

Public Document Pack
SOUTHEND-ON-SEA CITY COUNCIL

Appointments and Disciplinary Committee

Date: Tuesday, 18th February, 2025

Time: 4.00 pm

Place: Committee Room 3 - Civic Suite

Contact: Rob Harris

Email: committeesection@southend.gov.uk

AGENDA

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Pay Policy Statement 2025/26 (Pages 3 - 28)**
Report of Executive Director (Strategy and Change)

Chair & Members:

Cllr D Cowan (Chair), Cllr P Collins, Cllr J Courtenay, Cllr M O'Connor, Cllr D Richardson,
Cllr L Salter and Cllr M Terry

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Meeting: Senior Appointments and Disciplinary Committee
Date: 18 February 2025
Classification: Part 1
Key Decision: Yes
Title of Report: Annual Pay Policy Statement

Executive Director: Claire Shuter, Executive Director, Strategy and Change
Report Author: Sue Putt, Head of People and Organisation
Executive Councillor: Cllr Cowan, Leader of the Council

1. Executive Summary

- 1.1. The purpose of this report is to consider Annual Pay Policy Statement for 2025/26.

2. Recommendations

- 2.1. **To recommend to Full Council the agreement of the Annual Pay Policy Statement.**

3. Background

- 3.1. Section 38 (1) of the Localism Act 2011 required English and Welsh Local Authorities to produce a Pay Policy Statement for 2012/13 and for each financial year after that.

- 3.2. This Policy Statement has been reviewed and updated to include confirmation of the changes to our approach to job evaluation and is attached at **Appendix A** to the Full Council report. Attached at **Appendix B** is the Council's Reward Policy which has also been reviewed. It is important that the two documents are read together in order to set senior pay in the context of the Council's overall Reward Strategy.

4. Reasons for Decisions

- 4.1. To ensure compliance with Legislation and ensure transparency with regards our approach to pay and reward.

5. Other Options

- 5.1. None.

6. Financial Implications

- 6.1. The details contained in both the Pay Policy Statement and the Reward Policy are in line with agreed salary levels and do not represent an increase in the current cost of salaries.

7. Legal Implications

- 7.1. The Pay Policy Statement ensures compliance with Section 38(1) of the Localism Act 2011.

8. Policy Context

- 8.1 The Pay Policy Statement and Reward Policy ensure that staff are rewarded appropriately and supports the recruitment and retention of high-quality staff to aid delivery of the vision for the organisation and city.

9. Carbon Impact

- 9.1. None.

10. Equalities

- 10.1. It is critical that the Council's reward system is fair, equitable and consistent to ensure that it accords with the organisational values and complies with Equal Pay legislation.

The Council's job evaluation system ensures that the relative weight of each role is objectively measured using consistent and robust criteria that are free from any bias towards a particular group. Other payments within the reward system are monitored to ensure that staff are being treated fairly regardless of gender, race, age, sexual orientation, disability or religion, gender reassignment, marital or civil partner status, pregnancy or maternity.

11. Consultation

- 11.1. Consultation on the changes in approach to Job Evaluation have taken place in conjunction with the Unions and as a consequence the Single Status agreement has been updated to reflect the changes.

12. Appendices

- 12.1. **Appendix A**: Report to Full Council

13. Report Authorisation

| This report has been approved for publication by: | | |
|--|----------------|--------------|
| | Name: | Date: |
| Chief Executive | Colin Ansell | 10/02/2025 |
| Executive Director(s) | Claire Shuter | 10/02/2025 |
| S151 Officer | Joe Chesterton | 10/2/2025 |
| Monitoring Officer | Susan Zeiss | 10/2/2025 |
| Leader of the Council | Cllr Cowan | 10/02/2025 |

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Meeting: Council (Budget)
Date: 20 February 2025
Classification: Part 1
Key Decision: No
Title of Report: Pay Policy Statement

Executive Director: Claire Shuter, Executive Director Strategy and Change
Report Author: Caroline Jennings, HR Service Manager
Executive Councillor: Cllr Daniel Cowan, Leader of the Council

1. Executive Summary

- 1.1. The purpose of this report is to consider the Pay Policy Statement 2025/26 in the context of the Council's overall Reward Strategy.

2. Recommendations

- 2.1. That Council agrees the Pay Policy Statement as recommended by the Senior Appointments and Disciplinary Committee.**

3. Background

- 3.1. Section 38 (1) of the Localism Act 2011 required English and Welsh Local Authorities to produce a Pay Policy Statement for 2012/13 and for each financial year after that.
- 3.2. Pay Policy statements have been completed annually from 2013 and have been agreed by Council each year.
- 3.3. This Policy Statement has been reviewed for 2025/26 and updated to include confirmation of the changes to our approach to job evaluation and is attached at **Appendix A**. Attached at **Appendix B** is the Council's Reward Policy which has also been reviewed. It is important that the two documents are read together in order to set senior pay in the context of the Council's overall Reward Strategy.

4. Reasons for Decisions

- 4.1. To ensure compliance with Legislation and ensure transparency with regards our approach to pay and reward.

5. Other Options

5.1. None.

6. Financial Implications

6.1. The details contained in both the Pay Policy Statement and the Reward Policy are in line with agreed salary levels and do not represent an increase in the current cost of salaries.

7. Legal Implications

7.1. The Pay Policy Statement ensures compliance with Section 38(1) of the Localism Act 2011.

8. Policy Context

8.1 The Pay Policy Statement and Reward Policy ensure that staff are rewarded appropriately and supports the recruitment and retention of high-quality staff to aid delivery of the vision for the organisation and city.

9. Carbon Impact

9.1. None.

10. Equalities

10.1. It is critical that the Council's reward system is fair, equitable and consistent to ensure that it accords with the organisational values and complies with Equal Pay legislation.

The Council's job evaluation system ensures that the relative weight of each role is objectively measured using consistent and robust criteria that are free from any bias towards a particular group. Other payments within the reward system are monitored to ensure that staff are being treated fairly regardless of gender, race, age, sexual orientation, disability or religion, gender reassignment, marital or civil partner status, pregnancy or maternity.

11. Consultation

11.1. Consultation on the changes in approach to Job Evaluation have taken place in conjunction with the Unions and as a consequence the Single Status agreement has been updated to reflect the changes.

12. Appendices

12.1. **Appendix A**: Pay Policy Statement 2025/26
Appendix B: Reward Policy

13. Report Authorisation

| This report has been approved for publication by: | | |
|--|-----------------|--------------|
| | Name: | Date: |
| Chief Executive | Colin Ansell | 10/02/2025 |
| Executive Director(s) | Claire Shuter | 10/02/2025 |
| S151 Officer | Joe Chesterton | 10/02/2025 |
| Acting Monitoring Officer | Jayne Middleton | 10/02/25 |
| Leader of the Council | Cllr Cowan | |

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Appendix A

PAY POLICY STATEMENT 2025/26

1. Introduction

Southend on Sea City Council recognises that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public; but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

It is important that Local Authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market. For Southend this is particularly critical given our proximity to London where higher salaries, often for less complex roles, continue to prove a challenge for our pay policy.

With hybrid working now commonplace there are further pressures on recruitment and retention as staff expect to be able to work in a more flexible environment and do not necessarily have to live in the area in which they wish to work, which limits the value attached to working locally for candidates who may have otherwise considered a reduction in pay to work closer to home.

In particular it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. Southend's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the Council is to retain its current high-performance levels and to deliver our vision for our organisation and our city.

2. Background

Southend on Sea City Council's approach to pay and reward is detailed in its Reward Policy. This policy applies to all staff employed by the Council and details how the workforce at all levels will be rewarded for the work they perform. Where there are differences between different categories of staff, these are explained in the policy.

This statement serves to outline the Council's policy in respect of the requirements of the Localism Act 2011 (see paragraph 3) but must be read with reference to the more detailed reward policy, in order to understand the Council's position on pay and reward and how this underpins its organisational values and is used to drive up performance.

3. Legislation

Section 38(1) of the Localism Act 2011 requires English and Welsh Local Authorities to produce a pay policy statement for 2012/13 and for each financial year after that.

This statement must include the Council's policy on the following:

- a. Level and elements of remuneration for each Chief Officer (for Southend on Sea City Council this is defined as Chief Executive, Executive Directors and Directors).
- b. The remuneration of the Council's lowest paid employees.

- c. The relationship between the remuneration of the Council’s Chief Officers and others.
- d. Other specific aspects of Chief Officer’s remuneration; remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

4. Level and Elements of Remuneration for each Chief Officer

Southend will have the following posts at Chief Officer level with effect from 1 April 2025:

- Chief Executive x 1
- Executive Directors x 5
- Directors x 13
- Director of Public Health x 1

These posts (except for the Director of Public Health) have been evaluated using the Hay Job Evaluation Scheme. From 1 January 2025 all senior management posts, from Level 11 and above, will be reviewed using the JNC Senior Manager scheme. The job evaluation process ensures that the relative “weight” of these roles can be objectively measured using consistent and robust criteria.

The Council’s Chief Officer pay structure consists of senior management grades, as follows:

| <u>Senior Management Grades 2024/25</u> | |
|---|----------|
| SMG1 (Chief Executive) | £201,739 |
| SMG3A Executive Directors | £134,813 |
| SMG3 (Directors) | £104,464 |
| Director of Public Health | £110,500 |

These are spot salaries and reflect ‘rate for the job’. However, there is the facility to recruit to these posts on a ‘development’ rate for the first 12 months where a candidate needs to grow into the full role. The rate is calculated at 90% of the ‘rate for the job’. The development rate is not applicable for the Director of Public Health as this rate is in line with NHS terms and conditions.

Chief Officer salaries do not attract annual increments, nor any nationally negotiated cost of living pay rise. This is because Chief Officers in Southend are employed on JNC terms and conditions for everything except pay – which is determined by the Senior Manager Pay Panel (details of this Scheme, including the decision-making processes in respect of pay award, can be found in **Appendix B3** of the Council’s Reward Policy)

Allowances and additional payments which may be paid to other staff as appropriate do not apply to Chief Officers except for:

a. Market Supplements

Where market fluctuations and demands are such that an additional payment is necessary in order to recruit or retain high-calibre staff with the appropriate skills, knowledge and experience.

This is a discretionary payment and will be determined by the Senior Managers Pay Panel and or Appointments & Disciplinary Committee on an individual basis.

In 2025/2026 the following market supplements will be paid to Directors: -

| | |
|--|---------|
| Director of Public Health | £7,213 |
| Director of Children’s Social Work, Early Help and Youth Support | £10,116 |
| Director of Education, Inclusion and Early Years | £10,000 |
| Director of Adult Social Care Operations | £12,116 |
| Director of Digital & ICT | £5,000 |
| Director of Legal Services & Monitoring Officer | £14,531 |
| Director of Financial Services (Deputy S151 Officer) | £15,000 |
| Director of Regeneration, Housing and Regulatory Services | £10,000 |
| Director of Infrastructure & Environment | £6,531 |

b. Returning Officer

The Chief Executive undertakes the role of Returning Officer in respect of local, national and European elections.

The Returning Officer is an officer of the City Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the City Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the City Council. As Returning Officer, they are paid a separate allowance for each election for which they are responsible.

There are no other additional elements of remuneration in respect of overtime, flexi time, bank holiday working, stand-by payments, etc., paid to chief officers as these staff are expected to undertake duties outside their contractual hours and working patterns without additional payment.

5. The Remuneration of the Council’s Lowest Paid Employees

The Council’s lowest paid employees (excluding trainees) are paid at Level 1 £24,027. The Council currently employs 5 staff at this level.

6. The relationship between the remuneration of the Council’s Chief Officers and other officers

As detailed in paragraph 4, all posts at Level 11 or above (including Chief Officer roles) are evaluated using the nationally adopted JNC Senior Manager Job Evaluation scheme. This ensures that all roles are measured against a consistent and robust set of criteria enabling roles to be “weighted” and placed in a hierarchy that meets any equal pay challenge.

Posts below Level 11 are also evaluated but using the NJC Job Evaluation scheme which is recognised by employers and trade unions nationally and is better suited to

jobs at this level. This scheme also allows for robust measurement against set criteria resulting in fair and objective evaluations.

Pay multiple: The idea of publishing the ratio of the pay of an organisation's top earner to that of its median earner has been recommended in order to support the principles of Fair Pay (Will Hutton 2011) and transparency.

Southend on Sea City Council's current ratio in this respect is 5.4:1 i.e. the Chief Executive (top earner) earns 5.4 times more than the Council's median earner (£37,035).

The Government has also recommended publishing the ratio in respect of the mean earner. Southend on Sea City Council's current ratio in this respect is 5.3:1 i.e. the Chief Executive (top earner) earns 5.3 times more than the Council's mean earner (£37,764).

These ratios are based on the Chief Executive's current actual salary.

The number of employees paid at each salary level across the Council is attached at Appendix 1.

Terms and Conditions of employment for Chief Officers have been harmonised with the rest of the workforce. The only remaining differences are:

- (i) Annual leave: annual leave entitlement is higher for Chief Officers to reflect the additional working requirements in these posts and the fact that flexi-time, overtime or other forms of compensation for additional hours worked is not applicable.

7. Other specific aspects of Chief Officer remuneration

- a. Salary at recruitment: detailed in paragraph 11 of the Council's Reward Policy and is in line with the approach taken for all staff.
- b. Performance reviews: detailed in Appendix B3 of the Council's Reward Policy.
- c. Termination Payments: detailed in paragraph 16 of the Council's Reward Policy and is in line with the approach taken for all staff.
- d. Ex Gratia Payments: must be agreed in advance by the Council's Appointments & Disciplinary Committee.

8. Disclosure

This Pay Policy Statement and the Council's Reward Policy will be published on the Council's website. In addition, details of all staff paid £50,000 or more will also be disclosed.

Southend on Sea City Council
Staff Headcount Numbers by Pay Grade (excluding school-based Teachers)
31 December 2024

| Staff Headcount | Pay Grade |
|-----------------|--|
| 1 | SMG1 |
| 5 | SMG 3a |
| 13 | SMG 3 |
| 30 | Level 13 |
| 21 | Level 12 |
| 56 | Level 11 |
| 143 | Level 10 |
| 232 | Level 9 |
| 377 | Level 8 |
| 327 | Level 7 |
| 312 | Level 6 |
| 162 | Level 5 |
| 74 | Level 4 |
| 0 | Level 3 |
| 0 | Level 2 |
| 5 | Level 1 |
| 9 | Soulbury (Assistant Educational Psychologists) |
| 1 | Soulbury A (Educational Psychologists) |
| 5 | Soulbury B (Senior Educational Psychologists) |
| 0 | Soulbury C (Educational Improvement Specialists) |
| 3 | Youth & Community – Support Workers – Range 1 |
| 1 | Youth & Community – Professional Range |
| 11 | Teacher Grades |
| 9 | Teacher Grades |
| 1 | MCC Grade |
| 1798 | TOTAL |

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Southend-on-Sea City Council

Reward Policy 2025

Version control

Version: 13

Status: *Final*

Owner: People and Organisation

Authorised by: Claire Shuter

Publication date: *January 2025*

Review date: *December 2025*

Southend City Council is committed to have in place People policies that add value, are easy to interpret and align with best practice. Our values underpin everything that we do, and we are passionate about ensuring our workforce have a positive employee experience.

Collaborative – We collaborate effectively, building strong relationships to drive positive change

Honest – we act with integrity by holding ourselves to account and building trust and respect

Inclusive – we put people at the heart of everything we do, embracing our city's many perspectives

Proud – we take pride in the work that we do

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1. Introduction

Pay is a key factor affecting relationships at work and helps determine an organisational culture. The level and distribution of pay and benefits can have a considerable effect on the performance of an organisation, and on the engagement and productivity of its workforce.

The Council recognises the importance of pay systems that are appropriate, transparent, provide value for money and reward staff fairly for the work they perform. In addition, through its pay system, the Council ensures that jobs are evaluated effectively and fairly; that all work is aligned to the organisational priorities and that only good performance is rewarded. This is particularly important in an organisation where job roles are complex and diverse and high standards of performance and conduct are expected by service users/customers.

2. Background

The legislation covering pay and reward includes:

- a) Equal Pay Act 1970: The Council will ensure:
 - All staff are appointed or assimilated, e.g. after re-grading, restructuring, or promotion at the same level into the pay grades where experience, skills, qualifications and hours of work are comparable, irrespective of gender
 - All new starters are given the substantive rate for the job
 - The average pay to men and women is equal for like work
 - Staff involved in applying and administering pay schemes will be trained in equalities awareness
 - Any differences in pay between men and women will be objectively justified
 - Access to additional payments and allowances e.g. payments for skills, responsibility allowances will be based on equitable criteria
 - All staff will be treated equally irrespective of gender
 - Men and women doing like work or in the same grade will receive progression through the appropriate pay scale
 - If there are bars to progression between grades/spinal column points, progression will be based on fair and objective criteria that staff are aware of and men and women will pass through them on an equitable basis
- b) Localism Act 2011: Section 38(1) of the Localism Act 2011 requires Local Authorities to produce an annual pay policy statement about chief officers, low paid employees and the relationship between the two. This policy provides the detailed background to that statement.

3. Scope

This policy applies to all employees of Southend-on-Sea City Council.

Community schools will be bound by the principles of this agreement where they employ staff under NJC conditions for Local Government including Soulbury.

These arrangements apply to all employees of Southend-on-Sea City Council. This policy takes precedence over any terms and conditions you may have received with grants, bursaries, or funding agreements.

4. General Principles

In developing and implementing this reward policy, the Council will ensure that the way in which its workforce is rewarded will be:

- Fair
- Equitable
- Consistent
- Transparent
- Flexible

The following factors will also be included:

- The delivery of the organisational priorities
- The reinforcement of the organisational values and behaviours
- The recruitment and retention of high calibre staff
- The motivation, engagement and development of staff
- The reward of good and excellent performance
- The promotion of staff flexibility – mobility, development, and future organisational needs
- The management of pay costs and ensuring value for money, both in the short and long term

This Reward Policy forms a key part of the Council's People Strategy which in turn underpins the Corporate Plan ambition and relevant outcomes. How staff are rewarded for their contribution is directly linked to the delivery of the council's key aims. This is done through an annual Performance Framework which is applied to ALL staff.

5. Conditions of Service

a) Apprentices

These staff are employed on NJC terms and Conditions (Green Book) supplemented by the Council's Collective Agreement 2005 (as amended) with the exception of their pay rate, which is determined locally. The rate of pay will always meet the National Apprenticeship wage and National Minimum wage according to their age.

b) Staff on salary levels 1-13 (Appendix B1)

These staff are employed on NJC terms and conditions (Green Book) supplemented by the Council's Collective Agreement 2005 (as amended). This agreement can be found on the intranet.

c) Staff on senior management grades (Appendix B2).

These staff are employed on JNC terms and conditions for chief officers expect for pay which is determined by a local scheme (Appendix B3)

d) Staff on Soulbury salary levels (Appendix B4)

These staff are employed on NJC terms and conditions (Green Book) except for pay which is determined in accordance with the recommendations of the Soulbury Committee as detailed in Southend Council's Soulbury Agreement (Appendix B5).

e) Staff on Youth and Community Workers Salary levels (Appendix B6)

These staff are employed on JNC terms and conditions for youth and community workers.

f) Teachers (Appendix B7)

Where teachers are employed directly by the Council, these staff are paid in accordance with the current Teachers Pay and Conditions document.

5. Delegated Authority

The Constitution of the Council Part 3, Schedule 3, details the delegations in respect of pay and grading. In summary:

- a) For posts below Chief Officer level – salary grades will be determined by the relevant chief officer in consultation with the Executive Director of Strategy and Change who will be responsible for ensuring that the relevant Job Evaluation

scheme and processes have been applied. Actual salary within the evaluated grade will be determined by the relevant chief officer in accordance with this policy, the relevant terms and conditions of employment and any local agreements that are operating at that time. Advice will be sought from HR Services before any final decision on the actual salary is made.

- b) For posts at Chief Officer level – salary grades will be determined in accordance with the relevant Job Evaluation scheme and agreed by Full Council.

Actual salary will be determined by the Council's Senior Managers Pay Panel (Appendix 7). Chief Officers cost of living pay awards are based on the nationally agreed pay award for Chief Executives and Chief Officers (Senior Management Grades).

6. Confidentiality

The application of this Reward Policy will be undertaken in an open and transparent way but the salary details of individual members of staff shall remain confidential as appropriate in accordance with relevant legislation, other than where the Council is required to make these details public.

7. Process for Grading Posts

- a) The Council has adopted the NJC and the JNC Job Evaluation schemes*. All posts with the Authority, except for Teachers, Youth Workers, Soulbury, Apprentices on the apprenticeship salary and staff transferred from other bodies under TUPE, have been reviewed under the appropriate scheme and graded accordingly.
- b) All new posts and any posts whose duties and level of responsibility change significantly on a permanent basis will be reviewed under these schemes. Details of the job evaluation process are available on the Intranet.
- c) HR Services are responsible for administering the job evaluation process within the Authority.

** The sector specific JNC Senior Managers Job Evaluation scheme was introduced on 1 January 2025 and will be used to evaluate roles at Level 11 and above. The NJC scheme will continue to be used and will apply to roles up to and including Level 10. The Hay Job Evaluation Scheme will no longer be used*

8. Pay Structure and Progression

The pay structure and progression arrangements for the relevant staff group is as follows:

a) The Apprenticeship salary will be reviewed annually taking into consideration the National Apprenticeship wage and the National Minimum wage. There are no increments for apprenticeships.

b) Staff on salary levels 1-13 (Appendix B1)

(i) Increments will be paid on 1 April each year until the maximum of the level is reached subject to the following:

Increments may be accelerated within an officer's scale at the discretion of the authority on the grounds of special merit or ability, subject to the maximum of the level not being exceeded in accordance with Chief Officer delegation. It is anticipated that this will only occur in exceptional circumstances, after careful consideration of equal pay requirements and consultation with HR.

(ii) An increment may be withheld due to poor performance but will only apply where correct capability procedures have been followed. Any increment withheld may be paid subsequently if the officer's performance improves.

(iii) Employees with less than six month's service in the grade by 1 April shall be granted their first increment six months from the actual date of their appointment, promotion or re-grading. All future increments will then be paid on 1 April.

N.B. Any action under (i) or (ii) shall not interrupt the payment of subsequent increments on 1 April.

c) Staff on Senior Management grades (Appendix B2)

d) Chief Officers cost of living pay awards are based on the nationally agreed pay award for Chief Executives and Chief Officers. Other pay changes would be determined by the Senior Managers Pay Panel.

e) Staff on Soulbury salary levels (Appendix B4) will be paid in line with national agreement.

f) Staff on Youth and Community Worker Salary levels (Appendix B6). Increments will be paid as per paragraph 8(a).

g) Teachers (Appendix B7). Progression will be in accordance with the current School Teachers Pay & Conditions document, as set out in the Centrally Employed Teachers Pay Policy.

9. Pay Protection

The Council has developed a pay protection policy for those staff whose posts are downgraded as a consequence of implementing structural change or job evaluation where this results in a salary reduction. The Council is in discussions with the Trade Unions regarding a review of the current policy parameters.

The current policy can be found on the Intranet.

10. Pay Awards

Staff on all terms and conditions other than Chief Officers will receive an annual cost of living pay award where this is negotiated nationally by the relevant negotiating committee. Although the Council is not part of the national negotiating body, since 2024/2025 Chief Officers pay awards are based on the nationally agreed pay award for Chief Executives and Chief Officers.

11. Salary at Recruitment

New members of staff will start at a salary point within the job evaluated range for the post having regard to the knowledge, skills and competencies of the individual as well as their current and previous salary levels. Consideration must also be given to the salary levels of any existing members of staff in the same job group and the impact this may have on them.

All requests to appoint above the minimum of the level must be agreed by the relevant Director and HR before any salary offer is made to the candidate.

In the case of chief officers, salaries are 'spot' salaries and represent the 'rate for the job'. New entrants may be recruited to a 'development rate' at 90% of the spot salary for the first 12 months where he/she needs to grow into the role. Starting salaries will be agreed by the relevant Appointments Committee of the Council.

12. Pay on Promotion or Transfer

a. Move to a new post at the same level

Where a member of staff moves to a new permanent post at the same level, they will normally be appointed on the same salary point and retain the incremental date (where this is relevant) from their original post.

b. Pay on promotion

Where a member of staff receives a promotion they will normally be appointed on the minimum point for the new level unless their qualifications or relevant experience qualify them for additional points.

All requests to appoint above the minimum level must be agreed by the relevant Director and HR before a salary offer is made to the candidate.

- c. Move to a new post when the member of staff is at the top of their current level

Where a member of staff is at the top of their level and is appointed to a post at the next level, they will be appointed at the bottom spinal column point of the new grade.

- d. Move to a new post at a lower level

Where a member of staff moves to a new post at a lower level as part of a restructuring process, then the Council's Pay Protection Policy will apply. Pay Protection will not apply however where such a move is voluntary.

13. Allowances: Overtime, Bank Holiday Working, Night Work, Standby etc

Staff on all terms and conditions **other than Chief Officers** may be paid allowances, where appropriate, in accordance with Appendix 3 of the Council's Collective Agreement.

Chief Officers are not eligible for such allowances but are expected to undertake duties outside their contractual hours and working patterns as is commensurate with their salary level without additional payment.

14. Additional Payments

Staff on all terms and conditions **other than Chief Officers** may be eligible for additional payments in accordance with the Additional Payments scheme (see Appendix 4 of the Council's Collective Agreement).

Chief Officers will not normally be eligible for additional payments other than:

- a. Market Supplements – where market fluctuations and demands are such that an additional payment is necessary in order to recruit or retain high calibre staff with the appropriate skills, knowledge and experience.
- b. Payment for Monitoring Officer, Section 151 Officer and Executive Director, Adults and Communities and Executive Director, Childrens and Public Health in respect of the additional statutory functions undertaken by the postholders on behalf of the Authority the statutory payments are included in the substantive salary for the post.

15. Other payments

Returning Officer

The Chief Executive undertakes the role of Returning Officer in respect of local, national and European elections.

The Returning Officer is an officer of the City Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the City Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the City Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

Other Council staff may undertake duties on behalf of the Returning Officer, e.g. polling clerks, count supervisors, etc. They will receive separate payments for these duties based on their role in any election process.

16. Payments on Termination of Employment

Staff on all terms and conditions will receive payment on termination of their employment (other than in cases of dismissal for misconduct) in accordance with the following Council policies:

- a. Pensions Policy
- b. Severance Policy for Redundancy and Early Retirement

In the unlikely event of a severance payment exceeding £100,000 this will require the approval of full Council. In addition, any severance payments will be subject to relevant statutory regulations governing exit payments in force at the time.

Staff who have left the Authority on grounds of redundancy or early retirement will not normally be re-employed by the Council in the same capacity unless there is an exceptional business reason to do so. This will be determined by the Chief Executive (in the case of all staff below Chief Officer level) and by the Senior Managers' Pay Panel (in the case of Chief Officers). These staff earning in excess of £80,000 p.a. will be subject to the Public Sector Exit Payment Recovery Regulations 2016.

Appendices

| | |
|-------------|--|
| Appendix B1 | Salary Levels: Grades 1 – 13 |
| Appendix B2 | Salary Levels: Senior Management Grades |
| Appendix B3 | Senior Managers Pay: Terms of the Scheme |
| Appendix B4 | Salary Levels: Soulbury |
| Appendix B5 | Soulbury Agreement |
| Appendix B6 | Salary Levels: Youth and Community Workers |
| Appendix B7 | Centrally Employed Teachers Pay Policy |

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