Updated RBC Pay Policy Statement 2026/27

1. Purpose

Following the implementation of the pay and grading review and the approval of a new pay scale structure, including regrading all positions across the Council, this is the revised 2026/27 statement for Runnymede Borough Council.

This Pay Policy statement is the annual statement for the financial year 2026/27 as required by the Localism Act 2011. The purpose of this statement is to provide transparency about how Runnymede Borough Council uses public funds to pay its employees.

This statement sets out the remuneration of Chief Officers, the remuneration for the lowest paid employees, and the relationship between the remuneration of Runnymede's Chief Officers and other employees. The information includes headings which have been prescribed by the Localism Act 2011 and related guidance.

2. Definitions

For the purposes of this Pay Policy Statement, the following definitions will apply:-

2.1. Posts included as Chief Officers

The following Posts are included within the definition of Chief Officers: -

a) The Head of the Paid Service designated under Section 4(1) of the Local Government and Housing Act 1989 (the 1989 Act)

   This is the Chief Executive

b) The Monitoring Officer designated under Section 5(1) of the 1989 Act.

   This the Corporate Head of Law and Governance

c) A statutory Chief Officer mentioned in Section 2(6) of the 1989 Act

   This is the Assistant Chief Executive and Section 151 Officer

d) Non-statutory Chief Officers mentioned in Section 2(7) of the 1989 Act. Non-statutory Chief Officers are those people for whom the Head of Paid Service is directly responsible (excluding those whose duties are secretarial, clerical or otherwise in the nature of support services).

   These posts sit on the Senior Leadership Team which is designed not only to give an input into the management of the authority but also to improve corporate collaboration between Heads of Service and encourage cross service working.

   In addition, there are two posts which report directly to the Chief Executive which are part of Corporate Services but are not Corporate Heads. Relevant posts reporting directly to the Chief Executive are as shown below.

Posts reporting directly to the Chief Executive:	
Corporate Heads	**Non-Corporate Head**
Assistant Chief Executive (S151 Officer)	Head of External Projects & Emergency Response
Assistant Chief Executive (Place)	Head of Business Planning, Projects & Performance
Corporate Head of Law & Governance (Monitoring Officer)	
Corporate Head of HR, OD and Communications	

e) Deputy Chief Officers are mentioned in Section2 (8) of the 1989 Act. Under the definition within the 1989 Act, these are defined as posts reporting directly to any of the statutory or non-statutory Chief Officers listed above (excluding those whose duties are secretarial, clerical or otherwise in the nature of support services). Clearly the definition used in the Localism Act 2011 has the practical effect of categorising a number of roles 'technically' as Deputy Chief Officers in Councils with flatter management structures which would not normally be classed as Deputy Chief Officers in organisational terms in a local authority.

Consequently, you will see in paragraph f) a number of roles at RBC which in practice are professional, middle management or team leader roles.

f) Based on the definition within the Localism Act 2011 these 'deputy' posts are as shown below.

Posts reporting directly to the Assistant Chief Executive (S151 Officer)
Corporate Head of Financial Services
Corporate Head of Customer, Collection and Digital Services
Corporate Head of Assets & Regeneration
Head of Procurement

Posts reporting directly to the Assistant Chief Executive (Place)
Corporate Head of Planning, Economy & Built Environment
Corporate Head of Environmental Services
Corporate Head of Housing
Corporate Head of Community Services

Posts reporting directly to the Corporate Head of Law & Governance (Monitoring Officer)
Deputy Corporate Head of Law & Governance
Head of Democratic Services
Head of Electoral Services
Local Land Charges Manager
Information Governance Officer
Data Protection Officer

Posts reporting directly to the Corporate Head of HR, OD & Communications
Head of Communications
HR Business Partner (x2)
HR Operations & Resourcing Manager
HR Policy & Projects Adviser

2.2. Pay

In addition to salary, remuneration includes fees, allowances, benefits in kind and termination payments.

2.3. Lowest Paid Employees

Refers to those staff employed on the lowest grade on the Council's Pay Scales who are under 21. Employees aged 21 and over are entitled to the National Living Wage.

The National Living Wage will increase from £12.21 per hour to £12.71 per hour from 1st April 2026.

The Council's lowest grade, RBC1 consists of three spinal points, these equate to the following full time salaries (37 hours per week) as shown below.

Grade	Spinal Point	Salary Amount – 1 April 2026
RBC1	1	£25,750
RBC1	2	£26,330
RBC1	3	£26,922

This is an increase from the Council's previous pay scale structure (grade 3/4) which ranged from £24,311 to £24,522 per annum.

2.4. Employees who are not a Chief Officer

Refers to all staff who are not covered under the 'Chief Officer' group above including the lowest paid employees.

3. Pay Framework

3.1. General Approach

Remuneration at all levels needs to be adequate to recruit, retain and develop a skilled and flexible workforce to deliver services to the community and fulfil the Council's business objectives. Remuneration must be fair and reasonable in the circumstances and not excessive. Each council has responsibility for balancing these factors in the light of the unique challenges locally and retaining flexibility to deal with circumstances that might apply. Pay arrangements must comply with UK legislation. Salary payments for individual post-holders are pro-rated where they are employed for less than full time hours. Salary payments are pensionable payments except where specified in the pension regulations.

The current labour market is competitive with skill shortages in some occupational areas therefore we need to retain competitiveness in terms of pay and benefits and use market supplements as required, hence this year, a Pay and Grading Review was commission and implemented.

The review included the adoption of the NJC and JNC job evaluation schemes, the re-evaluation of all Council positions under these schemes and the development of a new salary scale model. Benchmarking was carried out and the Council's new salary scales were approved by full Council.

The outcome has not only future proofed the pay and grading structure within the Council in terms of ensuring that lower graded roles remain competitively positioned above both the National and Real Living Wage but has also provided targeted uplifts for lower paid employees. As a result, those in the lower grades have benefited the most and have seen consistently higher increases overall.

3.2. Responsibilities for decisions on remuneration

Decisions on pay are made in accordance with Runnymede's Scheme of Delegation and in accordance with employment policies, procedures and arrangements in place and staff terms and conditions of employment. Where necessary, market supplements may be paid for difficult to fill roles.

The Chief Executive and Corporate Heads can approve changes to grading and establishment within the overall salary budget for their area. Where proposals for changes cannot be contained within budget, committee approval is required. Approval for any change to salary range for Corporate Leadership team posts must be approved by Corporate Management Committee.

The Corporate Leadership Team currently comprises of the Chief Executive, the Assistant Chief Executive and Section 151 Officer, the Assistant Chief Executive (Place) and the Corporate Head of Law & Governance who is also the Council's Monitoring Officer and. Runnymede's annual cost of living pay awards (normally effective from 1st April each year) are approved by the Corporate Management Committee.

3.3. Salary Grades, grading framework and progression through the grades

Grades for Council positions are assessed using the NJC and JNC job evaluation schemes as adopted by RBC in 2026.

The NJC scheme is a structured way of evaluating jobs so that all roles across a council are treated fairly and graded on the same basis, in line with equal pay legislation. It provides a clear, robust, and quality-assured process to help make sure equal pay is applied consistently across the organisation. It's specifically designed for local government and covers a wide range of roles, including manual, administrative, professional, technical, and craft jobs. Overall, it helps councils make fair, transparent decisions about pay and grading that stand up to challenge.

Each grade consists of a range of spinal points. Employees progress through the grade by one spinal point progression as a time until the top spinal point within the grade of the post is reached. An increment can be withheld if the post holder is under formal disciplinary or capability proceedings.

Accelerated increments within spinal column points are not a default entitlement under the Council's pay arrangements. Progression through spinal points is via the normal April annual increments where the employee has a full years' service in their current role and successful probation in accordance with contractual terms and conditions and our Pay Policy Statement.

For the development of competencies/skills within an individual's career development, a CHoS may consider giving an accelerated increment of one spinal point.

Pay Policy is important in shaping the culture of an organisation. Runnymede Borough Council continues to be committed to shaping a fair, inclusive and forward-thinking environment for all employees.

3.4. New Starters joining the Council

The Council's usual practice is to appoint at the starting spinal point of the grade, or at an appropriate point, taking into account relevant skills and experience and the candidate's current salary. Employees will normally then progress through the spinal points of their grade, one at a time to the maximum spinal point of the grade over a period of time. New starters may be eligible to claim relocation expenses if they meet the criteria.

3.5. Allowances and Additional Payments

From time to time, circumstances arise where employees take on additional duties or make an exceptional contribution which may justify additional financial recognition. The Council's approach to special payments, including honoraria, merit payments and other related arrangements, are set out in policy, so that decisions are made transparently and with appropriate governance.

Car allowances may be payable where staff are required to provide or use their own vehicle for Council business.

3.6. Pay Awards

Cost of Living pay awards are considered annually and, where agreed, apply to all Council employees. The increase is payable from 1 April.

Runnymede pay awards are agreed by the Corporate Management Committee and consider the rate of inflation and affordability. Local factors are also considered including local recruitment and market movement. Any pay award is agreed as part of the budget setting process. There is no link to national pay awards.

3.7. Pension Scheme

All Runnymede staff are eligible to join the Local Government Pension Scheme with employee contributions tiered according to salary band, ranging from 5.5% for the lowest paid staff to 12.5% for pensionable pay above £203,000. Runnymede does not have any posts at this top rate.

The Council's pension contribution rate as an employer is 17.6%. Employer contribution rates are reviewed every 3 years following a revaluation of the pension fund and pension liabilities in relation to current and past members.

3.8. Policy on Employing someone who has taken redundancy from another authority

An individual who has been made redundant from another authority may apply to work at Runnymede and would be considered against the criteria for the post.

Runnymede complies with the provisions of the Redundancy Payments (Continuity of Employment in Local Government etc. (modifications order) in this matter.

If an individual accepts an offer of employment with Runnymede before the end of their employment with another council to take effect within 4 weeks of leaving, then they will not be due a redundancy payment from the previous employer and will retain continuity of service. If the gap exceeds 4 weeks, the employee will normally lose the benefit of continuity under the Modification Order. Their previous service will not count towards redundancy entitlement, and they would generally need to accrue a new qualifying period of at least two years' continuous service with RBC as the new employer before becoming entitled to a statutory redundancy payment.

3.9. Policy on Employing someone who is also drawing a pension

In line with the Local Government Pensions Scheme regulations, Runnymede has a Flexible Retirement policy and will consider requests from employees who wish to draw their pension and continue working in a reduced capacity.

An individual who is drawing a pension in relation to a previous employment may apply to work for Runnymede but would be considered against the criteria for the post. If they are appointed, the salary will be in accordance with the grade for the job, with abatement of their pension subject to the rules of the appropriate pension scheme.

3.10. Policy on increase in or enhancement to pension entitlements

Runnymede's policy on Pensions discretions was agreed by the Corporate Management Committee in February 2019 and applies to all employees including Chief Officers.

3.11. Election Fees

These are paid separately for additional duties and responsibilities. All expenditure properly incurred by a Returning Officer in relation to the holding of elections is to be paid by the Council in accordance with the Surrey Fees and Charges Order agreed annually. Any expenses paid must not exceed this scale.

Elections payments for local elections are solely the responsibility of the Returning Officer and not the Council. The role of the Returning Officer is separate from their duties as a local government officer and is directly accountable to the courts as an independent statutory office holder. Fees properly incurred are reimbursed at national elections from central Government.

The Chief Executive currently acts as Returning Officer for parliamentary elections for the Runnymede and Weybridge constituency and Returning Officer for local elections.

3.12. Payment Arrangements

All employees are paid through the Council's inhouse Payroll and are subject to appropriate income tax and national insurance deductions.

4.0. Level and Elements of Remuneration for Chief Officers

Runnymede pay Corporate Heads according to the grade appropriate for the role.

The Corporate Head (CHoS) Grade and spinal points are as shown below:

Grade	Spinal Point	Salary Amount – 1 April 2026
CHoS	51	£88,290
CHoS	52	£90,276
CHoS	53	£92,308
CHoS	54	£94,384
CHoS	55	£96,508
CHoS	56	£98,679
CHoS	57	£100,900

The Grade and spinal points of the Assistant Chief Executive roles are shown below:

Grade	Spinal Point	Salary Amount – 1 April 2026
ACE	58	£105,492
ACE	59	£107,865
ACE	60	£110,291
ACE	61	£112,774
ACE	62	£115,311
ACE	63	£117,905
ACE	64	£120,557

The grades and salary ranges (starting grade spinal point and final grade spinal point amounts) for Chief Officer and Deputy Chief Officer posts (as defined under the Localism Act 2011) are set out in the table below.

Where post is filled on a part-time basis (less than 37 hours per week) the post-holder(s) are paid pro-rata to their contractual weekly hours. The first four roles listed in the table form the Council's Corporate Leadership Team.

Post title	**Grade**	**Starting Spinal Point Amount**	**Final Spinal Point Amount**
Chief Executive	CEX	£138,009	£157,716
Assistant Chief Executive & S151	ACE	£105,492	£120,557 (+£4,560)
Assistant Chief Executive (Place)	ACE	£105,492	£120,557
Corporate Head of Law & Governance & Monitoring Officer	CHoS	£88,290	£100,900 (+£4,560)
Head of Democratic Services (Vacant)	RBC8	£53,662	£60,301
Head of Electoral Services	RBC8	£53,662	£60,301 (+£5,963.04)
Local Land Charges Manager (Part time)	RBC6	£39,474	£43,148
Information Governance Officer	RBC6	£42,957	£46,956
Data Protection Officer (Part time)	RBC7	£25,952	£28,368
Corporate Head of Financial Services	CHoS	£88,290	£100,900
Head of Customer, Collection & Digital Services	CHoS	£88,290	£100,900
Corporate Head of Assets & Regeneration	CHoS	£88,290	£100,900
Corporate Head of Housing Services	CHoS	£88,290	£100,900 (+£1,239)
Corporate Head of Community Services	CHoS	£88,290	£100,900 (+£1,239)
Deputy Head of Community Services	RBC10	£68,543	£76,609

Home Independence Manager (Part time)	RBC8	£29,006	£32,595
Corporate Head of Environmental Services	CHoS	£88,290	£100,900
Green Spaces Manager	RBC8	£53,662	£60,301
Corporate Head of Planning, Economy & Built Environment	CHoS	£88,290	£100,900
Planning Policy & Climate Change Manager (Part time)	RBC10	£60,206	£67,291 (+£1,239)
Development Manager	RBC10	£68,543	£76,609
Corporate Head of HR, OD & Communications	CHoS	£88,290	£100,900
Head of Communications	RBC8	£53,662	£60,301
HR Business Partner (x2)	RBC7	£48,012	£52,482
HR Operations & Resourcing Manager	RBC6	£42,957	£46,956
HR Policy & Projects Adviser (Part time)	RBC6	£26,122	£28,554

4.1. <u>Other Pay Elements</u>

Chief Officers can claim for attendance at Council or other meetings outside of normal working hours and for business mileage.

Election fees are paid separately for additional duties and responsibilities performed at election times. The Chief Executive acts as Returning Officer for the Runnymede and Weybridge constituency and for local elections. Other Chief Officers may receive payments for any additional work during a national or local election as deputy returning officers, presiding officers or poll clerks at polling stations or for working at the election counts.

4.2. <u>Remuneration of Chief Officers on recruitment</u>

Starting salaries are normally at the starting spinal point of the grade or at an appropriate point taking into account current salary levels. New appointments may be eligible for removal expenses and/or payments under the mortgage/rent equalisation policy.

4.3. Increases and additions to remuneration

The cost of living pay award for 2026/27 for all employees was 3% payable from 1st April 2026. In previous years the cost of living pay increase has been provided for under the budget setting process.

4.4. Bonuses for Chief Officers

There are no bonuses available for Chief Officers.

4.5. The approach to the payment of Chief Officers on ceasing to be employed by the authority.

Runnymede's discretionary compensation policy was agreed by the Corporate Management Committee on 3rd March 2011 and sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service.

There is a consistent method of calculating redundancy pay which is applied to all redundant employees, including chief officers, with the level of redundancy pay calculated using the statutory matrix with a multiplier of 1.5 and actual weekly earnings. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment elsewhere and applies when a post has been deleted from the establishment.

In cases of termination on efficiency grounds, a discretionary compensation payment may be awarded, depending on the circumstances of the case, up to a statutory maximum of 104 weeks' pay. Any proposed terms of compensation with a net cost to the Authority will be determined by the Corporate Management Committee taking into account the relevant circumstances of the case. Any severance payment over £50k will be considered by full Council.

4.6. Appointments at the most senior level

As shown in the table above Runnymede has twelve permanent posts graded at grades CEX, ACE and CHoS which have a maximum spinal point amount over £100k per annum.

In line with the Council's Standing Orders, appointments at Chief Executive level are made by an Appointments Committee of Council Members appointed by the Corporate Management Committee. The Appointments Committee consider and agree the terms and conditions of the post, including the salary level. The Full Council must approve the appointment of an Officer designated as the Head of Paid Service (currently the Chief Executive) and the S151 officer (currently the Assistant Chief Executive) prior to an appointment being made.

5.0. The Remuneration of the Lowest paid employees

The lowest paid employees in the Council are in roles graded at RBC1.

6.0. The Relationship between the lowest and highest paid staff

The ratio between the lowest and the highest paid salary is 1:5.990, compared with a ratio of 1:6.248 before implementing the new pay structure, demonstrating that the new pay structure has narrowed the gap between the lowest and highest paid by approximately 4.13%.

7.0. The relationship between the highest paid employee and employees who are not chief officers

The ratio between the mean average earnings across the organisation and the pay of the highest paid employee currently employed is 1:3.742 which shows a decrease compared with the previous pay structure when it was 1:4.552.

The ratio between the median earnings across the organisation and the pay of the highest paid employee is 1:4.386, again a small decrease from the previous figure of 1:4.956.

8.0. The publication and access to information relating to remuneration of Chief Officers

The Annual Pay Policy Statement will be published on the Runnymede Borough Council external website where it can be easily accessed by taxpayers and external organisations.