

Pay Policy Statement 2024/25



Document Control Sheet

Document title	Pay Policy Statement
Summary of purpose	Compliance with Localism Act
Prepared by	Resources Specialist Services Manager
Status	Final
Version number	12
Approved by	Council
Approval date	15 Feb 2024 Reviewed May 2024 in line with restructure at Tier 1. Approved Council 29 May 2024.
Date of implementation	1 April 2024
Review frequency	Annual (or as necessary before then)
Next review date	Feb 2025
Circulation	All staff & Members
Published on the Council's website	Yes

Validity Statement

This document is due for review by the date shown above, after which it may become invalid.



MALDON DISTRICT
COUNCIL

Pay Policy Statement

Introduction

This Statement has been written to meet the statutory requirements of the Localism Act 2011, Chapter 8 (Pay Accountability) Section 18 (1) and to aid transparency in respect of Maldon District Council's policy regarding pay to all staff.

The Council seeks to be able to recruit and retain employees in a way which is competitive and fair.

1. General policy

- 1.1 For the purpose of this policy a chief officer and non-statutory chief officer under section 2 of the Local Government and Housing Act, 1989 includes the Chief Executive as Head of Paid Service, and Deputy Chief Executive.
- 1.2 The Chief Executive is responsible for the overall management of the Council and its resources. She/he has delegated authority to determine pay for all employees of the Council.
- 1.3 The appointment and dismissal of Assistant Directors and the Statutory Officers are determined under the Officer Employment and Disciplinary Procedure Rules. The Chief Executive leads on the development and the implementation of the Council's strategies and sets the framework for community engagement.
- 1.4 The Council's pay policy statement is underpinned by the principle of equal pay and recognises equal pay between both female and male officers as a legal right under employment law and ensures fair and non-discriminatory remuneration package across the authority.

2. Determination of Job Grades

- 2.1 Maldon District Council has adopted the "Hay Job Evaluation Scheme" which systematically establishes the relative values of different jobs. The Scheme has been used to determine the grades of all existing posts and for new posts as they arise. It is the only mechanism within the Council for determining the grading of posts. Responsibility for administering and coordinating the Job Evaluation Scheme rests with Human Resources.
- 2.2 A job can only be considered for re-evaluation where there has been a significant change to the responsibilities and accountabilities of the post and where the post holder and the Manager agree a need for a review. The Manager will need to advise where the changes have come from as another post may be affected resulting in a decrease in the applicable grade of that post. If this results in an increase in grade, this will become effective from the date of the job evaluation panel was held. If this results in a decrease, pay protection will apply.

- 2.3 All roles in the Council are job evaluated and place all roles within a single unified pay scale approved by the Council. Any appointment outside of this pay scale, for reason of market forces for instance where there are recruitment challenges, would be agreed by Strategy and Resources Committee.
- 2.4 The Job Evaluation process was designed to achieve compliance with Equal Pay legislation and to standardise the contractual terms and conditions of staff. Remuneration of all Council employees is governed by agreed policy and procedures.
- 2.5 The Council's pay policy statement and its principles are applied consistently to all employees. For part-time employees, salary entitlement and the Council's conditions of service are applied pro-rata to comparable full-time employees.
- 2.6 Temporary employees' salary entitlement and the Council's conditions of service will be applied on the basis of an equivalent to that of permanent employees.

2. Policy on Payments

2.1 Chief Officer Pay

2.1.1 Whilst the Council undergoes a restructure at Tier 1, a temporary structure remains. For the purposes of definition of "Chief Officers" during this arrangement, the term "Chief Officer" as employed in the Localism Act has a different meaning to the use made of it at Maldon District Council. For the purposes of this Pay Policy Statement only, the relevant posts are considered to be as listed below whilst there is no Chief Executive post employed:

- The three Director posts
- The Monitoring Officer

2.2 Pay

- 2.2.1 The pay line of Directors and Assistant Directors is subject to the same factors as the rest of staff pay, for example any annual pay award granted.
- 2.2.2 Any exception to this, such as a proposal to change the pay of senior staff out of line with normal pay awards would be subject to a report to the Council and approval being given.
- 2.2.3 Directors and Assistant Directors have delegated powers to award discretionary points on an officer's salary scale within approved budgetary limits where they deem it to be in the interests of the Authority. This only applies to points up to the maximum of the salary band for that post.
- 2.2.4 New entrants will normally be placed at the bottom of the scale unless in exceptional circumstances, it can be demonstrated that they have had experience in the same role with the same level of responsibility in another

organisation with the capability to work and function at a high level from the outset. Other considerations to merit an appointment at a higher scale point are when a case is made to establish demonstrable previous skills and experience against proven organisational need. These will need to be agreed by HR in consultation with the Assistant Director of Service or the Director or Chief Executive in the case of a Deputy Chief Executive or Assistant Director's appointment. In the case of a Chief Executive appointment this will be confirmed by recommendation to the Council through the Appointments Board.

2.3 Performance related pay and bonuses

2.3.1 Maldon District Council does not have performance related pay or bonus payments for any post. As there is no mechanism for linking pay and performance in this way 'earn back' arrangements are not appropriate.

2.4 Progression through the Pay Spine

2.4.1 New staff receive an increment after successful completion of their six-month probationary period. Internal movers may receive an increment at the six months anniversary under our performance management scheme. Those appointed at the top of the scale point in their grade will not achieve any movement.

2.4.2 Those at Assistant Director level will have their performance reviewed annually by the Chief Executive or Deputy Chief Executive.

2.4.3 The Deputy Chief Executive's performance is reviewed by the Chief Executive.

2.4.4 The Leader and the Deputy Leader of the Council will be responsible for reviewing the Director(s) and Chief Executive's performance.

2.4.5 Incremental increases are not paid if you are already at the top of your pay band, or, if you have received an incremental rise within the previous 6 months.

2.5 Fees, allowances, benefits in kind and expenses

2.5.1 The Director of Strategy, Performance and Governance, until such time as the Chief Executive is in post, is also the Returning Officer for the District, meaning that the post holder has specific responsibilities in respect of all elections and national referenda held in the District. These duties attract fees that are variable depending on the election. For Parliamentary, Police, Fire and Crime Commissioner, European elections and national referenda these are set by the Government, for County elections by Essex County Council and for District and Parish elections these are set locally. The Chief Executive may delegate the Returning Officer duties to the Deputy Chief Executive and in doing so, delegates the allowance also.

2.5.2 Apart from this fee, allowances, benefits in kind or expenses are available to all staff and on the same basis.

2.5.3 Staff appointed as Deputy Returning Officer's by the Returning Officer can receive a proportion of the above fees dependent upon the responsibilities undertaken at each separate election, as determined by the Chief Executive as Head of Paid Service.

2.5 Pension

2.5.1 All staff are eligible to join the Local Government Pension Scheme in accordance with the terms of that scheme. No special considerations apply to the posts listed in 2.1.

2.6 Severance payments

2.6.1 Where senior staff leave in the normal course of business (resignation, retirement, etc.) the same procedures would be applied as for any other staff member and no additional payments would arise as a result.

2.6.2 Should a staff member leave as a result of a settlement agreement these, by their nature, are subject to negotiation with the individual and their representatives and so are variable in their terms. Such agreements are formal legal arrangements and confidentiality binding on both parties is a key component, so any payment arising from such an agreement would not be published. Authorisation of the payment would be in accordance with the Statutory Guidance on the Making and Disclosure of Special Severance Payments, Council's terms of reference and scheme of delegation and it would need to represent value for money for the taxpayer in the circumstances.

2.6.3 Senior staff that were previously employed by the Authority and left with a severance or redundancy payment may be re-employed on a consultancy basis to cover short term staff pressures where it is considered appropriate and in the public interest to do so.

2.7 Additional Payments

2.7.1 When recruiting to a senior post the salary offered would be that applicable to the grade of the post, as determined by Job Evaluation, and within the established pay line. No additional payments would arise, unless a market supplement to enable recruitment was considered justified due to a recognised technical skill shortage in the job market. See also Market Supplements.

2.8 Statutory roles

2.8.1 The Monitoring Officer, Section 151 and Head of Paid Service are not subject to any additional payment. The statutory nature of the roles are considered as

part of the substantive role; these are aligned to when being considered under the Hay Job Evaluation Scheme.

2.9 Publication of remuneration of senior staff

2.9.1 This Pay Policy Statement, once approved by the Council, will be published on the Council's website.

2.9.2 The remuneration and pension contributions of senior staff whose remuneration and pension contributions are £50,000 and over are published annually in the Financial Statements of the Authority. These are placed on the Council's website.

3. **Lowest paid staff and The Real Living Wage**

3.1 Definition

3.1.1 Maldon District Council are committed to paying The Real Living Wage this is £12 per hour for 2023-2024. Staff in Pay Bands A to C, on spinal points 1 to 9 are paid a supplement to bring their hourly rate of pay up to that of The Real Living Wage rate. The increased rate of £12 per hour was paid to employees from 01 November 2023.

3.2 Pay Policy in respect of lowest paid staff

3.2.1 No special considerations apply to the lowest paid staff. They are subject to identical terms and conditions, procedures and policies as all other staff. In some cases, these policies give slightly different benefits to different levels of staff. For example, for the lowest five pay bands (A to E) enhanced pay rates for overtime are paid. No enhancement above grade E is paid. In contrast the basic amount of annual leave increases with grade bands.

The Council employs Apprentices, but these are not included within the definition of 'lowest paid employees' and are not subject to The Real Living Wage rate as they are paid the legal pay rate for Apprentices.

4. **Pay Ratio's**

4.1 The Pay Multiple is the ratio between the highest taxable earnings and the median earnings figure for the whole authority in accordance with the Transparency Code 2014.

4.2 Maldon, as at January 2023, has the ratio between the Director salary and the median of all staff as 1:3.56. The Government has considered setting twenty to one as a maximum. As Maldon District's Council's rate is currently below this amount it is not considered necessary to have a specific policy concerning the pay multiple. If the multiple starts to rise, for example above five to one, this could be reconsidered.

5. Pay Award / Negotiation

- 5.1 The National Joint Council (NJC) for local government services ('Green Book') negotiates pay on behalf for Local Authority staff. Maldon District Council are committed to paying its employees the nationally agreed pay award each year. The award for 2023-24 was aligned to the Council's own pay scale as below;
- SCP A1 - J37: Increase of £1,925.00
 - SCP J38 - P64: Increase of 3.88%
- 5.2 This was applied pro rata for part time staff and not applicable for those staff on The Real Living Wage rate or on apprentice pay rates.
- 5.3 Pay for the Chief Executive as Head of Paid Service is paid at Spinal Column Point P. The Deputy Chief Executive at SCP O. These SCP's are subject to pay awards as negotiated by the Joint Negotiating Committee (JNC) for Chief Offices of Local Authorities.
- 5.3 Employees who have left the Council's employment prior to their pay award being implemented may submit a written request for payment of monies owing to them.
- 5.4 Any agreed increase is published as soon as the agreed increase is known. This will usually be backdated to 01 April where this is agreed part way through a year OR as determined by the NJC / JNC negotiations.
- 5.5 The Council does not employ any staff under the JNC for local authority Craftworkers ('Red Book').

6 Other pay

Market Supplements

- 6.1 There may be occasions when the evaluated salary for a post fails to attract any suitable candidates and consideration is given to increasing the salary by way of a market supplement. Managers will need to have tried to recruit at the evaluated level and provide HR with salary details of similar jobs within the market.
- 6.2 Market supplements will be benchmarked against the salaries for similar jobs annually to ensure they are still required. This will be undertaken by the line manager in conjunction with HR. Should this research result in the market supplement no longer being required, there will be a three month pay protection before withdrawal of the supplement. Assistant Directors will then approve these at Management Team level.

- 6.3 Pay for Market Supplements will be capped at a maximum of 15% of the pro rata salary. These are not subject to cost of living / pay award increases and are reviewed on an annual basis.

Honorarium payments

- 6.4 This may be awarded in recognition of an employee taking on a special project or role for a limited time. This is capped at £500.

Additional Responsibility Allowances (ARA) payments

- 6.5 This may be awarded where an employee is covering part of the duties of a post at a higher level due to absence of a more senior member of staff (e.g. sickness or secondment) – for 4 weeks' or more.

First aid allowance

- 6.6 Employees that are designated first aiders will be paid a flat fee of £6 per month. Employees that are required for the purposes of their job to be first aid qualified will not receive the first aid allowance.

Events

- 6.7 From time to time, the Council may seek support on a corporate basis for employees to put themselves forward to work on a special event outside of their normal contract of employment. Employees will be paid the event rate. Events worked on will be within the district and/or that which the Council supports. A flat fee of £17.50 per hour will be payable regardless of the day and/or time of the week.

ICT Out of hours Payments

- 6.8 Disturbance payments of £166.67 per month are payable to identified individuals as a fee for working unsocial hours as and when required to meet with business needs.

Duty Rota Out of Hours (OOH) - Housing

- 6.9 For employees required to be on call for out of hours, specifically relating to homelessness response, payments will be made at the set fee of Monday to Friday £12 per hours, Saturday, Sunday and Bank holidays £20.00 per hour. Additional payments made per call at the employees SCP.

Other pay

- 6.7 Information on the Council's policies on Occupational sick pay and maternity, shared parental leave, paternity and adoption leave can be obtained from the Council's Human Resources Team.

7 Other benefits

- 7.1 All employees have access to Occupational Health provision and a fully funded Employee Assistance Programme (EAP) which provides access to Counselling services and 24/7 confidential support for the staff member and their immediate families. Also, for the staff member there is free on-site, car parking, flexi-time scheme and learning and development.
- 7.2 Staff are provided with login details to access Kaarp benefits, a free local government benefit site that provides lifestyle voluntary benefits service thought discounts on personal purchases.
- 7.3 The Council offers a salary sacrifice scheme to employees through both a car scheme and cycle-to-work. Both initiatives provide staff by making agreed deductions from salary before tax, NI and pension (if applicable) deductions are made.
- 7.4 A discount is offered to staff for local gym membership.

8 Reimbursement of expenditure

- 8.1 All employees are required to make the best use of council resources and are obliged to consider the most cost-effective option when incurring any expenditure in the course of their duties.
- 8.2 Subsistence allowances are payable when employees incur additional expenditure on meals because they have been unable to follow their normal meal arrangements whilst out on business.
- 8.3 Examples of where an employee may need to incur expenditure on meals are as follows:
- Attendance at training courses or seminars where meals or refreshments are not provided
 - Site visits
 - Meetings at other organisations
 - Travelling to locations as part of official duties
- 8.4 Subsistence amounts are stated in the Council's Mileage and Expenses Policy.

9 Pensions

- 9.1 The Council's pension scheme is administered by Essex County Council. General details of the Local Government Pension Scheme (LGPS) are available from Human Resources. Both the employee joining the scheme and the Council contributes to the scheme.
- 9.2 The rules under which auto-enrolment operates will continue to apply to all Council employees. Eligible staff will be automatically enrolled unless they

choose to opt out. This exercise will be repeated every three years on the anniversary of each eligible employee's enrolment.

10 Conclusion

- 10.1 The Localism Act 2011 requires relevant authorities in England and Wales to prepare a Pay Policy Statement for each subsequent financial year. This paper sets out the Council's policy statement on pay for employees. The next statement will be reported to Full Council for their approval next year.
- 10.2. Should there be a need to amend the existing Pay Policy Statement during the course of the year an appropriate recommendation will be made to Full Council.

Salary Bands 2023-24

Grade		SCP	1 April 2023 Pay	Monthly	Hourly
A	A1	1	19257.88	1604.82	9.98
	A2	2	20098.92	1674.91	10.42
	A3	3	20242.14	1686.85	10.49
	A4	4	20768.72	1730.73	10.76
B	B5	5	20965.80	1747.15	10.87
	B6	6	21576.38	1798.03	11.18
	B7	7	21717.45	1809.79	11.26
	B8	8	22312.43	1859.37	11.57
C	C9	9	22593.95	1882.83	11.71
	C10	10	23447.06	1953.92	12.15
	C11	11	24312.97	2026.08	12.60
	C12	12	25268.46	2105.71	13.10
D	D13	13	25610.77	2134.23	13.27
	D14	14	26413.76	2201.15	13.69
	D15	15	27214.63	2267.89	14.11
	D16	16	28015.48	2334.62	14.52
E	E17	17	28361.00	2363.42	14.70
	E18	18	28968.84	2414.07	15.02
	E19	19	29582.02	2465.17	15.33
	E20	20	30191.99	2516.00	15.65
F	F21	21	30765.70	2563.81	15.95
	F22	22	31681.74	2640.15	16.42
	F23	23	32598.83	2716.57	16.90
	F24	24	33512.73	2792.73	17.37
G	G25	25	33630.03	2802.50	17.43
	G26	26	35154.97	2929.58	18.22
	G27	27	36683.11	3056.93	19.01
	G28	28	38211.25	3184.27	19.81
H	H29	29	39355.48	3279.62	20.40
	H30	30	41073.44	3422.79	21.29
	H31	31	42790.33	3565.86	22.18
	H32	32	44510.42	3709.20	23.07
I	I33	33	45082.00	3756.83	23.37
	I34	34	46810.92	3900.91	24.26

The Real Living Wage £12

	I35	35	48517.91	4043.16	25.15
	I36	36	50236.94	4186.41	26.04
J	J37	37	50809.59	4234.13	26.34
	J38	38	52765.33	4397.11	27.35
	J39	39	54747.12	4562.26	28.38
	J40	40	56730.02	4727.50	29.40
K	K41	41	57323.78	4776.98	29.71
	K42	42	59504.97	4958.75	30.84
	K43	43	61686.17	5140.51	31.97
	K44	44	63867.36	5322.28	33.10
L	L45	45	64463.35	5371.95	33.41
	L46	46	66246.85	5520.57	34.34
	L47	47	68032.56	5669.38	35.26
	L48	48	69816.07	5818.01	36.19
M	M49	49	71006.92	5917.24	36.80
	M50	50	72592.13	6049.34	37.63
	M51	51	74178.45	6181.54	38.45
	M52	52	75765.89	6313.82	39.27
N	N53	53	83855.90	6987.99	43.46
	N54	54	86116.86	7176.41	44.64
	N55	55	88376.70	7364.72	45.81
	N56	56	90637.66	7553.14	46.98
O	O57	57	92852.86	7737.74	48.13
	O58	58	95123.79	7926.98	49.31
	O59	59	97452.27	8121.02	50.51
	O60	60	99839.39	8319.95	51.75
P	P61	61	113651.00	9470.92	58.91
	P62	62	121273.70	10106.14	62.86
	P63	63	128896.30	10741.36	66.81
	P64	64	136519.00	11376.58	70.76