grading structure is based on the NJC for LGS' nationally negotiated pay spine as the basis for its pay and grading structure. In order to implement the new LGS pay spine to apply from 1st April

2019, revisions to the pay and grading structure were agreed via Collective Agreement reached with our trade unions in January 2019 to both implement the new pay spine, and at the same time ensure that arrangements remain equality proofed. The arrangements apply with effect from 1st April 2019.

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 continues to meet on a regular basis to consider and determine Grading Appeals.

Starting salaries

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, e.g. to secure the services of the best available candidate/s.

Heads of Service can authorise a variation of starting salary for all jobs other than those employed on Chief Officer terms and conditions. The Special Appointments Committee, a committee with delegated authority from Personnel Committee, will determine the starting salary of Heads of Service and the Assistant Chief Executive and full Council will determine the starting salary of Corporate Directors and Chief Executive.

Other pay-related allowances

All other pay-related allowances, e.g. overtime payments, are the subject of national and/or locally negotiated arrangements and subject to Member approval at Personnel Committee or full Council, as appropriate (refer to Decision Making for more information).

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 E**.

Acting Up and Honoraria Payments

There may be occasions when an employee is asked to carry out duties which are additional to those of their substantive post, for a period of time, or to 'act up' into a more senior job within the Council, covering the full range of duties of the higher job. In such circumstances an additional payment may be made in line with the Council's policy on payment of acting up or honoraria. The schemes can be found at **Appendix F** and apply to LGS employees only.

Personnel Committee must approve any acting up or honoraria payments proposed for officers who are not within the scope of the scheme, or where the acting up or honoraria payment would result in the total pay package exceeding £100,000 approval must be sought from full Council.

Market Pay Scheme

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.

The Council has a Market Pay 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 Pay Scheme can be found at **Appendix G**. 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.

The principles underpinning this Market Pay Scheme are applied to all employee groups within the Council. Heads of Service can authorise market pay supplements following a recommendation from the Head of Human Resources. Where it is proposed to apply a market supplement to a Chief Officer post within the Council, approval is sought from the Council's Personnel Committee. Should the market supplement result in the total pay package exceeding £100,000 approval must be sought from full Council.

Local Government Pension Scheme (LGPS)

To help people save more for their retirement, the government now requires employers to automatically enrol their workers into a workplace pension scheme. Neath Port Talbot 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.

The employee contribution rates, which are defined by statute, currently range between 2.75 per cent and 12.5 per cent of pensionable pay depending on full time equivalent salary levels. The Employer contribution rate is set by Actuaries advising the City and County of Swansea LGPS Pension fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. Following the triennial valuation the employer contribution rate effective from 1st April 2019 is 27.1%.

Other employee benefits

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) and participation in the Cycle to Work scheme. The Council also support the NPT Health & Wellbeing Group. Membership of the Health & Wellbeing Group offers opportunities to members to participate in a monthly Staff Lottery and the Perkz Discount Scheme, as well as opportunities to participate in health and wellbeing initiatives such as the Couch to 5k course, and purchase discounted tickets for specific cinema and theatre events.

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.

4. DECISION MAKING

In accordance with the Constitution of the Council, the Council's Personnel Committee has delegated authority for decision-making in relation to staff pensions, staff terms and conditions, i.e. related matters such as job evaluation strategies, national / local pay negotiations, operational conditions of service policies e.g. sickness, Directorate structural / staffing changes, including early retirement / redundancy policies, and industrial disputes.

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

The Council recognises the following trade unions:

NJC for Local Government Services

UNISON
GMB
UNITE

JNC for Chief Officers

UNISON
GMB

Soulbury Committee

Association of Educational Psychologists AEP
PROSPECT

JNC for Youth & Community Workers

UNISON
GMB

Teachers

NAHT
NASUWT
NEU
UCAC
ASCL

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

The Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility of the Council. 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 5,700 staff.

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.

As Head of Paid Service, the Chief Executive works closely with Elected Members to deliver the strategic aims of the Council, including the following priorities:

- To improve the well-being of children and young people.
- To improve the well-being of all adults who live in the county borough.
- To develop the local economy and environment so that the well-being of people can be improved.

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.

The current Chief Executive, Mr Steven Phillips, has been in post since October 2009. Prior to joining Neath Port Talbot County Borough Council, Mr Phillips was a Corporate Director with Cardiff County Council and has over 30 years of experience working within a range of national (Wales and UK) and international organisations, including the Department of Trade and Industry in London, the UK Mission to the United Nations at Geneva and Welsh Government.

With effect from 1st April 2019, the Chief Executive's salary falls within the pay band £129,532 to £142,485 per annum (please see **Appendix B** for more details).

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.

Details of the Chief Executive's pay, including any additional payments are published in the Statement of Accounts. This document is published separately.

Expenses such as for train, car mileage, overnight accommodation and parking are claimed back in accordance with the Council's Travel and Subsistence Payments Policy.

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.

The notice period for the role is 6 months.

Senior Staff

The current definition for senior posts is classed as:

- Statutory Chief Officers. In NPT these are:
 - the Director of Education, Leisure and Lifelong Learning;
 - the Director of Social Services, Health and Housing; and
 - the Director of Finance and Corporate Services who undertakes the role of Section 151 Officer.
- The Monitoring Officer. In NPT this is the Head of Legal Services.
- The Head of Democratic Services. In NPT this is the Assistant Chief Executive and Chief Digital Officer.
- Non-statutory Chief Officers, that is, non-statutory posts that report directly to the Head of Paid Service. In NPT this is the Director of Environment.
- Deputy Chief Officers, that is, officers that report directly to statutory or non-statutory Chief Officers. In NPT, with effect from 1st April 2019, these are:
 - the Head of Human Resources;
 - the Head of Finance;
 - the Head of Participation;
 - the Head of Transformation;
 - the Head of Children and Young People Services;
 - the Head of Adult Services;
 - the Head of Engineering and Transport;
 - the Head of Property and Regeneration;
 - the Head of Planning and Public Protection;
 - the Head of Streetcare;
 - the Head of South Wales Trunk Road Agency.

Pay

From 1st April 2019, Corporate Director posts attract a salary within the pay band £106,897 to £115,277 per annum (please see **Appendix B** for more details).

From 1st April 2019, the Assistant Chief Executive and Chief Digital Officer post attracts a salary within the pay band £88,954 to £97,850 per annum (please see **Appendix B** for more details).

From 1st April 2019, Heads of Service posts attract a salary within the pay band of £74,090 to £81,494 per annum (please see **Appendix B** for more details).

Details of senior staff pay are published in the Statement of Accounts.

Recruitment of Senior Officers

The Council's Policy and Procedures with regard to the recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the Council's Constitution. Please refer to **Appendix H**.

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.

Additions to Chief Officers' Pay

The Council pays a standard mileage rate of 45 pence per mile to Chief Officers (and all other employees) where the Chief Officer uses his or her 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.

The cost of membership by the Chief Executive and Corporate Directors of one professional body is met by the Council.

Independent Remuneration Panel

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 heads of paid service. The IRP may make recommendations about any policy in this Pay Policy Statement which relates to the salary of the Council's head of paid service and any proposed change to the salary of the Council's head of paid service. In this Council, the head of paid service is the Chief Executive. The Council, will, as required, consult the IRP in relation to any change to the salary 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.

The Council is required to identify in this pay policy statement whether any such referral has been made to the IRP, and if so, the nature of the referral, the IRP's decision and the Council's response.

An authority which chooses not to follow the advice of the Panel may become subject to a Ministerial direction to reconsider their position. The Act also provides that authorities will be able to reduce (but not increase) the salary payable to their head of paid service in advance of a recommendation from the IRP, so long as the contract under which the salary is payable does not prevent the authority from changing the salary after receiving a recommendation.

The Local Government (Wales) Act 2015 temporarily extends the power of the IRP, under section 143A of the Local Government (Wales) Measure 2011 to cover salaries payable to chief officers (using the Localism Act definition) as well as the head of paid service.

The Council has made two referrals to the IRP. The first was made in November 2016 in relation to the Head of Adult Services, with a proposal to apply a Market Pay Supplement of £10,000 to this post. The IRP approved the proposal. The post has now been deleted from the Council's established structure.

A second referral was made in February 2017 in relation to an honorarium payment paid to the Head of Social Work Services in respect of covering additional duties. Again, the IRP approved the proposal. This post has now been deleted from the Council's established structure.

7. TALENT MANAGEMENT

The Council's key tool for talent management and succession planning is through the Performance Appraisal process which 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.

8. PERFORMANCE RELATED PAY

The Council expects high levels of performance from all employees and has implemented a Performance Appraisal Scheme to monitor, evaluate and manage employee performance on an ongoing basis.

No bonus or performance-related pay mechanism applies, although the maximum incremental pay point of the pay grades for the Chief Executive and Corporate Directors are only payable if there is a satisfactory outcome to their respective annual performance appraisal.

9. SUPPORT FOR LOWER PAID STAFF

The Council has committed to continuing discussions with Trade Unions with the objective of introducing the Living Wage on an affordable and sustainable basis when circumstances allow. The introduction of the new LGS pay spine w.e.f. 1st April 2019 will see the lowest spinal column point on the pay spine, SCP 1, equate to the National Living Wage Foundation's national living wage rate of £9.00 per hour (although it is acknowledged that this in itself does not make the Council a 'Living Wage Employer').

The Council has committed to working with Chwarae Teg as part of the Chwarae Teg FairPlay Employer Scheme. Chwarae Teg will support the Council to develop a Gender Equality Action Plan, including specific actions to reduce the Council's Gender Pay Gap. There will be specific consideration within the action plan to the lowest paid female employees, particularly important, as whilst the Council's overall gender profile is 70% female, 97% of those employed in Grade 1, the Council's lowest pay band, are female employees.

10. EXIT POLICY

Early Retirement, Voluntary Redundancy and Compulsory Redundancy

The Council's Exit Policy for employees prior to reaching normal retirement age, is set out within its Early Retirement, Voluntary Redundancy and Compulsory Redundancy (ER / VR / CR) Scheme, in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Please refer to **Appendix I**. Please note that a separate scheme operates for those employed on Teacher terms and conditions of employment.

Under the Scheme, 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.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by full Council. 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.

The Council has operated a Voluntary Redundancy Scheme during the financial year 2018 / 2019 and details of all employees who exited the Council's employment under this Scheme, as well as the small number of employees who exited under Compulsory Redundancy, can be found in the annual Statement of Accounts.

Exit Cap and Recovery Provisions

The UK Government intends to introduce Regulations that will impose a cap of £95,000 on exit payments for public sector workers. It also intends to develop regulations to enable the recovery of exit payments made to employees who leave the public sector and return within 12 months, although the timetable for these regulations is not as clear. The minimum salary to which the recovery provisions will apply is £80,000 per annum. If and when the UK Government introduces these Regulations, Council policies will be updated as appropriate to take this into account.

Re-employment

Employees who leave the council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally be permitted to return to any paid temporary or permanent NPT 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 if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union/s.

All other employees who leave the council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the council for a period of 12 months following their leaving date. However, again, and in exceptional circumstances, earlier re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate services and Head of Human Resources, in consultation with the relevant trade union/s.

Flexible retirement

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.

11. OFF PAYROLL ARRANGEMENTS

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.

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. Council will determine appointments at Director level, Special Appointments Committee will determine appointments at Head of Service level, and Heads of Service or those acting under their authority will determine appointments at Accountable Manager level and below.

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.

12. PAY RELATIVITIES WITHIN THE COUNCIL

The lowest paid employee is on £17,364 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.

The highest paid employee is the Chief Executive and the pay band minimum is £129,532 rising to the pay band maximum of £142,485. The current post holder earns £142,485.

The median salary in the Council is £23,369.

The pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive is a ratio of 1:8.21 and the pay multiple between the lowest paid employee and average Chief Officer is a ratio of 1:5.22.

The pay multiple between the median full time equivalent earnings and the Council's Chief Executive is a ratio of 1:6.01 where all Council employees are taken into account and 1:6.10 where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

The multiple between the median full time equivalent earnings and the average Council Chief Officer is 1:3.82 where all Council employees are taken into account and 1:3.88 where employees appointed and managed by head teachers/Governing Bodies are excluded from the calculation, as required by the provisions of the Localism Act 2011.

Local Government Services Employees Pay Grades Effective 1st April 2019

Grade	Point	Salary
GRADE 1	1	17,364
	2	17,711
GRADE 2	2	17,711
	3	18,065
GRADE 3	3	18,065
	4	18,426
	5	18,795
GRADE 4	5	18,795
	6	19,171
	7	19,554
	8	19,945
	9	20,344
GRADE 5	*9	20,344
	10	20,751
	11	21,166
	12	21,589
	13	NOT USED
	14	22,462
	15	22,911
	16	NOT USED
	17	23,836
GRADE 6	*16	23,369
	17	23,836
	18	24,313
	19	24,799
	20	25,295
	21	25,801
GRADE 7	*21	25,801
	22	25,317
	23	26,999
	24	27,905
	25	28,785
	26	29,636

Grade	Point	Salary
GRADE 8	*25	28,785
	26	29,636
	27	30,507
	28	31,371
	29	32,029
GRADE 9	*29	32,029
	30	32,878
	31	33,799
	32	34,788
	33	35,934
GRADE 10	*33	35,934
	34	36,876
	35	37,849
	36	38,813
	37	39,782
	38	40,760
GRADE 11	*37	39,782
	38	40,760
	39	41,675
	40	42,683
GRADE 12	*40	42,683
	41	43,662
	42	44,632
GRADE 13	*43	45,591
	43	45,591
	44	46,609
	45	47,664
	46	48,739

***Denotes Salary Scale Points that will be removed after one year and no longer used with effect from 1st April 2020**

JNC Chief Executive and Chief Officers Pay Grades

CHIEF EXECUTIVE					
	Point 1	Point 2	Point 3	Point 4	Point 5*
2018/2019	£126,992	£130,167	£133,342	£136,516	£139,691
2019/2020	£129,532	£132,770	£136,009	£139,246	£142,485

* subject to performance

CORPORATE DIRECTOR					
	Point 1	Point 2	Point 3	Point 4	Point 5*
2018/2019	£104,801	£105,313	£107,879	£110,448	£113,017
2019/2020	£106,897	£107,419	£110,037	£112,657	£115,277

* subject to performance

ASSISTANT CHIEF EXECUTIVE & CHIEF DIGITAL OFFICER					
	Point 1	Point 2	Point 3	Point 4	Point 5
2018/2019	£87,210	£89,391	£91,572	£93,751	£95,931
2019/2020	£88,954	£91,179	£93,403	£95,626	£97,850

HEAD OF SERVICE					
	Point 1	Point 2	Point 3	Point 4	Point 5
2018/2019	£72,637	£74,452	£76,264	£78,081	£79,896
2019/2020	£74,090	£75,941	£77,789	£79,643	£81,494

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
NATIONAL PAY GRADES – SOULBURY**

EDUCATIONAL PSYCHOLOGISTS - SCALE A		
SPINE POINT	Pay – with effect from 01.09.18	Pay – with effect from 01.09.19
1.	36,446	37,175
2.	38,296	39,062
3.	40,146	40,949
4.	41,994	42,834
5.	43,844	44,721
6.	45,693	46,607
7.	47,434	48,383
8.	49,175	50,159
9.	50806*	51822*
10.	52,439*	53,488*
11.	53,961*	55,040*

Notes:

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. *Extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B		
SPINE POINT	Pay – with effect from 01.09.18	Pay – with effect from 01.09.19
1.	45693	46607
2.	47434	48383
3.	49,175*	50,159*
4.	50806	51822
5.	52439	53488
6.	53961	55040
7.	54586	55678
8.	55754	56869
9.	56911	58050
10.	58089	59251
11.	59243	60428
12.	60420	61628
13.	61617	62849
14.	62774**	64029**
15.	63986**	65266**
16.	65186**	66490**
17.	66395**	67723**
18.	67602**	68954**

Notes:

1. Pay 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.
2. * Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. ** Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

TRAINEE EDUCATIONAL PSYCHOLOGISTS		
SPINE POINT	Pay – with effect from 01.09.18	Pay – with effect from 01.09.19
1	23415	23884
2	25129	25632
3	26841	27378
4	28556	29128
5	30269	30875
6	31983	32623

ASSISTANT EDUCATIONAL PSYCHOLOGISTS		
SPINE POINT	Pay – with effect from 01.09.18	Pay – with effect from 01.09.19
1	28783	29359
2	29959	30559
3	31134	31757
4	32303	32950

YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS		
SPINE POINT	Pay – with effect from 01.09.18	Pay – with effect from 01.09.19
1	36040	36761
2	37219	37964
3	38398	39166
4	39601*	40394*
5	40824	41641
6	42016	42857
7	43236**	44101**
8	44622	45515
9	45387	46295
10	46568	47500
11	47742	48697
12	48918	49897
13	50086	51088
14	51265	52291
15	52446	53495

16	53630	54703
17	54820	55917
18	56003	57124
19	57179	58323
20	58380***	59548***
21	59604***	60797***
22	60857***	62075***
23	62134***	63377***
24	63438***	64707***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

* normal minimum point for senior youth and community officers undertaking the full range of duties at this level

** normal minimum point for principal youth and community service officer undertaking the full range of duties at this level

*** extension to range to accommodate discretionary scale points and structured professional assessments.

EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)		
SPINE POINT	Pay – with effect from 01.09.18	Pay – with effect from 01.09.19
1	34749	35444
2	35993	36713
3	37168	37912
4	38359	39127
5	39543	40334
6	40727	41542
7	41971	42811
8	43168*	44032*
9	44563	45455
10	45807	46724
11	47035	47976
12	48223	49188
13	49569**	50561**
14	50769	51785
15	52095	53137
16	53293	54359
17	54495	55585
18	55674	56788
19	56891	58029
20	57519***	58670***
21	58727	59902
22	59780	60976
23	60939	62158
24	61978	63218

25	63089	64351
26	64173	65457
27	65282	66588
28	66405	67734
29	67532	68883
30	68656	70030
31	69771	71167
32	70903	72322
33	72036	73477
34	73197	74661
35	74353	75841
36	75544	77055
37	76715	78250
38	77899	79457
39	79066	80648
40	80233	81838
41	81406	83035
42	82578	84230
43	83749	85424
44	84925	86624
45	86099	87821
46	87274	89020
47	88454	90224
48	89623****	91416****
49	90797****	92613****
50	91972****	93812****

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.

NATIONAL PAY GRADES – JNC YOUTH AND COMMUNITY WORKERS

YOUTH AND COMMUNITY SUPPORT WORKER RANGE		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.19
3	£17,267	£18,117
4	£17,681	£18,431
5	£18,141	£18,791
6	£18,556	£19,106
7	£19,009	£19,389
8	£19,645	£20,038
9	£20,456	£20,865
10	£21,090	£21,512
11	£22,116	£22,558
12	£23,118	£23,580
13	£24,153	£24,636
14	£25,225	£25,729
15	£25,955	£26,474
16	£26,718	£27,252
17	£27,468	£28,017
PROFESSIONAL RANGE		
SPINE POINT	Pay – with effect from 01.09.16	Pay – with effect from 01.09.19
13	£24,153	£24,636
14	£25,225	£25,729
15	£25,955	£26,474
16	£26,718	£27,252
17	£27,468	£28,017
18	£28,223	£28,787
19	£28,972	£29,551
20	£29,724	£30,318
21	£30,568	£31,179
22	£31,525	£32,155
23	£32,456	£33,105
24	£33,392	£34,060
25	£34,335	£35,022
26	£35,277	£35,983
27	£36,221	£36,945
28	£37,175	£37,918
29	£38,122	£38,884
30	£39,070	£39,851

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 	34 days pa (includes one day allocated at Christmas)
<ul style="list-style-type: none"> ❖ Local Government Services 	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
<ul style="list-style-type: none"> ❖ Soulbury 	32 days after 5 years service; 25 days pa initially (includes one day allocated at Christmas)
<ul style="list-style-type: none"> ❖ Youth & Community Workers 	35 days after 5 years service; 30 days pa initially (includes one day allocated at Christmas)
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"> ❖ Local Government Services ❖ Soulbury ❖ Youth & Community Workers 	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"> ❖ Local Government Services 	Time plus 30% for weekdays and weekends; double time on Bank Holidays, except Christmas Day which is triple time

❖ Youth and Community Workers	Time plus 30% for weekdays and weekends; double time on Bank Holidays
WEEKEND WORKING PAYMENTS	
<ul style="list-style-type: none"> ❖ Chief Executive ❖ Chief Officers ❖ Soulbury ❖ Youth & Community Workers 	None payable
❖ Local Government Services	Time plus 30%
SICK PAY SCHEME	
<ul style="list-style-type: none"> ❖ Chief Executive ❖ Chief Officers ❖ Local Government Services ❖ Soulbury ❖ Youth & Community Workers 	1 month's full pay at commencement of employment, increasing year on year, after 5 years service, to up to 6 months at full pay, followed by up to 6 months at half pay

Acting Up Scheme



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Human Resources

APPROVED BY

Personnel
Committee

DATE

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Version 1

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1. PURPOSE

- 1.1** To outline a revised scheme for Acting Up payments for Neath Port Talbot County Borough Council employees (with the exception of those employed under Teaching, Soulbury, Youth & Community Workers and JNC Chief Officer's terms and conditions of employment) from 1st April 2008.
- 1.2** The revised Scheme harmonises the differing former Manual and APT&C Acting-up provisions under a single set of rules.

2. PRINCIPLES

This scheme should adhere to the principles of the Equality of Opportunity in Employment Policy.

3. DEFINITION OF ACTING UP

- 3.1** Acting up **applies** where an employee is formally requested to undertake the **full** duties and responsibilities of a higher graded post for a period of at least one day/shift.
- 3.2** Acting up **does not apply** where:-
- (a) An employee or employees undertake(s) only partial duties and responsibilities of a higher graded post
 - (b) The duties and responsibilities are shared between more than one employee. The Honorarium Scheme provisions may cover these circumstances.
 - (c) There is a permanent change to the normal duties of a job. This may warrant a new or re-evaluation of the post.
 - (d) The post being covered is at the same pay grade. (*this may have an impact on current working practices as employees move from a pay point to pay grade*)
 - (e) There are formal deputising responsibilities, written into the job description, which have been taken into consideration when evaluating the post.

4. PERIOD OF ACTING UP

- 4.1** Under this new Scheme all employees are eligible for an Acting-up payment if they are requested to carry out the full duties and responsibilities of the higher graded post from the first day/shift.
- 4.2** Where the employee is requested to act-up into a distinct and different post on day one e.g. Refuse Loader to Refuse Driver or Care Assistant to Care Officer, it is quite clear this situation comes within the definition of acting-up and the employee is entitled to the appropriate acting-up payment, perhaps for just one day or the hours of the shift.
- 4.3** In the office environment, in circumstances where an employee is absent for whatever reason and there may be a need for another employee to act-up into that role, to come within the scope of this Scheme, the employee must be formally requested to act-up and must take on the full duties/responsibilities of the higher graded post. In practical terms this may well not occur from day one in the office environment

5. PAYMENT

- 5.1** The sum to be paid is the minimum rate of pay that would apply were the employee promoted to the higher graded post. It must be at least one increment higher. The payment will be effective from the first day on which the employee was required to undertake the duties and responsibilities of the higher graded post. The payment will be pro-rata for part-time employees based on the standard 37 hour week.
- 5.2** Where practical, the agreed Acting up arrangements and payment should be set out in writing to the employee, using the form attached (Payment Authorisation Form), stating the remuneration to be received and the anticipated length of the acting up period. If this period [by reference to date/s or circumstances] is subsequently extended, this should be confirmed in writing. Where this is not practical, because urgent arrangements need to be put into place to meet service delivery needs, Acting up arrangements can be confirmed by the line manager / supervisor verbally, authorised and certified for payment on the time-sheet and then followed up subsequently in writing, at a later date.

6. PROVISIONS TO COVER THE PERIOD 1ST APRIL 2008 TO THE DATE THE NEW SCHEME IS AGREED AND INTRODUCED

- 6.1** If the grade of the post the employee is acting-up into is **higher** than the grade the employee was paid under the “old” pay structure, the employee will receive the higher salary from the 1st April 2008.
- 6.2** If the grade of the post the employee is acting-up into is **lower** than the grade the employee was paid under the “old” pay structure, no action will be taken to recovery any “overpayment”. However, a joint review of the acting-up arrangements will be undertaken by the line manager and employee as soon as practicable after the collective agreement is signed in order to decide whether to continue with the arrangements under the new Scheme provisions.
- 6.3** Similarly if more than one employee is receiving an Acting-up payment when this Scheme is introduced, which will not qualify under the provisions of the new Scheme, a joint review will be undertaken to determine whether the provisions of the new Honorarium Scheme, should supersede the Acting-up arrangements.

7. MONITORING AND REVIEW

The Acting-up arrangements and payments will be monitored by the Head of Human Resources from an equality, diversity and cost effective perspective on an annual basis, to ensure that the Scheme is implemented in a non-discriminatory manner in accordance with the provisions of the Scheme. The trade unions will be consulted on the outcome of the annual monitoring/review exercise.

8. GRIEVANCES

An employee can raise a grievance in connection with the application of this scheme via the Authority’s Grievance Policy and Procedure.

Honoraria Payments Scheme



Human Resources

APPROVED BY

Personnel
Committee

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1. PURPOSE

To outline a revised scheme for the payment of honoraria to Neath Port Talbot County Borough Council employees (with the exception of those employed under Teaching, Soulbury, Youth & Community Workers and Chief Officer's terms and conditions of employment) from the date the collective agreement is signed.

2. EQUALITY PRINCIPLE

This scheme should adhere to the principles of the Equality of Opportunity in Employment Policy

3. DEFINITION

3.1 An honoraria is a payment for:

- duties outside the scope of an employee's normal role over an extended period, but not more than 12 months
- duties or responsibilities which are within the scope of an employee's normal role but are temporarily exceptionally onerous

3.2 In both of the above circumstances, honorarium payments are to be initiated by the line manager and agreed in writing using the form attached (Payment Authorisation Form), in advance of these duties or responsibilities being undertaken.

3.3 Honoraria should not be used where there is a permanent change to the normal duties of a job or where an employee is requested to 'Act up' to cover a higher-graded post. In these circumstances the post should be assessed under the Council's Job Evaluation Scheme by being included within the Job Evaluation Questionnaire or an Acting Up payment should be set up.

3.4 Accelerated increments within an employee's pay scale should not be used instead of an honoraria payment. Increments can only be awarded in accordance with the criteria agreed under the NPT Pay and Grading Agreement. Individual managers do not have discretion to authorise increments and they will not be actioned for payment by the payroll section.

4. PRINCIPLES OF APPLICATION

- 4.1.1 Honoraria should be treated as a one-off recognition or reward relating to a particular piece of work or circumstances as described in Section 3, [and should be paid as soon as possible after the completion of that task] **or** staged/regular payments where appropriate.
- 4.2 To ensure consistency across the Council the application and payment of honoraria must be in accordance with this Scheme.
- 4.3 The payment of honoraria should be exceptional rather than the expected norm.

5. PAYMENT LEVELS

- 5.1 In deciding the level of payment to be made, the following should be taken into consideration:
- The nature, scope and level of difficulty of the additional duties/responsibilities
 - The length of time involved
 - The impact on the employee's normal role
 - The level of 'new' learning for the employee
 - Current level of pay
 - The level of pay of a "comparator" post, where appropriate
- 5.2 As honoraria are meant to provide some flexibility for managers to recognise specific tasks, it is expected that payment will be made as soon as possible after successful completion of the task.
- 5.3 Where an employee is receiving regular honoraria payments linked to an additional or exceptionally onerous responsibility, this should be reviewed by the line manager on a regular basis and reference made to section 2 of this scheme.

6. PROVISIONS TO COVER THE PERIOD 1ST APRIL 2008 TO THE DATE THE NEW SCHEME IS AGREED AND INTRODUCED

- 6.1** The new provisions should apply as soon as practicable after the collective agreement has been signed.
- 6.2** The new provisions will not be reviewed retrospectively to see whether there is a retrospective entitlement, unless there are exceptional reasons for carrying out the review.
- 6.3** The position of those employees in receipt of an honorarium payment post April 2008, will be reviewed to determine whether the employee(s) are still eligible under the new provisions of the Scheme to determine whether the payment needs to be adjusted, again there will be no recovery of any "overpayment"

7. MONITORING AND REVIEW

The Honoraria arrangements and payments will be monitored by the Head of Human Resources from an equality, diversity and cost effective perspective on an annual basis, to ensure that the Scheme is implemented in a non-discriminatory manner in accordance with the provisions of the Scheme. The trade unions will be consulted on the outcome of the annual monitoring/review exercise.

8. GRIEVANCES

An employee can raise a grievance in connection with the application of this scheme via the Authority's Grievance Policy and Procedure.

Market Pay Scheme



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

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1. CONTEXT AND PURPOSE OF NPT MARKET PAY SCHEME

The use of a job evaluation system to create an equality-proofed pay and grading structure ensures that basic rates of pay are based on robust “internal pay relativities”. This process may not always result in the consequential basic rates of pay reflecting the value of similar jobs in the wider labour market.

This Market Pay Scheme for Neath Port Talbot Council has been developed in the recognition that the Authority’s services are delivered by employees who possess skills and experience which may sometimes be in short supply and, therefore, the use of market pay supplements is one measure which is available to safeguard the provision of such services.

The purpose of this Market Pay Scheme is to enable the Council to establish competitive rates of pay for specific posts which, do not attract a basic rate of pay which is sufficient to recruit and/or retain the number and quality of postholders required.

A key aim of this Scheme is to ensure that all market pay supplements are initially introduced, and subsequently operated, in a fair and consistent manner which avoids potential non-compliance with equal pay legislation.

In particular, there must be clear evidence that the basic rate of pay for a specific post determined by the Council’s pay and grading structure is significantly less than the relevant market rate of pay for a similar post **and** also that there are recruitment and/or retention problems.

2. NPT MARKET PAY SCHEME IMPLEMENTATION

This Scheme has been implemented alongside the existing NPT pay and grading structure and replaces all former arrangements for market pay supplements and recruitment/retention payments.

Market pay supplements will be applicable to specific post/s and are not intended to reflect the contribution or performance of individual postholders.

3. SCOPE OF MARKET PAY SCHEME

Each post falling within the scope of the NJC for Local Government Services (“Green Book”) will be eligible to attract a market pay supplement, but always subject to a satisfactory recruitment and/or retention business case being developed and approved.

4. PREPARATION OF A MARKET PAY SUPPLEMENT BUSINESS CASE

Prior to a business case being developed in relation to a proposed market pay supplement, the “employing” Head of Service must satisfy him/herself that all other reasonable options have been considered, including a review of the skills, qualifications and experience needed for the post/s in question.

The Head of Human Resources will be responsible for researching the business case for the payment of a market pay supplement and will formally make a recommendation in response to the Head of Service who proposes any such payment in relation to a specific post.

The following criteria will be taken into account when considering if a business case exists for a market pay supplement to be payable:

- availability of relevant NPT workforce data/evidence to demonstrate the nature and extent of the recruitment and/or retention difficulties being experienced, or anticipated, at NPT
- the extent to which there may be an adverse effect on service delivery at NPT if a recruitment and/or retention difficulty is not addressed
- an assessment of the likely duration of the recruitment/retention difficulties being experienced – short term or longer
- the availability of up to date and accurate market pay data from relevant comparator organisations relating to the NPT post/s which are subject to recruitment and/or retention difficulties. Such data may be collected on a local, travel to work/regional or national basis, dependent upon the post/s involved.
- an equality impact assessment must be completed as part of the business case.

Wherever possible, the market pay data from other organisations will comprise not only the basic rate of pay, but also other pay and non-pay benefits, including pension provisions.

Attached is the template business case that must be completed prior to any supplement being implemented.

5. FUNDING

Market supplements will be funded by the “employing” Head of Service.

6. PAYMENT ARRANGEMENTS FOR MARKET PAY SUPPLEMENTS

Each approved market pay supplement will be a calculated static sum, which will not increase as a result of any national pay award or incremental progression. Whilst the market pay supplement will not be included in “basic pay” and will not be taken into account in relation to the calculation of overtime hours worked or other pay allowances, it will be permissible for the market pay supplement to include an appropriate compensatory adjustment for premium rates of pay for contractual overtime and/or contractual unsocial hours working. Market pay supplements will be shown separately on employees’ payslips and will be subject to tax, NI and pension contributions in the normal way.

Market pay supplements will be paid in accordance with the employee’s usual pay frequency. If a postholder in receipt of a market pay supplement moves to an alternative post within the Council which does not attract a market pay supplement, the payment shall cease from the date on which the postholder leaves the post which attracts the pay supplement. The supplement should ensure that the overall remuneration for the post(s) is sufficient to enable the recruitment and retention of staff and no higher.

7. DURATION AND REVIEW OF INDIVIDUAL MARKET PAY SUPPLEMENTS

The duration of market pay supplements will be determined at the outset and should be set at the optimum level to recruit or retain staff, without committing to unnecessary long-term costs that cannot be justified financially or from an equal pay perspective. A market pay supplement will normally be for two years, unless there is a strong business case to justify a longer period. The details will be conveyed to the postholder/s concerned in writing.

The market pay supplement payable for each post will be reviewed at least a year prior to the end date of the supplement, by the employing Head of Service. Where, at the time of the review, the business case to support the continued payment of a market pay supplement is no longer sustainable, the supplement shall be withdrawn and 12 months’ notice of this given in writing. Where a decision is made to withdraw the pay supplement from a specific category of post, this shall apply to all similar posts and their consequential postholders simultaneously.

When the payment has been approved, all employees receiving the supplement will be notified in writing of its approval and the conditions attached to its payment. When advertising and recruiting to any post(s) for which a market supplement is paid, the supplement should be identified as a separate amount which is time-limited and subject to review. Market supplements will not be subject to pay protection.

8. AUTHORISATION PROCESS

Market pay supplements will be considered, and authorised where appropriate, by the “employing” Head of Service following receipt of supporting information and a formal recommendation from the Head of Human Resources.

Designated NPT trade union representatives will be consulted regarding all proposed changes to market pay supplements.

9. ORGANISATIONAL REVIEW OF MARKET PAY SUPPLEMENTS

An annual review will be undertaken of all market pay supplements being paid, in consultation with the trade unions, and the outcome reported to the Corporate Director Group and others, as appropriate.

10. INTERPRETATION

Any matters of interpretation arising from this Scheme will be determined by the Head of Human Resources, in consultation with designated trade union representatives.

Any employee who is aggrieved with the application of this Scheme is entitled to pursue his/her grievance in accordance with agreed procedures.

11. TEMPLATE BUSINESS CASE

MARKET PAY SUPPLEMENT

POST TITLE

1. Introduction

The purpose of the Council’s Market Pay Scheme is to enable the Council to establish competitive rates of pay for specific posts which do not attract a basic rate of pay which is sufficient to recruit and / or retain the quality of postholder required.

The purpose of this paper is to **create/review** (delete as applicable) the market pay supplement applicable to the post of **POST TITLE**.

2. Background

PLEASE PROVIDE A BRIEF SUMMARY. THE SPECIFIC RATIONALE BEHIND THE PAYMENT SHOULD BE PROVIDED IN SECTION 5.

3. Current basic remuneration package

The post has been evaluated under the Council’s Job Evaluation Scheme and awarded Grade **, SCP ** – **, £ - £ per annum.

The allowances received per annum are variable, however at present are:

- Sleeping in allowance = £
- Weekend enhancement = £
- Standby = £

Total = £ per annum

Total remuneration package = £ - £ per annum

4. Market Pay

Background to Market Pay Scheme

A market supplement is paid as an allowance and, in line with the Market Pay Scheme, is not taken into account in relation to the calculation of overtime hours worked or other pay allowances. It is however permissible for the market pay supplement to include an appropriate compensatory adjustment for premium rates of pay for contractual overtime and / or contractual unsocial hours working.

Market payments will be shown separately on employees' payslips and will be subject to tax, NI and pension contributions in the normal way.

Where, at the time of the review, the business case to support the continued payment of a market pay supplement is no longer sustainable, the supplement shall be withdrawn and 12 months' notice of this given in writing.

OUTLINE DETAILS OF CURRENT SUPPLEMENT IF APPLICABLE.

5. Business case for Market Supplement

OUTLINE ANY RECRUITMENT DIFFICULTIES, SERVICE PERFORMANCE ISSUES, DETAILS OF CONSULTATIONS WITH PROFESSIONAL BODIES ETC. AN EQUALITY IMPACT ASSESSMENT MUST FORM PART OF THE BUSINESS CASE.

6. Market Intelligence

Comparable market intelligence has been obtained:-

- o The POST OF is paid £ - £.
- o The POST OF is paid £ plus an of ** = £
- o **IF APPLICABLE** - Neither provision is in London (no London Weighting.)

7. Feedback from Potential Candidates (**IF RELEVANT**)

Feedback from potentially qualified and suitable candidates, informally approached to determine whether or not they would be interested in applying for the **POST**, has determined that the remuneration package currently offered is not sufficient to attract a field of qualified, high calibre

of applicants.

8. Conclusion

Consideration has been given to the following:

- Difficulties attracting suitably qualified candidates to apply for the position evidenced through the failed recruitment campaign in **DATE**;
- The adverse effect on the service delivery and improvements if the recruitment difficulty is not addressed;
- The market pay intelligence that demonstrates that in comparable centres elsewhere in the UK, pay rates are considerably higher.

It is proposed, therefore, to offer/increase the Market Pay Supplement applicable to this post, and to bring the pay package into line with the job market. It is proposed to pay a supplement of £ per annum. This will provide a starting salary of £ per annum.

Terms

The market pay supplement will be paid as an allowance and will be shown separately on payslips. It will not be taken into account in relation to the calculation of overtime hours worked or other pay allowances. It will be subject to tax, NI and pension contributions in the normal way. The pay supplement will apply for a period of xxx years, and subject to review at the end of this period. Should the pay supplement be withdrawn at the time of review, 12 months' notice of this will be given in writing.

Head of Service	
Printed name:	Date:
Signature:	
Head of HR	
Printed name:	Date:
Signature:	

Recruitment of Chief Executive and Chief Officers Officer Employment Procedure Rules

Human Resources



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

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1. OFFICER EMPLOYMENT PROCEDURE RULES

These Rules are designed to conform with the requirements of the Local Authorities (Standing Orders) (Wales) Regulations 2006 (“the Regulations”) as amended by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 (“the Amending Regulations”). Some of the Rules are also locally determined but in the event of any conflict with the Regulations, the latter shall prevail. The Rules covered by the Regulations cannot be amended other than by legislation. These Rules need to be read in conjunction with the full Regulations and Amending Regulations, copies of which are available from Legal Services.

In these Rules, the following terms have the meaning prescribed by the Regulations:

(a) “Chief Officer” means the Head of its Paid Service ; a statutory Chief Officer in paragraph (a), (c) or (d) of Section 2(6) of the Local Government and Housing Act 1989 (“the 1989 Act”); a non-statutory Chief Officer within the meaning of Section 2(7) of the 1989 Act above; the Monitoring Officer and Head of Democratic Services; and any reference to an appointment or purported appointment of a Chief Officer includes a reference to the engagement or purported engagement of such an Officer under a contract of employment.

(b) “Head of Paid Service” means the officer designated under Section 4(1) of the 1989 Act.

(c) “Chief Finance Officer” means the officer having responsibility for the purposes of Section 151 of the Local Government Act 1972.

(d) “Monitoring Officer” means the officer designated under Section 5(1) of the 1989 Act.

(e) “Head of Democratic Service” means the officer designated under Section 8 of the Local Government (Wales) Measure 2011.

(f) “Deputy Chief Officer” means a person within the meaning of Section 2(8) of the 1989 Act.

(g) “disciplinary action” in relation to a member of staff of the Council means any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the Council, be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term.¹

(h) “member of staff “ means a person appointed to or holding a paid office or employment, under the Council.

(i) “remuneration” has the same meaning as in Section 43(43) of the Localism Act 2011

2. RECRUITMENT AND APPOINTMENT

2.1 Declarations

The Council will require any candidate for appointment to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or senior officer of the Council at Head of Service level or above; or of the partner of such persons.

2.2 Seeking support for appointment.

2.2.1. The Council will disqualify any applicant who directly or indirectly seeks the support of any officer involved in the appointments process (other than as referee) or councillor, for any appointment with the Council. The content of this paragraph will be included in any recruitment information.

2.2.2. No councillor will seek support for any person for any appointment with the Council.

2.2.3. No councillor shall give a written or oral testimonial of the candidate’s ability, experience or character for submission to the Council with an application for an appointment.

¹ This definition derives from Regulation 2 of the Regulations

3. RECRUITMENT OF CHIEF OFFICERS

- 3.1. Where the Council propose to appoint a Chief Officer within the terms of the Regulations and the remuneration which it proposes to pay to the Chief Officer is £100,000 or more per annum it shall take the steps set out in paragraph 3.2.3.
- 3.2. Where the Council proposes to appoint a Chief Officer and where it is not proposed to pay to the Chief Officer the remuneration mentioned in paragraph 3.1. and it is not proposed that the appointment be made exclusively from among its existing officers it shall take the steps set out in paragraph 3.2.3.
- 3.2.3. The Council shall:-
- (a) draw up a statement specifying —
 - (i) the duties of the officer concerned, and
 - (ii) any qualifications or qualities to be sought in the person to be appointed
 - (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it and
 - (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.
- 3.2.4. The requirement to advertise contained in paragraph 3.2.3. (b) does not apply where the proposed appointment under paragraph 3.1. is for a period of no longer than twelve months.
- 3.3.1. Where the Chief Executive (acting on the advice of the Head of Human Resources) considers that the number of qualified applicants for a vacancy make it difficult for the Special Appointments Committee to prepare a final shortlist for consideration by Council then the Chief Executive may compile and submit an initial list of qualified applicants for consideration by the Special Appointments Committee.
- 3.3.2. In exercising the delegation set out in rule 3.3.1. the Chief Executive shall consider the views of the Head of Human Resources, the Leader of Council and the Leader of the largest non-executive political group.
- 3.3.3. In cases other than as set out in Rule 3.3.1. the Chief Executive shall refer all qualified applicants to the Special Appointments Committee.

3.3.4. The Special Appointments Committee shall either:-

- (a) Refer all qualified applicants submitted to it by the Chief Executive to full Council for selection, or
- (b) Compile a shortlist of qualified applicants from the qualified applicants submitted to it by the Chief Executive and refer that shortlist to full Council for selection.

3.4. The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

3.5. The Council shall interview all applicants referred to it for interview by the Special Appointments Committee in accordance with Paragraph 3.3.4.

3.6. Where no qualified person has applied, or if the Council decides to re-advertise the appointment, the Council may make further arrangements for advertisement in accordance with procedure rule 2.2(b).

3.7. Where the duties of a chief officer include the discharge of functions of two or more relevant authorities in pursuance of section 101(5) of the Local Government Act 1972 or section 20 Local Government Act 2000 and the authorities have agreed that it will be a joint appointment -

3.7.1 the steps taken under paragraph 3.2.3., 3.3.4., 3.5. and 3.6. above may be taken by a joint committee of those relevant authorities, a subcommittee of that committee or a chief officer of any of the relevant authorities concerned.

3.7.2 Any chief officer may be appointed by such a joint committee, a subcommittee of that committee or a committee or sub-committee of any of those relevant authorities.

3.8 The Council shall determine the level, and any change in the level, of remuneration to be paid to a Chief Officer

3.9. The full Council shall make all decisions relating to the appointment of the Head of Paid Service.

4. APPOINTMENT OF MONITORING OFFICER AND DEPUTY CHIEF OFFICERS

- 4.1 The Special Appointments Committee will shortlist applicants and appoint the Monitoring Officer and Deputy Chief Officers (i.e. in Neath Port Talbot the Heads of Service). The relevant Regulatory Committee Chair may also attend the Committee in an advisory capacity.
- 4.2 The Special Appointments Committee shall be constituted in accordance with the provisions of Paragraph 4 (2) of Part 2 of Schedule 3 of the Regulations – which means that at least one member of the executive must be a member of that Committee, but not more than half of the members of the Committee are to be members of the executive.

5. OTHER APPOINTMENTS

- 5.1 The function of appointment of a member of staff of the Council (other than Chief Officers, Deputy Chief Officers, and persons to whom regulations made under Section 35(4) and (5) of the Education Act 2002 apply – teachers and other staff of schools) must be discharged, on behalf of the Council, by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Accordingly, the following shortlisting and appointment arrangements shall apply in respect of all appointments below Deputy Chief Officer level:

<u>Posts</u>	<u>Method</u>
With pay scale commencing at scp 39 and above, or equivalent.	Chief Officer or Deputy Chief Officer
With pay scale commencing at scp 38 and below, or equivalent	Chief Officer or Deputy Chief Officer or Accountable Manager or Line Manager

Other appointment provisions

- 5.2 The starting salary for all posts, other than those graded in accordance with salary scale 1, will normally be at the minimum point of the scale, but the starting point may be other than the minimum at the discretion of the authorised Officer making the appointment.

5.3 For appointments of:-

5.3.1. Officers and Assistant Officers in Charge of Residential children's establishments and

5.3.2. basic grade social workers working with children,

these appointments are to be carried out by a Panel of three Officers in accordance with the recommendations as set out in the Adrienne Jones and Warner Reports.

5.4 For joint appointments with schools, representative Headteachers will be involved in the appointment at shortlisting and interview stages.

5.5 The Director of Education, Leisure and Lifelong Learning is also required to give statutory advice to School Governing Bodies on the appointment and dismissal of persons to whom regulations made under section 35(4) and (5) of the Education Act 2002 apply.

ER/VR/CR Scheme



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Human Resources

APPROVED BY

Personnel
Committee

DATE

15/10/2018

EDITION/VERSION

3

REVIEW DATE

31/03/2022

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1. SCOPE

This Scheme is applicable to all NPT Council employees, excluding Teachers.

2. VOLUNTARY REDUNDANCY (VR)

The Council may, from time to time, in accordance with the needs of the service and within a specified period, invite expressions of interest in voluntary redundancy (VR) as part of its Workforce Strategy to reduce employee costs. It is unlikely that all volunteers will be allowed to leave the Council's employment under this Scheme as the Council will have an ongoing need to retain employees with the necessary skills and competencies to both deliver and transform a range of services.

The Council will consider "bumped" redundancies, where appropriate. In these circumstances, employees may apply for voluntary redundancy, thereby making available their post for employees with transferable skills whose job has or will become redundant and who do not wish to leave the employment of the Council. Such "bumping" of a redundancy will be considered across service areas, with appropriate funding arrangements being agreed by the Heads of Service or Head teachers involved.

All VR expressions of interest will be considered at management's sole discretion, based on a robust business case (including the cost of any consequential organisational/pay grade changes). All VR expressions of interest will need to be authorised by the relevant Head of Service and Directorate Management Team.

The Council's grievance procedure will not apply in the case of VR, but the Head of Human Resources has an advisory and monitoring role in this respect.

3. EARLY RETIREMENT (ER)

Applications for Early Retirement (ER), where a job loss does not take place, will be granted in exceptional circumstances only, and on the basis of "in the interests of efficiency of the service" (due to the range of alternative, and usually more cost-effective, measures available to manage capability issues). All such ER decisions will be subject to a robust business case (including the cost of any consequential organisational/pay grade changes) being approved by the relevant Head of Service and Directorate Management Team, or Head teacher and School Governing Body, as appropriate.

The Council's grievance procedure will not apply in the case of ER, but the Head of Human Resources has an advisory and monitoring role in this respect.

4. FLEXIBLE RETIREMENT

The Council's Flexible Retirement Policy will remain available to eligible employees alongside this ER/VR/CR Scheme.

5. COMPULSORY REDUNDANCY (CR)

It is the Council's policy to prevent compulsory redundancies from arising to the greatest extent possible. However, where unavoidable, selection for compulsory redundancy (CR) will take place in accordance with relevant management of change and associated employment policies.

6. SCHEME PAYMENTS, COSTS AND FUNDING (ER/VR/CR)

VR and CR Payments

Subject to **the total cost to the Council of early release of pension and/or severance payment being limited to the equivalent of 52 weeks' pay** for the employee concerned (see Note 1), the following provisions will apply in cases of Voluntary Redundancy (VR) and Compulsory Redundancy (CR):

early release of pension for "qualifying" employees (see Note 2);

lump sum **statutory redundancy payment** (see Note 3), using the 30 week Statutory Redundancy table (Appendix A);

Lump sum **discretionary compensation payment**, using the Council's 45 week table (Appendix B), (reduced by the statutory redundancy payment referred to above).

Where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", **but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment)**

ER Payments

Subject to **the total cost to the Council of early release of pension being limited to the equivalent of 52 weeks' pay** (see Note 1), the following will apply in cases of Early Retirement (ER): Early release of pension for "qualifying" employees (see Note 2).

ER, VR and CR Funding

Early retirement, statutory redundancy and discretionary compensation payment costs will all be met by the employing Directorate, with the exception of school Governing Bodies where the costs will be met from a separately identified element of schools' delegated budgets.

Any severance package in respect of early termination of employment that exceeds a threshold of £100,000 must be approved beforehand by Full Council.

7. POST EMPLOYMENT NOTICE PAY (PENP)

With effect from 6th April 2018, the HMRC has changed the way employers must deal with termination payments.

The changes introduce the concept of post-employment notice pay (PENP), which represents the amount of basic pay the employee will not receive because their employment was terminated without full notice being given. PENP is calculated by applying a formula for the total amount of the payment, or benefits paid in connection with the termination of employment. This element of the payment will be subject to tax and National Insurance Contributions (NICs). Any remaining balance of the termination payment, which is not a PENP may be included within the overall £30,000 exemption for tax purposes and is free from NICs.

What this means for employees considering taking VR is if the contractual notice is worked, then no tax and national insurance would be deducted from the VR payment. However, if the contractual notice period is not worked then tax and national insurance would be deducted from the VR payment, at an amount depending on the termination date and the date the VR acceptance is signed.

This change applies to payments, or benefits received on, or after, 6 April 2018 in circumstances where the employment also ended on, or after, 6 April 2018.

Further guidance is available by visiting:-

<https://www.gov.uk/government/news/new-rules-for-taxation-of-termination-payments>

7. OTHER ER/VR/CR PROVISIONS

In cases of **compulsory redundancy (CR)**, there will be a presumption that employees will continue to be employed during the statutory notice period, particularly as this will maximise the prospects of potential redeployment. Employees in this situation must arrange to take any outstanding annual leave during the notice period but, if not practicable and certified accordingly by the relevant Head of Service, an employee will be paid for any untaken annual leave which remains outstanding on expiry of the notice period. Any annual leave entitlement exceeded will be recovered from pay. Exceptionally, pay in lieu of notice, which is subject to tax and National Insurance, may be granted.

Employees leaving the Council's employment on the grounds of **ER or VR** will do so on the basis of a **mutually agreed termination date, with no notice period being applicable on either side** and with **no extra payment being made** for any outstanding holidays, time off in lieu or flexi leave.

Employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) who are employed on LGS Grades 11, 12 and 13 or equivalent, will not normally not be permitted to return to any paid temporary or permanent NPT 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 if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union/s.

All other employees who leave the Council's employment on the grounds of early retirement (ER) or voluntary redundancy (VR) will not be permitted to return to employment with the Council for a period of 12 months following their leaving date. However, in exceptional circumstances, earlier re-employment may be permitted if the "employing" Head of Service is able to provide a robust business case for doing so which is acceptable to the Director of Finance & Corporate Services and Head of Human Resources, in consultation with the relevant trade union/s.

8. NOTES

Note 1: All employees who are made redundant are entitled to a statutory redundancy payment (see Note 3 below).

"Qualifying" employees are also entitled to early release of pension if their employment is terminated on the grounds of redundancy (or in the interest of efficiency of the service). Statutory redundancy payments may be enhanced through the payment of discretionary compensation payments and will be calculated having regard to the total cost of:

- (a) early release of pension,
- (b) statutory redundancy payments and
- (c) discretionary compensation payments not exceeding - in total – the equivalent of 52 weeks’ pay for the employee concerned.

For example, where an employee’s entitlement under the 45 week table takes the total cost above the value of his/her annual pay, the number of weeks of redundancy and/or discretionary compensation payments and/or the weekly pay calculator rate will be adjusted downwards as necessary.

The definition of a “week’s pay” will be in accordance with statutory provisions for redundancy pay calculation purposes.

In summary, this will be the gross amount payable for a week’s work in accordance with the employee’s contract of employment as applicable on the “calculation date”, which will be the pay period immediately preceding the first day of his/her notice period. If an employee’s remuneration is variable, a 12 weekly average will be calculated. Sections 220 to 229 and Section 234 of ERA 1996 further define the calculation of a “week’s pay”.

Note 2: “Qualifying” generally means aged 55 years, or over, with 3 months’ membership of the Local Government Pension Scheme (LGPS). The definition of “qualifying” is covered by LGPS Regulations and may change as a result of future legislative changes.

Note 3: To use the statutory redundancy table in Appendix A, firstly look up the employee’s age and number of years’ continuous service with the Council (& its predecessor authorities). Where the two intersect on the table, this is the number of weeks’ pay which becomes payable. The “week’s pay” to be used to calculate the lump sum statutory redundancy payment will be in accordance with statutory provisions (maximum of £508 per week with effect from 6th April 2018).

STATUTORY REDUNDANCY TABLE

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

Department for Business, Innovation and Skills URN 09/1371

Business Case – Voluntary Redundancy



Human Resources

TO BE COMPLETED BY MANAGEMENT

BUSINESS CASE – VOLUNTARY REDUNDANCY	
Part A – Introduction	
<p>1. All decisions concerning voluntary redundancy are subject to a business case being approved by the “employing” Head of Service. The Head of Human Resources has an advisory and monitoring role.</p> <p>2. Once Parts B-E have been completed, this form should be forwarded to your designated HR Officer.</p> <p>3. All requests for Pensions estimates must be sent to the City & County of Swansea Pension Section by HR/Payroll, not by the individual or his/her line manager</p>	
Part B – Employee Details	
Full Name	
Job Title and Workplace	
Directorate	
National Insurance Number	
Post Reference Number	
Payroll Number	
Date of Birth	
Proposed Leaving Date	
Part C – Further Required Information	
<p>Please explain how it is proposed that the service area concerned will operate in future if this employee (and any other(s)) leaves the Council’s employment in accordance with this Scheme. Full supporting details to be attached.</p>	

<p>If this business case is supported, will the person qualify for the early payment of their pension benefits? (see Note 2 of Transitional VR Scheme)</p>	<p>Yes</p>		<p>No</p>	
<p align="center">Leaving Reason Please tick the relevant box below to confirm which Leaving Reason this employee's employment will be terminated on:-</p>				
<p>VOLUNTARY REDUNDANCY</p>	<p>Yes</p>		<p>No</p>	
<p>VR – WITH SETTLEMENT AGREEMENT</p>	<p>Yes</p>		<p>No</p>	
<p>VR – BUMPED REDUNDANCY (Please state which post/grade on structure is being deleted):</p>	<p>Yes</p>		<p>No</p>	
<p>VR – BUMPED REDUNDANCY WITH SETTLEMENT AGREEMENT (Please state which post/grade on structure is being deleted)</p>	<p>Yes</p>		<p>No</p>	
<p align="center">Part D - Declaration</p>				
<p>1. I have not made, and will not make, an agreement with this employee concerning re-employment by the Council in any paid capacity.</p> <p>2. My support for this application is not as a result of any capability or disciplinary issues or concerns in relation to this employee</p> <p>3. There are no outstanding concerns or formal processes regarding this employee's ability to attend work on a regular basis;</p> <p>4. The savings which will accrue from implementation of this business case cannot be achieved in a different way through the non-filling of vacancies, or known leavers, and no suitable alternative employment is available within the Council for this employee;</p> <p>5. This business case is supported by the relevant Directorate Management Team, as appropriate, and has been recorded accordingly.</p>				
<p>Signed Head of Service</p>		<p>Date</p>		

If you cannot give this declaration, please state the reason below:			
Part E – Fixed Term or Temporary Employees			
Is the employee engaged on a temporary or fixed term contract?	Yes		No
If yes, please give start and end dates and state whether grant-funded.	Start Date:		End Date:
Part F - Value of 52 weeks' pay – HR to complete from database			
Value of 52 weeks' pay is	£		
Part G – Costs for Voluntary Redundancy – HR to complete from database			
Cost Centre Code			
Cost of Early Release of Pension	£		
Statutory Redundancy Payment	£		
Discretionary Compensation payment (reduced by (2) above)	£		
Total Cost	£		
The total cost under (G) must not exceed the cost under (F). If (G) exceeds (F) the Discretionary Compensation payment must be reduced.			
<p>****where the total cost of early access to pension and the cost of statutory redundancy payments equates to more than 52 weeks' pay, the payback period may be extended "up to 104 weeks", but subject to only early access to pension plus statutory redundancy pay being applicable (i.e. no discretionary severance payment) If the lump sum Discretionary Compensation payment becomes zero, and (G) is still larger than (F), the weekly rate will be reduced until (G) = (F) subject to the £508 per week provision not being contravened. If this condition still cannot be met, the application for voluntary redundancy will be refused.</p>			
Part I – Business Case Approval			
Head of Service (or Director, where a Head of Service is the subject of this approval)			
Approved		Not Approved	
Signed		Date	

ADMINISTRATIVE CHECKLIST FOR HR	
Employee expresses an interest in voluntary redundancy	
Head of Service has agreed that the post can be "lost"	
HR Officer updates VR database and sends request to Payroll	
Payroll Officer emails request/s for estimates of benefits to Pension Section (if over 55)	
Estimate of Benefits received from Pension Section	
Copy of Estimate given to employee (and Line Manager if necessary). Retain one copy on file.	
Outcome discussed with employee and he/she confirms they wish to leave on grounds of VR	
Business Case to be completed by HR and Head of Service, for signature	
Head of Service returns Business Case signed and HR Officer issues letter offering VR	
HR Officer to remind Line Manager to make suitable arrangements about the employee's leaving date, outstanding annual leave etc.	
HR Officer to "terminate" employee on Vision	
HR Officer to send memo to Pensions and Payroll regarding termination. Include a copy of the offer letter. Pensions to process termination.	
Copy of all documents retained on iDocs	
HR Officer to complete Post Details Form with Post Reference, Number of Hours and JEID and discuss with Workforce Information Team to ensure correct post is being disestablished/bumped redundancy/restructure	