



PERSONNEL COMMITTEE

This meeting will be recorded and the sound recording subsequently made available via the Council's website: charnwood.gov.uk/pages/committees

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To: Councillors Morgan (Chair), Boldrin (Vice-Chair), Barkley, Poland, Shepherd and Snartt (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Personnel Committee to be held in Committee Room 1, at the Council Offices, Southfields, Loughborough on Tuesday, 21st December 2021 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

13th December 2021

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 3 - 5
To confirm as a correct record the minutes of the meeting held on 5th October 2021.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

4. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions were submitted.

5. PAY POLICY STATEMENT 2022/23

6 - 27

A report of the Strategic Director of Environmental and Corporate Services setting out the Council's Pay Policy Statement for the period 1st April 2022 to 31st March 2023.

6. APPRENTICESHIP REPORTING UPDATE - 1ST APRIL 2020 TO 31ST MARCH 2021

28 - 32

A report of the Strategic Director of Environmental and Corporate Services providing information about the apprenticeships within the Council and apprenticeship target reporting for the period 1st April 2020 to 31st March 2021.

FUTURE MEETING DATES

Please note further meetings of the Committee for 2021/22 are scheduled as follows:

21st March 2022

PERSONNEL COMMITTEE 5TH OCTOBER 2021

PRESENT: The Chair (Councillor Morgan)
The Vice Chair (Councillor Boldrin)
Councillors Barkley, Brennan, Lowe, Ranson and
Shepherd

Strategic Director; Environmental and Corporate
Services
Charnwood HR Manager
Senior HR Advisor
Democratic Services Officer (NC)

APOLOGIES: Councillor Poland and Snartt

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

Due to technical problems the sound recording did not record the meeting.

6. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 16th August 2021 was confirmed as a correct record and signed.

7. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

8. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

9. AMENDMENTS TO THE CONSTITUTION OF THE JOINT NEGOTIATING AND CONSULTATIVE COMMITTEE

A report of the Strategic Director, Environmental and Corporate Services was submitted seeking to amend the Constitution of the Joint Negotiating and Consultative Committee (item 5 on the agenda filed with these minutes).

RESOLVED that section 7.1 of the Joint Negotiating and Consultative Committee Constitution be amended from:

"The Secretary for JNCC will be the Head of Strategic Support or other appropriate Council Officer"

To

“The Secretary for JNCC will be the Strategic Director, Environmental and Corporate Services or other appropriate Council Officer”

Reason

To reflect recent changes to the roles and responsibilities of the Head of Strategic Support and the Strategic Director, Environmental and Corporate Services.

10. GENDER PAY GAP INFORMATION

A report of the Strategic Director, Environmental and Corporate Services providing the Committee with a snapshot of Gender Pay Gap information as of 31st March 2020 was submitted (item 6 on the agenda filed with these minutes).

It was noted that obtaining comparison data with neighbouring authorities and comparing data with national guidelines would be beneficial for the Committee when it considered the annual Gender Pay Gap report at a future meeting next year.

RESOLVED that the Personnel Committee noted the details of the Gender Pay Gap report.

Reason

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires public sector employers with 250 or more employees on the snapshot date of 31st March each given year to carry out gender pay analysis and reporting.

11. PREVENTION OF ILLEGAL WORKING GUIDANCE

A report of the Strategic Director, Environmental and Corporate Services was submitted seeking approval of proposed amendments to the Prevention of Illegal Working Guidance (item 7 on the agenda filed with these minutes).

It was noted that no concerns had been raised regarding employees maintaining their immigration status within the Council.

RESOLVED that the changes as outlined in the report and attached at Annex 1 be agreed.

Reason

A review of Charnwood Borough Council's Prevention of Illegal Working Guidance has been carried out to ensure compliance with the latest legislative changes.

12. PROBATION POLICY AND PROCEDURE, AND PROBATION POLICY AND PROCEDURE GUIDANCE

A report of the Strategic Director, Environmental and Corporate Services was submitted seeking approval of the proposed amendments to the Probation Policy and Procedure and the Probation Policy and Procedure Guidance following a review (item 8 on the agenda filed with these minutes).

RESOLVED that the changes as outlined in the report and attached at Annex 1 and Annex 2 be agreed.

Reason

The Probation Policy and Procedure process was reviewed to ensure compliance with best practice and to propose a more streamlined process. The Probation Policy and Procedure and the Probation Policy and Procedure Guidance have been amended to reflect those recommendations.

13. **GUIDANCE ON THE RECRUITMENT AND EMPLOYMENT OF CASUAL WORKERS**

A report of the Strategic Director, Environmental and Corporate Services was submitted seeking approval of the proposed amendments to the Guidance on the Recruitment and Employment of Casual Workers (item 9 on the agenda filed with these minutes).

It was noted that if a casual worker was employed for longer than three months a fixed contact would be used. If a casual worker was not employed after three months casual assignments would be terminated and re-recruited if required in line with employee rights.

RESOLVED that the changes outlined in the report and as attached at Annex 1 are agreed.

Reason

A review of Charnwood Borough Councils Guidance on the Recruitment and Employment of Casual Workers has been undertaken to assist with simplifying processes to manage the recruitment and employment of a casual worker.

NOTES:

1. No reference may be made to these minutes at the next ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.

PERSONNEL COMMITTEE – 21st December 2021

Report of the Head of Strategic Support

Part A

ITEM 5 PAY POLICY STATEMENT 2022/23

Purpose of Report

To gain Personnel Committee approval on the Council's Pay Policy Statement covering the period 1st April 2022 to 31st March 2023.

Recommendation

That the Pay Policy Statement for 2022/23, attached at Appendix A, proceed to Full Council for formal approval and adoption.

Reason

To ensure that the Council meets its obligations under Section 38 of the Localism Act 2011.

Policy Justification and Previous Decisions

Under Section 38 of the Localism Act 2011, local authorities in England and Wales are required to produce an annual Pay Policy Statement, which must be approved by Full Council and published on the Council's website before the commencement of each financial year.

Implementation Timetable including Future Decisions

The Pay Policy Statement will be submitted for consideration by Full Council at their next meeting following this Personnel Committee. If approved, the statement will be published on the Council's website either on or before 1 April 2022.

Report Implications

The following implications have been identified for this report

Financial Implications

There are no immediate financial implications arising from this decision.

Risk Management

There are no specific risks associated with this decision.

Background Papers: Appendix A – Pay Policy Statement 2022 - 23

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Part B

Background

1. On 15th November 2011 the Localism Act received Royal Assent. Under Section 38 of the Act, local authorities in England and Wales are required to produce a Pay Policy Statement for each financial year, which must be approved by Full Council.
2. The statement must set out the Council's policies in relation to:
 - i. The remuneration of its chief officers;
 - ii. The remuneration of its lowest-paid employees; and
 - iii. The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
3. For the purposes of this statement, remuneration includes basic salary, bonuses and other allowances or entitlements related to employment.
4. This is the eleventh Pay Policy Statement published by Charnwood Borough Council since the Localism Act was implemented. The Pay Policy Statement for 2022/23 has been consulted on and presented to JMTUM and SLT. Following this meeting of the Personnel Committee the Pay Policy Statement will proceed to Full Council for final approval.
5. The Pay Policy Statement for 2022/23 has been updated to provide a comprehensive and up to date account of the Council's approach to the remuneration of its workforce.
6. The Council is required to publish the Pay Policy Statement for 2022/23 on or before 1st April 2022.

Key Points

7. The proposed Pay Policy Statement attached sets out:
 - The Council's approach to job evaluation and grading of posts;
 - Additional payments that employees are eligible to receive, such as overtime, enhancements etc.
 - The Council's pay multiple (the ratio between the highest paid employee and the median average salary of the Council's workforce), is 5.66.
 - The Council's approach to pay progression, honorariums, market supplements, salary protection and the re-engagement of employees;
 - That there is no distinction between chief officers and other employees in relation to pension benefits and severance payments.

- Pension Scheme Discretionary Arrangements – Regulation 60 of the LGPS Regulations 2013 (as amended) require each scheme employer to publish and keep under review five policies explaining how it will apply certain discretions. The pension discretions have been published in accordance with pension requirements.
- The policy refers to essential car user allowance which is currently under review.

Pay Policy Statement 2022/23

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Purpose

As a responsible employer Charnwood Borough Council is committed to delivering a fair, equitable and transparent policy covering pay and other employee benefits which improves flexibility in delivering services and provides value for money.

Within the framework of its terms and conditions of employment, the Council aims to develop and maintain appropriate pay systems and benefit packages to attract and retain motivated, flexible people who take responsibility, work as a team, improve performance and acquire new skills.

This Pay Policy Statement sets out the Council's policies relating to the pay of its workforce for the period from 1st April 2022 to 31st March 2023, in particular the:

- Remuneration of Chief Officers;
- Remuneration of the lowest paid employees;
- Relationship between the remuneration of chief officers and employees who are not chief officers.

The statement meets the Council's obligations under the Localism Act 2011 and will enable the elected members of the Council to make decisions on pay.

The Council's Pay Policy Statement will be agreed by Full Council before the beginning of each financial year and will then be published on Charnwood Borough Council's website. The statement may also be amended by Full Council during the course of the year if necessary.

Scope

This statement applies to all employees of Charnwood Borough Council employed under the conditions of service of the following bodies:

- National Joint Council for Local Government Services (Green Book);
- Joint Negotiating Committee for Chief Officers of Local Authorities;
- Joint Negotiating Committee for Local Authority Chief Executives;
- Joint Negotiating Committee for Local Authority Craft and Associated Employees (Red Book).

Employees who have TUPE transferred across from other organisations will remain on their existing terms and conditions unless agreed otherwise.

Definitions

For the purposes of this Pay Policy Statement the following definitions will apply:

Remuneration

This includes three elements:

- Basic salary;
- Pension;
- Any other allowances arising from employment.

Chief Officers

Under the Localism Act 2011 a Chief Officer is defined as:

- The head of the Council's paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- Its monitoring officer designated under section 5(1) of that Act;
- A statutory chief officer mentioned in section 2(6) of that Act;
- A non-statutory chief officer mentioned in section 2(7) of that Act;
- A deputy chief officer mentioned in section 2(8) of that Act.

In Charnwood Borough Council this definition would apply to the posts set out in [Appendix A](#).

Lowest Paid Employees

The Council currently employ apprentices who are paid at the applicable apprenticeship rate. Additionally, Joint Negotiating Committee for Craft and Associated Employees (Red Book) apprentices are paid in accordance with the requirements of that agreement.

For all other posts, this refers to employees on Grade A, Pay Point 1. This definition has been adopted as it is the lowest level of remuneration attached to a post within the Council, other than apprenticeship posts.

On 1 April 2013 the Council adopted the Living Wage rate applicable at that time. It was agreed that all pay awards after this date for all spinal column points within the Council, would be in line with the applicable percentage increase of the national pay agreement for local government.

Pay and Grading Structure

The Chief Executive's salary scale has been updated with effect from 1st August 2019 in line with recommendations from the Personnel Committee following a benchmarking exercise conducted by the East Midlands Council. This post sits at the highest level within the officer salary grade and does not have a comparator. As such it is for the Council to determine the salary arrangements for the post without needing to go through a specific job evaluation process.

The grading of all other posts within Charnwood Borough Council is determined using the nationally recognised Hay Job Evaluation Scheme. This is in order to ensure that all posts are graded and therefore rewarded financially through a fair and non-discriminatory process, that there is consistency in treatment between posts and that the Council complies with equal pay legislation. The scheme is an analytical one that takes into consideration three key elements of a post:

- Know How - the levels of knowledge, skill and experience (gained through work experience, education and training) which are required to perform the job successfully;
- Problem Solving - the complexity of thinking required to perform the job when applying Know How;
- Accountability - the impact the job has on the organisation and the constraints the job holder has on acting independently.

The Council follows the NJC national agreement on pay and conditions of service (the Green Book) which includes the use of national pay scales. Advice was taken from Hay during the implementation of the job evaluation scheme in order to determine the relationship between the scoring of posts under the scheme and the relevant pay grade.

However a small number of staff employed under the Joint Negotiating Committee for Local Authority Craft and Associated Employees (Red Book) are paid on a different pay scale, a copy of which is attached at [Appendix B](#).

Basic pay is paid in accordance with the evaluated grade of the post. Each grade comprises a range of scale points. A copy of the Council's pay and grading structure is attached at [Appendix B](#).

Agreement has been reached for the national pay awards for 2020-21 for Chief Executives, Chief Officers and Local Government Services Employees (those on Green Book conditions) and Craftworkers.

The pay award for each group is an increase of 2.75% with effect from 1st April 2020.

A subsequent pay award has not been agreed to date and is currently the subject of negotiations with the trade unions.

A copy of the Council's organisation chart, showing grades of posts, can be found on the [Council's website](#).

Details of senior management remuneration are published annually in the [Council's Statement of Accounts](#) which are available on the website.

The 'pay multiple' - the ratio between the highest paid salary (Chief Exec scale - points CEX 1 to CEX 4) and the median average salary of the Council's workforce is 5.66.

Remuneration on Appointment

All employees are usually appointed to the minimum scale point applicable to the grade of the post. Managers have discretion in some circumstances to appoint to a higher scale point, subject to the maximum of the grade.

Full Council will be given the opportunity to consider remuneration packages over £100,000 per annum (including salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment) before new posts are established and advertised.

Market Premia

There is provision for the award of a market premium (i.e. a temporary additional payment) where it can be shown that the salary level of a job is having an adverse impact on the Council's ability to recruit and retain the appropriate calibre of employee into a post. The award of a market premium is subject to the agreement of the relevant Strategic Director. If approved, market premia are awarded for a maximum period of three years. It is anticipated that market premia will be awarded on very limited occasions. Details of the scheme can be found in the Council's Market Premia Policy and Procedure.

Incremental Progression

Chief Officers

Progression through the pay grade for Chief Officers is dependent on them achieving set criteria and objectives which are agreed at the officer's annual Performance Development Review. Progression through the Chief Executive's grades will be dependent on an annual performance review if not appointed at the top grade, as with other chief officers.

Other Employees

Subject to satisfactory service, employees covered by the conditions of service of the National Joint Council for Local Government Services and the Joint Negotiating Committee for Local Authority Craft and Associated Employees are eligible to receive annual increments on 1st April each year until they reach the maximum scale point for the grade of their job. If the employee's start date is between 1st October and 31st March then their first increment will be paid after completing 6 months in post. Any subsequent increments, until the maximum of the grade is reached, will be paid on 1st April thereafter.

The Joint Negotiating Committee for Local Authority Craft and Associated Employees operates a system of progression through the grade, which is subject to performance related criteria.

Enhancements

From 1 January 2014 the Council agreed a change in rate of enhancement for evening, weekend and bank holiday working for employees at Grade E and below. Employees required to work on Saturdays, Sundays and Bank Holidays as part of their normal working week will be recompensed at time and a quarter for evenings and Saturdays, and time and a half for Sundays and Bank Holidays.

Overtime Payments

'Overtime' is defined as hours worked in excess of 37 per week. However, part-time employees are entitled to the additional hours enhancements in circumstances in which full-time employees in the establishment would qualify. Employees in posts graded up to Grade E who work additional hours are eligible to receive payment at double time rate for hours worked on Sundays, bank holidays or extra statutory days and time and a half for hours worked at any other time.

Employees in posts graded SO1 and above, who work additional hours are not eligible for enhanced payment.

Heads of Service are also authorised to make payments, within existing budgets, for overtime to employees graded SO1 to PO4 for time limited projects of a non-repetitive nature as follows:

- (a) Plain time up to an agreed maximum number of hours for a particular project and over a certain number of weeks/months; or
- (b) A lump sum to cover completion of a particular project by an agreed deadline.

Where the payment of a lump sum is agreed in accordance with (b) above, it should not be made in full unless the project is completed by the due date and that provision for claw back considered for inclusion in the scheme. Payments for overtime cannot be authorised retrospectively.

Overtime and Additional Hours Holiday Pay

Claims for overtime or additional hours (for part time employees) will receive an appropriate uplift rate for the hours worked. This increase is calculated on the relevant hourly flat rate.

Example – if you work for 2 hours overtime @ time plus $\frac{1}{2}$ you will receive 3 hours pay. The appropriate uplift rate will be added to 2 hours of that pay only as the flat rate element of pay.

Additional hours which have been agreed on a temporary basis as a variation to contract will not attract this uplift. The annual leave entitlement will be increased for the period that an employee works these additional hours.

Other Allowances

All Chief Officers receive allowances as detailed in the Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities and the Joint Negotiating Committee for Local Authority Chief Executives. However, where these conditions are silent or do not cover an allowance or process, the Chief Officer / Chief Executive will receive the same as those employees covered by the National Joint Council for Local Government Services.

Copies of the conditions of service for all employees covered by this statement can be requested from the [Local Government Employers website](#).

Essential Car User

Posts that are designated as essential car user, including those of Chief Officers, receive a monthly allowance and are eligible to claim mileage allowances as per the NJC Conditions of Service.

Professional Fees

The Council will pay the annual fee for membership of a professional body if it is considered an essential requirement of the employee's post.

First Aid Allowances

Employees who are classified as a 'designated first-aider' are eligible to receive an allowance.

Standby and Call-Out Payments

Employees who are required to provide out of hours responsibilities or work for essential services that they undertake are eligible to receive a standby and call out, standby and advisory or emergency contact scheme payment. Employees graded at PO1 or above will not normally receive payment, unless there is a requirement for them to participate in a formal regular Standby and Call Out or Standby and Advisory Scheme arrangement. Those graded at JNC A or above are expected to respond as part of their role and will not receive any additional payments. Details of the scheme can be found in the Council's Policy for Standby and Call-Out, Standby and Advisory, and Emergency Contact Scheme Policy and Procedure.

Emergency Planning

Employees who volunteer to respond in emergency situations are eligible to receive a payment.

Subsistence

Employees who are eligible to claim subsistence do so in accordance with the rate agreed locally for subsistence.

Bonus Payments

The Council does not pay any group of employees a bonus.

Pension Benefits

All employees under the age of 75 are eligible to join the Local Government Pension Scheme. The scheme is a statutory scheme with contributions from employees and employers. Details of the scheme can be found on www.leics.gov.uk/pensions.

The scheme allows for the exercise of discretion by employers. A copy of the Council's approach to these discretionary regulations can be found at [Appendix C](#). The Council will consider each case on its merits, but has determined that its usual policy is not to enhance benefits for any of its employees.

The scheme provides for flexible retirement. To be eligible to request flexible retirement, the Council normally requires that an employee either reduce their working hours by a minimum of 40% and/or be appointed to a post on a lower grade. In applying this provision no distinction is made between employees.

Under the Local Government Pension Scheme there is no abatement (i.e. reduction or suspension) of pensions for employees who return to work after drawing their pensions except in the circumstance where they have previously been awarded "added years".

Honoraria

Subject to certain conditions, employees who are temporarily required to undertake some or all of the duties of a higher graded post are eligible to be paid an honorarium. Details of the scheme can be found in the Council's Honoraria and Acting-Up Policy and Procedure.

Salary Protection

Employees are eligible to receive salary protection for a period of up to three years if they are redeployed into a lower-graded post. Details of the provisions can be found in the Council's Organisational Change Policy and Procedure.

Severance Payments

Early Retirement (Efficiency of Service)

The Council has discretionary provisions for employees to seek early retirement on the grounds of efficiency of service. Details of the scheme can be found in the Council's Retirement Policy and Procedure.

Redundancy

The Council has a single redundancy scheme which applies to all employees. Redundancy payments are calculated in accordance with the Employment Rights Act 1996 and the 2006 Discretionary Compensation Regulations and are based on the employee's age, length of continuous local government service and salary. The payment mirrors the statutory table but provides a multiplier of 2. Details of the redundancy scheme can be found in the Council's Organisational Change Policy and Procedure.

Employees have the option of using their redundancy payment, in excess of the statutory redundancy payment, to purchase a period of membership in the Local Government Pension Scheme. The amount of membership purchased by the cash sum will vary depending on the age of the employee and the number of years' service.

The Council does not provide any further payment to employees leaving the Council's employment other than in respect of accrued annual leave.

Employees who have TUPE transferred into the Council on redundancy terms which are more favourable than those details above will retain these provisions as per TUPE legislation.

Re-Engagement of Employees

Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustments to pension would be made in accordance with the scheme regulations.

Employees who are offered another post with the Council, or another employer covered by the Redundancy Modifications Order, prior to their redundancy leaving date and commence this post within 4 weeks of that date are not eligible to receive their redundancy payment.

Election Duties

The Chief Executive receives additional payments as the Returning Officer (or equivalent) for elections taking place within the Borough, to which role he has been appointed by the Council. These payments are funded by the organisation responsible for each election, which can include the Borough Council, County Council, Parish and Town Councils, and the Government.

Election fees and expenses for Borough, Town and Parish Council elections are agreed annually by Full Council. For other elections, the scale of fees and expenses is specified by the relevant organisation.

The Chief Executive may also, on appropriate occasions, require officers, which may include Chief Officers, to undertake Deputy Returning Officer roles and other election duties. They will be remunerated for undertaking these roles.

Publication and Access to Information

This Pay Policy Statement will be published on the Council's website, together with the Council's pay and grading structure and information relating to senior management remuneration.

Appendix A - Charnwood Borough Council's Chief Officers

<u>POST TITLE</u>
Chief Executive
Community, Planning and Housing
Strategic Director – Community, Planning and Housing
Head of Strategic and Private Sector Housing
Head of Landlord Services
Head of Planning and Regeneration
Head of Regulatory Services
Head of Neighbourhood Services
Environment and Corporate Services
Strategic Director – Environment and Corporate Services
Head of Financial Services
Head of Customer Experience
Head of Strategic Support
Head of Cleansing and Open Spaces
Commercial Development, Asset and Leisure
Strategic Director – Commercial Development, Asset and Leisure
Head of Leisure and Culture

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Appendix B - Pay and Grading Structure

Annual Salaries and Hourly Rates from 1 April 2020

Grade	SCP	Annual Salary	Hourly Rate	Monthly	Wkly
A	1	17842	9.2480	1486.83	342.18
	2	18198	9.4325	1516.50	349.00
	3	18562	9.6212	1546.83	355.98
B	4	18933	9.8135	1577.75	363.10
	5	19312	10.0099	1609.33	370.37
	6	19698	10.2100	1641.50	377.77
	7	20092	10.4142	1674.33	385.33
C	8	20493	10.6221	1707.75	393.02
	9	20903	10.8346	1741.92	400.88
	10	21322	11.0518	1776.83	408.92
	11	21748	11.2726	1812.33	417.08
	12	22184	11.4980	1848.58	425.43
D	13	22627	11.7282	1885.58	433.94
	14	23080	11.9630	1923.33	442.63
	15	23541	12.2019	1961.75	451.47
	16	24012	12.4461	2001.00	460.50
	17	24491	12.6843	2040.92	469.69
E	18	24982	12.9488	2081.83	479.11
	19	25481	13.2075	2123.42	488.68
	20	25991	13.4718	2165.92	498.46
	21	26511	13.7414	2209.25	508.43
	22	27041	14.0161	2253.42	518.59
SO1	23	27741	14.3789	2311.75	532.02
	24	28672	14.8615	2389.33	549.87
	25	29577	15.3305	2464.75	567.23
SO2	26	30451	15.7836	2537.58	583.99
	27	31346	16.2475	2612.17	601.16
	28	32234	16.7077	2686.17	618.19
PO1	29	32910	17.0581	2742.50	631.15
	30	33782	17.5101	2815.17	647.87
	31	34728	18.0004	2894.00	666.02
	32	35745	18.5276	2978.75	685.52
PO2	33	36922	19.1377	3076.83	708.09
	34	37890	19.6394	3157.50	726.66
	35	38890	20.1577	3240.83	745.84

Grade	SCP	Annual Salary	Hourly Rate	Monthly	Wkly
JNC A	50	48919	25.3560	4076.58	938.17
	51	50178	26.0086	4181.50	962.32
	52	51424	26.6544	4285.33	986.21
	53	52684	27.3075	4390.33	1010.38
JNC B	54	53941	27.9591	4495.08	1034.48
	55	55189	28.6059	4599.08	1058.42
	56	56571	29.3223	4714.25	1084.92
	57	57943	30.0334	4828.58	1111.24
JNC C	58	60233	31.2204	5019.42	1155.15
	59	61593	31.9253	5132.75	1181.24
	60	62969	32.6385	5247.42	1207.62
	61	64331	33.3445	5360.92	1233.75
JNC D	62	69178	35.8568	5764.83	1326.70
	63	70903	36.7509	5908.59	1359.78
	64	72634	37.6481	6052.83	1392.98
	65	74364	38.5448	6197.00	1426.16
JNC E	66	76088	39.4384	6340.67	1459.22
	67	77840	40.3465	6486.67	1492.82
	68	79119	41.0095	6593.25	1517.35
	69	81345	42.1633	6778.75	1560.04
Chief Executive	CEX1	128438	66.5728	10703.17	2463.19
	CEX2	133575	69.2355	11131.25	2561.71
	CEX3	138713	71.8986	11559.42	2660.25
	CEX4	143850	74.5613	11987.50	2758.77
Skills Group 1	17	24491	12.6943	2040.92	469.69
	20	25591	13.4718	2165.92	498.46
	25	29577	15.3305	2464.75	567.23
Skills Group 2	17	24491	12.6943	2040.92	469.69
	19	25481	13.2075	2123.42	488.68
	22	27041	14.0161	2253.42	518.59
Skills Group 3	14	23080	11.9630	1923.33	442.63
	15	23541	12.2019	1961.75	451.47
	20	25991	13.4718	2165.92	498.46

	36	39880	20.6709	3323.33	764.82
PO3	37	40876	21.1871	3406.33	783.92
	38	41881	21.7080	3490.08	803.20
	39	42821	22.1953	3568.42	821.22
	40	43857	22.7322	3654.75	841.09
PO4	41	44863	23.2537	3738.58	860.39
	42	45859	23.7699	3821.58	879.49
	43	46845	24.2810	3903.75	898.40

Skills Group 4	7	20092	10.4142	1674.33	385.33
	8	20493	10.6221	1707.75	393.02
	9	20903	10.8346	1741.92	400.88

Levels of Apprenticeship	NJC Salary	
Intermediate	Year 1 Year 2 to completion	NMW Rate for 18 – 20 year olds Appropriate NMW age rate for those aged 21 and above
Advanced	Year 1 Year 2 to completion	NMW Rate for 18 – 20 year olds Appropriate NMW age rate for those aged 21 and above
Higher	Year 1 Year 2 to completion	NMW Rate for 18 – 20 year olds Spinal column points 1 – 4 (Grade A scp 1 – 3 and Grade B scp 4) with annual incremental progression
Degree	Year 1 Year 2 to completion	NMW Rate for 18 – 20 year olds Spinal Column points 4 – 7 (Grade B) with annual incremental progression

The rates for Apprentices appointed under the Joint Negotiating Committee for Local Authority Craft and Associated Employees (Red Book) are in accordance with that agreement.

Local Government Pension Scheme (LGPS) Regulations Policy Statement on all Eligible Employees

Under Regulation 60 of the LGPS Regulations 2013, (as amended), each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.

This statement is applicable to all employees of Charnwood Borough Council who are eligible to be members of the LGPS.

The Council is required to publish the following five policies.

LGPS Regulations – Regulation 31: Power of employer to award additional pension

Explanation and Employer's Policy

An employer may resolve to award a member additional pension of not more than £6,500 (figure as at 1 April 2014) a year within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.

The Council will not normally agree to award an additional pension under this regulation

LGPS Regulations 2013 – Regulation 16(2)(e) and 16(4)(d) : Funding of additional pension contributions (shared cost)

Explanation and Employer's Policy

An active member in the main section of the scheme who is paying contributions may enter into arrangements to pay additional pension contributions (APCs) by regular contributions of a lump sum.

Such costs may be funded in whole or in part by the member's Scheme employer.

The employer will need to determine a policy on whether it will make a contribution towards the purchase of extra pension.

This does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a shared cost APC to cover the amount of pension "lost" during that period of absence. In these cases the employer MUST contribute 2/3rds of the cost (Regulation 15(5) of the LGPS Regulations 2013).

The Council has not adopted this discretion.

LGPS Regulations 2013 – Regulation 30 (6):Flexible Retirement

Explanation and Employer's Policy

An active member who has attained the age of 55 or over who reduces working hours or grade of an employment may, with the Scheme employer's consent, elect to receive

immediate payment of all or part of the retirement pension to which that member would be entitled in respect of that employment if that member were not an employee in local government service on the date of the reduction in hours or grade, adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.

The Council has agreed to release pension where there is no costs and not to waive any reduction.

Members must reduce their hours by a minimum of 40% and/or reduce their grade.

The Council may however allow the release of pension where there is a cost or waive reduction in a potential redundancy situation, where a reduction may occur through redeployment, or in other exceptional circumstances supported by a business case.

LGPS Regulations 2013 – Regulation (paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Switching on rule of 85

Explanation and Employer's Policy

A member who has not attained normal pension age but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.

In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before NPA.

The employer has the discretion to “switch on” the 85 year rule for such member (paragraph 1 (1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.

If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age NPA would have to be met by the employer.

The Council will not apply either discretion.

LGPS Regulations 2013 – Regulation (paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Waiving of actuarial reduction

An employer has the discretion, under a number of retirement scenarios, to waive actuarial reductions on compassionate grounds. The cost of which would fall upon the employer. “Compassionate grounds” is not defined in the regulations.

The Council will not apply this discretion, unless there are exceptional circumstances.

The Personnel Committee and the Director involved will consider any cases and will decide whether the actuarial reductions should be waived. In all cases the financial

position of the Charnwood Borough Council must be considered.

Under Regulation 66 of the LGPS Administration Regulations 2008, (as amended), each scheme employer must publish and keep under review a statement of Policy to explain how it will apply certain discretions allowed under the Pension Regulations.

LGPS Benefits Regulations - Regulation 30: Early payment of retirement benefits at the member, or former members request

Explanation & Employer's Policy

A scheme member or former member can request that the Employer grant early retirement between 55 & 60 years old.

It is possible that, where a member's pension is introduced early, these benefits will be reduced. The reduction is calculated in accordance with guidance issued by the Government Actuary. As an employer you may determine not to apply any reduction.

The Council will not consider the premature retirement of an employee except on compassionate grounds. To qualify for consideration, an employee must be entitled to a pension under the LGPS. The Council will not consent to a request for early retirement where capital costs are applicable unless there are exceptional circumstances. The Council will, in principle, consider a request for early retirement as an application of early retirement arising from redundancy where the request would result in the same cost, a lower cost, or nil cost to the Council. In all cases, early retirement will only be considered when supported by a justifiable business case.

LGPS Benefits Regulations - Regulation 18: Requirements as to time of payment (Flexible Retirement)

Explanation & Employer's Policy

A member who is 55 or over, and with their employer's consent, reduces their hours and/or grade can, but only with the agreement of the employer, make an election to the administering authority for payment of their accrued benefits without having retired from employment. It is possible that, where a member's pension is introduced early, these benefits may be reduced. The reduction is calculated in accordance with guidance issued by the Government Actuary. As an employer you may determine not to apply any reduction.

Whilst a request which result in a cost to the Council will generally not be approved there may be instances where granting flexible retirement will enable departments to review their requirements, e.g. succession planning, managerial or specialist skills development, or ultimately achieve other efficiency savings through staff movement/structure changes etc. That is to say, there must be a significant organisational benefit to the Council.

In considering any request for flexible retirement the following business reasons are to be taken into account:

- Cost to the Council in releasing the scheme member's pension
- Requirement/ability to recruit to the vacated hours or grade
- Additional costs as a result of recruitment/training to the vacated hours or grade

- Capacity to re-allocate work amongst co-workers
- Impact on service delivery and work performance
- Suitability of individual's proposed working arrangements, i.e. days, hours etc.

This scheme will not apply where there are formal conduct or performance issues and the appropriate procedures should be invoked in those circumstances.

LGPS Administration Regulations – Regulation 25 (3) and LGPS Benefits Regulations – Regulation 15 (3): Shared Cost Additional Contribution Facility

Explanation & Employer's Policy

This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.

The Council has not adopted this discretion. This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions.

LGPS Benefits Regulations - Regulation 12: Augmentation (increase of scheme membership)

Explanation & Employer's Policy

An employer may resolve to increase the total membership of an active member.

The Council has not adopted this discretion. This decision does not affect the discretion available to the employer to allow a scheme member to convert a lump sum discretionary payment using the augmentation factors. (See Early Termination of Employment Discretionary Compensation).

LGPS Benefits Regulations - Regulation 13: Power of employer to award additional pension

Explanation & Employer's Policy

An employer may resolve to award a member additional pension of not more than £5000 a year payable from the same date as his pension payable under any other provisions of these Regulations. Additional pension may be paid in addition to any increase of total membership resolved to be made under regulation 12.

The Council has not adopted this discretion.

The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

New provisions provide local government employers with the powers to consider making a one off lump sum payment to an employee which must not exceed 104 week's pay. The regulations no longer provide for the award of compensatory added years.

This statement is applicable to all employees of Charnwood Borough Council who are eligible to be members of the LGPS.

Regulation 5: Power to increase statutory redundancy payments

Explanation & Employer's Policy

The Employer may decide to calculate a redundancy payment entitlement as if there had been no limit on the amount of a week's pay used in the calculation.

The Council has decided to adopt this discretion and base redundancy payment calculations on an unrestricted week's pay.

Regulation 6: Discretionary Compensation

Explanation & Employer's Policy

A "one off" lump sum compensation payment may be awarded to an employee up to a maximum value of 104 weeks' pay, inclusive of any redundancy payment made. If the above Regulation is adopted, employees who are members of the LGPS can be given the option of converting compensation payments, (less the statutory redundancy payment), into additional pensionable service, in accordance with the augmentation factors provided by the authority. An employer should specify whether they intend to provide this option.

Employees who have been continually employed for two years or more by members of the modification order will receive a redundancy payment. The payment is based on the statutory formula with a multiplier X 2 applied. The maximum number of weeks an individual can receive is 60 weeks. Employees have the option of using their redundancy payment, in excess of the statutory redundancy payment, to purchase a period of membership in the LGPS.

PERSONNEL COMMITTEE – 21 December 2021

Report of the Head of Strategic Support

Part A

ITEM 6 Apprenticeship Reporting Update – 1 April 2020 to 31 March 2021

Purpose

The purpose of this report is to provide Personnel Committee with information relating to the apprenticeship scheme within the Council and the apprenticeship target reporting for the period 1 April 2020 to 31 March 2021.

Recommendation

That the findings of the apprenticeship reporting be noted by Personnel Committee.

Reason

The Public Sector Apprenticeship Targets Regulations 2017 came into force on 31 March 2017. All public bodies with 250 or more staff in England as of 31 March have a target to employ an average of at least 2.3% of their staff as new apprentice starts over the period of 1 April 2017 to 31 March 2021.

Policy Justification and Previous Decisions

SLT were provided with details of this periods apprenticeship reporting on 11 August 2021. The report was also discussed at the Joint Management Trade Union Meeting (JMTUM) on 7 October 2021.

This is the fourth report on the apprenticeship scheme covering the period 1 April 2020 to 31 March 2021.

Implementation Timetable including Future Decisions

The findings of the apprenticeship scheme reporting will be noted following agreement at Personnel Committee. The data has been published on the Council's intranet prior to the Personnel Committee meeting, to ensure the publishing deadline of 30 September each year is met.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications arising from this decision.

Risk Management

There risks outlined within this report are highlighted in Part B below.

Background Papers: None

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Part B

Background

1. The Government introduced the Apprenticeship Scheme with effect from 6 April 2017.
2. As required under that scheme, reports are due within six months of the end of each reporting period. This means that the information should be published by 30 September each year in an easily accessible location to the public. It is therefore considered that the appropriate place to publish the Return Section 1 - Data Publication is on the Council's intranet. The Return Section 2 – Apprenticeship Activity return does not have to be published.
3. The target for public sector bodies is 2.3% apprenticeship starts each year based on the organisations headcount as of 31 March each year. The apprenticeship target for the Council remains at 12.
4. Apprenticeship starts can include both existing employees, who can take advantage of apprenticeship funding, as well as new starters appointed to apprenticeship posts.
5. Work has continued each year to increase the amount of apprenticeship starts, to enable the Council to demonstrate its commitment to meeting the target, where possible.

Findings

6. Return Section 1 – Data Publication

The Data Publication includes several figures which will enable the Government and the public to understand each body's headcount and the number of apprentices they employ, and then use that information to assess the progress a body has made towards meeting the target. The figures outlined in Section 1 will be published as outlined at paragraph 3.

Figure A: The number of employees whose employment in England by the body began in the reporting period in question.

46

Figure B: The number of apprentices who began to work for the body in that period and whose apprenticeship agreements also began in that period.

- This includes employees who were already working for the body before beginning the apprenticeship, as well as new apprentices hires.

7

Figure C: The number of employees employed in England that the body has at the end of that period.

510

Figure D: The number of apprentices who work for the body at the end of that period.

12
Public bodies are also required to provide two percentages in order to give context to the other figures. These percentages do not reflect the progress a public body has made towards the target:
Figure E: Figure B expressed as a percentage of figure A.
15.22%
Figure F: Figure D expressed as a percentage of figure C.
2.35%
In addition, the Apprenticeship Activity Return (Return Section 2) requires public bodies to send the following figures, which will help identify their progress towards meeting the target, to the Department for Education. Public bodies could also consider providing these figures in the Data Protection.
Figure H: Headcount on the day before the first day of each reporting period in the target period
520
Figure I: Figure B expressed as a percentage of figure H.
1.35%

7. Return Section 2 – Apprenticeship Activity Return

The Apprenticeship Activity Return includes both information on a body's progress against the target and information to assess actions taken towards, and challenges faced in, meeting the targets.

The return includes quantitative and qualitative elements:

QUANTITATIVE
Headcount on the day before the first day of each reporting period in the target period; and
520
Figure B in Return Section 1 (the number of apprentices who began to work for the body in the reporting period in question and whose apprenticeship agreements also began in that period), expressed as a percentage of headcount on the day before the first day of the reporting period in question. (This will enable the Government to assess the progress a body has made towards meeting the target).
1.35%
QUALITATIVE
Action that the body has taken to meet their apprenticeship target (i.e. how it has "had regard")
<ul style="list-style-type: none"> • Promoted information on apprenticeship opportunities to managers. • Due to covid restrictions there have been difficulties in promoting the apprenticeship scheme and managers supporting new apprentices. •
If the target has not been met then specific further evidence may be required. This may include an explanation of why the target was not met, actions the body has taken to overcome the challenges it has faced and/or mitigating factors which demonstrate the body's commitment to apprenticeships.
<ul style="list-style-type: none"> • Limitation of 20% off the job learning difficult to manage for existing staff. • Impact of Covid-19 limiting opportunities. As Covid restrictions are lifted we hope to promote apprenticeship opportunities further.
Information about action the body proposes to take to meet their future apprenticeship targets: and
<ul style="list-style-type: none"> • We will continue to promote apprentice opportunities with managers, but it is likely to be difficult to meet targets due to Covid restrictions.
If the body considers that a future target is not likely to be met, an explanation of why that is so.
<ul style="list-style-type: none"> • It is anticipated that the future target will continue to be impacted by the Covid-19 pandemic.