



SURREY HEATH BOROUGH COUNCIL PAY POLICY STATEMENT

Financial year 2022-2024

1. Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This pay policy statement sets out Surrey Heath Borough Council's policies relating to the pay of its workforce for the financial year 2022-24.

2. Background

Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so and retains flexibility to cope with various circumstances



which may arise that might necessitate the use of recruitment and retention allowances or other such mechanisms for individual categories of posts where appropriate.

3. Responsibility for decisions on remuneration

Pay for all employees including Corporate Management Team (CMT) Officers is agreed by Full Council when it sets the budget but this is completed by way of consultation with the Joint Staff Consultative Group and on the recommendation of the Employment Committee¹. The Joint Staff Consultative Group comprises elected Members from the main political parties and staff representatives and has responsibility for local terms and conditions of employment for staff within Surrey Heath Borough Council's pay framework.

The Surrey Heath Borough Council's pay framework was implemented in April 1988 and is based on Local Pay Conditions.

All new appointments to the Council's service since April 1988 have been made on the basis of locally devised and negotiated conditions of service, with the facility that all existing members of staff had the opportunity to enter voluntarily into a fresh contract of employment based on these conditions. Contracts of employment are entirely local and do not incorporate the provisions of the National Conditions. The aims of local conditions are:-

- a) To offer a competitive salary and benefits package;
- b) To link progression to personal performance;
- c) To take account of skills shortages by the use of recruitment and retention allowances (if required);
- d) That all salary and conditions of service matters are negotiated internally by the Joint Staff Consultative Group and agreed by the Employment Committee as set out in Part 3 of the Constitution.



4. Salary grades and grading framework

Each post within the establishment has a salary scale determined by job evaluation using the Local Government Management Board Scheme. The starting salary on appointment is subject to negotiation within the evaluated grade and will be dependent upon the appointee's level of experience, attained qualifications and the salary being paid to others undertaking the same work.

As part of this, Surrey Heath Borough Council determined a local pay framework, dividing established posts into 13 grades (SH1 – SH10 and SH31 – SH33), grade SH1 being the lowest and grade SH33 the highest (see Appendix 1). Each employee will be on one of the 13 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade subject to assessment of their performance in the annual performance appraisal process. It is only Apprentices in their first year who will be appointed to grade SH1 and will be reviewed in year 2 in line with Government Apprenticeship guide on pay and conditions (<https://www.gov.uk/apprenticeships-guide/pay-and-conditions>)

Pay awards are considered annually for staff, the year running from 1st April until 31st March. Local pay negotiation is used but consideration is given to the national award in negotiation with the Joint Staff Consultative Group and Trades Unions locally and recommended to the Council by the Employment Committee.

The Annual Pay Settlement procedure is to determine the value of the annual pay settlement that will be paid to all staff when determined on/or backdated to 1st April each year. The pay award for all grades is determined in the same way.

An award of 8% pay increment for all grades was awarded for 2022/2024 (see Appendix 1).



5. CMT Officers Remuneration

The Council has a group of seven CMT Officers (including three statutory roles) which currently consists of the following:

Statutory responsibilities	SHBC posts
Head of Paid Service	Chief Executive
Section 151	Strategic Director Finance and Customer Service
Monitoring Officer	Head of Legal & Democratic Services
N/A	Strategic Director Environment and Community
N/A	Head of HR, Performance and Communications
N/A	Head of Investment and Development
N/A	Head of Planning

Surrey Heath publishes the salaries of the Chief Executive, Strategic Directors and Heads of Service, this means that all our senior salaries (including all those of £50,000 and above) are easily accessible:

<http://www.surreyheath.gov.uk/council/information-governance/publication-scheme/what-we-spend-and-how-we-spend-it>

6. The level and elements of employee remuneration, including performance related pay and bonuses



There is no provision for bonus payments. Pay for all employees (including CMT Officers) comprises payments by way of salary, pensions and other standard elements of contractual remuneration required in law. Employees have the opportunity to join the private medical scheme after three years' service at Surrey Heath Borough Council.

All employees (including CMT Officers) are subject to an annual assessment of performance, and where performance meets the appropriate standard, contractual increments will be given, until the maximum of the pay scale is reached.

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council's policies which include Recruitment & Retention Allowances, Statutory Officer allowances (SI51 and Monitoring Officer) and Exceptional Payments Policy.

Overtime is paid with prior agreement and flexible working hours (flexitime) should minimise the need for overtime working, as urgent matters or peak loads will normally be dealt with by the adjustment of hours within the flexitime arrangements.

Overtime, when permitted, is generally paid at the following rates:

Full Time Staff

Additional hours worked on a normal working day or Saturday paid at time-and-a-half.

Additional hours worked on a Sunday or Bank/Public Holiday paid at double time.

Part Time Staff

Additional hours worked on a normal working day (provided total hours worked in any one week are under 37 hours) paid at single time.

Additional hours worked on a normal working day (that bring total hours worked



in the week over 37 hours) paid at time-and-a-half.

Additional hours worked on a Saturday paid at time-and-a-half.

Additional hours worked on a Sunday or Public Holiday paid at double time.

7. Exceptional increases and additions to remuneration for CMT Officers

One or more CMT Officers will be eligible for payments for election duties (e.g. as Returning Officer or Deputy Returning Officer/s). Some of these payments will be made direct by Government or other Authorities e.g. Surrey County Council.

8. The approach to the payment of CMT Officers on their ceasing to hold office under or to be employed by the Authority

CMT Officers who leave the Council's employment, where appropriate, will receive compensation in line with the Council's Organisational Change Policy or through a negotiated settlement. The Employment Committee will make recommendations to Full Council for any mutually agreed departures of Statutory Officers and CMT Officers.

9. New starters joining the Council

Employees new to the Council will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager subject to negotiation. This will be within the salary range for the grade and agreement with HR Manager or



Head of HR, Performance and Communications to keep a consistent and fair approach. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

As with the recruitment of employees across the Council, CMT Officers are generally appointed at the minimum point on their pay scale or at a market level of pay negotiated on appointment, account will be taken of other relevant available information, including the salaries of CMT Officers in other similar sized organisations. Decisions to approve these negotiations are made by the Head of Paid Service with the Employment Committee or in the case of the Head of Paid Service, by the Employment Committee who will recommend to Full Council.

10. Relationship between remuneration of CMT Officers and all other employees

The difference between the highest paid salary and the average full time equivalent salary of the workforce (as at 1st October 2022):

Salary	Amount per annum	Ratio with highest salary
Highest Basic Salary (Chief Executive)	£136,812	n/a
Mean (average) Basic Salary	£54,250	2.52:1
Lowest point on standard pay scales to which an employee is appointed	£ £15,057	9.09:1



Appendix I

SURREY HEATH BOROUGH COUNCIL PAY SCALES**2022 - 2024 PAY SCALES**

Increase of 8% on all pay scale points effective from 1 October 2022

Grade	SCP	Salary (£)
SH1	1.2	15057
SH1	1.3	15967
SH1	1.4	16874
SH1	1.5	17788
SH1	1.6	18403
SH2	2.7	19041
SH2	2.8	20103
SH2	2.9	21204
SH2	2.10	22456
SH2	2.11	23072
SH3	3.11	23383
SH3	3.12	24292
SH3	3.13	25187
SH3	3.14	26078
SH3	3.15	26691
SH4	4.15	27161
SH4	4.16	28535
SH4	4.17	29892
SH4	4.18	31198
SH4	4.19	31812



SH5	5.19	32570
SH5	5.20	33928
SH5	5.21	35265
SH5	5.22	36622
SH5	5.23	37234
SH6	6.23	37994
SH6	6.24	39351
SH6	6.25	40673
SH6	6.26	42048
SH6	6.27	42660
SH7	7.28	44467
SH7	7.29	46012
SH7	7.30	47553
SH7	7.31	49067
SH7	7.32	49680
SH8	8.33	51074
SH8	8.34	52863
SH8	8.35	54662
SH8	8.36	56481
SH8	8.37	57097
SH9	9.37	58452
SH9	9.38	60333
SH9	9.39	62216
SH9	9.40	64094
SH9	9.41	64707
SH10	30.101	67511
SH10	30.102	70048
SH10	30.103	72360
SH10	30.104	74520
SH10	30.105	76680



SH31	31.106	78300
SH31	31.107	80460
SH31	31.108	82620
SH31	31.109	84780
SH31	31.110	86940
SH32	32.111	98820
SH32	32.112	100980
SH32	32.113	103140
SH32	32.114	105300
SH32	32.115	107460
SH33	33.301	123575
SH33	33.302	127986
SH33	33.303	132402
SH33	33.304	136812

