

Conwy County Borough Council: Pay Accountability in Local Government

Pay Policy Statement 2025/26

1. Pay Policy Statement

This document is the 2025/26 Annual Pay Policy Statement for the period 1st April 2025 to 31st March 2026. It was approved by the Council on 27 February 2025. The next full review will take place in January 2026.

2. Personal Statement from Leader of the Council and Cabinet Member for Democracy and Governance

As a public sector organisation, a key aspect of our governance framework is to evidence that staff are appropriately rewarded and fairly paid for the work they undertake, as well as ensuring value for money to the tax payer. It is therefore vital that we are transparent when setting the pay scales of all members of staff, but particularly in respect of our senior officers. The annual publication of our Pay Policy therefore demonstrates this by making public the council's approach to the setting of pay for employees.

3. Legislative Framework

The Localism Act 2011 requires relevant Authorities to develop and make public their Pay Policy Statement. The statement must explain the authority's policies on a range of matters relating to the pay of its workforce, particularly in relation to its senior staff (or 'chief officers') and its lowest paid employees. This includes the payment of chief officers on their ceasing to hold office. (School teaching staff pay is excluded as their pay is set by the Secretary of State and therefore not in Local Government control). This Pay Policy Statement does not apply to Elected Members of the Council as they are not employees. The Independent Remuneration Panel for Wales is responsible for determining the level of payments to elected members of councils and this is governed by separate legislation.

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes (but not exhaustively) the:

- a) Equality Act 2010
- b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
- c) Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations
- d) Local Government (Democracy) (Wales) Act 2013.
- e) The Transfer of Undertakings (Protection of Employment) Regulations 2006

3.1. With regard to the Equal Pay requirements contained within the Equality Act, the Council completed its Modernising Employment and Equal Pay Project in 2010. The objective of the Project was to achieve consistency in terms and conditions of employment of all

staff groups employed on National Joint Council (NJC) terms and conditions of employment. The joint project carried out a review of pay grades for all NJC conditioned jobs in accordance with the requirements of the National Conditions of Service. A new pay and grade structure and harmonised conditions of service were successfully introduced. The pay and grade structure has been maintained via the Job Evaluation Scheme. The structure is amended where required in light of the National Minimum Wage increases, in order to ensure the Local Authority remains an above minimum wage employer.

- 3.2. Under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit’.
- 3.3. This Pay Policy Statement sets out the Council’s approach in accordance with the requirements of s38 to 43 of the Localism Act 2011 which requires Welsh and English Local Authorities to produce a Pay Policy Statement each financial year, which must be published on the Council’s website by 31st March, detailing:
 - a) The Authority’s Policies towards all aspects and elements of the remuneration of Chief Officers.
 - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers.
 - c) The approach to the payment of Chief Officers on their ceasing to hold office under or be employed by the authority.
 - d) The Authority’s Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
 - e) The relationship between the remuneration of its Chief Officers and other employees.

4. Decision Making, Transparency and Accountability

The Council is committed to an open and transparent approach to pay policy, which will enable Councillors, members of staff, trade unions and Council tax payers to access, understand and assess information on remuneration levels of Council employees. The pay and terms of conditions of employment for local government services’ workers is determined by the National Joint Council (NJC) for Local Government Services. The Chief Executive, Chief Officers and NJC Staff pay agreement for Local Government Services has been agreed for 2024/25. The Joint Education Services Soulbury Committee has agreed the Soulbury Officers’ pay agreements for 2024/2025. The Youth and Community Workers’ pay agreement for 2024/2025 has been agreed by the Joint Negotiating Committee for Youth and Community Workers.

- 4.1. Therefore the following pay scales are provided as Appendices to this policy and are published on the council website.
 - i) (Appendix B). County Borough Council Local Employee Pay Scales for 2024/25 has been agreed by the National Joint Council for Local Government Services and individual basic salaries will increase by £1,290 per annum up to spinal column point (scp) 43 (with increments ranging from 5.77% to 2.5%) and by 2.5% increase for spinal column points above point 43 with effect from 1st April 2024. These agreements reflect the amendments to our pay and grading structure that were necessary to implement the “single year” pay deal that was agreed between the national employers and trade unions in 2024/25. These pay rates will be amended during 2025/26 when a pay award effective from 1st April 2025 has been agreed.

There will be no further amendments unless there is an unexpected national cost of living increase agreed between local government employers and the trade unions.

- ii) Chief Executive's Pay Scale (Appendix C). The Chief Executive pay agreement for 2024/25 has been agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities and individual basic salaries will increase by 2.50% with effect from 1st April 2024. These pay rates will be amended during 2025/26 when a pay award effective from 1st April 2025 has been agreed. There will be no further amendments unless there is an unexpected national cost of living increase agreed between local government employers and the trade unions.
- iii) Strategic Director & Chief Officer Pay Scales (Appendix D). The Strategic Director & Chief Officer pay agreement for 2024/25 has been agreed by the Joint Negotiating Committee for Chief Officers of Local Authorities and individual basic salaries will increase by 2.50% with effect from 1st April 2024. These pay rates will be amended during 2025/26 when a pay award effective from 1st April 2025 has been agreed. There will be no further amendments unless there is an unexpected national cost of living increase agreed between local government employers and the trade unions.
- iv) Soulbury Conditioned Staff Pay Scales (Appendix E). Agreement was reached on 20 February 2025 for the pay award for 1 September 2024 to 31 August 2025 for Soulbury Officers. The details are:
 - a) an increase of 2.5 per cent on all pay points from 1 September 2024
 - b) an increase of 2.5 per cent on all allowances from 1 September 2024
 - c) Agreement to undertake a review on the SPA system and London area payments.
- v) The 2024 JNC pay agreement for Youth and Community Workers has been agreed (Appendix F) and includes an increase of £1290 on all spinal column points on the Youth and Community Support Worker Range and the Professional Range from 1 September 2024, and an increase of 2.5 per cent on the London Area Allowances and Sleeping-In-Duty Allowance from 1 September 2024. These pay rates will be amended during 2025/26 when a pay award for 2025 has been agreed.
- vi) Other Relevant Information:
 - a. JNC Chief Officer Terms and Conditions (available from Corporate Human Resources).
 - b. JNC Chief Officer Employment Procedures (Council Constitution; available from Corporate Human Resources).
 - c. The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006:
 - d. Public Services Staff Commission: Transparency of Pay in the Devolved Public Sector: December 2016 (available from this link: [Public Services Staff Commission](#)).
 - e. Local Government Association 5th December 2017: Local Government Pay 2018 (available from Corporate Human Resources).

vii) Staff Composition 1/4/24 (Appendix G)

viii) LGPS Discretionary Statement (Appendix H)

- 4.2. The Appendices referred to above show the salaries of the larger majority of the non-teaching workforce together with the use of other nationally defined rates where relevant.
- 4.3. All other pay related allowances are the subject of either locally or nationally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy. A review of the Standby Policy in collaboration with recognised Trade Unions was approved by Cabinet in December 2023 (available from Corporate Human Resources).
- 4.4. New appointments will normally be made at the minimum of the relevant grade, although this can be varied following consultation and agreement with Corporate HR where necessary to secure the best candidate. Further information can be found in the Council's Recruitment and Selection Policy (available from Corporate Human Resources).
- 4.5. Job Evaluation enables the Council to set appropriate remuneration levels based on internal job size relativities within the Council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. The Job Evaluation Policy and supporting procedures were reviewed in collaboration with recognised Trade Unions. The Job Evaluation Policy was approved by Cabinet in December 2023 and the Local Conventions were agreed with trade unions and management in November 2024 (both available from Corporate Human Resources).
- 4.6. A Market Rate Supplement Procedure is in place to address this issue. The Market Rate Supplement Procedure ensures that the requirement for such payments is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where no longer considered necessary. There were no known market supplements applied during the previous year.
- 4.7. There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's Honoraria and Acting up Policy (available from Corporate Human Resources). Such non contractual additional payments are regularly monitored.

5. Principles Underpinning the Council's Pay and Grading Structure

- 5.1. A pay and grading structure that was modern and equality proofed.
- 5.2. To harmonise grade arrangements to ensure all NJC conditioned staff were paid on an incremental scale. Prior to the introduction of the Council's new structure lower paid workers were paid on single "spot" salaries.

- 5.3. Anti-social hours' payments were harmonised as an equality measure to ensure that all NJC conditioned staff were entitled to such payments when working qualifying hours. Prior to the introduction of the new arrangements the receipt of such payments depended on which of the Council's services an employee worked in. As well as being inconsistent this represented a risk to the Council in respect of Equal Pay legislation.
- 5.4. The Council expects high levels of performance from all employees and in January 2023 launched a new Performance Appraisal Scheme called the 'Conwy Conversation', to monitor, evaluate and manage employee wellbeing, development and performance on an ongoing basis. The Council does not have Performance Related Pay at any level.
- 5.5. The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Authority can perform at its best and deliver quality services for the Council's customers. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within diminishing resources. Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the Authority's very wide range of posts, and ensuring that the burden on the Council's budget and the Council taxpayers does not become greater than can be fully and objectively justified. However, pay is not the only means of rewarding and supporting employees, and in addition the Council offers a number of benefits, e.g. flexible working, learning and development, Local Government Pension Scheme and a wide range of family friendly policies and workplace benefits.
- 5.6. In this context it does need to be recognised that at the more senior grades in particular, remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. The Council will often be seeking to recruit in competition with other good public and private sector employers. Whilst we have been able to successfully appoint to a number of senior positions in recent years, all UK employers have found recruitment challenging, and it has been hard to attract suitable candidates in certain professions, particularly social care. The Recruitment Project has implemented a number of key changes to try to attract good candidates, in collaboration with other key partners such as We Care Wales and working with Local Government Association Skills Hubs to attract into skills shortage areas such as Engineering, Planning, Legal, Environmental Health, Finance and Information Technology. The Council has put in place training for workforce planning and offers a variety of learning and development training opportunities to support succession planning.
- 5.7. The Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the residents of the County. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy.
- 5.8. The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, elected members and volunteers to share this commitment. We welcome applicants from all sections of the community. Recruitment to all jobs in the Council will be on merit, and selection criteria used will be relevant to the job and promote equality of opportunity.

The principles of fair recruitment and selection apply equally to all posts including promotions, secondments, temporary, fixed-term and casual contracts. The Equality Act 2010 brought together and replaced all previous anti-discrimination laws with a single Act. The Act provides protection to people with a range of “protected characteristics”. These are race, sex, disability, age, gender reassignment, religion or belief, marriage and civil partnership, and pregnancy and maternity. The Act brought into force a single Public Sector Equality Duty in Wales to reinforce the General Duty and the Welsh Ministers created the Statutory Duties (Wales) Regulations 2011.

- 5.9. The Council’s Strategic Equality Plan 2024-2028, renamed the [Inclusive Conwy Plan 2024-2028](#), was widely consulted on and was democratically approved and published in April 2024 on our website pages. The Plan sets out how we will continue to improve equality outcomes for the people of Conwy and our employees. [Annual reports](#) on progress towards achieving our equality objectives are published on our website.
- 5.10. Whilst we seek to employ most workers on an employment contract, either permanent or fixed term, there is still a need for Agency worker cover, which is used to assist with short term temporary cover requirements for leave or other absences, to support seasonal demands, time limited projects or additional work. During 2024-2025, through a formal procurement process, the Council introduced a new managed framework for the use of temporary agency workers using the Matrix Managed Service Portal. This ensures Conwy is consistent in its approach to the acquisition of agency workers and it provides improved governance and compliance controls, including IR35, along with equal pay, improved reporting and value for money.
- 5.11. The Public Services Staff Commission recommends that the gender make-up of the senior team is published in the Pay Policy Statement. As at January 2025 the Chief Officers on the Senior Management Team comprised 16 senior managers: 9 Females and 7 Males (56% female/ 44% male) and this has remained unchanged since publishing last year’s Local Pay Policy.

6. Senior Pay Remuneration: Chief Executive & Chief Officer Job Evaluation.

6.1. Chief Executive and Chief Officer Job Evaluation

- 6.1.1. “Reward must be commensurate with responsibility and role. Effective Job Evaluation (JE) is the first step towards this.” (Transparency of Senior Remuneration in the Devolved Welsh Public Sector: Minister for Public Services 7th December 2015). Head of Service and Director level posts were last job evaluated as a group in 2019 and the post of Chief Executive in 2021, using the HAY JE Scheme for Chief Officers in Local Government. The Council’s Constitution describes the arrangements for appointing senior staff, the remuneration attached to the posts and severance arrangements (Officer Employment Rules and Responsibility for Functions). The Council and the Senior Employment Committee (SEC) are the bodies that are responsible for “senior pay” matters. The SEC is charged with appointing Heads of Service, and shortlisting and making recommendations to Council for the appointment of the Monitoring Officer, the Section 151 Officer, Strategic Directors, the Chief Education Officer and Head of Democratic Services. Any decision to determine or vary the remuneration of chief officers must be made by the Council, and for the Chief Executive, endorsed by the Independent Remuneration Panel for Wales.

- 6.1.2. The Council of 29th September 2015 resolved that the Senior Employment Committee be convened to explore the options for undertaking a review of the pay and grading of Heads of Service, Strategic Directors and Chief Executive. A report on the outcome of the review of senior pay and grading was presented to the SEC 29th April 2019 and recommendations presented to and approved by the Council on 9th May 2019. The recommendations were implemented and form the Council's established Pay and Grading Structure for Chief Officers (Appendix D).
- 6.1.3. The SEC was convened in July 2021 to enable the completion of the Chief Officer Pay Review which required consideration of the last remaining post, namely the Chief Executive, which has been excluded from the 2019 Chief Officer Pay review. The SEC directed that an external consultant (Korn Ferry) carry out a review of the Chief Executive post and make recommendations, including on pay. The Korn Ferry analysis concluded that *"the evaluation for the Conwy CE has increased, particularly on the elements that relate to initiative, complexity, and impact.* A report presenting the SEC pay options and pay recommendation was presented and approved by Council on 9th December 2021 and resolved to refer the Council's decision to the Independent Remuneration Panel (IRP) for Wales who endorsed the decision in January 2022.
- 6.1.4. A further recommendation of the Senior Employment Committee on 28 October 2021, supported by Council on 9 December 2021 and by the Independent Remuneration Panel (IRP) for Wales in January 2022, was that *"in keeping with the arrangements in place in many other Councils, in order to ensure that Conwy County Borough Council's senior salaries remain in step with the market, a review take place of all Chief Officers (i.e. Chief Executive, Strategic Directors and Heads of Service) remuneration in 2024, or sooner if circumstances require and at regular timely intervals thereafter, as determined by the Council."* A further review has not yet taken place owing to the extremely challenging financial situation of the organisation in the past few years and it was not therefore deemed appropriate to do so. In the meantime, Chief Officers have still received the annual cost of living pay awards outlined in this and previous Local Pay Policy statements in accordance with JNC and NJC national negotiations. The financial situation will be reviewed again once budgets are set for 2025-2026 to decide on a more appropriate timescale for this review.

6.2. Role of the Chief Executive

The Chief Executive is the senior officer who leads and takes responsibility for the implementation of the organisation's priorities. The Council has a turnover of £539M (£44M capital and £495M gross revenue) and is responsible for a wide range of services employing 3,536 full time equivalent posts.

The Chief Executive works closely with elected members and senior officers to deliver the Council's strategic well-being objectives as set out in the [Corporate Plan 2022 -2027](#).

The Chief Executive provides leadership, direction and motivation for staff and is responsible for ensuring the effective use of resources. The role includes meeting and liaising with numerous external stakeholders in order to foster good partner relationships and to work collaboratively. The Chief Executive has personal responsibility in respect of a number of statutory obligations.

The role of the Chief Executive is a full time permanent appointment. Post holders are selected on merit, against objective criteria and are appointed by the Council. The Chief Executive routinely works evenings and weekends as well as the standard Monday to Friday business week. Rhun ap Gareth was appointed by Council as Chief Executive in October 2022 and commenced in post in November 2022 on the retirement of the previous Chief Executive. Born and raised locally, Rhun qualified as a solicitor in 1996 and left private practice to join to Welsh Local Government in 2004. He initially joined the authority as Head of Law and Governance in 2020, and has 20 years Local Government experience.

6.3. Chief Executive Pay

Further to approval by Council and endorsement by the Independent Remuneration Panel for Wales, the salary for the Chief Executive is set out in the pay band CEA Scale Points 1 to 4. The salary range is amended each year in line with negotiations at a national level between the National Employers and Trade Unions for Chief Executives at the Joint Negotiating Committee for Chief Executives of Local Authorities. The range from 1st April 2024 to 31st March 2025 was £139,102 - £147,492. The Chief Executive may receive additional payments for the elections for where he is the Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Although appointed by the Council, the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council. The Returning Officer is the person who has the overall responsibility for the conduct of elections. Election fees are paid for these additional duties and they are paid separately to salary. The fees for national elections are set by Central Government. Fees for local elections are set locally and amount to £170 per contested electoral division/ward and £55 per uncontested electoral division/ward. Other officers, including Chief Officers within the scope of this policy, may receive additional payment for specific election duties in line with the agreed scale of fees.

Details of the Chief Executive's pay, including any additional payments, are published in the Council's Annual Finance and Governance Report (Statement of Accounts) which is published separately on the Council's website.

The most recent version can be accessed by clicking [here](#)

Expenses such as for train, car mileage, overnight accommodation and parking are claimed back in accordance with the organisation's Reimbursement of Expenses e Policy (available from Corporate Human Resources). Where benefits-in-kind or other expenses are taken up these are disclosed within the Annual Finance and Governance Report (Statement of Accounts).

The Chief Executive is a member of the Local Government pension scheme and details are disclosed in the Annual Finance and Governance Report (Statement of Accounts). There have been no increases or enhancements to the pension outside of standard arrangements.

The notice period for the role is not less than 6 months.

6.4. Senior Staff

6.4.1. For the purposes of this statement, 'Chief Officers' are as defined within S43 (2) of the

Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below: (details of the salary of each are included in Appendix C):

- a) Chief Executive
- b) Strategic Directors/Section 151 Officer
- c) Heads of Service/Monitoring Officer
- d) Head of Democratic Services

- 6.4.2. No bonus or performance related pay mechanism is applicable to the pay of any of the above categories of Chief Officer.
- 6.4.3. The process for making changes to Chief Officer and Chief Executive salaries' requires the proposals to be sent to the Independent Remuneration Panel (IRP) for Wales under S143A of the Local Government (Wales) Measure Act 2011 as amended by the Local Government and Election (Wales) Act 2021.
- 6.4.4. The WLGA obtained the agreement of the IRP that such nationally negotiated pay increases can be submitted to the IRP for their view (under S.39 of the Local Government (Wales) Act 2015) on a collective basis by the WLGA (as the Employers Organisation in Wales) rather than Councils having to do so on an individual basis.
- 6.4.5. In accordance with the above agreement at the point where there are national agreements on pay awards for Chief Officers and the Chief Executive the WLGA will write to the IRP seeking approval.
- 6.4.6. Following this established protocol will ensure that the Council will satisfy its obligations under S143A of the Local Government (Wales) Measure Act 2011 (as amended by the Local Government and Election (Wales) Act 2021). In respect of having the necessary approvals in place to implement the nationally negotiated pay awards for 2024/25.
- 6.4.7. The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of the same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.
- 6.4.8. Should the Council at any time decide that it does not wish to implement nationally negotiated JNC pay increases then Council would be able to resolve accordingly and alter its Pay Policy Statement. The legal implications of such a proposal would be clearly set out to the Council.

7. Pay Relativities within the Authority

- 7.1 The lowest paid persons employed under a Contract of Employment with the Council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. For the period 1st April 2024 to 31st March 2025, this was £23,656 per annum. The Council also employs apprentices on the National Minimum Wage rates.
- 7.2. The relationship between the rate of pay for the lowest paid and Chief Officers is

determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.

- 7.3. The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 7.4. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee £23,656 and the Chief Executive £141,844 Ratio = 1 : 5.99 and; between the lowest paid employee and average Chief Officer as Low paid to Chief Officers - £23,656 and £90,386 Ratio = 1 : 3.82.
- 7.5. As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

8. Exit Policy/Re-engagement/Re-employment/Payments on Termination

- 8.1. The Council's approach to statutory and discretionary payments on termination of employment of all employees prior to retirement, is set out within the Council's Redundancy and Restructuring Policy (2024) and the Council's Retirement Policy (2017) (which has been updated and is currently awaiting final approval – both available from Corporate Human Resources) in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006.

This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when discretionary compensation of up to 24 weeks could be granted for "interests of the efficiency of the service" terminations. Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply, as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).

- 8.2. The Council reviewed the Corporate Redundancy and Restructuring Policy in January 2024 and removed the additional discretionary compensation provision and reaffirmed its policy of paying redundancy based on an actual week's pay, retaining the discretionary element of actual weeks' pay, rather than the capped statutory redundancy pay in accordance with the Employment Rights Act 1996.
- 8.3. All proposals to approve in the interests of the efficiency of the service, a request to waive actuarial reduction of pension earliness costs to the employee, must be constructed as a business case on an appropriate standard template provided by Corporate HR. Where the business case relates to the Chief Executive, Strategic Director or a Head of Service and the sum does not exceed the threshold of £100,000 the Senior Employment Committee (SEC) (5 members of the SEC for this function) will

consider the case and make a decision. If the threshold of £100,000 is exceeded for any post, the SEC will make a recommendation to Council. In all other cases, delegated authority to exercise discretionary powers under the policy is granted to the appropriate Strategic Director/Chief Executive, Section 151 Officer (Strategic Director Finance & Resources), Head of People and Performance, and Head of Law and Governance in consultation with the Portfolio Holder for Governance & Democracy, the relevant Portfolio Holder for the service and Leader of the Council for business cases in the Democracy and Governance portfolio.

- 8.4. Exit payments associated with loss of employment including redundancy are important to employers' ability to reform and react to new circumstances. The pressure on the Council's budget and the need to continue to make substantial financial savings in the years ahead will inevitably result in further departures of staff. The pool of staff prepared to "volunteer" for redundancy has been significantly diminished as a consequence of previous cuts with a greater prospect therefore of more compulsory redundancies. Exit payments provide important support for employees as they find new employment. Equally it is important that these payments are affordable, fair and offer value for money.
- 8.5. The detailed costs and numbers of exit packages are set out in the Council's [Statement of Accounts](#).
- 8.6. The Council must ensure that its employment policies and their application, do not result in direct or indirect discrimination contrary to law for people in any of the "protected characteristics." To ensure that the Council does not discriminate, no applicant will be automatically debarred from consideration for employment or re-employment purely because they are in receipt of a public or private sector pension. To deny a person of pensionable age who may have been made redundant and as a consequence accessed pension benefits the right to seek re-employment (because they are in receipt of a pension) may be either direct or indirect age discrimination because it is highly likely that the impact of the Policy would have a disproportionate impact on individuals of a particular age e.g. aged over 55 in local government (rising to aged over 57 in 2028).
- 8.7. In addition to the terms of the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order (Amendment) 2010, the Council will not re-employ ex-employees who have been made redundant (or left in the "efficient exercise of the service") until a period of time has elapsed that is equal in length to the number of weeks' pay their compensation payment equates to, e.g. a redundant employee in receipt of 25 weeks redundancy pay would not be eligible for consideration of re-employment until 25 weeks after their termination date has passed. Similarly, if an employee has been in receipt of a pension for which the Council incurred additional costs, they cannot be re-employed in any capacity by the Council for 12 months after the termination date without authorisation by the Strategic Leadership Team. Where authorisation is given, staff are still subject to the first rule above if they have received a compensation payment equivalent to a number of weeks, and will only be allowed to commence work after the compensation payment period ends. The same restriction will apply in respect of the placement of such ex-employees via Employment Agencies. Service Managers wishing to consider re-employing ex-employees must seek the approval of their respective Head of Service, Strategic Director and the Head of People and Performance prior to the shortlisting stage of the recruitment process. For the avoidance of doubt, there can be no re-employment before the relevant time period has elapsed. If there is a wish to re-employ the necessary approvals must be sought and obtained in advance. The need to seek approval is open ended and not time

limited.

- 8.8. Settlement Agreements “can be a useful means of protecting public bodies from legal challenges relating to early departures” (Wales Audit Office: Managing Early Departures Across Welsh Public Bodies February 2015). They are legally binding contracts that end the employment relationship and waive an individual’s right to make a claim covered by the agreement to an employment tribunal or court. They usually provide for a severance payment. The Council does not routinely use Settlement Agreements. As a matter of policy the Council will not re-employ staff whose termination of employment is covered by a Settlement Agreement or COT3. The same restriction will apply in respect of the placement of such ex-employees via Employment Agencies. Delegated authority will be given to the Chief Executive (for posts in Law & Governance, Environment, Roads and Facilities, Regulatory Services and Strategic Housing), Strategic Directors (for posts in their respective services), Head of People & Performance and Head of Law & Governance, to consider any pre or post termination requests to waive this policy provision on a case by case basis.
- 8.9 A number of factors will be relevant in considering requests to waive this policy provision including, financial, working relationships and trust and confidence (this is not an exhaustive list).
- 8.10 In the event that a request to waive is agreed, ex-employees will not be able to recommence employment with CCBC (after an open advertisement and successful outcome from a recruitment and selection process) until a period of time has elapsed that is equal in length to the number of weeks’ pay their compensation equates to or 12 months (see paragraph 8.7 above for details and an example).
- 8.11 The Council will not employ ex-employees under a “contract for services” i.e. self-employed / consultancy, unless a business case can be made that there are particular skills and expertise needed for service provision and such skills and expertise cannot be readily and efficiently sourced through other means. The business case would need to be prepared by the appropriate Head of Service and agreed with the respective Portfolio Holder(s) and the Strategic Leadership Team. Again for the avoidance of doubt there is no qualifying period or time limit and no distinction is made between the reasons for departure and the policy provision. If an individual leaves the Council’s employment, no matter on what basis, and wishes to sell their services under a contract for services, the aforementioned business case route must be followed in advance.
- 8.12 It should be noted that if a person is re-employed by the Council and they had previously retired and become entitled to an ill health pension at Tier 1 or Tier 2, (or retired on ill health grounds before April 2008) or retired on the grounds of early / redundancy retirement, and received compensatory additional years/pension their pension benefits may be affected, whether they elect to re-join the scheme or not. Any such instance will be checked with Gwynedd Council as the administering authority
- 8.13 The Council re-confirms the continuation of delegated authority to the Head of People & Performance and the Head of Law & Governance (Monitoring Officer) to make and publish minor changes to the Pay Policy Statement.