

Pay Policy Statement 2021/2022



Walsall Council

Version Control

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Purpose	The Pay Policy Statement sets out Council policy on pay and conditions for senior managers and employees, assisting the Council to attract and retain skilled employees and ensuring compliance with legislative requirements under the Localism Act 2011.		

This policy links to:

- Corporate Plan
- Walsall Proud Programme
- Job Evaluation & Grading Policy
- Redeployment Procedure
- Market Supplements Policy
- Walsall Council Terms and Conditions Document (Orange Book)
- Standby and Call Out Guidance
- Workforce Strategy
- Behaviour & Standards Framework
- Relocation and Temporary Accommodation Expenses Policy
- Recruitment and Selection Policy
- Joint Negotiating Committee for Local Authority Chief Officers Conditions of Service Handbook
- Retention Payments Policy

This list is not exhaustive.

For further advice or guidance on this policy, or if you would like this information in another language or format please contact:

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Contents

1.0	Introduction	4
2.0	Scope	4
3.0	Principles	5
4.0	Accountabilities	5
5.0	Senior management pay structure	6
6.0	Others pay structure (including the lowest paid employees).....	7
7.0	Non-standard terms and conditions	8
8.0	Starting pay.....	8
9.0	Pay progression	9
10.0	Performance related pay.....	9
11.0	Pay protection	9
12.0	Market supplements	10
13.0	Retention payments	10
14.0	Relocation and temporary accommodation allowances	10
15.0	Honorarium payments	10
16.0	Allowance / expenses.....	11
17.0	Exit payments	13
18.0	Pensions	13
19.0	Pay multiples (or pay dispersion)	13
	Appendix A - Senior Management Pay Structure	
	Appendix B - NJC Pay Scales	
	Appendix C - Soulbury Pay Scales	
	Appendix D - JNC Youth and Community Pay Scales	
	Appendix E - Pension Policy Statement	

1.0 Introduction

- 1.1 Walsall Council is PROUD. We are proud of our past, our present and for our future. The council is committed to reducing inequalities and ensuring all potential is maximised and its employment policies, procedures and guidelines are designed to support this vision and deliver the council's priorities.
- 1.2 The council is committed to creating an environment that provides opportunities for all individuals and communities to fulfil their potential. This policy provides a framework in which employees will be supported to deliver the council's priorities in line with the council's expected behaviours and values; professionalism; leadership; accountability; transparency and ethical.
- 1.3 The council's values and behaviours will be at the core of everything the council deliver and through a culture of continuous improvement the council will increase performance, efficiency and champion the design of services to meet the needs of customers. As a digital by design council, employees will be empowered to deliver new ways of thinking and new ways of working, encouraging innovation and creativity in a learning environment. The council is committed to technological investment to deliver transformation in order to improve the efficiency and effectiveness of its services, both internally and externally.
- 1.4 This policy framework promotes the council's strategic priority of internal focus ensuring all council services are effective and efficient and helps embed the behaviours and values expected of all employees as part of the Behaviour and Standards Framework.
- 1.5 The Pay Policy Statement sets out council policy on pay and conditions for senior managers and employees for the year ending 31 March 2022.

2.0 Scope

- 2.1 This policy applies to all council employees, including Directors, Executive Directors and the Chief Executive, as well as fixed term and temporary employees and casual workers.
- 2.2 With the exception of;
 - 2.2.1 Employees on teachers' pay & conditions and educational support staff (employed directly by the school and subject to the School Staffing (England) Regulations (2009)) who are covered separately by the Schools Model Pay Policy.
 - 2.2.2 Unattached Teachers on Teachers Pay and Conditions who are covered separately by the Unattached Teachers Pay Policy.
- 2.3 This policy does not apply to contractors, consultants, agency workers or any self-employed individuals working for the council.

3.0 Principles

- 3.1 The council aims to attract and retain skilled employees motivated to deliver the priorities of the council. In determining the pay policy for Chief Officers and other employees, the council is committed to ensuring a fair, equitable and transparent approach to pay. Within this, it is recognised that different approaches may be required between groups of employees reflecting factors such as difficulties in attracting and retaining key employees and ensuring valuable skills are retained.
- 3.2 The Pay Policy Statement outlines the remuneration arrangements within the council and aims to ensure:
- That employee's pay levels are set and reviewed using a clear, rational and transparent process that meets equal pay legislation.
 - That pay rates are both competitive in the market place, reflect the need to retain key skills and appropriately reward employees for their contribution to the council's achievements.
 - That pay and reward decisions support the provision of valued public services and are affordable.
 - That any decisions relating to pay and salary progression are consistent, fair and non-discriminatory.
- 3.3 The council will not promote employees through the grading system nor use other pay mechanisms in order to assist in securing an employee's improved pension entitlement on retirement or any other allowance/pay (such as maternity or redundancy).

4.0 Accountabilities

- 4.1 Managers are accountable for the following;
- Applying this policy consistently, fairly and objectively in accordance with the council's vision and purpose and clearly demonstrate the council's management behaviours and values, seeking further advice and guidance from HR where necessary.
- 4.2 Employees are accountable for the following;
- All employees should support the delivery of the council's vision and purpose, clearly demonstrating the council's behaviours and values;
 - Actively engage in employment practices and processes in which they are involved and ensure they understand this policy, seeking further advice and guidance from managers where necessary;
 - Complying with the requirements of this policy.

5.0 Senior management pay structure

- 5.1 Senior management are defined for this purpose as the Chief Executive and Chief Officers (as defined under the Localism Act 2011 Part One Chapter 8, section 43(2), Government and Housing Act 1989 2(8), and for the avoidance of doubt include Executive Directors and Directors. Senior management grades are locally agreed salary scales, which are reviewed annually having regard to the JNC pay award for Local Authority Chief Executives and Chief Officers and market conditions. The senior management pay structure is attached at Appendix A.
- 5.2 The salary levels of the Chief Executive and Chief Officers on appointment are set by elected members at the relevant committee of the Council. The council's relevant committee (or appointed sub committees) approves remuneration levels for the Chief Executive, Executive Directors and Directors on appointment, subject to negotiation. The council's relevant committee has delegated authority from Council in respect of the actual appointment and dismissal of Executive Directors and Deputy Chief Officers in accordance with the Employment Procedure Rules.
- 5.3 Pay levels are reviewed and locally agreed taking into account any cost of living increase negotiated nationally by the JNC for Chief Officers of Local Authorities Conditions of Services. The pay offer for 2021/22 for Chief Officers is yet to be decided (where applicable).
- 5.4 The salary details for Chief Officers are published on the Council's website and can be located on the open data pages; <https://go.walsall.gov.uk/opendata-datasets>
- 5.5 The process for recruitment of Chief Officers is set out in Part 4.6 of the Council's Constitution.
- 5.6 The Chief Executive's total remuneration package includes fees payable for local election duties. Where appropriate fees for European, National and Regional elections and referenda are set out and paid by central government.
- 5.7 The council's Monitoring Officer (currently attached to a Director post) receives an additional allowance for the undertaking of this statutory function. The additional allowance would not be payable if the Monitoring Officer duties were to be attached to an Executive Director post.
- 5.8 The Councils Section 151 statutory function is undertaken by an Executive Director normally the Executive Director for Resources and Transformation and does not attract an additional allowance. Where the Executive Director (Resources and Transformation) is or becomes vacant and the Section 151 duties are delegated to an appropriate deputy an allowance will be awarded to undertake the statutory function.

- 5.9 In relation to the termination of employment of Chief Officers, the Council will consider making appropriate payments where it is in the Council's best interests. Any such payments will be in accordance with contractual entitlements or statutory requirements and take into account the potential risks and liabilities to the council, including any legal costs, disruption to services, impact on employee relations and management time. Any such arrangements are reported to a committee of the council where required by the Council's Constitution. Furthermore, external auditors are consulted about severance packages where appropriate.

6.0 Others pay structure (including the lowest paid employees)

- 6.1 Remuneration for other employees is normally determined by the council's Job Evaluation (JE) scheme, which covers all employees on NJC Local Government Services (Green Book) terms and conditions of service. These employees have their pay based upon the NJC pay and grading structure which is extended locally to incorporate 62 spinal column points (SCP) and is attached at Appendix B.
- 6.2 The council's pay and grading structure ranges from G1 to G16 and covers SCP01 – 062. Each grade range contains a number of SCPs and this allows for annual incremental progression up to the top of the grade.
- 6.3 The council's Job Evaluation scheme is based on the NJC prescribed Job Evaluation scheme for posts graded G1 to G13 and the Hay Group Job Evaluation scheme for posts graded G14 to G16. Both schemes comply with equal pay requirements.
- 6.4 Currently (based on council structures as at November 2020) apprentices pay starts at £8,778 in line with the national minimum apprenticeship rate of pay. The council pay age appropriate rates for all levels of apprenticeships (with the exception of those covered by 6.5) and will not apply the 12-month minimum apprenticeship rate.
- 6.5 The council has paid the Real Living Wage, since April 2015, in the form of an additional allowance to basic hourly rate, implemented in April each year and subject to an annual review. All council employees (excluding interns, intermediate and advanced apprentices), casual workers, higher and degree level apprentices are eligible for the living wage allowance where their substantive pay falls below the living wage rate including all non-standard hours such as overtime.
- 6.6 The council pay spot salaries to Interns and Graduates (based on council structures as at November 2020).
- 6.7 Pay levels are reviewed and locally agreed taking into account any cost of living increase negotiated nationally by the NJC for Local Government Services. The pay offer for 2021/22 for NJC is yet to be decided (where applicable), however

will continue to be subject to 1% reduction agreed locally as part of the terms and conditions review (2017).

7.0 Non-standard terms and conditions

- 7.1 Employees transferring into the council under TUPE arrangements have the right to retain their existing terms and conditions and as such retain the pay scales applicable to their employment prior to transfer. This paragraph would not preclude any changes, which were not by reason of the TUPE transfer or where there were economic, technical or organisational reasons for such changes.
- 7.2 Some specialist employees, mainly in education related services, such as Educational Psychologists, and the Youth Service are paid on the national pay scales relevant to their specialist employment, namely Soulbury and JNC for Youth and Community Workers respectively attached at Appendix C & D.
- 7.3 Pay levels are reviewed and locally agreed taking into account any cost of living increase negotiated nationally by Soulbury and the JNC for Youth and Community. The pay offer for 2021/22 for Soulbury and JNC for Youth and Community is yet to be decided (where applicable).
- 7.4 Employees covered under TUPE who transferred into the Council prior to the terms and conditions review (2017) and employees on relevant specialist pay scales were included in the terms and conditions review and where relevant, any pay offer agreed will continue to be subject to 1% reduction.

8.0 Starting pay

- 8.1 Employees are usually paid on an incremental scale and will normally be appointed at the minimum point of the pay grade for that post or at the minimum point of advantage (applicable to internal appointments) where grade boundaries overlap with the new higher grade or in the case of equivalent graded posts, appointment will be made on the existing SCP with normal incremental progression in line with 9.3 below. However, in certain circumstances it may be appropriate to appoint internal or external candidates to a higher point within the pay grade to support the appointment and retention of high calibre candidates. Such practice must be objectively justified and within current budgetary constraints. In order to ensure a level of control and consistency of such appointments, the support of Human Resources should be sought before obtaining Head of Service approval.
- 8.2 Internal appointments moving into an additional/second post of equivalent grade and nature will be appointed on the same SCP as their existing post with normal incremental progression in line with 9.3 below.
- 8.3 Where employees are appointed into posts where there is a grade reduction, they will normally be appointed at the top of the grade unless their current SCP is already below this level in which case they will transfer across on their

existing SCP with no further increase until the normal incremental progression is due in line with 9.3 below.

- 8.4 Casual workers will be appointed on the minimum point within the pay grade and will not receive incremental progression. Existing casuals (pre 2017/2018 pay policy) will be frozen on their current SCP and will not receive any further incremental pay progression.

9.0 Pay progression

- 9.1 Where employees are on annual incremental scales progression within grade boundaries is automatic (with the exception of casual workers and those on spot salaries, such as Interns and Graduates).
- 9.2 Annual incremental pay progression takes place until the maximum SCP within the grade for the post is achieved. Thereafter the employee is only eligible to receive the annual cost of living award as negotiated by the appropriate bodies and implemented by the council.
- 9.3 Increments are due on the 01 April each year, or 6 months after appointment where the employee has been in the post for less than 6 months by 01 April, i.e. if the employee is appointed between 01 October and 31 March the increment will be paid after 6 months in post and then annually on the 01 April thereafter up to the maximum SCP within the grade.
- 9.4 Employees are able to request re-evaluations of the grade of their post where they believe that work duties have substantially altered. All re-evaluation requests will be graded using the council's JE scheme in line with the job evaluation & grading policy that provides the right of appeal against any grade outcomes. Where a manager or employee led job evaluation request results in a grade increase the appointment will be made at the bottom of the grade or at the minimum point of advantage.

10.0 Performance related pay (PRP)

- 10.1 The council does not operate a corporate performance related pay scheme or any type of bonus pay scheme.

11.0 Pay protection

- 11.1 Pay protection will be granted for a maximum period of 12 months and will apply where the council is enforcing a reduction in an employee's pay due to one of the following situations:
- 11.1.1 redeployment as a result of a restructure and/or compulsory redundancy in accordance with the councils' redeployment policy
 - 11.1.2 redeployment as a result of a dismissal on health grounds in accordance with the councils' redeployment policy

- 11.1.3 as a result of a re-grade in accordance with the council's job evaluation and grading policy
- 11.2 Pay protection will only apply where the post/re-grade is no more than 2 grades below the employee's substantive post.
- 11.3 Pay protection will apply to the grade of the substantive post and not the amount of hours worked, therefore pay protection will be pro-rata if the employee accepts a post at fewer hours. However, where an employee accepts a post with increased hours, pay protection will only apply to their previous substantive hours.
- 11.4 Where pay protection applies any loss in annual leave (affected by a grade reduction) will also be protected for a maximum period of 12 months on a pro-rata basis.
- 11.5 All other terms of the employee's substantive post will not be protected (e.g. unsocial hours payments, allowances etc.).

12.0 Market supplements

- 12.1 The council recognises that at times it may be difficult to recruit new employees or retain existing employees in certain key posts. To ensure that the council attracts and maintains a skilled and experienced workforce, supplements may be paid in addition to the grade of the post in accordance with the council's market supplements policy.

13.0. Retention payments

- 13.1 Retention payments may be paid where there are risks associated with workforce instability and concerns regarding retaining suitably skilled employees in the mid to long term in accordance with the council's retention payments policy.

14.0 Relocation and temporary accommodation allowances

- 14.1 Relocation and temporary accommodation expenses may be paid to employees to cover costs associated with relocating in order to take up new employment with the council. These expenses are paid in accordance with the council's relocation and temporary accommodation expenses policy.

15.0 Honorarium payments

- 15.1 Honorarium payments are additional monies that may be paid to remunerate employee's where;
 - a) Employees are 'acting up' into a higher graded post and undertaking the full range of duties of the post on either a full time or part time basis. Such payments are temporary in nature normally for a maximum of 12 months

and are appointed to in accordance with the recruitment and selection policy. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once. Incremental pay progression will apply to acting up honorarium payments.

Or

- b) Employees are undertaking additional work duties that are outside the scope of the employee's normal role AND such duties are graded at a higher level than the employee's substantive post. Such payments are temporary in nature, normally for a maximum period of 12 months and are paid in accordance with the council's job evaluation scheme to ensure principles of fairness and equality are maintained. In exceptional circumstances an honoraria may be extended beyond 12 months up to a maximum of 3 months, discretion to extend will normally only be permitted once. Incremental pay progression will not apply to additional duties honorarium payments.

- 15.2 All honorariums require authorisation from a Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level), and HR approval.
- 15.3 Where honorarium payments are approved, the employee will normally be awarded the bottom SCP of the higher grade. However, where this represents less than a 2 spinal column point increase from the existing SCP, the SCP will be adjusted to reflect a 2 point increase.

16.0 Allowance / expenses

- 16.1 Overtime – any overtime worked over 37 hours regardless of when the hours are worked will be paid at time plus 1/2. This is usually only applicable to those on grades G6 or below, however in exceptional circumstances and where pre-approved by the Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level), can be extended to those above G6. Overtime is not normally paid to those on senior management grades. All overtime must be agreed by the relevant manager and closely monitored.
- 16.2 The council also pays an additional payment in certain circumstances, which fall under the overtime and holiday pay ruling.
- 16.3 Unsocial hours payment – where employees work unsocial hours (Monday – Saturday between the hours of 22.00 – 06.00 and all day on Sunday) they will receive additional unsocial hours payments based on the percentage of their standard contractual 37 hour working week worked in unsocial hours and this will equate to either a 5%, 10% or 15% enhancement to their basic pay in accordance with Walsall Council local terms and conditions document.

The unsocial hours allowance is specific to posts that are, or become:

- a) subject to working in the unsocial hours window on a regularised working pattern/rota,

And

- b) on a permanent or long term basis.

In exceptional circumstances authorisation of shorter term temporary unsocial hours payments may be applied. Consideration of a temporary payment will be considered on a case by case basis where the work undertaken in the unsocial window is deemed as ongoing (usually more than 2 consecutive months) and regular.

For temporary application of an unsocial hours payment please discuss the circumstances with HR.

- 16.4 Standby payment – where employees are required to be on standby they will receive a standardised payment in accordance with the guidance on standby and call out payments, currently £20 per session and £180 weekly rate. This is usually only applicable to those on grades G12 or below, however in exceptional circumstances and where pre-approved by the Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level), can be extended to those above G12.
- 16.5 Callout payment – where employees are called out to required locations they will receive the appropriate additional hours (payment for additional hours up to and including G6 and TOIL for those G7 and above in accordance with the standby and call out guidance) or overtime rate subject to a minimum of two hours for any single call out period in accordance with the guidance on standby and call out payments. This is usually only applicable to those on grades G12 or below, however in exceptional circumstances and where pre-approved by the Head of Service with the relevant salary authorisation level (or delegated manager with the relevant salary authorisation level), can be extended to those above G12. Where an employee provides telephone advice and the response time is in excess of one hour, a call out payment will be made.
- 16.6 Professional subscriptions / registration fees – These may be paid by the council, at the discretion of the Executive Director (or delegated Deputy Chief Officer), where it is an essential requirement of the job. Essential would normally relate to a statutory function, and to support recruitment and retention.
- 16.7 Car allowances – employees using a private vehicle on official business will be entitled to claim business mileage at the HMRC rate as detailed in Appendix B.
- 16.8 The council also pay a sleep in allowance to specific roles to ensure the council operate in accordance with legislation, which are agreed for application in specific service areas.

- 16.9 Executive Directors using a private vehicle on official business will be entitled to claim business mileage at the HMRC rate as detailed in Appendix B. With the exception of those Executive Directors commencing in post prior to 01 April 2018 who receive a lump sum payment equivalent to 2.3% of their annual salary, which covers the first 60 miles, after which business mileage claims can be made at the HMRC rate as detailed in Appendix B.

17.0 Exit payments

- 17.1 Exit payments will be paid in accordance with any prevailing legislation.
- 17.2 Exit payments will be subject to recovery in accordance with any prevailing legislative requirements.

18.0 Pensions

- 18.1 Employees of the council are eligible to join the Local Government Pension Scheme. The benefits and contributions payable under the scheme are set out in the Local Government Pension Scheme Regulations 2013 (subject to 18.4).
- 18.2 Under the Local Government Pension Scheme Regulations, each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.
- 18.3 The council's current published LGPS discretionary policy is contained in Appendix E of this document and was effective from 1st April 2014. There have been subtle changes to the discretionary policy at the time of writing this policy to reflect recent regulatory changes but these do not impact on the council's policy conveyed in the previous version of the policy statement. This document also incorporates discretionary provisions that are still in force under the former LGPS regulations that the employer is required to publish within its current policy. Any changes that are required as a result of the proposals identified in 18.4 will result in the LGPS Discretionary Policy being updated at the appropriate time.
- 18.4 At the time of writing the 2021/22 Pay policy, a new set of draft LGPS Regulations are currently under consultation and are likely to come into force before April 2021. The policy therefore reflects the known legislative position at the time of publication.

19.0 Pay multiples (or pay dispersion)

- 19.1 There is no formal mechanism for direct comparison between pay levels of the wider workforce with senior manager pay and there are no council policies on reaching or maintaining a specific pay multiple.

- 19.2 The pay multiple recommended for adoption by the Hutton Review of Fair Pay in the Public Sector is the ratio between the salary of the highest paid employee and the median full time equivalent (fte) salary of the organisation.
- 19.3 The council's current (31 October 2020) pay multiple from the highest pay (£187,077 per annum) to the median pay (£27,468 per annum) is 1:7. This pay multiple is the same ratio as the previous year.
- 19.4 The council's current (31 October 2020) pay multiple from Chief Officers within the Corporate Management Team (£131,488 per annum) to the median pay (£27,468 per annum) is 1:5. This pay multiple is the same ratio as the previous year.
- 19.5 The Council will monitor these ratios on an annual basis to ensure that there is no undue wage inflation in senior management pay rates.

Appendix A

JNC for Chief Officers of Local Authorities

Spinal Column Point Salaries

	Pay range	1 st April 2021	1 st April 2020
		Annual	Annual
Chief Executive			
Pay range *		£167,354 to £188,948	£165,697 to £187,077
Executive Director			
Pay range	11	£129,564	£128,281
	12	£132,803	£131,488
	13	£136,042	£134,695
	Spot point	£142,521	£141,110
Director			
Pay range	31	£84,731	£83,892
	32	£87,986	£87,115
	33	£91,245	£90,342
	34	£94,502	£93,568
	35	£97,768	£96,799

* Chief Executive is paid on a spot salary within the Chief Executive pay range

Appendix B - NJC for Local Government Employees

Spinal Column Point Salaries effective from 1st April 2021 and 2020

* Salary scales reflect the 1% reduction following the terms and conditions review (2017)

** note Hourly rates are shown rounded to the nearest whole penny

			2021			2020		
Grade	SCP		Annual Salary	Monthly Rate	**Hourly Rate	*Annual Salary	Monthly Rate	**Hourly Rate
NJC grades			£	£	£	£	£	£
G1		001	17842	1486.83	9.25	17665	1472.08	9.16
	G2	002	18198	1516.50	9.43	18019	1501.58	9.34
		003	18562	1546.83	9.62	18378	1531.50	9.53
G3		004	18933	1577.75	9.81	18746	1562.17	9.72
		005	19312	1609.33	10.01	19121	1593.42	9.91
	G4	006	19698	1641.50	10.21	19503	1625.25	10.11
		007	20092	1674.33	10.41	19893	1657.75	10.31
		008	20493	1707.75	10.62	20292	1691.00	10.52
G5		009	20903	1741.92	10.83	20697	1724.75	10.73
		010	21322	1776.83	11.05	21112	1759.33	10.94
		011	21748	1812.33	11.27	21533	1794.42	11.16
		012	22183	1848.58	11.50	21963	1830.25	11.38
		013	22627	1885.58	11.73	22403	1866.92	11.61
		014	23080	1923.33	11.96	22852	1904.33	11.84
	G6	015	23541	1961.75	12.20	23308	1942.33	12.08
		016	24012	2001.00	12.45	23775	1981.25	12.32
		017	24491	2040.92	12.69	24249	2020.75	12.57
		018	24982	2081.83	12.95	24734	2061.17	12.82
		019	25481	2123.42	13.21	25229	2102.42	13.08
		020	25991	2165.92	13.47	25734	2144.50	13.34
		021	26511	2209.25	13.74	26249	2187.42	13.61
G7		022	27041	2253.42	14.02	26773	2231.08	13.88
		023	27741	2311.75	14.38	27468	2289.00	14.24
		024	28672	2389.33	14.86	28390	2365.83	14.72
		025	29577	2464.75	15.33	29285	2440.42	15.18
	G8	026	30451	2537.58	15.78	30150	2512.50	15.63
		027	31346	2612.17	16.25	31037	2586.42	16.09
		028	32234	2686.17	16.71	31916	2659.67	16.54
		029	32910	2742.50	17.06	32585	2715.42	16.89
G9		030	33782	2815.17	17.51	33448	2787.33	17.34
		031	34728	2894.00	18.00	34385	2865.42	17.82
		032	35745	2978.75	18.53	35392	2949.33	18.34
		033	36922	3076.83	19.14	36557	3046.42	18.95
	G10	034	37890	3157.50	19.64	37516	3126.33	19.45
		035	38890	3240.83	20.16	38506	3208.83	19.96
		036	39880	3323.33	20.67	39487	3290.58	20.47
		037	40876	3406.33	21.19	40472	3372.67	20.98
G11		038	41881	3490.08	21.71	41466	3455.50	21.49
		039	42821	3568.42	22.20	42398	3533.17	21.98
		040	43857	3654.75	22.73	43424	3618.67	22.51
		041	44863	3738.58	23.25	44420	3701.67	23.02
	G12	042	45859	3821.58	23.77	45406	3783.83	23.54
		043	46845	3903.75	24.28	46382	3865.17	24.04
		044	47892	3991.00	24.82	47419	3951.58	24.58
		045	48927	4077.25	25.36	48444	4037.00	25.11
G13		046	50107	4175.58	25.97	49612	4134.33	25.72
		047	51315	4276.25	26.60	50808	4234.00	26.34
		048	52523	4376.92	27.22	52002	4333.50	26.95
		049	53746	4478.83	27.86	53214	4434.50	27.58
		050	54962	4580.17	28.49	54419	4534.92	28.21
G14		055	61251	5104.25	31.75	60646	5053.83	31.43
		056	62531	5210.92	32.41	61911	5159.25	32.09
	G15	057	64549	5379.08	33.46	63910	5325.83	33.13
		058	67778	5648.17	35.13	67108	5592.33	34.78
		059	71002	5916.83	36.80	70301	5858.42	36.44
G16		060	74368	6197.33	38.55	73632	6136.00	38.17
		061	77599	6466.58	40.22	76831	6402.58	39.82
		062	80824	6735.33	41.89	80024	6668.67	41.48

Midpoint (Average Cost) of Salary Grades 2020

Grade	SCP	Midpoint £
Grade 1	pts 1-2	17842
Grade 2	pts 2-4	18381
Grade 3	pts 4-6	19123
Grade 4	pts 6-11	20505
Grade 5	pts 9-17	22432
Grade 6	pts 15-23	25280
Grade 7	pts 22-27	28851
Grade 8	pts 26-31	32254
Grade 9	pts 30-35	36326
Grade 10	pts 34-39	39974
Grade 11	pts 38-43	43916
Grade 12	pts 42-47	48012
Grade 13	pts 46-50	52011
Grade 14	pts 55-58	63394
Grade 15	pts 57-61	70356
Grade 16	pts 60-62	76829

Business Mileage Effective from 1 April 2017

Business Mileage	HMRC Approved mileage rates
	Cars (per mile)
First 10,000 business miles in the tax year	45p
Each business mile over 10,000 in the tax year	25p

Living Wage Allowance from 1 April 2021

£9.50 per hour



Walsall Council

Appendix C - Soulbury Committee for Educational Advisors

Spinal Column Point Salaries effective from 1st September 2021 (TBC) & 2020

* Salary scales reflect the 1% reduction following the terms and conditions review (2017)

** note Hourly rates are shown rounded to the nearest whole penny

Apr-21			
SCP	Annual Salary £	Monthly Rate £	**Hourly Rate £

Educational Improvement Professionals

1	36419	3034.92	18.88
2	37723	3143.58	19.55
3	38955	3246.25	20.19
4	40203	3350.25	20.84
5	41443	3453.58	21.48
6	42684	3557.00	22.12
7	43988	3665.67	22.80
8	45243	3770.25	23.45
9	46705	3892.08	24.21
10	48009	4000.75	24.88
11	49295	4107.92	25.55
12	50541	4211.75	26.20
13	51951	4329.25	26.93
14	53209	4434.08	27.58
15	54598	4549.83	28.30
16	55854	4654.50	28.95
17	57114	4759.50	29.60
18	58350	4862.50	30.24
19	59625	4968.75	30.91
20	60283	5023.58	31.25
21	61549	5129.08	31.90
22	62653	5221.08	32.47
23	63867	5322.25	33.10
28	69597	5799.75	36.07

Trainee Educational Psychologists

1	24541	2045.08	12.72
2	26337	2194.75	13.65
3	28131	2344.25	14.58
4	29929	2494.08	15.51
5	31724	2643.67	16.44
6	33520	2793.33	17.37

Educational Psychologists

2	40136	3344.67	20.80
3	42075	3506.25	21.81
4	44012	3667.67	22.81
5	45951	3829.25	23.82
6	47889	3990.75	24.82
7	49714	4142.83	25.77
8	51538	4294.83	26.71
9	53247	4437.25	27.60
10	54959	4579.92	28.49

Senior & Principal Educational Psychologists

3	51538	4294.83	26.71
4	53247	4437.25	27.60
5	54959	4579.92	28.49
6	56554	4712.83	29.31
7	57209	4767.42	29.65
8	58433	4869.42	30.29
9	59646	4970.50	30.92
10	60880	5073.33	31.56
11	62090	5174.17	32.18
12	63323	5276.92	32.82
13	64577	5381.42	33.47
14	65790	5482.50	34.10
15	67061	5588.42	34.76
16	68318	5693.17	35.41
17	69585	5798.75	36.07
18	70850	5904.17	36.72

Sep-20			
SCP	*Annual Salary £	Monthly Rate £	**Hourly Rate £

Educational Improvement Professionals

1	36058	3004.83	18.69
2	37350	3112.50	19.36
3	38568	3214.00	19.99
4	39804	3317.00	20.63
5	41032	3419.33	21.27
6	42261	3521.75	21.90
7	43553	3629.42	22.57
8	44794	3732.83	23.22
9	46241	3853.42	23.97
10	47531	3960.92	24.64
11	48805	4067.08	25.30
12	50039	4169.92	25.94
13	51437	4286.42	26.66
14	52681	4390.08	27.31
15	54057	4504.75	28.02
16	55301	4608.42	28.66
17	56547	4712.25	29.31
18	57771	4814.25	29.94
19	59034	4919.50	30.60
20	59686	4973.83	30.94
21	60939	5078.25	31.59
22	62032	5169.33	32.15
23	63234	5269.50	32.78
28	68905	5742.08	35.72

Trainee Educational Psychologists

1	24297	2024.75	12.59
2	26077	2173.08	13.52
3	27852	2321.00	14.44
4	29630	2469.17	15.36
5	31409	2617.42	16.28
6	33186	2765.50	17.20

Educational Psychologists

2	39738	3311.50	20.60
3	41658	3471.50	21.59
4	43577	3631.42	22.59
5	45495	3791.25	23.58
6	47414	3951.17	24.58
7	49221	4101.75	25.51
8	51029	4252.42	26.45
9	52720	4393.33	27.33
10	54414	4534.50	28.20

Senior & Principal Educational Psychologists

3	51029	4252.42	26.45
4	52720	4393.33	27.33
5	54414	4534.50	28.20
6	55996	4666.33	29.02
7	56644	4720.33	29.36
8	57854	4821.17	29.99
9	59056	4921.33	30.61
10	60277	5023.08	31.24
11	61474	5122.83	31.86
12	62696	5224.67	32.50
13	63938	5328.17	33.14
14	65138	5428.17	33.76
15	66396	5533.00	34.41
16	67642	5636.83	35.06
17	68896	5741.33	35.71
18	70148	5845.67	36.36



Walsall Council

Appendix D - JNC for Youth & Community Workers

Spinal Column Point Salaries effective from 1st September 2021 (TBC) & 2020

* Salary scales reflect the 1% reduction following the terms and conditions review (2017)

** note Hourly rates are shown rounded to the nearest whole penny

Apr-21			
SCP	Annual Salary	Monthly Rate	**Hourly
	£	£	£
Support Worker Range			
5	19308	1609.00	10.01
6	19631	1635.92	10.18
7	19922	1660.17	10.33
8	20589	1715.75	10.67
9	21439	1786.58	11.11
10	22104	1842.00	11.46
11	23178	1931.50	12.01
12	24228	2019.00	12.56
13	25313	2109.42	13.12
14	26437	2203.08	13.70
15	27202	2266.83	14.10
16	28001	2333.42	14.51
17	28787	2398.92	14.92
Professional Range			
13	25313	2109.42	13.12
14	26437	2203.08	13.70
15	27202	2266.83	14.10
16	28001	2333.42	14.51
17	28787	2398.92	14.92
18	29579	2464.92	15.33
19	30364	2530.33	15.74
20	31152	2596.00	16.15
21	32036	2669.67	16.61
22	33039	2753.25	17.12
23	34015	2834.58	17.63
24	34997	2916.42	18.14
25	35985	2998.75	18.65
26	36973	3081.08	19.16
27	37961	3163.42	19.68
28	38961	3246.75	20.19
29	39953	3329.42	20.71
30	40947	3412.25	21.22
31	41617	3468.08	21.57
32	42718	3559.83	22.14

Sep-20			
SCP	*Annual Salary	Monthly Rate	**Hourly
	£	£	£
Support Worker Range			
5	19130	1594.17	9.92
6	19449	1620.75	10.08
7	19723	1643.58	10.22
8	20385	1698.75	10.57
9	21226	1768.83	11.00
10	21885	1823.75	11.34
11	22948	1912.33	11.89
12	23990	1999.17	12.43
13	25063	2088.58	12.99
14	26176	2181.33	13.57
15	26933	2244.42	13.96
16	27725	2310.42	14.37
17	28502	2375.17	14.77
Professional Range			
13	25063	2088.58	12.99
14	26176	2181.33	13.57
15	26933	2244.42	13.96
16	27725	2310.42	14.37
17	28502	2375.17	14.77
18	29287	2440.58	15.18
19	30064	2505.33	15.58
20	30843	2570.25	15.99
21	31719	2643.25	16.44
22	32713	2726.08	16.96
23	33679	2806.58	17.46
24	34649	2887.42	17.96
25	35630	2969.17	18.47
26	36607	3050.58	18.97
27	37585	3132.08	19.48
28	38575	3214.58	19.99
29	39559	3296.58	20.50
30	40541	3378.42	21.01
31	41205	3433.75	21.36
32	42295	3524.58	21.92



Walsall Council

Appendix F



Walsall Council

Local Government Pension Scheme Policy Statement: 1 April 2014

Policy Statement for all eligible employees

Under the Local Government Pension Scheme Regulations, each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.

This statement is applicable to all employees of Walsall Council who are eligible to be members of the LGPS. Before the exercise of any discretion it will be necessary in each case to consider the full financial cost implications to the Council and the Pension Fund.

Existing policy discretions for employers which are in place under the 2008 and 1995 schemes will remain in force for employees who left the scheme prior to 1st April 2014.

All other past policies and discretions will be revoked following the approval of this policy. The discretions detailed in this policy will apply from 1st April 2014.

Part 1 – Discretions to be applied under the LGPS Regulations 2013 and LGPS (Transitional Provisions and Savings) Regulations 2014 (denoted as ‘TP’ within the policy).

<u>Regulation 16(2)e & Reg 16(4)d:</u> Where an active Scheme member wishes to purchase extra annual pension of up to £7,194 (figure at 1 April 2020) by making Additional Pension Contributions (APCs), the employer can choose to contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).	<u>Council Policy</u> The Council has <u>NOT</u> adopted this discretion.
<u>Regulation 30(6) and TP11(2):</u> Whether to permit flexible retirement for staff aged 55 or over who, with the agreement of the employer, reduce their working hours or grade in order to release some or all of their retirement benefits.	<u>Council Policy</u> The Council will consider employee requests to take flexible retirement on a case by case basis after taking into factors such as service delivery and any costs that may apply.

<p><u>Regulation 30(8):</u> Whether to waive any actuarial reductions that would otherwise apply under Regulation 30(5) and Regulation 30(6) for active members, deferred members and suspended tier 3 ill health pensioners who elect to receive early payment of benefits prior to normal pension age.</p>	<p><u>Council Policy</u> Waiving of actuarial reductions and the application of 85 year rule protections will be considered only where there is a clear financial or operational advantage in doing so. A request for early unreduced payment of benefits on compassionate grounds would be considered only where the former member is prevented from full-time working due to the need to provide long-term care for a dependant.</p>
<p><u>TP Regulation 1(1)(c) of Schedule 2:</u> Whether, to apply the 85 year rule protections to members who choose to voluntarily draw their benefits on or after age 55 and before age 60, [under paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].</p>	<p><u>Council Policy</u> Waiving of actuarial reductions and the application of 85 year rule protections will be considered only where there is a clear financial or operational advantage to the Council in doing so.</p>
<p><u>Regulation 31:</u> Whether to grant extra annual pension of up to £7,194 to an active Scheme member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.</p>	<p><u>Council Policy</u> The Council has <u>NOT</u> adopted this discretion.</p>
<p><u>Regulation 22(8 & 9):</u> Whether to extend the 12-month period in which a member can elect to retain separate benefits for previous pensionable service.</p>	<p><u>Council Policy</u> The Council will consider applications under this Regulation but only when it can be demonstrated that the delay is because of an administration issue and not as a result of the scheme member's failure to make an election within the 12 month timescale.</p>
<p><u>Regulation 9(3):</u> Determining the rate of employees' contributions</p>	<p><u>Council Policy</u> The Council will review the contribution rate bands at six monthly intervals. Account will be taken when determining the rate of any impending pay award.</p>
<p><u>Regulation 100(6):</u> Whether to extend the 12-month period from joining the scheme in which to allow a transfer-in of previous non-local government pension rights.</p>	<p><u>Council Policy</u> The Council will consider applications under this Regulation but only when it can be demonstrated that the delay is because of an administration issue and not as a result of the scheme member's failure to make an election within the 12 month timescale.</p>

Part 2 – Discretions to be applied under the LGPS (Benefits, Membership and Contributions) Regulations 2007 (as amended)

No remaining Discretions apply under Part 2

Part 3 – Discretions to be applied under the LGPS Regulations 1997

<u>Regulation 31(7A):</u> Whether to grant employer consent for a scheme member to access their retirement benefits from their Normal Retirement Date without reduction, while continuing to be employed by a Scheme employer listed in Schedule 2.	<u>Council Policy</u> The Council has adopted this regulation to be used in exceptional circumstances only. The criteria for exceptional circumstances are defined in the detailed guidelines. The Council will consider each specific case which will be judged equally and fairly on its own merits having fully considered the reasons for early payment and any associated financial costs.
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Part 4 – Discretions to be applied under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

<u>Regulation 5:</u> The Council may decide to calculate a redundancy payment entitlement as if there had been no limit on the amount of the week's pay used in the calculation.	<u>Council Policy</u> The Council has decided to adopt this discretion and base redundancy payment calculations on an unrestricted week's pay.
<u>Regulation 6:</u> A one-off lump sum compensation payment may be awarded to an employee up to a maximum value of 104 weeks pay (2 years) inclusive of any redundancy payment made.	<u>Council Policy</u> The council has decided to adopt this discretion in part and will award an additional lump sum compensation payment equal to the value of the statutory redundancy payment – maximum payment 30 weeks – but only in cases of some compulsory redundancies. Each award will be subject to a cap to be paid to an employee who is paid less than the full time equivalent of scale point 23. Each specific case will be judged equally and fairly on its own merits having fully considered service delivery and financial costs.

Part 5 – Discretions to be applied under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

<u>Explanation</u> The Council operates The Walsall Council Injury Allowance Scheme under the permissive powers of The Discretionary Payment Regulations 2011.	<u>Council Policy</u> The Council has decided that all claims are to be submitted to and agreed by an Injury Allowance Panel. The panel will consist of The Head of Legal Services, The Head of Finance and the Head of Human Resources or
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<p>The scheme is unique to Walsall Council employees and is operated within the regulatory guidelines.</p>	<p>their nominees.</p> <p>Both temporary and permanent allowances are available within the terms of reference of the scheme. Each award will be judged on the relevant evidence presented to the panel. Payment will be made from the service budget. There is no separate internal appeals process as designated by the Injury allowance panel.</p>
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Part 6 – Appeals Process – Local Government Pension Scheme (Administration) Regulations 2008

<p><u>Regulation 57: Internal Dispute Resolution Procedure (IDRP)</u></p> <p>Responsibility for determination of LGPS disputes under the first stage of the procedure now lies with the “Adjudicator” at the employing authority.</p> <p>The Section 151 Officer is the Adjudicator for the purposes of the Internal Dispute Resolution Process. If this presents a conflict of interest when the complaint relates to a member of the Resources directorate, the Chief Executive will act as the Adjudicator.</p>	<p><u>Council Policy</u></p> <p>Any disputes about decisions made under the LGPS should be sent in writing to:</p> <p>The Section 151 Officer The Council House Walsall Council WS1 1TW or</p> <p>The Chief Executive if the complaint relates to member of the Resources and Transformation Directorate.</p>
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Reviewed December 2020