



**Reading**  
Borough Council

Working better with you

# **Summons and Agenda 24 March 2020**

**Chief Executive  
Reading Borough Council  
Civic Offices, Bridge Street,  
Reading, RG1 2LU**



Peter Sloman  
CHIEF EXECUTIVE

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To: All Members of the Council

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16 March 2020

Your contact is: Michael Popham - Democratic Services Manager

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Reading Borough Council to be held at **Council Chamber, Civic Offices, Reading**, on **Tuesday, 24 March 2020 at 6.30 pm**, when it is proposed to transact the business specified in the Agenda enclosed herewith.

Yours faithfully



CHIEF EXECUTIVE



## A G E N D A

1. **MAYOR'S ANNOUNCEMENTS**

To receive Mayor's Announcements.

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

3. **MINUTES**

9 - 18

The Mayor to sign the Minutes of the proceedings of the previous Council Meeting.

4. **PETITIONS**

To receive petitions in accordance with Standing Order 8.

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

Questions in accordance with Standing Order 9.

6. **QUESTIONS FROM COUNCILLORS**

Questions in accordance with Standing Order 10.

7. **COUNCILLORS' ALLOWANCES SCHEME 2020/21 - 2022/23**

19 - 26

Report by Executive Director of Resources

8. **PAY POLICY STATEMENT 2020/21**

27 - 56

Report by Executive Director of Resources

9. **LOCAL ELECTRICITY BILL**

Councillor Emberson to move:

Reading Borough Council acknowledges the efforts that this Council has made to reduce greenhouse gas emissions and promote renewable energy.

The Council also recognises that:

- Councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity
- The very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so.

- Making financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations.
- Revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities.

Accordingly, Reading Borough Council resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply.

The Council further resolves to inform the local media of this decision, write to the Members of Parliament for Reading East and Reading West to ask them to support the Bill, and to write to the organisers of the campaign for the Bill, Power for People, expressing its support.

## 10. **END THE DECLINE IN WILDFLOWERS TO SAVE THE BEES**

Councillor Sokale to move:

The British landscape has witnessed a 97% decline in wildflower meadows since 1945. Wildflowers also have a part to play in meeting the challenge of climate change as they have been shown to improve air quality in urban areas. This is because they have an optimum green structure with their different leaves capturing a range of pollutants as well as removing carbon dioxide from the atmosphere.

Today, wildflower meadows make up less than 1% of the UK landscape. Wildflowers are especially important for pollinating insects such as: bumble bees, moths, butterflies, wasps, beetles, and hoverflies as well as honeybees which have been negatively impacted over the last century with habitat loss, pesticides and the depletion of nectar sources.

The decline of wildflowers and the resulting decline in pollinating insects is a problem for us all as it is estimated that one third of food we eat is pollinator dependant. Without them, we endanger future food production.

The Council welcomes:

- The Reading Climate Change Partnership Strategy which will reflect the council's commitment to climate change and the environment.
- Financial initiatives to increase wildflower planting and maintenance within the Borough on Council-managed property.
- The commitment of our Parks Team to identify routes and areas where the possibility exists for wildflower planting with the

Council's Geographical Information System (GIS).

- The draft Local Transport Plan, currently out for public consultation, and its intent to increase biodiversity along Reading's highways.

This Council resolves to:

- Seek to increase wildflower planting within the Borough, noting that much land suitable for planting is in private ownership.
- Continue to identify and manage Reading's wildflower meadows for wildlife and pollinators and seek viable opportunities to increase the extent of these habitats.
- Explore and, where suitable, trial alternative maintenance approaches on grass verges.
- Actively engage local groups and interested residents on areas suitable for wildflower planting and to further work with and advise those volunteers as to the planting and maintenance of these areas.
- Deliver on the wider Biodiversity Strategy, now out for public consultation, as a component of the Reading Climate Change Strategy and to regularly review and improve its management plans for parks and open spaces to increase biodiversity.

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Members of the public who participate in the meeting will be able to speak at an on-camera or off-camera microphone, according to their preference.

Please speak to a member of staff if you have any queries or concerns.

**Present:** Councillor Woodward (Mayor);

Councillors David Absolom, Debs Absolom, Ayub, Ballsdon, Barnett-Ward, Brock, Carnell, Challenger, Davies, Duveen, Eden, Edwards, Emberson, Ennis, Gittings, Grashoff, Hoskin, James, Jones, Khan, Leng, Lovelock, Manghnani, Maskell, McEwan, McGonigle, McKenna, O'Connell, Page, Pearce, Robinson, Rowland, Rynn, D Singh, R Singh, Skeats, Sokale, Stanford-Beale, Stevens, Terry, White, Whitham, J Williams and R Williams;

**Apologies:** Councillor Hacker.

### 39. MINUTES

The Minutes of the meeting held on 28 January 2020 were confirmed as a correct record and signed by the Mayor.

### 40. PETITION

Carol Goddard presented a petition in the following terms:

It is with great regret that I understand you are not replacing the Bowls Hall when the new Leisure Centre is to be built.

I am currently a bowler at Rivermead Bowling Club and would like the facility to either be provided at the new Leisure Centre or at a new building close to the current one.

I will be unable to play at Whiteknights and I do not want to drive to a Club up to 30 minutes drive away from my home.

Please reconsider your current plans and provide a new facility for Rivermead Bowling Club.

**RESPONSE** by Councillor Hoskin (Lead Councillor for Health, Wellbeing and Sport):

Thank you very much for taking the time to bring your petition to the Council tonight.

We do understand your disappointment that a dedicated bowls hall could not, in the end, be provided within the final plans for the new leisure centre at Rivermead. Whilst we would love to have been able to provide a new bowls hall the process to select a partner was driven by a need to secure affordability for the council tax payer. These budget constraints meant we were unable to include these facilities in the specification for the leisure contract as a minimum requirement.

As part of the process to develop the specification, the Council used Sport England modelling to review the demand and supply for indoor sports facilities, including bowls. Particular attention was paid to likely future demand including changes in population and changing trends in participation in physical activity.

This was used to produce the minimum requirements for facilities and services. The modelling indicated greater capacity than demand for indoor bowls, reflecting the membership numbers observed.

Reading is unusually fortunate to be served by two indoor bowls halls, three miles apart. Whiteknights bowls club with seven rinks has 850 to 900 members, and Rivermead with 250 to 300 members, uses the six rinks provided.

## COUNCIL MEETING MINUTES - 25 FEBRUARY 2020

Whilst the consideration of what facilities exist within Greater Reading was part of the considerations in terms of prioritisation, the club's aspirations and business plan was provided to the bidders to help them draw up their proposals.

Whilst the new facility at Rivermead will not include an indoor bowls centre, the aim is to create an inclusive swimming and fitness environment, including a 25m 8-lane competition pool and a 6-court sports hall.

In addition, the GLL have been tasked with increasing the number of people from priority groups participating in physical exercise. To achieve this GLL have opted to make significant improvement to facilities and provide a number of targeted activities within their programme.

For older people, this includes expanding the 60+ clubs across all leisure centres in Reading, providing more walking sports, and developing new activities with Age UK and the University of the 3rd Age.

There are plans to link to health programmes such as social prescribing, exercise referral, falls prevention, cardiac and cancer rehabilitation activities. There will also be community outreach programmes targeting priority groups delivering monthly sessions in community settings such as parks and community centres.

That said, I understand that your specific concern, and passion, is about indoor bowls. I have committed myself to working closely with Rivermead Bowls Club to explore fully all options and proposals to support both it and members over the next couple of years. A senior council officer and I have already enjoyed a productive meeting with the club and the next is in the diary. Furthermore we will increasingly include GLL in these discussions. It is also important to remember that the present bowls hall, along with the rest of Rivermead, will remain open until, at least, late summer 2022, and therefore provide a home for the winter 20/21 and 21/22 seasons.

### 41. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH STANDING ORDER 9

|    | Questioner           | Subject                                    | Answer       |
|----|----------------------|--|--------------|
| 1. | Helen Palmer         | RBH Environmental Policy                   | Cllr Page    |
| 2. | Alice Mpofu-Coles    | School Exclusions                          | Cllr Pearce  |
| 3. | Richard Stainthorp   | Recycling Rates                            | Cllr James   |
| 4. | Richard Stainthorp   | Food Waste Recycling                       | Cllr James   |
| 5. | Richard Stainthorp   | School Capacity                            | Cllr Pearce  |
| 6. | Stuart Kinton        | Climate Emergency                          | Cllr Brock   |
| 7. | Michael Sage         | Climate Emergency - Lobbying & Cooperation | Cllr Brock   |
| 8. | Andrew Hornsby-Smith | Carbon Neutral by 2030                     | Cllr Page    |
| 9. | Andrew Hornsby-      | Chestnut Walk                              | Cllr Rowland |

**COUNCIL MEETING MINUTES - 25 FEBRUARY 2020**

|     |                 |                                      |             |
|-----|-----------------|--------------------------------------|-------------|
|     | Smith           |                                      |             |
| 10. | Amjad Tarar     | Improving Recycling Rates            | Cllr James  |
| 11. | Amjad Tarar     | Major Developments in Reading        | Cllr Page   |
| 12. |                 | WITHDRAWN                            |             |
| 13. | Stuart Kinton   | Carbon Neutral by 2030               | Cllr Page   |
| 14. | Roger Lightfoot | Leisure Facilities Contract          | Cllr Hoskin |
| 15. | Peter Burt      | Free Swimming                        | Cllr Hoskin |
| 16. | Peter Burt      | Sports and Leisure Forum             | Cllr Hoskin |
| 17. | Roger Lightfoot | New Swimming Pools                   | Cllr Hoskin |
| 18. | John Booth      | Climate Emergency - Local Investment | Cllr Page   |

As there was insufficient time, pursuant to Standing Order 9(6), a written reply to Questions 8-11 and 13-18 above would be provided in accordance with Standing Order 11(3).

(The full text of the questions and replies was made available on the Reading Borough Council website).

**42. QUESTIONS FROM COUNCILLORS IN ACCORDANCE WITH STANDING ORDER NO 10**

|    | Questioner      | Subject                            | Answer      |
|----|-----------------|------------------------------------|-------------|
| 1. | Cllr Duveen     | Accounts for 2017/18 & 2018/19     | Cllr Brock  |
| 2. | Cllr Duveen     | Equal Pay Settlements              | Cllr Brock  |
| 3. | Cllr O'Connell  | Traveller Incursions               | Cllr Page   |
| 4. | Cllr Manghnani  | Travellers                         | Cllr Page   |
| 5. | Cllr Manghnani  | Indoor Bowling at Rivermead        | Cllr Hoskin |
| 6. | Cllr White      | Is Rough Sleeping on the Increase? | Cllr Ennis  |
| 7. | Cllr J Williams | Ensuring Value for Public Money    | Cllr Brock  |
| 8. | Cllr McGonigle  | Single use Plastics Update         | Cllr Brock  |
| 9. | Cllr White      | Green Road Tennis Courts           | Cllr Hoskin |

As there was insufficient time, pursuant to Standing Order 10(4), a written reply to Questions 8-9 above would be provided in accordance with Standing Order 11(3).

(The full text of the questions and replies was made available on the Reading Borough Council website).

**43. CHIEF FINANCE OFFICER'S REPORT ON THE ROBUSTNESS OF THE COUNCIL'S 2020/21 BUDGET**

The Executive Director of Resources submitted a report fulfilling the requirement on her under Section 25 of the Local Government Act 2003 as the Council's Chief Finance Officer to report on the robustness of the estimates made for the purposes of the calculations of the budget and the adequacy of the proposed level of financial reserves. The Council had a duty to have regard to the advice set out in the report when considering setting its 2020/21 Budget and Medium Term Financial Strategy for the subsequent two financial years. The Statement of Reserves and Balances, which provided a summary of estimated reserve movements from 31 March 2020 and 31 March 2023, were attached to the report for information.

The following motion was moved by Councillor Brock and seconded by Councillor Page and CARRIED:

**Resolved -**

That the Chief Finance Officer's report on the robustness of the Council's 2019/20 budget and indicative budgets for the subsequent two financial years 2020/21 and 2021/22 be noted and the opinion contained therein be taken into account in making the decisions set out in Minutes 44-47 below.

**44. 2020/21 BUDGET & MEDIUM TERM FINANCIAL STRATEGY TO 2023**

Further to Minutes 59 and 72 of the Policy Committee meetings held on 16 December 2019 and 17 February 2020 respectively, the Executive Director of Resources submitted a report on the Budget and Medium Term Financial Strategy (MTFS) for the three years 2020/21 - 2022/23. The report provided an update on the results of the budget consultation exercise as well as changes arising from the publication of the Provisional Local Government Finance Settlement [LGFS] and other changes that had arisen since the report to Policy Committee in December.

The proposed Medium Term Financial Strategy was informed by and supported the delivery of the Council's Corporate Plan priorities including its commitment to address the climate change emergency; and sought to ensure that the Council was "fit for the future", with sound finances that would allow the Council's future funding challenges and spending pressures to be met in as sustainable a way as possible. The underpinning rationale of the Medium Term Financial Strategy was to deliver a balanced and affordable budget that ensured the Council's finances were sustainable over the medium term and that in the longer term the Council's finances were not reliant on the unsustainable use of one-off reserves or funding and that general and earmarked reserves were maintained and bolstered to meet future funding challenges and risk. The Strategy was informed by the Council's Vision: "to ensure that Reading realises its potential - and that everyone who lives and works in Reading can share in the benefits of its success", as well as its Corporate Plan priorities. The Budget assumptions were set out in the report as follows:

- a) Council Tax increases of 3.99% (including a one off 2.0% social care precept) in 2020/21 and 1.99% in both 2021/22 and 2022/23;
- b) £32.9m of efficiencies and increased income across the period;
- c) A contingency provision over the three years (£3.5m 2020/21; £4.9m 2021/22; and £5.2m 2022/23) to mitigate possible slippage or non-achievement of higher risk savings and/or income targets over the period;

## COUNCIL MEETING MINUTES - 25 FEBRUARY 2020

- d) General Fund capital investment of £365m over the period 2020/21 to 2022/23 of which £200m would be for invest to save purposes;
- e) £4.5m of transformation funding (over the period 2020/21 to 2021/22) to support delivery of efficiency savings assumed within the MTFS.

The report had the following documents appended: Summary of General Fund Budget 2020-21 to 2022-23; General Fund Revenue Budget by Service 2020-21 to 2022-23; Detailed General Fund Budgets 2020-21 to 2022-23; Housing Revenue Account Budget 2020-21 to 2022-23; General Fund and HRA Capital Programme 2020-21 to 2022-23; Flexible Capital Receipts Strategy; Fees and Charges; Equality Impact Assessment; Dedicated Schools Grant; and details of the Budget Consultation exercise.

A motion was moved by Councillor Brock and seconded by Councillor Page and CARRIED as set out in the resolution below.

The following amendment was moved by Councillor White and seconded by Councillor Whitham and LOST:

'In the recommendation relating to 2020/21 Budget & Medium Term Financial Strategy to 2023 (Agenda item 8), insert "subject to an additional recommendation (i) below" after the words "...endorse the Draft 2020/21 General Fund and Housing Revenue Account budgets, Draft Capital Programme and Medium Term Financial Strategy as set out in Appendices 1-9, and..."

Add a new Recommendation (i) as follows:

"(i) This Council notes:

- Reading Council has declared a climate emergency.
- 39% of Reading's carbon emissions comes from housing.
- 4,000 houses per year need to be insulated.
- 7,290 of our Reading households live in fuel poverty (where they don't have enough money to heat their home) and in some parts of the town it is as high as 30% of residents (UK average is 10.9%).
- Most Council homes have had basic energy efficiency measures installed but many private rented and owner-occupied properties haven't.
- There is no government scheme of the appropriate size to insulate the number of homes needed.
- However, some government funding is available. Local Authority Flex (LA Flex), is a part of the UK Government's third phase of ECO (Energy Company Obligation) money to tackle fuel poverty.
- Neighbouring Bracknell Forest Council has a Local Authority Flex scheme. They work with local insulation companies and have insulated 1,126 private rented and owner-occupied properties under this scheme since November 2018. Bracknell also offer top up grants to pay for further insulation and energy efficiency measures.

This Council resolves to:

- Set up a Local Authority Flex scheme to use central government money to insulate qualifying Reading homes in the private rented and owner-occupied sectors as soon as possible.
- Earmark £1 million of the 19/20 General Fund revenue underspend to set up a grants fund to pay for top up housing energy efficiency measures to houses

## COUNCIL MEETING MINUTES - 25 FEBRUARY 2020

which qualify under the Local Authority Flex scheme. This money will also pay for an 18 month fixed term post to finalise and administer the scheme.

- The grants fund will be used for home energy efficiency measures that will help homes reach an Energy Performance Certificate level C. Priority for the grants fund will be given to helping those in fuel poverty."

Make all consequential amendments to the revenue and capital budgets arising from the above amendment.'

A recorded vote having been demanded, the voting was as follows:

For the motion: 6 Councillors Duveen, McGonigle, O'Connell, White, Whitham and J Williams.

Against the motion: 39

Councillors David Absolom, Debs Absolom, Ayub, Ballsdon, Barnett-Ward, Brock, Carnell, Challenger, Davies, Eden, Edwards, Emberson, Ennis, Gittings, Grashoff, Hoskin, James, Jones, Khan, Leng, Lovelock, Maskell, Manghnani, McKenna, McEwan, Page, Pearce, Robinson, Rowland, Rynn, D Singh, R Singh, Skeats, Sokale, Stanford-Beale, Stevens, Terry, R Williams and Woodward.

The following amendment was moved by Councillor Duveen and seconded by Councillor O'Connell and LOST:

'In the recommendation relating to 2020/21 Budget & Medium Term Financial Strategy to 2023 (Agenda item 8), insert "subject to an additional recommendation (i) below" after the words "...endorse the Draft 2020/21 General Fund and Housing Revenue Account budgets, Draft Capital Programme and Medium Term Financial Strategy as set out in Appendices 1-9, and..."

Add a new Recommendation (i) as follows:

"(i) This Council notes from the Chief Financial Officer's Report that the current year 2019/20 will end with a projected underspend of £3.2m.

In view of this we propose that the Council add the following projects to the Recommended Actions, using money from the underspend in 2019-20.

In relation to paragraph 13.3 of the report, amend the following bullet points:

- £500,000 for electric vehicle charging points (across 2 years from 2020-21);
- £200,000 for tree planting including a new bowser and towing vehicle in 2020-21 and further annual funds of £100,000 for 2021/22 and 2022/23; and

add the following additional bullet point:

- £50,000 for a second camera van"

Make any consequential amendments to the revenue and capital budgets arising from the above amendment.'

A recorded vote having been demanded, the voting was as follows:

For the motion: 6 Councillors Duveen, McGonigle, O'Connell, White, Whitham and J Williams.

## COUNCIL MEETING MINUTES - 25 FEBRUARY 2020

### Against the motion: 39

Councillors David Absolom, Debs Absolom, Ayub, Ballsdon, Barnett-Ward, Brock, Carnell, Challenger, Davies, Eden, Edwards, Emberson, Ennis, Gittings, Grashoff, Hoskin, James, Jones, Khan, Leng, Lovelock, Maskell, Manghnani, McKenna, McEwan, Page, Pearce, Robinson, Rowland, Rynn, D Singh, R Singh, Skeats, Sokale, Stanford-Beale, Stevens, Terry, R Williams and Woodward.

### **Resolved -**

That, taking due regard of the results of the budget consultation exercise (as outlined in Section 3 and set out in more detail in Appendix 10 of the report), endorse the Draft 2020/21 General Fund and Housing Revenue Account budgets, Draft Capital Programme and Medium Term Financial Strategy as set out in Appendices 1-9, and agree the following:

- (a) the Council's General Fund Budget Requirement of £150.1m for 2020/21 and an increase in the Band D Council Tax for the Council of 3.99% (1.99% general increase and 2.00% additional adult social care precept) or £64.93 per annum representing a Band D Council Tax of £1,692.16 per annum as set out in paragraph 8.2 of the report;
- (b) the proposed efficiency savings of £6.3m together with additional income of £5.3m in 2020/21 required to achieve a balanced budget for that year as set out in Appendix 2 to the report;
- (c) the overall savings proposed within the MTFs of £32.9m (of which changes to income, fees and charges is £13.5m) and three-year growth changes to service budgets of £26.6m as set out in Appendix 3;
- (d) the Housing Revenue Account budget for 2020/21 of £40.9m as set out in Appendix 4 and an average increase of 3.3% in social dwelling rents from April 2020 giving a revised weekly average social rent of £102.57;
- (e) the General Fund and Housing Revenue Account Capital Programmes as set out in Appendices 5a and 5b;
- (f) the Strategy for the use of flexible capital receipts to deliver future transformation and ongoing savings as set out in Appendix 6;
- (g) the changes to Fees and Charges set out in Appendix 7 of the report;
- (h) the allocation of Dedicated Schools Grant (DSG) as set out in Appendix 9.

A recorded vote having been demanded, the voting was as follows:

### For the motion: 29

Councillors David Absolom, Debs Absolom, Ayub, Barnett-Ward, Brock, Challenger, Davies, Eden, Edwards, Emberson, Ennis, Gittings, Hoskin, James, Jones, Khan, Leng, Lovelock, Maskell, McKenna, McEwan, Page, Pearce, Rowland, D Singh, Sokale, Terry, R Williams and Woodward.

### Against the motion: 16

Councillors Ballsdon, Carnell, Duveen, Grashoff, Manghnani, McGonigle, O'Connell, Robinson, Rynn, R Singh, Skeats, Stanford-Beale, Stevens, White, Whitham and J Williams.

**45. DRAFT CAPITAL STRATEGY**

Further to Minute 73 of the Policy Committee held on 17 February 2020, the Executive Director of Resources submitted a report on the Capital Strategy, which was attached as an Appendix, and provided an overview of where and how the Council intended to deploy its capital resources to support the delivery of the strategic aims set out in the Corporate Plan. The Capital Strategy should be read in conjunction with other strategic documents such as the Council's Asset Management Plan, Treasury Management Strategy Statement (TMSS) and the Commercial Investment Strategy. The Council had an ambitious Capital Programme, a key aspect of which was the commitment to invest in the acquisition of commercial property in Reading and neighbouring Local Enterprise Partnership (LEP) areas to support its strategic objectives. The extent of the Council's investment in commercial properties and the criteria for investment were set out in section 5 of the Strategy. The Council had limited capital resources and had therefore developed a prioritisation matrix to determine how resources would be used and capital bids were assessed using this tool to highlight risks and opportunities.

The Capital Strategy had regard to prevailing Ministry of Housing, Communities and Local Government (MHCLG) Guidance and the Prudential Code. Compliance with government guidance was considered on a case by case basis and where permissible may be ignored if not in line with the Council's Corporate Plan. The Council had decided not to have full regard to CIPFA guidance or the Prudential Code as it related to commercial property investment and lending to housing associations. The proposed Action Plan at Appendix D of the Strategy identified four areas where work was required for the Council to become fully compliant with the CIPFA code requirements. These were:

- Developing our knowledge of the existing asset base;
- Identifying what assets we need in the future;
- Developing and implementing new systems and processes, which enable the transition to become fully compliant with the code requirements;
- Reviewing current capacity within the organisation.

The following motion was moved by Councillor Brock and seconded by Councillor Page and CARRIED:

**Resolved -**

- (1) That the Capital Strategy, as attached at Appendix 1 to the report, be approved;
- (2) That the updated Action Plan that formed Appendix D of the Capital Strategy be noted, together with the associated financial implications.

**46. COUNCIL TAX SETTING**

The Director of Resources submitted a report seeking approval of the calculations for determining the Council Tax requirement for the year 2020/21, in accordance with the Local Government Finance Act 1992. The report also sought approval to set the Council Tax amounts for each property valuation band in the Borough including precepts from the Thames Valley Police and Royal Berkshire Fire & Rescue Service.

The following motion was moved by Councillor Brock and seconded by Councillor Page and CARRIED:

## COUNCIL MEETING MINUTES - 25 FEBRUARY 2020

Resolved -

- (1) That the following amounts that have been calculated for the year 2020/21 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 be agreed:
  - (i) £425,131,532 being the estimated aggregate expenditure of the Council in accordance with section 31A (2) of the Act;
  - (ii) £329,116,681 being the estimated aggregate income of the Council for the items set out in section 31A (3) of the Act;
  - (iii) £96,014,851 being the amount by which the aggregate at (i) above exceeds the aggregate at (ii) above, calculated in accordance with Section 31A(4) of the Act, as the Council's Council Tax Requirement for the year (Item R);
  - (iv) £1,692.16 being the amount at (iii) above (Item R) divided by the Council's tax base 56,741 (Item T) calculated in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year, representing an increase of 3.99% in the Council's own tax;
- (2) That the net tax base of 56,741 Band D equivalent properties (being the gross tax base adjusted for an assumed collection rate) used for setting the budget requirement for 2020/21 that was agreed by Council on 28 January 2020 be noted; and
  - (i) that the Band D charge for Reading Borough Council be £1,692.16 as shown in section 4.4 of the report; and
  - (ii) that, including the Berkshire Fire & Rescue Service and Thames Valley Police precepts, Council Tax by property valuation band be as set out in section 4.8 of the report.

### **47. TREASURY MANAGEMENT STRATEGY STATEMENT (2020/21); MINIMUM REVENUE PROVISION POLICY (2020/21); ANNUAL INVESTMENT STRATEGY (2020/21)**

The Executive Director of Resources submitted a report seeking approval for a Treasury Management Strategy, which had to be in place before the start of each financial year, in accordance with the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 and the CIPFA Prudential Code. The Council's Treasury Management Strategy Statement (TMSS), was attached to the report at Appendix A, setting out the parameters for the Council's planned Treasury activity during 2020/21, which the Council's Treasury Team would manage on a day-to-day basis. The TMSS reflected the Council's Capital Programme 2020/21 to 2022/23 with non-treasury investments being registered in the Council's Capital Strategy, which was presented separately to the TMSS (see Minute 45 above). The report also had appended the Treasury Management Policy 2020/21; Minimum Revenue Provision (MRP) 2020/21; and the Annual Investment Strategy.

The following motion was moved by Councillor Brock and seconded by Councillor Page and CARRIED:

## COUNCIL MEETING MINUTES - 25 FEBRUARY 2020

### Resolved -

- (1) That the Treasury Management Strategy Statement for 2020/21 as set out in Appendix A to the report be approved;
- (2) That the Treasury Management Policy for 2020/21 as set out in Appendix A to the report be approved;
- (3) the Minimum Revenue Provision (MRP) Policy for 2020/21 as set out in Appendix A to the report be approved;
- (4) That the Annual Investment Strategy for 2020/21 as set out in Appendix A to the report be approved;
- (5) That the Prudential and Treasury Management indicators as set out in Appendix A to the report be approved.

### 48. RBC ACTION SINCE DECLARATION OF A CLIMATE EMERGENCY - AND FUTURE PLANS

Further to Minute 74 of the Policy Committee held on 17 February 2020, the Executive Director of Economic Growth & Neighbourhood Services submitted a report on action taken on climate change since the declaration of a climate emergency at Council on 26 February 2019 (Minute 48 refers), and to summarise future plans in this area, with a particular focus on financial commitments in the context of the Budget and Medium Term Financial Strategy to 2023. The report illustrated that over the two first full financial years since the declaration of a climate emergency, 2019/20 and 2020/21, the Council had committed around £34 million to capital projects which would contribute directly to reducing emissions, in both its own operations and the wider community. The report also showed how the Council had made additional revenue commitments to develop and accelerate its response to the declaration. Additionally, the Council would ensure that all policy and spending decisions across the full range of its activities took account of their impact on emissions wherever possible, and that all staff were engaged in the process of working towards the goal of a net zero carbon Reading by 2030. A new Climate Action Programme Board had been established in January 2020 to help achieve this and to ensure good governance in this area in line with best practice advice. The report had appended a summary of the Council's action since declaring a Climate Emergency and the plans to continue this work.

The following motion was moved by Councillor Brock and seconded by Councillor Page and CARRIED:

### Resolved -

That the progress to date and the future plans as outlined in Appendix 1 to the report to take forward the Council's commitment to achieving a net zero carbon Reading by 2030 be endorsed.

(The meeting closed at 9.25pm).

# Agenda Item 7

## READING BOROUGH COUNCIL

### REPORT BY EXECUTIVE DIRECTOR OF RESOURCES

|                  |   |            |                               |
|------------------|---|------------|-------------------------------|
| TO:              | COUNCIL   |            |                               |
| DATE:            | 24 MARCH 2020                                     |            |                               |
| TITLE:           | COUNCILLORS' ALLOWANCES SCHEME 2020/21 - 2022/23  |            |                               |
| LEAD COUNCILLOR: | COUNCILLOR BROCK                                  | PORTFOLIO: | LEADERSHIP                    |
| SERVICE:         | COUNCILLOR SERVICES                               | WARDS:     | BOROUGHWIDE                   |
| LEAD OFFICER:    | MIKE GRAHAM                                       | TEL:       | 0118 937                      |
| JOB TITLE:       | ASSISTANT DIRECTOR, LEGAL AND DEMOCRATIC SERVICES | E-MAIL:    | Michael.graham@reading.gov.uk |

#### 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Further to Minutes 54, 9 and 18 of the Council's meetings held on 26 March, 22 May and 25 June 2019 respectively, this report sets out the recommendations of the Independent Remuneration Panel in relation to the scheme of Councillors' Allowances for the financial year 2020/21.
- 1.2 The Independent Remuneration Panel considers a scheme of allowances and makes recommendations to Council each year. In 2019/20, the Panel undertook a full review of the scheme. As part of that review, the Panel recommended the basic allowance and the Special Responsibility Allowances (SRAs) should be increased at the beginning of each new financial year in accordance with the Local Government Pay Settlement (LGPS). The Council accepted this recommendation.
- 1.3 On the basis of the Panel's full review in 2019/20, the Council adopted a revised scheme, which came into effect on 1 October 2020. The Panel has decided to recommend that the Councillors' Allowances scheme for 2020/21 should remain unchanged, with the expectation that the basic allowance and SRAs would be increased in line with the LGPS. This recommendation had been an important feature of the Panel's report to provide a safeguard to prevent councillors' allowances in Reading falling behind other comparable authorities again in the future.

#### 2. RECOMMENDED ACTION

- 2.1 The Leader will move a motion.

### 3. POLICY CONTEXT

3.1 The Council on 25 June 2019 (Minute 18 refers) agreed a scheme for Councillors' Allowances for 2019/20, with the following features:

- (i) The total amount to be spent on Councillors' Allowances be £550,000;
- (ii) The level of basic allowance to be paid to each councillor be £8,220 per annum.
- (iii) That the remaining £171,875 be spent on special responsibility allowances (SRA) to be paid at the following levels to the office holders as specified below:

| Office Holder  | Level of SRA pa |
|--|-----------------|
| Leader of the Council  | £18,500         |
| Deputy Leader of the Council   | £11,300         |
| Tier 1 to be paid to the Lead Councillors  | £9,500          |
| Tier 2 to be paid to the Leader of the main opposition group and the Chairs of Licensing Applications Committee and Planning Applications Committee  | £6,076          |
| Tier 3 to be paid to the Chairs of Committees (except the Chair of the Appeals Committee), and Group Leaders of the other political groups   | £3,039          |
| Tier 4 to be paid to councillors carrying out such other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance under Paragraph 5(1)(i) of the Local Authorities (Members' Allowances) (England) Regulations 2003 | £1,074          |

(iv) Councillors may claim for the cost of a carer to look after children or disabled or elderly dependant relatives whilst undertaking approved duties on behalf of the Council as follows:

- Up to £9 per hour for childcare, up to 15 hours per week;
- Up to £9 per hour for the carer of a disabled or elderly dependant relative (including a disabled child), up to 15 hours per week;

and provided that the above claims were supported by a signed receipt from the carer confirming the hours and amount claimed and that the carer was not a close relative. These allowances are taxable.

(v) An approved duty is defined as follows:

- a meeting of the executive
- a meeting of a committee of the executive
- a meeting of the authority
- a meeting of a committee or sub-committee of the authority
- a meeting of some other body to which the authority makes appointments or nominations

- a meeting of a committee or sub-committee of a body to which the authority makes appointments or nominations
- a meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

3.3 The Council, on 13 November 2001, set up an independent Remuneration Panel to review annually the Council's scheme for Councillors' Allowances and to make recommendations for a scheme of allowances to include:

- i) the amount of basic allowance to be paid to all Councillors;
- ii) the duties in respect of which Councillors should receive a special responsibility allowance, and the amount of such an allowance;
- iii) allowances for the care of children or dependants.

3.4 The Remuneration Panel was set up to include at least three and no more than five independent members appointed to represent stakeholders of the Council. Its current membership is:

- Francis Connolly - member with experience of the local voluntary sector and local business
- Linda Fort - member with experience of the local media
- Mick Pollek - member with experience of the local trade union movement
- Lady Audrey Durant - member with experience of the local voluntary sector

## 4. THE PROPOSAL

4.1 The Panel conducted a full review of the Councillors' Allowances Scheme, which was reported to the Council on 25 June 2019. The new scheme, which is attached to the report, came into effect on 1 October 2019. In view of the recent review of the scheme, the Panel has decided not to recommend any modifications to the scheme for 2020/21. As part of the scheme the basic allowance and the Special Responsibility Allowances set out above are set to be increased at the beginning of each new financial year in accordance with the Local Government Pension Settlement for the period of the scheme (ie

the subsequent three years to 1 April 2022). It is also recommended that the carers' allowance, which is available to councillors to cover the cost of looking after dependants, whilst they are undertaking approved duties on behalf of the Council, should be increased in line with the 'Real Living Wage' to £9.30.

## **5. CONTRIBUTION TO STRATEGIC AIMS**

- 5.1 The provision for the payment of allowances to Councillors gives local authorities the scope to set allowances schemes to suit local needs and to help ensure that Councillors are not financially disadvantaged in serving as elected Members.
- 5.2 Ensuring Councillors are recompensed fairly for their services will help to attract candidates of high calibre and help to retain them, thereby enhancing the stability and experience of Reading's elected Councillors.

## **6. COMMUNITY ENGAGEMENT AND INFORMATION**

- 6.1 South East Employers conducts an annual survey of members' allowances that provides benchmarking data and this has been used to compare the level of allowances in Reading with the Berkshire unitary and other comparable authorities.
- 6.2 During the recent Independent Remuneration Panel in 2019/20, the Panel found that Special Responsibility Allowances in Reading had fallen far behind those paid to councillors in the other Berkshire unitary authorities and its comparable group, 'statistical neighbours'. The Panel was of the view that Reading's councillors should be valued as much as their counterparts throughout Berkshire and recommended significant increases in the SRA for Reading's Councillors. The Council considered the Panel's recommendations and agreed to increase SRAs substantially, whilst generally keeping Reading's SRAs at the lowest level in Berkshire.

## **7. EQUALITY IMPACT ASSESSMENT**

- 7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.2 An Equality Impact Assessment (EIA) is not relevant to this decision.

## **8. ENVIRONMENTAL AND CLIMATE IMPLICATIONS**

- 8.1 Not relevant to this report.

## **9. LEGAL IMPLICATIONS**

- 9.1 The Local Government Act 2000 requires local authorities to set up and maintain an independent Remuneration Panel to make recommendations to the authority concerning the allowances to be paid to elected members.
- 9.2 The relevant regulations governing the payment of allowances to elected members are:

- The Local Authorities (Members' Allowances) Regulations 1991 No. 351
- The Local Authorities (Members' Allowances) (Amendment) Regulations 1995 No. 553
- The Local Authorities (Members' Allowances) (Miscellaneous Provisions) Regulations 2001
- Local Authorities (Members' Allowances) (England) Regulations 2001
- The Local Authorities (Members' Allowances) (England) Regulations 2003
- The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

9.3 The Local Government Act 2000 (Commencement No 6), made on 15 February 2001, brought into force from 19 February 2001 all the provisions of the Local Government Act 2000 which relate to allowances except the abolition of attendance allowance which was abolished from 28 July 2001.

9.4 The relevant regulations came into force on 4 May 2001 and from that date local authorities have been under a duty to set up an independent Remuneration Panel. Any decision to amend, revoke or replace an allowances scheme will have to be taken having regard to the recommendations of the Panel. This will apply to the Council's current scheme, which will expire on 31 March 2020.

9.5 Under Regulation 2(5) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, the adoption of the Councillors' Allowances scheme may not be the responsibility of the executive of the authority. Regulation 2(7) goes further and states that the Council may not delegate this function to a Committee or to an officer. The Council has to take all decisions relating to the adoption of its Scheme of Councillors' Allowances.

## **10. FINANCIAL IMPLICATIONS**

10.1 The 2020/21 budget for Members' Allowances is £550,000, subject to final confirmation of the Local Government Pay Settlement for 2020/21.

10.2 The MTFS includes a provision for the base budget to be increased in line with the Local Government Pay Settlement.

10.3 These costs will be reviewed annually as part of the Council's budget setting process.

## **11. BACKGROUND PAPERS**

11.1 None



## READING BOROUGH COUNCIL

### SCHEME FOR COUNCILLORS' ALLOWANCES - 2020-2021

#### FINDINGS OF REMUNERATION PANEL

Reading Borough Council has received recommendations from an independent Remuneration Panel in respect of the scheme of allowances to be paid by the authority to Councillors for the financial year 2020-2021.

#### RECOMMENDATIONS OF REMUNERATION PANEL

That, in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003, the Councillors' Allowances scheme adopted from 1 April 2020, be amended, in accordance with the provision set out in Regulation 10(3), as follows:

- (1) That, for 2020-21, the total sum for the payment of Basic and Special Responsibility Allowances to councillors be set at £550,000 (subject to confirmation of the Local Government Pay Settlement for 2020/21);
- (2) That, within this total sum, the provision for the payment of Basic Allowance to all councillors be set at £378,125 (subject to being increased in line with the Local Government Pay Settlement for 2020/21); and the Basic Allowance paid to individual councillors be set at £8,220 (subject to being increased in line with the Local Government Pay Settlement for 2020/21) a year;
- (3) That the Special Responsibility Allowances payments be set at the amounts set out, as follows:
  - (a) the amount paid to the Leader to be £18,500;
  - (b) the amount paid to the Deputy Leader to be £11,300;
  - (c) the amount paid to SRA Tier 1 to be £9,500;
  - (d) the amount paid to SRA Tier 2 to be £6,076;
  - (e) the amount paid to SRA Tier 3 to be £3,039;
  - (f) the amount paid to SRA Tier 4 to be £1,074.No councillor shall receive more than one Special Responsibility Allowance;
- (4) That the existing categorisation of tiers be as follows:
  - Tier 1 to be paid to the Lead Councillors;
  - Tier 2 to be paid to the Leader of the main opposition group and the Chairs of Licensing Applications Committee and Planning Applications Committee;
  - Tier 3 to be paid to the Chairs of Committees (except the Chair of the Appeals Committee), and Group Leaders of the other political groups;

- Tier 4 to be paid to councillors carrying out such other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance under Paragraph 5(1)(i) of the Local Authorities (Members' Allowances) (England) Regulations 2003;
- (5) That the following persons shall be regarded as, or equivalent to, "other Councillors carrying out other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance" at Tier 4 (and subject to no Councillor receiving more than one Special Responsibility Allowance):
- Vice-Chairs of Committees;
  - Independent Person appointed in accordance with Section 28 of the Localism Act 2011 to carry out the functions specified in that Act in relation to the Members' Code of Conduct and Local Standards Committee
- (6) That the 2020-21 arrangements for the payment of Dependant Carers' Allowance be raised by a cost of living increase of 2.8%, paid in line with the real living wage, as follows:
- (a) Up to £9.30 per hour for childcare for up to 15 hours a week
  - (b) Up to £9.30 per hour towards the cost of a care attendant for an elderly or disabled relative (including a disabled child) for up to 15 hours a week

The person providing the care may not be a close relative defined as spouse, partner (opposite or same sex cohabitantes), parents, children, brothers, sisters, grandparents and grandchildren. The paid care attendant must sign a receipt to show that they have cared for the dependant during the hours claimed for;

- (7) That, subject to (9) below, the level of subsistence allowances, with the exception of overnight subsistence, remain the same as officers receive. The allowances are currently:
- Subsistence
    - o Breakfast allowance                      £8.26
    - o Lunch allowance                            £11.41
    - o Tea allowance                                £4.52
    - o Evening meal allowance                  £14.13
    - o Overnight subsistence                    £82.21 a day outside London  
£93.77 a day in London or at LGA Annual Conferences
- (8) That the level of travel allowances be set as the same as officers receive, as follows:
- Travel by councillor's own motor vehicle - 45 pence per mile
  - Travel by councillor's own bicycle - 37 pence per mile
  - Travel by councillor's own motorcycle - 40.9 pence per mile
  - Bus travel - cost of the ordinary fare, cheap fare or portion of any weekly ticket;

- (9) That the subsistence limits referred to in (7) above be exceeded in exceptional circumstances at the discretion of the Monitoring Officer, e.g. to enable a Councillor and an officer attending a conference to stay at the same accommodation, subject to there being sufficient budget provision;
- (10) That provision for Co-optees' Allowances are payable solely to non-councillor members of the Standards Committee attending meetings of the Committee or any Sub-Committee set up by the Committee as part of its process of assessing, investigating and hearing complaints about Councillors; the allowances to be paid at the daily rate equivalent of the Councillors' Basic Allowance; the Monitoring Officer to be authorised to settle the rate to be paid on each occasion;
- (11) That the salary sacrifice schemes available to Council staff also be made available to Councillors;
- (12) That the basic allowance and the Special Responsibility Allowances set out above be increased at the beginning of each new financial year in accordance with the Local Government Pay Settlement for the period of the scheme (ie the subsequent two years to 1 April 2022).

## READING BOROUGH COUNCIL

### REPORT BY EXECUTIVE DIRECTOR OF RESOURCES

|                  |   |            |                                 |
|------------------|---|------------|---------------------------------|
| TO:              | COUNCIL   |            |                                 |
| DATE:            | 24 MARCH 2020   |            |                                 |
| TITLE:           | PAY POLICY STATEMENT 2020/21                            |            |                                 |
| LEAD COUNCILLOR: | CLLR EMBERSON   | PORTFOLIO: | CORPORATE AND CONSUMER SERVICES |
| LEAD OFFICER:    | SHELLA SMITH  | TEL:       | 0118 937 4697                   |
| JOB TITLE:       | ASSISTANT DIRECTOR OF HR AND ORGANISATIONAL DEVELOPMENT | E-MAIL:    | Shella.smith@reading.gov.uk     |

#### 1. PURPOSE OF REPORT

1.1 To provide Council with a Pay Policy Statement for 2020/21 for approval, following its endorsement by Personnel Committee on 18 March 2020.

#### 1.2 Appendices

Appendix 1: Pay Policy Statement 2020/21

#### 2. RECOMMENDED ACTION

2.1 That the Pay Policy Statement for 2020/21 be approved, as attached at Appendix 1 to the report.

2.2 That the Assistant Director of HR and Organisational Development be authorised to update the Pay Policy with new pay scales when the discussions between national employers and joint trade unions had been concluded, in addition to updating the current employers pension contribution figure.

#### 3. POLICY CONTEXT

3.1 Local Authorities are required under section 38(1) of the Localism Act 2011 (the Act) to prepare a Pay Policy Statement. The statement must articulate the Council's policy towards the pay of the workforce, particularly senior staff and its lowest paid employees.

- 3.2 The Pay Policy Statement for 2020/21 is attached as Appendix 1. It has been updated as follows:
- To show the updated pay multiples (paragraph 8) and pay profiles (Annex D)
- 3.3 Further updates will be required to the Pay Policy Statement as detailed below. Delegated authority is sought through this report for the Assistant Director of HR and Organisational Development to make these updates.
- Paragraph 14.1 with the new employer contribution rate for 2020/21 for the Local Government Pension Scheme when agreed (currently 16.7%)
  - Annex F (new pay scales) when the discussions between national employers and joint trade unions have concluded
- 3.4 Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Localism Act do not seek to change this or to determine what decisions on pay should be taken but they require individual employing authorities to be more open about their own policies in relation to pay and how decisions are made in this regard.
- 3.5 Section 40 of the Act requires authorities in developing their Pay Policy Statement to have regard to any guidance published by the Secretary of State. This includes Communities and Local Government guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency (as amended).
- 3.6 The government has taken steps to increase transparency on the pay and reward of public sector employees and the Code of Recommended Practice for Local Authorities on Data Transparency which amongst other things asks councils to consider the way they release data on senior salaries.
- 3.7 In March 2011 the Hutton Review of Fair Pay was published which made several recommendations for promoting pay fairness in the public sector by tackling disparities between the lowest and highest paid in the public sector.
- 3.8 The provisions contained in the Act bring together the need for increasing accountability, transparency and fairness in the setting of pay which culminated in the formalisation of the Council's Pay Policy Statement, which outlines the pay and reward of the most senior employees set within the context of the pay of the wider workforce.
- 3.9 The Act sets out in detail the specific elements which the Pay Policy Statement must include as a minimum. The Act requires that in addition to

the determination of senior salaries, authorities must make clear what approach is taken to awarding other elements of pay including:

- severance payments,
- any additional fees (e.g. election duties),
- pay increases,
- honorarium payments etc.

- 3.10 The Act requires that authorities include in their Pay Policy Statements their approach to the publication of and access to information relating to the remuneration of Chief Officers. Reference to the council's Statement of Accounts where this information is published is included within the proposed policy.
- 3.11 The Act requires that Pay Policy Statements are produced annually and are considered by full Council. Any subsequent amendments required to the policy should also be considered by full Council. This should be carried out in accordance with part 5A of the Local Government Act 1972. The Secretary of State does not consider that any of the grounds for exclusion of the public would be met for discussions around Pay Policy Statements.
- 3.12 The Act requires that the Council's approach to pay, as set out in the Pay Policy Statement, is accessible for council tax payers for them to take an informed view of whether local decisions on all aspects of remuneration are fair. Therefore, the approved Pay Policy Statement is published on the Council's website.
- 3.13 The Hutton report highlighted that there is value in ensuring decisions about senior pay are taken in the context of similar decisions on lower paid staff and the Act requires Authorities to set their policy on remuneration for the highest paid employees alongside policies on the lowest paid.
- 3.14 The Hutton report and The Code of Recommended Practice for Local Authorities on Data Transparency also suggest that the organisation's pay multiple is published. The 'pay multiple' (in this context) is described as the ratio between the highest paid employee and the 'median average' earnings across the organisation which acts as a means of illustrating the relationship between the highest and lowest paid.

#### **4. LEGAL IMPLICATIONS**

- 4.1 There are no significant legal issues arising from this report.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 There are no financial implications arising from this report as the Pay Policy Statement is based upon existing policies and procedures.

**6. EQUALITIES IMPLICATIONS**

6.1 There are no significant equalities issues arising from this report.

**7. CONSULTATION AND COMMUNICATION**

7.1 As the Pay Policy Statement is largely a matter of fact in terms of how the Council currently determines the pay and conditions of its staff, consultation with staff is not required. However, the statement in Appendix 1 has been presented to the Council's Local Joint Forum on 18 March 2020 for information.

**8. ENVIRONMENTAL AND CLIMATE IMPLICATIONS**

8.1 There are no significant environmental and climate issues arising from this report.

**9. BACKGROUND PAPERS**

None

## READING BOROUGH COUNCIL PAY POLICY STATEMENT 2020/21

### 1. INTRODUCTION

- 1.1. Reading Borough Council's pay policy aims to ensure value for money whilst enabling the Council to deliver high quality services to the residents of Reading. The Council seeks to set pay rates that are adequate to secure and retain high quality employees dedicated to the service of the public but will determine overall pay and benefits at an appropriate level in accordance with equality, affordability and other relevant factors.
- 1.2. Pay levels will not be unnecessarily generous or otherwise excessive.
- 1.3. Reading Borough Council agrees that local authorities should be able to determine their own pay structures in order to address local priorities and to compete in the local labour market.
- 1.4. Reading Borough Council is committed to equality, transparency and fairness across all of its activities and particularly in relation to the pay and conditions of its staff.
- 1.5. This document has the following Annexes:
  - Annex A: Requirements and Recommendations to Publish Personal data concerning Staff
  - Annex B: Governance Arrangements for Pay and Conditions of Service
  - Annex C: Summary of Conditions of Service
  - Annex D: Council Employees in Salary Bands as at 1 April 2019
  - Annex E: Pension Discretions Statement
  - Annex F: Pay scales for staff employed on NJC (Green Book) conditions and Senior Managers (JNC)
- 1.6. The following related documents related to pay and remuneration can be accessed through the Council's website:
  - o Details and responsibilities of all job roles paid above £50,000
  - o Market Supplement Policy
  - o Council Senior level organisational chart

### 2. LEGISLATION

- 2.1. The authority appoints its staff, and determines the terms and conditions of service on which they hold office, under Section 112 of the Local Government Act 1978. This includes procedures for dismissal. Full Council has delegated this power to the Personnel Committee, with the exception of the Head of Paid Service, Section 151 Officer and Monitoring Officer for whom separate statutory procedures apply.
- 2.2. Sections 38 - 43 of the Localism Act 2011 require that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued in February 2012 and February 2013 by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act.
- 2.3. This policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011). A revised draft Code was published in December 2013. It should be noted that the requirements to publish data under the Secretary of State's

guidance, the Code of Practice and the Regulations do differ, the data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at **Annex A** to this policy statement.

- 2.4. Any decision under powers delegated in the Council's Constitution / Scheme of Delegation with regard to remuneration to be taken during 2020/21 will be bound by and must comply with this Statement. No decision at variance with this Statement may be taken without the specific agreement of full Council.
- 2.5. The Head of Paid Service and Assistant Director of Legal & Democratic Services must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

### 3. SCOPE OF THIS STATEMENT AND DEFINITION OF TERMS

- 3.1. This pay policy statement meets the statutory duty to provide the Council with a description of the policy on staff remuneration for annual approval. It provides information on remuneration arrangements for staff directly employed by the Council, excluding staff in schools.
- 3.2. This statement sets out the Council's policy with regard to:
  - the remuneration of 'chief officers' (the senior pay group - see below)
  - the remuneration of the lowest paid employees
  - the relationship between chief officers' remuneration and that of other officers
- 3.3. In this policy the 'senior pay group' (senior managers) covers posts in the top three tiers of the organisation. These include the Chief Executive (Head of Paid Service), Executive Directors and Deputy/Assistant Directors. Posts in this group in Reading are as follows:
  - (a) the Head of the Authority's Paid Service [Chief Executive]
  - (b) the Director of Children, Education and Early Help Services;
  - (c) the Executive Director of Social Care & Health;
  - (c) the Executive Director of Economic Growth & Neighbourhood Services
  - (d) the Executive Director of Resources (Section 151 Officer)
  - (e) the Monitoring Officer (Assistant Director of Legal and Democratic Services)
  - (f) persons who, as respects all or most of their duties, report directly to or are directly accountable to the Head of the Council's Paid Service
  - (g) persons who, as respects all or most of their duties, report directly to or are accountable to the posts listed in (b), (c), (d) and (e) above (other than staff whose duties are of a clerical or support nature)
- 3.4. The senior management structure of the organisation can be found in Part 7 of the Council Constitution on the Council's website.
- 3.5. The Council defines its lowest paid employees as those staff paid on the first spinal column point of the Council's pay grades for National Joint Council (NJC) for Local Government Services staff [RG Grades]. This definition is adopted as it refers to the lowest level of pay for staff on non-casual or apprentice contracts of employment.
- 3.6. The relationship between the remuneration of the lowest paid employees and that of the Council's senior officers is as described in this statement and by reference to the published data referred to.
- 3.7. "Remuneration" for the purposes of this statement includes these elements:
  - basic salary
  - pension
  - all other allowances arising from employment

#### 4. GOVERNANCE ARRANGEMENTS AND DECISION MAKING

- 4.1. Full Council has delegated to the Personnel Committee the power to appoint and determine the terms and conditions of employment for all staff, including the application of any discretions under the pension schemes. The terms of reference of the Personnel Committee are set out in Article 8 of Part 2 of the Council's constitution.
- 4.2. Full Council, and the Personnel Committee, have extensive and long-standing arrangements to delegate the exercise of this power to Executive Directors and Deputy/Assistant Directors, in respect of the staff employed in their service areas.
- 4.3. The delegation is subject to the Council's Officer Employment Rules, which are set out in Part 4 of the Council's constitution.
- 4.4. A summary of the arrangements for determining terms and conditions of service for staff, including the Officer Employment Rules, can be found in **Annex B**.
- 4.5. The Council, and the Personnel Committee, have adopted a range of policies which apply to the recruitment and employment of the staff of the authority. Policies which are specifically relevant to this Statement include:
  - o Low Pay Policy
  - o Recruitment and Selection Policy
  - o Employment Stability Agreement and Pay Protection Policy
  - o Appraisal Scheme and Performance-Related Progression Scheme
  - o Policies relating to Market Supplements; Starting Salary on Appointment; Honorarium and Acting-Up Payments
- 4.6. The Scheme of Delegation provides for Executive Directors and Deputy/Assistant Directors to manage, review and apply the Council's Human Resources policies, and to determine the appropriate pay and conditions for the appointment of staff within these policies.

#### 5. CONDITIONS OF SERVICE

- 5.1. Reading Borough Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, these are then incorporated into contracts of employment.
- 5.2. The Council is a member of the local government employers association for national collective bargaining in respect of chief executives, chief officers and other employees. There are separate negotiations and agreements in respect of each of these groups. Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April where agreements are made later than 1 April. It is the authority's long-standing policy to implement national agreements. The head of paid service and chief officers are under the JNC conditions of service, with locally determined pay. All other employees are under the relevant national agreement on pay and conditions of service applying to the particular service area, with local variations to pay. \*Pay for staff on NJC conditions was last increased nationally ('cost of living' increase) in April 2019. The last time that pay for staff on JNC conditions was varied as the result of a national pay award was in April 2019. The Council will apply any settlement reached nationally in respect of staff covered by national bargaining machinery where this is the locally agreed mechanism for determining cost of living increases.
- 5.3. A summary of the arrangements for determining terms and conditions of service for staff is set out in **Annex C**:

\* The April 2020 figure has not yet been agreed nationally.

## 6. POLICY ON REMUNERATING SENIOR MANAGERS

- 6.1. **Head of Paid Service:** The Head of Paid Service (Chief Executive) is paid on a locally determined salary which is reviewed and approved by Personnel Committee when the post becomes vacant. Independent external consultancy advice on appropriate remuneration levels (taking account of role and responsibilities, recruitment and retention factors and local and regional salary benchmarks) is presented to Personnel Committee to inform their decision-making in this matter.
- 6.2. The locally determined salary will be within the parameters of the Pay Policy Statement and will be set out in the Minutes of the Personnel Committee meeting which approves the salary, which will be published on the Council's website. The salary range will also be published in the job advertisement to fill the vacant post.
- 6.3. At the conclusion of the recruitment process, the decision to appoint a person to fill the post of Head of Paid Service will be taken by full Council, which will be advised of the local salary, and the point at which the appointment was recommended to be made.
- 6.4. No other payments or benefits are payable to the Head of Paid Service (e.g. bonus, performance related pay, health insurance, car lease) other than those referred to elsewhere in this policy statement as being applicable to all employees.
- 6.5. Unless otherwise determined on appointment, the salary for the Head of Paid Service is subject to annual review by the Personnel Committee (on the anniversary of the date of appointment), in accordance with the following principles:
  - That any salary progression is subject to a satisfactory annual appraisal;
  - That the salary / scale is uplifted by the pay award nationally agreed for the JNC for Chief Executives;
  - That these principles take effect on the anniversary of the date of appointment without need for Personnel Committee decision, unless an exception report is initiated by the Leader of the Council.
- 6.6. **Executive Directors and Deputy/Assistant Directors:** Executive Directors and Deputy/Assistant Directors are paid on locally determined incremental Reading Senior Management / Corporate Director (RSM / CD) salary scales. These scales were established and approved by Personnel Committee following an independent review of senior salaries carried out by the Hay Group in 2001/2, using relevant regional public sector salary benchmarks. These scales are uplifted by the pay award nationally agreed (if any) for the JNC for Chief Officers. Exceptionally, the JNC pay award is not implemented for the senior pay group in times of severe budget challenge.
- 6.7. There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, etc., paid to these senior staff, as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.
- 6.8. No other payments or benefits are payable to Corporate Directors and Heads of Service (e.g. bonus, performance related pay, health insurance, car lease) other than those referred to elsewhere in this policy statement as being applicable to all employees.

## 7. POLICY ON REMUNERATING THE LOWEST PAID IN THE WORKFORCE

- 7.1. This policy statement reconfirms the Council's long-standing Low Pay Policy. The new (1/4/19) grading structure allows for all staff, except apprentices, to be paid an hourly rate no lower than the Living Wage (£9.00 per hour).
- 7.2. The Council previously paid a Living Wage supplement to increase the hourly rate of employees to the Living Wage, where necessary. The salary scales effective from 1<sup>st</sup>

April 2019 remove the requirement for such a supplement and the Living Wage is therefore reflected in all staff's substantive rate.

- 7.3. Apprentices are paid the nationally recommended allowance rate of £153.53 for the first 12 months of employment and thereafter are paid the National Minimum Wage (NMW) as applicable to the employee's age. These rates are updated as the national allowances are revised.
- 7.4. Reading Borough Council is also committed to the development and publication of a local policy to promote and require, to the extent permitted by law, the application of the Council's low pay policy to staff working for the Council's contractors in addition to the application of TUPE. The Council became an accredited Living Wage Employer in 2015.

## 8. PAY MULTIPLES

- 8.1. The highest paid salary in this authority is up to £162,302 which is the top of the annual salary range paid to the Head of Paid Service. The current ratio between the lowest paid employee (scp 3 (new national pay spine), £18,065 per annum as at 1/4/19) and the highest paid employee is 1:8.98. The Council will work to maintain a ratio of no more than 1:10 between the lowest paid and the highest paid. This ratio is with effect from 1<sup>st</sup> April 2019.
- 8.2. This authority does not have a policy on maintaining or reaching a specific highest / median 'pay multiple', however the authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement. The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay. The median salary paid by the Council is £26,999. Pay multiple therefore between the highest and median salary is 1: 6.01.
- 8.3. Pay multiples will be monitored each year within the Pay Policy Statement, and will be benchmarked against comparable authorities as others' pay policy statements are published.
- 8.4. In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities (job evaluation) but not to differentiate on other allowances, benefits and payments it makes.

## 9. PAY AND GRADING STRUCTURE

- 9.1. The Council uses established formal job evaluation procedures to identify the relative worth of jobs within the council (including the senior pay group), and to allocate jobs to the appropriate pay grade.
- 9.2. For the senior pay group (RSM / CD Grades) RBC uses the Hay job evaluation scheme, for other jobs we use the national NJC for Local Government Employees JE scheme.
- 9.3. The NJC Job Evaluation Scheme, which is recognised by employers and trades unions nationally, allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements
- 9.4. Pay grades are shown at Annex F.

## 10. PAY PROFILE

- 10.1. Annex D shows employees at 1 April 2019 by salary band and then by gender, ethnic origin and disability. Salary bands are based on the RG pay scales introduced in May 2011.
- 10.2. The numbers of black and minority ethnic employees and disabled employees are shown as a proportion of employees who have made a positive declaration.
- 10.3. Female employees continue to form the greater percentage across all salary bands. Each band, apart from Apprentices as shown in RG1 and officers in RG9, has over 50% women, with the proportion reaching 64.52% in RG10. This is the grade with the highest proportion of women.
- 10.4. The overall number of employees who have declared a disability across salary bands ranges between 0.00% in RG10 and 6.25% in RG1 (apprentices).

## 11. PAY PROGRESSION

- 11.1. Under the Council's Performance Related Progression Scheme the award of an annual increment is dependent upon an employee's achievement of performance targets and competency objectives. The scheme also links incremental progression with whether performance is improving or declining. No increment can be awarded if an employee is subject to formal disciplinary or capability (poor performance) procedures.
- 11.2. The following principles apply to pay progression for all RBC staff with effect from 1<sup>st</sup> April 2012:
  - 'Gateways' will be established 2 or 3 increments from the top of each grade depending on its length. Progression within a grade beyond the gateway will be for wider responsibility which meets agreed competency levels, based on job evaluation (JE) factor levels;
  - Progression up to the gateway within the grade will be subject to a satisfactory assessment of performance and contribution based on management evidence throughout the year;
  - Progression between grades within career grades will be dependent on meeting competencies at the next grade level;
  - On progression matters, there will be one appeal level above the approving manager (i.e. designated officer or Head of Service);
  - Regular supervision and appraisal are fundamental to employee progression.
- 11.3. Accelerated incremental progression within the evaluated grade is only possible where there is objective evidence of outstanding performance or there is evidence that demonstrates inequality of pay level with comparable peers. Any such increase must be approved by the Executive Director and reasons provided to HR.
- 11.4. In addition to 11.3, accelerated increments would be paid for the progression within an existing career grade structure where skills and competencies (including academic attainment) have been achieved which meet predetermined career grade progression criteria.
- 11.5. The acceleration of an employee through the gateway of their existing grade, needs to be evidenced and certified by the Service Manager as meeting pre-existing and defined career progression criteria and approved by the Executive Director. Copies of the evidence to support such a decision need to be placed on the employee's personal file held by HR.
- 11.6. Any career grade progression is conditional upon budget provision being available.

- 11.7. Employees successfully moving posts within the Council will be subject to the principle of annual incremental progression assessment. They will no longer receive an automatic increment 6 months after being in their new post.

## 12. LOCAL PAY ARRANGEMENTS

- 12.1. **Child Care Solicitors** – This section, based in RBC’s Legal Service, provides a service to other Berkshire Unitary Councils. Staff who were employed by the former Berkshire County Council retain local pay and progression arrangements which were inherited by RBC as a result of Statutory Transfer Order / TUPE provisions.

## 13. REMUNERATION ON APPOINTMENT AND PROMOTION

- 13.1. The Council’s policy is to not pay any form of “signing on” fee or incentive payment when recruiting, except where there are significant recruitment difficulties that jeopardise service delivery, as identified and approved by CMT.
- 13.2. The starting pay point for all new employees (including internally appointed or promoted employees) should normally be the first point of the appropriate grade. There may be circumstances (e.g. offers from other employers, market forces) where it is necessary to make an offer that is at a higher point within the grade. The authority to make an offer higher than the starting point lies with the Deputy/Assistant Director, who must also consider the equality of such an exception and must inform the Assistant Director of HR and Organisational Development of the reason for the exception. This policy applies to all staff.
- 13.3. At the point of any assimilation to a new grade, employees moving to a higher grade will be placed at the bottom of that new grade.

## 14. OTHER ELEMENTS OF THE REMUNERATION PACKAGE

- 14.1. **Pension:** Pension provision is an important part of the remuneration package. All employees may join the local government pension scheme (or the Teachers Pension Scheme for relevant staff) and are enrolled automatically unless they wish to opt out. The scheme is a statutory scheme with contributions from employees and from employers. The current employer contribution rate for Reading Borough Council is 16.7%<sup>1</sup>. This rate is reviewed and set every three years by the actuary. Reading Borough Council is part of the Berkshire scheme, administered by the Royal Borough of Maidenhead and Windsor. Neither the scheme nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to the Chief Executive, chief officers and other staff.
- 14.2. **Election / Returning Officer Fees:** The Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Borough Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Borough Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.
- 14.3. Separate fees will be paid to the Assistant Director of Legal and Democratic Services for undertaking Returning Officer duties which are not part of the post’s substantive role. These fees will be paid in line with the amount recommended by the Government or Electoral Commission for Parliamentary and European elections and referendums, or as set out in the Council’s budget estimates for local elections.
- 14.4. The Returning Officer may appoint one or more Deputy Returning Officers, and pay a fee to them for undertaking the duties that the Returning Officer allocates to them.
- 14.5. **Market Supplements:** The Council may pay a market supplement, in addition to base salary, in order to recruit or retain staff with special skills experience or knowledge.

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<sup>1</sup> The pension figure will be updated when this has been agreed

Market supplements are applied, reviewed and withdrawn in accordance with the Council's market supplement policy, which is published on the Council's website. The Head of Paid Service has delegated authority to determine posts for which salary supplements will be paid, and the amount and duration of the supplement, in consultation with the Assistant Director of HR and Organisational Development and the relevant Executive Director.

#### 14.6. Honorarium and other temporary additional payments:

Under the Council's scheme of delegation to officers, Executive Directors and Deputy/Assistant Directors are authorised to approve additional payments in the circumstances described below:

(a) 'Acting-up' - The employee will either receive the 'rate for the job' that they are covering if they are undertaking the full range of duties and responsibilities. As a minimum, this means that they will be paid at the first spinal column point of the grade of the post that they are acting up into. If the employee is not undertaking the full range of duties of a higher graded post, then an acting up allowance will be paid. The allowance will be a percentage of the difference between the first point on the grade of the post being covered and the employee's current salary equivalent to the percentage proportion of higher responsibility being undertaken.

(b) **Honorarium payments** - Where an employee is undertaking work on a project or discrete piece of work which would fall outside of the normal range of duties expected for his / her particular post, then the employee shall be eligible for an honorarium payment for the duration of the project.

The level of payment made should be determined with regard to the level of responsibilities being undertaken and this should be determined with regard to the Council's Job Evaluation Scheme. All such payments must be approved by the Assistant Director of HR and Organisational Development to ensure proper application of the Council's policy.

The employee will be paid an amount appropriate to the proportion of their time being spent working at this higher level on a monthly basis for the duration of the project / programme.

### 15. NON-PAY ELEMENTS AND BENEFITS

#### 15.1. Annual Leave: The following annual leave entitlements apply

- The minimum annual leave allowance (on appointment) will be 24 days per year
- There will be an additional 5 days at 5 years continuous local government service (granted from anniversary of start date).
- There will be an additional 3 days at 10 years Reading Borough Council service (granted from following 1 April).
- The minimum annual leave allowance (on appointment) will be 30 days per year for the senior pay group
- The maximum annual leave allowance for all staff will be 32 days.

15.2. **Salary Sacrifice Schemes / Employee discount schemes:** All employees can access salary sacrifice schemes for childcare vouchers, Kennet Day Nursery, Added Voluntary Contributions (AVCs), bicycle purchase, and lease cars (from 2019). There are also non-subsidised employee discount schemes.

15.3. **Flexible Working:** All employees can access flexible working arrangements subject always to the needs of the service.

15.4. **Car Allowances / Expenses:** The Council will meet or reimburse authorised travel, subsistence and (exceptionally) accommodation costs for attendance at necessary and approved meetings and training events. The Council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to the

Head of Paid Service, chief officers and other employees. The locally determined car allowance reimbursement rate for necessary and approved work-related travel is 45p per mile for **all authorised car users**. No other car allowance (e.g. monthly lump sum) is payable to any employee.

## 16. TERMINATION OF EMPLOYMENT

- 16.1. Under the Council's Officer Employment Procedure Rules, the decision to effect dismissal or retirement on the grounds of redundancy or efficiency of the service is a decision of Personnel Committee for posts at Deputy/Assistant Director and above. The decision is delegated to the relevant Executive Director for all posts below this level.
- 16.2. However, the final decision as to the compensation to be paid as a result of such dismissal decisions, **for all posts**, is a decision of Personnel Committee. Personnel Committee also need to approve any employee requests for early retirement which require employer consent and entail a cost to the Council.
- 16.3. Each of the proposals presented to the Committee must first be considered and agreed by an officer panel comprising the Executive Director of Resources (S151 Officer), Monitoring Officer and the Assistant Director of HR and Organisational Development. This panel is established to monitor applications on the basis of consistency, legality and financial prudence. In terms of financial prudence, each case must demonstrate a 'payback period' within one year, or, exceptionally, two years in 'efficiency of the service' cases if sufficient service and efficiency benefits to the Council can be demonstrated. This Panel also assesses associated questions e.g. exercise of exceptional discretion; reasonableness of alternative employment in redundancy cases etc.
- 16.4. In the event that the compensation to be paid exceeds £100,000 in total, then full Council will be offered an opportunity to vote on the matter prior to approval.
- 16.5. **Discretionary Enhancement of Redundancy Payments:** The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006 provide discretion to pay up to an overall lump sum of 2 times the statutory redundancy payment formula based on actual weeks' pay, capped at 52 weeks' pay (may be adjusted following consultation). This is payable to employees made redundant with 2 or more years continuous service regardless of their age. Discretionary compensation can be reduced in cases where an offer of suitable alternative employment is deemed to have been unreasonably refused.
- 16.6. **Settlement Agreements:** In exceptional circumstances, and specifically so as to settle a claim or potential dispute the Assistant Director of Legal and Democratic Services can agree payment of a termination settlement sum (subject to a decision of Personnel Committee if outside the normal framework for termination payments as set out in this section).
- 16.7. **Policy on Re-Employment:** The policy for re-employment following redundancy / efficiency termination is the same for all staff regardless of their pay level. Employees in receipt of compensation payment for loss of employment which has had discretionary enhancements applied to it are not permitted to take up employment with Reading Borough Council within 12 months of the ending of their current employment.
- 16.8. **Flexible Retirement:** In accordance with Superannuation Regulations, rather than continuing in their current job to age 65 employees can, on or after age 55 and with Council consent, reduce their hours of work or the grade in which they are employed and draw (some or all of) their accrued pension benefits whilst continuing in employment and building up further benefits in the Scheme - enabling them to ease into retirement. Employees must be 55 or over and have 3 or more months' membership in the LGPS (including transferred rights) in order to be eligible to make a flexible retirement request following a reduction in hours or grade. Pension benefits will normally be

reduced if paid before age 65. This policy is open to all employees, subject to financial requirements being met (net savings to the Council and a pay back period of no more than 2 years).

#### **17. PENSION DISCRETIONS**

17.1. The Council's current policy statement on the use of discretions under the relevant Superannuation Regulations is attached as **Annex E**.

#### **18. PAY PROTECTION**

18.1. The Council's pay protection policy is approved by the Personnel Committee as part of the Employment Stability Agreement. The policy provides a mechanism for assisting employees to adjust to a reduction in pay as a result of organisational change.

#### **19. PUBLICATION OF INFORMATION ON THE REMUNERATION OF STAFF**

19.1. This Pay Policy Statement will be published on the Council's website. In addition, details of all posts paid above £50,000 will be published.

#### **20. AMENDMENTS TO THE POLICY**

20.1. As the policy covers the period April 2020 to the end of March 2021, amendments may need to be made to the policy throughout the relevant period. As the Localism Act 2011 requires that any amendments are approved by the Council by resolution, proposed amendments will be reported to Personnel Committee for recommendation to the Council.

#### **21. POLICY FOR FUTURE YEARS**

21.1. This policy statement will be reviewed each year 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.

## PAY POLICY STATEMENT – ANNEX A

The Secretary of State for CLG Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data concerning staff:

- Salaries, job descriptions, responsibilities, budgets (including overall salary cost of staff reporting), and numbers of staff for all staff in receipt of a salary of more than £50,000
- An organisational chart of the staff structure of the authority including salary bands and details of currently vacant posts
- The 'pay multiple' - the ratio between the highest paid salary and the median average salary of the whole authority workforce

The Accounts and Audit (England) Regulations (2011) require that the following data is included in the authority's accounts:

- Numbers of employees with a salary above £50k per annum (pro-rata for part-time staff) in multiples of £5k
- Job title, remuneration and employer pension contributions for senior officers. Senior officers are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act.
- Names of employees paid over £150k per annum

For the above remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

For the above pension contributions to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension

PAY POLICY STATEMENT – ANNEX B

GOVERNANCE ARRANGEMENTS FOR PAY AND CONDITIONS OF SERVICE

*[Note: these provisions are subject to amendment as the source documents are amended]*

1.1. Constitution of Reading Borough Council

Part 3.3 Responsibility for Council Functions (Schedule 1, Part 2):

|  |   |   |
|--|---|---|
| 37. Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for dismissal) | Section 112 of the Local Government Act 1972.                   | Personnel Committee<br>General Delegation to Executive Directors and Deputy/Assistant Directors |
| 40. Power to appoint officers for particular purposes (appointment of “proper officers”)   | Section 270(3) of the Local Government Act 1972                 | Personnel Committee   |
| 43. Duty to designate officer as head of the authority’s paid service, and to provide staff, etc                                     | Section 4(1) of the Local Government & Housing Act 1989 (c. 42) | Council   |

1.2. Constitution of Reading Borough Council – 27 May 2015: Article 4, 4.2 Functions of the full Council:

Only the Council will exercise the following functions:

[...] (g) confirming the appointment of the Head of Paid Service;

1.3. Constitution of Reading Borough Council : Article 12 - Officers:

12.1 Management structure

[...]

(b) Chief Officers

The full Council will confirm the appointment of the Chief Executive (Head of Paid Service) and the Personnel (Appointments) Committee will make appointments to the following posts (or such other similar posts as it may decide from time to time), who will be designated chief officers:

- Executive Director of Social Care and Health
- Director of Children, Education and Early Help Services
- Executive Director of Economic Growth and Neighbourhoods
- Executive Director of Resources

(c) Head of Paid Service, Monitoring Officer and Chief Financial Officer and Deputies

The Council has designated the following posts as shown:

- Chief Executive- Head of Paid Service
- Executive Director of Resources - Chief Finance Officer and Section 151 Officer
- Assistant Director of Legal and Democratic Services - Monitoring Officer

The Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015 prescribe that the dismissal of the Head of Paid Service, Monitoring Officer and the Chief Finance Officer must be confirmed by the full Council.

The Council has designated the following Deputy post as shown:

Assistant Director of Finance - Deputy Chief Finance Officer and Deputy Section 151 Officer

Such posts will have the functions described in Article 12.2-12.4 below.

## **12.2 Functions of the Head of Paid Service**

### **(a) Discharge of functions by the Council**

The Head of Paid Service will report to full Council or the Policy Committee on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

### **(b) Restrictions on functions**

The Head of Paid Service may not be the Monitoring Officer or the Section 151 Officer.

[...]

## **12.7 Employment**

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Part 4 of this Constitution.

1.4. The powers and duties of the **Personnel Committee** include the following:

### **"6. PERSONNEL COMMITTEE**

(1) Subject to Officer Employment Procedure Rules set out in the constitution:

- a) to arrange for the appointment of the Council's Head of Paid Service, and make recommendations to Council in this respect
- b) to appoint Executive Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
- c) to dismiss Executive Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
- d) to settle all matters relating to the above appointments or dismissals

(2) To take any decisions affecting the remuneration, terms and conditions of service of the Head of Paid Service;

(3) To undertake performance appraisals of the Head of Paid Service and Executive Directors; and to set annual targets against which performance can be measured.

[...]

(6) To determine the level of compensation to be paid in individual cases of voluntary redundancy and early retirement and other personnel matters where appropriate.

[...]

1.5. The **Officer Employment Procedure Rules** are in Part 4 of the Constitution.

## **PAY POLICY STATEMENT – ANNEX C**

### **SUMMARY OF CONDITIONS OF SERVICE**

#### **Chief Executive**

The terms and conditions for the Head of Paid Service are as set out by the Joint Negotiating Committee (JNC) for Chief Executives, and as amended locally. Pay is determined locally.

#### **Executive Directors**

The terms and conditions for the Executive Directors are in accordance with the Scheme of Conditions of Service agreed by the National Joint Negotiating Committee for Chief Officers, and as amended locally. Pay is determined locally.

#### **Deputy/Assistant Directors (third tier - i.e. reporting directly to the Head of Paid Service or an Executive Director)**

The terms and conditions for Deputy/Assistant Directors are as set out by the Joint Negotiating Committee (JNC) for Chief Officers, and as amended locally. Pay is determined locally.

#### **NJC Staff**

The Terms and conditions for NJC staff are determined by the National Joint Council (NJC) for Local Government Services, and as amended locally.

#### **Craft Employees**

The Terms and conditions for NJC staff are determined by the National Joint Council (NJC) for Craft and Associated Employees, and as amended locally.

#### **Teachers**

The terms and conditions for Teachers are as set out in the School Teachers Pay and Conditions Document.

#### **Soulbury Staff**

The Soulbury Committee determines the national salary framework for Soulbury staff and terms and conditions, as amended locally.

#### **Youth Workers**

The terms and conditions for Youth Workers are as determined by the Joint Negotiating Committee (JNC) for Youth and Community Workers, and as amended locally.

#### **Coroners**

The terms and conditions for Coroners are set by the Joint Negotiating Committee for Coroners, and as amended locally.

PAY POLICY STATEMENT - ANNEX D

Council Employees in Salary Bands as at 01.04.19

| Grade Bandings |              | Total Staff | Women |        | BME |    |        | Disability |    |       |
|----------------|--------------|-------------|-------|--------|-----|----|--------|------------|----|-------|
|                |              |             | No    | %      | No  | ND | %      | No         | ND | %     |
| RG1            | Up to 18,065 | 20          | 9     | 45.00% | 6   | 0  | 30.00% | 1          | 4  | 6.25% |
| RG2            | 18,795       | 108         | 67    | 62.04% | 37  | 12 | 38.54% | 1          | 20 | 1.14% |
| RG3            | 21,166       | 264         | 168   | 63.64% | 43  | 18 | 17.48% | 12         | 29 | 5.11% |
| RG4            | 26,317       | 420         | 253   | 60.24% | 74  | 16 | 18.32% | 18         | 31 | 4.63% |
| RG5            | 31,371       | 307         | 188   | 61.24% | 58  | 6  | 19.27% | 11         | 13 | 3.74% |
| RG6            | 35,934       | 201         | 108   | 53.73% | 36  | 6  | 18.46% | 5          | 13 | 2.66% |
| RG7            | 41,675       | 153         | 94    | 61.44% | 22  | 6  | 14.97% | 6          | 11 | 4.23% |
| RG8            | 47,540       | 92          | 48    | 52.17% | 16  | 4  | 18.18% | 1          | 5  | 1.15% |
| RG9            | 53,409       | 41          | 20    | 48.78% | 4   | 0  | 9.76%  | 2          | 2  | 5.13% |
| RG10           | 57,395       | 31          | 20    | 64.52% | 4   | 2  | 13.79% | 0          | 4  | 0.00% |
| Above 57,395   |              | 40          | 21    | 52.50% | 3   | 3  | 8.11%  | 1          | 7  | 3.03% |

Page 45

- 1 - Based on 2019 pay bands and earnings
- 2 - As a proportion of employees who have made a positive declaration
- 3 - Excludes schools

**LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013  
STATEMENT OF POLICY ABOUT EXERCISE OF DISCRETIONARY FUNCTIONS  
SCHEME EMPLOYER DECLARATION**

The Scheme employer known as **Reading Borough Council** ('the Council') has prepared this written statement of policy in relation to its exercise of certain discretionary functions available under the Local Pension Scheme Regulations 2013. The Scheme employer declares that it will keep this statement under review and publish the statement (and any amendments made thereto) in a place that is easily accessible to all of its eligible Scheme employees and that it will provide to the administering authority the most up to date version of the statement at all times.

**PART A - Formulation of COMPULSORY policy in accordance with Regulation 60 of the  
Local Government Pension Scheme Regulations 2013**

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**Regulation 16 – Additional Pension Contributions**

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with *Regulation 16(2)(e)*, or by way of a lump sum in accordance with *Regulation 16(4)(d)*.

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1<sup>st</sup> April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

**Scheme Employer's policy concerning the whole or part funding of an active member's additional pension contributions**

The Council has resolved not to adopt this discretion at this time.

**Regulation 30(6) – Flexible Retirement**

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer 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 - separate policy required under Regulation 30(8)*).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part of none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

### **Scheme Employer's policy concerning flexible retirement**

The Council has resolved that it will give such an opportunity to its employees. Flexible Retirement under this discretion will be subject to an agreed policy framework. The Council has resolved that waiving actuarial reduction in full or in part will only be considered where there will be a sufficient financial or other benefit to the authority. An exception to this requirement is the employee's exceptionally difficult personal or domestic circumstances

### **Regulation 30(8) – Waiving of Actuarial Reduction**

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

### **Scheme Employer's policy concerning the waiving of actuarial reduction**

That the Council does not consent to waive any actuarial reduction for staff electing to retire at age 55 or over, unless there is a sufficient financial or other benefit to the Council. An exception to this requirement is the employee's exceptionally difficult personal or domestic circumstances.

### **Regulation 31 – Award of Additional Pension**

A Scheme employer may resolve to award

- (a) an active member, or

(b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1<sup>st</sup> April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

### **Scheme Employer's policy concerning the award of additional pension**

The Council has resolved not to adopt this discretion at this time

### **Schedule 2 - paragraphs 2 and 3**

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

### **Scheme Employer's policy concerning the 'switching on of the 85 year rule**

That the Council does not consent to switch on the 85 year rule for staff electing to retire at age 55, unless there is a sufficient financial or other benefit to the Council. An exception to this requirement may be the employee's exceptionally difficult personal or domestic circumstances.

## **PART B - Formulation of RECOMMENDED policy in accordance with the**

### **Local Government Pension Scheme Regulations 2013**

### **Regulation 9(1) & (3) - Contributions**

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

**Scheme Employer's policy concerning the re-determination of active members' contribution bandings at any date other than 1<sup>st</sup> April**

The Council shall re-determine contribution rates on 1<sup>st</sup> April each year only. Staff joining the scheme shall be placed in a contribution band consistent with their contracted, actual pay in the first instance except for casual staff who shall initially be placed on the lowest contribution band. The banding placement for individual staff shall be re-determined wef from the 1<sup>st</sup> April only in subsequent years following initial placement and adjusted as necessary in the light of the pensionable pay actually earned in the previous year (using a '12 month equivalent' calculation for staff who have not worked a full year).

**Regulation 17(1) - Additional Voluntary Contributions**

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members

**Scheme Employer's policy concerning payment of Shared Cost Additional Voluntary Contributions**

The Council will pay SCAVC contributions where an employee has elected to pay AVCs by salary sacrifice. The amount of these employer SCAVC contributions will not exceed the amount of salary sacrificed by the employee. This is a Council discretion which is subject to the employee meeting the Council's conditions for acceptance into the salary sacrifice shared cost AVC scheme and may be withdrawn or changed at any time.

**Regulation 22 - Merging of Deferred Member Pension Accounts with Active Member Pension Accounts**

A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

**Scheme Employer's policy concerning merging of Deferred Member Pension Accounts with Active Member Pension Accounts**

The Council has resolved not to extend the time limit for election beyond 12 months.

#### **Regulation 100(6) - Inward Transfers of Pension Rights**

A request from an active member to transfer former pension rights from a previous arrangement into the Local Government Pension Scheme as a result of their employment with a Scheme employer must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

#### **Scheme Employer's policy concerning the extension of the 12 month transfer application period**

The Council has resolved not to extend the time limit for election beyond 12 months.

#### **Regulation 21(5) - Assumed Pensionable Pay**

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any 'regular lump sum payment' received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

#### **Scheme Employer's policy concerning inclusion of 'regular lump sum payments' in assumed pensionable pay calculations**

That the Council does include in such calculations an element for 'regular lump sum payment' where it is fair, equitable and justifiable to do so.

#### **Regulation 74 - Applications for Adjudication of Disagreements**

Each Scheme employer must appoint a person ("the adjudicator") to consider applications from any person whose rights or liabilities under the Scheme are affected by:

- (a) a decision under regulation 72 (first instance decisions); or
- (b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with "the adjudicator" as named below by the Scheme employer:

**Name:** Michael Graham  
**Job Title:** Assistant Director of Legal and Democratic Services  
**Address:** Civic Centre, Reading, Tel No:0118 9373470  
**Email:** michael.graham@reading.gov.uk

Adjudicator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEME EMPLOYER CONFIRMATION**

It is understood that the discretions contained within this statement of policy are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that any new policy takes effect. The revised statement must be sent to the administering authority and the employer must publish its statement as revised in a place that is accessible to all of its eligible scheme members.

The policies made above:

Have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;

Will not be used for any ulterior motive;

Will be exercised reasonably;

Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;

Will be duly recorded when applied.

Signed on behalf of the Scheme Employer: \_\_\_\_\_

Name in Block Capitals: JACQUELINE YATES

Position: EXECUTIVE DIRECTOR OF RESOURCES

Scheme Employer's Name: READING BOROUGH COUNCIL

Date:

PAY POLICY STATEMENT – ANNEX F

KEY PAY SCALES FOR COUNCIL STAFF (1<sup>ST</sup> APRIL 2019)

(NB: THIS ANNEX WILL BE UPDATED ONCE THE PAY SCALES FROM 1 APRIL 2020 HAVE BEEN AGREED)

# New NJC Pay Structure - April 2019

## GENERAL PAY SCALE

| SCP | Per Annum |        | Per Hour |       | Current Grades |      | SCP |
|-----|-----------|--------|----------|-------|----------------|------|-----|
| 53  | £         | 57,395 | £        | 29.75 |                | RG10 | 53  |
| 52  | £         | 56,012 | £        | 29.03 |                |      | 52  |
| 51  | £         | 54,629 | £        | 28.32 |                |      | 51  |
| 50  | £         | 53,409 | £        | 27.68 |                |      | 50  |
| 49  | £         | 52,189 | £        | 27.05 |                | RG9  | 49  |
| 48  | £         | 50,969 | £        | 26.42 |                |      | 48  |
| 47  | £         | 49,748 | £        | 25.79 |                |      | 47  |
| 46  | £         | 48,530 | £        | 25.15 |                |      | 46  |
| 45  | £         | 47,540 | £        | 24.64 |                | RG8  | 45  |
| 44  | £         | 46,572 | £        | 24.14 |                |      | 44  |
| 43  | £         | 45,591 | £        | 23.63 |                |      | 43  |
| 42  | £         | 44,632 | £        | 23.13 |                |      | 42  |
| 41  | £         | 43,662 | £        | 22.63 |                | RG7  | 41  |
| 40  | £         | 42,683 | £        | 22.12 |                |      | 40  |
| 39  | £         | 41,675 | £        | 21.60 |                |      | 39  |
| 38  | £         | 40,760 | £        | 21.13 |                |      | 38  |
| 37  | £         | 39,782 | £        | 20.62 |                | RG6  | 37  |
| 36  | £         | 38,813 | £        | 20.12 |                |      | 36  |
| 35  | £         | 37,849 | £        | 19.62 |                |      | 35  |
| 34  | £         | 36,876 | £        | 19.11 |                |      | 34  |
| 33  | £         | 35,934 | £        | 18.63 |                | RG5  | 33  |
| 32  | £         | 34,788 | £        | 18.03 |                |      | 32  |
| 31  | £         | 33,799 | £        | 17.52 |                |      | 31  |
| 30  | £         | 32,878 | £        | 17.04 |                |      | 30  |
| 29  | £         | 32,029 | £        | 16.60 |                | RG4  | 29  |
| 28  | £         | 31,371 | £        | 16.26 |                |      | 28  |
| 27  | £         | 30,507 | £        | 15.81 |                |      | 27  |
| 26  | £         | 29,636 | £        | 15.36 |                |      | 26  |
| 25  | £         | 28,785 | £        | 14.92 |                | RG3  | 25  |
| 24  | £         | 27,905 | £        | 14.46 |                |      | 24  |
| 23  | £         | 26,999 | £        | 13.99 |                |      | 23  |
| 22  | £         | 26,317 | £        | 13.64 |                |      | 22  |
| 21  |           |        |          |       |                | RG2  | 21  |
| 20  | £         | 25,295 | £        | 13.11 |                |      | 20  |
| 19  | £         | 24,799 | £        | 12.85 |                |      | 19  |
| 18  |           |        |          |       |                |      | 18  |
| 17  | £         | 23,836 | £        | 12.35 |                | RG1  | 17  |
| 16  |           |        |          |       |                |      | 16  |
| 15  | £         | 22,911 | £        | 11.88 |                |      | 15  |
| 14  | £         | 22,462 | £        | 11.64 |                |      | 14  |
| 13  |           |        |          |       |                |      | 13  |
| 12  | £         | 21,589 | £        | 11.19 |                |      | 12  |
| 11  | £         | 21,166 | £        | 10.97 |                |      | 11  |
| 10  |           |        |          |       |                |      | 10  |
| 9   | £         | 20,344 | £        | 10.54 |                |      | 9   |
| 8   | £         | 19,945 | £        | 10.34 |                |      | 8   |
| 7   | £         | 19,554 | £        | 10.14 |                |      | 7   |
| 6   | £         | 19,171 | £        | 9.94  |                |      | 6   |
| 5   | £         | 18,795 | £        | 9.74  |                |      | 5   |
| 4   | £         | 18,426 | £        | 9.55  |                |      | 4   |
| 3   | £         | 18,065 | £        | 9.36  |                |      | 3   |
| 2   | £         | 17,711 | £        | 9.18  |                |      | 2   |
| 1   | £         | 17,364 | £        | 9.00  |                |      | 1   |



|             |                                      |                       |                 |
|-------------|--------------------------------------|-----------------------|-----------------|
| <b>NB28</b> | <b>JNC READING SENIOR MANAGEMENT</b> | <b>EFFECTIVE DATE</b> | <b>1-Apr-19</b> |
|-------------|--------------------------------------|-----------------------|-----------------|

|          |      |  |  |
|----------|------|--|--|
| PAYAWARD | 2.0% |  |  |
|----------|------|--|--|

| ANNUAL<br>01/04/2018 | GRADE |      |           | SCP | ANNUAL<br>01/04/2019 | MONTHLY<br>01/04/2019 | WEEKLY<br>01/04/2019 | HOURLY<br>01/04/2019 |
|----------------------|-------|------|-----------|-----|----------------------|-----------------------|----------------------|----------------------|
| 52246                | RSMD  |      |           | 1   | 53291                | 4440.91               | 1022.01              | 27.6220              |
| 53570                | RSMD  |      |           | 2   | 54641                | 4553.45               | 1047.91              | 28.3220              |
| 54893                | RSMD  |      |           | 3   | 55991                | 4665.91               | 1073.79              | 29.0215              |
| 56217                | RSMD  |      |           | 4   | 57341                | 4778.45               | 1099.69              | 29.7215              |
| 57544                | RSMD  |      |           | 5   | 58695                | 4891.24               | 1125.65              | 30.4230              |
| 58867                | RSMD  | RSMC |           | 6   | 60044                | 5003.70               | 1151.53              | 31.1225              |
| 60190                | RSMD  | RSMC |           | 7   | 61394                | 5116.15               | 1177.41              | 31.8219              |
| 61514                | RSMD  | RSMC |           | 8   | 62744                | 5228.69               | 1203.31              | 32.5219              |
| 62839                | RSMD  | RSMC |           | 9   | 64096                | 5341.32               | 1229.23              | 33.2225              |
| 64163                |       | RSMC |           | 10  | 65446                | 5453.86               | 1255.13              | 33.9224              |
| 65487                |       | RSMC |           | 11  | 66797                | 5566.40               | 1281.03              | 34.6224              |
| 66813                |       | RSMC |           | 12  | 68149                | 5679.11               | 1306.97              | 35.3235              |
| 68137                |       | RSMC |           | 13  | 69500                | 5791.65               | 1332.87              | 36.0235              |
| 69461                |       | RSMC | RSMB      | 14  | 70850                | 5904.19               | 1358.77              | 36.7234              |
| 70784                |       | RSMC | RSMB      | 15  | 72200                | 6016.64               | 1384.65              | 37.4229              |
| 72109                |       | RSMC | RSMB      | 16  | 73551                | 6129.27               | 1410.57              | 38.1234              |
| 73436                |       | RSMC | RSMB      | 17  | 74905                | 6242.06               | 1436.52              | 38.8250              |
| 74756                |       |      | RSMB      | 18  | 76251                | 6354.26               | 1462.35              | 39.5229              |
| 76086                |       |      | RSMB      | 19  | 77608                | 6467.31               | 1488.36              | 40.2260              |
| 77413                |       |      | RSMB      | 20  | 78961                | 6580.11               | 1514.32              | 40.9276              |
| 78734                |       |      | RSMB RSMA | 21  | 80309                | 6692.39               | 1540.16              | 41.6260              |
| 80057                |       |      | RSMB RSMA | 22  | 81658                | 6804.85               | 1566.04              | 42.3255              |
| 81385                |       |      | RSMB RSMA | 23  | 83013                | 6917.73               | 1592.02              | 43.0276              |
| 82706                |       |      | RSMA      | 24  | 84360                | 7030.01               | 1617.86              | 43.7260              |
| 84028                |       |      | RSMA      | 25  | 85709                | 7142.38               | 1643.72              | 44.4249              |
| 85359                |       |      | RSMA      | 26  | 87066                | 7255.52               | 1669.76              | 45.1286              |
| 86678                |       |      | RSMA      | 27  | 88412                | 7367.63               | 1695.56              | 45.8259              |
| 88003                |       |      | RSMA      | 28  | 89763                | 7480.26               | 1721.48              | 46.5264              |
| 89330                |       |      | RSMA      | 29  | 91117                | 7593.05               | 1747.44              | 47.2280              |
| 90650                |       |      | RSMA      | 30  | 92463                | 7705.25               | 1773.26              | 47.9259              |
| 91973                |       |      | RSMA      | 31  | 93812                | 7817.71               | 1799.14              | 48.6254              |
| 96209                |       |      | CDIR      | 32  | 98133                | 8177.77               | 1882.00              | 50.8649              |
| 99172                |       |      | CDIR      | 33  | 101155               | 8429.62               | 1939.96              | 52.4314              |
| 102346               |       |      | CDIR      | 34  | 104393               | 8699.41               | 2002.05              | 54.1095              |
| 105618               |       |      | CDIR      | 35  | 107730               | 8977.53               | 2066.06              | 55.8394              |
| 106663               |       |      | CDIR      | 36  | 108796               | 9066.36               | 2086.50              | 56.3918              |
| 109859               |       |      | CDIR      | 37  | 112056               | 9338.02               | 2149.02              | 58.0815              |
| 113054               |       |      | CDIR      | 38  | 115315               | 9609.59               | 2211.52              | 59.7707              |
| 119636               |       |      | CDIR      | 39  | 122029               | 10169.06              | 2340.27              | 63.2506              |

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