

# **PAY POLICY STATEMENT**

**2024/25**



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

## **1. INTRODUCTION AND POLICY STATEMENT**

- 1.1 South Kesteven District Council aims to ensure that its remuneration packages are fair, equitable and transparent, leading to the employment of professional staff who have appropriate skills and experience to provide high quality services to its residents and visitors.
- 1.2 South Kesteven District Council recognises that remuneration at all levels needs to enable the Council to attract and retain high quality employees dedicated to the service of the public.
- 1.3 Under Section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit". This Pay Policy Statement (the 'statement') sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.
- 1.4 It is important that local authorities are able to determine their own pay structures in order to address their strategic aims and to compete in the local and national market.
- 1.5 Once approved by the full Council, this policy statement will come into immediate effect, superseding the 2023/2024 Pay Policy Statement, and will be subject to review in accordance with the relevant legislation prevailing at that time, currently annually.
- 1.6 The Council may amend the pay policy statement at any point in the year.

## **2. LEGISLATIVE FRAMEWORK**

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010, and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.2 With regard to the equal pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination in its pay structures and that all pay differentials are objectively justified through the use of a job evaluation mechanism, which directly relates salaries to the requirements, demands and responsibilities of the role.

## **3. SCOPE**

- 3.1. This Pay Policy Statement includes a policy on:
  - The level and elements of remuneration for the Chief Executive

- The remuneration of the lowest paid employee
- The relationship between the remuneration of Chief Officers and other officers
- Other specific aspects of Chief Officer remuneration such as fees, charges and other discretionary payments.

3.2. Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.

3.3 The definition of officers covered by this policy are detailed in Appendix A to the Pay Policy Statement. For South Kesteven District Council the following posts are covered:

- Head of the Paid Service, which in this authority is the post of *Chief Executive*

Statutory Chief Officers, which in this authority are the posts of:

- *Deputy Chief Executive and Section 151 Officer*
- *Assistant Director (Governance & Public Protection) and Monitoring Officer*

Non-statutory Chief Officers (those who report directly to the Head of the Paid Service) which in this authority are the posts of:

- *Director of Growth and Culture*
- *Director of Housing and Projects*
- *Head of Service (Human Resources & Organisational Development)*

Deputy Chief Officers, (those who report directly to a non-statutory or statutory Chief Officer) which in this authority are the posts of:

*Deputy Director (Finance and ICT) (Deputy Section 151 Officer)*

*Assistant Director (Planning and Growth)*

*Assistant Director (Leisure, Culture and Place)*

*Head of Service (Revenues, Benefits, Customer Service and Community)*

*Head of Service (Corporate Projects, Performance and Climate Change)*

*Head of Service (Public Protection)*

*Head of Service (Economic Development and Inward Investment)*

*Head of Service (Waste Management and Market Services)*

*Head of Service (Housing)*

*Head of Service (Housing Technical Services)*

*Emergency Planning, Health and Safety Manager*

*Electoral Services Manager*

*Democratic Services Manager*

*Communications Manager*

*Property Services Manager*

The details shown above are based on the new management structure which was implemented in 2023 by the Council.

- 3.4 The Accounts and Audit Regulations 2015 require councils to publish the number of employees who are paid over £50,000 by job title using salary bands. Historically at South Kesteven District Council these bands are published in the pay policy statement using a minimum range bracket of £5000, this is based on the Local Government Transparency Code 2015.
- 3.5 Pay details for posts graded Service Manager or above are shown in Table 1. These will also be published on the Council's website.

Table 1

<b>Job Title</b>	<b>FTE</b>	<b>Salary Band</b>
Chief Executive	1.0	£135,000 - £145,000
Deputy Chief Executive	1.0	£100,000 - £110,000
Directors	2.0	£90,000 - £100,000
Deputy Director	1.0	£80,000 - £90,000
Assistant Directors	3.0	£80,000 - £90,000
Heads of Service	8.0	£60,000 - £70,000
Service Managers	7.0	£45,000 - £55,000

#### **4. CHIEF EXECUTIVE PAY**

- 4.1. The Chief Executive in South Kesteven discharges the accountability of Head of Paid Service – a statutory role defined by the Local Government and Housing Act 1989. The Council determines the level of pay for its Chief Executive through the Employment Committee. The committee and its remit are contained in the Council's Constitution.
- 4.2. The Chief Executive of South Kesteven District Council has been appointed as Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of 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 Council.
- 4.3. Special fees are paid for Returning Officer duties which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The fees are set by either Central Government for the General Election and across Lincolnshire for local elections.

## **5. CHIEF OFFICER PAY DETERMINATION**

5.1. The Localism Act refers to Chief Officers. The Chief Officers at South Kesteven District Council are the following:

- The Chief Executive who is Head of Paid Service,
- Deputy Chief Executive and Section 151 Officer,
- Monitoring Officer (the "Statutory Officers"),
- Directors

5.2 The Council does not have a separate pay policy in relation to Chief Officers.

5.3 The remuneration package defined in employment contracts for the Chief Executive and Chief Officers is the same as all staff. It includes a spot rate salary or salary band, the same sick pay arrangements and the same pension scheme arrangements.

5.4 The Council publishes senior management salary rates and gender pay details on its website in line with the requirements of the Government's transparency agenda.

## **6. LOWEST PAID EMPLOYEES**

6.1. The lowest paid staff within the Council's pay structure are on Grade 2. For this reason, we have chosen staff employed on Grade 2 as our definition of the 'lowest paid' for the purposes of this policy. Grade 2 for 2023/2024 is £22,404 per annum.

6.2. The terms and conditions of employment for Grade 2 staff are in accordance with collective agreements, negotiated from time to time, by the National Joint Council for Local Government Services, as set out in the Scheme of Conditions of Service (commonly known as Green Book). These are supplemented by local collective agreements reached with the trade union recognised by the council and by the rules of the council.

## **7. PAY DETERMINATION ARRANGEMENTS**

7.1. The Council employs all staff on local terms and conditions. It has a collective agreement in place for local cost of living pay awards that is based upon pay reviews by the National Joint Council and Local Government Services (NJC).

7.2. The Council makes its own determination of cost of living pay awards for all staff in accordance with this local agreement, taking account of the rate of inflation (current and Bank of England forecast), labour market conditions, the level of previous years' cost of living awards and any specific budgetary constraints.

7.3. Where salary bands are used, appointment within these will be based on an assessment against the levels of competency required for the role.

- 7.4. The salary for newly appointed staff is determined on appointment in relation to the job evaluation score for the post. The job evaluation score assumes full competence at the job. Where a new appointee for the job has some development needs, the Council may choose to place the employee on a salary progression until full competence has been confirmed or qualifications have been completed.
- 7.5 In April 2021 the Council adopted the Real Living Wage to ensure that we pay a wage rate based on what people need to live. It is calculated based on rising living costs.
- 7.6 The Real Living Wage for 2023 was £10.90 per hour. It is reviewed in November each year and for 2024 the Real Living Wage is £12.00 per hour. There is an expectation the Real Living Wage increase will be implemented by May 2024.
- 7.7 From 1 April 2023 Grade SK1 was increased to £10.90 per hour. A review of Grades SK2 to SK8 was also carried out and these were increased in line with the Real Living Wage increase to ensure that there is sufficient differentiation between the grades.
- 7.8 Pay grades which receive the Real Living Wage increase may not also receive the annual cost of living pay award agreed by the Council, but they will receive the difference in the two amounts if the cost of living payment is higher.
- 7.9 The Council's current pay and reward arrangements have been designed to ensure consistency through the job evaluation process and with reference to the external market.
- 7.10 The Council has updated its job evaluation procedure and guidance during the last 12 months, which includes the setting up of job evaluation panels to review and moderate evaluations.
- 7.11 The Council will monitor pay locally and nationally as required and will undertake market reviews in relation to specific posts. Where a post is hard to recruit to at any level, particularly where there are supply pressures, the Council has a process in place to consider applying market supplements, or to offer recruitment incentives. Market supplements will be reviewed annually and may be withdrawn if market conditions change.
- 7.12 Local government elections and neighbourhood planning referendums are a separate statutory responsibility and rates of pay for local elections are set in accordance with a Lincolnshire wide election scale of fees and charges. These rates differ according to the size of the ward contested.

## **8. ALLOWANCES**

- 8.1 The Council will pay job related allowances to staff where it is a requirement of the job to do so. Staff who are required to respond to emergencies outside normal working hours are also currently in receipt of standby and

call out allowances, depending on the nature of the work.

- 8.2 A policy on standby and call out arrangements has been introduced which details the relevant pay allowances.
- 8.3 Overtime is payable at flat rate and can only be done with the prior approval of the line manager. There may be circumstances where overtime is paid at enhanced rates. Chief Officers and managers are required to work evenings and weekends to meet the requirements of the job and will not attract overtime.
- 8.4 The Council does not pay essential car allowances or provide cars to any individual member of staff as the Council operates a pool car system available to all employees. Where the Chief Executive, Chief Officers or staff use their own cars for Council business they are reimbursed at a flat rate of 45p per mile in line with the HMRC guidelines. This practice will be reviewed as part of the overall review of pay and reward.
- 8.5 Honoraria and acting up payments may be paid for those staff who have taken up additional responsibilities for a defined period of time to cover absence, or additional duties. Where possible such payments will be based on the job evaluated rates of pay for those responsibilities. Each case will be considered on its own merits and a fair recompense will be calculated.
- 8.6 Temporary short-term appointments of staff will be paid in line with the job evaluated rate for the job and the prevailing market rate for such short-term appointments.
- 8.7 Remuneration for staff on secondment will be in line with the Council's Secondment Policy

**9. APPRENTICES**

- 9.1 The Council actively supports the employment of apprentices. The salary paid to all newly recruited apprentices is based on the National Living Wage (for those aged 21 and over) or the National Minimum Wage (for those up to the age of 20) and is increased in line with Government recommendations.
- 9.2 Current National Minimum Wage/National Living Wage rates for employees are, as follows:

April 2023	<u>23+</u>	<u>21-22</u>	<u>18-20</u>	Under 18
	£10.42	£10.18	£7.49	£5.28
April 2024		<u>21+</u>	<u>18-20</u>	Under 18
		£11.44	£8.60	£6.40

National Minimum Wage and National Living Wage rates are reviewed annually by the Government and any increases take effect from 1<sup>st</sup> April each year.

- 9.3 In accordance with the Apprentice Levy any existing employees can be signed up to an appropriate apprenticeship in line with identified professional development needs. These employees receive the job evaluated salary for the post that they are employed in.

## **10. LOCAL GOVERNMENT PENSION SCHEME**

- 10.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme depending on their salary. Contribution rates for 2023- 2024 range from 5.5% to 12.5%.
- 10.2 The Council makes employer's contributions into the scheme, which are reviewed by the actuary. The current employer contribution rate is 23.9%.

## **11. PAY MULTIPLIERS**

- 11.1 Whilst job evaluation and the market determine the relationship between the highest and lowest paid employees, an analysis of pay multiples has been undertaken in the light of the requirements of the Localism Act 2011.
- 11.2 The Council defines its lowest paid employees in relation to their grade. This definition has been selected to enable fair comparison on a Full Time Equivalent basis.
- 11.3 The Ratio of the highest paid employee to mean salary per Full Time Equivalent (FTE) is 1 : 4.4 (based on actual salary paid).
- 11.4 The Council has no policy about the maximum or minimum levels of such ratio statistics.

## **12. TERMINATION PAYMENTS**

- 12.1 The Council recognises that staff leave the Council for a range of reasons including: retirement, redundancy, career move, moving location, voluntary resignation, or employment termination. Where a termination payment may apply, each case will be treated on its own merit and will comply with Council policies and the law.
- 12.2 The Council reserves the right to make any appropriate payments to protect the reputation of the Council and manage risk of litigation. This will be in line with legislation and with reference to best value.
- 12.3 The Council does not have any specific termination payments built into any employee's employment contract. It reserves the right to do so should such a need arise in the interests of the efficiency of the service.
- 12.4 The Council has a redundancy policy in place in accordance with current legislation which applies equally to all staff. Where redundancy payments are made to any employee the Council reserves the right to recover the redundancy severance payment.
- 12.5 Termination payments should be kept to a minimum and it must be demonstrated that they are in the best interests of the Council. The purpose

of this would be to ensure a clear process and to demonstrate that the Council always works to ensure residents receive the best value for money.

### **13. RE-ENGAGEMENT OF EMPLOYEES**

- 13.1 Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence within 4 weeks of leaving, are not eligible to receive a redundancy payment.
- 13.2 Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustment to pension would be made in accordance with the scheme regulations.

### **14. GENDER PAY GAP REPORTING**

- 14.1 The Government introduced a requirement for mandatory gender pay gap reporting for public sector employers with 250 or more employees. The deadline for publishing the data is 31 March each year. The Council publishes its annual data in accordance with the regulations and reports to Employment Committee with supporting commentary and any action points arising.

**Localism Act 2011**

**43 Interpretation**

(2) In this Chapter “chief officer”, in relation to a relevant authority, means each of the following-

- (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- (b) its monitoring officer designated under section 5(1) of that Act;
- (c) a statutory chief officer mentioned in section 2(6) of that Act;
- (d) a non-statutory chief officer mentioned in section 2(7) of that Act;
- (e) a deputy chief officer mentioned in section 2(8) of that Act.

**Local Government and Housing Act 1989 – Section 2**

6) In this section “the statutory chief officers” relevant to South Kesteven District Council means—

(a) the officer having responsibility, for the purposes of [section 151](#) of the Local Government Act 1972, [section 73](#) of the Local Government Act 1985, [section 112](#) of the Local Government Finance Act 1988[, [section 127\(2\)](#) of the Greater London Authority Act 1999] or section 6 below or for the purposes of [section 95](#) of the Local Government (Scotland) Act 1973, for the administration of the authority's financial affairs.

(7) In this section “non-statutory chief officer” means, subject to the following provisions of this section—

- (a) a person for whom the head of the authority's paid service is directly responsible;
- (b) a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the head of the authority's paid service; and
- (c) any person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

(8) In this section “deputy chief officer” means, subject to the following provisions of this section, a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.

(9) A person whose duties are solely secretarial or clerical or are otherwise in the nature of support services shall not be regarded as a non-statutory chief officer or a deputy chief officer for the purposes of this Part.