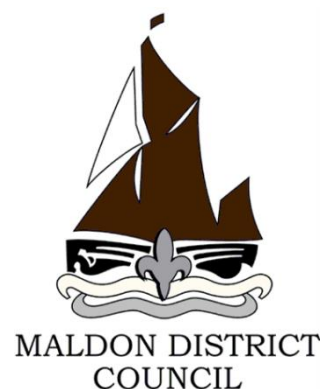


Document Control Sheet

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



Pay Policy Statement

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

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

1. General policy

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

2. Policy on Payments

2.1 Chief Officer Pay

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

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

- The three Director posts
- The Monitoring Officer

2.2 Pay

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

2.3 Performance related pay and bonuses

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

2.4 Fees, allowances, benefits in kind and expenses

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

2.5 Pension

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

2.6 Severance payments

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

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

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

2.7 Additional Payments

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

2.8 Monitoring Officer

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

2.9 Publication of remuneration of senior staff

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

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

3.1 Definition

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

3.2 Pay Policy in respect of lowest paid staff

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

4. Pay Ratio's

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

5. Pay Award

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

6 Other pay

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

7 Other benefits

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

8 Reimbursement of expenditure

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

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

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

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

9 Pensions

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

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

10 Conclusion

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

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

Current Salary Bands 2023-24

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

The Real Living Wage £12

APPENDIX 7

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