

# Pay Policy – 2022 / 23

## 1. INTRODUCTION

Corporate Joint Committees are required, under Section 38(1) of the Localism Act 2011, to prepare a pay policy statement on an annual basis. The statement must articulate a Corporate Joint Committee's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year and they must be approved by a full Corporate Joint Committee.

The North Wales Corporate Joint Committee recognises the importance of managing pay in a fair, consistent and transparent manner, and the decisions taken in this regard are crucial so as to ensure equal pay and equality within the organisation.

## 2. PAY POLICY FOR THE CHIEF EXECUTIVE OFFICER

This policy will define the terms and conditions of employment for the North Wales Corporate Joint Committee's chief executive officer and all other staff employed, and will be further updated with the adoption of a staffing structure in due course.

The North Wales Corporate Joint Committee will employ a chief executive officer under the Joint National Committees' (JNC) terms and conditions for Local Government Chief Executives, the details of which will be incorporated into a contract of employment. The JNC negotiates on national (UK) annual cost of living pay increases for this group of staff. Those employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and the North Wales Corporate Joint Committee will therefore pay these as and when determined in accordance with contractual requirements.

## 3. SALARIES

The North Wales Corporate Joint Committee will not pay any bonus payments or performance related pay to its chief executive. The Joint Committee's local terms and conditions of service will be relevant, as for all other staff, unless otherwise noted within individual policies.

The North Wales Corporate Joint Committee will publish the salaries as an appendix to this policy and on its website as a staffing structure is established.

## 4. POSTS BELOW CHIEF EXECUTIVE LEVEL

The North Wales Corporate Joint Committee's pay policy for its remaining staff is based on Gwynedd Council's equal pay policy.

The North Wales Corporate Joint Committee has adopted the GLPC Job Evaluation Scheme criteria as the basis for setting salary grades for all posts employed under the Local Government Workers' Conditions of Service. The Joint Committee is committed to pay salaries in accordance with equal pay legislation and the "single status" agreement that was set between local government employers

and the recognised trade unions in 1997. The North Wales Corporate Joint Committee has decided to adopt Gwynedd Council's pay systems as part of its pay policy for staff.

The North Wales Corporate Joint Committee does not pay any bonus payments nor pay which is based on workers' performance.

The relationship between the remunerations of its chief executive and its other employees is designed to secure the ability of the North Wales Corporate Joint Committee to be able to recruit and retain the best suitable candidates to its various posts, whilst maintaining the differentials as defined by the job's evaluation scheme.

## **5. SALARY ON COMMENCEMENT IN POST**

The number of increments within each grade reflects the possible period of development in post that could be relevant to individuals on that grade. Members of staff will be appointed to the salary point within the grade which reflects the time required for development in order that they are able to undertake the full responsibilities and duties of the post.

Normally, each employee is appointed to the lowest pay point within the appropriate pay grade. If an employee is already being paid above the lowest pay point or if there is sufficient evidence to demonstrate that the employee is already fully competent to fulfil a number of aspects relating to the post, then it's possible to appoint on a higher pay point within the appropriate pay grade.

If there is a capacity within the job grade, all members of staff will receive an annual pay increment on the 1<sup>st</sup> April, on condition that they have been appointed to their current post for more than six months prior to that date.

## **6. RELOCATION EXPENSES**

In circumstances when it is essential for staff to relocate so as to undertake their role, the North Wales Corporate Joint Committee can in certain circumstances contribute to the cost of relocating. The scheme is relevant to staff appointed as a result of an advertisement or following an internal re-organisation where they have to move house.

The employee's present home must be more than 20 miles from his/her administrative centre in order to consider an application to reimburse costs.

In such circumstances, the cost of the removal of furniture and belongings will be reimbursed subject to accepting the lowest of three estimates as well as the full cost of storing furniture for up to three months. A contribution of up to £3,270 to cover legal expenses, estate agent fees, change of carpets and curtains and other incidental costs of removal will be paid subject to the receipt of supporting invoices.

## **7. MARKET SUPPLEMENT**

The grading of posts is based on Gwynedd Council's job evaluation scheme. The North Wales Corporate Joint Committee has adopted this scheme as a mechanism for deciding on pay grades for staff (apart from the chief executive). This ensures that the pay system is based on equality as defined in the Equal Pay Act 1970 and ensures consistency in pay decisions. For these reasons any deviation from this system may create a risk that must be robustly regulated. There must be clear reasons to justify any deviation from this arrangement.

However, there may be occasions when market forces lead to recruitment and/or retention problems in relation to a specific post. The Joint Committee therefore may in exceptional circumstances, and in order to attract and/or retain an individual to a particular post, offer an additional temporary supplement to the substantive salary grade.

In this respect a market supplement will only be used when there is adequate documented evidence of a failure to attract and/or retain an employee to a post. A market supplement is not a permanent addition to the salary. Should circumstances related to the market rate of the post change, or where a member of staff is transferred by the Joint Committee to a different post that does not attract a market supplement, then their entitlement to the payment will cease and the supplement will be withdrawn in line with agreed notice.

## **8. HONORARIA (UNDERTAKING ADDITIONAL RESPONSIBILITIES)**

An additional payment can be approved when an employee agrees to temporarily undertake some specific additional duties and responsibilities which are beyond the normal duties and responsibilities of their substantive post. The proportion of higher level of duties and responsibilities must be significant, evaluated at a higher salary level and over an extended period before temporary additional pay can be offered.

## **9. PROFESSIONAL FEES**

One fee per annum will be reimbursed to officers in respect of membership of recognised bodies which are relevant to their professional function and where that membership is a job requirement..

## **10. CAR USERS**

All staff are denoted as casual car users and reimbursements are paid for business travel on HMRC rates.

## **11. SUBSISTENCE PAYMENTS**

Subsistence repayments will be made when travelling out of County for breakfast, dinner, tea and supper, up to the maximum for subsistence allowances. For those individuals whose normal work covers more than one County, e.g. Gwynedd and Môn, "Out of County" is defined as outside that normal area of work.

## **12. WORKING ADDITIONAL HOURS**

Employees, in receipt of basic pay at or below point 22 who are required to work additional hours beyond the 37 hour working week are entitled to receive enhancements at the rate of basic pay at time and a half (alternative arrangements in place for those workers with work patterns where those hours worked are on a fortnightly/monthly or annual basis). Employees paid above point 22 who work beyond the 37 hour week will be paid at their basic rate of pay for those additional hours or will be entitled to time off in lieu, or if the chief executive has specifically given prior approval to planned work then it is possible to pay at the rate of time and a half.

## **13. WORKING UNSOCIABLE HOURS**

Salary is paid at the basic rate on weekends, for work is undertaken within the 37 hour standard week. Enhanced pay of basic pay and a third is paid to those employees who work between the hours of 10pm and 6am.

Salary is paid in accordance with the national agreement for work conducted on bank holidays and additional statutory days.

#### **14. FIRST AID ALLOWANCE**

An annual allowance is paid to employees who act as designated First Aiders.

#### **15. SEVERANCE AND RETIREMENT**

The North Wales Corporate Joint Committee's's severance and retirement schemes are applied equally and fairly to all staff regardless of grade, age or gender and are implemented in accordance with the regulations of the relevant pension schemes. There are no exceptions for chief officers.

#### **16. FINANCIAL DETRIMENT SCHEME**

Financial detriment is defined as a loss due to a change in salary grade and contractual terms and conditions. The North Wales Corporate Joint Committee provides financial assistance to staff who face financial loss (due to re-structuring or re-designation of responsibilities) for a period of two years, based on one year on 100% protection and one year on 50% protection from the date that the change in the employment package becomes operational. That financial assistance will cease after two years unless the individual member of staff has in the meantime been appointed to another post where he/she is not facing financial detriment.

#### **17. RE-EMPLOYMENT**

The North Wales Corporate Joint Committee will consider each candidate on their own merit and will appoint with a view to achieving the best efficiency for the service and best value for its ratepayers. Such an appointment, if made, would be subject to any abatements stipulated in the Local Government Pension Scheme Regulations.

In accordance with tax law, managers must ensure that any proposed arrangement to pay an individual through a 'contract for services' will be assessed through the HMRC's online tool for confirming employment status. This assessment is to be taken objectively.

#### **18. APPOINTMENT OF NEW CHIEF OFFICER (SALARY OF £100,000 AND ABOVE)**

The full North Wales Corporate Joint Committee will approve any amendment to the salary package of any such post prior to its recruitment. Any amendment would have to be referred to the Independent Remuneration Panel, as stipulated in part 3 of this policy.

Recruitment to any such post will be advertised externally.