



2024-25 PAY POLICY

March 2024

**Mae'r ddogfen hefyd ar gael yn Gymraeg
This document is also available in Welsh**

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1.0 Introduction

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has the power 'to appoint officers on such reasonable terms and conditions as the Council thinks fit'.
- 1.2 This Pay Policy statement sets out the Council's approach to pay policy in accordance with the requirements of sections 38 to 43 of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for each financial year, detailing the Council's policies towards all aspects and elements of the remuneration of Chief Officers, including:
 - i. The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers
 - ii. The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
 - iii. The relationship between the remuneration of its Chief Officers and other employees
- 1.3 Local authorities are large, complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect the specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances, whether foreseeable or not.
- 1.4 The Council recognises the role of trade unions in consultation and negotiation of pay at local, regional, and national levels. The Council supports the National Joint Councils and Joint Negotiating Committees, which govern the national agreements concerning pay and conditions of service, which are applicable to all of the employee groups referred to in this pay policy statement.
- 1.5 As required by legislation, full Council approved the first Pay Policy in 2012 and this policy statement came into immediate effect. The Policy is subject to review on a minimum of an annual basis in accordance with the relevant legislation. This pay policy is subject to full Council approval.
- 1.6 This policy has made reference to the Welsh Government Guidance Pay Accountability in Local Government, December 2020, and November 2021.
- 1.7 "Recognising Performance" is a key strand of the Council's Workforce Strategy for 2022-27 with the aim to *"achieve and recognise high levels of performance from direct and effective communication, regular evaluation and feedback, clear planning and understanding and supporting our workforce and incentivise appropriately"*. *"So that we have capable staff who are appropriately incentivised, recognised and motivated to achieve a high performance culture across all teams and demonstrating our core values."*

2.0 Policy Statement

- 2.1 This Policy includes matters concerning the remuneration of Chief Officers, as defined under the Localism Act 2011, including the publication of and access to information relating to all aspects of their remuneration.
- 2.2 The policy includes details on the remuneration of its lowest paid employees (including the definition adopted and reasons for it) and the relationship between the remuneration of its Chief Officers and other employees.
- 2.3 The Council will endeavour to maintain the constructive Social Partnership approach that it has developed with the recognised Trade Unions and will continue to work closely with them on pay related matters. Collective bargaining will be followed as appropriate for any proposed changes to pay and/or allowances.

3.0 Legislative Framework

- 3.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes:
 - Equality Act 2010
 - Employment Rights Act 1996
 - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-term Employment (Prevention of Less Favourable Treatment) Regulations 2002
 - Working Time Regulations 1998
 - Agency Workers Regulations 2010
 - Transfer of Undertakings (Protection of Employment) Regulations 2006
 - National Minimum Wage (Amendment) Regulations 2021
- 3.2 The Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which relate salaries to the requirements, demands and responsibilities of the role.
- 3.3 The Act sets out the requirements for Pay Policy Statements and as part of this there are certain terms that are used to define different employee groups and in particular senior officers. This section explains these definitions, and how they apply in this Council. 'Chief Officers' are defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are as follows;
 - (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
 - (b) its monitoring officer designated under section 5(1) of that Act;
 - (c) a statutory chief officer mentioned in section 2(6) of that Act;
 - (d) a non-statutory chief officer mentioned in section 2(7) of that Act;

(e) a deputy chief officer mentioned in section 2(8) of that Act.

3.4 As stated in the Local Government and Elections (Wales) Act 2021, with reference to the changes introduced by the Local Government (Wales) Measure 2011, the role of “Head of Paid Service” was replaced by the role of “Chief Executive” from May 2022.

3.5 The Council’s **Chief Officers** are:

- Chief Executive
- Statutory Chief Officers:
 - Director of Education
 - Director of Social Services
 - Section 151 Officer - Director of Finance
 - Monitoring Officer – Head of Legal, Democratic Services and Business Intelligence
- Non-statutory Chief Officers:
 - Director of Corporate Services
 - Director of Place

3.6 The Council’s **Deputy Chief Officers** are:

- Corporate Services:
 - Head of Communications and Marketing
 - Deputy Monitoring Officer and Deputy Chief Legal Officer
 - Head of Human Resources and Service Centre
 - Head of Digital and Customer Services
- Education Directorate:
 - Head of Achievement and Partnerships
 - Head of Planning and Resources
 - Head of Vulnerable Learners
- Finance:
 - Deputy Section 151 Officer and Deputy Chief Finance Officer
 - Head of Revenues and Benefits
 - Head of Commercial Services
- Place Directorate:
 - Head of Building Services
 - Head of Cultural Services
 - Head of Highways and Transportation
 - Head of Housing and Public Health
 - Head of Planning and City Regeneration
 - Head of Property Services
 - Head of Waste, Cleansing and Parks
- Social Services:

- Head of Adult Services and Tackling Poverty
- Head of Child and Family Services
- Head of Integrated Services

4.0 Scope

- 4.1 The Localism Act 2011 required authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid', explaining their policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a policy covering all employee groups with the exception of school teachers (as the remuneration for this latter group is set by Welsh Government and is not within the Council's control).
- 4.2 The Council has autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. However, this policy will be complied with in setting remuneration levels for all groups within its scope.

5.0 Principles of the Pay Policy

- 5.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end the following are provided as Appendices to this policy:
- Swansea Council's Employee Pay Scales, National Joint Council (NJC) Employees (Annex A)
 - Swansea Council's Chief Officer Pay Scales (Annex B)
 - National Pay Grades - Soulbury (Annex C)
- 5.2 The following are available on the Council's website:
- JNC Chief Officer Employment Rules (as per Council Constitution)
 - Redundancy Policy
 - Performance Management Policy
 - Annual Leave Policy
 - Travel and Subsistence Policy
 - Partnership arrangements
 - Swansea Public Services Board
 - Swansea City of Sanctuary
 - Swansea Poverty Partnership Forum
 - Regeneration Swansea
 - Safer Swansea Advice
- 5.3 In addition to the above, the Chief Executive and Directors also play key roles in regional agencies such as the South West Wales Corporate Joint Committee, Partneriaeth, Swansea Bay City Deal, The West Glamorgan Partnership, and the Public Service Board. In this context, at the more senior grades in particular,

remuneration levels need to enable the attraction of a suitably wide pool of talent. This would ideally include people from the private and public sector and from inside and outside Wales. It is recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.

- 5.4 The Council is also the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the City and County. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark example on pay and conditions to other employers in the area for the same reasons.

6.0 Pay Structures within the Council

- 6.1 The Council uses different pay structures for different groups of employees:

Chief Officers' Pay Structure

- 6.2 A pay structure is used for Chief Officers as outlined in Annex B. The structure and any variation to it is determined by Council and was last reviewed in 2012. The pay structure is due to be reviewed in 2023/24 as part of the Council decision to job evaluate Chief Officer posts.

National Joint Council Pay Structure

- 6.3 The Council uses the nationally negotiated NJC pay spine as the basis for its NJC grading structure for all employees who are not Chief Officers, Soulbury officers or teachers.
- 6.4 Pay increases for NJC staff are nationally negotiated. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 6.5 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.
- 6.6 Pay rates for the period 1 April 2023 to 31 March 2024 are detailed in Annex A.

Soulbury Committee Pay Structure

- 6.7 Educational Inspectors and Advisers and Educational Psychologists use Soulbury Committee pay structure. In addition to the annual pay increase, the Soulbury Committee determines the national salary framework. On other conditions of service issues, the Soulbury agreement ensures that officers have conditions which are not less favourable than other local government staff employed in the Council they work in.
- 6.8 All future nationally negotiated pay increases for Soulbury staff will follow the same process as for Chief Officers; see below. The Council will therefore pay

future pay rises as and when determined in accordance with contractual requirements.

6.9 The 2023/24 pay rates for this group of staff are attached at Annex C.

Teachers' Pay Structure

6.10 Teachers' salaries are set nationally by the Welsh Government and each school is required to adopt a Pay Policy for Teachers.

7.0 Job Evaluation

7.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth, for the purpose of establishing a rational pay structure and pay equity between jobs.

7.2 The Council implemented Single Status for all staff in terms of Pay, Grading and Terms & Conditions on 1 April 2014. The concept of equality was central to this work and our Integrated Impact Assessment (IIA) process has been utilised throughout. It has informed the negotiating position of the Council in relation to a number of Terms and Conditions. The Council engaged Northgate to assist us to carry out an IIA in respect of our new pay model.

7.3 The Council currently uses 2 job evaluation schemes: the LGA JE scheme for Chief Officers and the methodology of Job Family Allocation.

8.0 Market Supplements

8.1 Job evaluation has enabled the Council to set appropriate remuneration levels based on internal job size relativities within the Council. However, from time to time it may be necessary to take account of the external pay market to attract and retain employees with particular experience, skills, and capacity.

8.2 Where there are specialist / technical roles required within a service, and the recruitment process has failed to deliver appropriately qualified suitable candidates for the role on offer, the Head of Service may submit to Corporate Management Team (CMT) a full business case (including current labour market research) for an additional market supplement payment.

8.3 It is the Council's policy that any such market supplements be kept to a minimum and be subject to a clear procedure to ensure they are reviewed on a regular basis so that they can be withdrawn where no longer considered necessary. The Market Supplement Policy and Procedure were last reviewed by CMT in January 2024.

9.0 Honoraria

9.1 The Council recognises that it may be necessary from time to time to apply an additional payment when an employee is requested to 'act up' into a higher

graded post or to temporarily undertake additional duties associated with a higher graded post. In these circumstances an honoraria payment may be made. It is the Council's policy that honoraria be kept to a minimum and be subject to a clear procedure to ensure honoraria payments are transparent, carefully considered, subject to proper review and implemented on a consistent basis. The Honoraria Policy and Procedure were last reviewed by CMT in January 2024.

10.0 Pay and Performance

- 10.1 The Council expects high levels of performance from all employees and has a performance review process in place to monitor, evaluate and manage performance on an ongoing basis. No performance-related pay is currently applicable to any employee group.
- 10.2 The Chief Executive's performance review is undertaken by the Chief Executive's Appraisal and Remuneration Committee on an annual basis. The Chief Executive publishes the objectives set by the Council in the Chief Executive's blog.
- 10.3 For Chief Officers, the annual increment (if not already at top of scale) is awarded only when the Performance Review is deemed satisfactory.
- 10.4 The Council has an Employee Performance Management policy that is available on the Council's website.

11.0 Chief Executive

- 11.1 The role of Chief Executive involves coordination, management, staffing, advising the council, elections and dealing with emergencies. It is a full time and permanent appointment and the postholder is selected on merit against objective criteria, following public advertisement, and is appointed by full Council.
- 11.2 The Chief Executive works closely with elected members to deliver the Council's corporate plan and wellbeing objectives. The Local Government and Elections (Wales) Act 2021 introduced additional functions for the Chief Executive to keep certain matters including the organisation and appointment of the council's staff under review and where appropriate to do so to report to the council setting out proposals in respect of those matters.
- 11.3 The Chief Executive is employed on Joint National Committee for Chief Executives of Local Authorities (JNC for Chief Executives) terms and conditions. The JNC for Chief Executives negotiates on national annual pay awards. These pay awards are effective from 1 April each year however they are not normally confirmed in advance of this date. In respect of the nationally agreed JNC Pay Award for the Chief Executive's salary, half is afforded automatically with the other half subject to the performance rating at the Annual Performance Review. The current Chief Executive is on a spot salary with no incremental progression.
- 11.4 The Chief Executive acts as the Returning Officer for Local Government Elections. The appointment of Electoral Registration Officer is required by

Section 8 of the Representation of the People Act 1983 and the appointment of Returning officer by Section 35 of the Representation of the People Act 1983. All other elections and referenda are not included; and this is covered by the JNC Terms and Conditions of Employment.

- 11.5 The latest pay award for the Chief Executive increased the Chief Executive's salary to £162,378 per annum from 1 April 2023.

12.0 Chief Officers

- 12.1 The Council employs Chief Officers under JNC for Chief Officers terms and conditions. The JNC negotiates on national annual pay awards which are effective from 1 April each year, although they are not normally confirmed in advance of this date. The latest pay award for chief officers, which was effective from 1 April 2023, is attached at Annex B.
- 12.2 No bonus or performance related pay mechanism is applicable to Chief Officers' pay; although the annual increment (if not already at top of scale) is only awarded once the Annual Performance Review has been deemed as satisfactory.
- 12.3 Although annual pay increases referred to above are part of the nationally agreed terms and conditions, Chapter 8 of the Localism Act 2011 and the Council's Constitution provides that any decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full Council. In accordance with these rules, the Council's decision to agree this Pay Policy constitutes agreement to implement future pay increases determined by the relevant negotiating body effective from 1 April 2024, as accounted for in the Budget set and agreed by Council. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's agreed Budget will be referred to Council for consideration and decision.
- 12.4 The Council pays all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions. It also meets the fifty percent of the cost of membership to a professional body if it is deemed an essential requirement of the post.

13.0 Exit Payments

- 13.1 The Council's approach to statutory and discretionary payments on termination of employment of all employees, prior to reaching normal retirement age, is set out within its Early Retirement & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 45 weeks' pay would be granted (Regulation 6).
- 13.2 Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Council

does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).

- 13.3 The Council will comply with Chapter 8 of the Localism Act 2011 and the Council's Constitution which provides that the Council must determine the level, and any change in the level of remuneration to be paid to a chief officer. This includes any amounts payable to a chief officer on the chief officer ceasing to hold office, other than amounts that may be payable by virtue of any enactment.
- 13.4 The Council will also comply with the Welsh Government's guidance that full Council should be given the opportunity to vote on chief officer severance packages to ensure any settlement represents value for money for taxpayers. In presenting information to full council, the Council will set out clearly all the components of the relevant severance package including any statutory or non-statutory components.
- 13.5 When calculating the value of any severance package, the following payments should be taken into account:
- Salary paid in lieu
 - lump sum redundancy/severance payment
 - cost to the Council of the strain on the pension fund arising from providing early access to an unreduced pension.
- 13.6 Since February 2021 there has been no cap on exit payments in England and Wales, nor has there been a requirement for public bodies to request waivers for exit payments over £95,000. UK Government started a consultation on introducing a cap in October 2022 and we await the Government's response.
- 13.7 The Head of HR and Service Centre will ensure that if there are further decisions made regarding this matter, the appropriate actions will be taken to ensure compliance.

14.0 Voluntary Severance

- 14.1 The Council's Voluntary Redundancy Policy provides details of the position on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. Details of the Council's policy on whether to increase an employee's total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008 is included in our Employer's Pensions Discretions statement.
- 14.2 Further to the Employment Appeal Tribunal (EAT) decision University of Sunderland v Drossou (13 June 2017) the Council will take into consideration any pension contributions that form part of the overall package of 'remuneration' offered to an employee in return for their services. The result of this is that, where appropriate, the employer's pension contributions are included in the calculation of weekly pay subject to the current maximum allowed.

15.0 Pay Relativities across the Council

- 15.1 The “lowest paid employees” under a Contract of Employment are defined as those employed on a full time [37 hours] equivalent salary in accordance with the minimum spinal column point currently in use within the Council’s grading structure. The Council employs Apprentices [and other such Trainees] who are not included within the definition of ‘lowest paid employees’ as they are not employed under Contracts of Employment.
- 15.2 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 15.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton ‘Review of Fair Pay in the Public Sector’ (2010). The Hutton Report explored the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government’s Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Council’s workforce.
- 15.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:11 and between the lowest paid employee and average Chief Officer as 1:6. The multiple between the median (average) full time equivalent earnings and the Chief Executive is 1:5 and between the median (average) full time equivalent earnings and average Chief Officer is 1:3.
- 15.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council uses available benchmark information as appropriate.
- 15.6 The Council’s Gender Pay Gap 2023¹ report outlines the gender pay gap between men and women employed by the Council. As of 31st March 2023, the Council had a mean gender pay gap of 2.01% and a median gender pay gap of 3.73%. The 2023 data shows that the gap continues to close when compared to 2022 when the mean gap was 5.64% and the median gap was 12.64%, which in turn was lower than in 2021 when the mean gap was 6.32% and the median gap was 13.6%.

16.0 Lower Paid Employees and Workers

- 16.1 The Localism Act 2011 requires the Council to define its ‘lowest paid employee’ within the Pay Policy Statement. Within the Council, the lowest paid employees are Grade 2 and are paid £11.79 per hour which is above the national living wage of £10.42 per hour. In April 2024, the national living wage will rise to £11.44 per hour.

¹

17.0 Independent Remuneration Panel for Wales

- 17.1 Section 143A Local Government (Wales) Measure 2011 refers to the Independent Remuneration Panel for Wales (IRPW) and sets out their functions in relation to salaries of Chief Executives.
- 17.2 Any changes to remuneration for the Chief Executive role will be referred to the IRPW and any recommendations received from the IRPW will be put before Council when determining any change in remuneration. Council will have regard to any recommendation received from the IRPW when deciding whether or not to proceed with any change to Chief Executive salary.
- 17.3 The Council is required to identify in this pay policy statement whether any such referral has been made to the IRPW, and if so, the nature of the referral, the IRPW's decision and the council response. The Council has not made a referral to the IRPW relating to the salary payable to the Chief Executive.

18.0 Accountability and decision making

- 18.1 In accordance with the Constitution of the Council, full Council is responsible for decision making in relation to the pay, terms and conditions and severance arrangements in relation to Chief Officer employees of the Council.
- 18.2 This policy has considered all the recommendations in the Welsh Government guidance notes on Pay Accountability in Local Government in Wales and has been referred to throughout this Policy statement.

19.0 Non-guaranteed Working Hours

- 19.1 In December 2016, the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups. The Council is committed to the principles which apply to those employees who are employed on a relief, casual or sessional basis. These employees are used in services within the Council where there is either a need to bring in an additional workforce in order to cover peaks in workload or where the workload is on a one off basis.

20.0 Recruitment and Talent Management

- 20.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

- 20.2 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for an interim appointment to provide cover for a vacant substantive Chief Officer post or for any other reason, the Council will, where necessary, consider and utilise engaging individuals under ‘contracts for service.’ These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

21.0 Re-employment Procedures

- 21.1 No Chief Officer who was previously made redundant or granted early retirement from the Council, will be later re-employed, or re-engaged. This would be either as an employee (Contract of Service), as a Consultant (Contract for Service) or through an external contractor commissioned to work on behalf of the Council unless in exceptional circumstances when a meeting of Council may waive this requirement.
- 21.2 The Council will inform Chief Officers on appointment who are in receipt of a pension under the LGPS from a previous employer that they must inform their Pension Fund Provider of their re-employment in Local Government. The appropriate abatement rules can then be applied.

22.0 Teachers’ Pay

- 22.1 The Teachers’ Pay Policy provides a framework for making decisions on Teachers’ pay. It has been developed to comply with the requirements of the School Teachers’ Pay and Conditions (Wales) Document (STPCWD) and has ‘been the subject of consultation with ASCL, NAHT, NASUWT, NEU AND UCAC

23.0 Local Government Pension Scheme

- 23.1 All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible, they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.
- 23.2 The current level of contribution to the scheme by employees, effective from 1st April 2024, is outlined in the following table:

LGPS Contribution table 2024/25			
Band	Actual pensionable pay for an Employment (per annum)	Contribution rate for that employment	
		Main	50/50
1	Up to £17,600	5.50%	2.75%
2	£17,601 to £27,600	5.80%	2.90%
3	£27,601 to £44,900	6.50%	3.25%

4	£44,901 to £56,800	6.80%	3.40%
5	£56,801 to £79,700	8.50%	4.25%
6	£79,701 to £112,900	9.90%	4.95%
7	£112,901 to £133,100	10.50%	5.25%
8	£133,101 to £199,700	11.40%	5.70%
9	£199,701 or more	12.50%	6.25%

23.3 Teachers are entitled to join the Teachers' Pensions scheme. As the Teachers Pensions scheme is operated externally further information can be found on www.teacherspensions.co.uk.

23.4 The Council's Pensions Discretions Policy statement has been updated and agreed during 2023 and is published on the Council's website as required by regulations:

https://www.swansea.gov.uk/media/5047/Employers-pensions-discretions-policy2021/pdf/Employers_pensions_discretions_policy.pdf?m=1642597102047

24.0 Off Payroll Arrangements

24.1 Where the Council is unable to recruit to a job under a contract of service, or where there is a need for specialist support for a specific project, the Council will, where necessary, consider engaging individuals under a contract for service. These will be sourced through the relevant procurement process under the Council's Contract Procedure Rules, ensuring the council is able to demonstrate value for money from competition in securing the relevant service.

25.0 Publication

25.1 Upon approval by the full Council, this statement will be published on the Council's website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees, or allowances paid to or receivable by the person in the current and previous year
- any bonuses so paid or receivable by the person in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above

26.0 Monitoring and Review

26.1 This Policy outlines the current position in respect of pay and reward across the Council and it will continue to be monitored over the next year to ensure that it meets the principles of fairness, equality, accountability, and value for money for citizens of Swansea.

- 26.2 This Pay Policy Statement will be kept under review and developments considered in the light of external best practice and legislation. The Pay Policy Statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the Pay Policy Statement is updated on an annual basis in line with the requirement of the Localism Act 2011.
- 26.3 This Pay Policy Statement will be reviewed and updated on an annual basis for consideration and agreement by full Council, with the next Pay Policy Statement to be in place for the 2025/26 financial year.

ANNEX A: NJC Pay Award 2023-24

GRADE	SCP POINT	HOURLY RATE 22/23	SALARY 22/23	HOURLY RATE 23/24	SALARY 23/24
GRADE 2	3	£10.79	£20,812.00	£11.79	£22,737.00
GRADE 3	4	£10.98	£21,189.00	£11.98	£23,114.00
GRADE 4	5	£11.18	£21,575.00	£12.18	£23,500.00
	6	£11.39	£21,968.00	£12.38	£23,893.00
GRADE 5	7	£11.59	£22,369.00	£12.59	£24,294.00
	8	£11.81	£22,777.00	£12.80	£24,702.00
	9	£12.02	£23,194.00	£13.02	£25,119.00
GRADE 6	11	£12.47	£24,054.00	£13.47	£25,979.00
	12	£12.70	£24,496.00	£13.69	£26,421.00
	14	£13.17	£25,409.00	£14.17	£27,334.00
	15	£13.41	£25,878.00	£14.41	£27,803.00
	17	£13.91	£26,845.00	£14.91	£28,770.00
GRADE 7	19	£14.44	£27,852.00	£15.43	£29,777.00
	20	£14.71	£28,371.00	£15.70	£30,296.00
	22	£15.26	£29,439.00	£16.26	£31,364.00
	23	£15.63	£30,151.00	£16.63	£32,076.00
	24	£16.12	£31,099.00	£17.12	£33,024.00
GRADE 8	25	£16.60	£32,020.00	£17.59	£33,945.00
	26	£17.06	£32,909.00	£18.06	£34,834.00
	27	£17.53	£33,820.00	£18.53	£35,745.00
	28	£18.00	£34,723.00	£19.00	£36,648.00
	29	£18.35	£35,411.00	£19.35	£37,336.00
GRADE 9	30	£18.81	£36,298.00	£19.81	£38,223.00
	31	£19.31	£37,261.00	£20.31	£39,186.00
	32	£19.85	£38,296.00	£20.85	£40,221.00
	33	£20.47	£39,493.00	£21.47	£41,418.00
	34	£20.98	£40,478.00	£21.98	£42,403.00
GRADE 10	35	£21.51	£41,496.00	£22.51	£43,421.00
	36	£22.03	£42,503.00	£23.03	£44,428.00
	37	£22.56	£43,516.00	£23.55	£45,441.00
	38	£23.09	£44,539.00	£24.08	£46,464.00
	39	£23.58	£45,495.00	£24.58	£47,420.00
GRADE 11	40	£24.13	£46,549.00	£25.13	£48,474.00
	41	£24.66	£47,573.00	£25.66	£49,498.00
	42	£25.18	£48,587.00	£26.18	£50,512.00
	43	£25.70	£49,590.00	£26.70	£51,515.00
	44	£26.24	£50,626.00	£27.26	£52,591.00
GRADE 12	45	£26.77	£51,649.00	£27.81	£53,653.00
	46	£27.30	£52,678.00	£28.36	£54,722.00
	47	£27.85	£53,738.00	£28.94	£55,824.00
	48	£28.41	£54,817.00	£29.52	£56,944.00
	49	£28.98	£55,919.00	£30.11	£58,089.00

ANNEX B: Chief Officers' Pay 2023-24

CHIEF EXECUTIVE								
£162,379 per annum (fixed point)								
DIRECTORS £113,003 to £128,010 per annum								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£113,003	£115,923	£116,552	£119,417	£122,282	£125,146	£128,010		
CHIEF OFFICERS £95,475 to £116,552 per annum								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8	Point 9
£95,475	£98,396	£101,318	£104,238	£107,160	£110,081	£113,003	£115,923	£116,552
HEADS OF SERVICE BAND 1 £77,947 to £95,475 per annum								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£77,947	£80,869	£83,788	£86,710	£89,631	£92,555	£95,475		
HEADS OF SERVICE BAND 2 £66,262 to £83,788 per annum								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£66,262	£69,183	£72,105	£75,025	£77,947	£80,869	£83,788		
HEADS OF SERVICE BAND 3 £60,420 to £72,105 per annum								
Point 1	Point 2	Point 3	Point 4	Point 5				
£60,420	£63,284	£66,262	£69,183	£72,105				

ANNEX C: Soulbury Pay Scales 2023

SCP	01.09.21	01.09.22	01.09.23
1	37056	38981	40540
2	38383	40308	41920
3	39637	41562	43224
4	40907	42832	44545
5	42168	44093	45857
6	43431	45356	47170
7	44758	46683	48550
8	46035*	47960*	49878*
9	47522	49447	51425
10	48849	50774	52805
11	50158	52083	54166
12	51425	53350	55484
13	52860**	54785**	56976**
14	54140	56065	58308
15	55553	57478	59777
16	56831	58756	61106
17	58113	60038	62440
18	59371	61296	63748
19	60668	62593	65097
20	61338***	63263***	65794***
21	62626	64551	67133
22	63749	65674	68301
23	64985	66910	69586
24	66093	68018	70739
25	67278	69203	71971
26	68434	70359	73173
27	69616	71541	74403
28	70815	72740	75650
29	72016	73941	76899
30	73215	75140	78146
31	74404	76329	79382
32	75611	77536	80637
33	76819	78744	81894
34	78056	79981	83180
35	79291	81216	84465
36	80560	82485	85784
37	81809	83734	87083
38	83071	84996	88396
39	84316	86241	89691
40	85561	87486	90985
41	86811	88736	92285
42	88061	89986	93585
43	89309	91234	94883
44	90564	92489	96189
45	91815	93740	97490
46	93069	94994	98794

47	94327	96252	100102
48	95574	97499	101399
49	96825	98750	102700
50	98079	100004	104004
51	108164****		
52	112491****		

Notes to Educational Improvement Professionals above

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

**normal minimum point for EIP undertaking the full range of duties at this level.*

***normal minimum point for senior EIP undertaking the full range of duties at this level.*

****normal minimum point for leading EIP undertaking the full range of duties at this level.*

*****extension to range to accommodate structured professional assessments.*

Two additional points after SCP 50 with effect from 1 September 2023.

Trainee Educational Psychologists

SCP 01.09.21 01.09.22 01.09.23

1	24970	26895		<ul style="list-style-type: none"> • SCP1 is deleted with SCP 2 the first point of the scale with effect from 1 September 2023.
2	26798	28723	29872	
3	28623	30548	31770	
4	30453	32378	33673	
5	32279	34204	35572	
6	34107	36032	37473	

Assistant Educational Psychologists

SCP 01.09.21 01.09.22 01.09.23

1	30694	32619		<ul style="list-style-type: none"> • SCP 1 is deleted with SCP 2 the first point of the scale with effect from 1 September 2023 • An additional point after SCP 4 with effect from 1 September 2023
2	31948	33873	35228	
3	33201	35126	36531	
4	34448	36373	37828	
5			39341	

Educational Psychologists - Scale A

SCP 01.09.21 01.09.22 01.09.23

1	38865	40790	42422	Notes to Educational Psychologists - Scale A: Salary scales to consist of six consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff. *Extension to scale to accommodate structured professional assessment points. Three additional SCPs after point 11 with effect from 1 September 2023
2	40838	42763	44474	
3	42811	44736	46525	
4	44782	46707	48575	
5	46755	48680	50627	
6	48727	50652	52678	
7	50584	52509	54609	
8	52440	54365	56540	

9	54179	56104	58348	<p>The SCPs added indicate the addition of three pay ranges to the current ranges, namely: A1 – 6, A2 – 7, A3 – 8, A4 – 9, A5 – 10 and A6 – 11</p> <p>SPA points will not be conflated with range points. This allows those local authorities with recruitment and retention challenges and which have the budgetary flexibility, the option to utilise that additional headroom.</p>
10	55921	57846	60160	
11	57544	59469	61848	
12			62540*	
13			63836*	
14			65120*	

Senior and Principal Educational Psychologists

SCP	01.09.21	01.09.22	01.09.23
1	48727	50652	52678
2	50584	52509	54609
3	52440*	54365*	56540
4	54179	56104	58348
5	55921	57846	60160
6	57544	59469	61848*
7	58210	60135	62540
8	59456	61381	63836
9	60690	62615	65120
10	61945	36870	66425
11	63177	65102	67706
12	6443 1	66356	69010
13	65707	67632	70337
14	66941**	68866**	71621
15	68235**	70160**	72966
16	69514**	71439**	74297
17	70803**	72728**	75637**
18	72090**	74015**	76976**
19			80055**
20			83257**
21			86587**

Notes to Senior and Principal Educational Psychologists

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

**Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level.*

***Extension to range to accommodate discretionary scale points and structured professional assessments.*

Three additional SCPs after point 18 with effect from 1 September 2023