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**Brecon Beacons National Park Authority**

**Pay Policy Statement 2017/2018**

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 **Brecon Beacons National Park Authority**

**Pay Policy Statement 2017/2018**

Next review date: March 2019

**1. Introduction**

Section 38(1) of the Localism Act 2011 placed a requirement on Local Authorities to prepare pay policy statements.

This is the Brecon Beacons National Park Authorities Pay Policy statements for the period 1 April 2016 – 31st March 2017.

The Authority is committed to operating consistent and equitable pay arrangements for employees.

This pay policy statement describes the framework for decision making and in particular decision making on senior pay. It sets out the basis for determining salaries, how salary levels are arrived at, the method of pay progression and the approval for acting up, honoraria and severance payments.

It sets out the Authority’s own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff or ‘chief officers’ and its lowest paid employees.

The Statement will be prepared for each financial year and approved by the Authority (the statement will be published with our annual accounts and on our website). An analysis of the composition and remuneration of all employees of the Authority for the year ended 31 March 2017 is included in Appendix 3.

This policy does not apply to Members of the Authority as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

**2.** **Legislative Framework**

Brecon Beacons National Park Authority was designated in 1957. It is one of fifteen National Parks in the UK and three in Wales. The statutory purposes of UK National Park Authorities are set out in Section 61 of the Environment Act 1995. These are:

*First Purpose: To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Parks;*

*Second Purpose: To promote opportunities fot he understanding and enjoyment of the special qualities (of National Parks) by the public.*

The purposes are underpinned in law by the ‘Sandford Principle’. This makes it clear that the first purpose should take precedence over the second in cases of irreconcilable conflict

National Parks also have a duty under Section 62(1) of the Environment Act 1995:

*Duty: In taking forward the National Park purposes, [to] seek to foster the economic and social well-being of local communities within the National Park.*

The Authority is the Statutory Local Planning Authority for the National Park area and is included within the scope of legislation relating to the governance, financial management and audit of Local Authorities in Wales. It is an admitted body to the Local Government Pension Scheme.

In determining the pay and remuneration of all of its employees, the Authority will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the Authority aims to ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms.

 **3.** **Decision making including consideration of value for money**

In accordance with the Standing Orders of the Authority members are responsible for decision making relating to pay, terms and conditions and redundancy arrangements for employees of the Authority. The Terms of Reference and Scheme of Delegation are available on the Authority’s website <https://www.beacons-npa.gov.uk/> under the following link: [Terms](http://modgov.breconbeacons.org/ieSearchResults2.aspx?SS=terms%20of%20reference&DT=6&ST=L&ADV=0&CA=false&SB=false&CX=673352&PG=1&$LO$=1) of Reference and Scheme of Delegation, Brecon Beacons National Park Authority. HR policies are approved by the Authority for and are made available to all staff.

The Corporate Management Team includes the Chief Executive and Directors, together with other managerial staff appointed to the Team by the Chief Executive. The Corporate Management Team formally meets monthly, with additional meetings as required. Details of the Corporate Management Team’s role can be found on the Authority’s website. Decisions relating to changes to the establishment, policies and other significant HR matters are initially put before CMT for approval before being submitted to the Authority.

 **4. Senior Officer Pay and Remuneration**

The Authority defines its Chief Officers as the Chief Executive (Head of Paid Service), the two Directors and the statutory post of Monitoring Officer. The Chief Financial Officer (S151 Officer) is so defined for statutory and not remuneration purposes. The Authority employs Chief Officers under Joint National Council (JNC) terms and conditions. The JNC for Chief Officers negotiates on UK-wide annual cost of living pay increases for this group. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and the Authority will therefore pay these as and when determined.

The Directors’ and Monitoring Officer’s pay grade and scale points equate to 75% of the Chief Executives’ pay scale. In the case of the Monitoring officer, this is paid pro-rata on a part-time basis. A copy of the pay scale is shown in Appendix 1

The use of the ‘Hays’ system of job evaluation for Chief Officers was approved by the Authority during 2007. This is a system that is extensively used in the UK and in other countries and has proven to be robust. The remuneration of the Chief Officers’ roles below Chief Executive was based on a proportion of the Chief Executive role’s remuneration. This evaluation was based upon the Hay Group benchmark scores of all the National Parks in England and Wales.

The Authority does not pay any performance bonus or performance related pay to its Chief Officers. Chief Officers are paid in line with annual incremental progression through the salary structure.

Any future Chief Officer post re-evaluations will be approved by the Authority.

These posts are covered by a range of terms and conditions drawn from JNC for

Chief Officers and NJC Staff. The exceptions from NJC staff conditions are:

* Annual Leave entitlement
* A 3 Month Notice Period
* Policy and processes for Disciplinary and Grievance procedures.

The details of Senior Officer remuneration for the last complete financial year and the previous year are published in the annual Statement of Accounts.

The 1% pay award dated 1st April 2017 was agreed as year two of a two-year settlement.

No senior posts within the Authority attract a remuneration package of more than £100,000. Termination payments made during the year are published in the Authority’s annual Statement of Accounts and are subject to audit.

 **5. Role and Remuneration of Chief Executive**

The Chief Executive is the Head of Paid Service, whose role and responsibilities are set out in the Terms of Reference and Scheme of Delegation and the Authority’s Financial Regulations. The Authority has an annual gross expenditure of approximately £6.5m and employs approximately 100 full-time equivalent staff. Further details of staff employed in the current year are provided in the appendices.

The role of Chief Executive is a permanent, full time appointment and is appointed by, and reports to, the Authority. As head of paid service for the Authority, the Chief Executive works with Authority members to deliver the Authority’s priorities as set out in the Corporate Plan.

The post holder is selected on merit against a range of objective criteria, following public advertisement. A sub-committee of the Authority; the Appointments Committee, comprising the Chairman and Deputy Chairman of the Authority, the Chairman and Deputy Chairman of the Planning Access and Rights of Way Committee and the Chairman and Deputy Chairman of the Audit and Scrutiny Committee, deals with the recruitment of Chief Officers through shortlist and interview and makes recommendations on a final selection for interview by the National Park Authority.

The role involves attending evening meeting and also heads the on-call arrangements for emergency planning requirements. The Authority’s current regulatory documents, available on the website on the following link [Brecon Beacons NPA Regulatory Documents](http://modgov.breconbeacons.org/ecCatDisplay.aspx?sch=doc&cat=13087&$LO$=1) provide further details of the responsibilities and delegated authority of the Chief Executive.

**Chief Executive Pay**

The salary for the Chief Executive is set out in the Chief Officer pay bands; the current range is £70,258 - £77,282. As an employee of the Authority, the Chief Executive is enrolled into the Local Government Pension Scheme as administered by Powys County Council under the same arrangements as other employees. Contribution rates for all employees and the Authority as employer are set nationally and by the Powys Pension Fund Actuary respectively.

Expenses such as travel and subsistence are paid in accordance with the Authority Travel and Subsistence Policy.

 **6. Staff Remuneration**

1% pay awards dated 1st April 2017 and 1st April 2018 were agreed as part of a two year settlement.

The roles of all staff not classed as Chief Officers are evaluated internally against the National Joint Council for Local Government Services – National Agreement on Pay and Conditions of Service. All NJC posts are evaluated and graded by trained staff members. The link between the job evaluation score, grades applied at the Authority and the national pay scale can be found in Appendix 2.

 **Incremental Progression:** for all NJC and JNC employees, incremental progression is initially not automatic, but is dependent upon a successful performance review. Following a successful performance review after 6 months increments are normally thereafter paid on the 1st April each year until the employee reaches the top of their scale.

**Support provided for Lower Paid Staff – the Living and National Minimum Wage:**

In 2015 Authority’s grade structure was amended. The lowest scale point is now Point 6 and on the 22nd May 2015, the Authority resolved that:

a) That the NPA does not become an accredited Living Wage Employer;

b) For all staff aged 18 years and above a minimum of the Living Wage is paid and that it is reviewed annually.

c) For all staff below 18 years of age a minimum of the lowest scale point is paid;

d) For apprenticeships, the National Minimum Wage is paid and included in future applications for funding;

**7. Highest and lowest pay point and progression through the pay scale**

The lowest paid employee is on £14, 514, Grade 1, spinal column point 6 of the national NJC scale. (The lowest paid employee over 18 is paid the Living wage supplement to bring the minimum to £15914). Further details are provided in the Appendices. This excludes apprentices who are engaged on different arrangements and receive accredited training as part of their employment.

The highest paid employee is the Chief Executive and the pay band minimum is £70258, rising to £ 77,282 the current post holders earns £70,258 prior to the 31st March 2018.

The median salary in the Authority during the year is published annually in the Statement of Accounts.

 **Salary on Appointment** – all employees’ posts are advertised on the evaluated grade for that particular post and information regarding the minimum and maximum pay is provided in the advertisement. In practice most appointments are made at the bottom of the range, but there is discretion to appoint at a higher point on the range. This would usually be to match a candidate’s current level of pay or experience in particular circumstances.

**Pay Review** – all employees pay is reviewed in line with the national pay awards negotiated by the local government employers in conjunction with the recognized Trade Unions at a national level. The Authority currently has no employees with market supplements or performance related pay arrangements.

**8. Internal Talent Management**

The Authority advertises vacancies internally (with exception of Chief Officer posts) in the first instance to provide staff with an opportunity to progress. The Authority invests in supporting and encouraging our junior Planning staff to develop professionally and has introduced development grades within the department. Staff are able to request relevant training through the performance management process and, if approved by the relevant line manager, this will be funded by the Authority, subject to budget constraints.

Some grant-funded posts may require external advertising of posts as part of the grant conditions.

**9. Honoraria and acting up Schemes**

The Authority has policies for the payment of honoraria where an employee acts up into a post at a higher level of pay or where they undertake additional duties at a higher level of responsibility.

**10. Performance Related Pay**

There is no element of performance related pay for staff.

**11. Additional Payments**

Additional payments are made to both Chief Officers and Staff. Additional payments made include: public holiday payments (NJC Staff) and weekend working allowance (NJC Staff). Authorised travel and subsistence expenses/allowances are paid to reimburse staff for expenses necessarily incurred in the performance of their duties, as provided for under the Authority’s policies. Staff designated as providers of first aid receive an allowances and, where applicable, payment is made for up to two subscriptions to professional bodies relevant to the post held.

The Authority is committed to help support the health, safety and wellbeing of its employees and as such offers eye tests for users of display screen equipment at work, annual health checks and the opportunity to access a salary sacrifice scheme for childcare vouchers and additional voluntary pension contributions.

**12. Off-Payroll Arrangements**

In circumstances where a specific specialism is required for the Authority may consider the employment of consultants or enter into agreed Service Level Agreements with other Local Authorities. Parties to such an arrangement are required to comply with relevant taxation and national insurance regulations.

**13. Pensions and Redundancy/Severance Payments**

The Authority applies its schemes equally and fairly to all employees regardless of grade, age or gender and are applied in accordance with the regulations of the Local Government pension scheme. In 2016/17, the Authority’s members approved a revised Redundancy Policy to improve clarity for staff. The accrual rate for calculation of redundancy compensation payments remains unchanged, the maximum years’ service is 20, adjusted for employees over the age of 35 depending on their age, in line with statutory provisions.

The redundancy payments considered and agreed during the year are reported in the Authority’s annual Statement of Accounts for the year and are subject to audit. These include:-

* redundancy notice at the end of a fixed term .contract
* voluntary redundancy requests which were agreed.
* deletion of posts arising from changes to service provision or departmental structures.

 All redundancies must be agreed by Members of the Authority.

 See the appendices for the Authority’s remuneration report for 2017-2018.

 All Authority employees are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. The Authority operates within the auto-enrolment framework set out within the Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010. The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and 12.5 per cent of actual pensionable pay.

**14. National Insurance Contributions**

From 1st April 2016, employees paying contributions to the Local Government Pension

Scheme saw an increase in their National Insurance Contributions. This was due to the Pension Scheme contracting-out rebate being removed for both employees and employers. Entitlement to the State Basic Pension was also affected. The Authority now pays a higher level of National Insurance Contributions due to the changes.

**15. Policy Review Arrangements.**

This policy statement will be kept under review and updated on an annual basis in line with the Localism Act 2011.

**Appendix 1: 2017/18 Senior Officer Pay Scales**

|  |  |
| --- | --- |
|  |  |
|  |  |
| **Chief Executive** |
| **Scp** | £ |
| **1** | £70,960.68 |
| **2** | £72,379.90 |
| **3** | £73,799.11 |
| **4** | £75,218.32 |
| **5** | £76,636.35 |
| **6** | £78,054.37 |
| **Director/Monitoring Officer**  |
| **Scp** | £ |
| **1** | £53,220.64 |
| **2** | £54,284.62 |
| **3** | £55,349.68 |
| **4** | £56,413.66 |
| **5** | £57,477.64 |
| **6** | £58,249.95 |

**Appendix 2: Staff Grades and JNC Pay Scale**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POINTS**  | **GRADE**  | **SCALE POINT**  | **1 Jan 15**  | **1 Apr 16**  | **1 Apr 17**  |
| 0 - 259   | **1**  | 4\*  | N/A  | N/A  | N/A  |
|  5\*\*  | 13,500  | N/A  | N/A  |
| 6  | 13,614  | 14,514  | 15,014  |
| 260 - 289   | **2**  | 7  | 13,715  | 14,615  | 15,115  |
| 8  | 13,871  | 14,771  | 15,246  |
| 9  | 14,075  | 14,975  | 15,375  |
| 290 - 314   | **3**  | 10  | 14,338  | 15,238  | 15,613  |
| 11  | 15,207  | 15,507  | 15,807  |
| 12  | 15,523  | 15,823  | 16,123  |
| 315 - 339   | **4**  | 13  | 15,941  | 16,191  | 16,491  |
| 14  | 16,231  | 16,481  | 16,781  |
| 15  | 16,572  | 16,772  | 17,072  |
| 340 - 364  | **5**  | 16  | 16,969  | 17,169  | 17,419  |
| 17  | 17,372  | 17,547  | 17,772  |
| 18  | 17,714  | 17,891  | 18,070  |
| 365 - 389  | **6**  | 19  | 18,376  | 18,560  | 18,746  |
| 20  | 19,048  | 19,238  | 19,430  |
| 21  | 19,742  | 19,939  | 20,138  |
| 390 - 414  | **7**  | 22  | 20,253  | 20,456  | 20,661  |
| 23  | 20,849  | 21,057  | 21,268  |
| 24  | 21,530  | 21,745  | 21,962  |
| 415 - 449    | **8**  | 25  | 22,212  | 22,434  | 22,658  |
| 26  | 22,937  | 23,166  | 23,398  |
| 27  | 23,698  | 23,935  | 24,174  |
| 28  | 24,472  | 24,717  | 24964  |
| 450 - 484   | **9**  | 29  | 25,440  | 25,694  | 25,951  |
| 30  | 26,293  | 26,556  | 26,822  |
| 31  | 27,123  | 27,394  | 27,668  |
| 485 - 519   | **10**  | 31  | 27,123  | 27,394  | 27,668  |
| 32  | 27,924  | 28,203  | 28,485  |
| 33  | 28,746  | 29,033  | 29,323  |
| 34  | 29,558  | 29,854  | 30,153  |
| 520 - 559  | **11**  | 34  | 29,558  | 29,854  | 30,153  |
| 35  | 30,178  | 30,480  | 30,785  |
| 36  | 30,978  | 31,288  | 31,601  |
| 37  | 31,846  | 32,164  | 32,486  |
| 560 - 589   | **12**  | 35  | 30,178  | 30,480  | 30,785  |
| 36  | 30,978  | 31,288  | 31,601  |
| 37  | 31,846  | 32,164  | 32,486  |
| 38  | 32,778  | 33,106  | 33,437  |
| 590 - 614  | **13**  | 39  | 33,857  | 34,196  | 34,538  |
| 40  | 34,746  | 35,093  | 35,444  |
| 41  | 35,662  | 36,019  | 36,379  |
| 615- 634  | **14**  | 42  | 36,571  | 36,937  | 37,306  |
| 43  | 37,483  | 37,858  | 38,237  |
| 44  | 38,405  | 38,789  | 39,177  |
| **635+**    | **15**  | 45  | 39,267  | 39,660  | 40,057  |
| 46  | 40,217  | 40,619  | 41,025  |
| 47  | 41,140  | 41,551  | 41,967  |
| 48  | 42,053  | 42,474  | 42,899  |
| 49  | 42,957  | 43,387  | 43,821  |

**Appendix 3: Staff Composition and Pay 2017/18**

**Total staff costs for the year by contract type**

|  |  |  |
| --- | --- | --- |
|  | **Permanent** | **Temporary Fixed Term** |
|  | **£000** | **£000** |
|  |  |  |
| **Wages and Salaries** | 2,393 | 171 |
| **Social Security Costs** | 219 | 12 |
| **Other Pensions Costs** | 514 | 37 |
| **Total** | **3,126** | **220** |

**Number of full-time equivalent staff employed by Pay Scale and Contract Type**

|  |  |  |
| --- | --- | --- |
| **Pay Band** | **Permanent** | **Temporary Fixed Term** |
| **Apprentice** | 0 | 1.32 |
| **Grade 1** | 1.44 | 0 |
| **Grade 2** | 0.54 | 0 |
| **Grade 3** | 0 | 0 |
| **Grade 4** | 2.45 | 0 |
| **Grade 5** | 13.87 | 3 |
| **Grade 6** | 11.63 | 0.2 |
| **Grade 7** | 5 | 0 |
| **Grade 8** | 9.09 | 1.5 |
| **Grade 9** | 16.3 | 2 |
| **Grade 10**  | 5.81 | 0 |
| **Grade 11** | 3 | 0 |
| **Grade 12** | 8.19 | 0 |
| **Grade 13** | 6 | 0 |
| **Grade 14** | 3 | 0 |
| **Grade 15** | 3 | 0 |
| **Chief Officer** | 1.25 | 0 |
| **Chief Executive** | 1 | 0 |
| **Total** | **91.57** | **8.02** |

**At 31/3/18, the number of full time equivalent staff employed by pay scale and by job role:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pay Grade** | **CEO** | **Chief Officers** | **Professional/ Clerical** | **Manual/ Wardens/ Estate Warden Staff** | **Total** |
| **Apprentice** |  0 |  0 | 0  | 1.3 | **1.3** |
| **1** |  0 |  0 |  0 | 1.4 | **1.4** |
| **2** |  0 |  0 |  0 | 0.5 | **0.5** |
| **3** |  0 |  0 |  0 | 0.0 | **0.0** |
| **4** |  0 |  0 | 2.5 | 0.0 | **2.5** |
| **5** |  0 |  0 | 15.3 | 1.6 | **16.9** |
| **6** |  0 |  0 | 8.8 | 3.0 | **11.8** |
| **7** |  0 |  0 | 2.0 | 3.0 | **5.0** |
| **8** |  0 |  0 | 9.6 | 1.0 | **10.6** |
| **9** |  0 |  0 | 14.3 | 4.0 | **18.3** |
| **10** |  0 |  0 | 5.8 |  0 | **5.8** |
| **11** |  0 |  0 | 3.0 |  0 | **3.0** |
| **12** |  0 |  0 | 8.2 |  0 | **8.2** |
| **13** |  0 |  0 | 6.0 |  0 | **6.0** |
| **14** |  0 |  0 | 3.0 |  0 | **3.0** |
| **15** |  0 | 0  | 3.0 | 0  | **3.0** |
| **Chief Officer** |   | 1.3 |  0 | 0 | **1.3** |
| **CEO** | 1.0 | 0  | 0  | 0  | **1.0** |
| **Total** | **1.0** | **1.3** | **81.4** | **15.9** | **99.6** |

**At 31/3/18 the number of staff employed by pay grade and gender**

|  |  |  |
| --- | --- | --- |
| **Pay Band** | **Male** | **Female** |
|  | **Headcount** | **%** | **FTE** | **%** | **Headcount** | **%** | **FTE** | **%** |
| **Trainee Warden** | 1.0 | 2.2 | 0.3 | 0.9 | 3.0 | 3.7 | 1.0 | 1.6 |
| **Grade 1** | 0.0 | 0.0 | 0.0 | 0.0 | 4.0 | 4.9 | 1.4 | 2.3 |
| **Grade 2** | 0.0 | 0.0 | 0.0 | 0.0 | 1.0 | 1.2 | 0.5 | 0.9 |
| **Grade 4** | 0.0 | 0.0 | 0.0 | 0.0 | 3.0 | 3.7 | 2.5 | 3.9 |
| **Grade 5** | 7.0 | 15.6 | 2.6 | 6.9 | 18.0 | 22.2 | 14.3 | 23.0 |
| **Grade 6** | 5.0 | 11.1 | 4.8 | 13.0 | 10.0 | 12.3 | 7.0 | 11.4 |
| **Grade 7** | 3.0 | 6.7 | 3.0 | 8.0 | 2.0 | 2.5 | 2.0 | 3.2 |
| **Grade 8** | 6.0 | 13.3 | 3.7 | 9.9 | 11.0 | 13.6 | 6.9 | 11.1 |
| **Grade 9**  | 9.0 | 20.0 | 9.0 | 24.0 | 10.0 | 12.3 | 9.3 | 15.0 |
| **Grade 10** | 2.0 | 4.4 | 2.0 | 5.3 | 4.0 | 4.9 | 3.8 | 6.1 |
| **Grade 11** | 2.0 | 4.4 | 2.0 | 5.3 | 1.0 | 1.2 | 1.0 | 1.6 |
| **Grade 12** | 3.0 | 6.7 | 3.0 | 8.0 | 6.0 | 7.4 | 5.2 | 8.3 |
| **Grade 13** | 2.0 | 4.4 | 2.0 | 5.3 | 4.0 | 4.9 | 4.0 | 6.4 |
| **Grade 14** | 2.0 | 4.4 | 2.0 | 5.3 | 1.0 | 1.2 | 1.0 | 1.6 |
| **Grade 15** | 1.0 | 2.2 | 1.0 | 2.7 | 2.0 | 2.5 | 2.0 | 3.2 |
| **Chief Officers** | 1.0 | 2.2 | 1.0 | 2.7 | 1.0 | 1.2 | 0.3 | 0.4 |
| **CEO** | 1.0 | 2.2 | 1.0 | 2.7 | 0.0 | 0.0 | 0.0 | 0.0 |
| **Total** | **45.0** | **99.8** | **37.4** | **100.0** | **81.0** | **99.7** | **62.2** | **100.0** |

**Termination payments made during 2017/18**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Payment Value band £** | **Number of payments** | **TOTAL VALUE****£000** |
| **Chief Officers** | 0 – 20,000 | 0 | 0 |
|  | 20,000 – 40,000 | 0 | 0 |
| **Other Staff** | 0 – 20,000 | 2 | 6 |
|  | 20,000 – 40,000 | 0 | 0 |