

Pay Policy Statement 2023/2024



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:

- Our Council Plan
- Walsall Proud
- Job Evaluation & Grading Policy
- Redeployment Policy
- Market Supplements Policy
- Walsall Council Terms and Conditions Document (Orange Book)
- Standby and Call Out Guidance
- Reimbursement of Personal Expenses Policy
- Retention Payments Policy
- Workforce Strategy
- Organisational Development 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

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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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 customer focused, effective, efficient and equitable and helps embed the behaviours and values expected of all employees as part of the Behaviour and Standards Framework.
- 1.5 Council employees have a duty to demonstrate principles of equality, diversity and inclusion across all interactions ensuring compliance with council policies, procedures and relevant legislation. The council adopts a zero tolerance approach to discrimination, and will not accept any form of unlawful or unfair discrimination on the grounds of age, disability, gender, gender identity, marital or civil partnership status, race, ethnic origin, colour, nationality, pregnancy or maternity, religion or belief (or no religion or belief), sexual orientation, class or social background, political belief or Trade Union affiliation. We are committed to equal opportunities and aspire to have a diverse workforce, and an inclusive workplace culture, all of which enable better outcomes for our staff and the local residents we serve. Employees should refer to the equality and diversity protocol for further information.
- 1.6 The Pay Policy Statement sets out council policy on pay and conditions for senior managers and employees for the year ending 31 March 2024.

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 aim and priorities and clearly demonstrate the council's management behaviours and values, seeking further advice and guidance from Human Resources where necessary.

4.2 Employees are accountable for the following;

- All employees should support the delivery of the council's aim and priorities, 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.
- 5.4 The salary details for Chief Officers are published on the council's website and can be located on the open data pages; [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 the employment of Chief Officers, the council will consider making such payments, having regard to the law, the council's constitution, and where it is in the council's best interests. This will take into account any potential risks and liabilities to the council, including any legal costs, disruption to services, and impact on employee relations and management time. The council will only make special severance payments in exceptional circumstances where the application is fair, proportionate, lawful and demonstrates value for money for the tax payer. Special severance payments will be defined by, and considered, in accordance with the statutory guidance issued under section 26 of the Local Government Act 1999. Refer to section 18.0 SSP.

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 up to spinal column point (SCP) 62 and is attached at Appendix B.
- 6.2 The council's pay and grading structure ranges from G1 to G16 and covers SCP 02 – 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 31 October 2022) apprentices pay starts at £9,372.66 (pay scales attached at Appendix C). From April 2023 apprentices pay starts at £10,288.49. These pay scales include a 1% increase

on the national minimum wage rates due to a corporate pay increase agreed by Personnel Committee in March 2021. The council pay age appropriate rates for all levels of apprenticeships plus the additional 1% pay increase (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 (none currently employed based on council structures as at 31 October 2022).
- 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.

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 unless otherwise agreed. 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 D & E.
- 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.

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, with normal incremental progression in line with 9.3 below. In the case of internal appointments to posts at the same grade, appointment will normally be made on the existing SCP with incremental progression in line with 9.4 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 Head of Service (or delegated manager with the relevant level of salary authorisation) should seek advice from Human Resources before they appoint on a higher spinal column point within the grade.

- 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 incremental progression in line with 9.4 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 incremental progression is due in line with 9.4 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.
- 8.5 Casuals who have not worked and therefore have not been paid within a 12 month period will automatically be removed from the payroll.

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 usually 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. There are a couple of exceptions to this rule, (see 9.4 below).
- 9.4 Where an internal employee moves into either;
 - a new post at the same grade;
 - an additional/second post at the same grade;
 - or, a lower graded post;

the increment that would have been due in the previous/first post in the coming April, will be awarded (where relevant) in the new/additional post from the same point in time i.e. the coming April, so the employee is not subject to a detriment from moving roles.

- 9.5 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 and 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 in line with 9.3 above.
- 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 (or delegated manager) with the relevant level of salary authorisation, and Human Resources 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-agreed in advance, can be extended to those above G6. Overtime is not normally paid to those on senior management grades (G14 and above). All overtime must be agreed by the relevant manager and approved by the Head of Service (or delegated manager with the relevant level of salary authorisation).
- 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 Human Resources.

- 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-agreed by the Head of Service (or delegated manager with the relevant level of salary authorisation), 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-agreed by the Head of Service (or delegated manager with the relevant level of salary authorisation), 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 where it is an essential requirement of the job. Essential would normally relate to a statutory function, and to support recruitment and retention (see the reimbursement of personal expenses policy).
- 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 Long Service Award

- 17.1 A long service award will be paid to employees after competing 20 years continuous service with Walsall Council. The award is £125 per employee regardless of the number of hours worked. It is a one-off payment, paid as a cash payment through payroll, attracting tax and national insurance contributions as applicable.

18.0 Special Severance payments

- 18.1 The payment of special severance payments will only be considered in exceptional circumstances and where their application is fair, proportionate, lawful and demonstrates value for money for the tax payer.
- 18.2 Special severance payments will be defined and considered in accordance with the statutory guidance issued under section 26 of the Local Government Act 1999.
- 18.3 Special Severance payments in excess £100,000 will be approved by Personnel Committee as per the delegation of full council.
- 18.4 Special severance payments of £20,000 and above, but below £100,000, will be personally approved and signed off by the Chief Executive, with a clear record of the Leader's approval.
- 18.5 Special severance payments below £20,000 will be approved and signed off by the Head of Service (with the relevant level of salary authorisation in accordance with the council's scheme of delegations), following consultation with the relevant Director, and having taken HR, legal and financial advice.
- 18.6 Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest it is expected that the payment should be approved by Personnel Committee (which must include at least two independent persons).
- 18.7 Appropriate HR, legal and financial advice will be sought and considered in respect of all special severance payments. Where it is thought appropriate, the council's external auditors will be consulted in relation to substantial severance packages.
- 18.8 In addition to the Special Severance Payments authorisation policy and process detailed in this section (18) and in accordance with the statutory guidance on Special Severance Payments, the council's S151 Officer and Monitoring Officer will take a close interest in and be able to justify any Special Severance Payments made by the council and in particular any payments that are made that are not consistent with the statutory guidance.

19.0 Exit payments

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

20.0 Pensions

- 20.1 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 20.4).

- 20.2 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.
- 20.3 The council's current published LGPS discretionary policy is contained in Appendix F of this document and was effective from 1st April 2014. 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.
- 20.4 The council has been granted an NHS Pension Scheme Open Public Health Direction Order, effective from 13th September 2021. From this date, the council has been granted powers to provide access to the NHS Pension Scheme for new entrants who carry out specific roles within Public Health. Further details of these roles are available upon request from the Payroll and Pensions Team.

21.0 Pay multiples (or pay dispersion)

- 21.1 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.
- 21.2 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.
- 21.3 The council's current (31 October 2022) pay multiple from the highest pay (£191,782 per annum) to the median pay of the organisation (£28,226 per annum) is 1:7. This pay multiple is the same ratio as the previous year.
- 21.4 The council's current (31 October 2022) pay multiple from the median pay of Chief Officers within the Corporate Management Team (£138,083 per annum) to the median pay of the organisation (£28,226 per annum) is 1:5. This pay multiple is the same ratio as the previous year.
- 21.5 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 / Chief Executive of Local Authorities
Spinal Column Point Salaries

		1 st April 2023	1 st April 2022
		Annual	Annual
Chief Executive			
Pay range *		£177,802 to £200,487	£171,789 to £193,707
Executive Director			
Pay range	11	£138,102	£133,432
	12	£141,505	£136,720
	13	£144,908	£140,008
	spot point	£151,714	£146,584
Director			
Pay range	31	£91,004	£87,927
	32	£94,424	£91,231
	33	£97,848	£94,539
	34	£101,270	£97,845
	35	£104,701	£101,160

*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 2023 and 1st April 2022

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

		Apr-23			Apr-22			
Grade	SCP	Annual Salary £	Monthly Rate £	*Hourly Rate £	Annual Salary £	Monthly Rate £	*Hourly Rate £	
NJC grades								
G1	001				20258	1688.17	10.50	
	G2	002	22366	1863.83	11.59	20441	1703.42	10.60
		003	22737	1894.75	11.79	20812	1734.33	10.79
G3		004	23114	1926.17	11.98	21189	1765.75	10.98
		005	23500	1958.33	12.18	21575	1797.92	11.18
	G4	006	23893	1991.08	12.38	21968	1830.67	11.39
		007	24294	2024.50	12.59	22369	1864.08	11.59
		008	24702	2058.50	12.80	22777	1898.08	11.81
G5		009	25119	2093.25	13.02	23194	1932.83	12.02
		010	25545	2128.75	13.24	23620	1968.33	12.24
		011	25979	2164.92	13.47	24054	2004.50	12.47
		012	26421	2201.75	13.69	24496	2041.33	12.70
		013	26873	2239.42	13.93	24948	2079.00	12.93
		014	27334	2277.83	14.17	25409	2117.42	13.17
	G6	015	27803	2316.92	14.41	25878	2156.50	13.41
		016	28282	2356.83	14.66	26357	2196.42	13.66
		017	28770	2397.50	14.91	26845	2237.08	13.91
		018	29269	2439.08	15.17	27344	2278.67	14.17
		019	29777	2481.42	15.43	27852	2321.00	14.44
		020	30296	2524.67	15.70	28371	2364.25	14.71
		021	30825	2568.75	15.98	28900	2408.33	14.98
G7		022	31364	2613.67	16.26	29439	2453.25	15.26
		023	32076	2673.00	16.63	30151	2512.58	15.63
		024	33024	2752.00	17.12	31099	2591.58	16.12
		025	33945	2828.75	17.59	32020	2668.33	16.60
	G8	026	34834	2902.83	18.06	32909	2742.42	17.06
		027	35745	2978.75	18.53	33820	2818.33	17.53
		028	36648	3054.00	19.00	34723	2893.58	18.00
		029	37336	3111.33	19.35	35411	2950.92	18.35
G9		030	38223	3185.25	19.81	36298	3024.83	18.81
		031	39186	3265.50	20.31	37261	3105.08	19.31
		032	40221	3351.75	20.85	38296	3191.33	19.85
		033	41418	3451.50	21.47	39493	3291.08	20.47
	G10	034	42403	3533.58	21.98	40478	3373.17	20.98
		035	43421	3618.42	22.51	41496	3458.00	21.51
		036	44428	3702.33	23.03	42503	3541.92	22.03
		037	45441	3786.75	23.55	43516	3626.33	22.56
G11		038	46464	3872.00	24.08	44539	3711.58	23.09
		039	47420	3951.67	24.58	45495	3791.25	23.58
		040	48474	4039.50	25.13	46549	3879.08	24.13
		041	49498	4124.83	25.66	47573	3964.42	24.66
	G12	042	50512	4209.33	26.18	48587	4048.92	25.18
		043	51515	4292.92	26.70	49590	4132.50	25.70
		044	52620	4385.00	27.27	50655	4221.25	26.26
		045	53714	4476.17	27.84	51708	4309.00	26.80
G13		046	54962	4580.17	28.49	52909	4409.08	27.42
		047	56239	4686.58	29.15	54138	4511.50	28.06
		048	57515	4792.92	29.81	55367	4613.92	28.70
		049	58809	4900.75	30.48	56612	4717.67	29.34
		050	60094	5007.83	31.15	57849	4820.75	29.98
G14		055	66741	5561.75	34.59	64248	5354.00	33.30
		056	68093	5674.42	35.29	65550	5462.50	33.98
	G15	057	70227	5852.25	36.40	67604	5633.67	35.04
		058	73639	6136.58	38.17	70889	5907.42	36.74
		059	77048	6420.67	39.94	74170	6180.83	38.44
G16		060	80605	6717.08	41.78	77594	6466.17	40.22
		061	84020	7001.67	43.55	80882	6740.17	41.92
		062	87429	7285.75	45.32	84163	7013.58	43.62

Midpoint (Average Cost) of Salary Grades 2023

Grade	SCP	Midpoint £
Grade 1	pts 1-2	22366
Grade 2	pts 2-4	22739
Grade 3	pts 4-6	23502
Grade 4	pts 6-11	24922
Grade 5	pts 9-17	26903
Grade 6	pts 15-23	29829
Grade 7	pts 22-27	33498
Grade 8	pts 26-31	36995
Grade 9	pts 30-35	40812
Grade 10	pts 34-39	44930
Grade 11	pts 38-43	48981
Grade 12	pts 42-47	53260
Grade 13	pts 46-50	57524
Grade 14	pts 55-58	69675
Grade 15	pts 57-61	77108
Grade 16	pts 60-62	84018

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 2023

£10.90 per hour



Walsall Council

Appendix C

Walsall Apprentice rates of pay

Pay Range	Pay Point	1 st April 2023		1 st April 2022	
		Annual	Hourly	Annual	Hourly
Walsall Council Real Living Wage	XLW	£21,029.21	£10.90	£19,099.93	£9.90
Government National Living Wage 23 years old and over*	XGLWC	£20,304.19	£10.52*	£18,511.50	£9.60*
National Minimum Wage 21-22 years old*	XNMWU23C	£19,836.53	£10.28*	£17,887.95	£9.27*
National Minimum Wage 18-20 years old*	XNMWU21C	£14,594.85	£7.56*	£13,308.79	£6.90*
National Minimum Wage 16-17 years old*	XNMWU18C	£10,288.49	£5.33*	£9,372.66	£4.86*

*National minimum wage with 1% uplift

All apprentices will be paid at age appropriate rates, with the exception of higher level and degree level apprentices who will receive the Real Living Wage, where applicable.

Appendix D - Soulbury Committee for Educational Advisors

Spinal Column Point Salaries effective from 1st September 2023 & 1st September 2022

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

Below for reference as 2022/23 and 23/24
pay awards only agreed in December 2023 -
prior to this paid at the 2021 rate

01/09/2023			
SCP	Annual Salary	Monthly Rate	*Hourly Rate
	£	£	£
Educational Improvement Professionals			
1	40540	3378.33	21.01
2	41920	3493.33	21.73
3	43224	3602.00	22.40
4	44545	3712.08	23.09
5	45857	3821.42	23.77
6	47170	3930.83	24.45
7	48550	4045.83	25.16
8	49878	4156.50	25.85
9	51425	4285.42	26.65
10	52805	4400.42	27.37
11	54166	4513.83	28.08
12	55484	4623.67	28.76
13	56976	4748.00	29.53
14	58308	4859.00	30.22
15	59777	4981.42	30.98
16	61106	5092.17	31.67
17	62440	5203.33	32.36
18	63748	5312.33	33.04
19	65097	5424.75	33.74
20	65794	5482.83	34.10
21	67133	5594.42	34.80
22	68301	5691.75	35.40
23	69586	5798.83	36.07
28	75650	6304.17	39.21
Trainee Educational Psychologists			
2	29872	2489.33	15.48
3	31770	2647.50	16.47
4	33673	2806.08	17.45
5	35572	2964.33	18.44
6	37473	3122.75	19.42
Assistant Education Psychologists			
2	35228	2935.67	18.26
3	36531	3044.25	18.93
4	37828	3152.33	19.61
5	39341	3278.42	20.39
Educational Psychologists			
3	46525	3877.08	24.12
4	48575	4047.92	25.18
5	50627	4218.92	26.24
6	52678	4389.83	27.30
7	54609	4550.75	28.31
8	56540	4711.67	29.31
9	58348	4862.33	30.24
10	60160	5013.33	31.18
11	61848	5154.00	32.06
12	62540	5211.67	32.42
13	63836	5319.67	33.09
14	65120	5426.67	33.75
Senior & Principal Educational Psychologists			
2	54609	4550.75	28.31
3	56540	4711.67	29.31
4	58348	4862.33	30.24
5	60160	5013.33	31.18
6	61848	5154.00	32.06
7	62540	5211.67	32.42
8	63836	5319.67	33.09
9	65120	5426.67	33.75
10	66425	5535.42	34.43
11	67706	5642.17	35.09
12	69010	5750.83	35.77
13	70337	5861.42	36.46
14	71621	5968.42	37.12
15	72966	6080.50	37.82
16	74297	6191.42	38.51
17	75637	6303.08	39.20
18	76976	6414.67	39.90
19	80055	6671.25	41.49
20	83257	6938.08	43.15
21	86587	7215.58	44.88

01/09/2022			
SCP	Annual Salary	Monthly Rate	*Hourly Rate
	£	£	£
Educational Improvement Professionals			
1	38981	3248.42	20.20
2	40308	3359.00	20.89
3	41562	3463.50	21.54
4	42832	3569.33	22.20
5	44093	3674.42	22.85
6	45356	3779.67	23.51
7	46683	3890.25	24.20
8	47960	3996.67	24.86
9	49447	4120.58	25.63
10	50774	4231.17	26.32
11	52083	4340.25	27.00
12	53350	4445.83	27.65
13	54785	4565.42	28.40
14	56065	4672.08	29.06
15	57478	4789.83	29.79
16	58756	4896.33	30.45
17	60038	5003.17	31.12
18	61296	5108.00	31.77
19	62593	5216.08	32.44
20	63263	5271.92	32.79
21	64551	5379.25	33.46
22	65674	5472.83	34.04
23	66910	5575.83	34.68
28	72740	6061.67	37.70
Trainee Educational Psychologists			
1	26895	2241.25	13.94
2	28723	2393.58	14.89
3	30548	2545.67	15.83
4	32378	2698.17	16.78
5	34204	2850.33	17.73
6	36032	3002.67	18.68
Assistant Education Psychologists			
1	32619	2718.25	16.91
2	33873	2822.75	17.56
3	35126	2927.17	18.21
4	36373	3031.08	18.85
Educational Psychologists			
3	44736	3728.00	23.19
4	46707	3892.25	24.21
5	48680	4056.67	25.23
6	50652	4221.00	26.25
7	52509	4375.75	27.22
8	54365	4530.42	28.18
9	56104	4675.33	29.08
10	57846	4820.50	29.98
11	59469	4955.75	30.82
Senior & Principal Educational Psychologists			
2	52509	4375.75	27.22
3	54365	4530.42	28.18
4	56104	4675.33	29.08
5	57846	4820.50	29.98
6	59469	4955.75	30.82
7	60135	5011.25	31.17
8	61381	5115.08	31.82
9	62615	5217.92	32.46
10	63870	5322.50	33.11
11	65102	5425.17	33.74
12	66356	5529.67	34.39
13	67632	5636.00	35.06
14	68866	5738.83	35.70
15	70160	5846.67	36.37
16	71439	5953.25	37.03
17	72728	6060.67	37.70
18	74015	6167.92	38.36

01/09/2021			
SCP	Annual Salary	Monthly Rate	*Hourly Rate
	£	£	£
Educational Improvement Professionals			
1	37056	3088.00	19.21
2	38383	3198.58	19.89
3	39637	3303.08	20.54
4	40907	3408.92	21.20
5	42168	3514.00	21.86
6	43431	3619.25	22.51
7	44758	3729.83	23.20
8	46035	3836.25	23.86
9	47522	3960.17	24.63
10	48849	4070.75	25.32
11	50158	4179.83	26.00
12	51425	4285.42	26.65
13	52860	4405.00	27.40
14	54140	4511.67	28.06
15	55553	4629.42	28.79
16	56831	4735.92	29.46
17	58113	4842.75	30.12
18	59371	4947.58	30.77
19	60668	5055.67	31.45
20	61338	5111.50	31.79
21	62626	5218.83	32.46
22	63749	5312.42	33.04
23	64985	5415.42	33.68
28	70815	5901.25	36.71
Trainee Educational Psychologists			
1	24970	2080.83	12.94
2	26798	2233.17	13.89
3	28623	2385.25	14.84
4	30453	2537.75	15.78
5	32279	2689.92	16.73
6	34107	2842.25	17.68
Assistant Education Psychologists			
1	30694	2557.83	15.91
2	31948	2662.33	16.56
3	33201	2766.75	17.21
4	34448	2870.67	17.86
Educational Psychologists			
3	42811	3567.58	22.19
4	44782	3731.83	23.21
5	46755	3896.25	24.23
6	48727	4060.58	25.26
7	50584	4215.33	26.22
8	52440	4370.00	27.18
9	54179	4514.92	28.08
10	55921	4660.08	28.99
11	57544	4795.33	29.83
Senior & Principal Educational Psychologists			
2	50584	4215.33	26.22
3	52440	4370.00	27.18
4	54179	4514.92	28.08
5	55921	4660.08	28.99
6	57544	4795.33	29.83
7	58210	4850.83	30.17
8	59456	4954.67	30.82
9	60690	5057.50	31.46
10	61945	5162.08	32.11
11	63177	5264.75	32.75
12	64431	5369.25	33.40
13	65707	5475.58	34.06
14	66941	5578.42	34.70
15	68235	5686.25	35.37
16	69514	5792.83	36.03
17	70803	5900.25	36.70
18	72090	6007.50	37.37



Appendix E - JNC for Youth & Community Workers

Spinal Column Point Salaries effective from 1st September 2023 & 1st September 2022

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

01/09/2023			
SCP	Annual Salary	Monthly Rate	*Hourly
	£	£	£
Support Worker Range			
5	23496	1958.00	12.18
6	23825	1985.42	12.35
7	24121	2010.08	12.50
8	24799	2066.58	12.85
9	25664	2138.67	13.30
10	26341	2195.08	13.65
11	27434	2286.17	14.22
12	28501	2375.08	14.77
13	29606	2467.17	15.35
14	30750	2562.50	15.94
15	31528	2627.33	16.34
16	32341	2695.08	16.76
17	33141	2761.75	17.18
Professional Range			
13	29606	2467.17	15.35
14	30750	2562.50	15.94
15	31528	2627.33	16.34
16	32341	2695.08	16.76
17	33141	2761.75	17.18
18	33946	2828.83	17.60
19	34745	2895.42	18.01
20	35547	2962.25	18.42
21	36447	3037.25	18.89
22	37467	3122.25	19.42
23	38461	3205.08	19.94
24	39459	3288.25	20.45
25	40465	3372.08	20.97
26	41470	3455.83	21.50
27	42475	3539.58	22.02
28	43493	3624.42	22.54
29	44502	3708.50	23.07
30	45513	3792.75	23.59
31	46195	3849.58	23.94
32	47316	3943.00	24.53

01/09/2022			
SCP	Annual Salary	Monthly Rate	*Hourly
	£	£	£
Support Worker Range			
5	21571	1797.58	11.18
6	21900	1825.00	11.35
7	22196	1849.67	11.50
8	22874	1906.17	11.86
9	23739	1978.25	12.30
10	24416	2034.67	12.66
11	25509	2125.75	13.22
12	26576	2214.67	13.78
13	27681	2306.75	14.35
14	28825	2402.08	14.94
15	29603	2466.92	15.34
16	30416	2534.67	15.77
17	31216	2601.33	16.18
Professional Range			
13	27681	2306.75	14.35
14	28825	2402.08	14.94
15	29603	2466.92	15.34
16	30416	2534.67	15.77
17	31216	2601.33	16.18
18	32021	2668.42	16.60
19	32820	2735.00	17.01
20	33622	2801.83	17.43
21	34522	2876.83	17.89
22	35542	2961.83	18.42
23	36536	3044.67	18.94
24	37534	3127.83	19.45
25	38540	3211.67	19.98
26	39545	3295.42	20.50
27	40550	3379.17	21.02
28	41568	3464.00	21.55
29	42577	3548.08	22.07
30	43588	3632.33	22.59
31	44270	3689.17	22.95
32	45391	3782.58	23.53



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 £7,352 (figure at 1 April 2022) 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.
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<p><u>Regulation R17(1) & TP15(1)(d) & A25(3):</u> Whether, how much, and in what circumstances to contribute to a Shared Cost Additional Voluntary Contribution (SCAVC) arrangement</p>	<p>The Council will pay Shared Cost AVC contributions where an employee has elected to pay AVC's by salary sacrifice. The amount of these employer SCAVC contributions will not exceed the amount of salary sacrificed by the employee. This is at the discretion of the Council's chosen SCAVC provider (when appointed) and is subject to the employee meeting the conditions for acceptance into the salary sacrifice SCAVC scheme, which may be withdrawn or amended at any time.</p>
<p><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.</p>	<p><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>
<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 £7,352 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>

<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.	<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.
<u>Regulation 9(3):</u> Determining the rate of employees' contributions	<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.
<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.	<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.

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

<p><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.</p>	<p><u>Council Policy</u> The Council has decided to adopt this discretion and base redundancy payment calculations on an unrestricted week's pay.</p>
<p><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.</p>	<p><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.</p> <p>Each specific case will be judged equally and fairly on its own merits having fully considered service delivery and financial costs.</p>

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

<p><u>Explanation</u> The Council operates The Walsall Council Injury Allowance Scheme under the permissive powers of The Discretionary Payment Regulations 2011.</p> <p>The scheme is unique to Walsall Council employees and is operated within the regulatory guidelines.</p>	<p><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 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.</p> <p>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 November 2022