

**APPENDIX A**

# **London Borough of Barnet**

## **Pay Policy Statement 2024/25** [incorporating information on Gender Pay Gap]

**Published**  
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# **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 limit the autonomy of each local authority to make decisions on the remuneration of its officers. However, they do create an obligation on Councils to provide transparency in their approach to staff remuneration.
- 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 and is periodically updated.
- 1.7. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 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 Council's Employment Sub-Committee (a Sub-Committee of the Licensing and General Purposes Committee) has responsibility for decisions regarding council wide contractual changes to terms and conditions of service and pay and reward strategy in accordance with Part 2B ('Terms of Reference and Delegation of Duties to Committees and Sub-Committees') of the Constitution.

- 2.2. Included within the responsibilities of the Sub-Committee is the duty to develop and publish the annual pay policy statement for approval by Council, 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 highest 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
  - rationale for the Council's chosen approach to remuneration levels and how this is to be implemented
  - differences of approach to groups of employees and the relevant rationale for
  - 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
- 2.3. Council is asked to consider the Sub-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 the 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. Chief Officers, and Chief Executive Officers;
  - Annual salary revisions incorporating NJC collective agreements on 'cost of living' negotiations;

- 31 days' annual leave 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 2023	Grade Maximum On 1 April 2023	Chief Officer and Senior Management Posts
1	£201,456	£212,685	Chief Executive*
2	£168,721	£179,951	Deputy Chief Executive*
3	£144,616	£168,200	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)
4	£130,017	£144,616	Executive Director of Strategy and Resources (s.151 Officer)* Executive Director of Assurance* Director of Adult Social Care Director of Growth
5	£118,787	£130,017	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, Director of Planning and Building Control, Director of Transformation, Director of Highways and Transportation <sup>1</sup>
6	£98,359	£119,828	Senior Management – mainly Assistant Director posts
7	£84,800	£94,969	
8	£75,760	£84,800	

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

<sup>1</sup> The post of Director of Highways and Transportation has been 'inherited' as a result of a 'TUPE' transfer and does not technically sit within the Council grading structure, but the level of remuneration is equivalent to Grade 5.

## **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';
  - Annual salary revisions incorporating NJC collective agreements on 'cost of living' negotiations;
  - Grading of all posts through systematic job evaluation (Hay scheme);
  - Automatic enrolment of employees into the Local Government Pension Scheme (LGPS)<sup>2</sup>;
  - 31 days' paid annual leave 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 at the Council is regularly reviewed with a view to optimising service delivery and value for money. The reader may wish to note that some changes to the structure have taken place during the 2023-24 financial year. Any changes to senior management arrangements are reported on the Council website on an ongoing basis. Table A below sets out the salaries associated with the pay grades for the Senior Management Team and the Statutory Officer posts.
- 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. Appointment of Chief Officers (as listed in Article 9 of the Council Constitution) is a function reserved mainly to the Employment Sub-Committee and may include an external appointment process. The appointment of the Head of Paid Service requires a Full Council decision, with the Sub-Committee making relevant recommendations to Council.
- 3.8. In addition to the appointment of the Head of Paid Service, Full Council retains the responsibility for dismissals from the posts of Monitoring Officer, and Chief Finance Officer (Executive Director of Strategy and Resources).
- 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.

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<sup>2</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.

<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 £25,854 and the highest point is £75,070. 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.

- 3.13. The reader may wish to note that pay progression arrangements have been subject to temporary changes in recent performance review cycles, with 2.25% having been awarded to all eligible employees in 2020/21, 2021/22, and 2022/23. Negotiations between the Council and its recognised Trade Unions have commenced with a view to reviewing and potentially simplifying pay progression arrangements<sup>3</sup>. Should the aforementioned negotiations result in any modifications to the relevant arrangements, the Council will be publishing an amended Pay Policy Statement to reflect the changes.

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<sup>3</sup> It may also be worth adding that, while negotiations are primarily focused on the 'mainstream' Unified Reward terms of employment, they may also result in changes to pay progression for senior managers. Any changes to terms of employment for senior management within the Council shall also be appropriately reflected in revisions of the Pay Policy Statement.

- 3.14. 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.”*

- 3.15. As outlined above, the lowest point in the Barnet Council pay ‘spine’ is £25,854. All posts within the Council’s grading system are remunerated at levels that exceed the 2023 London Living Wage [expressed as an hourly rate of £13.15, which would correspond to an annual salary of £24,684 for a full-time employee].
- 3.16. 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.
- 3.17. The Council is working with the Living Wage Foundation towards its ambition of becoming accredited as a Living Wage Employer. As had been outlined in the 2023 Pay Policy Statement, achieving the accreditation requires a considerable amount of time as it involves 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. As part of this work, there is also an intention for apprentice salaries to meet or exceed London Living Wage levels.

## **Other Elements of Remuneration**

### **Pay Protection**

- 3.18. 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**

- 3.19. 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 need to be supported by clear labour market evidence before they are made, and are subject to periodic reviews. More detailed information is available in Appendix A4

### **Other**

- 3.20. 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.
- 3.21. The Council does not offer any benefits in kind.

- 3.22. 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. More information can be found in Appendix A3.

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

- 3.23. 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.
- 3.24. 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**

- 3.25. 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.
- 3.26. The rate of employee pension contributions is determined by national LGPS regulations.
- 3.27. 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**

- 3.28. 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.
- 3.29. 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.
- 3.30. The Council's redundancy terms do not enhance pension entitlements.
- 3.31. 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**

- 3.32. 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.
- 3.33. 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), any holiday pay to which the employee is contractually entitled and, on some occasions, pay in lieu of notice. 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.
  - Payment in lieu of notice?
- 4.4. Full Council must approve any severance packages costing over £100,000.

## 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 £212,685. Earnings for the median average paid role stand at £39,951, which is the top salary point for Grade H and bottom point for Grade I, covering 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 5.3:1. The lowest-paid role in the Council is in the Streetscene Service, with full-time earnings of £25,854 per annum. The ratio between the highest and lowest paid roles is 8.23:1.
- 5.3. A pay dispersion comparison between the current year and previous year is shown in Table D below:

Description	2023/24	2022/23
Highest Paid	£212,685	£205,493
Median	£39,951	£36,671
Lowest paid	£25,854	£23,457
Highest to median ratio	5.3:1	5.6:1
Highest to lowest ratio	8.2:1	8.8:1

Table D: Pay dispersion at the Council in 2022/23 and 2023/24.

### 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 and Ethnicity Pay Gap**

- 6.1 The Council is committed to reporting accurately on its gender pay gap. As at 31.03.2022, the average hourly rate of pay for female employees was higher than that for male employees in terms of both the mean (18.1%) and median (17.9%) averages.
- 6.2 Work is also being undertaken on Ethnicity Pay Gap reporting, with some information already having been made available to stakeholders within the Council as well as relevant external bodies such as the LGA. The Council will be publishing relevant data and information in the upcoming months.
- 6.3 More detailed information is available in Appendix A2.

## **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 5 January 2024 [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 2023

GRADE	Minimum	Maximum
Grade A	£25,854	£27,030
Grade B	£26,634	£27,855
Grade C	£27,438	£28,698
Grade D	£28,272	£29,583
Grade E	£29,139	£30,963
Grade F	£30,963	£33,957
Grade G	£33,957	£37,443
Grade H	£36,567	£39,951
Grade I	£39,951	£44,019
Grade J	£45,021	£50,031
Grade K	£53,136	£58,248
Grade L	£59,328	£66,156
Grade M	£67,794	£75,070
Grade 8	£75,760	£84,800
Grade 7	£84,800	£94,969
Grade 6	£98,359	£119,828
Grade 5	£118,787	£130,017
Grade 4	£130,017	£144,616
Grade 3	£144,616	£168,200
Grade 2	£168,721	£179,951
Grade 1	£201,456	£212,685

## APPENDIX A2

### Gender and Ethnicity Pay Gap information

(Note: Gender Pay Gap data as at 31.03.2022)

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 2021/22 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>4</sup> in this report.
3. The mean average hourly pay for female Council employees is £25.12, and the median average hourly pay for female Council employee stands at £21.03. The figures for male employees are £21.27 and £17.83 respectively. Consequently, the mean average gender pay gap is 18.11%, and the median average gender pay gap is 17.94% (Table 1).

<i>Type of figure</i>	<b>31 Mar 22</b>	<b>31 Mar 21</b>
Mean pay per hour for male employees	£21.27	£16.85
Mean pay per hour for female employees	£25.12	£19.23
<b>Gender pay gap – mean average</b>	<b>18.11%</b>	<b>14.15%</b>
Median pay per hour for male employees	£17.83	£14.10
Median pay per hour for female employees	£21.03	£17.70
<b>Gender pay gap – median average</b>	<b>17.94%</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>5</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

<sup>4</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>5</sup> LGA report: 'The gender pay gap in local government 2019'. The reader may wish to note that 2021 figures compiled by the City of London Corporation appear to show that the gap between male and female earnings across London Borough Councils has grown to approximately 2.5% (the relevant report is entitled 'Equality and inclusion update with pay gaps' and is available on the website of the Corporation).

Wales, where the median pay of male employees is 4.3% higher than that of female employees<sup>6</sup>.

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).<sup>7</sup>

<b>Quartiles</b>	<b>Male 31.03.22</b>	<b>Female 31.03.22</b>	<b>Male 31.03.21</b>	<b>Female 31.03.21</b>
Lower Quartile	66.8%	33.2%	70.7%	29.3%
Lower Middle Quartile	37.8%	62.2%	33.3%	66.7%
Upper Middle Quartile	30.7%	69.3%	34.4%	65.6%
Upper Quartile	32.6%	67.4%	32.6%	67.4%

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

5. As outlined in the main body of the Pay Policy Statement, the Council has been working on measuring its ethnicity pay gap. An analysis was undertaken in 2023, splitting Council posts into three groups, namely 'non-managerial' (Grades A-I), 'managerial' (Grades J-M), and 'Senior Management' (Grades 1-8) and two ethnic classifications (white and Black/Asian/Minority Ethnic<sup>8</sup>). Within non-managerial roles, there was a 3.8% pay gap in favour of BAME staff. In managerial roles (J-M), BAME employees are paid 2.7% less than white staff. The ethnicity pay gap seems to be higher within the senior management cohort, where BAME managers are paid 12.5% than their white colleagues. The Council is closely monitoring developments in ethnicity pay gap reporting within, and beyond, the UK public sector and should be able to publish more detailed reports in the coming months.
6. 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.

<sup>6</sup> LGA data pack: 'Local Government Workforce Summary Data', March 2021

<sup>7</sup> It may be worth mentioning that, over the past 18 months or so, the Council has brought a number of previously outsourced functions back in-house. As the gender pay gap data is based on March 2022 figures, the figures in this Appendix do not reflect any impact which the transfers may have had on the Council's gender pay gap.

<sup>8</sup> Hereinafter BAME. The reader should note that ethnicity pay gap is not defined in law and that there is discussion among professionals around how it should be reported, at the same time as a lively debate is ongoing in various sections of society around the use of language in terms of acronyms, capitalisation of adjectives related to race/ethnicity etc. The Council is keen to be as inclusive as possible and fully aware of the limitations inherent in 'shoehorning' the race/ethnicity of hundreds of people into two categories.

## APPENDIX A3

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

(Note: Data include all payments made in 2023 calendar year)

#### 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 2023, 84 officers (approximately 3.7% of Council staff) received a combined total of just over £320k in such payments.
- 1.4 The information is summarised in Table 3 below. The reader may wish to note that service areas have been grouped together for reporting purposes in order to minimise the risk of individual officers being identified, and that around 15 officers were in receipt of both an ARP and an OCP during 2023.

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 (incl. Public Health)	18	£2,841	15	£2,036	29	£2,816
Customer & Place (incl. Streetscene)	19	£5,906	5	£1,522	21	£5,706
Family Services, Education & Skills	8	£2,865	4	£2,797	8	£3,812
Strategy, Resources, Assurance, Commissioning Grp	18	£2,761	16	£1,735	25	£3,098
<b>All Service Areas</b>	<b>63</b>	<b>£3,593</b>	<b>40</b>	<b>£2,022</b>	<b>83</b>	<b>£3,858</b>

Table 3: Summary of Payments for Additional Responsibility and Outstanding Contributions- rounded to nearest pound.



## **APPENDIX A4**

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

(Note: Data as at September 2023)

#### **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. In September 2023, a total of 36 posts attracted a combined RRP which exceeds 20% of the corresponding base salary.
- 2.3 Recruitment or Retention Payments ordinarily 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 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 late 2023, the Council had a total of approximately 2,300 posts in its establishment [excluding vacancies and apprenticeships]. Of those, 268 posts (just over 11.5% of the total) attracted Recruitment and Retention Payments. As mentioned previously, 36 of those posts attracted RRPs of more than 20% of the associated base salary, with 68 attracting RRPs between 11% and 20%, and the remaining 79 posts attracting RRPs between 3.44% 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 were vacant as at September 2023.

<b>Function[s] / Service Area[s]</b>	<b>Total posts attracting RRP</b>	<b>RRP 3-9.9% 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	129	12	27	26	29	35
Adults [Social Care], Communities, Public Health	16	9	4	3	0	0
Strategy+Resources, Assurance	8	5	1	1	1	0
Customer and Place, incl. Streetscene and Environment	30	4	102	4	4	1
<b>GRAND TOTAL</b>	<b>268</b>	<b>30</b>	<b>134</b>	<b>34</b>	<b>34</b>	<b>36</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>9</sup>.

<sup>9</sup> See e.g. 'DfE Experimental statistics: Children and family social work workforce in England, year ending 30 September 2017'.