SURREY COUNTY COUNCIL

PAY POLICY STATEMENT 2012 - 2013

This Pay Policy Statement, which was approved by a meeting of the full County Council on 20 March 2012, is published to comply with the requirements of Section 40 of the Localism Act, 2011.

Governance [Link to Councillors and Committees]

The People, Performance and Development Committee (PPDC) acts as the council's Remuneration Committee under delegated powers, in accordance with the constitution of the County Council. All Surrey Pay and terms and conditions are determined by the PPDC, including the remuneration of Chief Officers and specific appointments to posts with salaries of £100,00 or more.

Salary Transparency [Links to Salary Transparency]

The council is committed to being at the forefront of openness and transparency to demonstrate to its residents and local taxpayers that it delivers value for money. As part of the national and local government transparency agenda, it already publishes information on its external website detailing Surrey Pay ranges, expenditure over £500 and contracts with a value of £50,000 or more.

To continue that progress and in line with the Code of Recommended Practice for Local Authorities on Data Transparency 2011, the council has published details of salaries paid to senior staff on–line, with effect from 30 March 2012. This information will be updated on a regular basis and will cover all positions with annual salaries of £58,200 and above.

Chief Officers' Remuneration [Link to Statement of Accounts]

Chief Officers are on all-inclusive single status Surrey Pay contracts; there are no variable pay salaries or bonuses paid. The council has not provided any grade related benefits in kind, such as Annual Leave, Private Medical Insurance or Lease Cars since 2007. Chief Officers receive the same allowances as other members of staff and access to the same voluntary benefits scheme, while any expenditure on business travel is reimbursed at the same rate for all grades.

Note : The only exception is the Chief Executive who is paid a specific additional allowance for duties carried out in support of the Lord Lieutenant of the County.

For details of the remuneration paid to members of the Council Leadership Team, in a particular financial year, please refer to the council's annual Statement of Accounts. In the case of the report for 2010 / 2011 this can be found under Note 19, on pages 46 and 47.

Surrey Pay Salary Ratios

The minimum Surrey Pay rate paid on grade SP1/2 is currently set at £7.38p per hour, this compares with the national minimum wage of £6.08p per hour.

Last updated: 27 March 2012

It is estimated that the council will have the following ratios, between the lowest and highest paid staff on Surrey Pay, for the 2012 / 2013 financial year.

Surrey Pay Salary Ratios 2012 - 2013		
Salary	Amount per annum £'s	Ratio to the highest salary
Highest Basic Salary	210,350	n/a
Median Basic Salary	21,679	10 : 1
Lowest Basic Salary	13,851	15 : 1

Notes :

(i) The ratios have been calculated in accordance with guidance published in The Code of Recommended Practice for Local Authorities on Data Transparency 2011 and in light of recommendations contained in the Hutton Review of Fair Pay in the Public Sector 2011.

(ii) The median is defined as the mid-point of the total number of staff employed.

Surrey Pay [Link to Reward Policy]

The council's total reward strategy is based on the local negotiation of "single status" Surrey Pay terms and conditions of service. This means that the majority of staff are on consistent terms and conditions of service, except for teachers and fire fighters. Pay including terms and conditions are reviewed annually, with any changes agreed by the PPDC normally made with effect from 1 April. The council recognises two trades unions, the GMB and UNISON, for the purposes of negotiating Surrey Pay.

(i) **Equal Pay** [Link to Equal Pay Statement]

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 will receive equal pay for work of equal value.

(ii) Grading Structure

The allocation of Surrey Pay grades to jobs is determined by (HAY) job evaluation, or in accordance with a career guide scheme related to (HAY) job evaluation. The Surrey Pay grading structure covers all jobs from Cleaners and Catering Assistants on the lowest grade to Chief Officers on the highest grades. Please see appended table that shows the salary ranges agreed by PPDC for the 2012 / 2013 financial year.

The differentials between these grades and jobs have been established objectively by application of a HAY based job evaluation scheme. For example the job of a cleaner is evaluated at the bottom because the level of skill, knowledge, problem solving and accountability are low compared with jobs at the top level. Conversely, Chief Officers are at

the top of the pay scales because the level of skills, knowledge, problem solving and accountability are considerably greater than those at the bottom of the pay scales.
Newly appointed or promoted staff are normally appointed to the minimum salary point on a grade unless a robust business case has been made to pay more.

(iii) Market Supplements

Managers may make a business case for a market supplement to be paid above the maximum for the particular grade if it proves impossible to recruit at the rate advertised. Such supplements must be approved and reviewed on a regular basis by either the PPDC, in the case of Chief Officers, or by the Head of HR&OD under delegated powers.

(iv) Pay Progression Arrangements

The majority of staff are currently on "incremental" Surrey Pay grades, SP1/2 – SP7, or their equivalent. Personal pay progression within grade is normally dependent upon "added value" in terms of duties, responsibilities and job performance following an annual appraisal.

Middle Pay Grades and Senior Pay Zones (SP8 – CEX) contracts currently provide for an annual review of contribution. These reviews normally determine any subsequent personal progression through these pay zones subject to personal headroom being available.

Note : The "normal" arrangements for determining pay progression, were suspended with effect from 1st April 2010. The suspension is one element of the council's current pay restraint package that will be reviewed for the 2014 / 2015 financial year.

(v) Recognition Awards

There are **no** provisions under Surrey Pay contracts for council employees to be awarded performance related bonuses. However the Recognition Award Scheme provides a mechanism through which managers can recognise exceptional achievement by an individual or team, subject to approval by the appropriate Head of Service.

Early Retirement and Severance Terms [Link to Early Retirement & Severance Policy]

The terms for granting redundancy or severance, including access to benefits under the Local Government Pension Scheme, are the same for all staff on Surrey Pay contracts including Chief Officers. The approval process is explained in the Policy, see link above.

In cases of redundancy, an employee will not be entitled to a redundancy payment or a severance payment if, before leaving the council, they accept an offer of employment with another local authority or associated employer contained in the Redundancy Payments (Modification) Order 1999 and commence the new employment within four weeks of their last day of service as the employment would be deemed to be continuous.

Further Details

Specific details may be accessed via the links indicated above, or by clicking on the buttons that are included on the landing page.

Last updated: 27 March 2012

Surrey Pay Main Grades & Pay Ranges : 2012 / 2013 **£'s**

Job Evaluation Scores		Grades	Salary Ranges Minimum	Maximum
0	119	S 1/2	13,851	14,649
120	142	S 3	14,106	16,095
143	165	S 4	15,357	18,144
166	194	S 5	17,178	20,211
195	231	S 6	19,374	22,385
232	313	S 7	22,290	26,489
314	437	S 8	25,748	30,806
438	477	S 9	32,519	37,262
478	518	S 10	36,965	41,942
519	611	S 11	41,453	46,565
612	660	S 12	46,223	54,248

Senior Managers & Directors' Grades and Pay Ranges : 2012 / 2013 **£'s**

Job Evaluation Scores		Grades	Salary Ranges Minimum	Maximum
661	734	13	54,435	65,594
735	880	14 A	60,542	76,247
881	1055	14 B & 15 B	75,333	89,419
1056	1260	15 C	86,941	103,217
1261	1312	15 D	100,671	119,528
1358	1450	16 E	115,684	140,101
1451	1688	16 F	126,668	151,193
1689	2000	16 G	148,636	177,811
2001	2328	CEX	208,934	231,633

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