



**NOTICE OF MEETING**

**Meeting:** Staffing Committee  
**Date and Time:** Thursday 11 February 2021 7.00 pm  
**Place:** Council Chamber  
**Enquiries to:** Helen Vincent  
[committeeservices@hart.gov.uk](mailto:committeeservices@hart.gov.uk)  
**Members:** Wildsmith (Chairman), Butler, Crampton, Drage, Kennett, Kinnell, Neighbour, Radley and Worlock

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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**AGENDA**

**This meeting is being administered under the provisioning of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meeting) (England and Wales) Regulations 2020. The Provision made in this regulation applies notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the Council governing the meeting and such prohibition or restriction had no effect.**

**This Agenda and associated appendices are provided in electronic form only and are published on the Hart District Council Website**

**1 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 17 December 2020 are attached to be confirmed and signed as a correct record. **This item to follow.**

## **2 APOLOGIES FOR ABSENCE**

To receive any apologies for absence from Members\*.

**\*Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they will be absent.

## **3 DECLARATIONS OF INTEREST**

To declare disposable pecuniary, and any other, interests\*.

**\*Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they may have an interest to declare.

## **4 CHAIRMAN'S ANNOUNCEMENTS**

## **5 REVIEW OF CHIEF EXECUTIVE'S PERFORMANCE OBJECTIVE SETTING (Pages 3 - 8)**

To review the 2020/21 performance objectives for the Joint Chief Executives and to consider the performance objectives for the Joint Chief Executives for 2021/22.

The objectives are used as a basis of evaluation of the Joint Chief Executives' performance.

## **6 PAY POLICY STATEMENT FINANCIAL YEAR 2021-22 INCLUDING OVERVIEW OF OVERTIME RATES, CURRENT VACANCIES AND PROGRESS WITH MARKET SUPPLEMENT REVIEW (Pages 9 - 25)**

To seek approval to the Council's Pay Policy for 2021/22.

Further to the request at Staffing Committee in February 2020, a benchmarking comparison of over time rates, against other Councils, has been included.

**Date of Despatch: Wednesday, 3 February 2021**

## **STAFFING COMMITTEE**

**DATE OF MEETING**      **11 FEBRUARY 2021**

**TITLE OF REPORT**      **REVIEW OF CHIEF EXECUTIVES' PERFORMANCE OBJECTIVES AND OBJECTIVE SETTING**

**Report of**                      **Councillor Dave Neighbour, Leader of the Council**

### **1 PURPOSE OF REPORT**

- 1.1. To review the 2020/21 performance objectives for the Joint Chief Executives and to consider the performance objectives for the Joint Chief Executives for 2021/22.
- 1.2. The objectives are used as a basis of evaluation of the Joint Chief Executives' performance.

### **2 RECOMMENDATION**

- 2.1 Subject to any comments of the Staffing Committee, the performance objectives as set out in Appendix 1 be confirmed for the Joint Chief Executives for the coming year.

### **3 BACKGROUND**

- 3.1 The Joint Chief Executives play a key role in the corporate leadership of the Council and will contribute to the delivery of all corporate goals, this is recognised in their job description and should be reflected in their annual objectives.
- 3.2 The Joint Chief Executives have had regular performance reviews and objectives, most recently these were considered by Staffing Committee in February 2020 as set out in Appendix 1
- 3.3 In normal years, we would seek to assess performance against those objectives in assessing the achievements made this year
- 3.4 On the 16<sup>th</sup> March, just 24 working days after the objectives were set, the Prime Minister spoke to the country and in the face of the Covid-19 pandemic, told everyone to work from home where possible. This was followed by a formal lockdown which started on the 23<sup>rd</sup> March.
- 3.5 What followed was unprecedented in its challenges and complexity for individuals and organisations, particularly those supporting the response against Covid-19 such as Hart District Council – and the Joint Chief Executives, leading the organisation.

## 4 CONSIDERATIONS

- 4.1 In such circumstances, it would be incongruous to assess performance of the Joint Chief Executives, in the past year against those formally adopted objectives. Rather it would be more useful to consider what they have managed to achieve, and how they achieved it, in light of a continuing pandemic.
- 4.2 On the 16<sup>th</sup> March, the Joint Chief Executives met and agreed that to succeed, they would need to divide the work moving forward. Daryl Phillips took control of ensuring, as far as possible, normal council services would continue unaffected by the pandemic and the need to work remotely. Patricia Hughes took control of the council's response to Covid-19 itself.
- 4.3 Key achievements have included;
- Moving the Council and all council services to agile and remote working with a complete refresh of laptops and launch of Windows 10
  - Facilitating online Committee Meetings and democratic decision making, evolving as the technology progresses
  - Adoption of the Local Plan at the first 'virtual' meeting of the Council just 26 working days after formal lockdown
  - Created, within a matter of days, the Hart Response Hub, to protect and support those shielding and help them with food and medicines as well as loneliness bringing staff from across the organisation to deliver.
  - Ensured all people homeless were 'brought in' and provided hardship payments
  - Installed new applications, equipment and processes to ensure that the Council Offices were safe places of work, as well as safe for our residents to visit.
  - Launched the Edenbrook Bike Track
  - Appointed a new S151 (Head of Corporate Services) and retained the services of the Head of Community (who was due to leave)
  - Delivered a wide range of business grants to businesses struggling due to the economic impact of the crisis as well as increased business support information
  - Dealt with the major fish death at Fleet Pond which occurred due to the weather conditions
  - Insourced HR and Payroll as well as Community Safety Services
  - Increased and sustained regular Covid-19 updates for all Councillors, Parish Councils
  - Increased and sustained weekly updates for staff and monthly Staff Briefings
  - Creation of a forum with Covid Community Co-ordinators to ensure effective communications, and sharing of issues and solutions
  - Began work on Covid-19 Recovery, with the adoption of a Covid-19 Recovery plan by Cabinet and the creation of a 'Community Sounding Board' as well as delivering a District wide Covid questionnaire.
  - Carried out an election canvas and began the implantation of Modern.Gov

- Carried out regular staff surveys to assess for stress and ways to help our staff both physically and mentally as well as commissioning a new Employee Assistance Service.
- Continued all services, as far as possible, for all residents.

4.4 Looking to the future, the picture is currently very uncertain. Whilst the objectives of 2020/2021 still appear as valid as they were, when approved by Staffing Committee in February 2020; it is clear that as we remain in a declared Major Civil Emergency the context within which the Joint Chief Executives are working, has radically changed.

4.5 With this in mind, the recommendation is to 'roll over' the objectives of 2020/2021.

Until such times as the Council is able to return to a level of normality, resources will continue to be abstracted to provide the Covid response, and as such, these objectives will provide the Joint Chief Executives with a framework, or ambition, whilst recognising that circumstances may not permit for their completion.

## **5 FINANCIAL IMPLICATIONS**

5.1 There are no additional costs.

## **6 ACTION**

6.1 To use of the performance objectives for 2020/21, as in Appendix 1, as part of the appraisal system for the Joint Chief Executive's during the coming year.

**Dave Neighbour**  
**Leader of the Council**

## **APPENDICES**

Appendix 1 - 2020/21 Joint Chief Executives Proposed Performance Objectives

## Appendix 1 – Joint Chief Executive Performance Objectives 2020/2021

Link to Corporate Plan	Objective	Measure	Lead
<p><b>An Efficient and Effective Council</b> To realise our ambitions to deliver</p>	<p>To facilitate and help Members to create a new Corporate Plan, as a delivery mechanism for the new Hart 2040 Vision</p>	<p>A new Corporate Plan will be created, consulted upon and adopted by the Council</p>	Both
<p><b>An Efficient and Effective Council</b> Ensuring our Medium Term Financial Strategy is focused on strategic priorities</p>	<p>To ensure the Council and its ambitions are fully funded</p>	<p>Ensure that the Corporate Plan is considered in light of the funding envelope for the current and future years</p>	Both
<p><b>An Efficient and Effective Council</b> Maximising income opportunities and identifying new opportunities for income generation</p>	<p>Continued implementation of the Commercialisation</p>	<p>Continue to ensure performance against the existing Commercial Strategy whilst exploring opportunities for the mid to long term</p>	Both
<p><b>An Efficient and Effective Council</b> Maximising income opportunities and identifying new opportunities for income generation</p>	<p>Continue to embed opportunities to find efficiencies through commercialization and digitalisation</p>	<p>Continue to creation of a new culture, new ways of working which increases collaboration, reduces duplication and increases available online services (e.g. continued data management along with enhanced broadband)</p>	DP
<p><b>An Efficient and Effective Council</b> Continuing to ensure we have an engaged and motivated workforce</p>	<p>Continued development of the organisation to ensure that it is 'fit for the future'</p>	<p>As part of the Corporate Plan consideration, outline the Councils future approach to Shared Services based on the evidence of the review</p>	PH
		<p>Skills Gap analysis, leading to a systematic approach to the development of staff</p>	PH

<b>Link to Corporate Plan</b>	<b>Objective</b>	<b>Measure</b>	<b>Lead</b>
		Business re-engineer services to streamline and make them more efficient	DP
		Continue work to enable home or district based working through the use of technology	DP
		Create a strong brand for Hart as an employer	PH
		Improve social capital	PH
		Continue to create a digital and commercial culture in the Council	DP
		Introduce new Committee Services management software	DP
<b>A Clean, Green and Safe Environment</b>	Take a corporate lead for Climate Change recognizing the cross functional nature of the actions needed across the organisation	Provide guidance on the implementation of the draft Climate Change Action Plan, its resourcing and funding	Both
<b>Healthy Communities and People</b>	Lead on the delivery of the New Settlement	Continue the exploration of a Garden Community in accordance with the principles adopted by Cabinet	PH
<b>An Efficient and Effective Council</b>	Update the constitution to reflect current best practice	New constitution is introduced that is easy to read and understand	DP
<b>An Efficient and Effective Council</b>	Ensure democratic process.	Deliver District /Parish Council, and the Police and Crime Commissioner elections in May and, the potential Crondall and Crookham Village Neighbourhood Plan referendums.	
<b>A Thriving Economy</b>	Improve partnership working with (but	Ensure an ongoing effective dialogue that	Both

<b>Link to Corporate Plan</b>	<b>Objective</b>	<b>Measure</b>	<b>Lead</b>
Working in partnership with Town and Parish Councils, Enterprise M3 LEP, Hart Community Covenant	not exclusive to) Parish and Town Councils, the Military, major employers in the district	can ensure issues or concerns can be highlighted at the earliest stages and in so doing, help our communities and economy.	
Monitor and work with businesses and communities to mitigate any impact of Brexit and enable opportunities through this process	To help our business communities capture opportunities and mitigate impacts	Build on the economic development work of the council to support businesses	PH



## **STAFFING COMMITTEE**

**DATE OF MEETING: 11 FEBRUARY 2021**

**TITLE OF REPORT: PAY POLICY STATEMENT FINANCIAL YEAR 2021-22 INCLUDING OVERVIEW OF OVERTIME RATES, CURRENT VACANCIES AND PROGRESS WITH MARKET SUPPLEMENT REVIEW**

**Report of: Joint Chief Executive**

### **1. PURPOSE OF REPORT**

- 1.1 To seek approval to the Council's Pay Policy for 2021/22.
- 1.2 Further to the request at Staffing Committee in February 2020, we have also included a benchmarking comparison of over time rates, against other Councils.

### **2. OFFICER RECOMMENDATION**

- 2.1 That the Pay Policy 2021/2022, attached as Appendix 1, be recommended to Council for approval.
- 2.2 That no change is made to the current overtime system; however, it is recommended that staff are reminded that they must always receive prior-written authorisation from their line manager, for any overtime worked.
- 2.3 That the delay of the review of Market Supplements is noted, due to the pandemic. The outcome of this review will be reported to the next Staffing Committee
- 2.4 That the staff numbers and vacancies provided in Appendix 3 are noted.

### **3. BACKGROUND INFORMATION**

- 3.1 Section 38(1) of the Localism Act 2011 requires councils to produce a Pay Policy each financial year. The legislation stipulates that the policy must be approved by the full Council before 31 March in the preceding financial year. To comply with the legislation, therefore, councils have to approve their Pay Policies for 2021/22 by 31 March 2021.
- 3.2 The draft Pay Policy for 2021/22 is attached to this report as Appendix 1. The draft policy is broadly unchanged from 2020/21. Chief Officers pay is negotiated under Joint Negotiating Council for Chief Officers and Chief Executives. At the time of preparing this report, no decision has been made by NJC or Unison regarding a 2021/22 pay award.

## 4 CONSIDERATIONS

- 4.1 Staffing Committee were advised of the intention to carry out a full review of Market Supplements of officers, in February 2020. This work had begun however, was put on hold, whilst the Council responded to the Covid-19 Pandemic.
- 4.2 More recently all job descriptions for staff receiving market supplements have been reviewed and sent for Job Evaluation. Initial results of Job Evaluation have been received and officers are working with the evaluator to understand the outcomes. Staffing Committee is asked to note the delay to the market supplement review and the intention to bring a report on the outcomes to the next Staffing Committee.
- 4.3 At February 2020 Staffing Committee, Members also requested that benchmark information be provided to enable a comparison of Hart District Council overtime payments with that of other authorities. Appendix 2 shows the detailed benchmarking information.
- 4.4 It should be noted the Hart District Council's overtime payment rates are based on the NJC 'Green Book' and as such is written into the contracts of its employees. If the Council were to seek to change this approach, all employment contracts would need to be altered.
- 4.5 In implementing the Overtime policy, it is key to remember that the policy requires:
- All overtime to be authorised in advance by the appropriate Manager.
  - Only staff on SCP 28 or less may claim overtime unless a specific agreement to pay overtime to staff above this SCP point is made for exceptional reasons.
  - Staff cannot be paid overtime if they have not completed the equivalent of 37 hours per week during their, normal working hours during the last month.
- 4.6 The benchmark against other Councils can be seen in Appendix 2, there is a range of rates, however many Councils pay the same rates as Hart. With this in mind, it is recommended that there are no changes to existing policies as our rates are broadly in line with other authorities.
- 4.7 Appendix 3 details recruitments since April 2020. There have been 19 new starters since April 2020 (a further 2 roles, Senior Finance BP and Elections and Information Manager to have started by 1 April 2021). 7 current vacancies are in the shortlisting or offer stage, Appendix 3 shows the roles that this relates to.
- 4.8 There is a robust vacancy control system in place, vacant posts can only be filled with sign off from both the Head of Paid Service and Section 151 Officer to ensure financial control.

4.9 The majority of the recruitments since April 2020 have filled existing vacancies, either budgeted for, or due to staff leaving. As a result, the number of Full Time Equivalent Employees (FTE) remains broadly unchanged, on 20 January 2021 the FTE was 129.4 (the total headcount was 142).

4.10 For the year 2020/21, the salary budget was forecast at £4,992,392

## **5. FINANCIAL IMPLICATIONS**

5.1 There are limited financial implications arising from this report, no pay award has been factored into the 2021-22 budget.

**CONTACT:** Patricia Hughes – Joint Chief Executive, x 4450,  
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### **APPENDICES:**

Appendix 1 – Pay Policy Statement 2021/22

Appendix 2 – Overtime benchmarking report

Appendix 3 – Recruitment since April 2020

## Appendix 2 – Overtime benchmarking report

1. Hart District Council's overtime provisions come directly from the NJC terms and conditions (Green Book).
2. All overtime must be authorised in advance by the appropriate Manager.
3. Only staff on SCP 28 or less may claim overtime unless a specific agreement to pay overtime to staff above this SCP point is made for exceptional reasons.
4. Staff will not be paid for overtime if they have not completed the equivalent of 37 hours per week during their, normal working hours during the last month. Where overtime is authorised, it will be paid at the following rates:
  - 4.1. Overtime worked on any day other than a Sunday or a general or public holiday-payment at time and a half
  - 4.2. Overtime worked on a Sunday –payment at double time.
  - 4.3. Overtime worked on a general or public holiday–payment at normal rate for that day, plus payment at plain time for all actual hours worked within the normal working hours for that day. The employee will also be granted either a half day off with pay (where the hours worked were less than half the normal working hours on that day), or a full day off with pay (where the hours worked were more than half the normal working hours on that day).

Benchmarking Table:

Council	Weekday rate	Saturday rate	Sunday rate	Bank holiday rate	Only for certain grade/SCP
Hart District Council	Time and a half		Double	Normal rate for that day, plus payment at plain time for all actual hours worked within the normal working hours for that day.  The employee will also be granted either a half day off with pay (where the hours worked were less than half the normal working hours on that day), or a full day off with pay.	Yes
Chichester District Council	Plain time		Time and a third	Time and a third	No

Waverly Borough Council	Time and a half	Time and a half	Double		No
Rushmoor Borough Council	Time, time and a half or double time rates when relevant -				-
Guildford Borough Council	Time and a half	Time and a half	Double	<p>Paid at time and accompanied by time off in lieu (half day if you've worked 4 hours or less, full day if more than 4 hours).</p> <p>Bank Holiday overtime hours worked outside normal working hours will be paid at double time with no time off in lieu.</p>	Yes
Mole Valley District Council	Time and a half			Double and Time off in lieu will be granted for working Bank Holidays	-

### Appendix 3 – Recruitment since April 2020

<b>Role</b>	<b>Start date</b>
Finance Business Partner	Apr-20
Ranger-Woodlands	Apr-20
Committee and Member Services Officer	May-20
Committee & Member Services Officer	May-20
Housing Projects Officer	Jul-20
Head of Corporate Services	Aug-20
Trainee Countryside Ranger	Sep-20
Visitor Services (Maternity Cover)	Sep-20
Finance Manager & Deputy Sect 151 Officer	Sep-20
Committee Services/ Exec Support Manager	Sep-20
Biodiversity Officer	Sep-20
Community Safety Coordinator	Oct-20
Hr Business Partner	Nov-20
Business Support Officer	Nov-20
Communications and Engagement Officer - Garden Community	Nov-20
Waste and Recycling Officer	Nov-20
Project Support Officer (Garden Community)	Nov-20
Community Safety Officer	Nov-20
Corporate Projects Officer	Dec-20
Environmental Health Officer	Jan-21

#### Recruitment in progress

<b>Role</b>	<b>Start date</b>
Senior Finance Business Partner	Feb-21
PA to the Heads of Service (fixed term)	Shortlisting
Business Support Officers x 3	TBC
Elections and Information Manager	Apr-21
Senior Enforcement Officer	Shortlisting
Civil Enforcement Officer	Shortlisting
Processing Officer	Shortlisting




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Pay Policy Statement  
Financial Year 2021 - 2022

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<b><i>Date created</i></b>	2 February 2021	<b><i>Department</i></b>	Human Resources
<b><i>Review date</i></b>	1 January 2022	<b><i>Version</i></b>	0.1
<b><i>Effective date</i></b>	1 April 2021		

***Hart District Council believes that interests of staff and the Council are best served by the formulation and implementation of clear and consistent employment policies and procedures. This policy statement details the Authority's policy on pay. It takes into consideration all legal requirements and will be applied in accordance with the Authority's Equality and Diversity Commitment to treat all its employees with dignity and respect.***

## HART DISTRICT COUNCIL

### PAY POLICY APRIL 2021

#### 1. PURPOSE

- 1.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually from 1 April each year.
- 1.2 The Pay Policy Statement sets out Hart District Council's policies relating to the pay of its workforce for the financial year 2021-22, in particular:
1. the remuneration of its Chief Officers
  2. the remuneration of its "lowest paid employees"
  3. the relationship between:
    - a. the remuneration of its Chief Officers and
    - b. the remuneration of its employees who are not Chief Officers
- 1.3 The purpose of the statement is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of Chief Officers. This includes officers designated as Chief Executive, Statutory Chief Officers and Non Statutory Chief Officers. It also ensures that employees at all levels of the council are paid on a fair and equitable basis in accordance with equality legislation.

#### 2. DEFINITIONS

- 2.1 For the purpose of this statement the following definitions will apply:
- 2.2 **"Pay"** in addition to salary will also include charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments.
- 2.3 **"Chief Officer"** refers to the following roles within Hart District Council:
- The Joint Chief Executive (Head of Paid Service)
  - The Joint Chief Executive (Monitoring Officer)
  - and the Chief Finance Officer (Section 151 Officer) as the council's statutory Chief Officers
- 2.4 **"Lowest paid employees"** refers to those staff employed on Grade A of the council's pay framework (i.e. those posts assessed through the job evaluation scheme as having the least amount of complexity and responsibility and therefore attracting the lowest salary).

#### 3. PAY FRAMEWORK

##### 3.1 General approach

- 3.1.1 Remuneration for all employees needs to be at the appropriate level to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by



ensuring remuneration is proportionate and appropriate for the role. Each council has responsibility for balancing these factors and faces its own unique challenges and opportunities in doing so. As a small council with limited staff resources it is important that Hart District Council retains flexibility within its pay framework to cope with a variety of circumstances that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. Using such solutions should only be short term and reviews should ensure that they are discontinued when circumstances change.

### **3.2 Responsibility for decisions on remuneration**

3.2.1 It is essential for good governance that decisions on pay and reward packages for Joint Chief Executives and Chief Officers are made in an open and accountable way.

3.2.2 Pay for employees at all grades is based on the national agreements on pay as follows:

- National Joint Council for Local Government Services (for Grades A to M and Heads of Service),
- Joint Negotiating Council for Chief Officers (for Chief Finance Officer)
- Joint Negotiating Council for Chief Executives (for Joint Chief Executives).

3.2.3 The pay and remuneration packages (including pension issues) for the Joint Chief Executives, and Chief Finance Officer, and any other post with a remuneration package in excess of £100,000 per year, are set by Council on the advice of Staffing Committee, which comprises elected Councillors from the main political parties.

3.2.4 Responsibility for setting the pay and remuneration of all other officers is delegated to the Joint Chief Executive (Head of Paid Service or his/her nominee), and is carried out in accordance with national agreements and the council's local employment policies and practices as appropriate.

### **3.3 Salary grades and grading framework**

3.3.1 Grades for all posts governed by the National Joint Council for Local Government Services (i.e. Grades A to M and Heads of Service) are determined by the council's job evaluation process. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

3.3.2 The council uses the Hay Job Evaluation Scheme. Job Evaluation is a systematic process for ranking jobs within an organisation ensuring consistency of approach and outcomes appropriate to the complexity and accountability of the role.

3.3.3 The council's pay structure is based on the pay spine issued by the National Joint Council (NJC) as part of the National Agreement for Local Government

Services. This incorporates posts on Grade A to M and Heads of Service. There are 15 grades in total. The incremental rises occur on each 1 April, subject to satisfactory performance in the role, until the maximum pay point for the grade is reached. Annual increments will not be awarded to employees who commence employment on or after 1 October. Increments will be withheld where performance has not met the required standard and where the issue has been raised with the employee formally.

- 3.3.4 Chief Officers are appointed to a fixed salary point so incremental progression does not take place for these posts. The precise salary level is determined at the time of appointment by negotiation with the successful candidate, taking account of their skills and experience and market conditions at the time.
- 3.3.5 Pay awards are normally made in line with the national agreements detailed in 3.2.2 on an annual basis for all employees, in conjunction with the nationally recognised trade unions. In the financial year 2010/11 the council did not pay the nationally agreed award due to the financial constraints it was facing; instead staff were given an additional day's annual holiday.
- 3.3.6 At the time of preparing this report no decision has been made by NJC or Unison regarding a 2021/22 pay award.
- 3.3.7 Full details of the Councils pay structure (A to Heads of Service) is attached as Appendix 1.
- 3.3.8 The Council has run Apprenticeship programs for a number of years and this continued with the introduction of the Apprenticeship Levy in April 2017. The levy applies to those employers that have an annual pay bill of £3 million. Under the new levy apprentices must be at least 2.3% of the workforce and Hart's contribution to the levy will be £4, 000.

### **3.4 Market Comparison**

- 3.4.1 The council benchmarks its pay and benefits by comparing pay and rewards for similar posts in neighbouring areas. The council seeks to position itself within the median salary levels in order to keep costs down while still being able to attract a good range of suitable candidates for posts.
- 3.4.2 The council pays a market supplement to certain posts where it has not proved possible to recruit staff at the salary level resulting from Job Evaluation of the post. An Internal Audit carried out in 2019 recommended that the council review market supplements and their use. This review has not yet started however, staff affected will be consulted. Unison are fully aware of the process we are following.

## **4. REMUNERATION**

- 4.1 Remuneration details including benefits in kind are set out in the Council's published Annual Statement of Accounts.
- 4.2 **"Chief Officers"**, as defined in paragraph 2.3 of this statement, are paid within the council's pay framework which applies to all other employees.

Typically, Chief Officers have received the same percentage pay award as other managers and staff groups within the council. Current chief officer remuneration levels are shown in the following table:

<b>ROLE</b>	<b>REMUNERATION</b>
<b>Joint Chief Executive (2 post*)</b>	<b>£108,542 x2 = £217,084</b>
<b>Chief Finance Officer/ Head of Corporate Services</b>	<b>£84,769</b>

\* Includes all charges, fees, allowances and benefits in kind

### **4.3 “Lowest paid employees”**

4.3.1 The lowest paid employees are paid within the salary range for Grade A which covers three salary points are paid at £9.25 per hour (above national living wage of £8.91).

### **4.4 Honoraria and Acting Up Allowances**

4.4.1 The Joint Chief Executives (or his/her nominee) have the discretion to award an honorarium payment to recognise temporary increased responsibility or work of a particularly high standard. Generally it should be the case that this must have been carried out for at least one month before an honorarium payment will be considered. The amount awarded should reflect the nature and duration of the work or responsibility and not normally exceed the value of an increment point in the employee’s salary scale.

4.4.2 Where the employee has been covering in the absence of a more senior officer (eg maternity leave cover or long term sickness absence), honoraria payments are calculated based on the difference between the employee’s scale point and the bottom scale point of the role they are covering. Temporary acting-up arrangements of this nature will not exceed more than 12 months duration and should generally be undertaken for at least one month before payment will apply.

### **4.5 Other pay elements**

4.5.1 Chief Officers are subject to the same performance management process as all other employees. The Joint Chief Executives have an appraisal involving the Leader of the Council in consultation with all Political Group Leaders.

4.5.2 Targets and objectives are set and performance is assessed through an appraisal process. All employees apart from Chief Officers receive incremental progression until the top of their grade is reached, unless they fail to perform adequately against targets and objectives.

#### **4.6 Charges, fees or allowances**

- 4.6.1 Any allowance or other payment will only be made to an employee in connection with their role or the patterns of hours they work and must be in accordance with the council's employment policies.
- 4.6.2 No fees for election duties are included in the salaries of any employee. Any additional fees payable for such responsibilities are calculated in accordance with the statutory rules and recommendations of the Hampshire and Isle of Wight Election Fees Working Party for all local government elections and by central government for Parliamentary elections. Special fees are paid for Returning Officer duties which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. Daryl Phillips, Joint Chief Executive, is Hart District Council's present Returning Officer.
- 4.6.3 The Returning Officer is an officer of the District Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the District Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the District Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.
- 4.6.4 Paid overtime will be paid in line with NJC Terms and Conditions, if the equivalent of 37 hours per week has been completed at a rate of time and a half for any day other than a Sundays and public holidays and a rate of double time on Sunday. Special rates apply on public holidays. Officers that are contracted to work weekends and evening attract a shift allowance of 6%.
- 4.6.5 The council offers car allowances to staff who are required to use their cars for business purposes, in accordance with the appropriate NJC/JNC schemes
- 4.6.6 The contractual remuneration package for Chief Officers includes either a lease car Emolument allowance or essential users allowance which attract a lower mileage rate. This benefit also applies to all staff at Grades HS1 and HS2 who are not Chief Officers.
- 4.6.7 The Council pays a standby allowance to certain key posts in Environmental Health and Housing to ensure 24 hour emergency cover for the provision of vital public services. Allowance rates are dependent on the level of unsocial hours and qualifications gain to carry out those roles.
- 4.6.8 For certain posts the council pays the membership subscription fees to recognised professional bodies, where the employee's continued membership of that body is in the council's interests.

#### **4.7 Performance related pay**

- 4.7.1 The council does not offer performance related pay to any employee.

## 4.8 Benefits in kind

4.8.1 The council provides free workplace parking to all its staff.

4.8.2 The council offers its staff access to a small in house gym.

## 4.9 Pensions

4.9.1 All employees, as a result of their employment, are eligible to join the Local Government Pension Scheme (LGPS). Employee contribution rates vary depending on their whole-time equivalent pay, as follows:

Whole-time equivalent pay band	Employee contribution rate from 1 April 2020
Up to £14,600	5.5%
£14,601 to £22,900	5.8%
£22,901 to £37,200	6.5%
£37,201 to £47,100	6.8%
£47,101 to £65,900	8.5%
£65,901 to £93,400	9.9%
£93,401 to £110,000	10.5%
£110,001 to £165,000	11.4%
£165,001, and more	12.5%

4.9.2 In addition to the employee's own contribution, the council contributes towards the pension of each member of the LGPS scheme. This will continue at a rate of 17.5% for 2021-22.

## 4.10 Termination of employment

4.10.1 The LGPS requires employers to prepare and publish a written statement of policy in relation to pensions. The council's policy on pensions and discretionary redundancy payments is set out in the 'Early Retirement & Discretions Policy'

4.10.2 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. The following arrangements apply

### 4.10.3 Approval of Full Council

In accordance with Section 40 of the Localism Act 2011, any proposal to grant a severance package in excess of £100,000 is subject to Full Council approval.

### 4.10.4 Early termination of employment (for reasons other than redundancy)

The council may award additional years service in cases of early termination of employment in exceptional circumstances, in accordance with the Early Retirement & Discretions Policy.

#### 4.10.5 Compromise agreements

In exceptional circumstances, and specifically so as to settle a claim or potential dispute, the Joint Chief Executives can agree payment of a termination settlement sum for any post. In such cases, each decision as to the level of payment will be taken on its individual merits and with the advice of the Chief Finance Officer.

#### 4.10.6 Re-employment of officers

The council needs to retain the flexibility to respond to unforeseen circumstances as regards re-employing former local government employees. Such an occurrence would be considered very much the *exception* rather than the *rule*. If the council were to re-employ a previous local government employee who had received a redundancy or severance package on leaving, or who was in receipt of a pension covered by the *Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999* (known as the Modification Order) (with the same or another authority), then the council's policy is to ensure that the rules of the Modification Order are applied. In addition, the council will ensure that an open and fair selection process has taken place before any appointment is confirmed. The same principle would be applied to such a person if they were to be engaged by the council on a 'contract for services' basis.

### 4.11 Remuneration on appointment and promotion

4.11.1 The starting salary on appointment or following promotion will normally be at the lowest incremental level on the salary scale. In exceptional circumstances, a Head of Service can approve appointment on a higher incremental point within the salary scale, following consultation with the relevant Joint Chief Executive, based on the appointee's level of relevant experience, difficulty in recruiting to a post or other relevant factors.

4.11.2 As regards Chief Officer posts, pay and remuneration is determined by council at the time of appointment, following negotiation with the successful candidate, taking account of their skills and experience and market conditions at the time.

### 4.12 Annual Leave entitlement

4.12.1 The following table shows the annual leave entitlement to all Hart employees which reflects the new pay scales.

Salary Point	Period of continuous service		
	0-5 years	after 5 years	After 10 years
Heads of Service and above	31 days	31 days	34 days
SCP 34 and above	30 days	30 days	33 days
SCP 23 to SCP 33	28 days	29 days	31 days
SCP 12 to SCP 22	26 days	29 days	29 days
Up to and including SCP 11	25 days	29 days	29 days

## 5. RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND OTHER EMPLOYEES

- 5.1 The Local Government Association has offered advice on the Government's requirement in reporting remuneration relationships. The advice is that the measure of the relationship between Chief Officers and other employees be considered by the ratio between the highest paid employee and the median earnings across the organisation as a multiple. This has been calculated as follows:

	2021	2020
Remuneration for the Joint Chief Executives (excluding pension contributions)	£104,673	£103,937
Median remuneration for all employees at the council	£34,382	£ 31,712
Ratio Chief Executive to Median	3.56	3.27

## 6. DATA TRANSPARENCY

- 6.1 Under the Code of Recommended Practice for Local Authorities on Data Transparency, pay and benefits information for staff paid over £58,200, are required to be published. This information is published on the council's external website [www.hart.gov.uk/council-finances](http://www.hart.gov.uk/council-finances) and can be found in the most recent Statement of Accounts document. Information on senior employees' remuneration can also be found in the annual Statement of Accounts.
- 6.2 In addition to the Chief Officer posts listed in paragraph 4.2 above, the following posts have remuneration levels in excess of £58,200:

ROLE	REMUNERATION
<b>Heads of Service x3</b>	<b>*£84,769</b>
<b>Planning Manager</b>	<b>*£67,005</b>

\* Includes all charges, fees, allowances and benefits in kind

## APPENDICES

Appendix 1 – Scales 1<sup>st</sup> April 2021

Salary Scales 1st April 2021					
Job Evaluation Score	Grades	New SCP	£ per annum 21/22	Per month 21/22	£ per hour 21/22
<b>99 or below</b>	A	1	£17,842	£1,487	£9.25
		2	£18,199	£1,517	£9.43
		3	£18,562	£1,547	£9.62
<b>100-122</b>	B	3	£18,562	£1,547	£9.62
		4	£18,933	£1,578	£9.81
		5	£19,312	£1,609	£10.01
<b>123-134</b>	C	5	£19,312	£1,609	£10.01
		6	£19,699	£1,642	£10.21
		7	£20,092	£1,674	£10.41
<b>135-191</b>	D	8	£20,494	£1,708	£10.62
		9	£20,904	£1,742	£10.84
		10	£21,322	£1,777	£11.05
		11	£21,749	£1,812	£11.27
		12	£22,183	£1,849	£11.50
		13	£22,627	£1,886	£11.73
		14	£23,080	£1,923	£11.96
<b>192-227</b>	E	15	£23,542	£1,962	£12.20
		16	£24,012	£2,001	£12.45
		17	£24,492	£2,041	£12.69
		18	£24,982	£2,082	£12.95
		19	£25,481	£2,123	£13.21
		20	£25,991	£2,166	£13.47
		21	£26,511	£2,209	£13.74
<b>228-268</b>	F	22	£27,041	£2,253	£14.02
		23	£27,468	£2,289	£14.24
		24	£28,389	£2,366	£14.71
		25	£29,286	£2,441	£15.18
<b>269-313</b>	G	26	£30,148	£2,512	£15.63
		27	£31,037	£2,586	£16.09
		28	£31,916	£2,660	£16.54
		29	£32,585	£2,715	£16.89
<b>314-370</b>	H	30	£33,449	£2,787	£17.34
		31	£34,383	£2,865	£17.82
		32	£35,390	£2,949	£18.34
		33	£36,557	£3,046	£18.95
<b>371-438</b>	I	34	£37,516	£3,126	£19.45
		35	£38,505	£3,209	£19.96
		36	£39,487	£3,291	£20.47
		37	£40,471	£3,373	£20.98
	J	38	£41,466	£3,456	£21.49



<b>439-509</b>		<b>39</b>	<b>£42,398</b>	<b>£3,533</b>	<b>£21.98</b>
		<b>40</b>	<b>£43,422</b>	<b>£3,619</b>	<b>£22.51</b>
	<b>K</b>	<b>41</b>	<b>£44,418</b>	<b>£3,702</b>	<b>£23.02</b>
<b>510-559</b>		<b>42</b>	<b>£45,405</b>	<b>£3,784</b>	<b>£23.53</b>
		<b>43</b>	<b>£46,381</b>	<b>£3,865</b>	<b>£24.04</b>
	<b>I</b>	<b>44</b>	<b>£47,595</b>	<b>£3,966</b>	<b>£24.67</b>
<b>560-639</b>		<b>45</b>	<b>£48,809</b>	<b>£4,067</b>	<b>£25.30</b>
		<b>46</b>	<b>£50,025</b>	<b>£4,169</b>	<b>£25.93</b>
	<b>M</b>	<b>47</b>	<b>£51,236</b>	<b>£4,270</b>	<b>£26.56</b>
<b>640-739</b>		<b>48</b>	<b>£52,446</b>	<b>£4,371</b>	<b>£27.18</b>
		<b>49</b>	<b>£53,648</b>	<b>£4,471</b>	<b>£27.81</b>
	<b>HS1</b>	<b>50</b>	<b>£54,858</b>	<b>£4,572</b>	<b>£28.43</b>
<b>740-900</b>		<b>51</b>	<b>£56,075</b>	<b>£4,673</b>	<b>£29.07</b>
		<b>52</b>	<b>£57,289</b>	<b>£4,774</b>	<b>£29.69</b>
		<b>53</b>	<b>£58,502</b>	<b>£4,875</b>	<b>£30.32</b>
	<b>HS2</b>	<b>54</b>	<b>£65,188</b>	<b>£5,432</b>	<b>£33.79</b>
		<b>55</b>	<b>£66,667</b>	<b>£5,556</b>	<b>£34.56</b>
<b>900-1100</b>		<b>56</b>	<b>£68,150</b>	<b>£5,679</b>	<b>£35.32</b>
		<b>57</b>	<b>£69,633</b>	<b>£5,803</b>	<b>£36.09</b>
		<b>58</b>	<b>£71,113</b>	<b>£5,926</b>	<b>£36.86</b>