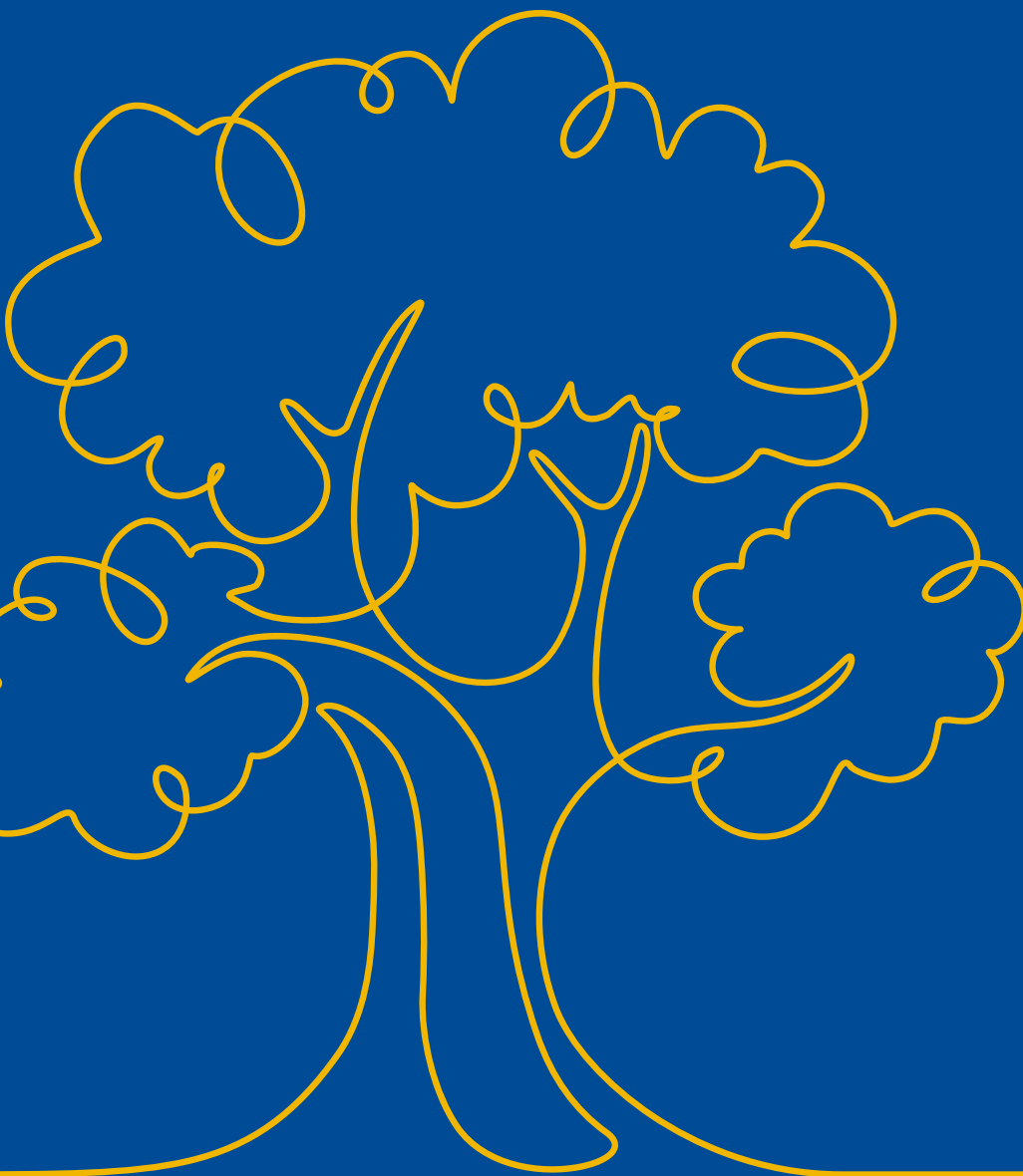


Isle of Wight Council

Pay policy



January 2026

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Author:	Judy Mason Judy.Mason@iow.gov.uk (01983) 821000
Sponsor:	Claire Shand Claire.Shand@iow.gov.uk (01983) 821000
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Version	Date	Description
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0.2	July 2011	Revised to accommodate employment committee comments and feedback.
0.3	February 2012	Revised to accommodate Localism Act requirements and published guidance.
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1	March 2012	Approved by full council.
1.1	January 2013	Revised to accommodate amendments to the local government pension scheme discretionary provisions and additional guidance issued by the secretary of state for communities and local government and general updating.
2	March 2013	Approved by full council.
3	January 2014	Updated to reflect the local government national pay bargaining one per cent rise for all employees below chief officer level and to provide clarification on the council's pension policy where employer's consent is required for the early release of pension together with proposed changes to the senior management pay structure.

Version	Date	Description
3.1	May 2014	Updated to reflect the revised senior management structure and changes to the local government pension scheme regulations with effect from 1 April 2014.
4	February 2015	Updated to reflect the Local Government national pay bargaining 2.2 per cent rise for all employees except for chief officers who have been awarded two per cent with effect from 1 January 2015; changes to the pay structure following implementation of the job evaluation scheme review which will be effective from 1 July 2015.
5	January 2016	Updated to reflect new salary grades, updated job titles and reflect new chief executive role.
6	January 2017	Updated to reflect April 2017 pay award. The premium payments table has been updated to provide further clarification and current pay rates. Update provided on the planned timeframe for implementation of proposed exit payment regulations (recovery and threshold). Chief Officer person specifications have been replaced with the updated generic role profiles. The 'number of permanent full-time equivalent posts by grade' graph has been updated with this year's figures.
7	February 2018	Updated to reflect the changes to annual leave entitlement as a result of a change to Christmas leave arrangements; current policy with regards to staff car parking permits; current pay bandings for the calculation of pension contributions and clarification of the circumstances where pay protection is afforded.
8	December 2018	Updated to reflect new salary grades and clarification of living wage. Addition of gender pay gap information.
9	January 2020	Update to reflect 2019 salary grades, increase in apprenticeship wage, updated gender pay gap information, clarity on mileage claims and HMRC mileage rates.
10	January 2021	Update to reflect 2020 salary grades, pension contributions, staff parking update, and gender pay gap data.
11	December 2021	Update to reflect pension contributions, staff parking update, and gender pay gap data, removal of exit cap regulations, removal of references to fire service.
12	December 2022	Update to reflect pension contributions, pay award, pension contributions, public holiday, annual leave, clarity on pay progression and adverse pay award.
13	December 2023	Update to reflect pension contributions, pay award, clarity on pay progression, professional fee payments.
14	December 2024	Update to reflect pension contributions, pay award, clarity on pay progression, uplifts to allowances
15	December 2025	Update to reflect pension contributions, pay award, uplifts to allowances, market supplements

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1 Introduction

- 1.1 The purpose of this policy is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of our workforce and in doing so will also meet the requirements of Section 38 of The Localism Act 2011, which requires local authorities to publish a pay policy statement which has to be adopted by full council by 31 March each year. This policy sets out the council's approach to the pay of its workforce for the financial year 1 April 2026 to 31 March 2027. This policy will be published on the workforce information section of the council's transparency pages on www.iow.gov.uk and be available as a key document located from the council's A to Z document library as well as being easily located by free search text from www.iow.gov.uk or other web search engines..

2 Equal pay commitment

- 2.1 We are committed to the principle of equal pay for equal work for all our employees and seek to eliminate any bias in our pay systems.
- 2.2 As an integral part of our published equality objectives, we understand that equal pay between the nine protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation) is a legal right under the Equality Act 2010 and is one of the key indicators of our ability to demonstrate equality of opportunity to those in our employment.
- 2.3 It is in our interest as an employer to ensure that we have a fair and just pay system and one that our employees have confidence in the process of eliminating bias. We are committed to working in partnership with our recognised trade unions/employee representatives to take action to ensure that we provide equal pay. We are confident that this significantly contributes to the necessary trust, morale and engagement of a positive employment relationship.
- 2.4 We believe that in affording openness and transparency in our approach to pay and reward, we are sending a positive message to both our employees and Island residents that we are operating on a basis that is fair and equitable as well as to help us control costs and improve efficiency.
- 2.5 Our objectives therefore are to:
- be open and transparent in our approach to pay and reward;
 - eliminate any unfair, unjust or unlawful practices that impact on pay;
 - take appropriate remedial action where required;

- develop and maintain pay and reward equity between staff groups;
 - work in partnership with recognised trade unions/employee representatives in determining and monitoring pay policy decisions
- 2.6 In delivering the council’s vision and key priorities, together with our commitments to equal pay and a reputation as a good employer, we recognise the importance of administering pay in a way that:
- 2.6.1 • attracts, motivates and retains appropriately skilled, knowledgeable and talented people needed to maintain and improve the council’s performance and meet future challenges;
 - 2.6.2 • is affordable and transparent;
 - 2.6.3 • reflects the market for comparable jobs, within and outside of local government, with skills and competencies required to meet agreed delivery and performance outcomes;
 - 2.6.4 • delivers the required levels of competence within an overall workforce strategy within approved budget parameters.

3 Definitions

- 3.1 For the purpose of this policy, the following definitions apply:
- 3.1.1 A chief officer refers to the statutory roles of head of paid service; strategic director of children’s services; strategic director of public health; strategic director of adult social services; section 151 officer and monitoring officer together with those officers designated as chief executive, and heads of service together with any other designated post that requires member appointment under the council’s constitutional arrangements.
 - 3.1.2 The term ‘lowest paid employees’ refers to those staff earning below the median full time equivalent of £30,024 per annum, including any allowance or other payments made in connection with their role. This is in line with the council’s current pay structure which determines that a post is at junior officer level up to this salary point on the pay scale. The actual lowest pay point on the pay scale, excluding apprenticeships is £24,415 as set out in Appendix A. It is possible for a local authority to also apply the living wage as set by the Living Wage Foundation, at a local level, although this has not been adopted by the Isle of Wight Council at present. The council does however pay all staff at or above the national living wage as set and reviewed annually by Central Government, except for apprentices who are now paid at the national minimum wage which is above the national apprenticeship rate or alternatively for higher level apprentices, the payment will be 80 per cent of the evaluated role.

4 Pay framework

- 4.1 In the main, the pay and terms and conditions of Isle of Wight Council employment are covered either by local agreements (particularly the Isle of Wight Council terms and conditions 2012), local policies, or collective agreements negotiated by the National Joint Council (NJC) for local government services. NJC conditions of service are published in what is commonly known as the 'green book'. The Isle of Wight Council has a locally agreed pay framework, as set out in Appendix A.
- 4.2 The terms and conditions of employment for chief officers are determined either by local agreements (particularly the Isle of Wight Council terms and conditions 2012), local policies, or collective agreements negotiated by the Joint Negotiating Committee (JNC) for chief executives and chief officers of local authorities.
- 4.3 The above bodies provide an agreed national framework for pay and terms and conditions, but which also contain a number of flexibilities for local modification to suit local service requirements. These are the result of negotiations between trade unions and local government employers.
- 4.4 The school teachers' pay and conditions document, issued by the Department for Education, contains the statutory requirements for teachers' pay and conditions that maintained schools and local authorities in England and Wales must abide by. The pay and conditions of teachers are not included within this document.

5 Terms and conditions – all staff

- 5.1 The council operates under the national terms and conditions as set out by NJC and JNC in respect of sick leave and sick pay; maternity leave and maternity pay scheme; shared parental leave and shared parental pay scheme; and paternity leave and paternity pay scheme.

5.2 Core working hours

- 5.2.1 Annual working hours are 1,634 per annum, full time equivalent, agreed between the employee and their line manager. The timing of working hours depends upon role definition (set out in 5.3 below). Core hours are determined by managers according to the specific needs of the service and will cover a period of 14 hours between 6am and 10pm. Work carried out within core hours is paid at plain time rates unless specified otherwise.

5.3 Role definition

- 5.3.1 Roles within the council are categorised as either 'flexible' or 'constrained'.
- 5.3.2 Flexible roles are not normally subject to particular operational times or to regular and frequent immediate reactive response to the service or customers within the community. There is occasional requirement to cover at times other than normal hours, but generally staff are able to choose their working patterns and the freedom to exercise that choice does not, in the main, impact adversely on service delivery to the community.
- 5.3.3 Constrained roles are largely governed by particular working time or patterns because of the needs of the service or demands regular and frequent immediate reactive response to the community or customers' needs. Staff generally do not have the freedom of choice in their working patterns and to have such would impact adversely on service delivery to the community.

5.4 Pay awards

- 5.4.1 Pay awards are considered annually for staff and are based on those determined by the national pay bargaining undertaken by the Local Government Employers. Further to the last pay policy, the April 2025 to March 2026 pay award was agreed nationally and belatedly implemented in September 2025. The pay award detailed in this policy is that agreed nationally up to 31 March 2026 and is a pay increase of 3.2 per cent for all grades. In addition to this there is an increase of 3.2 per cent to allowances. There is currently no agreement nationally regarding the pay for 2026 to 2027. The outcome of this is unlikely to be known before this pay policy is approved by full council.

5.5 Appointment

- 5.5.1 Employees new to the council will normally be appointed to the first point within the salary range within the respective pay grade. Where a candidate's current employment package would make the first point unattractive or where the employee already operates at a level commensurate with a higher salary, the recruiting manager has delegated authority to appoint at a higher point within the salary range. The candidate's level of experience and skills must be consistent with those of other employees already employed in a similar role.

5.6 Recovery of exit payment on return to any public sector body

- 5.6.1 The anticipated legislation for the recovery of exit payments has been further delayed by central government and as such this remains an area for consideration of required policy and procedure once a new timetable for implementation is made available.

5.7 Relocation allowance

- 5.7.1 It is recognised that it may be necessary to compensate, at least in part, the financial costs incurred by a new employee in relocation to the Island or to a location within commutable distance where required (and the successful candidate's existing residence is beyond 50 miles in distance from the Isle of Wight, or outside of a reasonable commuting time) in order to take up their duties. Granting a relocation allowance as part of the recruitment package requires approval as part of the council's recruitment authorisation process. In determining the business case for the granting of a relocation allowance, consideration must be given to whether:
- advertisement within a national/international market is required;
 - there is a need to increase the potential of recruiting high calibre staff or within particularly hard to recruit occupations;
 - it is a permanent post (although if deemed to be a key post on a fixed term contract of up to two years, consideration can be given to an appropriate level of reimbursement).
- 5.7.2 The current allowance payable is up to a maximum of £8,000. Full conditions of operation are set out in the council's recruitment policy.
- 5.7.3 Under the council's relocation scheme the council also offers new recruits an allowance to cover some of the costs associated with travelling in order to attract potential candidates within commuting distance but who would not wish to relocate to the Island in the current economic climate.

5.8 Market supplements

- 5.8.1 There are some occupations which are notoriously difficult to recruit and retain within the public sector. Where there is significant evidence pointing to salary levels which are out of line with the market rate for particular skills or recruitment, the payment of a market supplement may be an appropriate solution. Annual review and analysis of available evidence of whether there have been any changes in the job market will inform whether market supplements will continue to be paid. Full conditions of operation are set out in the council's market supplement policy. Currently, a market supplement is paid to social workers in childrens services, ecology officers, independent review officers, out of hours adult mental health practitioners, lawyers, certain regulatory officers, role within governor servies and some leisure staff.

5.9 Additional duties

- 5.9.1 There may be occasions when an employee is required to undertake the duties of a higher graded post for a continuous period of up to 12 months. In such circumstances, the employee will receive the salary that would apply as if they were promoted to that post. These must be for genuine reasons other than annual leave or the short-term sickness absence of another officer.
- 5.9.2 In the review undertaken by managers when a post becomes vacant, there may be circumstances when a manager determines not to recruit, but to assign a proportion of the full duties and responsibilities to another employee. Where such a situation arises, payment

of a responsibility allowance can be made upon submission of a business case. The rate of allowance payable is dependent upon the percentage of additional duties required up to a maximum of a 12-month period, unless there are exceptional circumstances for this to be extended. There are three levels of payment 2.5 per cent, 5 per cent and 7.5 per cent of the difference between the substantive and higher graded post for the period during which the additional duties or responsibilities are undertaken. Full conditions of operation are set out in the council's acting up and secondment policy. The council actively encourages the use of secondments both internally and externally within partner organisations.

5.10 Business travel

- 5.10.1 For genuine operational needs and where privately-owned vehicles are used for business travel purposes, the council reimburses employees as casual users in line with His Majesty's Revenue and Customs approved levels as follows:

Vehicle type	First 10,000 business miles in the tax year
Cars and vans	45p
Motorcycles	24p
Bicycles	20p

Business mileage undertaken by staff will be reimbursed at the appropriate HMRC tax-exempt mileage rates.

- 5.10.2 Staff who undertake more than 8,500 business miles per annum are classed as essential users and receive an annual lump sum, in accordance with the NJC terms and conditions, payable in monthly instalments. This is in recognition of the additional wear and tear that high mileage incurs. This allowance is removed should any employee change job where business travel is not required or is likely to be below the threshold set out above. Essential car users are paid at the rate of £849 per annum with a mileage rate of 36.09 pence per business mile up to £8,500 claimed and thereafter at a rate of 13.06 pence. There is by local agreement with chief officers, no claiming of on Island business travel expenses.

5.11 Excess travel and mileage claims

- 5.11.1 Since 1 April 2012 no reimbursement or allowance has been payable to employees whose on Island work base location is changed by the council. Agile working has now been rolled out across the Council. All staff have a designated base (agreed with their managers) where they start work and if they are not working there, they are expected to use a work base of the same or less distance from their home. Mileage claims to a work base will not be accepted if they are a greater distance from home than the normal agreed work base. The first and last on island work journey of the day will be counted as commuter mileage and therefore not claimable.
- 5.11.2 Since 1 April 2012 no reimbursement or allowance has been payable to employees whose on Island work base location is changed by the council.

5.12 Charging for car parking at work

5.12.1 Any member of staff or councillor who uses a car parking space during the working day which is within a designated area of the council's parking order is required to either pay the daily parking charge or purchase a staff parking permit. There are two types of staff parking permit now available. These comprise of a monthly permit at the cost of £15 or £10 for staff paid below grade 4 (or equivalent before deductions) or a daily permit at the cost of £1.10, or 70p for staff paid below grade 4 (or equivalent before deductions). Both permit types allow unlimited parking in long stay car parks for any member of staff or councillor who is working for the Council, subject to terms and conditions. Both permit types must be applied for using the MiPermit system and payment will be taken by credit or debit card. Full conditions of operation are set out in the council's charging for car parking at work policy.

5.13 Professional fees

5.13.1 Since 1 August 2011, no reimbursement or payment of professional association membership fees has been made to employees other than those who are appointed into trainee positions and working towards a recognised professional qualification as a requirement of their employment, when payment will be made until they qualify, at which point they will become responsible for the payment of their own fees.

5.14 Re-engagement

5.14.1 5.14.1. Employees whose appointment is terminated on a voluntary redundancy basis, or who accept early retirement, will not normally be re-engaged by the council on a directly employed basis for a period of six months or a consultancy basis for a period of two years unless approved on an exceptional basis by the director of corporate services. Managers are required to submit a business case if wanting to re-engage in these circumstances. This is currently under review.

5.14.2 The general rules relating to re-engagement are as follows:

- Any return to the council's employment must be via the normal process of competitive selection.
- The return must not be to the same or a closely related post, as this would call into question the original decision to declare the post redundant.
- The employee must not take up the post (if they are to be directly employed) any sooner than four weeks after the effective date of redundancy or early retirement, or they will forfeit the original redundancy payment and pension entitlement will be affected.
- Anyone who is re-employed will be treated as a new starter and any previous service with the council or other related body will not count towards entitlements to notice periods, sick leave, annual leave, or other benefits dependent upon continuous service.

5.15 Annual leave

- 5.15.1 From 1 January 2023, all employees operating under the NJC or JNC for local government services are entitled to 32 days or 237 hours per annum (pro-rata if part-time). The leave year operates from 1 January to 31 December.

5.16 Public and extra statutory holidays

- 5.16.1 All staff are normally entitled to eight days or 59 hours public holidays per annum (pro-rata if part-time) plus 32 days annual leave per annum (pro-rata if part-time) from April 2023

5.17 Pension contributions

- 5.17.1 All employees whether designated as in permanent employment or on a fixed term contract (where the contract period is for three or more months) are automatically admitted to membership of the local government pension scheme (LGPS) although they have the right to opt out if they so wish.
- 5.17.2 Scheme regulations are made under the Superannuation Act 1972. Changes to the rules are discussed at national level by employee and employer representatives but can only be amended with the approval of Parliament. As scheme members, employees pay contributions and the council pays in the balance of the cost of providing accrued benefits after taking into account investment returns. Every three years, an independent actuary calculates how much the council should contribute to the scheme. The amount will vary, but the current level of contribution made by the council is 23.5 per cent.

The 2023 to 2024 table of employee contribution bands are shown below:

The cost to be a member of the LGPS

In the Local government pension scheme, pay pension contributions each month are based on annual pay. The employer also pays a monthly contribution. The contribution bandings for the 2023 to 2024 financial year are as follows:

Actual pensionable pay	Pay a contribution rate of:
Up to £17,600	5.5%
£17,601 to £27,600	5.8%
£27,601 to £44,900	6.5%
£44,901 to £56,800	6.8%
£56,801 to £79,700	8.5%
£79,701 to £112,900	9.9%
£112,901 to £133,100	10.5%
£133,101 to £199,700	11.4%
£187,201 or more	12.5%

The pay band ranges will be increased each April in line with the cost of living. 2026 pay band ranges are not yet available.

6 Benefits of employment

- 6.1 The council operates a salary sacrifice scheme for childcare vouchers, where employees can make substantial savings to their childcare costs through the payroll in tax and national insurance payments. Employees who pay for Ofsted registered childcare can have payments made directly from their salary to their childcare provider, subject to a maximum amount per week or month. The scheme covers children up to the age of 15 (16 if disabled). In April 2018 the government introduced a new tax-free childcare scheme, which restricted new members joining the salary sacrifice scheme. No new members of staff can join this scheme, but the scheme remains for existing members.
- 6.2 All staff have access to an employee assistance programme (EAP) which is an impartial and completely confidential advice and counselling support service which is available 24/7 via a free phone number. Employees also have access to a website where they can seek information and advice on a wide range of topics including work-life, personal life and health and wellbeing
- 6.3 Other financial benefits include our list of local retailer discounts which contains over 100 Island businesses that are prepared to offer discounts on their products and services to council employees and our list of miscellaneous discounts contains off-Island and web-based businesses which also provides discounts. In addition, there are several sites designed specifically for those who work in the public sector. They are free to access and enable employees to take advantage of special offers and discounts on a whole range of products and services offered by various well-known retailers and other companies.
- 6.4 As part of our wellbeing strategy, the council's 'One Card' employee scheme offers access to the council's leisure and fitness facilities at 1Leisure Medina, 1Leisure Heights, and 1Leisure Westridge zone and squash courts at a reduced rate. Discounts are available off the published price of a 'One Card', and there is a choice of two card options and several different payment methods. The council also has access to the Civil Service Sports Council (CSSC), a not-for-profit organisation that offers a low-rate membership option to a wide range of sport and leisure activities. There are also a range of discounts on public transport. This includes reduction on ticket prices for ferry services to and from the Island with the three operators - Hovertravel, Red Funnel and Wightlink, and a discount on certain Southern Vectis tickets for Island bus travel
- 6.5 We recognise the importance of investing in the learning and development needs of employees to enable the skills, competencies and behaviours required of staff in their work duties to be carried out effectively and efficiently, to remain safe within their workplace and which enable career development. We also give due consideration to any requests that are made by staff under the Right to Time off for Training legislation. The council also operates a people performance review process (PPM) which sets the expectation that employees will have regular one-to-ones with their manager to monitor work performance, establish new work priorities and timescales and the identification of learning needs. Within available resources and according to priority needs, learning and development opportunities may take the form (but not exclusively) of course attendance, distance learning, directed research, e-learning, work shadowing, coaching and

mentoring. All new staff are required to complete e-learning induction modules and attend the corporate induction programme. The learning hub is a one-stop digital learning platform which enables all staff to plan for and access digital and face to face learning programmes and to access career pathways. It also enables managers to have visibility of all of their team's learning and development to discuss during regular meetings. Some learning and development activities are mandatory to meet expected personal responsibilities in areas such as health and safety, equality and diversity and safeguarding. The council also has a functional skills programme which staff can access to support the improvement of numeracy and literacy skills. Continuous professional development is also supported by the apprenticeship levy funds which enable staff to access apprenticeship programmes which can lead to nationally recognised qualifications.

- 6.6 An employee or team of the month award is presented by the chief executive which formally recognises significant or outstanding contributions that individual or groups of staff make to the community. Service of five, 10, 15, 20, 25, 30, 40 and 50 years' is recognised annually.

7 Official election duties and fees

- 7.1 Official duties for the purposes of Parliamentary and national referendums are statutory functions that are separate to any other local government statutory role (such as the section 151, head of paid service or monitoring officer) or any other functional requirements of a local government officer. Fees payable to those who carry out official election duties are set by statute and are agreed by the Hampshire and Isle of Wight fees working party for local and national elections.
- 7.2 Official duties for the purposes of local elections are also statutory functions, as set out above, and fees payable to those who carry out official election duties are set by the Hampshire and Isle of Wight election fees working party. The full arrangements and current fee structure is set out in a Hampshire and Isle of Wight elections fee structure.
- 7.3 In the case of the Isle of Wight Council, returning officer duties are currently undertaken by the director of corporate services who will appoint a number of deputy returning officers.

8 Pay arrangements up to chief executive level

8.1 Pay structure

8.1.1 A new pay structure was introduced on 1st July 2015 following the conclusion of the job evaluation project. Within the overall pay scale there are 20 grades as set out in Appendix A. The grade for each role is determined by a job evaluation process according to the knowledge, skills, effort, responsibilities and demands required of the role. All posts including chief officers are included on the 20 new pay grades, excluding the chief executive. A comparison of the number of permanent full-time equivalent posts by salary grade is set out in Appendix B. There are no arrangements which could be perceived as seeking to minimise tax payments in the terms of remuneration for senior appointments.

8.2 Pay progression

- 8.2.1 Currently, annual automatic pay progression is in operation between pay points within a pay banding up to the maximum point. Increases are made on 1 April each year. Officers with less than six months service in the grade by 1 April are granted their first increment six months after their appointment. This was reviewed as a part of the council's current pay structure and job evaluation scheme review. If posts are regraded, they are expected to start at increment A, even if there is no actual salary difference because they will progress up the increments in future years. Officers can be recruited internally or externally on any increment dependent on their experience.
- 8.2.2 Once employed officers are expected to follow annual automatic progression as described in this policy. However, strategic directors have discretion to award additional increments subject to business case and approval by human resources. The business case must demonstrate that the employee possesses equivalent and proven experience at that level. Cases based solely on performance, knowledge, or retention risk will not be considered.
- 8.2.3 Casuals are generally recruited on the bottom increment (point A) and are not subject to pay progression. Managers may increase the increment subject to a business case and funding availability.

8.3 Pay protection.

- 8.3.1 Where, as a result of job evaluation or redeployment there is a reduction in pay, staff will receive salary protection which will be at least limited to a period equivalent to the period of notice to which they would be entitled under their contract of employment. This will only be applicable in circumstances where the employee has compulsorily had a reduction in pay due to restructure or redeployment and will apply to reductions in contractual pay and allowances.

8.4 Premium payments

- 8.4.1 The council previously undertook an extensive review of all terms and conditions of employees which saw the rationalisation of allowances and premium rates paid to employees whose roles necessitate out-of-hours working. These arrangements are determined under local bargaining arrangements with recognised trade unions. The 2025 pay award increases allowances by 2.5 per cent.
- 8.4.2 Since 1 April 2012, posts designated as constrained (as set out in section 5.3) have attracted the following allowances and are payable to eligible employees up to salary grade 10, point E (£40,787). However, in exceptional circumstances such as the Isle of Wight Festival, plain time rate pay for additional time will be paid in addition to the contracted hours, if there is a valid authorised business case confirming the circumstances and the reasons why staff are unable to take time off in the normal way.

Current rates are set out below:

Element	Enhancement to pay	Description
Adverse work element	£111.81 per annum	Applies where those working conditions are deemed to be more difficult than reasonably expected in any job, i.e. over and above the reasonable expectation for the job, a scheme of adverse work element will apply and an allowance will be payable to staff who qualify. This has been in place since the terms and conditions review but due to the small amount per annum is not often used.
Overtime	Plain time rate	Applies where: a) there is a contractual requirement to work more than 37 hours per week; or b) voluntary overtime worked in a constrained post cannot be reasonably taken as time off in lieu.

Element	Enhancement to pay	Description
Night duty	Plain time plus one third	<p>Applies to hours worked outside of the service's designated core hours.</p> <p>This rate will also apply where shift patterns fall outside the service's designated core hours (see shift allowance below).</p> <p>Night workers will receive an overall allowance of 43 per cent on hours worked overnight outside of the services designated core hours. This is made up of the 10 per cent shift allowance detailed below, and the additional 33 per cent night shift allowance.</p>
Responsibility allowance	No automatic entitlement	Responsibility allowances will apply only where a cost-effective business case is made to and approved by the authorisation panel. 'Acting up' arrangements will be development opportunities and will be time limited.
Shift allowance	<p>Ten per cent of plain time rate will apply to all hours of working shift patterns whose start or finish times commence or end beyond the designated core hours for the service.</p> <p>Plain time rates only apply to shifts whose start and finish times fall within designated core hours for the service.</p>	<p>Shifts are defined as regular patterns of work carried out at different times either on a daily or weekly basis.</p> <p>All hours of a particular shift where the start or finish times commence or end beyond core hours for the service.</p> <p>Additionally, where the hours of a shift fall outside the core hours for the service, the night work rate of a one third enhancement to plain time will apply to those hours.</p>
Weekend work	Plain time rates	This rate applies to all hours worked within the service's designated core hours.
Standby allowance	<p>Where staff are required to undertake standby duty, a standby session is paid as a single payment of £33.86 a session.</p> <p>Only payable where the standby is additional to contractual hours per week.</p>	<p>A standby session is 24 hours or part thereof but must exceed four hours duration.</p> <p>Where the needs of the service demand, all posts eligible will participate on standby.</p>

Element	Enhancement to pay	Description
Call-out	Plain time rate	All posts may be reasonably required to be called out at times other than normal working patterns. Where an employee is paid a higher substantive grade than that of the role being covered on call-out, they will be paid at the maximum of the grade for the role being performed on call-out. All hours of call-out work will be paid at plain time rate. Staff graded higher than Grade 10, who are required to be called out, will be paid at their actual rate of pay for time called out.
Public or bank holiday working	Christmas Day (25 December) or Boxing Day (26 December): normal pay plus plain time for hours worked plus time off in lieu. All other public and bank holidays – see right.	Work on alternative public holidays when Christmas Day or Boxing Day fall on a Saturday or Sunday and work on all other public holidays will be paid either at normal pay plus time off in lieu, or alternatively at normal pay plus plain time for hours worked (no time off in lieu) where this is a more cost-effective approach.
Sleeping-in allowance		Sleep-ins paid at £45.03 per night session (nine hours).
Casual Adult mental health practitioners	Call-Out: £94.81 per session	Plain time rate

9 Pay arrangements – chief officers

9.1 Pay structure

- 9.1.1 Our structure for chief officers is included within the 20 pay grades under the job evaluation pay framework, excluding the chief executive whose salary is a spot salary that has been evaluated through market testing.
- 9.1.2 The scope of each chief officer's job responsibilities are set out in the council's constitution which is published on the council's website and can be found by using the following link: www.iow.gov.uk/council-and-councillors/transparency-our-data/our-workforce/organisational-structure-and-responsibilities

9.1.3 The Openness and Accountability in Local Pay Guidance under Section 40 of the Localism Act sets out the requirement for full council to be given the opportunity to vote before large salary packages are offered in respect of a new appointment. The secretary of state considers that £100,000 is the threshold for this to be undertaken. The pay-scale for chief officer posts is incorporated into the new pay framework following the job evaluation exercise, as set out as Appendix A and the remuneration for the chief executive has been increase to £153,236 in line with national agreement. Approval by full council to this policy document is therefore considered to meet the requirements of the guidance. Should any variation to the pay-scale for chief officers be proposed in any future appointment, including elements of payments made to chief officers engaged under a contract for services, i.e. agency staff then this will be a matter for the appointment and employment committee panel to recommend to full council during the authorisation process to recruit to a vacant post. There is currently no performance-related pay or bonuses for chief officers.

9.2 Pay progression

- 9.2.1 There is no automatic pay progression for the chief executive as it is a spot salary, although salary will be increased based on national negotiations for annual cost of living pay awards in line with the Joint Negotiating Committee for Chief Officers.
- 9.2.2 The establishment of annual performance targets for chief officers is a matter for determination by the chief executive, in line with council's corporate plan.
- 9.2.3 The establishment of annual performance targets for the chief executive is a matter for determination by the leader of the council in line with council's corporate plan.

9.3 Emergency response

- 9.3.1 Chief officers and strategic managers are required to participate in the council's emergency duty scheme. No additional payment is made for such duty.

9.4 Pay ratio

- 9.4.1 The proposition by the Prime Minister and Chancellor in commissioning the public sector pay review in 2010 was that there should be no more than a 20:1 pay multiple to demonstrate fairness in pay.
- 9.4.2 The pay differential between the highest paid and the lowest within the Isle of Wight Council (using the full time equivalent (FTE) base salary as the indicator of measure), and excluding schools, fire service personnel, casuals, trainees and apprentices the following can be identified:
- The highest salary is £153,236 and the lowest salary is £24,415.
 - The mean salary is £34,930.
 - The median salary is £30,024.

Which represents:

- a ratio of 1:6.28 between the lowest and highest salary;
- a ratio of 1:4.39 between the mean and the highest salary;
- a ratio of 1:5.1 between the median and the highest salary.

While it is not the intention to establish a target reduction in ratio, close monitoring and benchmarking will to be undertaken to allow ongoing monitoring of median and mean workforce earnings.

9.5 Gender pay gap

9.5.1 From 2017, gender pay gap legislation requires any organisation that has 250 or more employees to publish a report showing how large the pay gap is between male and female employees. The pay gap is the difference between the average (mean or median) earnings of men and women, expressed as the percentage of women's earnings compared to men's earnings.

9.5.2 The report must be published by the 30 March each year for the public sector; the information must be displayed on the employers' own website and a designated Government website.

9.5.3 The Isle of Wight Council's gender pay gap information is summarised below and the full report can be found at www.iow.gov.uk/documentlibrary/view/gender-pay-gap-report-march-2022

9.5.4 The mean gender pay gap in hourly pay

	Females	Males	Gap
March 2017	£12.60	£13.93	9.6%
March 2018	£12.13	£13.48	10.1%
March 2019	£12.80	£13.95	8.3%
March 2020	£13.35	£14.94	10.7%
March 2021	£14.43	£16.04	10%
March 2022	£14.18	£15.87	10.6%
March 2023	£16.23	£16.92	4.1%
March 2024	£16.54	£17.28	4.3%

9.5.5 The median gender pay gap in hourly pay

	Females	Males	Gap
March 2017	£10.57	£12.42	14.9%
March 2018	£10.44	£12.35	15.5%
March 2019	£10.89	£12.61	13.7%
March 2020	£11.19	£13.64	18%
March 2021	£12.20	£14.73	17.2%
March 2022	£12.13	£13.89	12.7%
March 2023	£13.66	£14.53	5.9%
March 2024	£14.41	£14.65	1.6%

9.5.6 The mean bonus gender pay gap

	Females	Males	Gap
March 2017	£0	£0	0%
March 2018	£1,345	£0	0%
March 2019	£1,704	£0	0%
March 2020	£2,116	£0	0%
March 2021	£3,594	£0	0%
March 2022	£0	£0	0%
March 2023	£2,241.7	£0	0%
March 2024	£851.15	£0	0%

9.5.7 The median bonus gender pay gap

	Females	Males	Gap
March 2017	£0	£0	0%
March 2018	£1,345	£0	0%
March 2019	£1,704	£0	0%
March 2020	£2,116	£0	0%
March 2021	£3,594	£0	0%
March 2022	£0	£0	0%
March 2023	£2,241.7	£0	0%
March 2024	£851.15	£0	0%

9.5.8 The proportion of males and females receiving a bonus payment

	Females	Males
March 2017	0	0
March 2018	0.05	0
March 2019	0.06	0
March 2020	0.08	0
March 2021	0.1	0
March 2022	0	0
March 2023	0.1	0
March 2024	0.1	0

9.5.9 The proportion of people in each quartile within the council's pay framework that are male and female

March 2024		
Quartile	Female	Male
Lower quartile	64.2%	35.8%
Lower middle quartile	74.5%	25.5%
Upper middle quartile	75.7%	24.4%
Top quartile	61.9%	38.1%

These figures are based on those who were employed on the 31 March 2024. The pay period used for the calculation of pay was the month of March 2023 as employees are paid monthly. The bonus period covers the period 1 April 2023 to the 31 March 2024.

10 Discretionary provisions

- 10.1 The Local Government Pension Scheme (LGPS) regulations require the council to publicise a statement on the way certain discretions available under the pension scheme will be applied. This is a management policy, not an employee right and confers no contractual rights. However, the statement does not commit the council to a scheme of automatic exercise of the discretions and any such variation must be considered on its own merit and undertaken within the required corporate governance arrangements. This places a duty upon the council to provide appropriate, documented evidence to justify a variation being made and that the necessary authorisation has been secured. In all such cases, for the decisions to be lawful, there must be a clearly documented rationale agreed by key elected members for a departure from the policy.

- 10.2 Only the policy which is current at the time a relevant event occurs to an employee will be the one that applies. This statement is applicable to all employees with the exception of those employed in maintained schools who, as LGPS employers in their own right are required to have their own policy on the application of discretions.
- 10.3 **As an employing authority, the Isle of Wight Council's policy as regards available discretions is as follows:**
- 10.3.1 **Voluntary redundancy or early retirement from age 55, including the impact of the '85-year rule'.**
- 10.3.2 The Isle of Wight Council's current policy is to not 'switch on the 85-year rule' where an early retirement application is made between the ages of 55 and 59. This would result in an actuarial reduction to any pension benefits taken by a member aged 55 to 59, regardless of whether the 85 year rule is satisfied. The only exceptions to this rule are redundancy, ill-health and flexible retirements, whereby the 85-year rule, in accordance with pension regulations, is not discretionary and therefore must be honoured in all of these situations.
- 10.3.3 Early retirement with employer's consent can be applied for between the ages of 60 and normal retirement or state pension age, whichever is earlier, providing the 85-year rule is not satisfied. Requesting this type of retirement would allow an employee to retire at 60 without actuarial reductions applied to their benefits.
- 10.3.4 Voluntary and compulsory redundancy has the same effect on pension benefits, whereby no actuarial reduction will be applied to benefits if the redundancy occurs after the pension member's 55th birthday.
- 10.3.5 The council may not afford employer consent to early retirement or voluntary redundancy, if by leaving local government employment, the resultant loss of skills, knowledge and experience will have a detrimental effect on the service provided by the council. The chief financial officer and the strategic director of corporate services must be satisfied that appropriate savings to meet the capitalised costs associated with release of pension (and payable to the pension fund) can be secured before approval is given. Applications for voluntary redundancy and early retirement with employer's consent must be made in-line with the Isle of Wight Council's policy.
- 10.3.6 **Augmentation of benefits – leavers who have attained age 55 (i.e. a discretion that allows the employer to purchase extra pension benefits for a pension scheme member)**
- Our current policy is that we will not grant any additional benefits or pension under this delegation.
- 10.3.7 **Augmentation of benefits – new employees**
- Our current policy is that we will not grant any additional benefits under this delegation upon entry to Isle of Wight Council employment.

10.3.8 **Transfer values – acceptance of inward transfers**

- When a transfer of pension rights from the private or public sector is permissible, we will only accept such a transfer when the request for us to look into it was made within the first 12 months of employment. Requests received after the first 12 months will be refused. We also refuse to accept transfers (other than from within the Local Government Pension Scheme and the Public Sector Transfer Club), that would result in a membership credit in excess of 40 years. When assessing this 40-year limit we take into account all non LGPS and non-club transfers.

10.3.9 **Shared cost additional voluntary contributions (AVCs) and shared cost additional pension contributions (ie a discretion that allows the employer to pay a percentage of any additional voluntary contributions an employee makes to their pension)**

- Our current policy is that we will not grant any additional benefits under this delegation by way of additional contributions on behalf of an employee. This decision does not preclude any employee from effecting an AVC in their own right. The council introduced the AVC salary sacrifice scheme during 2020 for LGPS members, which through its operation affords National Insurance contribution and income tax savings for employees and National Insurance contribution savings for the council as the employer.

11 Redundancy payments

- 11.1 It is our current policy that redundancy payments will be based on statutory redundancy calculations payable under the Employment Rights Act in terms of the calculation of the number of weeks to be paid based on age and length of continuous local government service. Our current policy is that we will not grant any additional benefits under this delegation for additional compensation under the discretionary payment regulations to be applied. A week's pay will be based on the lesser of: An employee's actual contractual pay; or the statutory minimum. Voluntary redundancy requests do not attract any enhanced compensation rates. If an employee who is under notice of redundancy receives an offer of a job from another modification order body bodies listed under the redundancy payments (continuity of employment in local government, etc) (Modification) Order 1999 before the termination of his or her employment and takes it up within four weeks of the end of the old employment, there will be no dismissal for redundancy payment purposes.

11.2 Flexible retirement

- 11.2.1 In-line with Local Government Pension regulations the Isle of Wight Council currently offers flexible retirement to members over the age of 55 as an option to employees who wish to reduce their working hours or grade before retiring fully. Employer's consent must be obtained for all flexible retirements and full retirement benefits will be paid with immediate effect, notwithstanding the fact that they have not retired from their employment. Flexible Retirement will cause the ongoing accrual pensionable benefits to cease on the date of the effect and therefore any additional service after the date of flexible retirement will not count towards satisfying the '85-year rule'.
- 11.2.2 For employees who satisfy the 85-year rule at the date of flexible retirement no actuarial reductions will be applied to the resultant pension benefits. The Isle of Wight Council is in no way obliged to grant flexible retirement to members who satisfy the 85-year rule and the same process for approval as voluntary redundancy and early retirement with employer's consent will need to be followed. All applications for flexible retirement must be made in-line with the Isle of Wight Council's flexible retirement policy.
- 11.2.3 The council may not agree to flexible retirement if by reducing the weekly hours worked or grade, will have a detrimental effect on the service provided by the council. Where a capitalised cost will be incurred because the applicant satisfies the 85 year rule, the chief financial officer and director of corporate services must be satisfied that appropriate savings to meet the capitalised costs associated with release of pension (and payable to the pension fund) can be secured before approval is given. Flexible retirement will normally only be granted where there is no cost to the local authority or where due consideration has been given to the cost benefit of agreeing such an approach.
- 11.3 **As an administering authority, the Isle of Wight Council's policy as regards available discretions is as follows:**
- 11.3.1 **Re-employed pensioners**
- It is our current policy that the pension of those pensioner members who are re- employed within local government will not be abated. (Abatement is the reduction or suspension of a member's pension where a person in receipt of their pension becomes re-employed with an employer who offers the LGPS.)
- 11.3.2 **Spouses pension payable for life**
- It is our current policy that there will be continued payment for the whole life of a widow's or widower's pension even where the recipient remarries, enters a civil partnership or cohabitates with another person.
- 11.3.3 **Premature release**
- Once a scheme member has attained the age of 55, they may request access to payment of their benefits on a reduced basis. This requires employer's consent to be given. It is current policy that any such request would only be granted where there is no cost to the local authority due to the early release of benefits.

11.3.4 Injury benefit scheme

- Under the Local Government (Discretionary Provisions) (Injury Allowances) Regulations 2011, it is our current policy that we will not adopt a discretionary injury benefit scheme which makes provision for a person who has sustained an injury in the course of carrying out their work.

12 Severance arrangements

- 12.1 There may be exceptional circumstances that occur from time to time when the most economically advantageous option for the council requires some form of compensation arrangement to be entered into or for a variation to be granted to the discretionary provisions set out above and where for example, a consensual arrangement is required in order to avoid delays, tribunal costs or detriment to key service priorities. In doing this, regard must be had to the losses suffered by the individual, future employment prospects and the overall impact on the council's finances of both reaching and not reaching agreement.
- 12.2 The necessary procedures must be followed when such arrangements are proposed and/or in circumstances where termination of employment involves any of the following:
- Early release of pension entitlement (other than on ill-health grounds) which requires capitalised costs to be met.
 - Payments in excess of the statutory redundancy payment.
 - Any other enhancement that requires approval as set out in the discretionary provisions.
 - A compensatory payment for loss of office that either relates to a chief officer or is in excess of £50,000 for any other employee.
 - Where a combination of the above for any one individual exceeds £50,000.

12.3 Procedure to be followed

- 12.3.1 While it is accepted that there must be public accountability for any severance package granted, it is considered that there is potential to breach employment obligations under a contract of employment by entering into debate about individual severance arrangements at full council, and it would not be in the best interests of efficiency or to allow timely conclusion to sensitive or complex matters that need to be resolved swiftly when required. The following procedural process therefore sets out the level of scrutiny that is to be undertaken in respect of any authorisation.

- 12.3.2 In all cases and irrespective of the sums involved, an 'authorisation for early release of pension benefits or discretionary payments' form must be completed then discussed with and authorised by the relevant strategic director, strategic director of corporate services and chief executive. The form must set out all the costs and savings associated with the proposal and must be certified by the section 151 officer or other authorised signatory. The exit cap will be considered as part of this process.
- 12.3.3 The costs associated with reimbursing the pension fund for the capitalised costs of an early retirement must be met from the resultant savings.
- 12.3.4 Where a settlement relates to a chief officer or where for another employee:
- the capitalised costs of reimbursing the pension fund exceed £50,000;
 - a compensatory payment for loss of office exceeds £50,000;
 - any other discretionary payment exceeds £50,000;
 - a combination of the above exceeds £50,000.
- 12.3.5 Then, the leader and Cabinet member for corporate services in consultation with the relevant Cabinet member must be informed in advance of any offer being made or approval being given. It should be noted that this would change with a future move to a committee system.
- 12.3.6 Where compensatory payments are proposed for loss of office, appropriate legal advice must be taken. This must be secured in writing and also attached to the authorisation form prior to approval. All relevant information utilised in the calculation of a proposed compensatory payment must be retained as evidence on file with the relevant authorisation form.
- 12.3.7 In any circumstances where pay in lieu of notice is to be considered it must be possible to evidence that one or all of the following criteria can be met:
- That circumstances dictate that it would be untenable or detrimental for the individual to remain at work or to return to work and there is no gainful alternative work during a notice period.
 - Occupational health or medical advice indicates that the individual is not fit for work during the notice period.
- 12.3.8 Where the anticipated termination date is known and it is therefore possible to give due notice, this is not considered appropriate circumstances in which authorisation can be given for pay in lieu of notice.

Appendix A

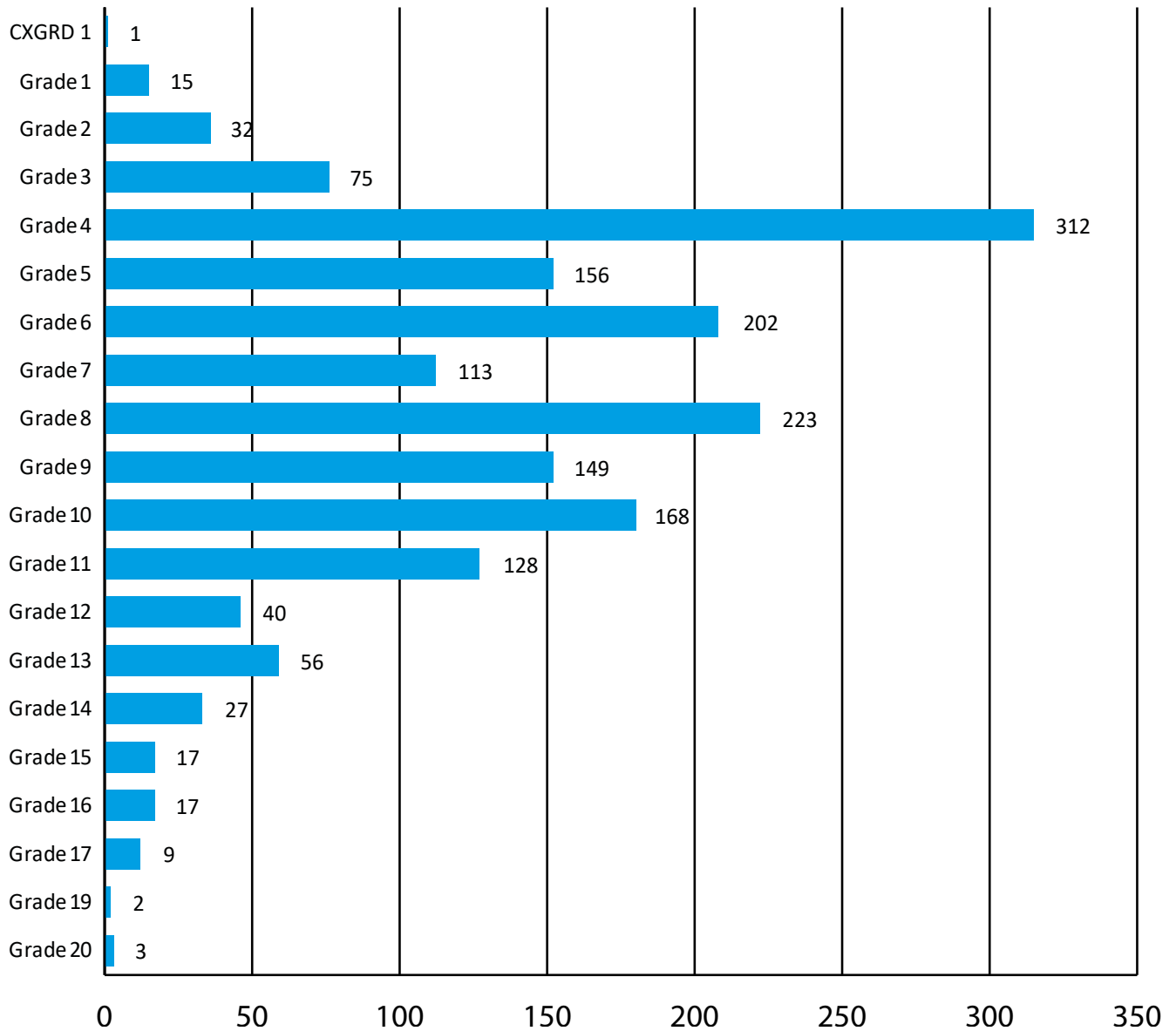
Pay framework – April 2025 award

Salary grade	A	B	C	D	E
Grade 1	£24,415		£24,605		£24,796
Grade 2	£24,797		£24,925		£25,055
Grade 3	£25,185		£25,318		£25,450
Grade 4	£25,584		£25,786		£25,989
Grade 5	£26,402		£26,614		£26,824
Grade 6	£26,825	£27,038	£27,255	£27,694	£28,142
Grade 7	£28,598	£29,065	£29,540	£29,781	£30,024
Grade 8	£30,841	£31,527	£32,233	£32,958	£33,699
Grade 9	£34,435	£35,117	£35,907	£36,697	£37,488
Grade 10	£37,955	£38,663	£39,371	£40,079	£40,787
Grade 11	£44,209	£44,934	£45,657	£46,382	£47,107
Grade 12	£47,108	£47,705	£48,304	£48,904	£49,501
Grade 13	£49,600	£50,499	£51,397	£52,293	£53,191
Grade 14	£58,190	£59,274	£60,361	£61,446	£62,531
Grade 15	£66,911	£68,212	£69,511	£70,808	£72,108
Grade 16	£77,503	£79,016	£80,539	£82,061	£83,584
Grade 17	£95,212	£97,005	£98,800	£100,595	£102,389
Grade 18	£103,654	£105,596	£107,538	£109,481	£111,422
Grade 19	£112,094	£114,186	£116,278	£118,373	£120,465
Grade 20	£120,536	£122,777	£125,017	£127,258	£129,500

Appendix B

Number of employees by grade (as of November 2025)

Excludes casual, teaching, schools-based staff and apprentices.



Pay grade	Number of employees
CXGRD 1	1
Grade 1	15
Grade 2	36
Grade 3	76
Grade 4	315
Grade 5	152
Grade 6	208
Grade 7	112
Grade 8	222
Grade 9	152
Grade 10	180
Grade 11	127
Grade 12	46
Grade 13	59
Grade 14	33
Grade 15	17
Grade 16	17
Grade 17	12
Grade 19	2
Grade 20	3
Total	1,745

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