

## **Appendix A**

### **BLABY DISTRICT COUNCIL PAY POLICY STATEMENT 2024/25**

#### **1. Introduction**

- 1.1 Section 38 of the Localism Act 2011 requires local authorities to produce an Annual Pay Policy Statement (the “statement”). This statement sets out Blaby District Council’s approach to pay in accordance with the requirements of this act.
- 1.2 This Pay Policy Statement includes:
  - (a) the level and elements of remuneration for Chief Officers;
  - (b) the remuneration of the lowest paid employees;
  - (c) the pay differential, known as the ‘pay multiple’ between the remuneration of Chief Officers and other officers and
  - (d) other aspects of Chief Officer remuneration, fees and charges and other discretionary payments
- 1.3 This statement is subject to approval by Full Council and is subject to review annually and in accordance with new legislation to ensure that it remains relevant.

#### **2. Principles**

- 2.1 Blaby District Council recognises that remuneration at all levels needs to attract and retain a high performing workforce whilst ensuring value for money.
- 2.2 In determining pay and remuneration, the Council will comply with all relevant legislation.
- 2.3 It is important that local authorities can determine their own pay structures to address local priorities and to compete in the local labour market.

#### **3. Scope**

- 3.1 The policy covers all staff employed by the Council irrespective of grade and conditions of service. It refers to national agreements which affect pay and grading including:
  - National Agreement on Pay and Conditions of Service (the Green book, for all staff below Head of Service)
  - Joint Negotiating Committee for Chief Officers
  - Joint Negotiating Committee for Chief Executives

A copy of the Council’s salary scales as of 1<sup>st</sup> April 2024 is at Appendix 1.

#### **4. Remuneration of senior officers**

4.1 In this policy the senior pay group refers to posts within the top three tiers of the organisation. These include the Chief Executive (x1), Executive Directors (x3), Group Managers (x7) and Strategic Managers (x 0 currently).

#### **4.2 Chief Executive**

4.2.1 The Chief Executive is the head of the council's paid service. The salary paid to the Chief Executive is approved by full Council at the time of appointment and excludes Returning Officer fees which are paid separately.

4.2.2 The current salary range for the Chief Executive is £105,248-119,466 per annum. The range contains 5 increments and is subject to cost-of-living increases agreed by the Joint National Council (JNC). From 1 April 2024 an increase of 2.5% was applied to each scale point. This is a local grade which was established in 2011, following an analysis of the degree of responsibility in the role, benchmarking with other comparators and the ability to recruit and retain an exceptional candidate.

4.2.3 The Chief Executive Remuneration Panel, which comprises of the elected leader and the leaders of the opposition groups, determines incremental pay progression on an annual basis subject to agreed priorities being met.

4.2.4 Other conditions of service are as prescribed by the JNC for Local Authority Chief Executives national conditions.

#### **4.3 Directors and Group Managers**

4.3.1 The pay and grading for the Group Managers are evaluated using a local evaluation scheme. Its methodology reviews current job information including: job descriptions, staff structure including lines of accountability and capital and revenue budget responsibility. This information is used to determine the value of the job size and comparison with other Councils.

4.3.2 The grades are as follows:

Executive Directors	Salary Range	£86,563- 98,158 per annum
Group Managers	Salary Range	£66,503-79,928 per annum

4.3.3 These salaries are subject to cost-of-living increases agreed by Joint Negotiating Committee for Chief Officers. From 1 April 2024 an increase of 2.5% was applied to each scale point. Other conditions of service are as prescribed by the JNC for Local Authority Chief Officers

#### **4.4 Other allowances**

- 4.4.1 The Council operates an essential car user scheme in accordance with JNC handbook.
- 4.4.2 The Returning Officer for the council is the Chief Executive. Fees are payable for Returning Officer duties which are not part of the post holder's substantive role. Whilst appointed by the 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 Council. Returning Officer fees are variable and paid based upon the number of electors per election.
- 4.4.3 For any Chief Officer who undertakes duties that have been procured by another local authority, a discretionary payment (honorarium) will be made following an assessment of the additional time that the Chief Officer will spend in carrying out these additional duties.
- 4.4.4 There are two additional proper officer appointments within the Council; that of S151 Officer and the Monitoring Officer.
  - 4.4.4.1 The S151 Officer role is currently undertaken by a director. With effect from 1 April 2024 an allowance of £5,000 per annum was introduced to be reviewed every 2 years.
  - 4.4.4.2 The Monitoring Officer appointment is currently carried out by a Group Manager. With effect from 1 April 2024 an allowance of £3,500 per annum was introduced to be reviewed every 2 years.
- 4.4.5 There are no other additional elements of remuneration in respect of overtime, bank holiday working, standby payments etc. paid to senior staff as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

#### **5. Pay Structure**

- 5.1 The current pay structure (Grades 1-9) applies to all employees excluding the senior pay group. Salaries within the pay spine are subject to pay awards as agreed by the National Agreement on Pay and Conditions of Service (NJC). National changes to the pay spine became effective from 1 April 2024 an increase of £1,290 was applied to each scale point. The lowest point on the pay spine is spinal point 2, within Scale 1 and has a full time equivalent basic pay rate of £23,656 per annum. Spine Point 1 was withdrawn with effect from 1 April 2023 as part of the national pay negotiations.
- 5.2 The Council employs apprentices who are not included within the definition of "lowest paid employees".
- 5.3 All posts are evaluated using the NJC Job Evaluation Scheme via the Gauge+ system, which is recognised by public sector employers and unions nationally. This scheme allows for robust measurement against set criteria resulting in fair

and objective evaluations and ensures compliance with the Equal Pay requirements set out in the Equality Act.

- 5.4 Incremental progression within grades for all staff takes place annually on 1 April. The exception is that newly appointed, promoted, or regraded employees with start dates between November and March; they will receive their first increment six months after the start date of their appointment, promotion, or regrading. Any subsequent increments will then occur on 1 April in line with all other employees.
- 5.5 The grading structure aims to meet the current and/or market position for most jobs. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills.

## **6. Other allowances**

- 6.1 NJC employees may claim allowances which may be locally and nationally agreed in the course of their work duties. A list of typical allowances that employees can claim is set out at Appendix 2.
- 6.2 There is a local provision for the award of market supplements where it can be shown that the salary level of a job is having an adverse impact on the Council's ability to recruit and retain appropriate candidates/employees to a post. The award of such supplement is subject to the approval of the Directors and Chief Executive. Market supplements are awarded where appropriate and for temporary periods only.
- 6.3 Subject to certain conditions, employees who are temporarily required to undertake additional duties or some or all the duties of a higher graded post are eligible to be paid an honorarium.

## **7. Pension Arrangements**

- 7.1 All employees of the council, irrespective of pay group, are entitled to join the Local Government Pension Scheme. The table below sets out the varied rates that employees are required to contribute based upon their whole-time salary.

The employee contribution rates for 1 April 2024 to 31 March 2025 are below:

<b>Actual Pensionable Pay</b>	<b>Main Scheme Contribution rate paid by member</b>
Up to £17,600	5.5%
£17,601 to £27,600	5.8%
£27,601 to £44,900	6.5%
£44,901 to £56,800	6.8%
£56,801 to £79,700	8.5%
£79,701 to £112,900	9.9%
£112,901 to £133,100	10.5%

£133,101 to £199,700	11.4%
£199,701 or more	12.5%

The Council, as an employer, currently contributes 21.9% of the employee's basic salary plus an overall flat rate cash contribution of £650,000 to the fund. This equates to approximately 28.3% of pensionable pay.

## **8. Multipliers**

8.1 Publishing the pay ratio of the organisation's top earner to that of its lowest paid earner and median earner has been recommended to support the principles of Fair Pay (Will Hutton, 2011) and transparency.

8.2.1 The Chief Executive, who is the top earner in the Council, had a salary of £119,466 per annum on 1<sup>st</sup> April 2024. This is 3.43 times the average earnings in the Council, 3.78 times the median earnings and 4.9 times the lowest earner.

8.3 The multipliers will be monitored each year as part of the review of the Pay Policy Statement.

## **9.0 Severance Payments**

9.1 The council operates a voluntary severance scheme which is applicable to all employees of the Council. The scheme applies to:

- Redundancy
- Voluntary early retirement

9.2 Redundancy

Redundancy payments are payable to employees, who are dismissed on the grounds of redundancy and who have at least two years' continuous employment at the date of termination of employment. Redundancy payments use an actual week's pay (annual salary divided by 52 pro rata'd as appropriate) or the statutory capped figure, whichever is the higher.

9.3 Early Retirement – efficiency grounds

Employees who will be 55 or more and have at least 2 years' pensionable service in the Local Government Pension Scheme (LGPS) may retire early upon entering into a formal agreement with the Council which will include a mutually agreed retirement date, where it is in the interests of the efficient exercise of the Council's functions. The employee will not receive a severance payment or additional year's service but will have access to the pension scheme. The capital cost of early payment of pension benefits is subject to approval by Council.

#### 9.4 Flexible Retirement

An employee who is a member of the LGPS and 55 years or over may request, with the Councils consent, to reduce their hours and/or grade and make an election to the administering authority for payment of their accrued benefits without having retired from employment. However, the Council will only agree to release pension where there is no capital cost to the authority.

#### 10. Re-employment/engagement of senior managers

- 10.1 Where a senior manager, as defined under paragraph 4.1, has left the authority on redundancy or early retirement grounds, the authority will not normally re-employ at a later stage or re-engage the former employee as a consultant.

#### 11. Decision Making

- 11.1 Decisions on remuneration are made as follows:

- (a) Chief Executive local pay structure approved by full Council
- (b) Performance progression of Chief Executive approved by Chief Executives Remuneration Panel
- (c) Pay structure for Executive Directors and Chief Officers posts approved by full Council

## Appendix 1

### BLABY DISTRICT COUNCIL SALARY SCALES

01 April 2024

Payscale	JE	Spinal Point	Salary
1	0 - 279	1	Deleted wef 1.4.23
		2	£23,656
		3	£24,027
2	280 - 379	4	£24,404
		5	£24,790
		6	£25,183
3	380 - 428	7	£25,584
		8	£25,992
		9	£26,409
		10	£26,835
		11	£27,269
		12	£27,711
4	429 - 468	13	£28,163
		14	£28,624
		15	£29,093
		16	£29,572
		17	£30,060
		18	£30,559
		19	£31,067
		20	£31,586
5	469 - 554	21	£32,115
		22	£32,654
		23	£33,366
		24	£34,314

		25	£35,235
		26	£36,124
		27	£37,035
		28	£37,938
6	555 - 609	29	£38,626
		30	£39,513
		31	£40,476
		32	£41,511
		33	£42,708
7	610 - 639	34	£43,693
		35	£44,711
		36	£45,718
		37	£46,731
8	640 - 654	38	£47,754
		39	£48,710
		40	£49,764
		41	£50,788
9	655 - 669	42	£51,802
		43	£52,805



# BLABY DISTRICT COUNCIL SALARY SCALES

1 APRIL 2024

## **Strategic Managers**

### **Scale 11 (670-710)**

**S.P.**     **£**

A	55,314
B	59,251
C	60,035
D	62,123
E	64,209

## **Group Managers**

### **Scale 12 (711 +)**

**S.P.**     **£**

A	66,503
B	70,690
C	74,879
D	77,468
E	79,928

## **Executive Directors**

### **Scale 14**

**S.P**     **£**

A	86,563
B	89,099
C	93,409
D	95,742
E	98,158

## **Chief Executive**

### **Scale 16**

**S.P**     **£**

A	105,248
B	109,750
C	113,772
D	117,793
E	119,466

## **Appendix 2**

### **Local Allowances – NJC Staff**

**Essential and Casual Car User** – as per the NJC rules in the Green Book

### **Saturday and Sunday Working:**

If weekend working is not part of a normal working week (that is regular rostered weekend working) then the following payments apply.

Saturday	-	Time and half
Sunday	-	Time and half if basic pay above SCP 11 Double time if basic pay at or below SCP 11

If weekend working is part of a normal working week then plain time rates apply unless part of an approved overtime arrangements in which circumstance overtime rates will apply.

### **Additional Hours and Overtime Payments**

Employees, on or below SCP 34, and required to work additional hours beyond a full 37 hour week (or average 37 hour week) are entitled to receive time and half for additional hours worked Monday to Saturday and double time for additional hours worked on a Sunday.

Part time workers are entitled to these enhancements only after a 37-hour week (or average 37 hour week) is exceeded, although **rostered** work on a Saturday and Sunday will attract the overtime allowance.

For employees on or above SCP 35 enhanced rates will not be paid. In exceptional circumstances the Group Manager may agree that overtime at plain time rates may be paid in order to clear backlogs or catch up on projects. In normal circumstance employees are expected to accrue and bank approved additional hours as time off in lieu. Managers have a responsibility under health and safety legislation to ensure that excessive hours are not worked and that accumulated TOIL is taken on a regular basis.

Overtime payments are full settlement and are not enhanced by any other allowance e.g. a shift allowance that is paid on normal working hours.

### **Public and Extra Statutory Days**

Employees required to work on a public or extra statutory day shall be paid at plain time for all hours worked within their normal working hours for that day. In addition, time off with pay shall be allowed as follows:

Less than half normal hours worked – half day  
More than half normal hour's worked – full day

**Depot: Arrangements for a Good Friday and Bank Holiday Mondays (excluding Christmas and New Year) working.**

This arrangement applied with effect from September 2023 employees who have contracts of employment as Waste Operative: Drivers, Driver/Loaders and Loaders.

Employees in this group will work the Bank Holiday Monday and will cease working the Saturday immediately preceding the Bank Holiday Monday. Payment for working the Bank Holiday Monday will either be at triple time with no day off in lieu or at double time with one day off in lieu. Employees have an opportunity to nominate which option they would prefer to do annually.

Good Friday will be paid at either triple time with no day off in lieu, or at double time with one day off in lieu.