



PAY POLICY STATEMENT

March 2021

To be revised in 2022

Pay Policy Statement 2021/22

1 Introduction

- 1.1 The Localism Act 2011 (the Act) section 38 – 43 requires the Council to prepare a pay policy statement. The pay policy statement must articulate the Council's approach to a range of issues relating to the pay of its workforce.
- 1.2 This statement will be subject to annual review by Full Council.
- 1.3 This statement will be published on the Council's website following each review by Full Council.

2 Scope of Policy

- 2.1 In accordance with the Act, the statement sets out the Council's policies relating to the remuneration of Chief Officers, as defined under the Act and Section 2 (6) of the Local Government and Housing Act 1989 which includes:
 - the Chief Executive who is the Council's Head of the Paid Service under section 4(1) Local Government and Housing Act 1989.
 - Statutory Officers – Director for Finance, ICT and Assets and Section 151 Officer and Director for Law and Governance and Monitoring Officer
 - Deputy Chief Executive
 - Directors in the Corporate Management Team
 - Service Managers and Officers who report directly to a Chief Officer.

3 The Aims of the Policy

- 3.1 The Policy aims to:
 - Provide clarity on the level and elements of remuneration of Chief Officers.
 - Provide definition of its lowest paid employees and compare the pay relationship between the lowest and highest pay.
 - Provide clarity on other specific aspects of Chief Officers remuneration e.g. remuneration on recruitment, increases and additions to remuneration, performance related pay and bonuses, termination payments, transparency.

4 Remuneration

- 4.1 In 2009/2010 the Council undertook a pay and grading review of all posts using the Hay scheme. NJC and JNC spinal points were used however the pay structure is not an NJC or JNC structure.
- 4.2 The approach to pay position did not differ between levels of employee, however, the Head of Paid Service (Chief Executive) pay model differs from the rest of the

workforce pay structure. All pay grades have four increment points within each grade. The Chief Executive's pay model currently has one additional discretionary increment related to performance.

5 Remuneration of Employees

- 5.1 For employees subject to the "National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services" (known as the "Green Book") the national pay spine ends at SCP 43. Above this, the SCP's are locally agreed. There are currently no employees paid below scale 2, SCP 4. With effect from the 1st April 2021 this is £18,933pa, £9.84 per hour. The National Living Wage with effective from 1st April 2021 now applies to those aged 23 and 24. Previously it was for only 25 years and over. This hourly rate has gone up to £8.91 per hour.
- 5.2 In determining the pay and remuneration of the council's employees, the council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the council ensures that all pay arrangements can be objectively justified through the use of Job Evaluation methods.
- 5.3 The grade of a post is determined through the Council's job evaluation scheme which directly establishes the relative levels of posts according to know-how, accountabilities and problem-solving requirements of the roles. The evaluated score will determine the banding level paid within a locally agreed banding structure. The Council presently use Hay Job Evaluation to evaluate all posts.
- 5.4 The Council adopts the national pay bargaining arrangements in respect of the revision of pay spines.
- 5.5 All other pay related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates.

6 Remuneration of Chief Officers

Chief Executive/Head of Paid Service

- 6.1 The terms and conditions of employment applicable to the Head of Paid Service, whose role is carried out by the Chief Executive, are as determined by the JNC for Chief Executives of Local Authorities as amended/supplemented or superseded by decisions on conditions of service made by the Council from time to time.
- 6.2 There are five incremental points in the grade and progression through the grade is by annual increment, which normally happens on 1st April each year. The salary for the Chief Executive with effect from 1st April 2021 will be £109,541 pa.

Directors and Deputy Chief Executive – Corporate Management Team

- 6.4 All remaining chief officers are under NJC terms and conditions.
- 6.5 In addition to the Chief Executive, there is the Deputy Chief Executive (grade 14) and four Directors (grade 13) all of whom report directly to the Chief Executive. There are four incremental points in their respective grades and progression through the grade is by annual increment which normally happens on 1st April each year.

Service Managers and Other Officers Who Fall Within the Scope of this Statement

- 6.6 There are a total of eight Service Managers (grade 11) who report directly to the Director of Finance, ICT and Assets (Section 151 Officer) or the Director of Law and Governance (Monitoring Officer). The remaining eight Service Managers report directly to the Director of Planning & Regeneration, the Director of Communities and & Wellbeing or the Deputy Chief Executive.
- 6.7 In addition to the posts identified in paragraph 6.6, the Facilities Officer & Engineer (grade 8), is also designated as a Deputy Chief Officer as the post reports directly to the Director for Finance, ICT and Assets (Section 151 Officer).
- 6.8 The salary scales for grades 6 to 14 are detailed below –:

SCP	1.4.20	Grade
23	27741	GRADE 6
24	28672	GRADE 6
25	29577	GRADE 6
26	30451	GRADE 6
27	31346	GRADE 7
28	32234	GRADE 7
29	32910	GRADE 7
30	33782	GRADE 7
31	34728	GRADE 8
32	35745	GRADE 8
33	36922	GRADE 8
34	37890	GRADE 8

35	38890	GRADE 9
36	39880	GRADE 9
37	40876	GRADE 9
38	41881	GRADE 9
39	N/A	
40	43857	GRADE 10
41	44863	GRADE 10
42	45859	GRADE 10
43	46845	GRADE 10
44	50707	GRADE 11
45	51720	GRADE 11
46	52755	GRADE 11
47	53808	GRADE 11
48	58244	GRADE 12
49	59412	GRADE 12
50	60598	GRADE 12
51	61810	GRADE 12
52	71925	GRADE 13
53	73364	GRADE 13
54	74831	GRADE 13
55	76327	GRADE 13
57	80000	GRADE 14
58	81634	GRADE 14
59	83300	GRADE 14
60	85000	GRADE 14
61	N/A	

7 Statutory Officers

- 7.1 The Corporate Services Manager acts as Returning Officer for all Council elections for which an additional allowance is payable in relation to the overall supervision and ultimate responsibility for the conduct of Council elections. The fee payable is calculated jointly with Leicestershire Electoral Administrators Group, currently based on a set amount for the number of electors for each ward, £56.77 per 500 local government electors or part thereof in a contested election. District Elections take place on a four-year cycle although by-elections may take place at other times. The Council also acts as Returning Officer for other elections (County, Police and Crime Commissioner, European, Referendums, Parishes).
- 7.2 The role of Monitoring Officer is undertaken by The Director for Law and Governance. The role of Section 151 Officer is undertaken by the Director or Finance, ICT and Assets.
- 7.3 The role of Deputy Monitoring Officer is currently undertaken by the Service Manager for Legal & Democratic and the Senior Democratic Officer. The role of Deputy Section 151 Officer is undertaken by the Finance Service Manager.
- 7.4 There are no additional payments made for undertaking the statutory roles listed in 7.1, 7.2 and 7.3.

8 Pay Multiples

- 8.1 The lowest paid employees from April 2021 will be paid an annual salary of £18,933 pa (increment 1 of the lowest grade, grade 2) and the highest will be paid £109,541 pa (increment 2 of the highest grade). This equates to a multiple of 5.78:1. This falls well within the limits of a multiple of 20:1 as commented on in the Review of Fair Pay in the Public Sector report (Will Hutton 2011).

9 General Principles

- 9.1 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although recruiting managers, in consultation with Human Resources have discretion to offer a higher scale point to secure the best candidate and based on relevant skills and experience. Access to the Councils Resettlement Scheme may also be granted in certain cases.
- 9.2 Progression within each band will normally be by annual increment on 1st April each year subject to:
- Satisfactory performance
 - The top of the band not being exceeded
- 9.3 The Council does not apply performance related pay or bonuses.
- 9.4 Included in the Council's pay and conditions of service dated September 2020 are mechanisms for market related pay and additional responsibility payments (honoraria). These mechanisms have clear processes to follow.

- 9.5 Essential and Casual Car User allowances are paid in appropriate circumstances. Following Council approval, car allowances were revised in 2017 and took effect from April 2018.

10 Severance Payments

- 10.1 Severance payments as outlined below have previously been determined by Council.
- 10.2 Early payment of retirement benefits at the member's request (Regulation 30). (Adopted but only in cases where there is no cost incurred by the Council).
- 10.3 Flexible retirement – requirements as to time of payment (Regulation 18). (A member, with their employer's consent reduces their hours and/ or grade can, but only with the agreement of the employer, make an election to the administering authority for payment of their accrued pension benefits without having retired from employment). (Adopted but only in cases where there is no cost incurred by the Council).
- 10.4 Chief Officer staff will not be differentiated from other members of staff in terms of remuneration on resignation or termination.

11 Other Remuneration Elements

- 11.1 Other elements which make up remuneration include:

- Stand by and/or call out payments
- Additional hours and Overtime payments
- Public and Extra Statutory Days
- Annual Leave
- Public Holidays
- Car User Allowances
- Additional Responsibility payments (honoraria)
- Payment of Professional Fees
- Language Skills payment
- Designated First Aider payment

- 11.2 These payments apply to posts or to any individuals across the Council and are not limited to Chief Officers.

12 Implementing the Policy and Procedure

- 12.1 This should be read in association with the HDC Pay and Conditions of Service (September 2020) and the Pensions and Retirement Discretionary Powers.
- 12.2 The policy should be complied with when HDC sets the terms and conditions for any Chief Officer.

- 12.3 The JNC conditions of service are incorporated in Chief Executives' employment contract. During employment with the Authority unless agreed locally, nationally agreed pay awards, any other payments, standard hours of work, entitlement to holidays, holiday pay, sick leave and sick pay and certain other conditions of service will be in accordance with the JNC for Chief Executives of Local Authorities Scheme of Conditions of Service as adopted by the Authority from time to time and as supplemented and applied by the Authority's terms, conditions, policies and procedures.
- 12.4 For all other Officers, NJC conditions of service are incorporated into employment contracts. During employment unless agreed locally, the rate of pay, including nationally agreed pay awards, overtime and other payments, standard hours of work, entitlement to holidays, holiday pay, sick leave and sick pay and certain other conditions of service will be in accordance with the Scheme of Conditions of Service of the National Joint Council for Local Government Services (Green Book) as adopted by the Council from time to time and as supplemented, applied and amended by the Council's terms, conditions, policies and procedures.

13 Disclosure of Chief Officer Pay

- 13.1 The threshold level for disclosure of senior pay for future years will be from pay grade 11, SCP 44.
- 13.2 The Council acknowledges that pay is not the only means of rewarding employees across the whole workforce for their work and will look to provide other non-financial incentives to support recruitment, retention and attraction of high quality people. This includes good working conditions, flexible working, mental and physical health and wellbeing initiatives, generous annual leave and learning and development opportunities.

14. Policy for Future Years

This pay 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 for each financial year.

15. Publication

The Council will publish this pay policy statement on its website as soon as is reasonably practicable after it has been approved by Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.