

HAVANT BOROUGH COUNCIL
PUBLIC SERVICE PLAZA
CIVIC CENTRE ROAD
HAVANT
HAMPSHIRE PO9 2AX



Havant
BOROUGH COUNCIL

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Date Not Specified

SUMMONS

Dear Councillor

You are requested to attend the following meeting:

Meeting: Human Resources Committee
Date: Wednesday 31 January 2024
Time: 5.00 pm
Venue: Hurstwood Room, Public Service Plaza, Civic Centre Road,
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Steve Jorden
Chief Executive

HUMAN RESOURCES COMMITTEE MEMBERSHIP

Chairman: Councillor Crellin

Councillors Diamond (Vice-Chairman), Briggs, Coates, Payter and Richardson

Contact Officer: Emma Carlyle 02392 446151
Email: emma.carlyle@havant.gov.uk

AGENDA

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| 1 Apologies for Absence | |
| To receive and record any apologies for absence. | |
| 2 Declarations of Interests | |
| To receive any declarations of interests from Members present. | |
| 3 Reserve Forces Training and Mobilisation Policy - Increased | 1 - 12 |

Leave

4 Pay Policy Statement 2024/25 13 - 24

5 2023/24 Pay Awards

Verbal update to be provided at the meeting by the Chief HR Officer.

6 Service Updates

Verbal update to be provided at the meeting by the Chief HR Officer.

GENERAL INFORMATION

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Internet

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Name of Committee:	HR Committee		
Committee Date:	31 January 2024		
Report Title:	Reserve Forces Training and Mobilisation Policy – Increased Leave		
Responsible Officer:	Matt Goodwin, Executive Head of Internal Services		
Cabinet Lead:	Councillor Neil Bowdell		
Status:	Non-Exempt		
Urgent Decision:	No	Key Decision:	No
Appendices:	Updated Policy		
Background Papers:	N/A		
Officer Contact:	Name: David Fairall, Chief HR Officer Email: david.fairall@havant.gov.uk		
Report Number:	HBC/072		

Corporate Priorities:
Policy Development
Corporate Strategy - People First

Executive Summary:
<ul style="list-style-type: none"> • The most recent version of the Reserve Forces Training and Mobilisation Policy was approved and published in March 2021 • The amended version contains no changes other than transferring to the new policy template and increasing the number of special leave days the council offers reservists to attend training from 10 days to 15 • This has been agreed in principle by ELT and Unison, subject to HR Committee approval in accordance with the council's constitution

Recommendations:
That the HR Committee approves the proposed amendment to the Reserve Forces Training and Mobilisation Policy.

1.0 Introduction

- 1.1 It is proposed to increase the number of special leave days the council offers reservists to attend training from 10 days to 15
- 1.2 Whilst this would have minimal impact on the council itself, it allows Reservists greater opportunity to attend the required training (the Government website states there is likely to be a 15-day training course each year, plus some evenings and weekends) and obtain skills of value to the council
- 1.3 This would also assist in attracting and recruiting talented candidates who are or who would like to be Reservists

2.0 Background

- 2.1 The most recent version of the Reserve Forces Training and Mobilisation Policy was approved and published in March 2021
- 2.2 The wording of the amended version contains no changes other than increasing the number of leave days. It has, however, been transferred onto the new Council Policy template
- 2.3 This will further enhance the Council's credentials in retaining its Armed Forces Covenant Gold Award
- 2.4 It will minimise the need for Reservists to use their own paid or unpaid leave for any required training
- 2.5 This has been agreed in principle by ELT and Unison, subject to HR Committee approval in accordance with the council's constitution
- 2.6 Reference is made within a separate 'Other Leave' policy to this leave, so, should the change be agreed, the appropriate line will be amended following Committee approval

3.0 Options

- 3.1 The HR Committee could choose to approve or reject the amendment or seek further changes to the policy.

4.0 Relationship to the Corporate Strategy

- 4.1 People First and One Team: Ensuring the council has a set of policies to underpin good, safe and legal practices and procedures.

5.0 Conclusion

- 5.1 Whilst the additional leave would have minimal impact on the council itself, it allows Reservists greater opportunity to attend the required training and obtain skills of value to the council
- 5.2 This would also assist in attracting and recruiting talented candidates who are or who would like to be Reservists
- 5.3 The HR Committee is asked to review and approve the amended policy, so it can be communicated and published, as required.

6.0 Implications and Comments

- 6.1 S151 Comments: Members should be aware that whilst the recommendations to increase special leave from 10 to 15 days has no direct financial impact, it has a potential financial and/or performance impact via lost opportunity costs, or from the costs of cover (should a reservist be working in a key role). However, these costs would likely be very minimal and are outweighed by the personal and professional development attained by reservist employees and also demonstrates the support the Council has for our armed forces, which are intrinsically linked in the Borough's heritage.
- 6.2 Financial Implications: No direct financial implications.
- 6.3 Monitoring Officer Comments: The policy update is supported by the Monitoring Officer.
- 6.4 Legal Implications: No direct legal implications.
- 6.5 Equality and Diversity: No material change to the existing policy.
- 6.6 Human Resources: No material change to the existing policy.
- 6.7 Information Governance: No Information Governance impact associated with these updates.
- 6.8 Climate and Environment: No Climate and Environment impact associated with these updates.

7.0 Risks

- 7.1 There are no risks associated with the proposed amendment. The change means the policy is not materially different from the existing published version.

8.0 Consultation

8.1 The proposed change has been agreed in writing with Unison in line with our collective agreement.

9.0 Communications

9.1 If approved, the policy will be updated on The Fountain (where all HR policies can be found) and on the Havant Borough Council, if applicable.

Agreed and signed off by:		Date:
Cabinet Lead:	Councillor Neil Bowdell	03/12/2023
Executive Head:	Matt Goodwin	07/12/2023
Monitoring Officer:	Jo McIntosh	23/01/2024
Section151 Officer:	Steven Pink	22/01/2024

Reserve Forces Training and Mobilisation Policy

Author	David Fairall, Chief HR Officer
Approved by	HR Committee
Approval date	January 2024
Review date	January 2027



Reserve Forces Training and Mobilisation Policy

1. Policy Statement of Support

The council recognises the valuable contribution that members of the Reserve Forces make to the UK Armed Forces, their communities and the civilian workplace. The council further acknowledges that the training undertaken by Reservists enables them to develop skills and abilities that are of benefit to both the individual and their employer.

This document provides a policy framework for the support of council employees who are members of the Reserve Forces and sets out the obligations that the council has towards Reservists and vice versa in relation to training and mobilisation commitments.

2. Types of Reservist

There are two main types of Reservist:

Volunteer Reservists – civilians recruited into the Royal Naval Reserves, Royal Marines Reserves, Army Reserve and Royal Auxiliary Air Force.

Regular Reservists – ex-regular service personnel who may retain a liability to be mobilised depending on how long they have served in the Armed Forces.

3. Legal Considerations

The Reserve Forces (Safeguard of Employment) Act 1985¹ provides Reservists who have a liability to be mobilised with two types of protection:

Protection of Employment – the Act provides protection from unfair dismissal and makes it a criminal offence for an employer to terminate a Reservist's job without their consent solely or mainly because they have a liability to be mobilised; and

Rights to Reinstatement – the Act provides Reservists with a legal right to reinstatement to their former job, subject to certain conditions.

The Reserve Forces Act 1996² which sets out the call-out powers under which reservists can be mobilised for full-time service.



¹ <https://www.legislation.gov.uk/ukpga/1985/17>

² <https://www.legislation.gov.uk/ukpga/1996/14/contents>

Reserve Forces Training and Mobilisation Policy

4. Reserve Status Notification

In order for the council to provide the appropriate level of support, Reservists are required to inform the Council that they are a member of the Reserve Forces and the specific force to which they belong.

In any circumstance, Reservists will not be disadvantaged as a result of notifying the council of their reserve status.

Reservists are also required to grant permission for the Ministry of Defence (MoD) to write directly to the council by way of an Employer Notification which confirms their reservist status to the council and the benefits, rights and obligations that apply to both parties. The notification also includes details of the financial assistance available if an employee is mobilised and where possible, it will provide details of any annual training commitments.

If an employee, who is currently a Reservist, is considering renewing their Reservist commitment or is an employee who is interested in joining the Reserve Forces, it is expected that they should discuss the matter with their line manager prior to taking any action.

5. Training Commitments and Time Off

The average training commitment for reservists varies according to the reservist force to which they are attached.

Training will normally take place in evenings and at weekends but there is an expectation that reservists attend an Annual Training Camp in respect of which **the council will grant reservists up to a maximum of 15 days paid special leave each year to attend.**

Evidence of the training camp and special leave requirements must be submitted to the employee's line manager in advance of the period of leave. All other training requirements should be discussed with their manager over the most appropriate approach (very much on a case by case basis), which could be made up of a mixture of annual leave, unpaid leave and temporary flexible working to accommodate the request and subject to the nature of their role at the Council.

Reservists should submit details of annual training requirements to their line manager as soon as they receive notice of such. In this regard, there is an expectation that the council will be informed of the reservist annual training plan at least 3 months before the start of the training year in April of each year.



Reserve Forces Training and Mobilisation Policy

Permission to attend training once given will not be rescinded unless there are exceptional circumstances.

6. Mobilisation

Mobilisation is the process of calling reservists into full-time service with the Regular Forces in order to make them available for military operations.

Notice

While there is no statutory requirement for a minimum period of notice of mobilisation, the MoD aims to give at least 28 days' notice of mobilisation for contingency (short notice) operations and at least 90 days' notice for pre-planned operations.

Call-Out Notification

Call-out papers will be issued as formal notification of a reservist's mobilisation. Both the reservist and the council should receive a call-out pack from the MoD. The documentation will include the call-out date (when the reservist must report for duty at a specified mobilisation centre) and the anticipated timeline.

On receiving notice of mobilisation, if it is believed that the absence of a reservist will cause serious harm to the business of an employer, the employer has a right to seek exemption, deferral or revocation of the mobilisation for one of the following reasons:

- a. loss of sales, markets, reputation, goodwill or other financial harm;
- b. impairment of the ability to produce goods or provide services; or
- c. harm to the research and development of new products, services or processes (which could not be prevented by the granting of financial assistance under sections 83 and 84 of the Reserve Forces Act 1996)

Where the council wishes to seek exemption, deferral or revocation of mobilisation, application must be made to the adjudication officer within 7 days of receipt of the call out notice. Where the application is not granted, the council can appeal to the Reserve Forces Appeals Tribunal within 5 days of receipt of the adjudicator's decision. If the tribunal reject the application, the council will be required to release the reservist for mobilisation.

Duration

The maximum period of mobilisation will depend on the scale and nature of the operation and is typically no longer than 12 months. It will include medical and pre-deployment training, the operational tour and post-operational tour leave.



Reserve Forces Training and Mobilisation Policy

Wherever possible the council is encouraged to keep in touch with Reservists during mobilisation. The Reservist's line manager should discuss the method and frequency of contact prior to mobilisation. It is particularly important that contact is maintained during periods of organisational change where there may be implications for a Reservist's post.

7. Terms and Conditions of Employment During Mobilisation

The contracts of employment of reservists mobilised for Reserve Service will continue during periods of mobilisation and there will be no loss of continuous service or service-related benefits as a consequence.

Pay

Reservists will be granted special unpaid leave for the duration of their mobilisation during which time the MoD will assume responsibility for their salary. The basic salary payment made by the MoD will be based on the reservist's military rank. If this payment is less than the salary that the reservist would otherwise receive from the council, it is the reservist's responsibility to apply to the MoD for the difference to ensure that they suffer no loss of earnings. This is known as a 'Reservist Award'.

Pension Contributions

During a period of mobilisation, the council will calculate a notional pay figure for the Reservist so that he/she continues to build up a pension as if they were still at work. The council however does not pay an employer contribution to the Pension Fund on the notional pensionable pay figure.

The council advises the Reservist and the Ministry of Defence (MoD) of the notional pensionable pay and the appropriate employee and employer contribution due. The MoD deducts the employee contribution from the Reservist and pays that contribution together with the employer contribution, directly over to the Pension Fund.

Accrual of Leave

Reservists accrue leave with the MOD whilst they are in full-time service. When they demobilise, reservists will get a period of post-operational leave when they will continue to be paid by the MOD. Post-operational leave is accrued based on the number of days spent in operational theatre, at the rate of around 2.5 days per month.



Reservist employees will not accrue annual leave with the council whilst mobilised. Annual leave will be calculated pro-rata based on full calendar months from the time the employee returns from mobilisation.

Reserve Forces Training and Mobilisation Policy

Sick Pay

Should a reservist become sick or injured during mobilisation they will be covered by the Defence Medical Services and any financial assistance will continue to be received (including pay) until demobilised. If the sickness or injury continues and results in early demobilisation, the reservist will remain covered by the Defence Medical Services until the last day of paid military leave.

After this time, the reservist will be covered by the council's sickness pay arrangements in line with relevant national terms and conditions and the council's Managing Sickness Absence Policy.

8. Return to Work

Both the Reservist and the Council have obligations under the Reserve Forces (Safeguarding of Employment Act) 1985 regarding the return to work process.

Council

The council has an obligation under Reserve Forces (Safeguarding of Employment Act) 1985 to reinstate the Reservist, where possible to their former role, and if not, to a mutually acceptable role on the same terms and conditions prior to mobilisation.

Reservist

The Reservist must write to the council by the third Monday after their last day of military service making their request to return to work and suggesting a date which should fall within 6 weeks of their last day of full-time service. The council cannot ask a Reservist to return to work early, however the Reservist may ask to do so.

Where an offer of alternative employment is not considered to be suitable by the Reservist they must write to the council stating why it is not acceptable. If a Reservist believes that the council's response to their application denies their rights under the Safeguard of Employment Act, an application can be made to a Reinstatement Committee² for assessment. The Reinstatement Committee will consider the Reservists application and can make an order for reinstatement and/or compensation.

A post deployment report will be provided to the council detailing the Reservist's achievements during deployment and any qualifications or skills they have gained during training.



Line managers should provide returning Reservists with appropriate support and training to allow the Reservist to easily make the transition back into the workplace.

Reserve Forces Training and Mobilisation Policy

9. Financial Assistance

Financial assistance for employers in the event of an employee who is a Reservist being mobilised is governed by the Reserve Forces (Call out and recall) (Financial Assistance) Regulations 2005³. These cover additional costs above the normal earnings of the called-up Reservists associated with replacing that employee. Details of costs recoverable and the timescales for making an application are provided within supporting guidance to this policy.

Version control record

Version number	Date	Author / reviewer	Comments / changes
1	March 2021	HR	New policy
2	December 2023	HR	Increased paid training days from 10 to 15 days. Transferred to new policy template.



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Name of Committee:	HR Committee		
Committee Date:	31 January 2024		
Report Title:	Pay Policy Statement 2024/25		
Responsible Officer:	Matt Goodwin, Executive Head – Internal Services		
Cabinet Lead:	Cllr Neil Bowdell		
Status:	Non-Exempt		
Urgent Decision:	No	Key Decision:	No
Appendices:	Appendix 1: 2024/25 Officers Pay Scales Appendix 2: 2024/25 Senior Pay Scales		
Background Papers:	The Localism Act 2011 (Section 38): https://www.legislation.gov.uk/ukpga/2011/20/section/38/enacted Local Government Transparency Code 2015: https://www.gov.uk/government/publications/local-government-transparency-code-2015/local-government-transparency-code-2015		
Officer Contact:	David Fairall, Chief HR Officer		
Report Number:	HBC/073		

Corporate Priorities:

It is a statutory requirement for each Council to publish an annual Pay Policy Statement.

Executive Summary:

The 2024/25 Pay Policy Statement has been prepared and must be approved by Full Council in accordance with the Localism Act 2011 by 31 March 2024.

This is being presented to the HR Committee to recommend approval by Full Council.

Recommendations:

That the HR Committee recommends that Full Council approves the 2024/25 Pay Policy Statement.

1. Introduction

- 1.1. In accordance with the Localism Act 2011, each Council must publish an annual Pay Policy Statement and this must be approved by Full Council.

2. Background

- 2.1. The Localism Act 2011 and subsequent Local Government Transparency Code 2015 specifies that a Pay Policy Statement must be published annually, along with elements that must be considered and included within the document.
- 2.2. The 2024/25 Pay Policy Statement includes the information required and reflects current remuneration practice within the Council.
- 2.3. A paragraph is included to explain that the 2024/25 pay awards have yet to be agreed for the Chief Executive and Officers, meaning this paper will be resubmitted for noting once both of those amounts have been communicated. The remainder of the paper will remain unchanged until reviewed for 2025/26.

3. Options

- 3.1. The Council is required to publish its pay policy and there is no alternative option to be appraised. Failure to agree and publish a statement by 31 March 2024 would mean the Council fails to meet its statutory obligation. Therefore, a statement must be approved by the HR Committee and subsequently Full Council.
- 3.2. The HR Committee and/or Full Council may wish to pursue a different approach to remuneration in future. This statement, as required, reflects the policy and calculations as of the publication date, so any recommendations can be tabled and considered ahead of the next annual report.

4. Relationship to the Corporate Strategy

- 4.1. The publication of the Pay Policy Statement, as well as being a legal requirement, is part of the Council's approach to ensuring it has effective and transparent remuneration arrangements in place.

5. Conclusion

- 5.1. The 2024/25 adheres to the requirements of the Localism Act 2011 and Local Government Transparency Code 2015, including the latest calculations to show the relationship of the remuneration between the Chief Executive and Officers (subject to amendment when the 2024/25 pay awards are confirmed).

6. Implications and Comments

- 6.1. S151 Comments: Members should be content that there are no new financial implications arising from this report and that the pay policy statement is a key component of the Council's transparency requirements.
- 6.2. Financial Implications: No additional budget required or financial implications, as this reflects existing remuneration policy.
- 6.3. Monitoring Officer Comments: The Pay Policy Statement sets out clearly and concisely the Council's approach to pay. There are no legal implications in publishing the same, as this is a statutory requirement as detailed in the report. In the interest of openness and accountability, the approach taken in the statement is both clear and transparent.
- 6.4. Legal Implications: No direct legal implications, other than the requirement to meet the statutory requirement of publishing a statement by 31 March 2024. The policy meets the requirements of the Localism Act 2011 and all other relevant legislation.
- 6.5. Equality and Diversity: No material change to existing remuneration policy.
- 6.6. Human Resources: No material change to existing remuneration policy.
- 6.7. Information Governance: Policy checked and approved by Information Governance.
- 6.8. Climate and Environment: No Climate and Environment impact associated with this statement.

7. Risks

- 7.1. The Pay Policy Statement is a requirement of section 38 (1) of the Localism Act 2011 that sets a statutory duty on local authorities annually to publish a statement approved by Full Council by the end of the financial year and relating to the new financial year. Failure to comply could lead to a legal challenge to the Council and therefore it is important that the statement reflects the requirements of the Act and all the associated statutory guidance.
- 7.2. Risk of not meeting statutory requirement if statement not agreed by Full Council and published by 31 March 2024

8. Consultation

- 8.1. Prior to submitting to the HR Committee, this statement has been reviewed and agreed by Unison and ELT.

9. Communications

- 9.1. Once approved by Full Council, the policy will be updated on The Fountain (where all HR policies can be found) and on the Havant Borough Council website.

Agreed and signed off by:		Date:
Cabinet Lead:	Cllr Neil Bowdell	04/01/2024
Executive Head:	Matt Goodwin	27/12/2023
Monitoring Officer:	Jo McIntosh	29/12/2023
Section 151 Officer:	Steven Pink	22/01/2024

Appendix 1: 2024/25 Officer Pay Scales

Grade	SCP	Salary 22/23	Salary 23/24	Hourly Rate
A	3	£20,812	£22,737	£11.79
	4	£21,189	£23,114	£11.98
B	4a	£21,189	£23,114	£11.98
	5	£21,575	£23,500	£12.18
C	5a	£21,575	£23,500	£12.18
	6	£21,969	£23,893	£12.38
	7	£22,368	£24,294	£12.59
D	8	£22,776	£24,702	£12.80
	9	£23,195	£25,119	£13.02
	10	£23,620	£25,545	£13.24
	11	£24,055	£25,979	£13.47
E	12	£24,496	£26,421	£13.69
	13	£24,948	£26,873	£13.93
	14	£25,409	£27,334	£14.17
	15	£25,879	£27,803	£14.41
F	16	£26,357	£28,282	£14.66
	17	£26,846	£28,770	£14.91
	18	£27,344	£29,269	£15.17
	19	£27,852	£29,777	£15.43
	20	£28,370	£30,296	£15.70
G	21	£28,899	£30,825	£15.98
	22	£29,439	£31,364	£16.26
	23	£30,152	£32,076	£16.63
	24	£31,100	£33,024	£17.12
	25	£32,019	£33,945	£17.59
	26	£32,909	£34,834	£18.06
H	27	£33,819	£35,745	£18.53
	28	£34,723	£36,648	£19.00
	29	£35,411	£37,336	£19.35
	30	£36,299	£38,223	£19.81
	31	£37,262	£39,186	£20.31
I	32	£38,295	£40,221	£20.85
	33	£39,494	£41,418	£21.47
	34	£40,479	£42,403	£21.98
	35	£41,495	£43,421	£22.51
	36	£42,504	£44,428	£23.03
	37	£43,517	£45,441	£23.55
	38	£44,539	£46,464	£24.08
	39	£45,496	£47,420	£24.58
	40	£46,549	£48,474	£25.13
J	41	£47,573	£49,498	£25.66
	42	£48,588	£50,512	£26.18
	43	£49,590	£51,515	£26.70
	44	£50,570	£52,532	£27.23
	45	£51,650	£53,654	£27.81
K	46	£52,698	£54,743	£28.37
	47	£53,737	£55,822	£28.93
	48	£54,764	£56,889	£29.49
	49	£55,893	£58,062	£30.09
	50	£57,056	£59,270	£30.72
K	51	£58,262	£60,523	£31.37
	52	£59,511	£61,820	£32.04
	53	£60,799	£63,158	£32.74
	54	£62,110	£64,520	£33.44
	55	£63,756	£66,230	£34.33

(NB: The 2024/25 pay award has yet to be agreed and applied)

Appendix 2: 2024/25 Senior Pay Scales

Role	Minimum	Midpoint	Maximum
CEO	£111,178	£130,446	£149,714
Chief Officers (Executive Heads of Service and statutory officers)	£78,582	£92,554	£106,527
Senior Technical Officers (subject to Management team approval)	£72,373	£78,582	£84,792

(NB: The 2024/25 pay awards have yet to be agreed and applied)

Pay Policy Statement 2024-25

Author	David Fairall, Chief HR Officer
Approved by	Full Council
Approval date	TBC
Review date	TBC



Pay Policy Statement 2024-25

1. Purpose

- 1.1 The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement which relates to the forthcoming financial year, must be approved by 31 March each year, by a meeting of the Full Council, and must then be published on the council's website. The pay policy statement may be amended during the year by further resolution of the council.
- 1.2 The pay policy statement must as a minimum include details of the council's policy on:
 - the remuneration of its chief officers
 - the remuneration of its lowest-paid employees
 - the relationship between the remuneration of its chief officers and other officers
- 1.3 For the purposes of the Localism Act 2011 and this statement, the term "Chief Officers" is defined by Section 2 of the Local Government and Housing Act 1989. For Havant Borough Council, the term "chief officers" refers to all roles within the Executive Leadership Team (ELT), which comprises a mixture of Statutory and Non-Statutory Chief Officer posts. Up-to-date details of the ELT membership can be found on the Council's website: <https://www.havant.gov.uk/our-organisation/management-structure>
- 1.4 "Lowest paid employees" refers to those staff employed within grade A of the council's pay framework. The above definition for the "lowest paid employees" has been adopted because grade A is the lowest grade on the council's pay framework, which aligns with the pay scales negotiated by the National Joint Council for local government services.

2. Scope

- 2.1 This statement applies to all employees of the council employed under the conditions of service of the following bodies:
 - National Joint Council for Local Government Services
 - Joint Negotiating Committee for Chief Officers of Local Authorities
 - Joint Negotiating Committee for Local Authority Chief Executives



Pay Policy Statement 2024-25

3. Remuneration of Chief Officers

- 3.1 At minimum three-year intervals, the Council creates a pay scale for the Chief Executive, Chief Officers (Executive Heads of Service and statutory officers) and Senior Technical Officers (as approved by the Executive Leadership Team) using external market benchmarking data. This is then reviewed and approved by the HR Committee and published through the Senior Pay Policy.
- 3.2 The annual pay award for the Chief Executive is agreed and communicated to the Council by the Joint Negotiating Committee for Chief Executives of Local Authorities.
- 3.3 The annual pay award for Chief Officers and Senior Technical Officers is agreed and communicated to the Council by the Joint Negotiating Committee for Chief Officers of Local Authorities.
- 3.4 Any pay award proposed is effective from April of the relevant year and formally approved by the HR Committee.
- 3.5 The Chief Executive has been designated as the Council's Head of Paid Service. No additional remuneration is payable for that designation.
- 3.6 The Chief Finance Officer has been designated as the Council's Section 151 Officer. No additional remuneration is payable for that designation.
- 3.7 The Chief Legal Officer has been designated as the Council's Monitoring Officer. No additional remuneration is payable for that designation.
- 3.8 Chief Officers do not receive overtime, on-call or stand-by payments and do not receive additional payment for attendance at evening meetings. The Chief Executive, at their discretion as Head of Paid Service, may award payments (e.g. an honorarium) for additional responsibilities or acting-up, as required.
- 3.9 Chief Officers do not receive any performance-related pay or bonuses.



Pay Policy Statement 2024-25

4. Chief Officers - Pension & Severance

- 4.1 All employees as a result of their employment are eligible to join the Local Government Pension Scheme. There are no increases or enhancement to pension entitlements for Chief Officers.
- 4.2 In the event of a Chief Officer's post becoming redundant, any severance payment will be made on the same basis as to any other employee.
- 4.3 On ceasing to be employed by the Council, individuals of any grade will only receive compensation where legally obliged (i.e. redundancy) or, where required, in compliance with the terms of a settlement agreement.
- 4.4 The council will not re-employ a Chief Officer who has left their employment and is now drawing a local government pension, unless in exceptional circumstances. However, the Council may re-employ Chief Officers who have previously left the organisation, including those who received severance pay, where circumstances require and the reasons for the original severance have changed or ceased to exist (i.e. historic redundancy, but role now required again).

5. Remuneration of Officers

- 5.1 Havant Borough Council's pay framework was implemented in April 2007 in line with national guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities, and a number of 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. As part of this Havant Borough Council determined a local pay framework reducing the overall number of grades to 11.
- 5.2 The annual pay award is determined through the National Joint Council for Local Government Services pay negotiations. Any award proposed is effective from April of the relevant year and formally approved by the HR Committee.
- 5.3 This framework encompasses the lowest pay band (Grade A) and this lowest scale point currently exceeds the National Living Wage. This is reviewed whenever the National Minimum Wage and National Living Wage increase in value.



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6. Other Remuneration

- 6.1 **Market Rate Supplements:** Some jobs may attract a market rate supplement based on external pay and benchmark comparison data. A market rate supplement is only applied in exceptional circumstances, must be reviewed annually and is not deemed to be part of base pay.
- 6.2 **Acting-Up Pay:** 'Acting up' is where an individual agrees to cover some or all of the duties of a more senior post on an agreed temporary basis. When an employee agrees to act up in a higher position, they are entitled to receive additional salary.
- 6.3 **Honorarium Payment:** An honorarium payment is a token payment to recognise an employee's goodwill in undertaking duties beyond the scope of their normal job remit.
- 6.4 **Overtime:** The councils do not pay overtime as standard. Additional hours worked over and above the contractual hours are usually compensated through flexitime. Where there is the likelihood of overtime for particular jobs or it occurs through exceptional circumstance (i.e. an emergency), it may only be paid through agreement from a Chief Officer.
- 6.5 **First-Aiders:** An additional payment will be paid to all employees who are qualified and approved First-Aiders. This payment is in recognition of the qualification and is paid regardless of grade and hours worked.

7. Remuneration for Election Duties

- 7.1 No remuneration or payment for election duties are included in the salaries of Chief Officers or Officers. 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.
- 7.2 The Chief Executive has been appointed as the council's Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the Council. As Returning Officer, they are paid a separate allowance for each election for which they are responsible in accordance with accepted national and regional scales and criteria which is approved annually by the Home Office and Electoral Claims Unit.



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8. Relationship between Remuneration of Chief Officers and Other Officers

- 8.1 The lowest-paid employees (including apprentices) are employed on full-time equivalent (FTE) salaries in accordance with the minimum spinal column point currently in use within the council's grading structure, which is Grade A, spinal column point 3. As of 1 April 2024, this is £22,737 per annum. This means the Chief Executive's salary is 5.7 times the salary of the lowest scale point (FTE).
- 8.2 However, there are currently no staff on this spinal column point as all on Grade A have received at least one increment since joining the Council. Therefore, as of 1 April 2024, the actual lowest paid employees are on spinal column 4, which means a salary of £23,114. The Chief Executive's salary is, therefore, 5.6 times the salary of the lowest-paid members of staff (FTE).
- 8.3 Full-time equivalent at the Council is 37 hours per week.
- 8.4 The Ministry of Housing, Communities and Local Government (MHCLG) published in February 2015 a code of recommended practice for local authorities on data transparency. This code of practice recommends publishing the "pay multiple", the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce. For Havant, the median salary, calculated on 31 December 2023, is £35,745. The pay multiple between the median and Chief Executive salaries is 1:3.7.
- 8.5 However, as detailed above, the Chief Executive salary and Officer pay scales are subject to national negotiation. The pay awards for 2024/25 have not yet been agreed, so this paper will be resubmitted with amended figures in paragraph 8 for noting at Full Council when both of these amounts have been confirmed.

