

## Document Control Sheet

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**Validity Statement**

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



MALDON DISTRICT  
COUNCIL

## 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. In accordance with the Council's constitution, the remuneration of the Director post's are set by the Appointments Committee made up of elected Members of the authority and based upon the above principles.
- 1.2 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

Definition of "Chief Officers" for the purposes of this statement

- 2.1.1 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 Pay for the post of Directors is set by the Appointments Committee and approved by the Council. The role of Director was introduced following the 2014 Senior Management Review and pay set by the Job Evaluation process in 2018. 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 probationary period.

2.3.4 Internal movers may receive an increment at the six months anniversary under our 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 2.1, 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 in accordance with the terms of that scheme. No special considerations apply to the posts listed in 2.1.

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.

2.7.2 In accordance with the guidance set out in the Localism Act, The Strategy and Resources Committee should be given the opportunity to vote before large salary packages (£100k or above) are offered in respect of a new appointment.

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 Real Living Wage**

#### **3.1 Definition**

3.1.1 Maldon District Council are committed to paying the Real Living Wage currently this is £10.90 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 £10.90 per hour was paid to employees from 01 October 2022.

#### **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.

The Council employs Apprentices, but these are not included within the definition of 'lowest paid employees' and are not subject to the 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 1:3.4. 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 of Local Government and Maldon District Council are committed to paying its employees the nationally agreed pay award each year. The award for 2022-2023 was a sum of £1,925 paid for all staff, pro rata for part time staff and not applicable for those staff on the real living wage rate or on apprentice pay rates. The award for 2023 – 2024 had not yet been finalised.

5.2 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 for example

**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 General details of the Local Government Pension Scheme (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.

- 9.3 The Council's pension scheme is administered by Essex County Council. They are contactable on: 01245 431912, e- mail: [pensionenquiries@essex.gov.uk](mailto:pensionenquiries@essex.gov.uk) or on their website: [www.essexpensionfund.co.uk](http://www.essexpensionfund.co.uk)

## 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 Full Council for their 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 Full Council.

### Current Salary Bands 2022-23

	Grade	SCP	1 April 2022 Pay	Monthly	Hourly	Time & Half	Double	
A	A1	1	17332.88	1444.41	8.98	13.48	17.97	The Real Living Wage £10.90
	A2	2	18173.92	1514.49	9.42	14.13	18.84	
	A3	3	18317.14	1526.43	9.49	14.24	18.99	
	A4	4	18843.72	1570.31	9.77	14.65	19.53	
B	B5	5	19040.80	1586.73	9.87	14.80	19.74	
	B6	6	19651.38	1637.61	10.19	15.28	20.37	
	B7	7	19792.45	1649.37	10.26	15.39	20.52	
	B8	8	20387.43	1698.95	10.57	15.85	21.13	
C	C9	9	20668.95	1722.41	10.71	16.07	21.43	
	C10	10	21522.06	1793.51	11.16	16.73	22.31	
	C11	11	22387.97	1865.66	11.60	17.41	23.21	
	C12	12	23343.46	1945.29	12.10	18.15	24.20	
D	D13	13	23685.77	1973.81	12.28	18.42	24.55	
	D14	14	24488.76	2040.73	12.69	19.04	25.39	
	D15	15	25289.63	2107.47	13.11	19.66	26.22	
	D16	16	26090.48	2174.21	13.52	20.29	27.05	
E	E17	17	26436.00	2203.00	13.70	20.55	27.40	
	E18	18	27043.84	2253.65	14.02	21.03	28.04	
	E19	19	27657.02	2304.75	14.34	21.50	28.67	
	E20	20	28266.99	2355.58	14.65	21.98	29.30	
F	F21	21	28840.70	2403.39	14.95			
	F22	22	29756.74	2479.73	15.42			
	F23	23	30673.83	2556.15	15.90			
	F24	24	31587.73	2632.31	16.37			
G	G25	25	31705.03	2642.09	16.43			
	G26	26	33229.97	2769.16	17.22			
	G27	27	34758.11	2896.51	18.02			

APPENDIX 1

	Grade	SCP	1 April 2022 Pay	Monthly	Hourly	Time & Half	Double	
	G28	28	36286.25	3023.85	18.81			
H	H29	29	37430.48	3119.21	19.40			
	H30	30	39148.44	3262.37	20.29			
	H31	31	40865.33	3405.44	21.18			
	H32	32	42585.42	3548.78	22.07			
I	I33	33	43157.00	3596.42	22.37			
	I34	34	44885.92	3740.49	23.27			
	I35	35	46592.91	3882.74	24.15			
	I36	36	48311.94	4025.99	25.04			
J	J37	37	48884.59	4073.72	25.34			
	J38	38	50794.50	4232.87	26.33			
	J39	39	52702.27	4391.86	27.32			
	J40	40	54611.11	4550.93	28.31			
K	K41	41	55182.69	4598.56	28.60			
	K42	42	57282.41	4773.53	29.69			
	K43	43	59382.14	4948.51	30.78			
	K44	44	61481.86	5123.49	31.87			
L	L45	45	62055.59	5171.30	32.17			
	L46	46	63772.48	5314.37	33.05			
	L47	47	65491.49	5457.62	33.95			
	L48	48	67208.38	5600.70	34.84			
M	M49	49	68354.76	5696.23	35.43			
	M50	50	69880.76	5823.40	36.22			
	M51	51	71407.83	5950.65	37.01			
	M52	52	72935.97	6078.00	37.80			
N	N53	53	80723.82	6726.99	41.84			
	N54	54	82900.33	6908.36	42.97			
	N55	55	85075.76	7089.65	44.10			
	N56	56	87252.27	7271.02	45.23			
O	O57	57	89384.73	7448.73	46.33			
	O58	58	91570.84	7630.90	47.46			
	O59	59	93812.35	7817.70	48.63			
	O60	60	96110.31	8009.19	49.82			
P	P61	61	105569.83	8797.49	54.72			
	P62	62	108752.27	9062.69	56.37			
	P63	63	111931.59	9327.63	58.02			
	P64	64	115114.03	9592.84	59.67			