

Pay Policy Statement

Introduction and Purpose

The purpose of this policy is to clarify the County Council's strategic stance on pay in order to provide direction for members and officers making detailed decisions on pay and to provide the citizens of Worcestershire with a clear statement of the principles underpinning decisions on the use of public funds.

Under section 112 of the Local Government Act 1972, the Council has the power to appoint officers on such reasonable terms and conditions, including remuneration, as the authority thinks fit. This Pay Policy Statement (the 'statement') sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees (excluding those working in local authority schools) by identifying;

- x the methods by which salaries of all employees are determined;
- x the detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation;
- x the Panel responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and for recommending any amendments to the statement to the full Council.

Once approved by the full Council, the statement will come into immediate effect and will be published by no later than 1 April each year, subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

Legislative Framework

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes, but is not an exhaustive list, the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality-proofed job evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

Pay Structure

Any other pay rates are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required. -1.1434.atih (c(y)-143 - (c)]TJ F2.2t4 (T2.2

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|--|-----------------------------------|----------------------|-----------------------|---|
| Assistant Director for Major Projects & Waste Assistant Director for Highways, Transport & Operations Assistant Director for Human Resources, Organisational Development & Engagement Assistant Director for People Commissioning Assistant Director for Integration & Service Development | | | | |
| Deputy Chief Finance Officer Assistant Director for Economy Assistant Director for Transformation and Commercial | Assistant Director 2 (3 posts) | £90,820 (£85,911) | £100,405 (£94,978) | 6 |
| Public Health Consultant* (Includes a Market Forces Supplement) | PO7 + MFS (5 posts) | (£80,717) | (£84,561) | 4 |
| Head of Human Resources Operations and Employee Relations* (includes Market Forces Supplement) | PO7 + MFS (1 post) | (£78,718) | (£82,562) | |
| Chief Accountant* (includes Market Forces Supplement) | PO7 + MFS (1 post) | (£74,345) | (£78,189) | |
| Head of Communications and Engagement* Head of Pensions Administration* Head of Financial Operational Services* Head of Service for Safer Communities* Strategic Programme Manager – Public Health* Chief Internal Auditor* Head of Financial Planning & Pensions Investment* | PO7 (7 posts) | £68,416 (£64,718) | £72,480 (£68,562) | 4 |

Additions to Salary of Chief Officer Related Posts

The Council does not normally apply any bonuses or performance related pay to its chief officer related posts. However, progression through the incremental scale of the relevant grade is subject to satisfactory performance, which is assessed on an annual basis.

In addition to basic salary, the Council may pay other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties, which could include returning officer fees or responsibility allowances. This list is not exhaustive. The Council currently pays three additional responsibility allowances, one of which is paid to the Chief Financial Officer, one to the Director of Public Health and one to the Assistant Director for Legal & Governance.

Payments on Termination

The Council's approach to discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and the Local Government Pension Scheme (LGPS) Regulations 2013 (as amended).

Any other payments falling outside the provisions, or the relevant periods of contractual notice shall be subject to a formal decision made by the full Council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments.

In 2011 the Council introduced a ceiling of £50,000 on redundancy payments for all employees.

Publication

Upon approval by the full Council, this statement will be published on the Council's Website. In addition, the Council's Annual Statement of Accounts will include a note setting out the number of staff whose total remuneration is at least £50,000 and for chief officer posts it will show the amount of

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- employers contribution to the person's pension
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

Lowest Paid Employees

The Council since April 2011 has adopted a maximum of 35 hours per week for new appointments. The lowest paid persons employed under a contract of employment with the Council are employed on 35 hour per week in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1st April 2023³ this is £21,14t11,14acc.552 0 Td[(er)-4.3 (ann(um-4-4 (t

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that "it would not be fair or wise for the Government to impose a single maximum pay multiple across the public sector". The Council accepts the view that the relationship to median earnings is a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

Appendix

Table 2: Other main salary grades from April 2023* based on 37-hour full time equivalent (35-hour full time equivalent shown in brackets)

| Grade | Pay range minimum | Pay range maximum | National Pay spine Points |
|-----------|----------------------|----------------------|------------------------------|
| full time | | | |

Chart 1: Staff Distribution Across Grades

Table 3: Staff distribution across grades 4

| Grade | No. of Employees (Headcount) | Percentage (%) |
|---------|---------------------------------|----------------|
| Scale 1 | 168 | 5.84% |
| Scale 2 | 584 | 20.28% |