Employee Pay and Reward Policy

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<td>Date:</td>
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<td>Policy Implementation</td>
<td>Date: 1 January 2015</td>
</tr>
<tr>
<td>Equality Impact Assessment Completed:</td>
<td>Date: September – December 2014</td>
</tr>
<tr>
<td>Version</td>
<td>3.0</td>
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<tr>
<td>Version No.</td>
<td>Key Changes</td>
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<td>1.00</td>
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1. PURPOSE
It is the Council’s intention to design and maintain a legal, fair, equitable and affordable Pay and Reward Framework for its diverse and talented workforce.

2. SCOPE

This Policy applies to all Wrexham County Borough Council employees appointed under the terms and conditions agreed with:

- The National Joint Council for Local Government Services;
- The Joint Negotiating Committee for Chief Executives;
- The Joint Negotiating Committee for Chief Officers;

Only particular paragraphs of this Policy apply (as indicated), to those employees appointed under the terms and conditions agreed with:

- The Joint Negotiating Committee for Local Authority Craft and Associated Employees;
- The Joint Negotiating Committee for Youth and Community Workers;
- The Soulbury Committee.

This Policy does not apply to employees appointed by a School Governing Body in respect of whom the “Policy” is determined by the relevant Governing Body or centrally employed teachers who are covered by the School Pay and Conditions document, as applied in Schools.

3. PRINCIPLES

The aim of this Policy is to provide a framework that enables pay structures and procedures to:-

- Support the delivery of the Council Plan by encouraging flexibility, improving productivity and by building future capacity across the entire workforce;
- Support the alignment of the strategic objectives with the Organisation Development and Workforce Strategy 2012 – 2016 through workforce planning so that the Council can recruit, develop and retain employees with appropriate knowledge and relevant skills required to deliver and adapt its services;
- Attract, retain and motivate suitably skilled employees so that the Council can perform at its best;
- Pay the Council’s employees at a level that allows services to remain sustainable in a difficult and unpredictable economic climate whilst also taking into account specific strategic requirements and key market rate factors where relevant and appropriate to recruitment requirements;
• Reward full competence in the current job role through the Council’s Performance Appraisal Framework (using the behavioural competencies) and identify and encourage potential for career development;

• Set pay for all employees in an open and accountable way and communicate the Council’s Policy and Pay and Grading Framework to all employees;

• Ensure a fair and consistent approach to remuneration of employees, both in terms of basic pay and other payments;

• Provide a fair, transparent and equality impacted pay structure accessible to all employees.

A full review of the Policy will take place every 3 years.

The Head of Corporate and Customer Services will have the authority to review the Policy within the 3 year period, to make any amendment(s) necessary to reflect any changing legal requirements or make minor alteration(s). Updates will be made to reflect future collective agreements that relate to the contents of this Policy.

4. EQUALITIES

It is unlawful for the Council to discriminate against employees because of any of the following protected characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex (Gender), Sexual Orientation.

All workers, irrespective of their employment status, are protected by law against discrimination in the course of their employment with the Council. Refer to Equality, Diversity & Human Rights page on the intranet. It is unlawful for Managers to discriminate against an individual on the grounds that he or she is “associated with” someone with a particular protected characteristic. The Council will not victimise an employee because he or she has raised a genuine complaint of discrimination, or assisted another employee with a complaint. Please refer to the Whistle Blowing Policy and Grievance Procedure.

Employees are protected against all unlawful forms of discrimination in every aspect of their employment. This will include the terms and conditions of their contract, including information that is contained in the Employee Handbook and HR Policies.

The Council will comply with all relevant employment legislation, including the Equality Act 2010, Part Time Employment (Prevention of Less favourable Treatment) Regulations 2000 and others. With regard to the Equal Pay requirements contained within the Equality Act, the Council makes every effort to ensure there is no pay discrimination within its pay structures and that pay differentials can be objectively justified through the use of equality proofed job evaluation mechanisms, which directly relate to the requirements, demands and responsibilities of the role.

Parts II and III of the Single Status Agreement have been subject to an Equality Impact Assessment. Any proposals for changing the pay of other employee groups, such as Heads of Department and above, will also be Equality Impact Assessed.
The Council will undertake to meet its obligations to comply with equal pay regulations and to comply with its own equality schemes and policies ensuring that decisions regarding pay are consistently applied and that, where any discretion is allowed within this Policy, it is properly evidenced and monitored to ensure that it is being applied in a gender neutral manner.

Any changes proposed to this Policy or the pay structure or allowances will be subject to a new Equality Impact Assessment.

5. PAY & REWARD POLICY

5.1 Council Plan & Values

The Council delivers and enables the delivery of services to people who live in, work in, and visit the County Borough. The Council Plan is the overarching plan for the Council. It defines where we focus our energies and resources, how we will judge our performance and the Council’s contribution to the Community Strategy.

The Council’s values are set out in the Council Plan and will be used to define a way of working for the Council:

- **Trust** – saying what you are going to do, doing it, and letting people know what you have done.
- **Respect** – valuing and having consideration for the people and communities we work with.
- **Innovation** – the ambition and enthusiasm to be creative and make Wrexham the best.
- **Flexibility** – the ability to adapt to changes and create new climates to achieve results.
- **Integrity** – confidence in people to deliver. Accountability at the right level.
- **Commitment** – Dedication to deliver on our priorities and become a strong community leader.

5.2 Pay and Reward Strategy

Organisational structures and job descriptions will be developed to enable the Council to achieve the outcomes outlined in the Council Plan and in accordance with its values. Grading structures will continue to be developed to ensure its employees are paid fairly for undertaking their duties in accordance with their job descriptions and thereby achieving activities outlined in the Council Plan and Service Plans. The competence-based increment will be awarded for fully meeting the expectations of the role to the required standards. There will be careful and sustained equality monitoring of the grading structure and appraisal process by Heads of Department and Officers in order to maintain the integrity of the Single Status Pay Structure. The
Council will ensure that fair and non-discriminatory grading structures are developed locally. The Council’s pay structure seeks to pay evaluated rates to attract and retain employees with the skills and experience essential to deliver a diverse and complex range of services. What is reasonable will be defined by the economic circumstances of the Council at the time of the pay review and planning and the requirements of equal pay law in order so that a pay structure that is equitable and sufficient is delivered.

5.3 Pay Policy Statement

The Local Government Act 1972 (Section 112) sets out the Council’s “power to appoint officers on such reasonable terms and conditions as the Council thinks fit”. The Council’s Pay Policy Statement (the ‘Statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. Nothing within the provisions of the Localism Act 2011 detracts from the Council’s autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for local tax payers. The purpose of the Pay Policy Statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees. Annually, the Council will renew and publish a Pay Policy Statement in accordance with the requirements of the Localism Act. The Pay Policy Statement will be approved by Council and be published on the Councils’ internet site by 1st April each year. The Local Authorities (Standing Orders) (Wales) Regulations 2006 and Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 will be adhered to with regard to the remuneration of Chief Officer posts (as defined by these Regulations). Please refer to the Pay Policy Statement.


5.4 National Cost of Living Award – all Employees

The Council will support the national pay negotiating mechanism, including the national cost of living awards, which will be automatically applied to the local grading structure/national grading structures of all terms and conditions, as they occur.

5.5 Pay Structure for National Joint Council for Local Government Services and Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers Conditions of Service

The pay structure will consist of a series of incremental levels within each pay grade. The basic pay of each employee will consist of a point on the local grading structure. The Council’s pay structure for NJC, maintains the link with the current NJC Spinal Column Points (SCP) 6 to 49, with further locally agreed added points 50 to 60. The Council’s pay structure for Chief Executives and Chief Officers is reviewed annually by the Pay and Reward Panel as outlined below.

5.6 Pay Structure and Part III for Employees on National Joint Council for Local Government Services Terms and Conditions

The grading structure for employees on National Joint Council for Local Government Services is locally agreed. Please refer to Appendix 2. In 2010 the Council agreed, via Collective Agreement with the recognised Trade Unions, a range of allowances for all NJC (Green Book) employees. Detailed information may be found on the
Council’s intranet page. Appendix 3 provides a summary as taken from the formal Collective Agreement.

5.7 Pay Structures for Teachers, Joint Negotiating Committee for Local Authority Craft and Associated Employees, Joint Negotiating Committee for Youth and Community Workers and Soulbury Committee Employees

The grading structures for employees on:

- The Joint Negotiating Committee for Local Authority Craft and Associated Employees are locally agreed;
- The Joint Negotiating Committee for Youth and Community Workers remain as per national arrangements;
- The Soulbury Committee remain as per national arrangements.

For employees on Soulbury salary scales, increments will be paid on 1st September each year to Educational Improvement Professionals and Educational Psychologists and to Young Peoples/Community Service Managers on 1st April each year, until the maximum of the range is reached.

For centrally employed teachers and school leaders, progression will be in accordance with the provisions of the School Teachers Pay and Conditions document. Any pay movement where awarded, applies from 1st September each year. Further detailed information and guidance can be found in the Council’s Model School Pay Policy. The key principles outlined and agreed in the Model School Pay Policy will be applied.

In due course, the Council will review arrangements outside of the local evaluation and grading processes. (Appendices 4, 5, 6).

5.8 Evaluating Jobs for Employees on National Joint Council for Local Government Services and Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers Conditions of Service

The Council determines the level of annual salary for employees on NJC, JNC Chief Executives and JNC Chief Officers, using established job evaluation schemes. Job evaluation has established a pay and grading structure that clearly defines roles, responsibilities and job size for every post. All posts subject to the National Joint Council (NJC) conditions for Local Government Services will be evaluated in accordance with the Greater London Provincial Council (GLPC) Job Evaluation scheme. The job evaluation scores will determine the appropriate grade for each post.

The Chief Executive, Strategic and Performance Directors and Heads of Department posts will be evaluated in accordance with the Hay Scheme. These 2 schemes will determine the grades for basic pay for these groups of employees.
The exception to the above is where employees have transferred their employment to the Council and salary protection exists under the Transfer of Undertakings (Protection of Employment) legislation commonly referred to as TUPE.

All employees will have up-to-date job descriptions, which will be used to inform decisions on the application of the relevant job evaluation scheme. Where responsibilities and grading of one particular job are reviewed, the implications for other jobs will be considered to ensure that account is taken of the impact of its changes on all post holders.

The Council will review the need to change arrangements for those pay structures outside the current formal local evaluation processes. (Appendices 4, 5, 6).

5.9 Pay and Reward Panel – Senior Management Pay for Employees on Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers Conditions of Service

The Pay and Reward Panel will make annual recommendations to Council on the pay and reward arrangements of the Chief Executive, Strategic and Performance Directors and Heads of Department that are not set through the national pay bargaining framework. The Panel will consist of ten Members appointed on a politically balanced basis. One Member will act as Chair. The Head of Corporate & Customer Services will provide a secretariat function to the Panel. The terms of reference of the Panel are attached as Appendix 7. Expert advice on relevant policies that affect decision making may be provided to the Panel by internal or external specialists. The Panel will have independent, expert support that will train the Panel Members in fulfilling their role. The supplier of this independent support will be determined by the Panel. The scope of the Panel is to:

- Make recommendations on senior pay and reward issues to Council;
- Make recommendations on the management of and structure of senior pay and reward and grounds for pay progression.

The Head of Paid Service (Chief Executive) will be consulted on any pay and reward arrangements for the posts of Strategic and Performance Director and Heads of Department.

5.10 Job Evaluation Scheme for NJC

5.10.1 Job Evaluation Scheme - Greater London Provincial Council (GLPC) for Employees on National Joint Council for Local Government Services

Managers will be responsible for determining structures, roles, outlining job responsibilities, duties and job requirements within the overall departmental structures. The Manager will produce the job description, person specification and structure chart on the standard template forms. They may wish to have regard to National Occupational Standards or with their respective competencies where these exist for certain occupations. Prior to submission for evaluation, appropriate consultation and authorisations should be gained from the necessary employees/Managers. This
authorisation must be submitted with the request for evaluation. Jobs are evaluated using the scheme by experienced Human Resources employees, Trade Union representatives and Managers trained/coached in the GLPC scheme.

All new posts or substantially changed job descriptions will need to be evaluated prior to advertisement. Posts resulting from restructures will also need to be evaluated when job descriptions change to ensure the process is not compromised.

5.10.2 New Job

A new job is defined as being substantially different to any other job in the Council, to the extent that the job description includes roles and responsibilities that are either completely new or not covered in the same combination or to the same level and it would be unreasonable to use an existing job description. The Council has an extensive list of existing jobs/job descriptions that Managers should consider using BEFORE developing a new job.

5.10.3 Substantially Changed Job

A substantially changed job is defined as an existing job to which new roles and/or responsibilities of a higher level have been added or from which roles and/or responsibilities have been removed. This must be significantly more than an increase in management/supervisory responsibility, should be of a permanent nature and require the acquisition or use of a higher level of knowledge and/or skills if roles or responsibilities are added. The Council has an extensive list of existing jobs/job descriptions that Managers should consider using BEFORE developing a new job description for the substantially changed post.

All management requests for a grading review should be submitted on the template Job Description and Person Specification available on SAM and authorised by the Head of Department.

The effective date of the revised job description is usually the date on which an employee or Manager signs and submits the request for re-evaluation. In cases where the Head of Department agrees to backdate further, confirmation of a historical successful appraisal will be required if the backdating leads to incremental progression past the third point of the grade.

All changes to job descriptions/person specifications, however minor, should be submitted to Job Evaluation for verification and central storage/use.

5.11 Pay on Appointment for Employees on National Joint Council for Local Government Services and Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers Terms and Conditions

Employees who apply and are appointed, whether through internal or external recruitment, will normally be placed on the minimum of the grade that was allocated
to the job through Job Evaluation. Under exceptional circumstances, and where there are compelling and evidenced reasons to support the decision, a new employee may be appointed to a higher increment, subject to the maximum of the grade. In order to maintain fairness and consistency, this must be agreed by the Head of Department who is making the appointment and in consultation with the Head of Corporate & Customer Services/Human Resources and Organisational Development Manager. A documented audit trail must be produced and kept by the Manager detailing the reasons behind any decisions to offer a higher starting salary. The approval and the reason for it will be recorded on the employee’s personal file, and provided to Human Resources with the request to appoint on a higher point.

If an internal employee is appointed to a higher graded post or a post that has been re-graded through job evaluation, and where the new grade overlaps with the old, they will receive two incremental increases. Under exceptional circumstances and where there are compelling and evidenced reasons to support the decision, they may be appointed to a higher increment, subject to the maximum of the grade. The principles outlined in the paragraph above should be followed.

According to the Council’s Constitution:

‘The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a committee or sub-committee of the Council’ and ‘All appointments to Director and Head of Department posts shall be made by a Committee appointed by the Council advised by the Chief Executive for Director appointments and/or the relevant Director for Head of Department appointments.’ The Local Authorities (Standing Orders) (Wales) Regulations 2006 and Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014 will be followed by the Council to recruit and appoint to senior posts.

5.12 Incremental Progression for Employees on National Joint Council for Local Government Services and Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers Terms and Conditions

Incremental progression will apply to all those subject to NJC Terms and Conditions. There will be an opportunity for incremental pay progression each April, providing that there has been satisfactory completion of 12 months service from 1st April to 31st March. For example, an employee who is appointed to a new post from 1st June 2014 will not receive an increment until 1st April 2016. If an employee has not already reached the maximum increment of the grade they will be moved up to the next available increment. Thereafter, the same process will apply until the employee reaches the third spinal point within their grade. Movement beyond the third spinal point will be determined through an appraisal undertaken by the employee’s Manager.

Arrangements for incremental progression for the Chief Executive, Strategic and Performance Directors and Heads of Department will be determined by the Pay and Reward Panel.

An ongoing programme of training will be provided to appraising Managers to ensure that they are following the agreed procedures for managing incremental progression fairly.
Monitoring of incremental movements will be carried out by Human Resources to ensure protection of the robustness of the Council’s objectives on equal pay.

5.13 Honoraria

5.13.1 Honoraria for Employees on National Joint Council for Local Government Services and Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers Terms and Conditions

The Council uses the word ‘honoraria’ to define a payment attributed to a temporary change in duties (full or part/shared) at a higher level. Honoraria is sometimes referred to as ‘acting up’ but, for pay purposes, is always referred to as honoraria.

Honoraria arrangements will only be agreed in exceptional circumstances and will be subject to service needs. Duties will be of a short-term temporary nature and be required at a higher level. Honoraria are not to be used to cover short-term absence such as annual leave or short-term sickness.

A payment will be made to an employee where it is formally agreed that they undertake a job (or part of) of a higher grade on a temporary basis. The payment will be commensurate with the level of work being undertaken and for the duration of those duties or job. In addition to regular local monthly management review, Senior Managers will review annually all payments in place at the 31st March.

A Head of Department may award honoraria payments to those employees:

- Who have agreed to a formal request to temporarily undertake full duties and responsibilities of a higher graded post for more than 4 weeks. Once the period of 4 weeks has been satisfied and suitability confirmed the pay at a higher grade will be backdated.

- Who have agreed to a formal request to perform duties outside the scope of their substantive post over an extended period or where the additional duties and responsibilities are exceptionally onerous. This could be interpreted as an officer undertaking part or shared responsibility for a higher graded post. It may also apply to when an employee is assigned to a one-off and specific project which is additional to the scope of his/her normal post.

5.13.2 Honoraria will not be granted

An honoraria payment will not be granted in the following circumstances:

- An increase in workload rather than higher level responsibility;
- An employee awaiting the outcome of Job Evaluation;
- An employee is undertaking different tasks associated with development/PRCD or a qualification;
• An employee asks for a development opportunity to benefit future career progression;
• An employee is undertaking additional duties and responsibilities voluntarily without prior management agreement that he/she qualifies to receive a payment under this Policy;
• To provide cover for annual leave or short-term sickness absence.

An ‘Honoraria Payment Authorisation Form’ (Appendix 8) must be fully completed, signed by the Head of Department and submitted to the Human Resources Service Centre. The employee must have been undertaking the duties of the higher graded post for 4 weeks before the payment will be processed. Payment will be backdated to the first date of the arrangement. Before submitting an Honoraria Form to the Human Resources Service Centre, the Manager should review the suitability and effectiveness of the arrangement before the end of the initial 4 week period. The Honoraria Request Form should then include the start date and the end date which may be 4 weeks or up to a maximum of 6 months.

5.13.3 Full duties

Honoraria where the grade difference is two or more grades
If an internal employee is undertaking the full duties of a higher graded post they will normally be placed on the minimum of the grade is allocated to the higher job through Job Evaluation.

Honoraria where the grade difference is of one grade
If an internal employee is undertaking the full duties of a higher graded post, and where the new grade overlaps with the old, they will receive two incremental increases. In exceptional circumstances, where there are compelling and evidenced reasons to support the decision, an employee may be awarded a further increment, subject to the maximum of the grade.

In all cases where more than two increments are to be awarded, in order to maintain fairness and consistency, this must be agreed by the Head of Department who is making the decision to pay an honoraria, in consultation with a Human Resources Business Partner or the Human Resources and Organisational Development Manager. A documented audit trail must be produced and kept by the Head of Department detailing the reasons behind any decisions to offer a higher starting salary. The approval and the reason for it will be recorded on the employee’s recruitment/personal file and provided to Human Resources.

5.13.4 Part duties

The principle accountabilities of the relevant job description should be used to calculate the proportion of the role being undertaken. Where only a proportion of the higher graded duties are undertaken or duties are being shared by more than one employee, the honoraria payment shall be calculated on a fixed percentage basis to reflect the extent to which these duties and responsibilities have been undertaken. Payment for part duties will be calculated on the following percentage basis (25%, 50% or 75%) of
the difference between the points on the substantive and relevant higher grade.

5.13.5 Withdrawal of payment

As an honoraria is for specific duties undertaken, when an employee is not able to undertake these duties, the payment will be withdrawn. When in receipt of honoraria, if an employee takes sickness absence leave or annual leave, the honoraria will be suspended or be apportioned/reduced to reflect the number of day’s absence/leave. The arrangement will expire if the employee is absent/on leave for a period of more than one month. The Head of Department should notify payroll immediately should an employee in receipt of an honoraria payment take sickness absence/annual leave.

If during the agreed period, service needs/departmental structures result in the higher graded role or the activities of the employee receiving the honoraria is no longer needed, the arrangement may be terminated early.

5.13.6 Monitoring and Review

Honoraria payments should only be used for temporary arrangements. If an end date of a temporary event, which is resulting in the honoraria is known, this explanation and date should be provided on the form (Appendix 8). If the end date is unknown, then the initial honoraria should be granted for no longer than 6 months. The payment will be reviewed monthly by the Manager in consultation with the employee to determine the progress of the additional responsibilities being undertaken to merit the payment. The Head of Department has a responsibility to review the honoraria 1 month prior to the expiry of the date indicated on the form and to discuss the situation with the employee.

5.13.7 Extension

An extension to the honoraria payment should only be agreed in exceptional circumstances and be subject to all necessary approvals. If an extension is to be granted the appropriate section of the form should be completed and approval gained from a Strategic and Performance Director. The Senior Leadership Team (SLT) will review honoraria payments twice a year. If an honoraria is extended beyond a 12 month period, SLT approval will be required.

5.14 Temporary Change in Contract for Employees on National Joint Council for Local Government Services and Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers Terms and Conditions

A temporary change to contract should be used for longer term planned arrangements i.e. covering maternity leave. A temporary change to contract should be used when a vacancy is advertised internally, either to a ring-fenced group, as a secondment opportunity or as an internal or external temporary vacancy, which will be longer than 6 months.
A temporary promotion to a higher grade shall be dependent on the existence of a vacancy (temporary) in the established structure at the higher grade or when additional posts are allocated. The establishment shall be reviewed at regular intervals. Where a temporary vacancy arises, the Head of Department will determine whether the opportunity will be made available internally only, as an alternative to an honoraria. If an employee is undertaking the full duties of a higher graded post for a period of more than 6 months, then a temporary change to contract may be issued. All contractual changes will be applied from the first day of the temporary change. In this situation the employee will be formally appointed into the new post on the evaluated grade for the length of time required. The paragraph regarding on payment on appointment will apply as outlined in 5.11.

5.15 Pay Protection Policy and Disturbance Allowance Policy for all Employees

Wrexham County Borough Council recognises that from time to time situations arise due to circumstances relating to restructures, an employee may be redeployed to a lower graded post as a suitable alternative to redundancy or their grade is reduced following a job evaluation result or their work location changes due to the relocation of a service. In all cases, the Council will seek to reduce the financial effect by applying pay protection and/or disturbance payments arrangements as stated in these policies. Please refer to the Pay Protection Policy.  

The Disturbance Policy sets out the payments to be made to employees who are relocated to a different workplace as a result of redeployment or relocation where the distance between home and their new base is greater than the distance between home and their old base. Please refer to Disturbance Policy

5.16 Payment of Salaries for all Employees

Employees will be paid an annual salary with any related allowances in 12 equal instalments. A monthly salary will be paid on the 15th day of each month or the previous Friday if the 15th falls at a weekend, apart from Soulbury employees who will be paid on the 22nd day of each month or the previous Friday if the 22nd falls at a weekend.

The amount that an employee is paid per month includes payment for the whole month up to and including the last day of the calendar month. The payment will be made by automatic bank transfer (VOCA) directly into a bank or building society account.

When an employee’s salary starts or ends part way through a month, the first or last proportionate payment due is calculated by dividing the monthly rate of pay by the number of days in the month and then multiplying by the number of days’ service in the month (which includes weekends, bank and public holidays).

Please note that casual workers with no mutual obligation of work are paid retrospectively on receipt of a time sheet.
Payment is subject in all cases to pension (if applicable), statutory deductions of income tax and employee national insurance contributions and any other deductions which the Council may be obliged to make. Employees will either receive a monthly pay slip detailing gross pay and deductions or have access to an online payslip via self-service.

5.17 Commencement of Employment

5.17.1 Commencement of employment prior to the 5th working day of the month

If an employee commences their employment and is due to start part way through a month, the day of start will normally be a Monday. If the start date is prior to the 5th working day of the month, the pay due to them will be calculated as follows:-

- Normal annual salary divided into 12 equal instalments to give monthly salary.
- Monthly salary divided by the number of days in the current month divided by the number of days due.

*Example: Start date 6th July. Number of days due = 26/31sts.*

NB. The 5th working day can be the 6th, 7th of the month depending on when the weekend falls.

5.17.2 Commencement of employment after the 5th working day of the month

If employment commences after the 5th working day of the month, a full month’s salary will be paid the following month plus the pay due in respect of the previous month.

- Normal annual salary divided into 12 equal instalments to give monthly salary.
- Monthly salary plus the number of days in the previous month divided by the number of days due.

*Example: Start date 18th July. Number of days due = 13/31sts.*

NB. The 5th working day can be the 6th, 7th of the month depending on when the weekend falls.

5.18 Termination of Employment

If an employee terminates their employment and is due to leave part way through a month, unless by reason of redundancy, the leaving date for pay purposes will be a Sunday.

The pay due to them will be calculated as follows:-
• Normal annual salary divided into 12 equal instalments to give monthly salary.
• Monthly salary divided by the number of days in the current month divided by the number of days due.

Example: Leaving date 6th July. Number of days due = 6/31sts

5.19 Tax and National Insurance on Benefits made to all Employees

At the start of each financial year and by no later than 31st May in that year, the Council will issue each employee with a P60 Certificate, which confirms their total earnings and statutory deductions in the previous financial year.

If an employee has any queries on statutory deductions they should contact the HMRC. The contact details for HMRC are:-

HM Revenue and Customs
Wrexham 2
Plas Gororau
Ellice Way
Wrexham
LL13 7YY

Wrexham County Borough Council’s Tax Reference: 914/W3800

Before telephoning HMRC, an employee should have their National Insurance number to hand and quote their individual tax reference code. This should also be included on any correspondence sent to them.

5.20 Underpayments for all Employees

There may be, an occasion, when through error or omission, an employee receives less than their contractual pay and/or allowances. Should such an unfortunate circumstance arise, the Council will rectify the situation and any contractual pay and/or allowances due, will be paid on the first opportune pay-day following notification or identification of the omission or error. In exceptional circumstances, an advance of pay may be agreed by the Head of Department.

5.21 Overpayments for all Employees

If any error or omission results in any overpayment of pay and/or allowances being made, the Council reserves the right to deduct any such overpayment(s) from the employee’s salary on the first opportune pay-day following identification or notification. The Council has the right to seek repayment over the same period that the overpayment was made. The Council will take into account individual circumstances and try to achieve a jointly agreed repayment schedule. It is in the interest of every employee to check their payslips regularly to identify issues at the earliest opportunity. If an employee suspects that they have been overpaid then they must contact Payroll at the earliest opportunity to discuss the matter.
In the event that the overpayment is made in respect of an employee’s final salary payment (or other payment due on termination of employment), or if the employee is under a repayment schedule and employment terminates, the monies will be deducted from the employee’s final salary and if this is not sufficient, the balance must be repaid by personal means.

5.22 Negotiation and Consultation Process

The Council will endeavour to maintain the partnership approach that it has demonstrated throughout the development and subsequent implementation of Single Status. There has been consultation with representatives of the recognised trade unions during the development of this Policy.

The Council is committed to working in partnership with recognised employee representatives and, as part of that commitment, it is recognised that agreed grading arrangements are essential. Time off work for Trade Union representatives is addressed in the Trade Union Facilities Agreement.

5.23 Reviewing the Effectiveness of Locally Agreed Pay Structures

There will be a regular review of all locally agreed grading structures and allowances. The review will take account of benchmark data, legislation, best practice and any national guidance provided by the Welsh Government/Welsh Local Government Association. Should pay structures be significantly altered, full Equality Impact Assessments will be carried out prior to approval.

Human Resources will conduct an equal pay audit as required to ensure the fairness and legal compliance of the grading structures.

6. RESPONSIBILITIES

**Employees:** All employees are required to adhere to the Terms and Conditions of this Policy, and to seek clarification where necessary from their line Manager in the first instance.

**Heads of Department:** Heads of Department are responsible for ensuring that this Policy is consistently applied within their own area by their Managers.

**Trade Unions:** Recognised Trade Union representatives will be consulted with on the refinement of HR policy, providing feedback and checking for understanding and ease of use. They are available to support their members where appropriate.

**Human Resources:** Human Resources is responsible for creation, development, improvement and refinement of this Policy and ensuring the Policy undergoes regular reviews and updates in line with legislation and best practice. Human Resources will provide advice and guidance on the application of the Policy and where specific responsibilities are outlined within.
Head of Corporate & Customer Services: The Head of Corporate and Customer Services will have overall responsibility for this Policy and will determine the appropriate approval body.

7. RECORD KEEPING

The Data Protection Act 1998 is designed to protect individuals from the misuse of personal information. The Council will not disclose such information to any unauthorised person or body but, where appropriate, will use such information in carrying out its various functions and services. It may also use this data in connection with the prevention or detection of fraud or other crime.

The Council may monitor and publish data to Managers, Members and the public; however individual employees will not be identified in the reporting arrangements.

Where a grading matter is heard at a Job Evaluation Panel, records will be kept, detailing the nature of the appeal, the Council's response and the outcome. Details of these will be kept by the Human Resources function, who will ensure the records are held in accordance with the Data Protection Act 1998.

8. DEFINITIONS

Standard Working Week and Pay Definitions

- The arrangement of the working week shall be determined by the service in consultation with the recognised unions and by the terms and conditions on which the employee is contracted. The period for averaging working hours, according to the Working Time Regulations, will be a 17 week reference period. The working week of the individual employees may vary over the standard of 37 hours (NJC/Chief Officers/Chief Executives) provided that the individuals’ average over the same period does not exceed the standard working week.

- Employees’ basic pay is the spinal column point reached on the grade and is the basis from which calculations for Part 111 allowances (NJC Terms and Conditions) will be made.

- The annual pay is the basic pay plus any other contractual payments. For the purposes of calculation this is also known as ‘normal pay’. A full year's salary calculation is based on 52.14 weeks.

- Term time only employees will be paid a proportion of the full-time rate based on days worked. Employees will be paid the portion of the appropriate full-time annual pay of the hours actually worked. The salary will be paid in 12 equal instalments over the agreed year, at 1/12\(^\text{th}\) of the proportional annual salary.

- Part time workers will be paid on the basis of the annual salary divided by the standard full time hours and multiplied by the contracted number of hours per week.

  *Hourly pay is calculated on the basis of:*

  *Full time equivalent annual salary divided by 365, multiplied by 7 and divided by 37 hours = hourly rate*
Normal pay is paid for periods of sickness, holiday and all forms of approved paid leave of absence, maternity leave and redundancy payments (subject to the appropriate Council Policy). Excluded from the calculation for normal pay are irregular non-standard payments such as overtime.

For starters and leavers who do not complete a calendar month at the beginning or end of their service, payment is made as a 1/12th payment pro-rata of the number of calendar days employed in that part month which is divided by the number of calendar days within the month.

9. REFERENCE MATERIALS

9.1 Associated Policies and Documents

The following policies and documents are related to this Employee Pay and Reward Policy and will be reviewed and updated as required.

- Relocation Allowance Policy
- Pay Protection Policy and Disturbance Payment Policy
- Pay Policy Statement
- Job Evaluation Procedure & Managers Guidance
- Employment Equality Monitoring Report
- Wrexham County Borough Council Constitution
- Model Framework for Schools to Establish their Pay Policy
- Equality Impact Assessments are available via the Corporate Equality Impact Assessment system or Human Resources

9.2 Legislation

Employment Rights Act 1996
The Equality Act 2010
The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
The Fixed Term Employees Regulations (Prevention of Less Favourable Treatment) Regulations 2002
The Working Time Regulations 1998
Local Government Act 1972
Localism Act 2011
Local Authorities (Standing Orders) (Wales) Regulations 2006
Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014
Appendix 1

Pay structure for the Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers

Please refer to the Pay Policy Statement.


Appendix 2

Pay Structure for National Joint Council for Local Government Services

Please refer to grading structure.
Appendix 3   Part III for NJC Terms and Conditions

Overtime and Premium Rates
All employees must submit an approved time sheet, signed by the relevant Manager. In all circumstances, the use of flexi-time should be the preferred option in accordance with existing arrangements.

a) Additional Hours

Employees who are required to work additional hours and for whom there is no flexible working arrangement in place will receive payments on the following basis:

- Monday to Friday: 1 hour for each additional hour worked
- Saturday and Sunday: 1.5 hours for each additional hour worked
- Public Holidays: 2 hours for each additional hour worked

Employees who work weekends as part of the normal working week with overtime worked on a rest day between Monday and Friday (inclusive) will be paid at time plus half for hours worked on a rest day. Employees who are requested to work overtime on Saturday and Sunday in excess of their contracted hours will be paid to time plus and a half.

b) Saturday, Sunday and Public Holiday Working as part of normal working week (up to 37 hours)

Employees will receive payments on the following basis:

- Saturday and Sunday: a fifth enhancement on all hours worked
- Public Holiday: 2 hours for each hour worked

Plus, at a later date, time off with pay as follows:
- Time worked up to 4 hours - half day
- Time worked above 4 hours - full day

c) Night & Twilight Working

Employees working as part of their normal working week hours between 11.00pm and 6.00am will be paid at time and a third. Employees working as part of their normal working week hours between 7.00pm and 11.00pm will be paid at time and a fifth.

d) Sleeping in Duty

Employees required to sleep on the premises shall be paid an allowance based on the national rate (£33.27 on 1st April 2013). This payment will be increased in line with the national pay award or any subsequent national agreement. This allowance covers the requirement to sleep in and up to 30 minutes call out per night, after which additional hours provisions will apply.
e) **Shifts**

Employees who work a continuous shift as part of their normal working pattern receive payment on the basis of 1 hour for each hour worked, unless the shift extends between the hours of 7.00pm and 11.00pm and/or 11.00pm to 6.00am. During these hours payment will be made on the basis of twilight/night work. Shifts that extend into a weekend or a public holiday will be paid at the relevant rate.

f) **Standby**

Standby will be paid at the rate of 2.5 hours at the substantive hourly rate when an individual is required to be on standby as a consequence of their rota and be away from their work establishment. A standby session will normally be a period of up to 12 hours, but this may be more or less depending on the requirements of the service.

An individual required to be on standby over 12 hours and up to 18 hours will receive 3.75 hours pay at their substantive hourly rate. An individual required to be on standby over 18 hours and up to 24 hours will receive 5 hours pay at their substantive hourly rate. The above payment is in full recompense for the time spent on standby, whether or not there is a requirement to give advice or guidance by telephone.

g) **Return to work**

An employee required to return to work to deal with a service related need will receive a minimum payment of 2 hours at the substantive hourly rate. Only when an officer on standby is physically required to attend their place of work or any other Council site as a consequence of a telephone call will they qualify for the return to work payment. Where the return to work results in continuous working beyond the 2 hours, then payment will be made on the basis of 1 hour for each additional hour worked, except where the additional or twilight/night work rates apply.
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# Appendix 5

Pay Structure for the Joint Negotiating Committee for Youth and Community Workers. Pay Ranges at Wrexham Council from 01/09/2013

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Appendix 6  Pay Structure for the Soulbury Committee Employees for September 2013

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<th>Educational Psychologists</th>
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Appendix 7

Terms of Reference of Pay Panel

Please refer to Appendix of Pay Policy Statement

### Appendix 8

**HONORARIA PAYMENT AUTHORISATION – Temporary Arrangements**

The form below should be used for all honoraria payments for green book/NJC employees.

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<td>Employee Payroll Number:</td>
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<table>
<thead>
<tr>
<th>Section B - Full or Part/Shared Duties (all requests)</th>
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</thead>
<tbody>
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<tr>
<td>Outline the Job Title, Job ID and Salary Grade of the higher graded post, which the employee is temporarily covering</td>
</tr>
<tr>
<td>Confirm the employee has the requisite skills and experience to do the job</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C – Justification (all requests)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justification /Business Case – please outline why cover is required (i.e. maternity, long term absence, recruitment difficulties)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section D – Initial Dates (for any new request)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date of arrangements (please note payment will not be actioned until 4 weeks after the start date)</td>
</tr>
<tr>
<td>End date of initial agreement – a date must be inserted. If the end date is unknown then the initial honoraria should be granted for no longer than 6 months.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section E – Extension (to be completed as required for extensions only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert start date of start of initial payment/arrangement</td>
</tr>
<tr>
<td>Insert proposed new end date of arrangement</td>
</tr>
<tr>
<td>If this takes the honoraria payment beyond 12 months, insert date of SLT approval (&amp; attach e-mail approval)</td>
</tr>
<tr>
<td>Justification /Business Case – please outline why continued cover is required (i.e. maternity, sickness, recruitment difficulties). What steps have been taken/are being taken to resolve the situation which requires an honoraria payment?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section F – Payment (all requests)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Duties:</td>
</tr>
<tr>
<td>If employee is undertaking full duties – indicate the grade and spinal point to be paid during period of honoraria (see Policy section *)</td>
</tr>
<tr>
<td>Where an incremental point above the minimum of the grade or one increase is being awarded – explain why:</td>
</tr>
</tbody>
</table>
Part or Shared Duties:

If employee is undertaking part or shared duties – indicate whether 25/50 or 75% (or the closest %) of the higher grade post are being undertaken

| 25% | 50% | 75% |
---|---|---|

All:

Indicate that the employee has been informed that when in receipt of honoraria, if sickness absence occurs the honoraria will cease or be apportioned to reflect the number of day’s absence in that particular period.

Yes or No (please delete)

Signatures below confirm that ALL requirements of the Honoraria section of the Employee Pay and Reward Policy have been met.

Employees details (to be completed by the employee)

Printed Name:

Signed

Date

Manager’s Authorisation

I approve the details above are correct and are within budget

Signed

Full Name

Date

Head of Department’s Authorisation

I approve the payment indicated for the reasons outlined above

Signed

Full Name

Date

Strategic and Performance Director’s Authorisation (for extensions beyond 6 months)

I approve the extension indicated for the reasons outlined above.

Signed

Full Name

Date

Head of Department/Strategic and Performance Director – please send completed form to the HR Service Centre, Guildhall, Wrexham