

WALTHAM FOREST PAY POLICY STATEMENT 2012/13

The Council undertook a review of its chief officer pay and grading during 2011. This was agreed by Staffing Committee in September 2011 and forms the basis for the chief officer related elements of this pay statement. The pay policy statement applies to directly employed Waltham Forest Council staff only.

Chief Officers

Remuneration Strategy and Principles

The principles of the Chief Officer Remuneration Strategy are:

- Fair, equitable and transparent arrangements to support excellent service delivery to our residents in accordance with the Council's values and priorities
- A reward package that represents value for money for the Council while being competitive within the relevant market for the employee
- Pay arrangements that differentiate rewards to employees based on the achievement of organisational, team and individual targets
- Pay increases for employees, including any incremental progression, will be subject to an assessment of performance through an appropriate appraisal scheme as agreed by the Council and performance levels being sustained
- The Council will facilitate the provision of benefits for its employees by third party providers and support the use of schemes approved by the government which provide discounts or savings to employees (e.g. salary sacrifice, corporate discount schemes)
- The Council will be open and transparent about its remuneration strategy and publish statements on chief officer remuneration by 31 March of each year.

Factors Determining Remuneration

The Council will take a number of factors into consideration in determining the level and process of remuneration for chief officers and all staff. These factors are:

- The Council's financial position.
- The Government's stated policy on public sector pay and any assumptions built into financial settlements for local government.
- The level of pay awards agreed by the National Joint Council of Local Government Service and other relevant national negotiating bodies.
- The level of inflation.
- The Council's analysis of trends in recruitment and retention of employees including comparison with our neighbouring boroughs and partners.
- The Council's workforce requirements and plans.
- Any other relevant factors.

Grading and Remuneration Scheme

Waltham Forest will use the Hay job evaluation method to evaluate Chief Officer roles.

Remuneration of Chief Officers on Recruitment

New staff will be placed on the bottom point of the grade. However if the Council is matching a salary this will be taken into account in the offer.

Remuneration Principles Linked to Performance

All chief officers will have their level of reward linked to sustaining high performance. This is to ensure that the Council gets maximum value for money and that reward levels are inextricably linked to providing good services to our residents or to internal customers to enable them to provide these high-quality services. The principles to be followed in this approach are:

- In order to progress a scale point, a chief officer will have to achieve a '1' (exceptional) marking in appraisal
- An appraisal marking of '2' will maintain the position they are in at the end of the year
- Any subsequent appraisal marking of '2' will again maintain that position
- Any chief officer achieving a marking of '3' will be supported to improve their performance and although this will not automatically result in a salary reduction, a salary reduction could be an outcome of the performance improvement process.

There are no bonuses applicable to chief officer posts.

Ending of Employment of Chief Officer Posts

The Council will make contractual payments to any chief officers whose employment ends during the year.

Payment to Chief Officers Undertaking Additional Duties

When elections occur a fee is payable for returning officer duties. This will be included in the annual publication of payments to chief officer where applicable.

Non Chief Officer Posts

The method by which non-chief officer posts are evaluated is by the Greater London Provincial Council Job Evaluation Scheme 2000. It is through this evaluation scheme that the lowest paid roles in the Council are determined. However the method by which jobs are evaluated will be at the Council's discretion and may be changed with reasonable notice.

Subject to satisfactory service and any Council decision made as part of its annual budget setting process to the contrary, salaries will rise by annual increments up to the maximum of the scale for the grade.

For the financial years 2012/13 and 2013/14 only, the Council has agreed that no increments will be paid to staff at scale 5 and over, including chief officers, after which the situation will be reviewed. This means that the next date upon which increments may be payable for these staff is 1st April 2014. Subject to the provision of this clause, notwithstanding the above, a member of staff will be eligible for increments on 1st April each year until the maximum of the scale is reached subject to the following qualifications:

The Council may in any year decide on financial grounds not to pay an increase of increment payments for all employees in the following financial year. This will be stated as part of the budget planning process.

London Living Wage

The Council agrees to apply the London Living Wage to its directly employed staff. Prior to the freeze of the pay of local government workers the national salary scales were higher than the London Living Wage. However, this is not now the case.

From 8th May 2011 the Mayor of London set this at £8.30 an hour and an annual full time equivalent salary of £15,579. Therefore for staff on Grade 1, salary spinal points 4 to 7 a top up to this salary will be made. As the pay of Local Government workers is frozen for the coming years, should the Mayor increase the rate of the London Living Wage then the top up will be amended as necessary.

Pay Multiple

The pay differential ratio between the highest and lowest paid officers of the Council will not exceed 12:1

Lowest Paid Employees

The lowest paid employee in the Council will be paid the London Living Wage of £15,579 for a full time employee.