

Pay Policy

Statement of Pay Policy for the period 1 April 2022 to 31 March 2023

Sections 38 – 43 of the Localism Act 2011 require that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers.

This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act.

This policy was considered and approved by the full Council at the Council meeting which took place on 28th February 2022. This policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).

It should be noted that the requirements to publish data under the Secretary of State guidance, the Code of Practice and the Regulations do differ, the data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at Annex A to this policy statement.

Definition of officers covered by the Policy Statement

This policy statement covers the following posts:

1. Head of the Paid Service, which in this authority is the post of Chief Executive.
2. Statutory Chief Officers, which in this authority are the posts of Chief Finance Officer (Section 151 Officer) and the Solicitor to the Council & Monitoring Officer
3. Non-statutory Chief Officers, (those who report directly to the Head of the Paid Service or a Statutory Chief Officer) which in this authority are the posts of Director of Services and the Strategic Manager - Planning & Regeneration

Policy on remunerating Chief Officers

The authority's policy on remunerating Chief Officers is set out on the schedule that is attached to this policy statement at Annex B. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

Policy on remunerating the lowest paid in the workforce

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, these are then incorporated into contracts of employment. The lowest pay point in this authority is Scale 1a, this relates to an annual salary of £17,842 and can be expressed as an hourly rate of pay of £9.2485. This pay point and salary has been determined by the authority as part of a pay scale for employees employed on Local Government Services Terms and Conditions on 1st April 2021 and will be effective on this date. The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services.

Policy on the relationship between Chief Officer remuneration and that of other staff

The highest paid salary in this authority is £105,669 which is paid to The Chief Executive. The average median salary in this authority is £20,889. The ratio between the two salaries, the 'pay multiple' is 5:1. This authority does not have a policy on maintaining or reaching a specific 'pay multiple', however the authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement. The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay.

Policy on other aspects of Chief Officer remuneration

Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement, these other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency and re-employment when in receipt of an LGPS pension or a

redundancy/severance payment. These matters are addressed in the schedule that is attached to this policy statement at Annex C.

Approval of Salary Packages in excess of £100k

The authority will ensure that, at the latest before an offer of appointment is made, any salary package for any post that is in excess of £100k will be considered by full Council. The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

Flexibility to address recruitment issues for vacant posts

In the vast majority of circumstances, the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This policy statement recognises that this situation may arise in exceptional circumstances and therefore a departure from this policy can be implemented without having to seek full Council approval for a change of the policy statement. Such a departure from this policy will be expressly justified in each case and will be approved through an appropriate authority decision making route.

Amendments to the policy

It is anticipated that this policy may need to be amended during the period it covers (April 2022– end March 2023), as the 2022/2023 pay award has yet to be finalised.

Policy for future years

This policy statement will be reviewed each year and will be presented to full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

Pay Policy Statement – Annex A

The Secretary of State for CLG Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data concerning staff:

- Salaries, names (with an option for individuals to refuse to consent to this), job descriptions, responsibilities, budgets (including overall salary cost of staff reporting), and numbers of staff for all staff in receipt of a salary of more than £58,200
- An organisational chart of the staff structure of the authority including salary bands and details of currently vacant posts

- The 'pay multiple' – the ratio between the highest paid salary and the median average salary of the whole authority workforce

The Accounts and Audit (England) Regulations (2011) require that the following data is included in the authority's accounts:

- Numbers of employees with a salary above £50k per annum (pro-rata for part-time staff) in multiples of £5k
- Job title, remuneration and employer pension contributions for senior officers. Senior officers are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act.
- Names of employees paid over £150k per annum

For the above remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

For the above pension contributions to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension

Annex B

Chief Executive

Director of Services

Chief Finance Officer (S151 Officer)

Solicitor to the Council & Monitoring Officer

Solicitor to the Council & Deputy Monitoring Officer

Strategic Manager, Planning & Regeneration

Chief Executive

Base salary

£105,669

Expenses

Travel and other expenses are re-imbursed through normal authority procedures

Bonuses

The terms of the contract of employment do not provide for the payment of bonuses

PRP

The terms of the contract of employment provide a provision for PRP up to a maximum of £5,000

Bonuses

The terms of the contract of employment do not provide for an element of base salary to held back related to performance

Honoraria

Honoraria payments for any increased duties and responsibilities do not apply

Earn-back

There are no plans for the postholder to receive any ex-gratia payments

Joint Authority Duties

The postholder is the Council's Returning Officer and receives payment for this role
There are no payments related to joint authority duties

Severance payments

The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2022/23.

Director of Services

Base salary

£83423

Expenses

Travel and other expenses are re-imbursed through normal authority procedures

Bonuses

The terms of the contract of employment do not provide for the payment of bonuses

PRP

The terms of the contract of employment do not provide a provision for PRP.

Earn-back

The terms of the contract of employment do not provide for an element of base salary to held back related to performance.

Honoraria

Honoraria payments for any increased duties and responsibilities do not apply

Ex-gratia payments

There are no plans for the postholder to receive any ex-gratia payments

Election duties

The postholder has a specific role in the Elections and receives a payment for this role.

Joint Authority Duties

There are no payments related to joint authority duties

Severance payments

The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2022/23.

Chief Finance Officer

Base salary

£71692

Expenses

Travel and other expenses are re-imbursed through normal authority procedures

Bonuses

The terms of the contract of employment do not provide for the payment of bonuses

PRP

The terms of the contract of employment do not provide a provision for PRP.

Earn-back

The terms of the contract of employment do not provide for an element of base salary to held back related to performance.

Honoraria

Honoraria payments for any increased duties and responsibilities do not apply

Ex-gratia payments

There are no plans for the postholder to receive any ex-gratia payments

Election duties

The postholder has a specific role in the Elections and receives a payment for this role.

Joint Authority Duties

There are no payments related to joint authority duties

Severance payments

The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2022/23.

Solicitor to the Council & Monitoring Officer

Base salary

£35052 plus £1250 for monitoring officer duties

Expenses

Travel and other expenses are re-imbursed through normal authority procedures

Bonuses

The terms of the contract of employment do not provide for the payment of bonuses

PRP

The terms of the contract of employment do not provide a provision for PRP.

Earn-back

The terms of the contract of employment do not provide for an element of base salary to held back related to performance.

Honoraria

Honoraria payments for any increased duties and responsibilities do not apply

Ex-gratia payments

There are no plans for the postholder to receive any ex-gratia payments

Election duties

The postholder has a specific role in the Elections and receives a payment for this role.

Joint Authority Duties

There are no payments related to joint authority duties

Severance payments

The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2022/23.

Solicitor to the Council & Deputy Monitoring Officer

Base salary

£35052 plus £1250 for deputy monitoring officer duties

Expenses

Travel and other expenses are re-imbursed through normal authority procedures

Bonuses

The terms of the contract of employment do not provide for the payment of bonuses

PRP

The terms of the contract of employment do not provide a provision for PRP.

Earn-back

The terms of the contract of employment do not provide for an element of base salary to held back related to performance.

Honoraria

Honoraria payments for any increased duties and responsibilities do not apply

Ex-gratia payments

There are no plans for the postholder to receive any ex-gratia payments

Election duties

The postholder has a specific role in the Elections and receives a payment for this role.

Joint Authority Duties

There are no payments related to joint authority duties

Severance payments

The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2022/23.

Strategic Manager, Planning and Regeneration

Base salary

£58952

Expenses

Travel and other expenses are re-imbursed through normal authority procedures

Bonuses

The terms of the contract of employment do not provide for the payment of bonuses

PRP

The terms of the contract of employment do not provide a provision for PRP.

Earn-back

The terms of the contract of employment do not provide for an element of base salary to held back related to performance.

Honoraria

Honoraria payments for any increased duties and responsibilities do not apply

Ex-gratia payments

There are no plans for the postholder to receive any ex-gratia payments

Election duties

There are no plans for the postholder to carry out Election Duties for 2022/23

Joint Authority Duties

There are no payments related to joint authority duties

Severance payments

The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2022/23.