

Blaby District Council Pay Policy Statement 2021/22

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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 are able to determine their own pay structures in order 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 makes reference 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 1st April 2021 is at Appendix A.

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 (x 1), Directors (x 2), Group Managers (x 5) and Strategic Managers (x 2).

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 £97,284 – 110,686 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 2021 an increase of 1.5% was applied. 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 with the potential to increase one point every year 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, Group Managers & Strategic Managers

4.3.1 The pay and grading for the Group Managers and Strategic 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:

Directors	Salary Range	£79,671 – 90,601
Group Managers	Salary Range	£60,762 – 73,417
Strategic Managers	Salary Range	£50,215 – 58,600

4.3.3 These salaries are subject to cost-of-living increases agreed by Joint Negotiating Committee for Chief Officers. From 1 April 2021 an increase of 1.5% was applied. 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 and recompense for this responsibility is subsumed within the current salary for this role.
- 4.4.4.2 The Monitoring Officer appointment is currently carried out by a Group Manager and recompense for this responsibility is subsumed within the current salary for this role.
- 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 2021. The lowest point on the pay spine is spinal point 1, within Scale 1 and has a full time equivalent basic pay rate of £18,333 per annum.
- 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 recognized 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 employees with start dates between November and March, who receive their first increment six months after their start date. 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 B.
- 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 Strategic Directors and Chief Executive. Market supplements are awarded very rarely and for temporary periods only.
- 6.3 Subject to certain conditions, employees who are temporarily required to undertake additional duties or some or all of 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 2021/22 are below:

Actual Pensionable Pay	Contribution Rate
Up to £14,600	5.5%
£14,601 to £22,900	5.8%
£22,901 to £37,200	6.5%
£37,201 to £47,100	6.8%
£47,101 to £65,900	8.5%
£65,901 to £93,400	9.9%
£93,401 to £110,000	10.5%
£110,001 to £165,000	11.4%
£165,001 or more	12.5%

The council, as an employer, currently contributes 18.8% of the employee's basic salary plus an overall flat rate cash contribution of £510,000 to the fund. This equates to approximately 25% 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 £110,686 per annum on 1st April 2021. This is 3.73 times the average earnings in the Council, 4.13 times the median earnings and 5.89 times the lowest earner.

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

9. 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 considered to be 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 Directors and Chief Officers posts approved by full Council

Appendix A

Blaby District Council Salary Scales

01 April 2021

Payscale	JE	Spinal Point	Salary
1	0 - 279	1	£18,333
		2	£18,516
		3	£18,887
2	280 - 379	4	£19,264
		5	£19,650
		6	£20,043
3	380 - 428	7	£20,444
		8	£20,852
		9	£21,269
		10	£21,695
		11	£22,129
		12	£22,571
4	429 - 468	13	£23,023
		14	£23,484
		15	£23,953
		16	£24,432
		17	£24,920
		18	£25,419
		19	£25,927
		20	£26,446
5	469 - 554	21	£26,975
		22	£27,514
		23	£28,226
		24	£29,174
		25	£30,095

Payscale	JE	Spinal Point	Salary
		26	£30,984
		27	£31,895
		28	£32,798
6	555 - 609	29	£33,486
		30	£34,373
		31	£35,336
		32	£36,371
		33	£37,568
7	610 - 639	34	£38,553
		35	£39,571
		36	£40,578
		37	£41,591
8	640 - 654	38	£42,614
		39	£43,570
		40	£44,624
		41	£45,648
9	655 - 669	42	£46,662
		43	£47,665

Strategic Managers

Scale 11 (670-710)

S.P. £

A	50,215
B	53,926
C	54,665
D	56,633
E	58,600

Group Managers

Scale 12 (711 -)

S.P. £

A	60,762
B	64,709
C	68,658
D	71,098
E	73,417

Directors

Scale 14

S.P £

A	79,671
B	82,061
C	86,124
D	88,323
E	90,601

Chief Executive

Scale 16

S.P £

A	97,284
B	101,527
C	105,318
D	109,109
E	110,686

Appendix B

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 for example 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 hours worked – full day