

## Pay Policy Statement

<b>Lead Directorate and Service:</b>	Corporate Resources / Human Resources
<b>Effective Date:</b>	1 April 2019
<b>Contact Officer/Number:</b>	Head of Human Resources/ 391100
<b>Approved by:</b>	Full Council on 7 February 2019

### 1. Scope

- 1.1 This policy statement applies to the pay and grading of all employees of the Council (including maintained Schools).

### 2. Background

- 2.1 Sections 38 – 43 of the Localism Act 2011 require that the East Riding of Yorkshire Council produce a policy statement that covers a number of matters concerning the pay of the Council'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 Housing, Communities and Local Government to which the Authority is required to have regard under Section 40 of the Act.
- 2.2 This policy also links the data requirements on pay and rewards for staff which the Authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency.

### 3. Policy Review

- 3.1 This Pay Policy Statement will be valid from 1 April 2019 to 31 March 2020, and will be reviewed annually thereafter. This statement includes maintained schools, please see section 6 for comparative schools pay data for senior leadership posts.

### 4. Links to Other Policies/References

Job Evaluation, Re Evaluation and the Appeals Process Guidelines  
 Single Pay Points Policy  
 Salary Scale Points

### 5. Policy Statement

- 5.1 This policy statement has been produced to ensure that the Council complies with sections 38-43 of the Localism Act 2011 on matters concerning the pay of the Council's staff, principally Chief Officers.
- 5.2 This policy statement covers the following posts:
- 5.21 Head of the Paid Service
- Chief Executive

- 5.22 Statutory Chief Officers
- Director of Children, Families and Schools
  - Head of Finance (S151 Officer)
  - Head of Legal and Democratic Services (Monitoring Officer)
  - Director of Adults, Health and Customer Services (Statutory Designated Director of Adult Social Services)
  - Director of Public Health
- 5.23 Non-statutory Chief Officers, (those who report directly to the Head of the Paid Service)
- Director of Communities and Environment
  - Director of Planning and Economic Regeneration
  - Director of Corporate Resources
- 5.24 Deputy Chief Officers
- Heads of Service (all directorates)

### 5.3 Pay Principles

- 5.31 The Authority operates a pay system based on objective criteria as part of its preferred job evaluation system Peodesy, which was implemented in April 1999 for all staff covered by the National Joint Council for Local Government Services. In respect of all heads of service, the HAY job evaluation scheme has been adopted to determine the appropriate job evaluation score set within a pay structure determined as outlined below.

### 5.4 Policy on remunerating Chief Officers

- 5.41 The Authority's salaries applicable for the chief executive and directors can be found on the Council's website. Salaries applicable to heads of service fall within the range £75 - £110k, dependent upon a range of factors. 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/competencies, experience, abilities and qualities that is consistent with the Authority's requirements of the post in question at the relevant time.
- 5.42 Pay reviews for the chief executive, directors and heads of service may be undertaken from time to time by a cross party member working group who will make recommendations to the Council's Staff Terms and Conditions Committee. Salary packages for posts exceeding £100k per year would require the approval of Full Council.
- 5.43 The Authority is part of the National Pay Framework with annual pay awards determined by various national bodies (National Joint Council for Local Government Services, Joint National Committee for Chief Officers/Chief Executives, JNC for Youth and Community, Soulbury etc.)
- 5.44 The current pay scales and progression for all postholders identified in 5.21, 5.22, 5.23 and 5.24 were approved and are in accordance with the Staff Terms and Conditions Committee on 17 October 2008, minute 20.

## 5.5 Policy on remunerating the lowest paid in the workforce

- 5.51 The Authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) these are then incorporated into contracts of employment. The lowest pay point in this Authority is spinal column point 1, which for the purposes of the Act is the 'lowest pay point', this relates to an annual salary of £17,364 and can be expressed as an hourly rate of pay of £9.00 as at 1 April 2019.
- 5.52 Pay points and salaries were determined by the Authority as part of a pay scale for employees employed on Local Government Services Terms and Conditions on 1 April 1999. The National Living Wage was introduced on 1 April 2016 for all workers aged 25 or over. The National Living Wage rate is £8.21 with effect from 1 April 2019, therefore for the period 1 April 2019 to 31 March 2020, salaries for all employees will comply with the National Living Wage without a plusage being made to those aged 25 or over. All posts are evaluated through the Council's preferred job evaluation scheme Peodesy, this determines the spinal column point in accordance with national pay structures. The pay rate is subject to annual pay determination as agreed by the pay review body in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services. The most recent pay offer was agreed in 2018 for the period 2019 to 2020.

## 5.6 Policy on the relationship between Chief Officer Remuneration and that of other staff

- 5.61 The highest paid salary in this Authority is paid to the Chief Executive. The average remuneration in this Authority (including Schools) is £25,900. The ratio between the median remuneration of the whole workforce and the highest remuneration, the 'pay multiple' is 8.3:1. The salaries of the Chief Executive and Directors increased by 2% with effect from 1 April 2018. 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/competencies, 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.

## 5.7 Policy on other aspects of Workforce Remuneration

- 5.71 Other aspects of workforce remuneration are covered by this policy statement. These other aspects are defined as remuneration on recruitment, pay increases and additions to pay. Performance related pay, earn back, bonuses and termination payments do not form part of any Chief Officer remuneration package. These matters are set out in the schedule that is attached to this policy statement at Appendix A.

## 5.8 Recruitment

- 5.81 Full Council will be responsible for the appointment of the Chief Executive. The appointment of Directors will be made by an Appointments Committee comprising four Members to include the Leader and Deputy Leader of the Council, the relevant portfolio holder and the Leader of the Labour Group. The

appointment of Heads of Service shall be made by an Appointments Committee comprising four Members in the ratio of 3 Conservative and 1 Labour. Actual membership will be determined on an ad-hoc basis with the agreement of The Cabinet. Such membership must include at least one Member of The Cabinet. An offer will only be made where no well-founded objection has been made by any Member of The Cabinet in accordance with the Council's constitution.

- 5.82 The appointment of a Chief Executive or Director will be made in accordance with the current agreed pay bands, with delegated power to the Appointments Committee to determine the appropriate starting salary within the agreed bandings.

## **5.9 Flexibility to address recruitment issues for vacant posts**

- 5.91 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.

## **6. Senior Leadership Posts in Maintained Schools**

- 6.1 The pay and grading of such posts is determined nationally by the School Teachers Pay and Conditions document.
- 6.2 There are currently 12 Headteachers in receipt of salary packages in excess of £73k.

## Appendix A – Other Aspects of Workforce Remuneration

Other Remuneration	Authority Policy
Expenses	Travel and other expenses are re-imbursed through normal Authority procedures.
Overtime	Any overtime worked by any employee will either be granted as time off in lieu on the basis of hour for hour or, if paid overtime, at the rate of time and a quarter Monday – Sunday. Such arrangements do not apply for Heads of Service or above as any additional hours is considered to be part of the job and no additional recompense is payable for hours worked beyond the contractual 37
Remuneration for Weekend Working	Employees who are required to work on Saturday and Sunday as part of their normal working week will not receive any additional enhancements as all work undertaken Monday – Sunday will be paid at plain time.
Bank Holiday Working	All work on bank/public/extra statutory holidays to be paid at double time in complete recompense except of Christmas Day, Boxing Day, New Years Day, Good Friday and Easter Monday where time off in lieu applied in addition to double time. Such payments are not applicable to Heads of Service and above.
Alternating Shifts	An enhancement of 10% will be payable to employees working alternating shifts providing all of the following criteria are met: <ul style="list-style-type: none"> <li>○ The total period covered by the shifts is 11 hours or more</li> <li>○ There are at least 4 hours between the starting time and the earliest and latest shift</li> <li>○ The number of normal office hours shifts (8am to 6pm) does not exceed half of the shifts in the rota.</li> </ul>
Rotating Shifts	An enhancement of 16% will be payable to employees working rotating shifts providing all of the following criteria are met: <ul style="list-style-type: none"> <li>○ The total period covered by the shifts is 18 hours or more</li> <li>○ At least 4 hours worked between 8pm and 6am.</li> <li>○ The number of ‘normal office hour’ shifts does not exceed one half of the total number of shifts in the rota.</li> </ul>
Election Fees	<p>Parish council vacancies. No fees will be paid to the Returning Officer and Deputies. Other election staff including Presiding Officers, Poll Clerks and Counting Assistants will be paid in accordance with published rates.</p> <p>Council elections. Fees will be paid to the Deputy Returning Officers and other key election staff up to a maximum of £15.21 per 250 electors or part for a contested election and £5.14 per 250 electors or part for an uncontested election. Other election staff will be paid in accordance with published rates.</p>

	National elections, Police and Crime Commissioner elections and referendums. Fees will be payable in accordance with the relevant fees and charges orders.						
Joint Authority Duties	There are no payments related to joint Authority duties.						
Severance Arrangements	The Authority's normal policies regarding redundancy and retirement will be applicable to the postholder subject to meeting the appropriate criteria within these respective policies.						
Pay Increases	The Authority will apply any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations. The Authority will also apply any pay increases that are as a result of Authority decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.						
Additions To Pay	The Authority would not make additional payments beyond those specified in the contract of employment.						
Performance Related Pay	The Authority does not operate a performance related pay scheme.						
Earn-Back (Withholding an element of base pay related to performance)	The Authority does not operate an earn-back pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.						
Bonuses	The Authority does not pay bonus payments to senior officers.						
Termination Payments	The Authority applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. The Authority also applies the appropriate Pensions regulations when they apply. The Authority has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. The regulations applying to any exit cap or recovery of exit payments will be actioned appropriately.						
Cash Emolument	<p>The annual cash value of the emolument (paid in 12 equal instalments) is as follows:</p> <table> <tr> <td>Chief Executive/Directors</td> <td>£4,856</td> </tr> <tr> <td>Heads of Service</td> <td>£3,885</td> </tr> <tr> <td>Designated posts reporting to a Head of Service and approved by decision record as a recruitment and retention measure.</td> <td>£3,616</td> </tr> </table> <p>As the emolument is excluded from pensionable pay, it does not count towards pensionable pay used to calculate any redundancy pay entitlements. The Local Government Pension Scheme (LGPS) Regulations specifically exclude "any amount treated as the money value to the employee of the provision of a motor vehicle or any amount paid in lieu of such provision" from pensionable pay.</p>	Chief Executive/Directors	£4,856	Heads of Service	£3,885	Designated posts reporting to a Head of Service and approved by decision record as a recruitment and retention measure.	£3,616
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