



PAY POLICY STATEMENT 2024

(Localism Act 2011)

1. Introduction

- 1.1 This pay policy document is presented to Council each year, as part of our efforts to be open and transparent on pay issues.
- 1.2 This policy continues to demonstrate the Council's prudent approach to Officer pay and its commitment to providing a fair wage to our lowest paid though maintaining our lowest pay rates to at least the level recommended by the Living Wage Foundation. This commitment to introduce the Foundation Living Wage rate of £12.00 per hour as our lowest pay rate is commended to Council again this year for implementation with effect from 1st April 2024. The Foundation Living Wage is higher than the National Minimum Wage of £11.44 per hour that is set by Government at Westminster. Over 300 of our staff are paid at the foundation living wage which contradicts the image sometimes portrayed of local government workers being highly paid. As shown in this report, our median employee wage in Torfaen is a modest £28,770 and local government workers have pay restraint in recent times.
- 1.3 We have seen our ratio of top pay to median pay drop substantially in recent years. As a council committed to fair pay, it is pleasing to be able to report that our pay ratio remains one of the lowest in Wales.

2. Purpose, Scope and Legislative Framework

- 2.1 Torfaen County Borough Council is required under Section 38(1) of the Localism Act 2011 to prepare a Pay Policy Statement which sets out its policies relating to the pay of its workforce particularly its senior staff (or chief officers) and its lowest paid employees. The policy must be prepared every financial year and approved by full Council before the 31st March immediately preceding the financial year to which it relates. Section 38 also sets out the matters that need to be covered in the Statement. Section 39 requires publication of the Statement once approved whilst section 40 states that Councils must have regard to any guidance issued or approved by Welsh Ministers. This statement is also compiled taking into account guidance around best practice most recently issued by Welsh Government in November 2021.
- 2.2 The provisions in the Act and therefore in the policy statement do not apply to the staff of local authority schools. This policy statement is designed to demonstrate and encourage accountability, transparency and fairness in the setting of local pay.

- 2.3 This policy statement enables Councillors to take a greater role in determining senior pay and ensuring that these decisions are taken by those who are directly accountable to the Community. The Policy statement ensures that these communities have access to the information needed to determine whether remuneration, particularly of senior staff is appropriate and commensurate with levels of responsibility and that the pay and reward of the most senior staff are set clearly within the context of the pay of the wider workforce.
- 2.4 The Council is committed to an open and transparent approach to its pay policy which will enables the tax-payer to access, understand and assess information on pay levels across all groups of council employees. To this end the following are provided as Appendices to this policy statement:
- Torfaen County Borough Council Pay Scales for NJC Staff. (Appendix A)
 - Torfaen County Borough Council Pay Scales for Soulbury Staff. (Appendix B)
 - Discretionary Payments Upon Termination, Retirement and Redundancy (Appendix C)
 - Annual Leave and Bank Holiday Entitlement (Appendix D)
 - Chief Executive and Chief Officer Pay Scales (Appendix E)

3. Framework for Decision Making on Pay and Grading

Independent Remuneration Panel

- 3.1 Section 143A of the Local Government (Wales) Measure 2011, as amended by the Local Government and Elections (Wales) Act 2021, refers to the Independent Remuneration Panel in Wales (“the IRP”) and sets out their functions in relation to salaries of Chief Executives. The IRP may make recommendations about:
- a) any policy in the authority's pay policy statement which relates to the salary of the authority's Chief Executive; and
 - b) any proposed change to the salary of the authority's Chief Executive.
- 3.2 The Council recognises that it must, before making a change to the salary of its Chief Executive which is not commensurate with a change to the salaries of the Council’s other staff:
- consult the IRP about proposed change; and
 - have regard to any recommendation received from the IRP when deciding whether or not to proceed with making the change
- 3.3 The Council must provide the IRP with such information as the Panel may reasonably require in connection with the exercise of its functions and the IRP may publish any recommendations that it makes.

- 3.4 The Council recognises that if it chooses not to follow the advice of the Panel, it may become subject to a Ministerial direction to reconsider its position.
- 3.5 The Act provides that the Council will be able to reduce (but not increase) the salary payable to its Chief Executive in advance of a recommendation from the IRP, provided the contract under which the salary is payable does not prevent the Council from changing the salary after receiving a recommendation.
- 3.6 The Council does not presently have any plans to change the pay and grading of its Chief Executive in his role as Head of Paid Service for Torfaen County Borough Council.

Responsibilities of Full Council

- 3.7 The full Council will be given the opportunity to approve salary packages for any new posts that would come within the scope of this Pay Policy Statement, defined within the Act as posts over £100,000 per annum. The definition of remuneration will include any additional fees, charges or allowances plus the Council's contribution to the officer's pension that would be routinely payable. There is also a requirement that all appointments to Chief Officer Posts with a salary of £100K per annum (as defined above) or more must be subject to external advertisement.

Executive Decision Making Rules

- 3.8 The Council's Constitution sets out the rules for executive decision making, including those relating to staffing. The rules relating to staffing (including matters relating to pay and grading) are as follows:
- that staffing decisions that affect the pay and grading of the Chief Executive and chief officers (as defined by the Constitution) are subject to the agreement of full Council and have regard to any recommendations made by the IRP where appropriate;
 - that all other staffing decisions are delegated to the Chief Executive as head of paid service, and / or relevant the chief officer.

Single Status and Job Evaluation

- 3.9 The Council operates an analytical Job Evaluation Scheme for staff employed on NJC terms and conditions, which accounts for the large majority of its non-teaching workforce. The scheme used is the Greater London Provincial Scheme (GLPC) and it is the most commonly used scheme amongst the local authorities in Wales. The scheme was implemented in 2010 as part of the Council's Single Status Agreement and has continued to be used to evaluate and grade NJC positions, ensuring consistency of grading across disciplines and thus eliminating inequality in grading and pay decisions.
- 3.10 The Council reviewed salary structures for the Chief Executive and Chief Officers in 2012 based upon a system of job evaluation which was designed by the Local

Government Employers (LGE). This review was not compulsory but was commissioned by the Chief Executive at that time to ensure that there is fairness and parity between the single status job evaluation of the majority of staff (implemented 2010) and those on chief officer grades. The implementation was introduced on a cost neutral basis and with no increase to the salary of the Chief Executive.

4. Role of the Chief Executive

- 4.1 The Chief Executive is the most senior officer working for the Council. Their role is to lead the staff employed by the Council and to have overall responsibility for the expenditure that the Council incurs each year. The Chief Executive also oversees the performance of the Council and holds Chief Officers to account for the efficient and cost-effective provision of services. The Chief Executive works closely with the Leader of the Council to develop the Council's strategic approach, and to ensure that Councillors' ambitions and aspirations for the County Borough are delivered.
- 4.2 In addition, the Chief Executive represents the Council outside of Torfaen working closely with Welsh Government, the Cardiff Capital Region City Deal and other national and regional bodies to ensure that the interests of Torfaen area are acknowledged and taken into account.

5. Chief Executive's Background

- 5.1 The Chief Executive of Torfaen is Stephen Vickers. He has over 20 years experience in local government. Stephen trained as an Engineer and worked in a number of roles including being a director of several businesses in the hospitality, retail and consultancy sectors. He retrained at age 29 and became a social worker specialising in mental health, mental capacity and safeguarding.
- 5.2 Stephen was the Director for Adults and Communities and Director for Adult Social Services at Herefordshire Council before joining Torfaen in July 2021, he previously held senior roles in social care and safeguarding at Leicestershire County Council and Leicester City Council.

6. Chief Executive and Chief Officer Pay

- 6.1 For the purposes of this statement, Chief Officers are as defined within Section 43 of the Localism Act. The posts falling within the statutory definition are set out below, with the details of their basic salary as at 22nd January 2024:
- 6.2 The salary of the post of Chief Executive and Head of Paid Services normally falls within one range of five incremental points each between £115,840 rising to a maximum of £132,023 per annum. The post holder is paid £132,023. The post holder is a full-time employee on a full-time permanent contract.
- 6.3 The Deputy Chief Executive reports directly to the Chief Executive. The salary of the post falls within one range of four incremental points between £101,852 rising to a

maximum of £111,405 per annum; the post holder is employed on a full-time permanent employment contract.

- 6.4 Statutory and non-statutory Strategic Directors and Directors – The salary of the posts falls within two grades with a total of eight incremental points between £83,677 rising to a maximum of £99,516 per annum. All Officers are employed on full-time permanent contracts;
- 6.5 Deputy Directors and Heads of Services directly reporting to statutory and non-statutory Strategic Directors and Directors – The salary of these posts falls within four grades with a total of twelve incremental points between £63,282 rising to a maximum of £81,869 per annum;
- 6.6 The definition of ‘Chief Officers’ in the context of the Authority’s hierarchy means each of the following positions as defined by the Local Government and Housing Act 1989:
- Chief Executive Officer - Head of Paid Service
 - Deputy Chief Executive - Section 151 Officer
 - Strategic Director – Economy and Environment
 - Strategic Director – Children and Families
 - Strategic Director – Adults and Communities
 - Director – Financial Services
 - Director – Corporate Services
 - Chief Operating Officer, SRS
 - Monitoring Officer
 - All Deputy Directors and Heads of Service (including those operating under shared arrangements where TCBC is the host)
- 6.7 The remuneration of all Chief Officers as identified in paragraph 6.6 above is based on the JNC nationally agreed terms and conditions.
- 6.8 At present, salary at recruitment is determined by areas of responsibility and experience with progression through grades based on annual performance review by the Chief Executive, the Deputy Chief Executive or Strategic Directors, and in the case of Strategic Directors, in consultation with the Executive Member in the relevant service area, and the Leader.
- 6.9 No bonus payments or direct performance related payments or earn back payments are made and any increases to salary points are negotiated nationally.
- 6.10 The Council employs Chief Officers under nationally negotiated and agreed terms and conditions through the Joint Negotiating Committee (JNC). These terms and conditions are incorporated into their contracts of employment.
- 6.11 The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any

national JNC determined pay rises and this council will therefore pay these as and when determined in accordance with current contractual requirements. The JNC have not yet determined the cost of living pay increase that is to be awarded to this staff group for the 2024/25 financial year.

- 6.12 The Council has a number of shared senior appointments at the present time. They relate specifically to the Shared Resource Services (4) and a shared operation for an Integrated Sensory and Communications Service (1).
- 6.13 The Council's policy on the payment of additional fees to officers within the scope of this statement is that fees for election duties for Chief Officers are not included in salaries. These are determined separately. For contested elections, the fees are based on an agreed sum for the first 1,000 electors and a further sum for each additional 1,000 electors or fraction thereof, and a set, agreed sum for uncontested elections. This policy of payment is approved by Full Council and in line with any national guidance and legislation.

7. Pay for Other Staff Groups

Pay for Staff on NJC Terms and Conditions

- 7.1 The majority of non-teaching council staff are employed on National Joint Council for Local Government (NJC) terms and conditions. Their pay and grading is determined by an analytical job evaluation scheme designed by the Greater London Provincial Council (GLPC) which aims to reward staff with equal pay for work of equal value and which was implemented in 2010.
- 7.2 The grade ranges and salary scales were negotiated and agreed as part of a collective bargaining agreement between the Council and the recognised Trade Unions; these grades and pay scales are included in appendix A. The salary points remain in line with the nationally negotiated NJC terms and conditions.
- 7.3 Cost of living pay increases for this staff group are negotiated at a national level between the Local Government Employers (LGE) and the Unison, GMB and Unite Trade Unions. The cost of living increase for 2024/25 has yet to be formalised. The Council will however ensure that if the agreed cost of living increase does not bring our lowest pay rate into line with the current Foundation Living Wage Rate of £12.00 per hour, then the Foundation Living Wage rate will be applied from 1st April 2024.

Pay for Staff on Soulbury Conditions

- 7.4 Appendix B sets out the current remuneration for staff in the education department who undertake the role of school advisers or education psychologists. Remuneration upon recruitment is determined by an assessment based upon experience and responsibility with appointments made within a four-point grade. The pay award for 2024/25 has not yet been agreed.

Support for Lower Paid Staff

7.5 The authority's definition of "lowest-paid employees" are those staff employed under NJC terms and conditions and paid at salary scale point 1. The Council has previously committed to and will continue to adopt the 'foundation living wage' as its lowest rate of pay should the nationally negotiated rate be lower.

8. Transparency and Accountability

8.1 This pay policy aims to demonstrate that council employees are paid fairly, but not excessively for the work that they do.

8.2 To ensure transparency and accountability, Torfaen County Borough Council publishes in its annual statement of accounts:

- a) The number of employees (except those included in b) below) whose remuneration in the year was greater or equal to £60,000, grouped in rising bands of £5,000
- b) Details, by job title, of the total remuneration (including expenses and employers' pension contributions) of Senior Officers where salary is between £60,000 and £150,000 per year. If any post's remuneration exceeds £150,000, the disclosure will be by name and job title. A Senior Officer is defined by the Accounts and Audit (Wales) (Amendment) Regulations 2010 (SI 2010 No 683).

8.3 This practice ensures that it can be demonstrated that public funds are being properly used and public services are being managed in the public interest.

8.4 The Council will also publish details of the relationship between the remuneration of the Chief Executive Officer and other employees by publication of the multiple of Chief Executive to median earning. In terms of this policy statement the Median is £28,770 giving a ratio of 4.59:1 to the total Chief Executive earnings.

8.5 In addition, the Council will publish details of the relationship between the remuneration of the average pay to Chief Officer and other employees by publication of the multiple of the average Chief Officer salary (£82,184) to median earning. In terms of this policy statement the Median is £28,770 giving a ratio of 2.86:1 to the average Chief Officers earnings.

8.6 The way the pay relationship between the remuneration of its chief officers and its employees who are not chief officers has changed in recent years is shown below:

The ratio of Chief Executive Pay to the median pay in Torfaen was as follows:

	2016	2017	2018	2019	2020	2021	2022	2023	2024
Chief Executive Pay	6.05	5.78	5.53	5.41	4.67	5.15	5.00	4.80	4.59

Median Pay (2024=£28,770)	1	1	1	1	1	1	1	1	1
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The ratio of the average Chief Officer's earnings to the median was as follows:

	2016	2017	2018	2019	2020	2021	2022	2023	2024
Average Chief Officer Pay (2021 = £78,024)	3.67	3.53	3.41	3.45	3.12	3.46	3.10	2.90	2.86
Median Pay (2022= £26,845)	1	1	1	1	1	1	1	1	1
Number of officers on CO grades	34*(8)	36*(9)	33*(6)	32*(6)	29*(5)	28*(6)	28*(6)	34*(5)	31*(5)
Number of TCBC officers on CO grades excl. Shared posts	26	27	27	26	24	22	22	29	26

*Inclusive of the number of shared posts (in brackets) hosted by TCBC.

8.7 The Hutton Fair Pay Report noted that most top to bottom pay multiples in the public sector are in the region of 8.1 to 12.1. The multiples in Torfaen are therefore significantly below this range.

8.8 Excluded from the calculation of the median earnings are all employees of a casual nature and trainees. The figures include all earnings, except for expenses.

9. Discretionary payments upon termination, retirement and redundancy

9.1 Appendix C sets out the Council's policy on discretionary payments to all staff upon termination, retirement and redundancy.

9.2 Welsh Government guidance states that authorities should offer full council the opportunity to vote before large severance packages beyond a particular threshold are approved for Chief Officers leaving the organisation. As with salaries on appointment, the Welsh Ministers consider that £100,000 is the right level for that threshold to be set. The components taken into account within Severance packages include: salary paid in lieu, redundancy payments and pensions strain cost arising from providing early access to an unreduced pension. The guidance also requires members to be aware of any statutory or contractual entitlements due to the officers concerned and the legal consequences of non-approval by Council. The Council follows the Welsh Government guidance.

10. Additional payments and terms and conditions

10.1 All employees can claim expenses, details of which are provided in the Officer's Expenses Manual. In addition, mileage allowance by designated users is payable at the HMRC rate of 45p a mile.

10.2 The subsistence allowances for Officers are as follows:

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and / or family

10.3 Annual Leave and bank holiday entitlements are specified in Appendix D

10.4 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made as follows:

- Where an employee is requested to undertake duties or responsibilities of a higher graded post;
- Where an employee is requested to undertake duties or responsibilities within the scope of their normal role for a period of at least four weeks but are temporarily exceptionally onerous.

10.5 Payment of honoraria will only apply to situations of more than four weeks duration and will normally be for the maximum period of up to 12 months, and subject to six monthly intervals.

10.6 Job evaluation has enabled the Council to set appropriate remuneration levels on a fair and equitable basis. However, occasionally, it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. The Council has a Market Supplement Policy linked to its job evaluation scheme to ensure that the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.

11. Employment of ex-employees as Chief Officers under a contract for services

11.1 The Council's position is that this is generally discouraged, however on an exceptional basis, there may be some specific circumstances where employment of an ex-employee under these terms could be the most effective and efficient way of meeting the Council's needs. If this situation applies formal approval must be sought from the Chief Executive in their role as Head of the Paid Service.

12. Chief Officers' Tax and National Insurance

12.1 The Council does not enter into arrangements with individual employees to minimise their tax and national insurance contributions.

13. Amendments to the Policy

- 13.1 If a change to this pay policy statement is considered to be appropriate during the year, then a revised draft pay policy statement will be presented to full Council for consideration.

14. Policy for Future Years

- 14.1 This Policy statement outlines the current position in respect of pay and reward within the Council and it always remains subject to review to ensure that it meets the principles of fairness, equality, accountability and value for money for the citizens of Torfaen. The Policy statement will be reviewed annually and will be presented to full Council each year for consideration in order to ensure that a policy is in place for the Authority prior to the start of each financial year.

15. Publication

- 15.1 The Authority will publish this pay policy statement on its website (www.torfaen.gov.uk) as soon as is reasonably practicable after it has been approved by Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will similarly be published. The Authority currently publishes information on Chief Officer Remuneration in its Annual Statement of Accounts in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2005.

February 2024



**Torfaen County Borough Council Pay and Grading
NJC Local Government Services
1st April 2024**

Grade	SCP	Salary	Weekly	Hourly
1	3	£24,310	£466.22	£12.60
2	4	£24,404	£468.02	£12.65
	5	£24,790	£475.42	£12.85
3	6	£25,183	£482.96	£13.05
4	7	£25,584	£490.65	£13.26
	8	£25,992	£498.48	£13.47
	9	£26,409	£506.47	£13.69
	10	£26,835	£514.64	£13.91
5	11	£27,269	£522.97	£14.13
	12	£27,711	£531.44	£14.36
	13	£28,163	£540.11	£14.60
	14	£28,624	£548.95	£14.84
	15	£29,093	£557.95	£15.08
	16	£29,572	£567.13	£15.33
	17	£30,060	£576.49	£15.58
6	18	£30,559	£586.06	£15.84
	19	£31,067	£595.81	£16.10
	20	£31,586	£605.76	£16.37
	21	£32,115	£615.90	£16.65
	22	£32,654	£626.24	£16.93
7	23	£33,366	£639.90	£17.29
	24	£34,314	£658.08	£17.79
	25	£35,235	£675.74	£18.26
	26	£36,124	£692.79	£18.72
	27	£37,035	£710.26	£19.20
	28	£37,938	£727.58	£19.66

Grade	SCP	Salary	Weekly	Hourly
8	28	£37,938	£727.58	£19.66
	29	£38,626	£740.77	£20.02
	30	£39,513	£757.78	£20.48
	31	£40,476	£776.25	£20.98
	32	£41,511	£796.10	£21.52
	33	£42,708	£819.06	£22.14
	34	£43,693	£837.95	£22.65
9	34	£43,693	£837.95	£22.65
	35	£44,711	£857.47	£23.17
	36	£45,718	£876.78	£23.70
	37	£46,731	£896.21	£24.22
	38	£47,754	£915.83	£24.75
	39	£48,710	£934.16	£25.25
10	39	£48,710	£934.16	£25.25
	40	£49,764	£954.38	£25.79
	41	£50,788	£974.02	£26.32
	42	£51,802	£993.46	£26.85
	43	£52,805	£1,012.70	£27.37
	44	£53,881	£1,033.33	£27.93
11	44	£53,881	£1,033.33	£27.93
	45	£54,975	£1,054.32	£28.50
	45	£54,975	£1,054.32	£28.50
	46	£56,019	£1,074.34	£29.04
	47	£57,090	£1,094.88	£29.59
	48	£58,162	£1,115.44	£30.15
12	48	£58,162	£1,115.44	£30.15
	49	£59,236	£1,136.03	£30.70
	49	£59,236	£1,136.03	£30.70
	50	£60,305	£1,156.53	£31.26
	50	£60,305	£1,156.53	£31.26
	51	£61,375	£1,177.05	£31.81
12	51	£61,375	£1,177.05	£31.81
	52	£62,447	£1,197.61	£32.37
	52	£62,447	£1,197.61	£32.37
53	£63,518	£1,218.15	£32.92	

Educational Improvement Professionals

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

44	90564	92489	96189
45	91815	93740	97490
46	93069	94994	98794
47	94327	96252	100102
48	95574	97499	101399
49	96825	98750	102700
50	98079	100004	104004
51			108164****
52			112491****

Notes to Educational Improvement Professionals above

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

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

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

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

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

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

Young People's / Community Service Manager

SCP	01.09.21	01.09.22	01.09.23
1	38433	40358	41972
2	39691	41616	43281
3	40947	42872	44587
4	42231*	44156*	45922*
5	43535	45460	47278
6	44807	46732	48601
7	46107**	48032**	49953**
8	47585	49510	51490
9	48400	50325	52338
10	49660	51585	53648
11	50912	52837	54950
12	52166	54091	56255
13	53412	55337	57550
14	54669	56594	58858
15	55928	57853	60167
16	57191	59116	61481
17	58460	60385	62800
18	59722	61647	64113
19	60976	62901	65417
20	62257***	64182***	66749***
21	63562***	65487***	68106***
22	64898***	66823***	69496***

23	66260***	68185***	70912***
24	67650***	69575***	72358***

Notes to Young People's / Community Service Manager above

The minimum Youth and Community Service Officers' scale is 4 points.

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

**normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report).*

***normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report).*

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

Trainee Educational Psychologists

SCP	01.09.21	01.09.22	01.09.23
1	24970	26895	
2	26798	28723	29872
3	28623	30548	31770
4	30453	32378	33673
5	32279	34204	35572
6	34107	36032	37473

- *SCP 1 is deleted with SCP 2 the first point of the scale with effect from 1 September 2023.*

Assistant Educational Psychologists

SCP	01.09.21	01.09.22	01.09.23
1	30694	32619	
2	31948	33873	35228
3	33201	35126	36531
4	34448	36373	37828
5			39341

- *SCP 1 is deleted with SCP 2 the first point of the scale with effect from 1 September 2023*
- *An additional point after SCP 4 with effect from 1 September 2023.*

Educational Psychologists - Scale A

SCP	01.09.21	01.09.22	01.09.23
1	38865	40790	42422
2	40838	42763	44474
3	42811	44736	46525
4	44782	46707	48575
5	46755	48680	50627

6	48727	50652	52678
7	50584	52509	54609
8	52440	54365	56540
9	54179	56104	58348
10	55921	57846	60160
11	57544	59469	61848
12			62540*
13			63836*
14			65120*

Notes to Educational Psychologists - Scale A above

Salary scales to consist of six consecutive points based on the duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

**Extension to scale to accommodate structured professional assessment points.*

- *Three additional SCPs after point 11 with effect from 1 September 2023*
 - *The SCPs added indicate the addition of three pay ranges to the current ranges, namely: A1 – 6, A2 – 7, A3 – 8, A4 – 9, A5 – 10 and A6 – 11*
- SPA points will not be conflated with range points. This allows those local authorities with recruitment and retention challenges and which have the budgetary flexibility, the option to utilise that additional headroom.

Senior and Principal Educational Psychologists

SCP	01.09.21	01.09.22	01.09.23
1	48727	50652	52678
2	50584	52509	54609
3	52440*	54365*	56540
4	54179	56104	58348
5	55921	57846	60160
6	57544	59469	61848*
7	58210	60135	62540
8	59456	61381	63836
9	60690	62615	65120
10	61945	63870	66425
11	63177	65102	67706
12	64431	66356	69010
13	65707	67632	70337
14	66941**	68866**	71621
15	68235**	70160**	72966
16	69514**	71439**	74297
17	70803**	72728**	75637**
18	72090**	74015**	76976**
19			80055**
20			83257**
21			86587**

**DISCRETIONARY PAYMENTS UPON TERMINATION, RETIREMENT AND
REDUNDANCY**

1. Actual Pay
The current Council policy is to base pay redundancy/compensation values up to actual pay, not the statutory limit.
2. Redundancy and Retirement Calculations
Redundancy payment will be based on double the statutory redundancy calculator up to a maximum of 60 weeks. (a multiplier of 2)
3. Augmented Pensionable Service
The Council does not augment pensionable service benefits.
4. Employees who are over 55 and terminate on grounds of redundancy
Employees who are over 55 and in the pension scheme will receive access to their pension upon their termination on the grounds of redundancy and will receive a severance payment of up to 60 weeks with no augmented pension benefits.
5. Employees under 55 or not in the Pension Scheme and who terminate on grounds of redundancy
Employees who are under 55 or not in the Pension Scheme and who terminate on grounds of redundancy will receive a severance payment of up to 60 weeks
6. Termination of Employment on the grounds of efficiency
Employees who terminate their employment on the grounds of efficiency will receive a pension entitlement only in accordance with LGPS Regulations.
7. Early Retirement
There are two key aspects here:

- a) A member voluntarily elects to draw their benefits before normal pension age

Where a scheme member (current employee) chooses to retire early before normal pension age, the Council has a choice of whether to apply the actuarial reductions to the early payment of benefits or to waive the actuarial reductions. Waiving of actuarial reductions in such cases will not normally be considered unless there is a clear financial or operational advantage to the Council in so doing which is supported by a robust business case and the strain cost can be mitigated by the salary saving over less than 2 years.

Torfaen CBC will not waive the actuarial reductions on benefits which a former member voluntarily draws before normal pension age

- b) Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.

This discretion replaces “employer consent” under the 2008 Scheme Regulations.

Under the previous regulations Torfaen CBC agreed in certain circumstances to the early payment of benefits to an active employee aged 55 or over on the grounds of employer consent. The 85 year rule would have automatically applied in these cases but un-protected benefits would have been reduced.

Where active members wish to retire voluntarily, Torfaen CBC will retain the option of “switching on” the 85 year rule in cases where employer consent would previously have been applied where such action can be supported by with a clear financial or operational advantage in so doing which is supported by a robust business case and the strain cost can be mitigated by the salary saving over 2 years.

Torfaen CBC will not switch on the 85 year rule protections on benefits which a former member voluntarily draws before normal pension age.

8. Flexible Retirement

Employees who wish to take flexible retirement will have their case considered on its merits having fully considered service delivery and financial implication issues. Applications for flexible/ phased retirement must be supported by a valid business case by the relevant Service Area, is at the discretion of the Council and will normally only be supported where the release of pension benefits impose no cost to the Council. The accompanying Business Case must, in future, ensure that the cost of early retirement in this scenario be met over a period, normally not exceeding 4 years. Applications for flexible/ phased retirement on a reduced working hours basis will only be considered where contracted hours are reduced by a minimum of 20% and/or there is a change in grade.

ANNUAL LEAVE AND BANK HOLIDAY ENTITLEMENT



1 Annual Leave

- 1.1 Employees leave currently should be commensurate with their local government start date.
- 1.2 Annual leave entitlement is set out below and includes one day in lieu of one of the extra statutory holidays previously granted by the Council.
- 1.3 All requests for leave must be approved by Line Managers and entered on to the Employee's Leave Entitlement Card.

(a) Employees covered by the Council's Local Agreement with UNISON and GMB (WEF 1 April 2023)

Basic entitlement	After 5 years continuous local government service	After 10 years continuous local government service	Bank Holiday Entitlement	
24	29	32	11	81.30
23	28	31	12 (where Christmas shutdown does not apply)	89.00 hours
Chief Officers 30	N/A	N/A	11	

[NOTE: Extra Statutory Days - Monthly Paid Employees: Where Christmas shutdown applies three of the four extra statutory days will be taken at Christmas meaning that most office based services will be closed between Christmas Day and New Year's Day although emergency standby and call out arrangements will continue. Employees who work under these arrangements, i.e., who work on Bank Holiday Tuesdays, will have the remaining extra statutory day added to the annual leave entitlements shown above.]

2 Part Time Workers

2.1 The annual leave and bank holiday entitlement will be reduced proportionately for those employees working 52 weeks per year but less than 37 hours with effect from 1 April 2010 as follows:

- Leave Entitlement and bank holiday divided by Normal Working week (37 hrs)
- Multiplied by Hours Worked
- Multiplied by 7.4 (37 / 5 days)

- 2.2 The annual leave and bank holiday entitlement will be reduced proportionately for those employees working term time only based on the hours worked with effect from 1 April 2023 as follows:

New Starter	After 5 years	After 10 Years
24 days annual leave plus 11 bank holidays = 35	29 days annual leave plus 11 bank holidays = 40	32 days annual leave plus 11 bank holidays
Divided by 37 hours	Divided by 37 hours	Divided by 37 hours
Multiplied by contractual hours	Multiplied by contractual hours	Multiplied by contractual hours
Multiplied by 7.4 (normal working day)	Multiplied by 7.4 (normal working day)	Multiplied by 7.4 (normal working day)
Divided by 45	Divided by 44	Divided by 43.4
Multiplied by weeks worked	Multiplied by weeks worked	Multiplied by weeks worked
Leave amount	Leave amount	Leave amount

- 2.3 Holiday entitlement for all employees working less than 37 hours a week and 52 weeks of the year will be calculated in hours

Working Example: Mrs A works 52 weeks per year, 18 ½ hours per week :

Employee working 52 weeks of the year, 18 ½ hours per week

Entitlement: 24 days annual leave plus 11 bank holidays

Equates to 35 days in total

Divided by 37 hours (normal working week)

Multiplied by 18.5 contracted hours

Multiplied by 7.4 hours (calculation equivalent to normal working day)

Equates to 129.5 hours entitlement

3 General Provisions

- 3.1 The leave year commences on 1 April in any year and terminates on 31 March the following year. Additional leave for 5 and 10 completed years of service, as appropriate, comes into effect on the anniversary of the completion of the necessary service, calculated pro-rata to service in that year.
- 3.2 The above entitlements are for a full year of service. Where service for the year is incomplete, proportionate leave entitlement will apply on the basis of one twelfth for each completed calendar month of service.
- 3.3 A new entrant to the Council's service who has not transferred from another recognised Local Authority will be entitled to take paid annual leave proportionate to the completed months' of service during the leave year of entry, following completion of 1 months service. An officer transferring from another recognised Local Authority must use up any unexpired leave entitlement from the previous employing Authority before commencement of employment with Torfaen.
- 3.4 An Officer who leaves the Local Government service shall be allowed one twelfth of his/her annual leave entitlement for each completed month of service in the current leave year, which should be taken prior to the date of termination;
- 3.5 Other than in exceptional circumstances and by agreement with the relevant Chief Officer only 5 days annual leave not taken during a particular leave year may be carried over into the next leave year.

Chief Officer Pay Grades

Appendix E

Grade Range	SCP	01/04/2023 (3.5%)
13	54	£63,282.00
	55	£64,744.00
	56	£66,193.00
	57	£67,663.00
14	58	£68,924.00
	59	£70,477.00
	60	£72,030.00
	61	£73,589.00
	62	£75,150.00
15	63	£76,706.00
	64	£78,248.00
	65	£80,059.00
	66	£81,869.00
16	67	£83,677.00
	68	£85,489.00
	69	£87,405.00
	70	£89,545.00
17	71	£91,489.00
	72	£93,440.00
	73	£95,377.00
	74	£96,894.00
	75	£99,516.00
18	76	£101,852.00
	77	£104,273.00
	78	£106,648.00
	79	£109,025.00
	80	£111,405.00
19	81	£115,840.00
	82	£119,012.00
	83	£122,181.00
	84	£125,356.00
	85	£128,532.00
	86	£132,023.00