

**APPENDIX A**

**London Borough of Barnet**

**Pay Policy Statement 2023/24**  
[incorporating information on Gender Pay Gap]

**Published**  
**April 2023**

# **1 Background**

## **Localism Act 2011 - Openness and accountability in local pay**

- 1.1. Section 38(1) of the Localism Act 2011 requires local authorities to publish an annual pay policy statement.
- 1.2. The provisions in the Act do not seek to change the right of each local authority to have autonomy on pay decisions. However, they do emphasise the need to deliver value for money for local taxpayers.
- 1.3. This statement will be presented to Full Council for adoption and any further changes during the year will be brought back to Council for approval.
- 1.4. This statement only relates to the remuneration of staff directly employed and managed by the Council of the London Borough of Barnet. It does not cover school-based employees or those working for partner organisations.

## **Related Remuneration and Transparency Context**

- 1.5. The Council follows the transparency requirements on remuneration as set out in the Local Government Transparency Code 2015 issued in February 2015 by the then Department for Communities and Local Government; and specific guidance relevant to the Localism Act issued by the Department in February 2012 and February 2013.
- 1.6. The Code of Recommended Practice for Local Authorities on Data Transparency includes publishing information relating to salaries over £58,200. Similarly, the Local Government Transparency Code 2015 stipulates that salaries over £50,000 should be published. In order to comply with both Codes, the Council publishes a summary of posts that are paid more than £50,000. The summary is available on the website of the Council.
- 1.7. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 ordinarily require the Council to report 'pay gap' information such as the difference between the average (mean and median) pay of female employees and that of male employees.

# **2. Governance arrangements for pay and conditions of service within Barnet Council**

- 2.1. The Constitution and General Purposes Committee (appointed by Council) has responsibility for decisions related to the pay and terms and conditions of employment for staff (other than those within the remit of the Chief Officer Appointment Panel<sup>1</sup>) in accordance with Article 7 (Committees, Sub-Committees, Area Committees and Forums and the Local Strategic Partnership) of the Constitution.

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<sup>1</sup> The Chief Officer Appointment Panel deals with matters relating to appointments, discipline and capability of the Council's Chief Officers.

- 2.2. Included within the responsibilities of the Committee is the duty to develop and publish the annual pay policy statement for approval by Council (being its parent body) which will comprise:
- the level and elements of remuneration for each Chief Officer
  - relationship between the remuneration of Chief Officers and other employees
  - a description of the relationship between decisions made on the lowest paid and top paid employees in the organisation
  - remuneration of the lowest paid (with the definition of the lowest paid and the reasons for adopting that definition)
  - in relation to Chief Officers - remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments
  - transparency arrangements, including the publication of and access to information relating to the remuneration of chief officers
  - reasons for chosen approach to remuneration levels and how this is to be implemented
  - differences of approach to groups of employees and the reasons for them
  - pay dispersion
  - incremental progression factors
  - use of honoraria and ex-gratia payments (these are currently codified in the Policy for Additional Responsibility and Outstanding Contribution Payments)
  - determination of remuneration parameters for officers who have returned to work for the local authority
  - appointment and remuneration term.
- 2.3. In addition, the Committee has a duty to review remuneration annually and ensure that sufficient flexibility exists within the Council's pay policy to allow responses to unforeseen circumstances without having recourse to revising the policy between annual reviews.
- 2.4. Council is asked to consider the Constitution and General Purposes Committee's recommendation(s). The Council is ultimately responsible for approval of the annual pay policy statement.

### **3. Remuneration arrangements for all employees**

#### **Introduction**

- 3.1. This section sets out the remuneration arrangements for Barnet Council employees.

#### **Senior Management**

- 3.2. The Senior Management Team's pay and reward arrangements include:
- A market-based pay structure which links job size to the midpoint between Median and Lower Quartile Pay data;
  - Evaluation of all roles using Hay job evaluation scheme to define the scope and 'size' of each post;

- Pay Grades reflect job sizes and evaluated roles are slotted into a grading system according to the evaluated job size;
- Automatic enrolment into Local Government Pension Scheme (LGPS);
- Base pay linked to the NJC for Local Government Services;
- 30 days' annual leave<sup>2</sup> for officers employed on a full-time basis (the entitlement for those employed on a part-time basis is adjusted on a pro-rata basis); and
- Contractual sick pay up to a maximum of six months at full pay and six months at half pay

Pay Grade	Grade Minimum On 1 April 2022	Grade Maximum On 1 April 2022	Chief Officer and Senior Management Posts
1	£194,643	£205,493	Chief Executive*
2	£163,015	£173,866	Deputy Chief Executive*
3	£139,726	£162,512	Executive Director for Children & Families* (incorporates statutory Director of Children's Services); Executive Director for Adults & Health* (incorporates Statutory Director for Adults and Social Services) Executive Director for Environment*
4	£125,621	£139,726	Executive Director of Resources (s.151 Officer)* Executive Director of Assurance* Director of Adult Social Care Director of Growth
5	£114,770	£125,621	Director of Commercial and Customer Services Director of Public Health and Prevention* Director of Children's Social Care (Early help, Children in need of help & protection) Director of Children's Social Care (Corporate Parenting, Disability and Permanence) Street-Scene Director
6	£94,685	£115,352	Senior Management – mainly Assistant Director posts
7	£81,632	£91,422	
8	£72,931	£81,632	

Table A: Barnet Council senior management grading system with details on Chief Officer (posts denoted with an asterisk) and Director remuneration.

<sup>2</sup> The annual leave entitlement for full-time employees is 30 days (pro-rata adjustments will continue to apply for part-time employees)

## **Rest of the Council**

- 3.3. Current arrangements for the remainder of the council's workforce include:
- A grading system with grade minima and maxima broadly corresponding to points within the National Joint Council (NJC) for Local Government Services (LGS) pay 'spine';
  - Grading of all posts through systematic job evaluation (Hay scheme);
  - Automatic enrolment of employees into the Local Government Pension Scheme (LGPS)<sup>3</sup>;
  - 30 days' annual leave<sup>4</sup> for officers employed on a full-time basis (the entitlement for those employed on a part-time basis is adjusted on a pro-rata basis); and
  - Other terms and conditions of employment such as entitlement to contractual sick pay governed by the NJC LGS

## **Pay Scales - Senior Management Team**

- 3.4. The Senior Management grade structure and salaries were agreed by General Function Committee on 3rd May 2017. The Constitution and General Purposes Committee (subject to Council approval) sets the pay rates applicable to the grade structure on an annual basis and this pay policy statement is updated. Table A below sets out the salaries associated with the pay grades for the Senior Management Team and the Statutory Officer posts. Salaries are reviewed during April of each year and an updated pay policy statement is approved and published by the Council as necessary.
- 3.5. Each Pay Grade comprises a minimum (entry pay point) and a maximum (fully competent) pay point. The Fully Competent pay point reflects the evaluated level of the job. The Council does not pay beyond the evaluated level of the job.
- 3.6. The appropriate pay point at recruitment will normally depend upon the applicant's assessed level of competence.
- 3.7. All Chief Officer appointments (those officers listed in Article 9 of the Council Constitution) are conducted by the Chief Officer Appointment Panel, which comprises five elected members appointed to the panel by Council. The Panel includes the Leader of the Council, the Deputy Leader of the Council, the Chairman of the Constitution and General Purposes Committee, the Leader of the Opposition and a further member of the opposition group. The post holder's remuneration will be voted on by the Constitution and General Purposes Committee and reported to Council at the earliest opportunity.
- 3.8. The Constitution and General Purposes Committee is responsible for the appointment of all chief officers with the exception of the Head of Paid Service

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<sup>3</sup> Note that, for a small number of designated roles where recruitment and retention issues exist, employees are offered the option of switching to a lower-cost scheme (NEST) and receiving a pay uplift which the Council funds through savings in employer contributions to the LGPS.

<sup>4</sup> The annual leave entitlement will increase to 31 days with effect from 1 April 2023 (pro-rata adjustments will continue to apply for part-time employees)

(Chief Executive) as Council retains the responsibility to confirm the appointment or dismissal of the Head of Paid Service.

- 3.9. Pay progression within senior management grades is assessed through the annual performance review cycle. There are four performance levels, each corresponding to a defined percentage of salary increase until an employee reaches the top of the pay grade for their post, shown in Table B.

<b>Rating</b>	<b>Percentage increase</b>
Development Needs	0%
Satisfactory	0.5%
Good	2.25%
Outstanding	3%

Table B: Barnet Council performance-based pay progression for senior management.

### **Pay Scales - Rest of the Council**

- 3.10. The Council, in accordance with its single status agreement, has a grading system in place for staff not covered by the SMT arrangements outlined above. In accordance with the Council's job evaluation scheme, each post is assigned one of 13 grades. The lowest point in the pay 'spine' is £23,457 and the highest point is £72,266. A full list of grades and corresponding salary amounts across the Council's paid service can be found in Appendix A1.
- 3.11. The pay point on recruitment is normally at the bottom point of the grade for each post unless there is a justifiable reason for doing otherwise. Justifiable reasons for appointments at higher levels within a grade may include a need to match the appointee's salary at a previous employer and/or challenges in relation to staff recruitment and retention for a particular post or level of skill.
- 3.12. Pay progression within grades is assessed through the annual performance review cycle. There are four performance levels, each corresponding to a defined percentage of salary increase until an employee reaches the top of the pay grade for their post.

<b>Rating</b>	<b>Percentage increase</b>
Development Needs	0%
Satisfactory	0.5%
Good	2.25%
Outstanding	3%

Table C: Barnet Council performance-based pay progression for grades A-M.

## **Barnet Living Wage**

- 3.13. The Council has developed a fair pay policy to ensure that it applies a wage 'floor' for Council employees, the essence of which is set out in the following statement:

*"London Borough of Barnet is a fair pay employer and will apply the principles of a living wage (including taking into account the National Minimum Wage, National Living Wage, London Living Wage and national pay awards in the public sector), subject to affordability."*

- 3.14. As outlined above, the lowest point in the Barnet Council pay 'spine' is £23,457. All posts within the Council's grading system are remunerated at levels that exceed the 2022 London Living Wage [expressed as an hourly rate of £11.95, which would correspond to an annual salary of £22,432 for a full-time employee].
- 3.15. It is important to note that the Council's grading system and Living Wage provisions do not include remuneration rates in respect of apprenticeships, where the national apprenticeship rates will apply at a minimum.
- 3.16. The Council has commenced discussions with the Living Wage Foundation, with an ambition of eventually becoming accredited as a Living Wage Employer. Achieving the aforementioned accreditation is likely to require a considerable amount of time as it would create the need for the Council to establish procurement and audit mechanisms covering virtually all of its contractors/subcontractors as well as other parts of its supply chain.

## **Other Elements of Remuneration**

### **Pay Protection**

- 3.17. The Council's Managing Organisational Change Policy is applicable to all employees and sets out the Council's pay protection policy.

### **Recruitment and Retention Premia**

- 3.18. The Council has a recruitment and retention payments policy applicable to all employees which describes when and how the Council may pay beyond the evaluated level of a job. Any such payments will need to be supported by clear labour market evidence before they can be made, and to be reviewed periodically.

### **Other**

- 3.19. The Council does not operate a bonus scheme for senior managers or any other employees, however it does award salary progression within grades on the basis of employee performance as outlined above.
- 3.20. The Council does not offer any benefits in kind.

- 3.21. The Council operates a Policy for Payments for Additional Responsibilities and Outstanding Contributions which allows discretionary payments to be made to staff who are required to undertake duties outside the scope of their post or/and have made extraordinary contributions to the work of the Council.

Payments under the Policy are subject to an approval process which includes senior management as well as the Assistant Director of Human Resources and Organisational Development.

#### **Payment for election duties**

- 3.22. The role of Returning Officer is considered to be secondary employment and any Senior Officer undertaking this role will be expected to either take annual leave or special unpaid leave when fulfilling this function.
- 3.23. Any employee who undertakes election duties is paid for this through the Returning Officer. The level of Fees & Charges payable for election duties are set by the Cabinet Office & London Councils.

#### **Pension Arrangements**

- 3.24. Employees of the London Borough of Barnet are automatically enrolled into the Local Government Pension Scheme (LGPS). However, employees are entitled to opt out of the Scheme if they so wish.
- 3.25. The rate of employee pension contributions is determined by national LGPS regulations.
- 3.26. Pension matters are dealt with by LGPS Scheme Rules. LGPS members are also entitled to receive benefits related to ill-health retirement and death in service.

#### **Redundancy Terms**

- 3.27. The Council's Managing Organisational Change Policy is applicable to all employees, including Chief Officers and the Head of Paid Service, and sets out redundancy compensation.
- 3.28. Redundancy compensation is calculated based on an employee's actual weekly gross pay using the statutory matrix of Age and Years of Completed Service. The minimum is 1 week's actual gross pay and the maximum is 30 weeks' pay.
- 3.29. The Council's redundancy terms do not enhance pension entitlements.
- 3.30. As part of its duty to mitigate the consequences of redundancy, the Council puts in place appropriate employee support, which includes career advice, workshops and redeployment trial periods for employees.



## **Appointment and Remuneration Terms**

- 3.31. The Council appoints to roles on a variety of terms [within the parameters of its Unified Reward framework and other relevant policies], and the final decision about appointment and remuneration terms will generally be a reflection of the requirements of the role, the evaluated level of the role, the longevity of the role, budgetary constraints, and broader value for money considerations.
- 3.32. As part of the provisions of its Officer Code of Conduct and other relevant policies and procedures, the Council requires its staff to disclose any participation in activities (e.g. employment with other organisations) or interests (e.g. close personal relationships with suppliers) which may have an impact on the work of the Council or its relationships with relevant stakeholders. Any such disclosures are reviewed on a case-by-case basis, with steps being taken to protect the interests of the Council as well as the reputation and overall well-being of its employees.

## **4. Severance arrangements**

- 4.1. The Council does not enhance severance packages beyond statutory and contractual entitlements. In practice this means severance packages consist of redundancy pay (see 3.27) and any holiday pay to which the employee is contractually entitled. Employees who are members of the LGPS may also be entitled to redundancy-related payments in accordance with the Regulations of the Scheme. From the Council's perspective, this will mean that mandatory and discretionary payments towards premature retirement compensation will be included in the assessment of the severance payments which are made to an individual.
- 4.2. Where an employee who is a member of the LGPS is aged 55 or above and is made redundant, then, by virtue of the LGPS scheme rules, the employee's pension will automatically come into payment. It should be noted that an employer cost, known as 'Pension Strain' will be crystallised and is a cost to be paid by the employer to the LGPS.
- 4.3. For the purposes of calculating the component parts of a severance package this will include:
- redundancy pay
  - holiday entitlement earned but not taken
  - 'pension strain' cost payable by the Council to the Pension Scheme.
- 4.4. The Council has been given the opportunity to vote on severance packages at or above £100,000 per annum and has delegated this function to the Constitution and General Purposes Committee.

## 5. Relationship between the remuneration of the Council’s chief officers, and the remuneration of its employees who are not chief officers

### Remuneration of the Lowest Paid

- 5.1. The definition of the lowest paid is outlined in Section 5.4 (below). The Council has adopted that definition based on the lowest point of the Council’s pay ‘spine’- see section 3.10. The reader should note that salaries are quoted in this Statement on a full-time basis; salaries for employees who work part-time are calculated on a pro-rata basis in line with the grade for their role.

### Pay Dispersion

- 5.2. The highest paid role in the Council is that of the Chief Executive with earnings of £205,493. Earnings for the median average paid role stand at £36,671, falling within Grade H which covers multiple roles across a wide range of Council services. The ratio between the highest paid in the authority (Chief Executive Officer) and the median average paid role is approximately 5.6:1. The lowest-paid role in the Council is in the Streetscene Service, with full-time earnings of £23,457 per annum. The ratio between the highest and lowest paid roles is 8.76:1.

- 5.3. A pay dispersion comparison between the current year and previous year is shown in Table D below:

Description	2022/23	2021/22
Highest Paid	£205,493	£198,511
Median	£36,671	£32,215
Lowest paid	£23,457	£20,658
Highest to median ratio	5.6:1	6.2:1
Highest to lowest ratio	8.8:1	9.6:1

Table D: Pay dispersion at the Council in 2021/22 and 2022/23.

### Elements of Chief Officer Remuneration

- 5.4. As described previously, Chief Officers do not ordinarily receive any bonuses or benefits in kind. In common with all Council posts, where there is evidence that the evaluated level of the job does not reflect current labour market conditions, a market supplement may be considered. Any market supplement would need to be agreed and reviewed by the Constitution and General Purposes Committee.

## **6. Gender Pay Gap**

- 6.1 The Council is committed to reporting accurately on its gender pay gap. As at 31.03.2021, the average hourly rate of pay for female employees was higher than that for male employees in terms of both the mean (14.15%) and median (25.54%) averages.

## **7. Staff moving posts within the public sector**

- 7.1. The Council operates a recruitment policy based on merit, in line with the provisions of Section 7 the Local Government and Housing Act 1989.
- 7.2. Should a successful candidate for a Barnet Council vacancy be in receipt of a severance payment or pension, the Council would follow the Rules of the Local Government Pension Scheme and Modification Order to manage the following scenarios, should they occur:
- Where someone previously employed by the same authority, left with a severance or redundancy payment returns to the Council's employment as a Chief Officer
  - Officers in receipt of a Local Government Pension Scheme or Firefighter pension (whether their previous service was with the same authority or not).
- 7.3. Where an employee leaves the Council on the grounds of redundancy, there would normally need to be a 12-month break before the Council would consider engaging them again either as an employee or under a contract for services

## **8. Publication of and access to information regarding remuneration of Chief Officers**

- 8.1. Remuneration information about Chief Officers is published on the Council website.
- 8.2. The Council's Annual Accounts set out remuneration information for roles paid above £50,000. These accounts are published on the Council's website.

## **9. Amendments to this Pay Policy Statement**

- 9.1. Data within this statement are correct as at 15 December 2022 [unless stated otherwise, e.g. in the case of the Gender Pay Gap information]. The reader should note that the median pay may be subject to minor variations as a result of posts being created, deleted, re-evaluated, or included in transfers of

activities/services (commonly referred as TUPE) between the Council and partner organisations.

- 9.2. There is a requirement to keep this Pay Policy Statement as up to date as possible. Therefore, mid-year amendments to the statement may be approved and published by the Council as appropriate.

## APPENDIX A1



### PAY AND GRADING STRUCTURE FROM 1 APRIL 2022

GRADE	Minimum	Maximum
Grade A	£23,457	£24,804
Grade B	£24,408	£25,629
Grade C	£25,212	£26,472
Grade D	£26,046	£27,357
Grade E	£26,913	£28,737
Grade F	£28,737	£31,731
Grade G	£31,731	£35,217
Grade H	£34,341	£37,725
Grade I	£37,725	£41,793
Grade J	£42,795	£47,805
Grade K	£50,910	£56,022
Grade L	£57,102	£63,684
Grade M	£65,262	£72,266
Grade 8	£72,931	£81,632
Grade 7	£81,632	£91,422
Grade 6	£94,685	£115,352
Grade 5	£114,770	£125,621
Grade 4	£125,621	£139,726
Grade 3	£139,726	£162,512
Grade 2	£163,015	£173,866
Grade 1	£194,643	£205,493

## APPENDIX A2

### Gender Pay Gap information

(Note: Data as at 31.03.2021)

1. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 ordinarily require the Council to report ‘pay gap’ information, including the difference between the average (mean and median) pay of female employees and that of male employees as well as an analysis of the workforce by pay quartile.
2. The 2020/21 gender pay gap figures for Barnet Council have already been published through the central Government’s Gender Pay Gap Reporting Service. However, the Council is keen to continue its work on transparency and the overall equality, diversity, and inclusion agenda and has decided to include the relevant information<sup>5</sup> in this report.
3. The mean average hourly pay for female Council employees is £19.23, and the median average hourly pay for female Council employee stands at £17.70. The figures for male employees are £16.85 and £14.10 respectively. Consequently, the mean average gender pay gap is 14.15%, and the median average gender pay gap is 25.54% (Table 1).

<i>Type of figure</i>	<b>31 Mar 20</b>	<b>31 Mar 21</b>
Mean pay per hour for male employees	£17.22	£16.85
Mean pay per hour for female employees	£19.58	£19.23
<b>Gender pay gap – mean average</b>	<b>13.7%</b>	<b>14.15%</b>
Median pay per hour for male employees	£14.03	£14.10
Median pay per hour for female employees	£17.72	£17.70
<b>Gender pay gap – median average</b>	<b>26.28%</b>	<b>25.54%</b>

Table 1: Barnet Council gender pay gap figures.

4. The Barnet pay gap figures appear to be significantly different from gender pay gap data across London Borough Councils<sup>6</sup>, where a very small gap exists in the other direction, with male employees’ median hourly pay being 0.5% higher than that of female employees, as well as local authorities across England and Wales, where the median pay of male employees is 4.3% higher than that of female employees<sup>7</sup>.

<sup>5</sup> The reader may wish to note that the statutory definition of gender pay gap calculations is based on the earnings of male employees. Consequently, using that definition, the Council technically has ‘negative’ pay gaps. The Council reports its pay gap figures to the central government’s Gender Pay Gap Service using the relevant template [devised by that Service] in order to facilitate comparisons with other organisations.

<sup>6</sup> LGA report: ‘The gender pay gap in local government 2019’

<sup>7</sup> LGA data pack: ‘Local Government Workforce Summary Data’, March 2021

The difference can largely be attributed to the fact that Barnet Council has outsourced the work of certain specialist/professional functions (such as Information Technology) which traditionally attract a higher proportion of men and which other authorities continue to deliver internally. This means that women make up the majority of employees in the top 3 pay quartiles within the Council (Table 2).

<b>Quartiles</b>	<b>Male 31.03.20</b>	<b>Female 31.03.20</b>	<b>Male 31.03.21</b>	<b>Female 31.03.21</b>
Lower Quartile	60.5%	39.5%	70.7%	29.3%
Lower Middle Quartile	45.5%	54.5%	33.3%	66.7%
Upper Middle Quartile	29.7%	70.3%	34.4%	65.6%
Upper Quartile	32.1%	67.9%	32.6%	67.4%

Table 2: Gender 'split' of Barnet Council employees by pay quartile.

5. The Council remains fully committed to the EDI (Equality, Diversity, and Inclusion) agenda and continues its work to improve its engagement with all sections of the community as well as its employer 'brand' within and beyond the Borough.

## **APPENDIX A3**

### **Information on Payments for Additional Responsibility and Outstanding Contributions**

(Note: Data from 01.04.2022 to 31.12.2022)

#### **1. ADDITIONAL RESPONSIBILITY AND OUTSTANDING CONTRIBUTION PAYMENTS**

- 1.1 In 2016, the Council implemented the Unified Reward agreement which codifies the grading and remuneration arrangements within its paid service. With the introduction of the Unified Reward pay agreement, the Council removed the facility to award ad hoc honorarium payments to staff who undertake duties over and above their normal job role, or who make an outstanding contribution to the work of the Council through their hard work and good performance.
- 1.2 Taking into account both the Council's emphasis on arranging work in an agile, responsive way and wider labour market trends, a decision was made in late 2021 to introduce a Policy for Additional Responsibility and Outstanding Contribution Payments.
- 1.3 While there is no statutory obligation on the Council to report on such payments, we have decided to publish a summary of information relating to both types of payments (OCP and ARP) in line with our ongoing commitment to transparency around the Council's pay structures and remuneration arrangements. In the first three quarters of the 2022/23 financial year, approximately 2.5% of Council staff (47 officers in total) have received a combined total of just under £29k in such payments.
- 1.4 The information is summarised in Table 3 below. The reader may wish to bear in mind that, as the Policy was enacted shortly before the commencement of the 2022/23 financial year, the information in the table only relates to the first three quarters of the financial year (i.e. up until the end of December 2022).



Service area	Additional Responsibility		Outstanding Contribution		Total staff receiving payments	Aggregate average amount paid
	Number of staff receiving payment	Average amount paid	Number of staff receiving payment	Average amount paid		
Adults & Health	15	£476.39	10	£582.50	24	£512.69
Customer & Place	2	£431.55	3	£ 677.42	5	£532.79
Education & Skills	0	N/A	1	£1,000.00	1	£1,000.00
Family Services	6	£620.08	3	£2,537.81	9	£958.50
Strategy & Resources	1	£300.00	5	£720.00	6	£600.00
Streetscene	2	£889.00	0	N/A	2	£889.00
<b>Grand Total</b>	<b>26</b>	<b>£546.41</b>	<b>22</b>	<b>£764.30</b>	<b>47</b>	<b>£616.80</b>

Table 3: Summary of Payments for Additional Responsibility and Outstanding Contributions.

## **APPENDIX A4**

### **Recruitment and Retention payment information**

(Note: Data as at 30.12.2022)

#### **2. RECRUITMENT AND RETENTION PAYMENTS- BACKGROUND**

- 2.1 Recruitment and Retention Payments (RRP) are additional payments to the basic pay of an individual post or specific group of posts. The Council considers RRPs to be discretionary and non-contractual.
- 2.2 Recruitment or Retention Payments may be paid in circumstances where market pressures would hinder the Council's ability to recruit and retain adequate numbers of employees of an appropriate calibre for the posts concerned if it offered the normal salary for the grade of the job. Until October 2021, payments had been capped at 10% for each element. Following a review of labour market conditions, the Council has decided to remove the caps, however only one post currently attracts a combined RRP which exceeds 20% of the corresponding base salary.
- 2.3 Recruitment or Retention Payments apply to posts rather than to employees. Where an employee moves from a post that attracts a RRP to one that does not, the payment will cease. As RRPs are not considered contractual, no pay protection would apply in those circumstances.
- 2.4 Prior to the implementation of the Unified Reward grading system, a number of posts at the Council attracted market factor supplements which had been introduced as a means of improving the Council's ability to compete in competitive markets covering 'hard to recruit to' posts. Other market factor supplements had been established purely on the basis of improving the Council's ability to retain key members of staff in critical service areas. In the main these were introduced to cover specific groups of staff which were difficult to recruit and retain, for example Social Workers in Family Services.
- 2.5 With the introduction of Unified Reward, RRPs replaced all market supplements and associated payments.
- 2.6 In December 2022, the Council had a total of 1,945 posts in its establishment [excluding vacancies and apprenticeships]. Of those, 156 posts (8% of the total) attracted Recruitment and Retention Payments. Just over half (81) of those posts attracted RRPs between 11% and 20% of the associated base salary, one post attracted a 23% RRP, while the remaining 72 posts attracted RRPs between 3% and 10%.

2.7 A summary of Council posts which attract RRPs is provided in Table A4. This summary does not include any posts which are vacant as at December 2022.

<b>Function[s] / Service Area[s]</b>	<b>Total posts attracting RRP</b>	<b>RRP 3-9% Posts</b>	<b>RRP 10% posts</b>	<b>RRP 11-19% posts</b>	<b>RRP 20% posts</b>	<b>RRP 20+% Posts</b>
Family Services, [Children's] Social Care	105	19	13	44	29	0
Adults [Social Care], Communities, Public Health	12	5	7	0	0	0
Environment and Streetscene	14	0	13	1	0	0
Strategy & Resources, Assurance	10	6	1	2	1	0
Customer and Place	15	5	3	1	3	1
<b>GRAND TOTAL</b>	<b>156</b>	<b>35</b>	<b>37</b>	<b>48</b>	<b>33</b>	<b>1</b>

Table A4: Summary of Barnet Council posts which attract Recruitment and Retention Payments by function or service area. Please note that certain service areas have been grouped together with a view to mitigating privacy risks for individual postholders.

2.8 An Equality Impact Assessment has been undertaken and demonstrates there are no specific inequalities within the payment framework. Most posts which attract RRPs are held by female employees; the posts are mostly concentrated in social work, a field in which women comprise over 80% of the UK workforce<sup>8</sup>.

<sup>8</sup> See e.g. 'DfE Experimental statistics: Children and family social work workforce in England, year ending 30 September 2017'.