

# Surrey County Council

## Pay Policy Statement 2021-2022

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## **1. Introduction**

This Pay Policy Statement was approved by a meeting of the full County Council on 25 May 2021 and is effective from 1



## **6. Equal Pay**

The Council is committed to ensuring that its employment policies and practices comply with the requirements of the Equal Pay Act 1970. This includes the application of a robust job evaluation process to ensure that all staff receive equal pay for work of equal value.

### **i. Grading Structure**

The allocation of Surrey Pay grades to jobs is determined by (HAY) job evaluation or in accordance with a job family underpinned by (HAY) job evaluation. The Surrey Pay grading structure covers all jobs from the lowest grade to Chief Officers, including the Chief Executive, on the highest grades.

### **ii Remuneration on Appointment**

Newly appointed or promoted staff are normally appointed to the minimum salary on a grade unless there is clear business reason to appoint at a higher salary within the grade range.

Where it is necessary for a newly appointed employee to relocate in order to take up a post, the Council may make a contribution towards the reimbursement of relocation expenses in line with the Relocation Policy.

### **ii. Supplements**

Managers may make a business case for an additional supplement to be paid above the maximum for the particular grade under specific circumstances or if it proves exceptionally difficult to recruit at the rate advertised. Such supplements must be supported by a business case, approved by the Director of HR & Organisational Development in conjunction with the Chair of the PPD Committee in the case of Chief Officers, or by the Director of HR & Organisational Development under delegated powers for all other staff.

## **7. Remuneration for Chief Officers**

Chief Officers are appointed within the leadership pay model at a spot salary within the appropriate pay band range.

Annual salary reviews for Chief Officers will take into account any generally agreed adjustments to senior management pay rates (if any) as determined by PPDC and the JNC pay award for Chief Officers pay for local authorities. Details of the remuneration paid to all members of the Council's Leadership Team are available in the Council's Annual Statement of Accounts.

## **8. Remuneration for employees who are not Chief Officers**

Apart from the differences in pay scales and pay models, there are minimal differences in entitlement to remuneration between Chief Officers, Deputy Chief Officers, and the rest of the workforce as the county council is working towards harmonisation of terms and conditions of

Surrey Pay roles are aligned to a defined pay model as follows:

- Spot Salary Pay model
- Job Family Pay Model
- Career Pay Model
- Leadership Pay Model

Surrey Pay is reviewed annually to come into effect from 1 April each year and staff will progress through the fixed pay points for their grade until the maximum of the grade is reached.

Any increases to the pay points for Surrey Pay grades PS1/2 to PS14 as part of the annual pay review will take into account the NJC pay award for local government employees.

Annual individual pay progression will be subject to:

- Staff being in post at their current grade level on 1 October (or the first working day of the week) in the previous year. Staff appointed between October and March will receive their first increment after six months in role and will then fall in line with the April annual review.

- Performance in the role, and

- Scope being available within the individual pay grade until the top of the grade is reached.

Employees subject to career grade scheme e0ETs 8/F2 12 T2 642.82 Tm0 g0 G8.000008t0 Gd

**v. Former Buckinghamshire County Council Trading Standards staff**

On 1 April 2015, staff from Buckinghamshire County Council's Trading Standards Service were transferred into the employment of Surrey County Council under the Transfer of Undertakings Protection of Employment Regulations.

There is no adjustment made to the pay bands for 2021/2022. A two percent performance-related pay progression will be applied to staff employed on Buckinghamshire County Council terms and conditions with effect from 1 July 2021, subject to successful performance and available headroom with the pay range.

In addition, in accordance with their terms and conditions:

For an "exceeding" performance rating a contribution-based pay increase applies, based on 35% of the difference between the top two pay points: and

For an "outstanding" performance rating a contribution-based pay increase applies, based on 70% of the difference between the top two pay points.

**vi. Tutors - Surrey Arts and Community Learning & Skills**

Tutors within Surrey Arts and Community Learning & Skills are paid a spot salary. There is no pay progression within this pay model. Salary increases are aligned to the annual review of Surrey Pay and pay changes are implemented from 1 September each year.

**vii. Political Assistants**

SCC employs Political Assistants on Surrey Pay contracts to support political groups. These Assistants work directly for the political groups rather than as mainstream officers within the officer structure of the Council. These are unique posts and have a set maximum salary determined by The Local Government (Assistants for Political Groups) (Remuneration) (England) Order 2006. This is currently set at £34,986 per annum.

**viii. Staff Employed on National Conditions**

Annual pay awards for centrally employed teachers and those on Soulbury or JNC Committee conditions will be in accordance with those agreed by the respective national bodies.

Details of the national pay scales for Centrally Employed Teachers are available on the [Department for Education's website](#).

A locally agreed pay policy is in place from 1 September 2020, which sets out the pay progression arrangements for centrally employed teachers.

**Soulbury and JNC Employees**

Employees covered by the Soulbury and JNC Agreements are eligible to receive annual increments on the 1 September each year until they reach the maximum for the grade of their position.

## 9. Other elements of remuneration

A copy of the School Teachers Pay and Conditions Document is available on the [Department for Education's website](#). Copies of the conditions of service for all other employees covered by this statement can be obtained from [the Local Government Employers](#).

The following details apply to Surrey Pay employees and in the absence of any national agreement have been adopted by other employee groups:

### i. **Employee Benefits**

The Council does not provide any grade related benefits in kind, such as annual leave, private medical insurance, or lease cars. Chief Officers receive the same allowances as other members of staff and have access to the same voluntary benefits scheme.

### ii. **Additional Payments**

In order to ensure sufficient flexibility to reward staff who are undertaking additional responsibilities the Council's reward policy provides for acting-up payments or a one-off honorarium payment to be made in specific circumstances.

From 1 April 2021, the definition of honoraria payments has been expanded to include the ability to apply a financial recognition payment of up to £1,000 per person per annum in order to reward:

excellent, exceptional achievement over a sustained period, or throughout the year in which performance is being assessed

excellent exceptional achievement for a particular task or project

innovation that significantly enhances productivity or that notably contributes to organisational effectiveness

The decision to award a recognition payment to a Chief Officer is taken by the Chief Executive and in the case of the Chief Executive, the Leader of the Council.

For employees required to be on-call, the Council operates a corporate on-call scheme up to Surrey Pay grade PS13. Payments are either processed monthly or on an ad-hoc basis depending on the requirement to be on-call. Additional hours and overtime are paid at plain time, and an allowance is paid per shift to employees who are required to "sleep in" on the premises as part of their duties. Details of these provisions are set out in the Councils Reward Policy.

### iii. **Travel and Expensesnces.**





### **13. Early Retirement and Severance**

The Council's terms for granting redundancy or severance, including access to benefits under the Local Government and Teachers' Pension Schemes, are the same for all staff on Surrey