

Two Councils - One Team

Pay Policy Statement 2023-2024

1. Status of this Policy Statement

This policy sets out Broadland District Council's and South Norfolk Council's approach to the pay of their workforce, including Chief Officers, in accordance with Section 38 of the Localism Act.

Any decision under powers delegated in the Councils' Constitutions with regard to remuneration to be taken during 2023/24 will be bound by and must comply with this Statement.

The Section 151 Officer must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

From 1st January 2020 these terms and conditions became effective for all staff thus creating a One officer team serving both Councils. These terms and conditions are to be continued for all staff, unless otherwise documented.

2. Scope

This statement sets out the Councils' policy with regard to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers' remuneration and that of other officers

"Remuneration" for the purpose of this Statement includes four elements:

- basic salary
- performance related pay
- pension

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- all other allowances arising from employment

3. Objectives of the Policy Statement

- (a) To ensure a capable and high performing workforce.

The Councils' policy is to set remuneration sufficient to attract and retain sufficiently experienced and qualified individuals to deliver the Councils' priorities.

- (b) Simplicity, clarity and fairness between employees and between the Councils and their communities.

The Councils aim to be transparent on pay related matters to their staff, prospective staff and their wider communities. This Policy Statement contains information relating to pay, grading and associated benefits applicable to all employees across both Councils. The Statement, once approved by each of the respective Councils, is published on each Council website.

Any remuneration package proposed for new employees that exceeds £100,000 (calculated by the value of total remuneration to be paid in the first year) must be approved in advance by both full Councils, and any package with a value of below £100,000 is approved by the Managing Director under delegated responsibility and in line with this Policy Statement.

- (c) To differentiate between remuneration and other employment related expenses.

The Councils make one-off, month by month regulated payments to compensate an employee who has temporarily stepped up into a more senior post, or where an employee has made an exceptional business contribution to the Councils. This is remuneration, see section 11 on Honoria.

The Councils reimburse employees for expenses incurred during the course of their employment in line with the Councils' published rates. The Councils will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events, in

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line with the Councils relevant policy documents. The Councils do not regard such costs as remuneration but as non-pay operational costs.

This policy is applied consistently to the Managing Director, Chief Officers, Deputy Chief Officers and other employees.

4. Chief Officers

For the purpose of this Policy Statement, Chief Officers are defined as:

- Managing Director (and Returning Officer)
- Directors (statutory or non-statutory)
- Assistant Directors (Deputy Chief Officers)

5. Job Evaluation

The pay range for each post is set using a recognised analytical job evaluation scheme (Inbucon). A point- based scheme assesses each job against a number of factors. The process involves:

- The employee and manager agreeing a role profile
- Evaluation of the job data by trained analysts in partnership with the recognised Trade Union(s)
- The evaluation score determining the salary range for the job

Together Human Resources & the Trade Union representatives evaluate all new posts as part of a panel approach. Where substantial change occurs to an existing job the employee and the manager are responsible for providing a revised, and agreed, role profile for re-evaluation.

6. Pay Bandings

The pay bands for both Councils have been adjusted to provide one agreed pay spine for all staff, these are also aligned to agreed job families. These will be periodically reviewed, and if necessary, adjusted to reflect the appropriate market rate for the job using regional comparative data, thus conforming with the Councils' policy to be competitive in both the public and private sector markets.

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Chief Officers and Deputy Chief Officers are on a separate salary structure, however the same principles apply. Section 10 of this statement covers salary progression and appointment throughout the band.

Staff costs are shared across the Councils on a percentage split for joint services.

The Managing Director also receives Returning Officer fees, with nominated Assistant Returning Officers also receiving fees relating to duties undertaken during an election. The fees in respect of County, District and Parish Council Elections are set by the Chairpersons of the Norfolk Authorities' Member Remuneration Panels and the fees for conducting European, Parliamentary and Policy & Crime Commissioner elections are set by the Home Office and Ministry of Justice.

7. Pay Review

As stated above, pay levels are reviewed each year, the key elements of the local policy are currently still part of local negotiations between management and trade union representatives.

It is the Council policy to pay a minimum of the National Real Living Wage to all employees, as part of the pay negotiations currently underway with Trade Union(s) with the apprentices being paid in line with the national guidance.

8. Pay Range

The Councils operates a pay structure for Chief Officers and a pay structure for all other officers. The spread of posts across each of the bands (as of 6th February 2023) is shown in the tables below

Chief Officer

Generic Role	Salary Scale	No. Employees
Managing Director	£145,726 - £174,872	1

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Director	£84,938 - £106,144	3
Assistant Director	£63,703 - £84,312	8

All other:

Generic Role	Salary Scale	No. Employees
Senior Manager/Senior Specialist	H - J	37
Manager/Specialist	G - F	147
Senior Administrator/Senior Case/Operations Worker/Senior Technical Advisor	D - E	271
Administrator/Case/Operations worker/Technical Advisor	A - C	522
Apprentice	Apprentice	14

All staff below Chief Officer

Generic Role	Salary Scale	No. Employees

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Apprentice	£18,328 - £19,099	14
A*	£19,100 - £19,960	242
B	£19,961 – 23,493	121
C	£23,494 - £27,576	159
D	£27,577 - £32,392	171
E	£32,393 - £36,935	100
F	£36,936 - £42,438	98

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G	£42,439 - £47,587	49
H	£47,588 - £53,011	24
I	£53,012 - £57,289	9
J	£57,290 - £62,313	4

- As a Real Living Wage employer those currently on a Band A and part of Band B are currently paid an adjustment to make sure that this ambition is met.

The mean of the two Councils salaries paid as at 6th February 2023 is £26,195 and the median is £23,794 Excluding apprentices (who are paid in between National Living Wage and the competitive apprentice rate set out above), the lowest paid employees are on Band A - these constitute a variety of staff including both administrative and operational.

The principles that guide the relationship between pay levels e.g. Job Evaluation, Pay Bandings are described in this Policy Statement.

9. Pay Multiples

The Councils do not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The

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use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required.

In terms of overall remuneration packages, the Councils' policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities, but not to differentiate on other allowances, benefits and payments it makes.

The Councils do not expect the remuneration of its highest paid employee to exceed ten times that of the lowest group of employees.

10. Salary Progression

Salary on appointment is usually at the entry level of the band. Although the entry level can be varied by the skills and experience of the successful candidate, a higher point can only be agreed following consultation with the approval of the Senior HR & OD Lead and the Chief of staff.

Salary progression is currently through a performance related pay scheme that enables consolidated payments to be made to staff at year end based on their individual level of performance. This in turn enables progression through the salary band.

11. Honoraria

The Councils retain an Honoraria Policy to provide financial recognition for (for example) additional responsibilities undertaken by employees throughout the year. Honoraria are calculated based on the additional duties taken on by the individual, and the length of time that these responsibilities are likely to have a duration of.

12. Market Supplements

Due to changing labour market pressures and following the agreement of the Managing Director market supplements were introduced within CNC Building Control in December 2018, which are reviewed on an annual basis. If the supplement is no longer relevant or appropriate, this will be ceased, and the post holder will automatically revert back to their original grade. Data may be obtained from Councils and other employers in the local geographical area for salary comparison purposes. Should it become necessary to pay supplements in other areas of the Councils then these will be assessed against the current

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market conditions and will require approval of the Senior HR & OD and Chief of Staff.

13. Travel Rates

In addition to pay, the Councils pay travel rates for the use of private vehicles on essential and reasonable Council business. The Councils pay such allowances in accordance with HMRC rates; these are the same for Chief Officers and other employees.

The current rates are:

First 10,000 miles per year: 45 pence per mile

Beyond 10,000 miles per year: 25 pence per mile

5p per mile is paid for a maximum of 4 passengers therefore the maximum claimable amount is 65p per mile

These rates are set at the maximum tax-free level approved by the HMRC.

14. Car Loan/Cycle Scheme

The Councils operate a car leasing scheme which employees can access via the Sodexo self-service platform. This option which will be paid for by the employee, enables employees to take advantage of a competitive car leasing package.

15. Termination Payments

The Councils have a single redundancy scheme which applies to all employees without differentiation. The Councils do not provide any further payment to employees leaving the Councils employment other than in respect of accrued leave which by agreement is untaken at the date of leaving. In exceptional circumstances the Council will make a payment in lieu of notice.

On leaving the Authority due to redundancy the agreed Redundancy Policy will apply. The amount of compensation will be up to a maximum of 1.4 times actual weekly pay but will not exceed 104 weeks' pay. This will be payable in the form of a lump sum, with any statutory redundancy payment offset against the discretionary award.

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If an employee is made redundant and is over the age of 55 their pension will be payable as per the Local Government Pension Scheme; there could be a pension strain cost associated with this.

Any severance payment made outside the scope of this Policy will reasonably comply with Councils' policy at any given time and be agreed with the Senior HR & OD Lead and Chief of Staff. Any such agreement will remain confidential.

16. Re-employment

Any individual who has been previously employed by either Council will need to compete for the position in accordance with the agreed Recruitment and Selection Policy. If the individual is successful and has previously been in receipt of severance benefits from either of the Councils, this must be referred to the Senior HR & OD Lead and the Chief of Staff as well as ensuring in line with the Modifications Order before appointment is confirmed.

17. Professional Fees Subscriptions and Unison costs

Reimbursement of professional memberships will be paid by the Councils if it is a mandatory requirement to enable the individual to carry out their statutory role. This is to be confirmed as per the job advert when the post is advertised.

All other professional memberships will be considered at the discretion of the Director/Assistant Director in liaison with the Senior HR & OD Lead and will be determined based on service specific requirements.

The Councils do not make direct payment to UNISON officials for trade union duties, however there is a Facilities Agreement in place to cover these duties.

18. Relocation Expenses

The offer of relocation assistance will be agreed and offered to a successful candidate at the time of confirming appointment, subject to the agreement of the Senior HR & OD Lead and Chief of Staff.

Eligibility

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The full package applies to newly appointed officers who have accepted a permanent post and who are genuinely required to move. Part-time employees can claim the same entitlements as full-time employees.

The decision of whether relocation applies to specific roles is made at the recruitment approval stage.

Limit

The overall maximum amount that can be claimed is £8,000.

19. Overtime

All overtime worked in excess of normal hours of work must be authorised by a designated Officer such as the Assistant Director or Senior Operational Manager in advance. Overtime from Monday to Saturday, Sundays and Public Holidays is paid in accordance with the employee's contract of employment.

Eligibility for overtime payments is usually restricted to employees on salary band C and below. Unless contractually agreed or an exceptional circumstance all overtime is at plain time rates.

Employees who work less than 37 hours will be paid at plain time until they have worked over the full-time equivalent.

20. Sickness Benefit

Employees are entitled to a sliding scale of sickness benefit according to their length of recognised continuous service, as follows:

Less than 4 months service – Statutory sick pay only (occupational sick pay will not normally be paid)

4 months up to 2 years – 1 month's full pay plus 2 months half pay

On or after 2 years – 2 months full pay plus 2 months half pay

On or after 3 years – 4 months full pay and 4 months half pay

On or after 4 years – 5 months full pay and 5 months half pay

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On or after 5 years service – 6 months full pay and 6 months half pay

21. Annual leave

The standard annual leave entitlement is 25 days (pro rata for staff working less than the standard working week) rising to 28 days after 5 years continuous service. Chief Officer entitlement is 30 days. In addition, the Councils recognise 8 public holidays, which are fixed throughout the year, plus any other extra days as dictated by Government.

All employees are encouraged to take their full holiday entitlement each year. Employees will be able to purchase additional holiday with agreement from their line manager, provided there is organisational cover in place.

Employees will also be able to sell purchased leave back to the Councils, however will not be able to sell leave that is part of their contractual entitlement.

All staff are encouraged to work flexibly according to the needs of the service and their own personal work life balance requirements.

22. Recovery of Overpayments

If an overpayment of salary or expenses occurs the Payroll Team will notify the member of staff concerned and agree how the monies will be repaid within a six-month timescale. A repayment plan will be agreed with the individual owing monies to the Council to ensure these are recovered.

23. Pension Provision

All employees may join the Local Government Pension Scheme. The scheme is a statutory scheme with a sliding scale of contributions from employees and the employer, based on annual salary. For more comprehensive details of the Local Government Pension Scheme see

www.norfolkpensionfund.org

or

www.lgps.org.uk

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Neither the Scheme nor the Councils adopt different policies with regard to pension benefits for any category of employee; the same terms apply to Chief Officers and all other employees.

The Scheme provides for the exercise of discretion that allows for retirement benefits to be enhanced. The Councils will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees. This Policy Statement reaffirms this in respect of Chief Officers and all other employees.

The Pension Scheme provides options for flexible retirement. In applying the flexible retirement provision no distinction is made between Chief Officers and other employees. The One Team Policy requires that a minimum reduction in working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable. Approval for any flexible retirement requests are through the Senior HR & OD lead with final sign off from the Chief of Staff

24. Auto Enrolment

In complying with Government legislation to auto enroll workers into a workplace pension scheme, with effect from 1 November 2013 the Councils auto enroll all workers into the Local Government Pension Scheme if they meet the following criteria:

- earn over £10,000 per year
- are aged 22 or over
- are under State Pension Age
- are not already in a pension scheme

The re-enrollment date for the Councils was 1st November 2019

25. Non-Pay Benefits

The Councils also have a number of non-pay related benefits such as occupational maternity/ paternity/shared parental/adoption leave, flexible working

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and employee recognition awards. These are not part of the Councils' Pay Policy Statement but are referred to here for completeness.

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26. Review of the Pay Policy Statement

This Statement will be kept under review and is subject to annual approval by both full Councils. Changes will be agreed through appropriate consultation with the recognised Trade Union(s) and will be considered with regard to external good practice, legislation, recruitment and retention data and external pay information. Any potential departure from this Policy Statement during the course of the year requires the approval of the Managing Director and Leader of each Councils.

27. Gender Pay Reporting

New regulations took effect from 1 April 2017 requiring Gender Pay Reporting for all organisations with 250+ employees. The Councils will report annually on these six calculations;

1. Average gender pay gap as a mean average
2. Average gender pay gap as a median average
3. Average bonus gender pay gap as a mean average
4. Average bonus gender pay gap as a median average
5. Proportion of males receiving a bonus payment and proportion of females receiving a bonus payment
6. Proportion of males and females when divided into four quartiles ordered from lowest to highest pay.

Alongside the calculations a narrative can be added to explain the reasons for the results and follow up actions taking place.

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All of these figures for the period 2022/23 can be viewed via the Council joint website. [South Norfolk and Broadland District Councils Joint Website.](#)

Alternatively, past and present gender pay reports can be viewed via the Government website. (Please note, due to employee numbers only South Norfolk Council gender pay report figures are able to be externally published for the period 2020/21 and 2021/22.)

[Broadland District Council- Gender Pay Reports](#)

[South Norfolk District Council- Gender Pay Reports](#)

28. Publication of Data, Access to Information and Transparency

The code of recommended practice for local authorities on data transparency requires that the Councils should publish public data that includes Senior Officer salaries, names (discretionary), job descriptions, responsibilities, budgets and numbers of staff (with “Senior Officer” employees defined as those earning greater than £58,690). This information will be published on the Councils website by 1 April of each year and included, as required, within the Statement of Accounts which are subject to audit inspection.

29. Changes to Terms and Conditions

From 1st January 2020 there has been a single officer team serving both independent Councils and common terms and conditions applied across the board.

Monday, 07 February 2022