

# Swindon Borough Council People Development

## Executive Pay Strategy

This paper provides an overview of the revised Executive Pay Strategy as approved by Full Council on 9<sup>th</sup> June 2005 and has been updated to reflect the decision made by Special Committee on 4<sup>th</sup> November 2013 to remove the performance bonus arrangements.

If you require further information or clarification, please contact HR First Response on extension 4343 or on freephone 0800 032 5642 or email [hfirstresponse@swindon.gov.uk](mailto:hfirstresponse@swindon.gov.uk).

### 1. Overview

This paper outlines the terms of Swindon Borough Council's senior executive pay strategy.

The Strategy ensures that Swindon Borough Council's top pay is:

- Market competitive
- Sufficiently flexible
- Performance based
- Clear and transparent

Further, it provides the opportunity to genuinely reward those individuals who consistently demonstrate the behaviours and commitment to achievement that will support our transformation as an authority.

For ease of reference, a list of definitions of terms is provided in Section 3.

### 2. Pay Strategy

#### 2.1 Pay Structure

There are 5 levels in Swindon's executive pay structure as detailed below:

Level	Salary Range	
	From	To
CEO	£150,363	£187,392
Board Director	£117,516	£140,774
Director 5	£98,952	£116,189
Director 4	£81,680	£97,807
Director 3	£67,529	£80,847

## **NB: Salary figures effective as at 1<sup>st</sup> April 2017**

As can be seen in the table above, a salary range applies to each level. The salary range identifies the minimum and maximum salary outcome for posts. **Please note that this is NOT an incremental scale.** Appointments are made to a spot point within the band. Further information on pay outcomes is detailed in point 2.3 below.

The salary ranges in the pay structure are benchmarked to the market and informed by Hay management information on Local Government, National Industrial and Service base pay and total cash statistics, and the local government survey of Chief Executives and Chief Officer average pay data. They will be reviewed regularly with any changes taking effect from 1<sup>st</sup> April.

### **2.2 Determination of Job Level**

Each job is assigned to a level within the pay structure on the basis of job size. Job size is currently measured via Hay Job Evaluation Methodology.

### **2.3 Pay Outcome**

Appointments are made to a spot salary within the job range for the level. The spot salary will take into consideration reasonable market competitiveness and internal relativities.

### **2.4 Movement within a Level**

There is no automatic right to salary progression based on time served.

An annual salary review cycle occurs in April each year. Board Directors may make proposals for salary review of staff reporting to them, providing such review would keep the salary outcome within the designated job range for the post.

All salary reviews require the approval of the Chief Executive and must have the endorsement of the relevant Lead Cabinet Member. As salary review is not an automatic entitlement, a sound business case must be made. (For information on national pay adjustments refer to section 2.5 of this paper).

A business case for out-of-cycle salary review may be made to the Chief Executive in circumstances where either a) a job substantially changes as a result of organisational re-structure or b) salary review is necessary to meet an urgent staff retention need.

### **2.5 National Pay Adjustments**

The salary range applicable to each band will be reviewed and adjusted in line with national pay awards agreed by the Joint Negotiating Committee for Chief Executives and Chief Officers and in conjunction with a review of the national market for jobs of this size.

Where individual performance across the previous year has been confirmed as satisfactory, an adjustment will be made in accordance with the national pay award. Where performance has not been satisfactory, the Council may utilise its discretion not to award the national pay increase.

## **2.6 Associated Terms and Conditions of Employment**

Individuals will be expected to work the hours necessary for the efficient and effective performance of their appointed role. Annual salaries are all inclusive, and no further allowances or additions will be paid for out of hours working, travel within the Borough, home telephones etc. Annual leave entitlement is 30 days per annum and other leave provisions will be in accordance with Council policy for all other employees.

## **3. Definitions**

### **Spot Salary**

The determination of a fixed-point salary based on market, job size and internal relativity.

### **Salary Range**

The agreed salary bandwidth for a range of jobs determined by job size through job evaluation.

### **Job Level**

This is the evaluated job size which determines where the job fits on a relativity basis with other roles in the Council.

### **Market**

This is determined on the basis of job size and geographic population against which job ranges are matched.

### **Moderation**

The process of ensuring consistency of assessment against generic or similar criteria.