



**MINUTES of
STRATEGY AND RESOURCES COMMITTEE
26 JANUARY 2023**

PRESENT

Chairman	Councillor S White
Vice-Chairman	Councillor M F L Durham, CC
Councillors	M G Bassenger, Mrs P A Channer, A S Fluker, K M H Lagan, N G F Shaughnessy, R H Siddall, W Stamp, CC, C Swain and Mrs J L Fleming, CC
Substitutes	Councillor Mrs J L Fleming CC

1. CHAIRMAN'S NOTICES

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

2. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

An apology for absence was received from Councillor Mrs M E Thompson and in accordance with notice duly given Councillor Mrs J L Fleming was attending as her substitute.

3. MINUTES - 10 AND 28 NOVEMBER 2022

Members were information that a 'recommendation' in the Minutes highlighted that an item was not resolved but for consideration by the Council at its next meeting.

RESOLVED that the Minutes of the meetings of the Committee held on 10 and 28 November 2022 be approved and confirmed.

4. DISCLOSURE OF INTEREST

Councillor Mrs P A Channer advised that in relation to Agenda Item 11 - Council Tax Discretionary Discount Levels she had expressed an opinion at national level and therefore would not participate in the discussion or vote.

5. PUBLIC PARTICIPATION

No requests had been received.

6. NOTICE OF MOTION

The Committee considered the Motion submitted by Councillor A S Fluker as set out on the Agenda for this meeting.

Councillor Fluker spoke to his Motion and explained how he felt it important for the Council to consider its Corporate Plan alongside budget setting, especially in light of the forthcoming District elections and potential new administration in May. He proposed that the Council bring forward the 2023 / 24 Budget and a fully costed 2023 - 27 Corporate Plan at the same time and in advance of the 2023 municipal year. This was duly seconded by Councillor W Stamp.

Members' discussed the Motion in depth. During the debate it was noted that the Council did have a current Corporate Plan which was fit for purpose and had been used in preparation of the budget. The Director of Resources advised that it was planned for the budget and Corporate Plan to be aligned but to do this before May would be incredibly challenging due to the public consultation etc. required to bring forward a Corporate Plan for 2023 – 27. He explained that although the Council would be approving the budget any new administration had the gift to make changes to the budget.

The Chairman moved the Motion in the name of Councillor Fluker.

In accordance with Procedure Rule No. 13 (3) Councillor K M H Lagan requested a recorded vote.

For the recommendation:

Councillors M G Bassenger, M F L Durham, A S Fluker, K M H Lagan and W Stamp.

Against the recommendation:

Councillors Mrs P A Channer, Mrs J L Fleming, N G F Shaughnessy, R H Siddall and C Swain.

Abstention:

Councillor S White.

There being an equality of votes the Chairman exercised her casting vote in support of the proposal.

RECOMMENDED that the Council brings forward the 2023 / 24 Budget and a fully costed 2023 - 27 Corporate Plan at the same time and in advance of the 2023 municipal year.

7. CAPITAL AND INVESTMENT STRATEGIES FOR 2023 / 24 AND MINIMUM REVENUE STATEMENT 2023 / 24

The Committee considered the report of the Director of Resources seeking Members' approval of the:

- Capital Strategy 2023 / 24 (attached as Appendix 1 to the report);
- Capital Project Bids (Appendix 2 to the report);
- Investment Strategy (Appendix 3 to the report).
- minimum Revenue Provision Statement (Appendix 4 to the report);

It was reported that the Capital Strategy had been prepared considering the future plans of the Council, ensuring that they were affordable and prudent. The Annual Investment Strategy had been updated in line with statutory requirements and good practice, having regard to the Council's financial position, wider strategies, plans and aims and the advice of the Council's external treasury advisor.

In response to a number of questions the Director of Resources advised Members that:

- agenda Item 9 on this agenda provided further detail on the Treasury Management Strategy which set out counterparty limits currently A-.
- the Council's internal staff manage the Council's investment. Members were advised that staff receive training through Arlingclose and Members had been invited to a briefing with these consultants to provide further understanding of the detailed processes followed.

Members discussed the Capital Project Bids detailed in Appendix 2 and the importance of the play equipment and Parks for children within the District was highlighted. In response to comments regarding the bids relating to play equipment, the following information was provided by Officers:

- The Capital Project bids relating to play equipment were to ensure these items were maintained to the highest possible standard. The Director of Service Delivery explained that Members had the choice to either support the Capital Bid or if not supported the equipment would have to be removed.
- Officers confirmed that they always looked for best value options and the only other alternative to the requested bids was to replace equipment on a different scale.

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

The Chairman referred to Appendix 2 and moved that Capital Projects 1 – Replacement Parks Vehicle for EF04 AFU and 2 – Replacement for Parks NJ59 PRZ be agreed. The voting was as follows:

For the recommendation:

Councillors M G Bassenger, Mrs P A Channer, M F L Durham, Mrs J L Fleming, A S Fluker, K M H Lagan, N G F Shaughnessy, R H Siddall, W Stamp, C Swain and S White.

Against the recommendation:

There were none

Abstention:

There were none.

The Chairman then moved that Capital Projects 3 – Prom Park, The Valley, Play Galleon and 4 – Play Equipment Prom Park Sensory be agreed. The voting was as follows:

For the recommendation:

Councillors M G Bassenger, Mrs P A Channer, M F L Durham, Mrs J L Fleming, K M H Lagan, N G F Shaughnessy, R H Siddall, W Stamp, C Swain and S White.

Against the recommendation:

Councillor A S Fluker.

Abstention:

There were none.

The Chairman then moved that Capital Projects 5 – Riverside Park, Skate Park Equipment and Surface and 6 – Riverside Park Play Site Equipment be agreed. The voting was as follows:

For the recommendation:

Councillors M G Bassenger, Mrs P A Channer, M F L Durham, Mrs J L Fleming, K M H Lagan, N G F Shaughnessy, R H Siddall, W Stamp, C Swain and S White.

Against the recommendation:

Councillor A S Fluker.

Abstention:

There were none.

It was therefore agreed that all six Capital Projects would be recommended to the Council for approval.

The Chairman then moved approval of the following Appendices attached to the report, namely the Capital Strategy, Investment Strategy and Minimum Revenue Provision Statement. These were duly agreed for recommendation to the Council.

RECOMMENDED that the following are approved for 2023 / 24:

- the Capital Strategy (attached as Appendix 1 to the report);
- the Capital Project Bids (attached as Appendix 2 to the report),
- the Investment Strategy (attached as Appendix 3 to the report), and
- the Minimum Revenue Provision Statement (attached as Appendix 4 to the report).

8. MEDIUM-TERM FINANCIAL STRATEGY 2023 / 24 TO 2025 / 26

The Committee considered the report of the Director of Resources presenting the revised Medium-Term Financial Strategy (MTFS) 2023 / 24 to 2025 / 26 (Appendix 1 to the report) to the Committee for recommendation to the Council.

It was noted that this MTFS built on the MTFS for 2022 / 23 to 2023 / 24 approved in February 2022 by the Council.

Appendix 2 to the report set out the specific details of budget growth items identified as being required to meet service demand and carry out Council policy. Members were advised that these had been scrutinised by the Finance Working Group. It was highlighted that the report and Appendix referred to the Working Group having made decisions, the Director of Resources clarified that this had not happened as the Working Group was not a decision-making body. He agreed to amend his report prior to it being considered by the Council

Members discussed the report in depth. The Director of Resources referred to his assurance statement (attached as an Appendix to the Budget Estimates report (Agenda Item 8c), highlighting how it was unsustainable to constantly use reserves and although there was an impact due to Covid it was essential for the Council to get back onto a sustainable footing.

Members thanked the Director of Resources for his report and noted the advice given in respect of the need for the Council to have a sustainable and balanced budget.

RECOMMENDED that the updated Medium-Term Financial Strategy for 2022 / 23 to 2023 / 24 (as at 28 January 2021) attached as Appendix 1 to the report.

9. 2022 / 23 REVISED AND 2023 / 24 ORIGINAL BUDGET ESTIMATES

The Committee considered the report of the Director of Resources presenting:

- for noting, the Provisional Local Government Finance Settlement 2023 / 24 announced by the Government on 21 December 2022;
- the revised 2022 / 23 and original 2023 / 24 General Fund Revenue Budget estimate (attached as Appendices 1, 2 and 3 to the report);
- the proposed Council Tax increase for 2023 / 24 (attached as Appendix 1);
- the policy for the use of Reserves (attached as Appendix 4).

The report and associated appendices to the report outlined the following:

- the latest information on the provisional Local Government finance settlement 2023 / 24;
- revised 2022 / 23 and original 2023 / 24 General Fund revenue budget estimates;
- budget growth, savings and income generation in 2023 / 24;
- New Homes Bonus (NHB);
- Pension Fund deficit recovery;
- Essex Region Business Rates pool;
- an update on interest on investments;
- the Council Tax requirement for 2023 / 24;
- Council Tax £6.35 increase on 2022 / 23 Band D Basic amount of £212.40;
- General Fund balance and Revenue Reserves;
- Medium Term Financial Strategy (MTFS);
- risks to the Council's financial position.

The Director of Resources reported that due to the unknown impact of future changes to Local Government finance, it was proposed that the Council should take the opportunity to increase its financial base by increasing the average band D Council Tax by 2.99% (£6.35), the maximum allowed for by the government before a referendum was required.

Councillor A S Fluker referred to the General Fund Balance figures particularly the levels for 2024 / 25 and proposed that the Committee consider an additional recommendation to highlight that going forward the Council will not be able to maintain those figures. In response the Director of Resources explained the importance to set a minimum General Fund budget which would be a trigger and warning sign that the Council shouldn't drop below. Following further debate Councillor Fluker withdrew his proposition.

The Chairman moved the recommendations as set out in the report and these were duly agreed.

RECOMMENDED

- (i) that the following be approved:
 - (a) the Revised 2022 / 23 and Original 2023 / 24 General Fund Revenue Budget Estimates (attached at Appendices 1 2 and 3 to the report);
 - (b) an average Band D council tax of £218.75 (excluding parish precepts) (£6.35 increase) for 2023 / 24 (attached at Appendix 1 to the report);
 - (c) policies on the designated use of financial reserves (attached at Appendix 4 to the report);
 - (d) maintain the current policy of a minimum general fund balance of £2,600,000;
- (ii) that the Council gives due regard to the Director of Resources' (Section 151 Officer) statement on the robustness of budgets and adequacy of reserves in attached at Appendix 5 to the report.

10. TREASURY MANAGEMENT STRATEGY 2023 / 24

The Committee considered the report of the Director of Resources presenting the Treasury Management Strategy 2023 / 24 (attached as Appendix 1 to the report) for approval by the Council. The supporting Treasury Management Practices were attached as Appendix 2 to the report.

It was noted that the Treasury Management Strategy had been updated in line with statutory requirements and good practice, having regard to the Council's financial position, links to wider strategies, plans & aims and the advice of the Council's external treasury advisor.

The Director of Resources highlighted the three principles that the Council followed regarding investments and confirmed that the Council had taken advantage of increased interest rates, the impact of which is shown in the Medium-Term Financial Strategy.

The Chairman put the recommendations as set out in the report and this was duly agreed.

RECOMMENDED that the Treasury Management Strategy 2023 / 24 (attached as Appendix 1 to the report) be approved.

11. COUNCIL TAX SUPPORT SCHEME 2023 / 24

The Council considered the report of the Director of Resources seeking Members' approval of the Local Council Tax Support Scheme (LCTS) and associated polities for 2023 / 24, with minor technical amendments as set out in section 2 of the report. The report also sought approval of changes to the Discretionary Discount Scheme to enable an additional discount of up to £25 to eligible customers.

It was noted that the Scheme was significantly unchanged to support the delivery of a largely cost neutral LCTS within the proposed budget for 2023 / 24. Provision had

been made to enable changes during the year and an Equality Impact Assessment had been carried out.

Members were reminded of the Council's Hardship Provision and subject to the continuation of funding from Essex County Council (ECC) it was proposed that the Council continued to offer this scheme for 2023 / 24. The framework was attached at Appendix 2 to the report.

In response to questions raised, the Customers, Community and Casework Manager provided the Committee with the following information:

- The cost was neutral, and the Council aimed not to attract any increase year on year.
- The additional £25 payment was a national scheme and a set amount, the Council was required to have a policy to identify how it would administer the scheme.
- There were a number of disregards within the scheme for people that were in receipt of different types of benefit, some were disregarded fully.
- Customers were able to apply for the Hardship payment but in addition, Officers scanned application forms to identify and invite applications, where appropriate.

The Chairman then put the recommendation as set out in the report to the Committee and this was duly agreed.

RECOMMENDED

- (i) That the following changes to the existing schemes are approved:
 - a. a cost of living increase in line with the Department for Work and Pensions schemes be included in the Local Council Tax Support Scheme (LCTS) for 2023 / 24 for Pensioners only;
 - b. that any legislative changes being introduced to the Housing Benefit Scheme, for 2023 / 24 are mirrored in the Council's LCTS to ensure consistency;
 - c. minor technical amendments to ensure that we are able to administer the Scheme reflecting current local and national guidance and that we may disregard anything determined to be a local welfare payment from our calculation;
 - d. provision to award up to a £25 discount to eligible LCTS recipients for 2023 / 24 only.
- (ii) that these decisions have been made following Members careful reading of and regard to the Equality Impact Assessment at Appendix 1 to the report;
- (iii) that Members note the framework for the Hardship Provision at Appendix 2 to the report;
- (iv) that the Policy document at Appendix 3 to the report, be approved.

12. COUNCIL TAX DISCRETIONARY DISCOUNT LEVELS

At this point Councillor Mrs P A Channer reminded the Committee of her earlier declaration in relation to this item of business.

The Committee considered the report of the Director of Resources advising of the Government proposal to change aspects of the Council's powers regarding discounts and premiums in terms of how they would be reflected in local Council Taxes and the Council Tax Base from 1 April 2024. The report set out proposed changes to the Council Tax charges for Empty and Second homes and it was noted that if agreed these would encourage bringing homes back into use and support the Districts Housing needs.

The report set out the current, historic and proposed Council Tax Premium in respect of empty and unoccupied properties. It was noted that the imposition of the maximum permitted level of Council Tax incentivized the use of a property that might otherwise be left empty or occupied infrequently, thereby supporting the Housing needs of the District. The current policies provided for reductions in exceptional circumstances and the Council's discretionary reductions policy was attached at Appendix 1 to the report.

The Chairman put the recommendations as set out in the report and these were duly agreed.

RECOMMENDED

- (i) That the following changes are approved to have effect from 1 April 2024:
 - a. An empty home premium of 100% is levied on properties empty longer than one year;
 - b. The Council Tax for second homes which are no one's sole or main residence is increased by 100% through the application of a premium at the maximum permitted amount.
- (ii) That no changes are made to the Councils Section 13a1C discretionary reduction policy to specifically deal with empty properties which are being marketed for sale;
- (iii) That these decisions are reviewed as part of the budget setting process for 2024 / 25 and annually thereafter.

13. PAY POLICY STATEMENT

The Committee considered the report of the Director of Resources, seeking the Council's approval of a Pay Policy Statement for 2023 (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.

In response to questions Officers provided the Committee with some further information including:

- It was a requirement for the Council to provide a pension for staff and all staff are legible for the Local Government Pension Scheme.
- Any role moving outside of a salary band would be required to follow the agreed HR process and be reassessed or become a new role.
- Salary bands A – C were below the minimum wage and were therefore not used. The Council was committed to paying the minimum wage and those

lower salary bands were being topped up to the real living wage. Members were advised that the Local Government Association was putting a proposal together that nationally the lower two salary bands are deleted to eradicate and issues regarding subsistence.

The Resources Specialist Services Manager agreed to supply Members with details of subsistence allowances that had been claimed (for the last year) and the number of full-time staff paid between Grades A and C.

The Chairman put the recommendation as set out in the report and this was duly agreed.

RECOMMENDED that the Pay Policy Statement attached at **APPENDIX 1** to these Minutes, be adopted for 2023.

At this point in the meeting, Councillor A S Fluker proposed that the Committee did not consider any new business after 10pm. In response the Chairman noted the proposal and advised the Committee that she had some alternative dates for a continuation meeting, if required.

14. MALDON CITIZENS ADVICE - FUNDING REQUEST

The Council considered the report of the Director of Resources seeking Members' consideration of a request from the Maldon Citizens Advice (MCA) for a review of its funding.

The report outlined the work of the MCA under the contract it had with the Council. It was noted that an increase to funding for 2023 / 24 had been requested to recognise the additional demands on the service and to help retain experienced debt advisors to support residents through the current financial difficulties.

The Customers, Community and Casework Manager introduced the report advising that since its publication the MCA had secured some additional funding and were now only requesting consideration of an inflationary increase. The Committee received a presentation from Mr Wakeling, Chairman of the Board of Trustees of MCA. During his presentation Mr Wakeling advised that the additional £14,000 had now been secured through the National Citizens Advice. He outlined how the MCA supported the Council's commitment to 'Healthy, Safe and Vibrant Communities' and provide a strong return on the Council's investment. In response to a question Mr Wakeling informed Members that the MCA had since June 2022 secured £70,000 of funding.

Several Members referred to the excellent service provided by the MCA and the savings to the Council as a result of this contract.

Members were advised that as part of the existing contract there was a provision that within any year the MCA could come back to make a funding request in relation to that financial year. It was clarified that the requested 6% inflationary increase, if agreed, would only be applied to the 2023 / 24 financial year with any future years reverting back to the fixed contract price of £75,000. To apply an ongoing inflationary increase would require a change to the Service Level Agreement and this was not before Members for consideration.

Councillor Mrs P A Channer referred to the assistance given to the Council by the MCA and proposed that the Council considered applying an inflationary increase of 6% to the Advice Services Contract. This proposal was duly seconded.

During the debate that followed it was requested that the following information be provided to assist the Council by way of clarification prior to making decision regarding the requested increase in funding:

- Acknowledging that inflation increases were being faced by all business, clarification was sought as to what the inflationary request related, i.e., staffing.
- Details of the services being provided by Chelmsford Citizens Advice in relation to the amount of money they received from Chelmsford City Council.
- A breakdown of the accounts for the MCA and Chelmsford Citizens Advice for comparison purposes.
- Details of the impact on risks to the Council if the Council was not to grant the inflationary increase or have the MCA.

The Chairman reiterated the great service provided by the MCA and clarified that the Committee was not looking to remove this but ensure the Committee had carried out due diligence in respect of spending additional tax-payers money. She then put the proposal in the name of Councillor Mrs Channer to the Committee advising that the additional information would be requested. This was duly agreed.

RECOMMENDED that Members consider applying an inflationary increase of 6% to the Advice Services Contract, totaling £4,500.

15. ADJOURNMENT OF THE MEETING

Councillor A S Fluker proposed that the meeting be adjourned. Following some discussion regarding a date for reconvening the meeting it was:

RESOLVED that this meeting of the Strategy and Resources Committee be adjourned at 10:03pm until 7pm on Thursday 9 February 2023.

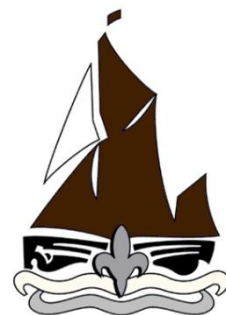
S WHITE
CHAIRMAN

Document Control Sheet

Document title	Pay Policy Statement
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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 or on their website: 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			