



Borough of Telford and Wrekin

Personnel Committee

Friday 3 July 2026

9.30 am

Sunnycroft, Darby House, Lawn Central, Telford, TF3 4JA

Democratic Services: Jayne Clarke / Paige Starkey 01952 383205 / 380110

Media Enquiries: Corporate Communications 01952 382406

Committee Members: Councillors L D Carter (Chair), R A Overton (Vice-Chair), A J Eade, Z Hannington, C Healy, A D McClements and W L Tomlinson

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3.0	Minutes of the Previous Meeting	3 - 4
	To approve the minutes of the previous meeting held on 6 June 2025.	
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	To receive the report of the Director: Finance, People & IDT outlining the proposed increase in essential user mileage rates and the updated Pay Policy Statement for 2026/27.	

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PERSONNEL COMMITTEE

Minutes of a meeting of the Personnel Committee held on Friday 6 June 2025 at 9.30 am in the Quaker Room, Meeting Point House, Southwater Square, Telford TF3 4HS

Present: Councillors L D Carter (Chair), R A Overton (Vice-Chair), Z Hannington, A D McClements and W L Tomlinson

In Attendance: A Lowe (Director: Policy & Governance), J Clarke (Senior Democracy Officer (Democracy)), H Preece (Head of HR & OD) and D Sidaway (Chief Executive)

Apologies for Absence: Councillors C Healy and T J Nelson

PEC-1 Declarations of Interest

None.

PEC-2 Exclusion of Press and Public

RESOLVED- that, in accordance with section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting as it involved the likely disclosure of exempt information falling within paragraph 1 of Schedule 12A to the Act relating to any individual.

PEC-3 Appointment of Executive Director: Place

The HR Manager outlined the process of appointing an Executive Director: Place to Members, explaining that the Committee's recommendation needed to be approved by Full Council.

There had been a competitive recruitment programme in order for the Committee to make their decision in relation to appointing a successful candidate.

RESOLVED - that the Committee recommend the appointment of Executive Director: Place to Full Council.

The meeting ended at 2.54 pm

Chairman:

Date: Friday 3 July 2026

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Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Borough of Telford and Wrekin

Personnel Committee

Friday 3 July 2026

HR Matters

Cabinet Member:	Cllr Zona Hannington – Cabinet Member: Finance and Resident Services
Lead Director:	Michelle Brockway – Director: Finance, People and IDT
Service Area:	Finance, People and IDT
Report Author:	Hannah Preece – Head of Human Resources & Organisational Development
Officer Contact Details:	Tel: 01952 383716 Email: hannah.preece@telford.gov.uk
Wards Affected:	None
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Personnel Committee – 3 July 2026 Full Council – 16 July 2026

1.0 Recommendations for Decision/Noting

It is recommended that Personnel Committee:

- 1.1 Endorses the proposed increase in essential user mileage rates from 36.9p to 45.1p backdated to April 2026 and recommend to Full Council for approval; and
- 1.2 Recommends to Full Council the updated Pay Policy Statement as attached at **Appendix A** to this report.

2.0 Purpose of Report

- 2.1 The purpose of this report is to seek approval to increase essential user mileage rates in line with the recent increase in HMRC mileage rates for business miles and to ask Personnel Committee to recommend the updated Pay Policy Statement to Full Council.

3.0 Background

- 3.1 On 21 May 2026 the national HMRC mileage rate for business miles up to 10,000 was increased from 45p to 55p per mile, backdated to 1 April 2026. This is the first rate change to the HMRC rates for more than 15 years and will affect Council employees who are required to use their personal vehicles for work purposes on a casual basis (“casual car users”).
- 3.2 A separate locally agreed rate for essential car users - those employees who it is considered essential that they utilise their vehicles to fulfil their role - is paid by the Council; this report proposes an increase to the essential car user rate in line, on a proportionate basis, with the HMRC increase. This ensures equity in terms and conditions for mileage payments across our workforce.
- 3.3 On a separate matter, this report is seeking agreement from the Personnel Committee to recommend the amended Pay Policy Statement as attached at **Appendix A** which makes changes to ensure business resilience when dealing with staffing matters.

4.0 Summary of main proposals

- 4.1 The Council’s current mileage rate for essential car users is 36.9p per mile (82% of the 45p HMRC rate). It is proposed to increase this rate in line with this approach by 8.2p to 45.1p per mile (82% of the new 55p HMRC rate). This will be backdated to 1 April 2026, again to align with the changes made on a national level for casual car users.
- 4.2 This change will ensure that essential car users are not financially disadvantaged and that the Council remains consistent with its mileage framework, while also supporting recruitment and retention in roles requiring regular business travel.
- 4.3 The second matter that the Personnel Committee is asked to consider is some minor amendments to the Pay Policy Statement, attached at **Appendix A**. These changes extend delegations to make decisions in relation to staffing matters to the s.151 Officer and Monitoring Officer, in consultation with the Leader or Deputy Leader. This allows for resilience across the organisation should it be needed.

5.0 Alternative Options

- 5.1 There is an option to do nothing and leave essential user mileage rates at 36.9p, however, this would mean that staff who are required to make their car available for business purposes are financially disadvantaged compared to those who are casual users.
- 5.2 Similarly, it is open to the Committee not to recommend the amended Pay Policy Statement to Full Council, but this would mean that all decisions would fall to the Head of Paid Service and would leave the Council in a position where there is no business resilience to deal with any matters arising.

6.0 Key Risks

6.1 The key risks are limited. If the proposed increase is not approved, essential car users may be financially disadvantaged compared with casual users following the increase in HMRC mileage rates. This could create employee relations, fairness, recruitment and retention risks for roles requiring regular business travel. There is also a financial risk that actual mileage claims may exceed the estimated additional cost of £28k, although this is expected to be managed within existing budgets. There are no risks associated with the proposed amendments to the Pay Policy Statement.

7.0 Council Priorities

7.1 This proposal supports the Council's priorities by helping to ensure that services remain effectively resourced and that employees who are required to travel regularly for work are reimbursed fairly and consistently. Maintaining appropriate mileage rates supports workforce stability, recruitment and retention, and contributes to the Council's ability to deliver services efficiently across the borough.

8.0 Financial Implications

8.1 The additional cost of the increase in mileage rates for essential users is estimated to be in the region of £28k. This will be met from existing budgets.

9.0 Legal and HR Implications

9.1 The Terms of Reference for the Personnel Committee provide that it is responsible for considering matters relating to locally agreed terms and conditions. The updated mileage rates, to align with changes made on a national basis, fall within the remit of the Committee.

9.2 Under the Localism Act 2011, Full Council is required to approve the Pay Policy Statement. The Terms of Reference for Personnel Committee provide that it considers the Pay Policy Statement prior to consideration by Full Council.

10.0 Ward Implications

10.1 There are no impacts on specific wards

11.0 Health, Social and Economic Implications

11.1 If the revised essential user rate is agreed then staff who currently claim essential user mileage will benefit from the increased mileage rate which will cover increased fuel costs.

12.0 Equality and Diversity Implications

12.1 There are no Equality & Diversity implications directly arising from this report.

13.0 Climate, Biodiversity and Environmental Implications

13.1 The Council is working towards becoming carbon neutral by 2030 and continues to monitor the level of emissions from vehicles across the Borough.

14.0 Background Papers

14.1 None.

15.0 Appendices

A Pay Policy Statement 2026/27

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Director	23/06/2026	23/06/2026	MLB
Finance	23/06/2026	23/06/2026	MLB
Legal	24/06/2026	24/06/2026	ACL



Pay Policy Statement

2026/27

Pay Policy Statement 2026/27

1. Introduction and Purpose

- 1.1 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘Statement’) sets out the Council’s approach to pay policy in accordance with the requirements of section 38 of the Localism Act 2011.
- 1.2 The purpose of this Statement is to provide transparency about the Council’s approach to setting the pay of its employees (excluding those working in local authority schools and/or employed under the School Teachers’ Pay and Conditions Document and apprentices as they are employed under a Training Contract) by identifying:
 - the methods by which salaries of all employees are determined;
 - the detail and level of remuneration of its most senior staff, i.e. ‘chief officers’, as defined by the relevant legislation; and
 - the Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.
- 1.3 This policy statement has been updated and is effective from 1st April 2026.

2. Legislative Framework

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Employment Rights Act 1996, the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010, the Restriction of Public Sector Exit Payments Regulations 2020 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regards to the requirements contained within the Equality Act 2010, the Council ensures that there is no pay discrimination within its pay structures and that all pay differentials are objectively justified through the use of well-established job evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3. Pay Structure

- 3.1 Based on the application of the job evaluation process, the Council uses the Local Government Association nationally negotiated pay spines as the basis for its local grading structure. This determines the salaries of the large majority of the non school-based workforce, together with the use of other nationally-defined rates where relevant.
- 3.2 The Council adheres to national pay bargaining in respect of the national pay spines noted below and any annual cost of living increases negotiated in those pay spines:-

Joint National Council for Chief Executives

Joint National Council for Chief Officers

Joint Negotiating Committee for Youth & Community Workers

National Joint Council for Local Government Services

Soulbury Committee

- 3.3 All other pay-related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.
- 3.4 New appointments will normally be made at the minimum of the relevant grade; this can be varied in exceptional circumstances, having regard to all legislative requirements. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.
- 3.5 The Council pays a minimum of the 'Real Living Wage' to employees. This is £13.45 per hour with effect from 1st April 2026 (This does not include those on apprenticeships who are employed under a training contract).

4. Senior Management Remuneration

- 4.1 For the purposes of this Statement, senior management means 'chief officers' as defined within s43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1st April 2025.
- a) Chief Executive
The substantive salary of this post is £179,088 per annum. This is a single 'spot' salary and has no incremental range. The post holder is designated as Head of Paid Service. No supplement is payable for Returning Officer duties for local elections (borough and parish).
- b) Executive Directors
The salaries of the posts designated as Executive Directors have four incremental points ranging from £134,924 to £144,834 per annum.

c) Directors

The salaries of the posts designated as Directors have four incremental points ranging from £103,839 to £114,004 per annum.

5. Recruitment of Chief Officers

- 5.1 The Council's policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules in Part 3 of the Constitution. When recruiting to all posts the Council will take full and proper account of its Equal Opportunities Charter and the Recruitment and Redeployment Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.
- 5.2 Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and engage individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any chief officers engaged under such arrangements.

6. Additions to Salary of Chief Officers

- 6.1 The Council does not apply any bonuses to chief officers.
- 6.2 In addition to the basic salary set out, the Council may pay other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties which could include:
- responsibility allowances/salary supplements for fulfilling statutory officer duties and salary supplements,
 - market forces supplements,
 - additional payments for undertaking other responsibilities.

This list is not exhaustive.

Authority for any 'additional pay' for ~~Executive Directors and Directors~~ **Chief Officers** is delegated to the Head of Paid Service **and/or S151 Officer and Monitoring Officer**. **For the avoidance of doubt, authority for any additional pay will only be agreed after consultation with the Leader of the Council or Deputy Leader of the Council in their absence.**

The following market forces supplement are currently payable:

Post	Amount per annum
Executive Director: Children's Services	£18,080.00

All mileage is reimbursed at HMRC rates.

7. Payments on Termination

- 7.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers will be in accordance with contractual and statutory requirements
- 7.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall, in respect of the Head of Paid Service, Executive Directors and Statutory Officers, be subject to a decision made by the Personnel Committee which has otherwise delegated authority to the Head of Paid Service to approve such payments to other Chief Officers.
- 7.3 The Council's policy is not to re-employ, for a period of at least 12 months after their employment with Telford & Wrekin Council ends. This relates to anyone who has been made redundant or who has left the Council in the interest of the efficiency of service where a severance payment has been made in accordance with the Council's policy. The re-engagement of an individual on a consultancy, agency or private service provider basis is also prohibited in circumstances where this arrangement could have reasonably been foreseen at the time the individual left.
- 7.4 Flexible retirement under Regulation 30 of the Local Government Pension Scheme Regulations 2013 or Regulation 11 (2) of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 will, in the majority of cases be permitted only where savings to fund the cost of such release are achieved. However in exceptional circumstances and in order to retain specialist or critical skills, flexible retirement may be approved to support a period of succession planning/training in which case savings may not be realised to fund the release.

8. Publication

- 8.1 This Pay Policy Statement is published on the Council's Website. In addition, for members of the Council's Senior Management Team and for those who report directly to the Head of Paid Service where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of:
- salary, fees or allowances paid to or receivable in the current and previous year;

- any bonuses paid or receivable in the current and previous year (N.B. The Council does not operate a bonus system);
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination of employment;
- employers pension contribution;
- any benefits received that do not fall within the above.

8.2 This information will be listed individually by job title where the salary is £50,000 or more. Persons whose salary is £150,000 or more will be identified by name.

8.3 Additional information relating to pay is published in accordance with the MHCLG Local Government Transparency Code 2015 and is available on the Council's website as part of its annual Workforce Information report.

9. Lowest Paid Employees and the Median Salary

9.1 The lowest paid persons employed under a contract of employment with the Council are employed on full-time (37 hours per week) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure with the exception of employees who have transferred in to the Council's employment under the Transfer of Undertakings (Protection of Employment) Regulations 2016. As at 06 January 2026, this was £24,413 per annum. The Council employs Apprentices who are not included within the definition of 'lowest paid employees' as they are employed under a Training Contract.

9.2 The statutory guidance under the Localism Act 2011 recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton review was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation.

9.3 The pay levels within the Council as at 06 January 2026 define the multiple between the lowest paid (full time equivalent) employee and the Head of Paid Service as 1:7.3 and between the lowest paid employee and average Chief Officer as 1:5 The Council's pay multiples therefore fall well below Lord Hutton's public sector threshold set out in 9.2 above.

9.4 The full-time equivalent median (mid-point) pay level within the Council as at 06 January 2026 was £30,518 per annum (£15.82 per hour). The multiple between the Head of Paid Service and this median point was 1:5.9 and the average Chief Officer is 1:4.

9.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

10. Accountability and Decision Making

10.1 In accordance with the Constitution of the Council, the Personnel Committee is responsible for decision-making in relation to the recruitment, pay, terms and conditions and severance arrangements for employees of the Council.

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