

APOLOGIES Committee Services  
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DIRECTOR OF STRATEGY AND  
RESOURCES  
Paul Dodson

24 January 2024

Dear Councillor

You are summoned to attend the special meeting of the;

**STRATEGY AND RESOURCES COMMITTEE**

on **THURSDAY 1 FEBRUARY 2024** at **7.30 pm**

in the **Council Chamber, Maldon District Council Offices, Princes Road, Maldon.**

Please Note: All meetings will continue to be live streamed on the [Council's YouTube channel](#) for those wishing to observe remotely. Public participants wishing to speak remotely at a meeting can continue to do so via Microsoft Teams.

To register your request to speak / attend in person please complete a [Public Access form](#) (to be submitted by 12noon on the working day before the Committee meeting). All requests will be considered on a first-come, first-served basis.

A copy of the agenda is attached.

Yours faithfully



Director of Strategy and Resources

**COMMITTEE MEMBERSHIP:**

CHAIRPERSON	Councillor M F L Durham, CC
VICE-CHAIRPERSON	Councillor A Fittock
COUNCILLORS	D O Bown J Driver A S Fluker A M Lay R H Siddall N D Spenceley W Stamp, CC M E Thompson S White





## **AGENDA STRATEGY AND RESOURCES COMMITTEE**

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**THURSDAY 1 FEBRUARY 2024**

1. **Chairperson's Notices**

2. **Apologies for Absence**

3. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

4. **Public Participation**

To receive the views of members of the public, of which prior notification in writing has been received (no later than noon on the Tuesday prior to the day of the meeting).

Should you wish to submit a question please complete the online form at:  
[www.maldon.gov.uk/publicparticipation](http://www.maldon.gov.uk/publicparticipation).

5. **Procurement Strategy** (Pages 5 - 18)

To consider the report of the Director of Strategy and Resources (copy enclosed).

6. **Social Value Policy** (Pages 19 - 32)

To consider the report of the Director of Strategy and Resources (copy enclosed).

7. **Pay Policy Statement** (Pages 33 - 42)

To consider the report of the Director of Strategy and Resources (copy enclosed).

8. **Any other items of business that the Chairperson of the Committee decides are urgent**

9. **Exclusion of the Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

10. **Lease Extension** (Pages 43 - 50)

To consider the report of the Director of Service Delivery (copy enclosed).

11. **Splash Park Operations 2024** (Pages 51 - 58)

To consider the report of the Director of Service Delivery (copy enclosed).

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**NOTICES**

**Recording of Meeting**

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session.

**Fire**

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**Health and Safety**

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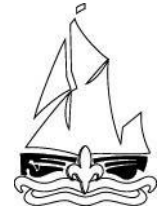
**Closed-Circuit Televisions (CCTV)**

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**Lift**

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## REPORT of DIRECTOR OF STRATEGY AND RESOURCES

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to  
STRATEGY AND RESOURCES COMMITTEE (SPECIAL MEETING)  
1 FEBRUARY 2024

### PROCUREMENT STRATEGY

#### 1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to obtain approval to put in place the Procurement Strategy (the Strategy) attached at **APPENDIX 1** to the report.
- 1.2 The Strategy reflects national best practice and local priorities.
- 1.3 The Strategy also allows for any immediate changes in procurement, including the new Procurement Reform Bill (Following Brexit). The Bill received Royal Assent in October 2023 and is now set in law. Implementation of the new regulations will commence in March 2024 and must be fully implemented by October 2024.

#### 2. RECOMMENDATIONS

- (i) That the Council approves the adoption of the Maldon District Council Procurement Strategy (**APPENDIX 1**).
- (ii) That delegated authority be granted to the Director of Strategy and Resources to approve amendments to the Procurement Strategy where required.

#### 3. SUMMARY OF KEY ISSUES

- 3.1 The Council's procurement activity is governed by its Contract Procedure Rules and currently the Public Contracts Regulations 2015 (PCR2015). While these set out the rules and legislation that must be followed when conducting procurement exercises, they do not set the strategy and vision of what we want to achieve from our procurements and contract management arrangements.
- 3.2 The Local Government Association (LGA) Finance Peer Challenge reported the need for a Procurement Strategy stating '*essential to maintain the council's operational success but in the current context for Maldon to properly manage spending*'.
- 3.3 The proposed Strategy sets out aims and guiding principles, to support the delivery of best value through planned and responsive procurement and contract management that contributes to achieving the Councils Corporate Plan priorities and meets the needs of our customers and local businesses.

### 3.4 The Procurement Strategy aims to:

- ensure on going work on our spend profile in order to identify savings and mitigate risk in terms of non-compliance;
- develop further and embed effective end-to-end procurement and contract management;
- operate within the legal framework;
- support the Climate change emergency by requiring Social and Environmental factors to be considered in all procurements;
- encourage local and small businesses to bid for contract opportunities;
- ensure fairness and clarity in the sourcing of suppliers.

## 4. CONCLUSION

- 4.1 The Council needs to have a Procurement strategy in place to underpin the needs and aspirations of the Council going forward in terms of its contracts and what it wants to achieve.
- 4.2 The Strategy will address the recommendation made by the LGA finance peer challenge.
- 4.3 The Strategy is fundamental in ensuring that contracts are delivered well at a time when the financial situation is challenging.

## 5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 – 2027

- 5.1 The Procurement Strategy will align and support the priorities as set out in the Corporate Plan, noted below:
- Supporting our communities
  - Enhancing and connecting our place
  - Helping the economy to thrive
  - Smarter finances
  - A greener future
  - Provide good quality services.

## 6. IMPLICATIONS

- (i) **Impact on Customers** – An improvement in benefits and services to the community.
- (ii) **Impact on Equalities** – None arising from this report.
- (iii) **Impact on Risk** – None arising from this report.
- (iv) **Impact on Resources (financial)** – Will support the Councils need in terms of savings and benefits achieved.

(v) **Impact on Resources (human)** – None arising from this report.

Background Papers: None.

Enquiries to: Debbie White, Lead Specialist Procurement.

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**Document Control Sheet**

<b>Document title</b>	Commissioning and Procurement Strategy
<b>Summary of purpose</b>	Strategy for the Council's Commissioning and procuring works, services, and goods
<b>Prepared by</b>	Debbie White
<b>Status</b>	Final
<b>Version number</b>	1.0
<b>Approved by</b>	Strategy and Resources Committee
<b>Approval date</b>	
<b>Date of implementation</b>	2024
<b>Review frequency</b>	Every Three years
<b>Next review date</b>	2027
<b>Circulation</b>	
<b>Published on the Council's website</b>	Yes

**Validity Statement**

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document



# **MALDON DISTRICT COUNCIL**

## ***Commissioning and Procurement Strategy***

***2024 -2027***

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## 1. INTRODUCTION

Maldon District Council ('the Council') spends approximately £8 million per annum on the procurement of goods, works and services. The impact of the increasing financial pressures upon local authorities has increased the importance of the role that procurement has to play, in ensuring services continue to be delivered at a high standard while balancing the need for greater value for money.

The Council uses its procurement processes to achieve the greatest benefit to the District economy and its residents and to ensure that the goods and services which it procures reflect the Council's values and priorities on climate change, fairness, tackling deprivation, and sustainable economic growth.

**Commissioning** – Commissioning can be defined as securing services that essentially address the needs and wishes of the service user as determined through research and planning. Commissioning is the process by which the Council decides whether or not to proceed with a programme or project.

**Procurement** – the acquisition of goods, works and services which meet the customers' and service users' needs, whilst ensuring value for money throughout the life of the product including disposal.

This Procurement Strategy (2024-2027) provides a framework against which procurement activity can be undertaken in line with the vision and priorities of the Council as expressed in the Corporate Plan (2023-2027);

### **Our Vision**

*To be a sustainable Council, promoting growth and investment at every opportunity.  
To support our communities through excellent partnership working and to maintain and improve quality of life.*

### **Our Priorities**

- *Supporting our communities*
- *Enhancing and connecting our place*
- *Helping the economy to thrive*
- *Smarter finances*
- *A greener future*
- *Provide good quality services*

The Corporate Leadership Team (CLT) are responsible for ensuring that the principles of this strategy are embedded into practice and to promote its implementation within their own service area. Members are expected to use this strategy as a sense-check to review officer procurement decision-making through the relevant committees.

## 2. PURPOSE OF THE STRATEGY

This Procurement Strategy 2024–2027 establishes the Council's strategic approach to procurement. This strategy should be read in conjunction with the Council's Financial Regulation's, and the Contract Procedure Rules.

This Procurement Strategy also emphasises the increasing importance of using procurement to support wider social, economic, and environmental objectives, in ways that offer real long term benefits, including the promotion of apprenticeship roles through

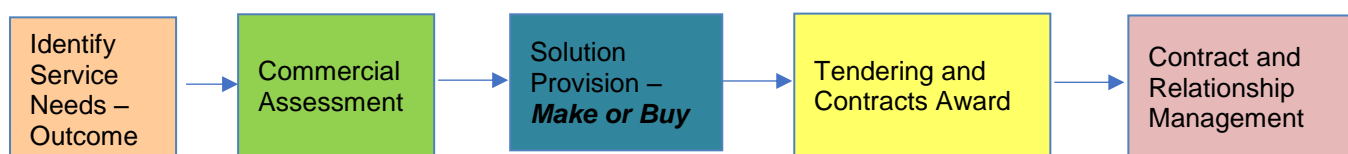
our contractors.

The Council recognises that it has a vital role to play in furthering sustainable development and addressing the issue of climate change, through its procurement of goods, works and services. Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations. The Council understands the importance of a strong local economy and the role that it can play in stimulating local markets.

A Procurement Strategy is vital to;

- Secure best value;
- Support the Council's priorities;
- Address all elements of the Procurement Lifecycle, *see Figure 1*
- Provide best practise and support the Council's pathway towards being a Carbon Neutral Council by 2030;
- Provide a source of information on the Council's approach to procurement;
- To create a climate where all parties can contribute to achieving best value and value for money;
- To comply with the Public Contracts Regulations 2015, and any changes to Legislation, (including Procurement Reform due to be implemented in 2024), the Council's Financial Regulations and Contract Procedure Rules in addition to other associated legislative requirements.

### The Procurement and Commissioning Life Cycle



*Figure 1 – The Procurement and Commissioning Life Cycle (note in reality it's not a straight line process but one which continually evolves)*

We aim to manage each stage of the life cycle to help us achieve successful and sustainable outcomes and:

- increase our commercial leverage.
- consider within our service areas how we can operate more commercially.
- avoid cost overruns and sometimes poor contractor performance.
- achieve better outcomes through social value and our Corporate Priorities.
- build on relationships with our suppliers and stakeholders.

The Council intends to deliver commercially effective and compliant procurement which is responsive and adapts to the challenges presented. The Council will procure goods, services, and works by the most economic, efficient, and effective means, reflected in the resultant contracts, which will work harder to support the people of the district through the delivery of additional social value whilst promoting environmental and innovation in the context of combating climate change to help minimise environmental impact.

It is a legislative requirement that Social Value is considered and applied to each contract in a proportionate and appropriate way. The Council's priorities will be considered in this way pre-procurement, to ensure relevant to the contract.

In order to achieve this, the Council must remain committed to embracing change in working practices to ensure the benefits of legally compliant procurement approaches are realised. The Council will continue to refine its procurement practice by continually challenging itself, developing new innovative procurement approaches, and engaging in the wider procurement community. Good practices from both the public and private sectors will be utilised where they will add value to the procurement process.

### 3. SUSTAINABLE PROCUREMENT

**Sustainable Procurement** – The importance of sustainable procurement is emphasised; using procurement to support wider social, economic, and environmental objectives in a way that offers real long term benefits. This Strategy supports our commitment, to enable us to demonstrate improvement in delivering sustainable outcomes through effective procurement practices. To achieve Sustainability we will work in partnership with our suppliers and other stakeholders in creating more opportunities for Local Businesses & SME's, Social Enterprises and Third Sector Organisations. In this way we can work towards improving areas such as;

- Value and grow our relationship with Local and small businesses
- The Payment of Living wages
- Reducing the Carbon Footprint in our Supply Chain
- Ensuring Services are accessible

### 4. CLIMATE ACTION

The council's Climate Action Strategy sets out 8 key aspirations:

- To be a carbon neutral Council by 2030 and ensure that all our strategic decisions, budgets and approaches to planning and regulatory decisions are in line with a shift to net-zero carbon by 2030.
- To improve our flood resilience and defences, to protect the land and homes in the District.
- To lead by example as a local authority and encourage local businesses, residents, and parishes to make positive changes.
- To give our younger people a voice by launching the **Our Home, Our Future**, community engagement group.
- To challenge perceptions and encourage positive, long-term behaviour change leading to healthier, greener lives.
- To identify and deliver economic benefits, leading to sustainable businesses, energy and environment related skills and jobs.
- Give residents, businesses, and visitors the choice and opportunity to make greener, less harmful decisions.
- Reduce use of oil, natural gas, and coal. Support the energy sector generating green energy to secure, low cost and low carbon energy supply.

The Procurement Team are key stakeholders in supporting the ongoing targets, as set out in the Council's Climate Action Strategy.

## **5. STRATEGIC OBJECTIVES**

This Procurement Strategy supports the Council's Corporate Plan. At a general level, procurement of goods, works and services assists in delivering the Council's strategic objectives and statutory responsibilities:

- consider the impact of all major procurements on the achievement of the strategic priorities of the Council identified within the Council's current and future Corporate Plan;
- the Council will apply the overriding principles of fairness, openness, and transparency to all procurement activities;
- by ensuring procurements reflect relevant sustainability, diversity and environmental issues and ensure procurement processes support and reflect the aim of protecting our environment for future generations;
- by supporting the Council's aim of becoming carbon net-zero by 2030 the Council will embed sustainable sourcing and procurement practices into its processes where permissible.
- by ensuring procurement guidance is clear and simple, and that relevant contracts are advertised and accessible to all. The procurement process used do not unfairly limit the opportunity for Social Enterprises/Third sector organisations;
- by encouraging an effective local supplier market and the promotion of local social value in contracts (such as the creation of apprenticeships)
- by ensuring robust performance indicators and contract management is carried out on relevant and proportionate contracts to ensure suppliers meet their obligations and that the Council achieves value for money.
- by ensuring Social Value benefits are monitored and reported by Contract Managers;
- by aiming for procurement to provide the best value solution for the District.
- using the procurement life cycle to assist in identifying improvements to services and support the delivery of value for money.
- by working closely with partner organisations such as the East of England Local Government Association (LGA), and the Procurement Agency for Essex and other partnership groups to deliver savings and efficiencies through collaboration

## **6. CORPORATE PRIORITIES**

This Strategy supports our Corporate Priorities in the following way:

Enable communities: We will engage with all parts of our communities, including Parish Councils, businesses, and our residents to encourage the most efficient way to provide services by:

- Seeking to secure the best outcomes for the local community by making use of all available resources – without regard to whether services are provided in-house, externally or through partnership arrangements.

- Continuously improving services through the adoption of innovative and commercial practices so that service users see an improvement in both quality and value for money.
- Ensure we engage the diverse needs of the Community.
- Monitoring and reporting compliance with procurement policies and procedures.
- Improving understanding of procurement and commissioning for both internal and external stakeholders.
- Early intervention: We will promote the safeguarding of our young and vulnerable residents by;
  - ensuring that arrangements are in place with contractors to safeguard children and vulnerable adults in accordance with legislation (existing contracts).
  - ensuring that the Councils procurement process require suppliers to comply with Safeguarding requirements (new contracts).

## **7. MONITORING AND REVIEW**

The aims, objectives, and key priorities of this strategy will be subject to reviews and monitoring on an ongoing basis.

Leadership commitment to delivering improvements through effective and efficient procurement is in place. Core principles for Procurement Leadership and Guidance are to:

- Maintain a clear corporate strategic leadership that covers all procurement activity
- Ensure objectives reflect and support the Council's core values, aims and objectives
- Clearly defined processes/procedures and delegation of authority for procurement are embedded in the Councils Contract Procedure Rules for Contracts and financial regulations.
- Implement and monitor the Council's Procurement Strategy.
- Ensure procurement procedures reflect developments in legislation and provide a robust framework to support the probity of Council spending.
- Protect the council from challenge by determining officer accountabilities and responsibilities in procurement activity, then monitoring and enforcing compliance.

## **8. CONTRACT AND SUPPLIER MANAGEMENT**

Contract and Supplier Management is the responsibility of Services leading the contract. Monitoring will be the responsibility of the contract manager. Robust contract management from the start of the contract will enable;

- Strong supplier relationships
- Identification and management of cashable and non-cashable savings opportunities.
- Working with suppliers and contractors to identify risks at the earliest stage
- Manage potential increases in the cost of the contract.



- Procurement manage a contracts register, identifying key suppliers and supporting services in monitoring, and escalation of requirements.
- Procurement support Contract Managers across the lifecycle of contracts, as and when required including changes in circumstances and/or need.

## 9. EMBEDDING DELIVERY OF THE STRATEGY

The delivery of this Procurement Strategy will ensure procurement is delivered in a compliant and efficient manner, provide for improvement, and contribute to the wider Council and Service priorities.

By ensuring early engagement and clear communication with Service departments, we will assist in achieving best value for the Council.

We will ensure, where appropriate to the contract, all contractors and suppliers either have in place their own Safeguarding policy or confirm they will sign up to the Councils safeguarding policy.

- Where contracts are over £50,000 and following a tender process, contractors will need to provide their policy or confirm signing up to the Councils policy at tender stage and monitored during contract management.
- Where contracts are below £50,000 and following a quote process, then the officer will be responsible for confirming with the contractor and will update the Corporate list on SharePoint.<sup>1</sup>

### **Deliver Value for money by:**

- ensuring that Tenders are evaluated in terms of total life costs. Although the upfront cost may be higher, this could be offset by lower costs in subsequent years e.g. electric vehicles, reduction of waste through packaging, reusability, and disposal.
- measuring contract outputs and key performance indicators to ensure competitiveness over the lifetime of the contract.
- monitoring and enforcing compliance to 'on contract' spend
- reducing off contract spend
- maximising contracts to achieve the greatest value for money
- including appropriate Lots where practicable to promote and improve Local Businesses / SME (Small and Medium-sized Enterprises) and Third Sector opportunities to win business with the Council
- maximising the impact of each pound spent by including Social Value requirements in all relevant Procurements that are proportionate to the contract.
- supporting robust contract management

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<sup>1</sup> [Contractor & Service Provider List 2022-2023.xlsx \(sharepoint.com\)](#)

**Carry out in compliance our duty to treat relevant economic operators equally and without discrimination**

The Council's Contract Procedure Rules relating to Contracts, Procurement Strategy & internal Governance apply to all contracts made by or on behalf of the Council for the execution of works, for the supply of goods and materials, or for the provision of services.

- All Procurement activity undertaken must comply with the Councils process and procedures which secures full compliance.
- All Procurements must be undertaken in compliance with its duty to act in a transparent and proportionate manner.

**Support Sustainable, Social Value and diversity policies through Procurement processes**

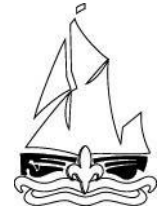
- Incorporate Sustainable/Green requirements in all relevant procurements.
- Improve focus on Social, and environmental wellbeing in the area.
- The Councils Social Value Policy will support the focus required in achieving more Social Value benefits across relevant Procurements.
- Support internal stakeholders and Local partners, in working to achieve Social Value benefits that are aligned with the Councils and Local area initiatives.
- Support the Councils Climate Action Strategy within its Procurements.

**Promote compliance with Health and safety at work, to include supplier / sub-contractor compliance.**

- Health & Safety criteria form part of the evaluation criteria for all relevant and appropriate contracts. These elements are scored on a Pass/Fail basis.
- The Procurement team will engage with the Councils Corporate H&S Advisor where appropriate to ensure legislative requirements are met within our contracts.

**Payment of Invoices**

- The Council intends to ensure so far as is reasonably practical that the payment of invoices are made no later than 30 days after receipt of invoice by the Council to a supplier and the suppliers potential sub-contractors.
- Payment clauses are within the legal Procurement documents.



**REPORT of  
DIRECTOR OF STRATEGY AND RESOURCES**

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**to  
STRATEGY AND RESOURCES COMMITTEE (SPECIAL MEETING)  
1 FEBRUARY 2024**

**SOCIAL VALUE POLICY**

**1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to obtain approval to put in place a Social Value Policy (the Policy) attached as **APPENDIX 1** to the report. This will be the first Social Value Policy for the Council. The Policy will support and align with the Council's Corporate Plan 2023 – 2027 and Climate Action Strategy. The Policy sets out the principles to support the Council's priorities in achieving its desired outcomes.
- 1.2 In addition the Policy will be compliant with the legal requirements to consider the Social Value Act 2012 for all in scope Contracts at the pre-tender stage.
- 1.3 The Public Services (Social Value) Act 2012 came into force in January 2013. Public authorities are required to 'consider, prior to undertaking the procurement process, how any services procured might improve economic, social and environmental wellbeing of the relevant area'. This requirement only applies to above threshold procurement activity.
- 1.4 This Policy exceeds the requirements set out in the Regulations and requires officers ask bidders to offer Social Value over and above what is required of the contract for tenders above £50,000 in value. Note: this must be proportionate to what is to be procured and be tangible enough to be evaluated as part of the tender process.
- 1.5 Officers will be encouraged to include Social Value priorities in low value spending where proportionate and appropriate to the contract.
- 1.6 This Policy aligns to the Council's Corporate Plan 2023 - 2027 and will focus on its priority areas to ensure maximum benefits are achieved through our contracts, to support our residents and community, including small and local businesses.

**2. RECOMMENDATIONS**

- (i) That the Council approves the adoption of the Maldon District Council Social Value Policy (**APPENDIX 1**);
- (ii) That delegated authority be granted to the Director of Strategy and Resources to approve amendments to the policy where required.

### **3. SUMMARY OF KEY ISSUES**

- 3.1 The requirements of the Social Value Act are compulsory for all in scope public service contracts. To date the Council has secured little if any benefits of Social Value from its contracts over the years.
- 3.2 While Social Value is currently considered when a procurement process is run, there is no framework or guidance to support officers in what or how to consider the requirements. This Policy will provide the necessary guidance to support officers.
- 3.3 There is currently no mechanism in place to measure the impact or benefits of Social Value obtained via a procurement process, and then on going throughout the life cycle of the contract.
- 3.4 This policy sets out how the Council aims to measure Social Value; it is an evolving area for the Council and as such will be reviewed on a regular basis.

### **4. CONCLUSION**

- 4.1 There is a statutory requirement to consider Social Value at pre-tender stage under the Social Value Act 2012.
- 4.2 Currently Regulation 70 of the Public Contracts Regulations 2015 (as amended by Brexit Regulations) allows economic, innovation-related, environmental, social or employment-related conditions to be specified in contracts provided that they are linked to the procurement subject matter.
- 4.3 The Council has a duty to obtain best value in the procurement of works, services and supplies and to secure continuous improvement in the way functions are carried out, having regard to a combination of economy, efficiency, and effectiveness (Local Government Act 1999). This means that when procuring contracts the Council must, on a case by case basis, weigh up the costs of the contract against the benefits of the particular relevant issue including social value issues.
- 4.4 This policy will support all of the statutory requirements, as well as Contract Managers.

### **5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027**

- 5.1 The Council's priorities will be considered pre-procurement for each contract and applied in a proportionate and relevant manner to the subject matter of the contract.
- 5.2 **Supporting our communities**
  - 5.2.1 Promote growth and development opportunities for all within our community.
- 5.3 **Enhancing and connecting our place**
  - 5.3.1 To build stronger relationships with voluntary and social enterprises whilst continuing to engage and empower our residents and the wider community.
- 5.4 **Helping the economy to thrive**
  - 5.4.1 Promote growth and development opportunities within our community.

## 5.5 **Smarter finances**

5.5.1 Support Local businesses for the opportunity to work with the Council.

## 5.6 **A greener future**

5.6.1 Ensure the places where people live, and work are cleaner and greener.

## 5.7 **Provide good quality services.**

5.7.1 Strong contract management to ensure the benefits of the Social Value offerings are realised during the life cycle of the contract.

# 6. **IMPLICATIONS**

- (i) **Impact on Customers** – An improvement in benefits and services to the community.
- (ii) **Impact on Equalities** – None arising from this report.
- (iii) **Impact on Risk** – None arising from this report.
- (iv) **Impact on Resources (financial)** – None arising from this report.
- (v) **Impact on Resources (human)** – Contract Managers will be aware of their obligations throughout the life cycle of the contract prior to going out to tender, through the agreed evaluation criteria.

Contract managers will be expected to record Social Value benefits realised throughout the contract alongside the contract management requirements.

Background Papers: None.

Enquiries to: Debbie White, Lead Specialist Procurement.

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## Document Control Sheet

Document title	Social Value Policy
Summary of purpose	To Support the Councils Social Value priorities
Prepared by	Debbie White
Status	Final
Version number	1.0
To be approved by	Strategy and Resources Committee
Approval date	
Date of implementation	2024
Review frequency	3 yearly
Next review date	2027
Circulation	All staff and Members
Published on the Council's website	Yes

**Validity Statement**

This document is due for review by the date shown above, after which it may become invalid. Users of the strategy or policy should ensure that they are consulting the currently valid version of the document



# **MALDON DISTRICT COUNCIL**

## **Social Value Policy**

**2024 - 2027**



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## INTRODUCTION

- 1.1 The aim of this Policy is to set out how Maldon District Council will deliver social value through its commissioning and procurement activities and to set the Council's priorities in relation to social value.
- 1.2 Local authorities are required to consider how economic, social, and environmental well-being may be improved by services that are to be procured, and how procurement may secure those improvements under the provisions of the Public Services (Social Value) Act 2012.
- 1.3 Maldon District Council already include Social Value for all procurements over the relevant UK thresholds (as defined by the legislation); this Policy provides a framework for this to ensure consistency across the Council regardless of the goods and services being procured.
- 1.4 In addition, the Council is considering;
  - taking into account the views of local businesses
  - the opportunity for Social Value considerations to be included within all procurement activity.

## WHAT IS SOCIAL VALUE

- 1.5 There is no single definition of Social Value. The term refers to approaches which maximise the additional benefits that can be created through the delivery, procurement or commissioning of goods and services, above and beyond those directly related to those goods and services. In particular relating to: Health and wellbeing, The wider economy. The environment and Community cohesion and empowerment.
- 1.6 The Public Services (Social Value) Act 2012 does not provide a definition of Social Value, but states that: "If a relevant authority proposes to procure or make arrangements for procuring the provision of services, or the provision of services together with the purchase or hire of goods or the carrying out of work, the authority must consider how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area and, in conducting the process of procurement, how it might act with a view to securing that improvement."

## THE SOCIAL VALUE NATIONAL THEMES OUTCOMES AND MEASURES (TOMS)

- 1.7 The Social Value Taskforce annually reviews and endorses the National Themes Outcomes and Measures (TOMs) Framework for measuring Social Value.
- 1.8 The TOMs are structured around 5 themes:
  - **Promote Local Skills and Employment:** To promote growth and development opportunities for all within our community and ensure access to opportunities to develop new skills and gain meaningful employment.
  - **Supporting Growth of Responsible Regional Business:** To provide local businesses with the skills to compete and the opportunity to work as part of public sector and big business supply chains.
  - **Healthier, Safer, and more Resilient Communities:** To build stronger and deeper relationships with the voluntary and social enterprise sectors whilst continuing to engage and empower citizens.

- **Decarbonising and Safeguarding our World:** To ensure the places where people live and work are cleaner and greener, to promote sustainable procurement and secure the long-term future of our planet.
  - **Promoting Social Innovation:** To promote new ideas and find innovative solutions to old.
- 1.9 The National TOMs includes a set of 'proxy values' that allows users to assess the financial impact that any measure will have. This allows procuring bodies to compare tenders in a way that is proportional and relevant to the bid.
- 1.10 The TOMs proxies are developed from adaptations of benefit analysis techniques as outlined in the <sup>1</sup>HM Treasury Green Book and other relevant public sector and impact assessment guidance documents.

## POLICY AND LEGISLATION

- 1.11 The Public Services (Social Value) Act 2012 came into force on 31st January 2013. It provides a legal obligation for local authorities and other public bodies to consider the social good that could come from the procurement of services before they commence the procurement. The aim of the Act is not to alter commissioning and procurement processes, but to ensure that, as part of these processes, councils give consideration to the wider impact of the services delivery.
- 1.12 It allows authorities, for example, to choose a supplier under a tendering process who not only provides the most economically advantageous service, but one which goes beyond the basic contract terms and secures wider benefits for the community.
- 1.13 The wording of the Act states that the authority must consider:
- How the proposed procurement might improve the economic, social and environment well-being of the relevant area.
  - How the process of procurement could help bring about that improvement.
  - Whether to consult relevant stakeholders on how social value could be created through the procurement.
- 1.14 The Act specifies that the authority must consider only matters that are relevant to what is proposed to be procured; and, in doing so, must consider the extent to which it is proportionate in all the circumstances to take those matters into account.
- 1.15 Social value is therefore about using the money we have more strategically, to produce a wider benefit than would otherwise have been achieved.

## MALDON'S SOCIAL VALUE OUTCOME FRAMEWORK

- 1.16 All Social Value outcomes delivered through Procurement will be aligned to the priority areas as set out in the Council's Corporate Plan 2023 - 2027:
- 1.17 Our Priorities
- Supporting our communities
  - Enhancing and connecting our place
  - Helping the economy to thrive

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<sup>1</sup> [The Green Book: appraisal and evaluation in central government - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-green-book)

- Smarter finances
  - A greener future
  - Provide good quality services.
- 1.18 Climate Action Strategy: The Council declared a Climate Emergency in February 2021, in line with the Government setting out its net zero target by 2050. As such The Council has put in place a Climate Action Strategy 2021-2030 [Climate Action Strategy | Maldon District Council](#).
- 1.19 The Council's aspirations are to be a carbon neutral District by 2030, with that in mind we will aim to procure services from companies that demonstrate sustainability and support the Council's net zero carbon ambitions.
- 1.20 To support the Government setting out its net zero target the Cabinet office have released a Carbon Reduction Plan. The Plan is set out to detail an organisation's carbon footprint and confirm their commitment to achieving Net Zero.
- 1.21 All in scope organisations will be required to submit a Carbon Reduction Plan detailing their organisation's carbon footprint and confirming their commitment to achieving Net Zero by 2050, as part of their tender submission.
- 1.22 The Council will work towards achieving our priorities in our social value requirements by considering suppliers who contribute to the delivery of net zero targets; reduced greenhouse gases; reduced waste; and strengthened climate resilience.

## THE SCOPE OF MALDON 'S APPROACH

- 1.23 The Social Value approach encompasses the full cycle: service planning and review; decision making and policy development; and the procurement of both goods and services.
- 1.24 To achieve the outcomes we will:
- Invest in ways that most benefit our local communities.
  - Use community capacity building approaches as a means of regenerating local communities, both socially and economically.
  - Recognise that solutions which are jointly developed and owned by communities, the Council and businesses offer practical and sustainable outcomes.
  - Improve cross-service connections, recognising how procuring in one service or business area can support delivery of targets on another.
  - Value and grow our relationship with Local and small businesses.
  - Embed our approach to social value in our procurement activity; and promote social value in our relationships with other organisations – recognising that the more we apply social value the greater the overall outcomes for Maldon .
  - Promote equity and fairness – targeting efforts towards those in the greatest need or facing the greatest disadvantage and deprivation.
  - Share good practice and communicate how we are delivering social value to our partners and communities.
- 1.25 We will engage with and consult relevant stakeholders where appropriate, at the earliest opportunity to understand the scope of Social Value within a potential procurement. By knowing what local providers can do, we will:

- (i) Understand what the potential Social Value could look like, including things we may not have considered;
- (ii) Avoid asking for outcomes which are not relevant or proportionate;
- (iii) Consider the role of smaller providers.

## **MEASURING THE IMPACT OF SOCIAL VALUE**

- 1.26 The impact of social value activities on the local community and on people's wellbeing will be measured to ascertain the extent to which this policy is supporting the delivery of improved outcomes.
- 1.27 As part of the procurement process, providers will be expected to suggest their own opportunities for social value and set out how they will measure and monitor them. It is not envisaged that all contracts will achieve all outcomes, but that as a minimum, suppliers will be working towards at least three and across more than one theme.
- 1.28 Providers will be monitored via contract monitoring mechanisms to ensure that the social value targets and actions they set out in their tender documents are achieved and continue over the lifetime of the contract.
- 1.29 Social value measurement and evaluation is an evolving field. We will continue to work with partners locally and regionally to further build our understanding of measurement and evaluation of Social Value, and to share expertise and best practice. We will continue to adjust our methods as we learn and will involve providers and communities in this process.

## **NEXT STEPS**

- 1.30 To support continual development, the Council will share (with permission) good practice examples between providers and will promote successes to encourage growth in Social Value across the local supply chain.
- 1.31 Staff and residents can contribute to the Policy and its implementation by suggesting how else Maldon District Council can consider Social Value within its own business and through its contracted services.
- 1.32 The Social Value Policy will be implemented where required by legislation and will be monitored and reviewed periodically. In doing so, we will take account of any changes in legislation and changes to the council's priorities.
- 1.33 Engagement with local businesses will be undertaken to consider the opportunity to implement Social Value requirements to all procurement undertaken by the Council.

[Appendix A – Application of Maldon 's Social Value Policy] This Appendix gives overview guidance on how the policy will be applied. The Policy must be applied to all procurements as set out in legislation. Any wider implementation of the Policy will be phased in across the Council – this Appendix will be updated accordingly as the Policy is rolled out.

**APPENDIX A – APPLICATION OF MALDON'S SOCIAL VALUE POLICY****1. Legal Requirements**

- 1.1 The Act only applies to service contracts above the current threshold, but not to works and supply contracts.
- 1.2 If the procurement is carried out in emergency circumstances and it is impractical to comply with the Act, then the Council may disregard the requirements to the extent that it is not practicable to comply with them. Officers must comply with these requirements.
- 1.3 However best practice is to apply proportionate social value requirements at lower values for most authorities at their tender thresholds and include where appropriate to works contracts.
- 1.4 On that basis Maldon District Council will apply Social Value to appropriate contracts when being tendered from the tender threshold of £50,000 to better serve the community.
- 1.5 Were the contract value is below £50,000, Social Value will be observed where appropriate. In addition there is a requirement that where legally permissible that at least one SME/Local supplier is invited to quote.

**2. Consultation**

- 2.1 Under the Public Services (Social Value) Act 2012, the Council must consider only those matters that are relevant to the proposed procurement, and it must be proportionate in all the circumstances to take those matters into account. The Act only requires the Council to consider whether to consult; there is no duty to consult. Further, the Act does not set out who should be consulted.
- 2.2 The Act does not prescribe how the results of any consultation should shape a procurement which is then undertaken. However, any decision taken whether to consult or not, or how much weight should be given to any consultation response, should be taken fairly and reasonably.

**3. Specification Development and Tender Evaluation**

- 3.1 The manner in which evidence of Social Value benefits are to be provided is not prescribed by the Act or this policy. Dependent on the requirements of each procurement exercise, the Council may choose to specify requirements explicitly within a tender or ask suppliers to come up with their own innovative ideas, bearing in mind the themes and outcomes set out in this policy. Irrespective, the Council must be clear as to how Social Value elements have been weighted in the evaluation and decision-making process.
- 3.2 Individual officers undertaking tenders will be responsible for ensuring that Social Value has been considered, and as part of the procurement process, must record how this policy has been applied. This should be clearly set out in any Cabinet report requesting approval for procurement.

- 3.3 Tender documents should require suppliers to be clear within their tender responses which outcomes they will be achieving and how they will measure these, in order to report to the Council.
- 3.4 At this time Social Value will be evaluated as part of the quality submission as a higher proportion to the financial aspect as set by the 'Proxy Values'. The aim is to apply a minimum of 10% to Social Value. Where appropriate and proportional to the contract, this may rise to a maximum of 20%.
- 3.5 The Councils evaluation methodology is clearly set out in the ITT (Invitation to Tender) to inform potential bidders as to how their tender submission will be evaluated and scored and will include Social Value.

#### **4. Best Value**

- 4.1 Under the duty of Best Value, local authorities must consider overall value. This will include economic, environmental, and social value but the duty also requires the Council to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency, and effectiveness. Whilst looking at Social Value, the Best Value duty remains paramount and should continue to be a key factor in the weighting and evaluation of bids.

#### **5. Monitoring of Social Value**

- 5.1 As part of the contract monitoring mechanisms [MDC - Contract Management Procedure V.0.2.docx](#) contract managers are expected to ensure social value is captured on, at least, an annual basis. This must be clearly recorded and monitored against the original tender submissions, within which suppliers should have stated what they were going to achieve and how it would be measured.
- 5.2 Any additional Social Value outcomes achieved during the life of the contract by suppliers should also be captured and recorded, by the Contract Manager.

#### **6. Compliance with Social Value Requirements**

- 6.1 As noted, the Council is required to meet Social Value under the Public Services (Social Value) Act 2012, and as such this policy will be subject to internal monitoring, spot-checks may be undertaken on individual procurement activity and/or on a corporate or Directorate basis.
- 6.2 In addition, the compliance with this policy may be subject to Internal Audit and/or review by Audit & Risk Committee. Nationally, CCS (Crown Commercial Services) undertakes 'Mystery Shopping' exercises of local authorities and can request information on compliance with the Act at any time.
- 6.3 Crown Commercial Services (CCS) can impose requirements on the Council where it believes it is non-compliant and/or where the Council cannot provide sufficient evidence of compliance; this can include requirements to suspend or abandon and restart procurements. Further advice on Social Value and ensuring that it is appropriately considered and included within procurements can be obtained from Procurement Services.

#### **7. Further Information**

- 7.1 Further information and guidance is available from the Cabinet Office at: [Social Value Act: information and resources - GOV.UK \(www.gov.uk\)](#)

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**REPORT of  
DIRECTOR OF STRATEGY AND RESOURCES**

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**to  
STRATEGY AND RESOURCES COMMITTEE (SPECIAL MEETING)  
1 FEBRUARY 2024**

**PAY POLICY STATEMENT**

**1. PURPOSE OF THE REPORT**

- 1.1 To meet the statutory requirement to annually seek the Council's approval of a Pay Policy Statement.

**2. RECOMMENDATION**

To the Council:

That the Pay Policy Statement attached at **APPENDIX 1** be agreed.

**3. SUMMARY OF KEY ISSUES**

- 3.1 The Localism Act 2011 requires that Councils publish a Pay Policy Statement describing the approach of the authority to pay matters and the remuneration of the highest ("Chief Officers") and lowest paid staff. The Pay Policy Statement was originally put in place on 1 April 2012. This is required to be annually approved by the elected Members of the Council.
- 3.2 The Department for Levelling Up, Housing and Communities has published formal Guidance in respect of meeting this requirement. This defines a large number of specific issues which must be addressed in the Statement but leaves it to the discretion of each authority as to what their policy is toward these matters.
- 3.3 The Pay Policy Statement has been reviewed and is attached at **APPENDIX 1**. It reflects the current arrangements for pay at Maldon District Council.

**4. CONCLUSION**

- 4.1 To meet the requirements of the Localism Act 2011 the Committee is requested to recommend to the Council the re-adoption of the Pay Policy Statement attached at **APPENDIX 1**.

**5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027**

- 5.1 The publication of a Pay Policy Statement aids transparency in line with the corporate goal of "Delivering good quality, cost effective and valued services".

## 5.2 **Supporting our communities**

- 5.2.1 The pay policy ensures Maldon District Council (MDC), as an employer in the district, provides a fair pay structure.

## 5.3 **Enhancing and connecting our place**

- 5.3.1 As above, this policy ensures MDC leads by example.

## 5.4 **Helping the economy to thrive**

- 5.4.1 MDC provides employment and affordable services to the local economy.

## 5.5 **Smarter finances**

- 5.5.1 The policy provides the pay structure to help ensure the budget setting for the MTFS is accurate and planned.

## 5.6 **A greener future**

- 5.6.1 No impact.

## 5.7 **Provide good quality services.**

- 5.7.1 The policy provides a clear pay structure to ensure MDC pay requirements are visible, equitable and structured, underpinning good management and financial forecasting.

## 6. **IMPLICATIONS**

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – Part of the government rationale for the publication of the Pay Policy Statement is to highlight the relative pay of the highest and lowest paid staff.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – An estimate of the yearly staff pay award increase must be added to the Medium Term Financial Strategy (MTFS).
- (v) **Impact on Resources (human)** – to administer the requirements of the pay policy.

Background Papers: None.

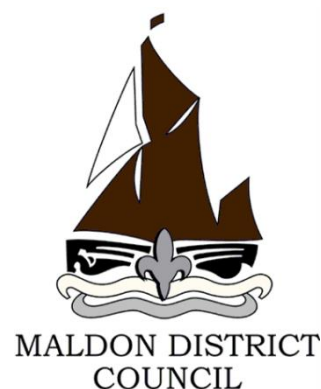
Enquiries to: Annette Cardy, Assistant Director Resources.

**Document Control Sheet**

<b>Document title</b>	Pay Policy Statement
<b>Summary of purpose</b>	Compliance with Localism Act
<b>Prepared by</b>	Resources Specialist Services Manager
<b>Status</b>	Final
<b>Version number</b>	11
<b>Approved by</b>	Council
<b>Approval date</b>	
<b>Date of implementation</b>	1 April 2024
<b>Review frequency</b>	Annual (or as necessary before then)
<b>Next review date</b>	Feb 2025
<b>Circulation</b>	
<b>Published on the Council's website</b>	Yes

**Validity Statement**

This document is due for review by the date shown above, after which it may become invalid.



## Pay Policy Statement

Note: This Statement has been written to meet the statutory requirements of the Localism Act 2011 and to aid transparency in respect of Maldon District Council's policy regarding pay to all staff.

The Council seeks to be able to recruit and retain employees in a way which is competitive and fair.

### 1. General policy

- 1.1 During 2018 the Council initiated a transformation programme. As part of this a Council wide Job Evaluation exercise was carried out on all posts based on a uniform set of criteria and placing all roles within a single unified pay scale. The pay scale was benchmarked and designed to be consistent with best practice.
- 1.2 All roles in the Council are job evaluated and place all roles within a single unified pay scale approved by the Council. Any appointment outside of this pay scale, for reason of market forces for instance where there are recruitment challenges, would be agreed by Strategy and Resources Committee.
- 1.3 The Job Evaluation process was designed to achieve compliance with Equal Pay legislation and to standardise the contractual terms and conditions of staff. Remuneration of all Council employees is governed by agreed policy and procedures.

### 2. Policy on Payments

#### 2.1 Chief Officer Pay

- 2.1.1 Definition of "Chief Officers" for the purposes of this statement:

The term "Chief Officer" as employed in the Localism Act has a different meaning to the use made of it at Maldon District Council. For the purposes of this Pay Policy Statement only, the relevant posts are considered to be as listed below. To note; there is no Chief Executive post in the Maldon structure.

- The three Director posts
- The Monitoring Officer

#### 2.2 Pay

- 2.2.1 The pay line of Directors is subject to the same factors as the rest of staff pay, for example any annual pay award granted.
- 2.2.2 Any exception to this, such as a proposal to change the pay of senior staff out of line with normal pay awards would be subject to a report to the Council and approval being given.
- 2.2.3 Directors have delegated powers to award discretionary points on an officer's salary scale within approved budgetary limits where they deem it to be in the interests of the Authority. This only applies to points up to the maximum of the salary band for that post.

2.3 Performance related pay and bonuses

- 2.3.1 Maldon District Council does not have performance related pay or bonus payments for any post. As there is no mechanism for linking pay and performance in this way 'earn back' arrangements are not appropriate.
- 2.3.2 Salaries are reviewed on an annual basis and any agreed increase is published as soon as the agreed increase is known. This will usually be backdated to 01 April where this is agreed part way through a year.
- 2.3.3 New staff receive an increment after successful completion of their six-month probationary period.
- 2.3.4 Internal movers may receive an increment at the six month anniversary under the Council's performance management scheme.
- 2.3.5 Incremental increases are not paid if you are already at the top of your pay band, or, if you have received an incremental rise within the previous 6 months.

2.4 Fees, allowances, benefits in kind and expenses

- 2.4.1 The Director of Strategy, Performance and Governance is also the Returning Officer for the District, meaning that the post holder has specific responsibilities in respect of all elections and national referenda held in the District. These duties attract fees that are variable depending on the election. For Parliamentary, Police, Fire and Crime Commissioner, European elections, and national referenda these are set by the Government, for County elections by Essex County Council and for District and Parish elections these are set locally.
- 2.4.2 Apart from this no fees, allowances, benefits in kind or expenses are available to the posts listed in section 2.1 above, other than those available to all staff and on the same basis.
- 2.4.3 Staff appointed as Deputy Returning Officer's by the Returning Officer can receive a proportion of the above fees dependent upon the responsibilities undertaken at each separate election.

2.5 Pension

- 2.5.1 All staff are eligible to join the Local Government Pension Scheme (LGPS) in accordance with the terms of that scheme. No special considerations apply to the posts listed in section 2.1 above.

2.6 Severance payments

- 2.6.1 Where senior staff leave in the normal course of business (resignation, retirement, etc.) the same procedures would be applied as for any other staff member and no additional payments would arise as a result.
- 2.6.3 Should a staff member leave as a result of a settlement agreement these, by their nature, are subject to negotiation with the individual and their representatives and so are variable in their terms. Such agreements are formal legal arrangements and confidentiality binding on both parties is a key component, so any payment arising from such an agreement would not be published. Authorisation of the payment would

be in accordance with the Statutory Guidance on the Making and Disclosure of Special Severance Payments, Council's terms of reference and scheme of delegation and it would need to represent value for money for the taxpayer in the circumstances.

- 2.6.4 Senior staff that were previously employed by the Authority and left with a severance or redundancy payment may be re-employed on a consultancy basis to cover short term staff pressures where it is considered appropriate and in the public interest to do so.

## 2.7 Additional Payments

- 2.7.1 When recruiting to a senior post the salary offered would be that applicable to the grade of the post, as determined by Job Evaluation, and within the established pay line. No additional payments would arise, unless a market supplement to enable recruitment was considered justified due to a recognised technical skill shortage in the job market.

## 2.8 Monitoring Officer

- 2.8.1 The Monitoring Officer is not subject to any additional payment.

## 2.9 Publication of remuneration of senior staff

- 2.9.1 This Pay Policy Statement, once approved by the Council, will be published on the Council's website.
- 2.9.2 The remuneration and pension contributions of the Directors are published annually in the Financial Statements of the Authority, along with the numbers of employees whose remuneration and pension contributions are £50,000 and over. These are placed on the Council's website.

# 3. **Lowest paid staff and The Real Living Wage**

## 3.1 Definition

- 3.1.1 Maldon District Council are committed to paying The Real Living Wage currently this is £12 per hour. Staff in Pay Bands A to C, on spinal points 1 to 9 are paid a supplement to bring their hourly rate of pay up to that of The Real Living Wage rate. The increased rate to £12 per hour was paid to employees from 01 November 2023.

## 3.2 Pay Policy in respect of lowest paid staff

- 3.2.1 No special considerations apply to the lowest paid staff. They are subject to identical terms and conditions, procedures, and policies as all other staff. In some cases, these policies give slightly different benefits to different levels of staff. For example, for the lowest five pay bands (A to E) enhanced pay rates for overtime are paid. No enhancement above grade E is paid. In contrast the basic amount of annual leave increases with grade bands.
- 3.2.2 The Council employs Apprentices, but these are not included within the definition of 'lowest paid employees' and are not subject to The Real Living Wage rate as they are paid the legal pay rate for Apprentices.

**4. Pay Ratio's**

- 4.1 The Pay Multiple is the ratio between the highest taxable earnings and the median earnings figure for the whole authority in accordance with the Transparency Code 2014.
- 4.2 Maldon, as at January 2023, has the ratio between the Director salary and the median of all staff as 1:3.56. The Government has considered setting twenty to one as a maximum. As Maldon District's Council's rate is currently below this amount it is not considered necessary to have a specific policy concerning the pay multiple. If the multiple starts to rise, for example above five to one, this could be reconsidered.

**5. Pay Award**

- 5.1 The National Joint Council (NJC) negotiates pay on behalf for Local Authority staff. Maldon District Council are committed to paying its employees the nationally agreed pay award each year. The award for 2023-24 was aligned to the Council's own pay scale as below:
- Spinal Column Point (SCP) A1 - J37: Increase of £1,925.00
  - SCP J38 - P64: Increase of 3.88%
- 5.2 This was applied pro rata for part time staff and not applicable for those staff on The Real Living Wage rate or on apprentice pay rates.
- 5.3 Employees who have left the Council's employment prior to their pay award being implemented may submit a written request for payment of monies owing to them.

**6 Other pay**

- 6.1 Honorarium payments may be awarded where an employee is undertaking additional duties such as covering a post at a higher level for a temporary period in recognition of an employee taking on a special project or role.
- 6.2 Information on the Council's policies on Occupational sick pay and maternity, shared parental leave, paternity and adoption leave can be obtained from the Council's Human Resources Team.

**7 Other benefits**

- 7.1 All employees have access to an Employee Assistance Programme which provides access to Counselling services and 24/7 confidential support.

**8 Reimbursement of expenditure**

- 8.1 All employees are required to make the best use of council resources and are obliged to consider the most cost-effective option when incurring any expenditure in the course of their duties.
- 8.2 Subsistence allowances are payable when employees incur additional expenditure on meals because they have been unable to follow their normal meal arrangements whilst out on business.

8.3 Examples of where an employee may need to incur expenditure on meals are as follows:

- Attendance at training courses or seminars where meals or refreshments are not provided
- Site visits
- Meetings at other organisations
- Travelling to locations as part of official duties

8.4 Subsistence amounts are stated in the Council's Mileage and Expenses Policy.

## **9 Pensions**

9.1 The Council's pension scheme is administered by Essex County Council. General details of the LGPS are available from Human Resources. Both the employee joining the scheme and the Council contribute to the scheme.

9.2 The rules under which auto-enrolment operates will continue to apply to all Council employees. Eligible staff will be automatically enrolled unless they choose to opt out. This exercise will be repeated every three years on the anniversary of each eligible employee's enrolment.

## **10 Conclusion**

10.1 The Localism Act 2011 requires relevant authorities in England and Wales to prepare a Pay Policy Statement for each subsequent financial year. This paper sets out the Council's policy statement on pay for employees. The next statement will be reported to the Council for its approval next year.

10.2. Should there be a need to amend the existing Pay Policy Statement during the course of the year an appropriate recommendation will be made to the Council.



## Current Salary Bands 2023-24

Grade	SCP	1 April 2023 Pay	Monthly	Hourly	Time	Double
A	1	19257.88	1604.82	9.98	14.97	19.96
	2	20098.92	1674.91	10.42	15.63	20.84
	3	20242.14	1686.85	10.49	15.74	20.98
	4	20768.72	1730.73	10.76	16.14	21.52
B	5	20965.80	1747.15	10.87	16.31	21.74
	6	21576.38	1798.03	11.18	16.77	22.36
	7	21717.45	1809.79	11.26	16.89	22.52
	8	22312.43	1859.37	11.57	17.36	23.14
C	9	22593.95	1882.83	11.71	17.57	23.42
	10	23447.06	1953.92	12.15	18.23	24.30
	11	24312.97	2026.08	12.60	18.90	25.20
	12	25268.46	2105.71	13.10	19.65	26.20
D	13	25610.77	2134.23	13.27	19.91	26.54
	14	26413.76	2201.15	13.69	20.54	27.38
	15	27214.63	2267.89	14.11	21.17	28.22
	16	28015.48	2334.62	14.52	21.78	29.04
E	17	28361.00	2363.42	14.70	22.05	29.40
	18	28968.84	2414.07	15.02	22.53	30.04
	19	29582.02	2465.17	15.33	23.00	30.66
	20	30191.99	2516.00	15.65	23.48	31.30
F	21	30765.70	2563.81	15.95		
	22	31681.74	2640.15	16.42		
	23	32598.83	2716.57	16.90		
	24	33512.73	2792.73	17.37		
G	25	33630.03	2802.50	17.43		
	26	35154.97	2929.58	18.22		
	27	36683.11	3056.93	19.01		
	28	38211.25	3184.27	19.81		
H	29	39355.48	3279.62	20.40		
	30	41073.44	3422.79	21.29		
	31	42790.33	3565.86	22.18		
	32	44510.42	3709.20	23.07		
I	33	45082.00	3756.83	23.37		
	34	46810.92	3900.91	24.26		
	35	48517.91	4043.16	25.15		
	36	50236.94	4186.41	26.04		
J	37	50809.59	4234.13	26.34		
	38	52765.33	4397.11	27.35		
	39	54747.12	4562.26	28.38		
	40	56730.02	4727.50	29.40		

The Real Living Wage £12

K	41	57323.78	4776.98	29.71		
	42	59504.97	4958.75	30.84		
	43	61686.17	5140.51	31.97		
	44	63867.36	5322.28	33.10		
L	45	64463.35	5371.95	33.41		
	46	66246.85	5520.57	34.34		
	47	68032.56	5669.38	35.26		
	48	69816.07	5818.01	36.19		
M	49	71006.92	5917.24	36.80		
	50	72592.13	6049.34	37.63		
	51	74178.45	6181.54	38.45		
	52	75765.89	6313.82	39.27		
N	53	83855.90	6987.99	43.46		
	54	86116.86	7176.41	44.64		
	55	88376.70	7364.72	45.81		
	56	90637.66	7553.14	46.98		
O	57	92852.86	7737.74	48.13		
	58	95123.79	7926.98	49.31		
	59	97452.27	8121.02	50.51		
	60	99839.39	8319.95	51.75		
P	61	109665.94	9138.83	56.84		
	62	112971.86	9414.32	58.56		
	63	116274.54	9689.54	60.27		
	64	119580.45	9965.04	61.98		

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
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