



**MINUTES of  
STRATEGY AND RESOURCES COMMITTEE  
13 MARCH 2025**

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**PRESENT**

Chairperson	Councillor M F L Durham, CC
Vice-Chairperson	Councillor J Driver
Councillors	A Fittock, A S Fluker, K M H Lagan, A M Lay, N D Spenceley, W Stamp, CC, M E Thompson, M G Bassenger (Substitute for R H Siddall) and R G Pratt (Substitute for D O Bown)

**587. CHAIRPERSON'S NOTICES**

The Chairperson welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

**588. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE**

Apologies for absence were received from Councillors D O Bown and R H Siddall.

In accordance with notice duly given, Councillor R Pratt was attending as a substitution for Councillor Bown and Councillor M G Bassenger as a substitution for Councillor Siddall.

**589. MINUTES OF THE LAST MEETING**

**RESOLVED**

- (i) that the Minutes of the meeting of the Committee held on 23 January 2025 be received.

**Minute No. 507 – Fees and Charges Additional Information: Car Park Charges – Burnham-on-Crouch**

Councillor A S Fluker referred to a question he had raised at this meeting which he felt should have been Minuted. The Chairperson agreed that the Minutes would be reviewed and requested that the following be added to the Minutes.

In response to a question regarding whether a consultation had taken place between Burnham-on-Crouch Surgery and the Council in respect of the proposed changes to the car park situated outside of the doctor's surgery, Officers clarified that this had been considered by the Working Group who felt that consultation was not required.

**RESOLVED**

- (ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 23 January 2025 be confirmed.

## **590. PUBLIC PARTICIPATION**

No requests had been received.

## **591. DISCLOSURE OF INTEREST**

There were none.

At this point the Chairperson thanked Councillor J Driver for standing in for him over the past few weeks.

## **592. AMENDMENT OF THE MARKET HILL AIR QUALITY MANAGEMENT AREA**

The Committee considered the report of the Deputy Chief Executive seeking Members' approval to amend the Market Hill Air Quality Management Area (AQMA).

The report provided background information regarding AQMAs which were declared by local authorities when air quality objectives were not being achieved in a certain area. In 2018 Maldon District Council declared an AQMA at Market Hill Maldon due to exceedances of Nitrogen Dioxide (NO<sub>2</sub>). It was noted that where there had been no exceedances over the previous five years local authorities must make plans to revoke or amend the AQMA.

The report detailed the monitoring of the Market Hill AQMA NO<sub>2</sub> levels over the last five years which it was noted had produced results below the relevant threshold. The Council was therefore proposing to amend the AQMA and remove the 1-hour mean declaration for NO<sub>2</sub>. The proposal to amend the AQMA had been submitted to the Department for Environment, Food and Rural Affairs (DEFRA) as part of the Council's annual Air Quality Status report and this had been formally accepted in June 2024.

Following the Officers' presentation, Councillor A S Fluker proposed that the recommendation be agreed.

In response to a question regarding monitoring, the Technical Lead – Environmental Protection advised Members that the Council would continue to monitor levels on Market Hill, the proposed amendment was in relation to the hourly mean and the Council did not have an automatic monitoring station to monitor this directly. Air quality would continue to be monitored and reported to DEFRA. Although there were still some exceedances of the annual mean these levels were monitored monthly and the Council would continue to address the areas showing exceedances.

The Chairperson moved the recommendation which was duly agreed. Councillor K M H Lagan asked that his dissent be recorded.

**RESOLVED** that the Air Quality Management Area Amendment Order 2025 is approved, effectively removing the nitrogen dioxide 1-hour mean objective, leaving the annual mean objective as designated.

## **593. PAY POLICY STATEMENT**

The Committee considered the report of the Chief Executive seeking the Council's approval of a Pay Policy Statement for 2025 (attached as Appendix 1 to the report).

It was noted to meet the requirements of the Localism Act 2011 the Council was required to publish a Pay Policy Statement which had been annually approved by the elected Members of the Council. The Pay Policy Statement had been reviewed and reflected the current arrangements for pay at Maldon District Council.

During her presentation of the report the Assistant Director - Resources reported the following two further amendments to the Policy:

- An amendment to the pay multiple, the ratio between the highest taxable earning paid in the Council and median earnings figure for the whole workforce. The report provided a ratio of 1 to 2.8 as at September 2024, however this could now be updated to account the new Chief Executive role, and this meant the pay ratio would now be 1 to 3.9. Members were advised that this was still substantially below the government guidance of no more than a ratio of 1 to 20.
- Section 2.1 Chief Officer Pay required amendment as the Chief Finance Officer (Section 151) role was omitted from this section. Members were advised that this would be added to the Policy prior to it being considered by the Council.

In response to comments and questions raised by Members, the Assistant Director - Resources provided the following information:

In line with most Local Authorities (LAs) the Council had spinal points with 4 or 5 increments and upon starting a job you would start at the bottom and progress. On average there is four years of progress in a salary. Being a small Council the opportunities to progress would be restricted.

The Council had matrix grades through which staff are developed and the Council was looking at ways to bring in more development. The Council also had cross development which was a benefit.

The 2024 / 25 pay award rates were governed by the National Joint Council (NJC) and agreed by the Unions. The NJC guidance provided a static sum for those grades below Spinal Column Point J38 and a percentage rate for all grades above that. The 2.5% increase for grades above J38 was a much higher amount of money than those on lower grades and therefore the static sum for SCPs A1 – J37 was brought in to even this out.

The Chairperson then put the recommendation, subject to the two amendments raised by the Assistant Director - Resources and this was duly agreed.

**RECOMMENDED** that subject to the two amendments detailed above, the Pay Policy Statement attached at **APPENDIX 1** to these Minutes be agreed.

#### **594. BUDGETARY CONTROL - QUARTER 3 (DECEMBER 2024)**

The Committee considered the report of the Interim Chief Finance Officer providing financial performance information at the end of quarter three (Q3) (December 2024). The report provided an update on the Revenue and Capital budgets at the end of Q3 and it was noted that due to conflicting priorities within the Finance team, it was decided that a light-touch approach to Q3 would be applied.

The report highlighted that an in-depth review of budget monitoring process was being undertaken and this had meant that the usual detailed commentary on variances was not available.

Members were advised that a further adjustment relating to a correction in Earmarked Reserves resulted in a Revised Budget at the end of Q3 and table 1 of the report outlined these adjustments.

The anticipated underspend to the capital budget at the end of December 2024 was set out in the report and it was noted that a large amount of the delayed expenditure related to the leisure contract works starting.

It was noted that an addendum to the report had been circulated and this detailed the Council's use of Supplementary Estimates, Virements, Reserves and Procurement Exemptions at the end of period ten (January 2025).

Members discussed the report and in response to questions raised, the Interim Chief Finance Officer provided the following information regarding the Capital Budget:

- Table 3 of the report provided a status on the projects and the Interim Chief Finance Officer reported that he had met with all Assistant Directors to go through the underspend.
- The capital budgets relating to Parks and Play Equipment were managed by two separate services and it was noted that related projects were not delayed, just moving into the 2025 / 26 year.
- Improvement to the budgeting process would be made when the capital budget for 2025 / 26 was set. In addition, there would be a review of the projects, with some being removed, added and any remaining budget would be reprofiled.

Members congratulated the Interim Chief Finance Officer for his report and the information provided. It was noted that the Council was advertising for a permanent Chief Finance Officer and the Interim Chief Finance Officer reassured Members that he was committed to giving the new Officer a handover and would stay for as long as the Council wanted him to stay. He referred to the Finance Team and commented that this was also now in a better position.

The Chairperson then put the recommendations which were duly agreed.

## **RESOLVED**

- (i) That the forecasted revenue outturn position for 2024/25, as summarised at section 4 of the report, be noted.
- (ii) That the forecasted capital outturn position for 2024/25, as summarised at section 5 of the report, be noted.
- (iii) That the Supplementary Estimates, as summarised in Table 1 of the Addendum, be noted.
- (iv) That the use of Reserves, as summarised in Table 2 of the Addendum, be noted.

## **595. SPLASH PARK PERFORMANCE 2024**

The Committee considered the report of the Interim Chief Financial Officer providing an update on Splash Park performance for the 2024 season.

The report provided background information regarding the operation of the splash park which was being undertaken by Places Leisure (PL) following a successful pilot period in 2022 and approval by the Council for the 2023 and 2024 seasons.

Appendix 1 to the report detailed the financial performance for the splash park along with comparable information for the 2023 and 2024 seasons. The Commercial Manager, in his presentation of the report, drew Members' attention to a number of areas which highlighted to the financial performance being reported.

It was noted that the Council had agreed to include operation of the splash park as part of the recent procurement exercise to identify a new leisure partner for a period of 10 to 25 years. PL had been awarded a 20-year partnership arrangement commencing in March 2025 and future delivery of the splash park would be monitored via the future Place Leisure and Maldon District Council Liaison Group who would meet quarterly.

During the lengthy debate that ensued a number of questions were raised by Members and in response the Commercial Manager provided the following information:

- The splash park would be commissioned in April to ensure that if there were any bacterial or water testing responses that these could be addressed prior to the planned opening of the splash park in May half term. The high costs reported for April and May 2024 related to the high bacterial content.
- With regards to the setting of opening times, Members would have opportunity to feed into this through the proposed Partnership Board which would then present these to PL.
- UV filters were not currently installed, however significant investment was planned for the 2025 season, along with investment in the green infrastructure to see the splash park performing as carbon neutral.
- Reference was made to having free sessions making the splash park accessible to all and it was noted that concession pricing was being considered.
- The opening times for 2025 were set out within the report and Members were advised that once open it would be possible to extend the hours, where appropriate and the Council would have discussions with PL regarding this.

Councillor A S Fluker proposed that a report be brought to a meeting of the Council to appoint Members to the proposed PL Partnership Board and that the recommendation set out the report be agreed. This was duly seconded and agreed.

## **RESOLVED**

- (i) that Members reviewed provided feedback on the summary of the 2024 Splash Park season;
- (ii) that a report be brought to a meeting of the Council to consider and appoint Members to the Places Leisure Partnership Board.

## **596. WORK OF THE PLANNING POLICY WORKING GROUP 2024 / 25**

Councillor A Fittock, Chairperson of the Planning Policy Working Group (the Working Group), presented the report, which provided an annual update on the work carried out by the Working Group from February 2024 to February 2025. He then put the recommendation as set out in the report.

It was noted that the Working Group was positively assisting in the process of moving forward with the Local Development Plan (LDP) review. An all-Member briefing regarding the growth option was being planned for April / May, prior to being presented to the Council.

Some comments were made regarding the LDP review and the speed at which this had progressed. The Chairperson advised that it had been difficult for the Working Group because of the changing goal posts which would probably change again with the Planning and Infrastructure Bill.

**RESOLVED** that the Committee received the content of the report.

**597. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRPERSON OF THE COMMITTEE DECIDES ARE URGENT**

There was none.

**598. EXCLUSION OF THE PUBLIC AND PRESS**

The Chairperson moved the proposal to exclude the public and press as set out on the agenda and this was duly seconded.

Councillor A S Fluker referred Members to and quoted a guidance note from the Monitoring Officer on Committee processes. He questioned why the following reports were due to be considered in private session in respect of the reason for exemption applied and whether consideration had been given to the public interest test. In response to a further question, it was confirmed that both reports had been considered by the Monitoring Officer prior to being brought to the Council.

Following lengthy discussion, Councillor Fluker advised he was still uncomfortable and asked the Chairperson to consider deferring the following items of business. This was not considered.

In accordance with Procedure Rule No. 13 (3) Councillor A S Fluker requested a recorded vote.

The Chairperson confirmed that this vote related only to Agenda Item 13 – Funding Request – Council Offices, Princes Road and he would consider Agenda Item 14 separately. A vote was then taken, and the voting was as follows:

For the recommendation:

Councillors M G Bassenger, J Driver, A Fittock, A M Lay, R G Pratt, N D Spenceley, W Stamp and M E Thompson.

Against the recommendation:

Councillor A S Fluker.

Abstention:

Councillors M F L Durham and K M H Lagan.

It was therefore **RESOLVED** that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves 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.

## **599. FUNDING REQUEST - COUNCIL OFFICES, PRINCES ROAD**

The Committee considered the report of the Interim Chief Financial Officer requesting a drawdown from Council Reserves so that urgent maintenance and critical safety items could be addressed at the Council offices, Princes Road. These items related to fire, security and CCTV along with the replacement of some timber framed windows and doors.

The report provided background information regarding the Council's decision to remain at the Princes Road site and the need to carry out urgent maintenance and improve safety matters in relation to the building. Detailed information in respect of the proposed improvements and proposed budget costs were set out in the report.

Following the Officer presentation, the Chairperson moved the recommendations set out in the report, advising that both would be a recommendation to the Council.

During the lengthy debate that ensued, a number of Members raised concerns regarding the proposals, particularly the amount of money requested. In response additional information was provided by Officers, including:

- The costs detailed for window / door replacement related to those needing urgent replacement and was a small percentage of the total figure as the remainder windows / doors would need replacing over the next two years. It was noted that the Council was hoping to get grant to assist with costs for the second phase of replacement.
- The supplier costs detailed within the report were robust for the requirements of the Council and its tenants of the building.
- The current CCTV system was out of date, and it was therefore advisable for the Council for an improvement system to be installed.
- Although the Council was not in breach of any statutory obligations there were risks which had to be taken into consideration.
- In order for Officers to go out to the market to procure the services required they needed to have secured a budget.
- The Council's access system was currently being supported by the IT Team and for a number of reasons including security and external compromises it was better to have a more up to date system.

In accordance with Procedure Rule No. 13 (3) Councillor A S Fluker requested a recorded vote in relation to recommendation (i).

The Chairperson then moved recommendation (i) as set out in the report and the voting was as follows:

For the recommendation:

Councillors M G Bassenger, J Driver, A Fittock, A M Lay, N D Spenceley and M E Thompson.

Against the recommendation:

Councillors A S Fluker, K M H Lagan, R G Pratt and W Stamp.

Abstention:

Councillor M F L Durham.

The Chairperson advised that this was therefore agreed.



In accordance with Procedure Rule No. 13 (3) Councillor A S Fluker requested a recorded vote in relation to recommendation (ii).

The Chairperson then moved recommendation (ii) as set out in the report and the voting was as follows:

For the recommendation:

Councillors M G Bassenger, J Driver, A Fittock, K M H Lagan, A M Lay, N D Spenceley, W Stamp and M E Thompson.

Against the recommendation:

Councillors A S Fluker and R G Pratt.

Abstention:

Councillor M F L Durham.

The Chairperson advised that this was therefore agreed.

**RECOMMENDED**

- (i) That the sum detailed in the report be approved for drawdown from Council reserves to enable the purchase and installation of replacement Fire, Security and CCTV Systems at the Council Offices, Princes Road - as detailed in the report;
- (ii) That the sum detailed in the report be approved for the necessary replacement of 26 timber framed windows and doors at the Council Offices, Princes Road.

**600. CONTINUATION IN CLOSED SESSION**

At this point the Chairperson sought confirmation from the Committee to remain in closed session to consider the next item of business – Events and Concessions Summary 2024. This was duly agreed.

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972 the public continues to be excluded from the meeting for the following item of business.

**601. EVENTS AND CONCESSIONS SUMMARY 2024**

The Committee considered the report of the Interim Chief Financial Officer updating Members on delivery of the Events and Concessions Strategy 2023 – 2028 (the Strategy), an annual requirement of the Strategy. Appendix 1 to the report detailed the events and concessions that the Council had welcomed into its parts and open spaces to date. Appendix 2 detailed the event impact, which was reported to the Performance, Governance and Audit Committee on an annual basis.

The report provided background information regarding the diverse range of events and concessions that the Council had hosted in its parks and open spaces and the number of visitors these drew to the District each year.

Members noted that delivery of the Strategy ensured that the Council was committed to developing an increased level of commercial acumen along with delivering positive social outcomes with community, social and health initiatives.



During his presentation of the report, the Commercial Manager drew Members' attention to the 2025 events schedule leaflet which had been provided to all Members at the meeting.

A debate ensued and during this Members were provided with additional information which included further details of the different events, how the economical impact of was calculated and the income achieved. It was noted that any related cleaning, waste collection or additional costs would be charged to an event organiser / promoter. In response to questions regarding specific events, Members were provided with further details of related costs.

Members commended the Commercial Manager for the amount of events arranged.

The Chairperson put the recommendation which was duly agreed.

**RESOLVED** that Members reviewed and provided feedback on the summary of the 2024 season.

### **Appendix 1**

There being no other items of business the Chairperson closed the meeting at 9.27 pm.

M F L DURHAM, CC  
CHAIRPERSON

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# Pay Policy Statement 2025/26



## 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>	13
<b>Approved by</b>	Council
<b>Approval date</b>	3 April 2025 Reviewed May 2024 in line with restructure at Tier 1. Approved Council 29 May 2024. Updated Feb 25 to align pay award 24/25, Salary Sacrifice added, structural updates, inclusion of how pay is calculated.
<b>Date of implementation</b>	3 April 2025
<b>Review frequency</b>	Annual (or as necessary before then)
<b>Next review date</b>	01 April 2026
<b>Circulation</b>	All staff & Members
<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

### Introduction

This Statement has been written to meet the statutory requirements of the Localism Act 2011 (the Act), Chapter 8 (Pay Accountability) Section 18 (1) 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 For the purpose of this policy a chief officer and non-statutory chief officer under section 2 of the Local Government and Housing Act, 1989 includes the Chief Executive as Head of Paid Service, and Deputy Chief Executive.
- 1.2 The Chief Executive is responsible for the overall management of the Council and its resources. She/he has delegated authority to determine pay for all employees of the Council.
- 1.3 The appointment and dismissal of Assistant Directors and the Statutory Officers are determined under the Officer Employment and Disciplinary Procedure Rules. The Chief Executive leads on the development and the implementation of the Council's strategies and sets the framework for community engagement.
- 1.4 The Council's pay policy statement is underpinned by the principle of equal pay and recognises equal pay between both female and male officers as a legal right under employment law and ensures fair and non-discriminatory remuneration package across the authority.

### **2. Determination of Job Grades**

- 2.1 Maldon District Council has adopted the "Hay Job Evaluation Scheme" which systematically establishes the relative values of different jobs. The Scheme has been used to determine the grades of all existing posts and for new posts as they arise. It is the only mechanism within the Council for determining the grading of posts. Responsibility for administering and coordinating the Job Evaluation Scheme rests with Human Resources.
- 2.2 A job can only be considered for re-evaluation where there has been a significant change to the responsibilities and accountabilities of the post and where the post holder and the Manager agree a need for a review. The Manager will need to advise where the changes have come from as another post may be affected resulting in a decrease in the applicable grade of that post. If this results in an increase in grade, this will become effective from the date of the job evaluation panel was held. If this results in a decrease, pay protection will apply.

- 2.3 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.
- 2.4 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.
- 2.5 The Council's pay policy statement and its principles are applied consistently to all employees. For part-time employees, salary entitlement and the Council's conditions of service are applied pro-rata to comparable full-time employees.
- 2.6 Temporary employees' salary entitlement and the Council's conditions of service will be applied on the basis of an equivalent to that of permanent employees.

## **2. Policy on Payments**

### **2.1 Chief Officer Pay**

- 2.1.1 The Act defines Chief Officers as the following (the post titles in brackets identify the relevant posts within the council's senior management structure):
- The Head of Paid Service (Chief Executive)
  - A non-statutory chief officer (Deputy Chief Executive)
  - The Monitoring Officer (Lead Legal Specialist)

### **2.2 Pay and its calculation**

- 2.2.1 The Council's pay scales range from A1-P64. Each grade within the spinal column point consists of four spinal points.
- 2.2.2 To calculate hours pay, the employees' annual salary is divided by 365 (days), multiplied by 7 (days), divided by the number of hours worked.
- 2.2.3 For employees working less than 37 hours or those on average pay, the actual hours worked are divided by 37 (hours) then multiplied by the annual salary which gives the pro rata rate.
- 2.2.4 The pay line for Assistant Directors is subject to the same factors as the rest of staff pay, for example any annual pay award granted and aligns to the National Joint Council (NJC).
- 2.2.5 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.

2.2.6 The Chief Executive, Deputy Chief Executive and Assistant 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.

2.2.7 New entrants will normally be placed at the bottom of the scale unless in exceptional circumstances, it can be demonstrated that they have had experience in the same role with the same level of responsibility in another organisation with the capability to work and function at a high level from the outset. Other considerations to merit an appointment at a higher scale point are when a case is made to establish demonstrable previous skills and experience against proven organisational need. These will need to be agreed by HR in consultation with the appropriate manager above Head of Service level. In the case of a Chief Executive appointment this will be confirmed by recommendation to the Council through the Appointments Board. The Deputy Chief Executive, Section 151 and Monitoring Officer will be confirmed by the Appointments Board however pay will be determined by the Deputy Chief Executive or Chief Executive.

### 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.

### 2.4 Progression through the Pay Spine

2.4.1 New staff receive an increment after successful completion of their six-month probationary period. Internal movers may receive an increment at the six months anniversary under our performance management scheme. Those appointed at the top of the scale point in their grade will not achieve any movement.

2.4.2 Those at Assistant Director level will have their performance reviewed annually by the Chief Executive or Deputy Chief Executive.

2.4.3 The Deputy Chief Executive's performance is reviewed by the Chief Executive.

2.4.4 The Leader and the Deputy Leader of the Council will be responsible for reviewing the Chief Executive's performance.

2.4.5 Incremental increases are not paid if the individual is already at the top of their pay band, or, if they have received an incremental rise within the previous 6 months.



## 2.5 Fees, allowances, benefits in kind and expenses

- 2.5.1 The Chief Executive 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. The Chief Executive may delegate the Returning Officer duties to the Deputy Chief Executive and in doing so, delegates the allowance also.
- 2.5.2 Apart from these fees, allowances, benefits in kind or expenses are available to all staff and on the same basis.
- 2.5.3 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, as determined by the Chief Executive as Head of Paid Service.

## 2.6 Pension

- 2.6.1 All staff are eligible to join the Local Government Pension Scheme in accordance with the terms of that scheme. No special considerations apply to the posts listed in 2.1.
- 2.6.2 The employee contribution rates for members of the Local Government Pension Scheme (LGPS) are reviewed on 01 April each year. The rates as effective from 01 April 2024 are as set out below:

		main scheme	50/50 scheme
up to	£17,600.00	5.50%	2.75%
£17,601.00	£27,600.00	5.80%	2.90%
£27,601.00	£44,900.00	6.50%	3.25%
£44,901.00	£56,800.00	6.80%	3.40%
£56,801.00	£79,700.00	8.50%	4.25%
£79,701.00	£112,900.00	9.90%	4.95%
£112,901.00	£133,100.00	10.50%	5.25%
£133,101.00	£199,700.00	11.40%	5.70%
£199,701.00	or more	12.50%	6.25%

- 2.6.3 Every three years an independent actuary calculates how much the Council should contribute to the Scheme. From 01 April 2023, the employer contribution rate uplifted from 19.9% to 20.9% contributory pay (this includes the administration levy).

## 2.7 Severance payments

- 2.7.1 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.
- 2.7.2 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, the Council's Terms of Reference and Scheme of Delegation and it would need to represent value for money for the taxpayer in the circumstances.
- 2.7.3 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.
- 2.7.4 For the purposes of continuous service, employees with multiple roles may have different continuous service dates which reflect the start date within the role. The role being made redundant will be calculated on the correct continuous service date.

## 2.8 Additional Payments

- 2.8.1 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. See also Market and Retention Supplements.
- 2.8.2 Employees with multiple jobs within the Council, as per HM Revenues and Customs (HMRC) guidelines, have their National Insurance (NI) liability amalgamated to reflect the correct deduction.

## 2.9 Statutory roles

- 2.9.1 The Monitoring Officer, Section 151 Officer and Head of Paid Service are not subject to any additional payment. The statutory nature of the roles are considered as part of the substantive role; these are aligned to when being considered under the Hay Job Evaluation Scheme.

## 2.10 Publication of remuneration of senior staff

2.10.1 This Pay Policy Statement, once approved by the Council, will be published on the Council's website.

2.10.2 The remuneration and pension contributions of senior staff whose remuneration and pension contributions are £50,000 and over are published annually in the Financial Statements of the Authority. 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 is committed to paying The Real Living Wage which is a voluntary rate of pay to apply. When The Real Living Wage increase is announced each year, it is requested that the increase is applied within 6 months. Therefore, it is commonplace to apply any inflated rate to employees pay the first date of the following month. 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 of £12.60 per hour was paid to employees from 01 November 2024.

### 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 end of quarter 2, September 2024, has the ratio between the Director salary and the median of all staff as 1:2.8. The Government has considered setting twenty to one as a maximum. As Maldon District 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 / Negotiation

- 5.1 The NJC for local government services ('Green Book') negotiates pay on behalf for Local Authority staff. Maldon District Council is committed to paying its employees the nationally agreed pay award each year. The award for 2024/25 was aligned to the Council's own pay scale as below;
- Spinal Column Point (SCP) A1 - J37: Increase of £1,290.00
  - SCP J38 – O60: Increase of 2.5%
- 5.2 Apprentice pay rates fall in line with the Apprenticeship rate of pay as set by the government.
- 5.3 Pay for the Chief Executive is paid at SCP P. The Deputy Chief Executive at SCP O. These SCP's are subject to pay awards as negotiated by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities. The pay negotiations for 2024-25 awarded 2.5% uplift.
- 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. Any monies due to that employee from 01 April to the last date of their employment will be paid.
- 5.4 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 OR as determined by the NJC / JNC negotiations. Payment to staff is managed as soon as is reasonably practical but usually uplifted the following month and any back payment made the next.
- 5.5 The Council does not employ any staff under the JNC for local authority Craftworkers ('Red Book').

## 6 Other pay

### 6.1 Market and Retention Supplements

- 6.1.1 There may be occasions when the evaluated salary for a post fails to attract any suitable candidates and consideration is given to increasing the salary by way of a market supplement. They may also be payable to maintain a skilled and experienced workforce. Managers will need to have tried to recruit at the evaluated level and provide HR with salary details of similar jobs within the market.
- 6.1.2 Supplements will be benchmarked against the salaries for similar jobs annually to ensure they are still required. This will be undertaken by the line manager in conjunction with HR. Should this research result in the market supplement no longer being required, there will be a three month pay protection before withdrawal of the supplement. Assistant Directors will then approve these at Management Team level.

6.1.3 Pay for Supplements will be capped at a maximum of 15% of the pro rata salary. These are not subject to cost of living / pay award increases and are reviewed on an annual basis.

6.1.4 Market and Retention supplements are time-limited and subject to annual review. They are identified separately from basic salary in all documentation and records, including pay slips. Market supplement payments will be subject to the following criteria;

- Subject to tax and national insurance contributions
- Paid pro-rata to part time employees
- Included in statutory calculations for the purposes of sick pay, redundancy pay, annual leave, maternity, adoption, paternity
- Included in overtime
- Not subject to increase under pay awards

## 6.2 Honorarium payments

6.2.1 This may be awarded in recognition of an employee taking on a special project or role for a limited time. This is capped at £500.

## 6.3 Additional Responsibility Allowances (ARA) payments

6.3.1 This may be awarded where an employee is covering part of the duties of a post at a higher level due to absence of a more senior member of staff (e.g. sickness or secondment) – for 4 weeks' or more. Payment is capped at a maximum of two spinal column points above the employees' substantive rate of pay.

## 6.4 First aid allowance

6.4.1 Employees that are designated first aiders will be paid a flat fee of £6 per month. Employees that are required for the purposes of their job to be first aid qualified will not receive the first aid allowance.

## 6.5 Events

6.5.1 From time to time, the Council may seek support on a corporate basis for employees to put themselves forward to work on a special event outside of their normal contract of employment. Employees will be paid the event rate. Events worked on will be within the district and/or that which the Council supports. A flat fee of £17.50 per hour will be payable regardless of the day and/or time of the week.

## 6.6 ICT Out of hours Payments

- 6.6.1 Disturbance payments of £166.67 per month are payable to identified individuals as a fee for working unsocial hours as and when required to meet with business needs.

## 6.7 Duty Rota Out of Hours (OOH) - Housing

- 6.7.1 For employees required to be on call for out of hours, specifically relating to homelessness response, payments will be made at the set fee of Monday to Friday £12 per hours, Saturday, Sunday and Bank holidays £20.00 per hour. Additional payments made per call at the employees SCP.

## 6.8 Overtime

- 6.8.1 The Working Time Regulations (WTD) amendment 01 January 2024, introduced 'rolled up holiday pay' for workers with irregular hours and part year workers. Where overtime is payable to employees, payment for overtime worked continuously over a 3-month period will receive an automatic uplift of 12.07% to their pay to ensure additional holiday accrual is accounted for, and separately identified on the payslip.

## 6.9 Irregular hour workers

- 6.9.1 The Council tries to minimise the number of persons engaged on a zero hours 'irregular worker' contract. However, where they are engaged, under the WTD, annual leave is accrued based on the number of hours they work. The Council manages this obligation by increasing the rate of pay by 12.07% and is itemised separately on the payslip.

## 6.10 Other pay

- 6.10.1 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 Occupational Health provision and a fully funded Employee Assistance Programme (EAP) which provides access to Counselling services and 24/7 confidential support for the staff member and their immediate families. This also provides for a wider benefits platform area that offers discounts on a huge variety of shopping platforms.
- 7.2 Free on-site car parking is available to staff as well as a flexible working approach, flexi-time scheme and learning and development opportunities.
- 7.3 Staff are provided with login details to access Kaarp benefits, a free local government benefit site that provides lifestyle voluntary benefits service thought discounts on personal purchases.

- 7.4 A discount is offered to staff for local gym membership.
- 7.5 The Council offers a salary sacrifice scheme to employees through both a car scheme and cycle-to-work. Both initiatives provide staff by making agreed deductions from salary before tax, NI and pension (if applicable) deductions are made.
- 7.6 The LGPS has a provision within its regulations to allow an employer to contribute to an employee's Additional Voluntary Contribution (AVC) arrangement. This is known as a "Shared cost" AVC which would be administered through a salary Sacrifice.
- 7.7 Any deduction through a Salary Sacrifice Scheme at the Council will not affect any redundancy calculation by any detrimental effect. Should an individual lose their post through a reorganisation resulting in redundancy, it is proposed that 3 months' notice will be given as part of the Consultation process, to ensure they can withdrawal from the salary sacrifice scheme so as it does not have an detrimental impact on any severance payment.
- 7.8 The Essex Pension Fund have confirmed that the salary sacrifice shared cost AVC does not have any impact on provisions for ill-health retirement or death in service.

## **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 aren't 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 contributes 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.

**Salary Bands 2024-25**

Pay Scales Subject to NJC rules for officers 1st April 2024					
Grade		SCP	1 April 2024 Pay	Monthly	Hourly
A	A1	1	20,547.88	1,712.32	10.65
	A2	2	21,388.92	1,782.41	11.09
	A3	3	21,532.14	1,794.35	11.16
	A4	4	22,058.72	1,838.23	11.43
B	B5	5	22,255.80	1,854.65	11.54
	B6	6	22,866.38	1,905.53	11.85
	B7	7	23,007.45	1,917.29	11.93
	B8	8	23,602.43	1,966.87	12.23
C	C9	9	23,883.95	1,990.33	12.38
	C10	10	24,737.06	2,061.42	12.82
	C11	11	25,602.97	2,133.58	13.27
	C12	12	26,558.46	2,213.21	13.77
D	D13	13	26,900.77	2,241.73	13.94
	D14	14	27,703.76	2,308.65	14.36
	D15	15	28,504.63	2,375.39	14.77
	D16	16	29,305.48	2,442.12	15.19
E	E17	17	29,651.00	2,470.92	15.37
	E18	18	30,258.84	2,521.57	15.68
	E19	19	30,872.02	2,572.67	16.00
	E20	20	31,481.99	2,623.50	16.32
F	F21	21	32,055.70	2,671.31	16.62
	F22	22	32,971.74	2,747.65	17.09
	F23	23	33,888.83	2,824.07	17.57
	F24	24	34,802.73	2,900.23	18.04
G	G25	25	34,920.03	2,910.00	18.10
	G26	26	36,444.97	3,037.08	18.89
	G27	27	37,973.11	3,164.43	19.68
	G28	28	39,501.25	3,291.77	20.47
H	H29	29	40,645.48	3,387.12	21.07
	H30	30	42,363.44	3,530.29	21.96
	H31	31	44,080.33	3,673.36	22.85
	H32	32	45,800.42	3,816.70	23.74
I	I33	33	46,372.00	3,864.33	24.04
	I34	34	48,100.92	4,008.41	24.93
	I35	35	49,807.91	4,150.66	25.82
	I36	36	51,526.94	4,293.91	26.71
J	J37	37	52,099.59	4,341.63	27.00
	J38	38	54,084.46	4,507.04	28.03
	J39	39	56,115.80	4,676.32	29.09
	J40	40	58,148.27	4,845.69	30.14

The Real Living Wage £12.60

Grade		SCP	1 April 2024 Pay	Monthly	Hourly
K	K41	41	58,756.87	4,896.41	30.46
	K42	42	60,992.59	5,082.72	31.61
	K43	43	63,228.32	5,269.03	32.77
	K44	44	65,464.04	5,455.34	33.93
L	L45	45	66,074.93	5,506.24	34.25
	L46	46	67,903.02	5,658.59	35.20
	L47	47	69,733.37	5,811.11	36.14
	L48	48	71,561.47	5,963.46	37.09
M	M49	49	72,782.10	6,065.17	37.72
	M50	50	74,406.94	6,200.58	38.57
	M51	51	76,032.92	6,336.08	39.41
	M52	52	77,660.03	6,471.67	40.25
N	N53	53	85,952.30	7,162.69	44.55
	N54	54	88,269.78	7,355.82	45.75
	N55	55	90,586.12	7,548.84	46.95
	N56	56	92,903.60	7,741.97	48.15
O					
	O60	60	102,335.37	8,527.95	53.04

Pay Scales subject to JNC rules for chief Officer 1st April 2024					
O	O57	57	95,174.18	7,931.18	49.33
	O58	58	97,501.88	8,125.16	50.54
	O59	59	99,888.58	8,324.05	51.77
	O60	60	102,335.37	8,527.95	53.04
P	P61	61	116,492.28	9,707.69	60.38
	P62	62	124,305.54	10,358.80	64.43
	P63	63	132,118.71	11,009.89	68.48
	P64	64	139,931.98	11,661.00	72.53

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