Prifddinas Ranbarth Caerdydd | Cardiff Capital Region

South East Wales Corporate Joint Committee

Pay Policy Statement 2025/26

INTRODUCTION

1. The South East Wales Corporate Joint Committee ("the CJC") has prepared this Pay Policy Statement to comply with the statutory requirement under the Localism Act 2011 and will continue to do so on an annual basis. This Pay Policy Statement covers the period 1st April 2025 to 31st March 2026. It was approved by the CJC on 10th March 2025 and subsequent publication of the 2025/26 Pay Policy Statement ensures continued compliance with legislation.

2. This Pay Policy Statement provides the framework for decision making on pay, and in particular, decision making on senior officer pay within the CJC.

3. The CJC recognises the importance of managing pay fairly and consistently in a way that motivates employees to make a positive contribution to the CJC's business relating to economic well-being, strategic planning and the development of regional transport policies.

4. The decisions that are taken by the CJC regarding pay are crucial to maintaining equality across the organisation. The production of an annual Pay Policy Statement supports this approach and assists in providing both transparency and accountability.

SCOPE

5. In accordance with the requirements of the Localism Act 2011 this Pay Policy Statement covers all aspects of Chief Officer remuneration (including on ceasing to hold office), and that relating to the 'lowest paid' employees in the organisation. The relationship between the remuneration for Chief Officer posts and other employee groups employed by the CJC is explained.

6. In the interests of transparency and accountability the CJC has chosen to take a broader approach than that required by legislation and therefore this Pay Policy Statement covers all employee groups currently employed by the CJC.

7. This Pay Policy Statement does not apply to Members of the CJC as they are not employees and are governed by separate legislation and the requirements of the Independent Remuneration Panel for Wales.

KEY PRINCIPLES

8. This Pay Policy Statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.

9. The CJC recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, such as flexible working arrangements, access to learning and development, access to Health and Wellbeing initiatives and an Employee Assistance Programme.

10. To ensure these principles are embedded the CJC will ensure that there are clear and transparent processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.

11. Any policy statement on pay has to be affordable and support the provision of high-quality public services.

LEGISLATION

12. In determining the pay and remuneration of all its employees, the CJC will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006.

13. With regard to the Equal Pay requirements of the Equality Act, the CJC will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of objective, analytical Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

DEFINITIONS

14. The Localism Act 2011 sets out the requirements for Pay Policy Statements and as part of this there are certain terms that are used to define different employee groups and in particular senior officers. This section explains these definitions and how they apply in this authority.

Chief Officers

15. The Localism Act 2011 defines 'Chief Officer' as the Chief Executive, the Monitoring Officer, Statutory Chief Officers and Non-Statutory Chief Officers.

16. The CJC's Chief Officers are as follows:
    - Chief Executive
    - Deputy Chief Executive
    - Strategic Director – Policy, Impact and Partnerships
    - Strategic Director - Resources
    - Strategic Director – Legal & Governance

Chief Officers in statutory roles

- Chief Executive (Head of Paid Service)
- Strategic Director – Legal & Governance (Monitoring Officer)
- Strategic Director Resources (Section151 Officer)

Deputy Chief Officers

17. The Localism Act 2011 defines 'Deputy Chief Officers' as those officers that report directly to statutory or non-statutory Chief Officers. In the CJC, these include:

a. Chief Officer – Regional Growth
b. Head of Policy & Impact
c. Head of Strategic Development
d. Head of Innovation
e. Head of Communications & External Affairs
f. Head of Investment Zone
g. Head of Investment
h. Head of Finance
i. Head of Delivery & Performance
j. Head of People & Culture
k. Head of Infrastructure
l. Head of Legal Services

18. The CJC's senior management arrangements include Operational Manager posts. In addition to the posts identified above, there are also some Operational Managers that report directly to statutory or non-statutory Chief Officers.

19. Operational Manager are employed on the same terms and conditions as the CJC's Chief Officers as indicated in paragraph 28.

Lowest Paid Employees

20. The Localism Act 2011 requires the CJC to define its 'lowest paid employee' within the Pay Policy Statement. Within the CJC's pay structure the lowest paid employees would be those appointed on Spinal Column Point (SCP) 1 of the National Joint Council (NJC) for Local Government Services' nationally agreed pay scale. However, it is not envisaged that there will be any employees employed at this grade during 2025/26.

21. The lowest paid employees at the CJC are appointed on a Grade 4, Spinal Column Point 6 (see Annex 1).

Pay

22. The Localism Act 2011 defines 'pay' remuneration as 'salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is applied in this Pay Policy Statement.

ROLE OF THE CHIEF EXECUTIVE

23. As the most senior officer the Chief Executive is responsible for a wide range of accountabilities with a total budget of £7,384k (2025/26). In particular they are responsible for:

(a) the manner in which the exercise by the CJC of its different functions is co-ordinated,

(b) the CJC's arrangements in relation to—
(i) financial planning,
(ii) asset management, and
(iii) risk management,

(c) the appointment, organisation and management of the staff required by the CJC for the exercise of its functions.

24. The role of Chief Executive is a full time and permanent appointment. Post holders are selected on merit, against objective criteria, following public advertisement. They are appointment by the Appointments Sub-Committee of the CJC, comprising elected members.

25. The Chief Executive works closely with elected members to deliver the agreed programme of projects.

26. The Chief Executive routinely works outside of the standard Monday to Friday business week.

PAY DETAILS

Chief Executive

27. The Chief Executive is employed on Joint National Committee for Chief Executives of Local Authorities (JNC for Chief Executives) terms and conditions. The JNC for Chief Executives negotiates on national (UK) annual cost of living pay increases, and any award of the same is determined on this basis. These pay awards are effective from 1st April each year, however they are not normally confirmed in advance of this date.

Chief Officers and Operational Manager graded posts

28. Any new posts or transferees graded in the pay structure at Operational Manager and above are employed on Joint National Committee (JNC) Chief Officer terms and conditions and pay levels for these posts have been evaluated using the Korn Ferry Hay (formerly Hay) Job Evaluation Scheme.

29. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. These pay awards are effective from 1st April each year, however they are not normally confirmed in advance of this date.

Chief Officer Pay Decisions

30. Although the annual cost of living pay awards, referred to in paragraphs 27 and 29 above, are part of the nationally agreed terms and conditions, the CJC's Employment Procedure Rules state that any decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by the CJC.

31. Therefore, in accordance with these rules, the CJC will agree and publish a Pay Policy Statement by the end of March each year and that will constitute agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April each year, as accounted for in the Budget set and agreed by the CJC each year.

32. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the CJC's Revenue Budget will be referred to the CJC for consideration and decision.

Chief Officer and Operational Manager Pay

33. The following table shows the current pay rates for Chief Officers that it is expected may be employed by the CJC during 2024/25 (excluding the 2024/25 Pay Award, which is yet to be agreed):

Post	**Salary**
Chief Officers – Spot Salary	
Chief Executive	£127,813
Deputy Chief Executive	£115,161
Other Chief Officer Roles	£97,861

34. The salary level for Chief Officer and Operational Managers is determined by an independent external evaluation process based on an assessment of relative job sizes and benchmarking against market comparisons for posts of similar size and complexity, using the Korn Ferry (previously Hay) Job Evaluation Scheme.

35. For Chief Officer positions, any report from the external evaluators on grading of new posts or changes to salary levels will be presented to the CJC for approval.

36. Requests for regrading, outside of any organisational restructuring, are dealt with by the Chief Executive in accordance with the CJC's Scheme of Delegations at Part 3C to the CJC Constitution. It has been agreed that any future such decisions shall be reported in this Pay Policy Statement for transparency.

37. In addition to the above, the Independent Remuneration Panel for Wales (IRPW) has specific functions concerning the salary of the Chief Executive. Before making a change to the salary of the Chief Executive, which is not commensurate with a change to the salaries of the CJC's other employees, the CJC must consult the IRPW about

the proposed change and have regard to any recommendation received from the IRPW when deciding whether or not to proceed with making the change.

38. To date during 2024/25 the CJC has not had the need to make a referral to the IRPW.

39. The pay grades for all former NJC Green Book and JNC Craft positions within the CJC will be evaluated using a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme. The JE process uses a consistent set of criteria which ensures that the CJC's grading structure is fair, transparent, and equitable, and that men and women receive equal pay for work of equal value. The CJC will abide by National Collective Agreements in place with UNISON, GMB and Unite (NJC Green Book), and GMB, and Unite (JNC Craft) which set out the pay ranges for each grade, and also relevant terms and conditions.

40. The CJC agreed in May 2023 to replicate the pay and grading structure of Cardiff Council (one of the CJC's constituent Councils). This Pay and grading structure links the scores from the job evaluation process directly to the NJC pay structure. The national pay structure with effect from 1st April 2022 ranged from spinal column point (SCP) 1 to 43 which equates to £23,656 to £49,764. The pay award effective from 1st April 2025 is yet to be agreed.

41. The replicated pay and grading structure of Cardiff Council has in place a locally agreed pay scale which has 10 grades that span across SCPs 2 - 40 of the national pay structure. Overall, the current pay scale equates to £23,656 to £49,764 on 1st April 2024. Each grade has a number of incremental points.

42. The current agreed grades and associated salaries can be seen at Annex 1.

Pay Differentials

43. There are no pay differentials to report across the CJC.

44. The CJC does not use performance related pay or bonuses for Chief Officers

Salary on Appointment – all employees

46. Vacancies are advertised on the agreed grade for the post stating the minimum and maximum salary, or spot point, as appropriate to the post. All Chief Officers are appointed to the spot point. Where salary scales are in place appointments are made at the bottom point of the range, but there is discretion to appoint at a higher point within the range. This would usually be to match a candidate's current level of pay, or other particular circumstances.

Additional payments

47. Additional payments made include car, motorcycle and bicycle allowances which have been harmonised for all employees using the single rate based on the HMRC arrangements paid for business mileage, i.e. currently 45p per mile.

48. At times, temporary arrangements may need to be put in place, which may result in additional payments to staff by way of acting up allowance. If this need arises the acting up policy will be followed.

ANNUAL LEAVE

49. The annual leave entitlement is 28 days, rising to 33 days after 5 years' service, and in addition, there are 8 public holidays.

PENSION SCHEME

50. All CJC employees are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible, they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.

51. The current level of contribution to the scheme by employees via the Rhondda Cynon Taf Pension Fund:

2024/2025

Gross Pay	Main Section Contribution Rate	50/50 Section Contribution Rate
£0 - £17,600	5.50%	2.75%
£17,601 - £27,600	5.80%	2.90%
£27,601 - £44,900	6.50%	3.25%
£44.901 - £56,800	6.80%	3.40%
£56,801 - £79,700	8.50%	4.25%
£79,701 – £112,900	9.90%	4.95%
£112,901 - £133,100	10.50%	5.25%
£133,101 - £199,700	11.40%	5.70%
£199,701 or more	12.50%	6.25%

EXIT (REDUNDANCY/SEVERANCE) PAYMENTS

Voluntary Severance Scheme

52. The CJC is an administered body of the Rhondda Cynon Taf Pension Scheme and will be covered by Rhondda Cynon Taf County Borough Council's 'Local Government Pension Scheme Discretions Policy'. This Policy provides details of the position on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The policy also provides details of the Council's policy on increasing an employee's total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.

53. The CJC's approach to statutory and discretionary payments on termination of employment, prior to reaching normal retirement age, apply to all staff including chief officers and is set out within the Rhondda Cynon Taf County Borough Council policy statement in accordance with Regulation 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 30(6), 30(7) and 30(8) of the Local Government Pension Scheme Regulations 2013.

54. Applications under these schemes are made in accordance with the CJC's Constitution.

55. Redundancy Payments are made in accordance with the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999, for the purposes of continuous service, as is any such declared re-employment by a body covered by the Modification Order.

56. The Welsh Government recommends that full Councils should be offered the opportunity to vote before severance packages for chief officers of £100,000 and above are approved for senior staff leaving the organisation. This will apply for the CJC and any such packages will be reported to Committee for approval.

57. However, Members must be made aware of the statutory or contractual entitlements due to an employee and the consequences of non-approval by Committee which may allow an employee to claim damages for breach of contract. The Welsh Government considers the following components of a severance package for chief officers should be included when determining whether the package exceeds £100k: (i) salary paid in lieu; (ii) lump sum redundancy / severance payment; and (iii) cost to the authority of the strain on the pension fund.

58. Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made in accordance with the Committee's Constitution.

RE-EMPLOYMENT OF STAFF

59. The CJC's agreed policy is that employees requesting voluntary redundancy have to agree to the condition that given the CJC's obligation to safeguard public funds, they will be precluded from returning to employment (which includes permanent, temporary, casual and agency) within the CJC for a period of 12 months from the date of their termination. Casual engagement includes contracts for services.

NON-GUARANTEED WORKING HOURS

60. In December 2016 the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups.

61. The CJC is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief, casual or sessional basis. These employees are used in services where there is either a need to bring in an additional workforce in order to cover peaks in workload or where the workload is on a one-off basis.

ACCOUNTABILITY AND DECISION MAKING

62. The members of the CJC are responsible for decision making in terms of pay, terms and conditions and redundancy arrangements in relation to employees of the CJC In accordance with the Localism Act 2011, salaries and redundancy packages above £100,000 for Chief Officers must be agreed by the CJC. The redundancy package includes any redundancy payment (statutory and enhanced), contractual notice period and full cost of early release of pension (as required under Regulation 68(2) of the Local Government Pension Scheme).

63. Details of Chief Officers' pay, including any additional payments, will be published in the CJC's annual accounts from 2025/2026.

GENDER PAY GAP REPORT

64. The CJC is now able to report its first Gender Pay Gap report, which will be published as part of the Public Sector Equality Duty reporting. This will include the mean and median pay gap for hourly pay, as well as the percentage of men and women in each hourly pay quarter.

REVIEW OF THE POLICY

65. This Pay Policy Statement will be kept under review and developments considered in the light of external best practice and legislation. The Pay Policy Statement may also be reviewed as part of the CJC's existing Scrutiny arrangements. The CJC will ensure the Pay Policy Statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual Pay Policy Statement will be submitted to the CJC for approval by the end of March of each year.

Prifddinas Ranbarth Caerdydd | Cardiff Capital Region

Appendix 1

Salary Scales

SCP	Job Evaluation Scores (GLPC scheme)	FTE SALARY	MONTHLY	HOURLY (National Living Wage £11.44	Hourly Real Living Wage £12.60 from 01/04/25
	GRADE 1				
2	1 - 247	23656	1971.33	12.26	
	GRADE 2				
3	248 - 286	24027	2002.25	12.45	
	GRADE 3				
3	287 - 327	24027	2002.25	12.45	
4		24404	2033.67	12.65	
5		24790	2065.83	12.85	
6		25183	2098.58	13.05	
	GRADE 4				
6	328 - 369	25183	2098.58	13.05	
7		25584	2132.00	13.26	
8		25992	2166.00	13.47	
9		26409	2200.75	13.69	
11		27269	2272.42	14.13	
	GRADE 5				
11	370 - 409	27269	2272.42	14.13	
12		27711	2309.25	14.36	
14		28624	2385.33	14.84	
15		29093	2424.42	15.08	
17		30060	2505.00	15.58	
19		31067	2588.92	16.10	

Prifddinas Ranbarth Caerdydd | Cardiff Capital Region

GRADE 6

19	410 - 454	31067	2588.92	16.10
20		31586	2632.17	16.37
22		32654	2721.17	16.93
23		33366	2780.50	17.29
24		34314	2859.50	17.79
25		35235	2936.25	18.26

GRADE 7

25	455 - 499	35235	2936.25	18.26
26		36124	3010.33	18.72
27		37035	3086.25	19.20
28		37938	3161.50	19.66
29		38626	3218.83	20.02
30		39513	3292.75	20.48

GRADE 8

30	500 - 544	39513	3292.75	20.48
31		40476	3373.00	20.98
32		41511	3459.25	21.52
33		42708	3559.00	22.14
34		43693	3641.08	22.65

GRADE 9

34	545 - 589	43693	3641.08	22.65
35		44711	3725.92	23.17
36		45718	3809.83	23.70
37		46731	3894.25	24.22

GRADE 10

37	590 +	46731	3894.25	24.22
38		47754	3979.50	24.75
39		48710	4059.17	25.25
40		49764	4147.00	25.79

Prifddinas Ranbarth Caerdydd | Cardiff Capital Region

SCP	FTE SALARY	MONTHLY	HOURLY
	OM2		
1	53547	4462.25	27.75
2	56256	4688.00	29.16
3	58615	4884.59	30.38
4	61434	5119.50	31.84
5	64258	5354.84	33.31
	OM1		
1	64976	5414.67	33.68
2	68471	5705.92	35.49
3	71968	5997.34	37.30
4	75274	6272.84	39.02
5	78735	6561.25	40.81
	Strategic Director		
1	97861	8155.09	50.72
	Deputy Chief Executive		
1	115161	9596.75	59.69
	Chief Executive		
1	127813	10651.08	66.25