

ROCHFORD DISTRICT COUNCIL PAY POLICY STATEMENT 2024/25

1. Introduction

- 1.1 This Pay Policy Statement (PPS) sets out the Council's approach to the remuneration of its employees to comply with provisions of the Localism Act 2011 to increase accountability, transparency and fairness in the setting of local pay.
- 1.2 In addition, it describes the pay arrangements for the Leadership Team and other roles, following the partnership agreement with Brentwood Borough Council as part of the #OneTeam Transformation Programme.
- 1.3 This PPS is produced in accordance with Chapter 8 of the Localism Act 2011 ("the Act"). It is made available on the Council's website which also includes separately published data on salary information relating to the Leadership Team.
- 1.4 This PPS complies with the requirements of the Localism Act and the guidance "Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011", published 17 February 2012).

2. Definitions

- 2.1 Pay Spine - For employees subject to the 'National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services' (commonly known as the 'Green Book'), the Council uses a pay spine based on national Spinal Column Points up to PO17. The rest of the pay line has been determined based on locally agreed Pay and Conditions. The pay scales are shown at the end of this statement.
- 2.2 Section 43 of the Localism Act defines the meaning of a Chief Officer. In relation to Rochford District Council's management structure the following is included in the definition of a Chief Officer:
 - Statutory Chief Officers (Head of Paid Service and Section 151 Officer)
 - Non-Statutory Chief Officers (Strategic Director and Monitoring Officer)
 - Deputy Chief Officers (Directors)
- 2.3 Employees on Scale 3 are defined as our lowest-paid employees. The Council also employs apprentices who are paid on a fixed rate below the pay spine and receive free professional training as part of their employment. The Council may employ temporary staff to deliver specific time limited activities on occasion. The remuneration may be based on market rates if appropriate.

3. General Principles Applying to Remuneration of The Leadership Team and other Employees

- 3.1 All posts have been subject to a job evaluation process to determine the correct grading for the post and to ensure consistency and equality.
- 3.2 The recruitment of the Leadership Team is covered by the Council's Constitution.
- 3.3 The salary for new appointments or promotions will be made at a salary point within the range for the post dependent on skills, knowledge, experience and abilities. Full Council, or a meeting of Members, would be offered the opportunity to vote before salary packages exceeding £100,000 in respect of new appointments are offered. For this purpose, salary packages would include salary, allowances and any benefits in kind.
- 3.4 Increments - Employees will normally receive an annual increment, subject to the top of their grade not being exceeded and subject to satisfactory performance. In exceptional circumstances (e.g. examination success), individuals will receive accelerated increments. Again, this is subject to the top of their grade not being exceeded. Some employees are on a career matrix where progression through the increments will depend on meeting certain criteria. For the Leadership Team incremental progression will be determined locally subject to performance. The Leadership Team comprises the Joint Chief Executive, Joint Strategic Directors and Joint Directors (shared with BBC).
- 3.5 Pay Awards - For posts evaluated at PO17 or below the values of the scale points in the pay grades are uprated by the pay awards notified from time to time by the National Joint Council for Local Government Services. For posts evaluated at PO 18-20 the values of the scale points in the pay grades are uprated in line with the pay awards notified from time to time by the National Joint Council for Local Government Services. For the Leadership Team the values of the scale points will be reviewed in line with the JNC nationally agreed cost of living pay award and determined locally in terms of its application by the Head of Paid Services.
- 3.6 Market Supplements – Where market fluctuations and demands are such an additional payment may be necessary in order to recruit and retain staff with appropriate and essential knowledge and skills. This is a discretionary payment. A robust business case must be submitted to the Chief Executive/Strategic Director and the Section 151 Officer for consideration. Market supplements will only be paid in exceptional cases where there is evidence submitted such as local and regional benchmarking data and a history or failure to recruit or retain staff in key posts. Market supplements which are in place will be reviewed annually and may be withdrawn at the discretion of the Council. They do not form part of basic pay and there is no contractual right to receive or retain a market supplement. Market supplements allow flexibility for the Council to attract and retain high calibre

staff in key posts which, particularly during times of financial challenge, is crucial if the Council is to retain high performance levels and deliver services to local people. Market supplements are currently only considered for posts within the Planning and Building Control Services.

- 1.1 The Head of Paid Service has delegated authority to determine and issue guidelines with regard to national and local pay awards.
- 1.2 If there is a future agreement for a pay award this PPS will be updated.
- 1.3 The Council does not apply performance-related pay or bonuses.
- 1.4 On ceasing to be employed by the Council, individuals will only receive compensation in circumstances that:
 - are relevant (e.g. redundancy); and
 - are in accordance with the various employer discretions provided by the Local Government Pension Scheme (LGPS);
 - comply with the specific term(s) of a settlement agreement; and/or
 - are in accordance with the public sector exit cap
- 1.5 Any decision to re-employ an individual who was previously employed by the Council and, on ceasing to be employed, was in receipt of a severance or redundancy payment, or to appoint a member of the Leadership Team who is already in receipt of a pension under the LGPS, will be made on merit.
- 1.6 The Council has a Flexible Retirement Policy setting out when this might be allowed. This is where an individual aged 55 or over who reduces their grade or hours of work (or both) may receive all or part of their LGPS benefits immediately, even though they haven't left the Council's employment. This will be allowed only in circumstances where it is demonstrated to be in the Council's interests.
- 1.7 Where changes to a job description result in the downgrading of a post or an employee is permanently redeployed to a post with a lower salary, the individual may be entitled to a limited period of pay protection as per the Council's Managing Organisational Change Policy.
- 1.8 Salary sacrifice schemes are available.

4. Additional Payments for PO20 and below

- 1.1 In addition to the basic salary for the post, staff at PO20 and below may be eligible for other payments including, but not limited to:
- 1.2 Subsistence in line with the National Agreement on Pay and Conditions.
- 1.3 Essential and casual car user payments.

- 1.4 Acting Up allowance where an officer covers the duties of a higher grade position.
- 1.5 An award in relation to maintaining 100% attendance during a 6 month period may qualify to receive an award
- 1.6 The Council may pay subscription or other regulatory fees where membership of a professional organisation is a requirement to carry out the role.
- 1.7 Overtime is paid in line with the Council's policy, up to staff grade PO2. No overtime is paid to staff above grade PO2, apart from in exceptional circumstances.
- 1.8 Holiday Pay Adjustment allowance, as determined by case law related to Working Time Regulations

5. Additional Payments for all staff

- 5.1 Additional payments are made to staff who undertake additional duties such as emergency on-call officers, health and safety departmental co-ordinators, first aiders and fire marshals.
- 5.2 An officer undertaking the statutory role of Deputy Returning Officer receives the relevant fee in respect of County, District and Town/Parish Council elections. The fee for undertaking this role is calculated in accordance with a formula previously agreed by the Council Fees for conducting Parliamentary Elections, European, Police and Crime Commissioner Elections and referenda are determined by way of a Statutory Instrument.

6. Remuneration and job evaluation of the Leadership Team and other roles as part of the Strategic Partnership

- 6.1 On the 25 January 2022 the Council resolved to agree the Strategic Partnership between the Council and Brentwood Borough Council (BBC) and appointed a Joint Chief Executive for both Councils and the Council's Head of Paid Service with effect from 1 February 2022. In addition, Council delegated authority to the Joint Chief Executive to undertake a restructure of Tiers 2 and 3 of the councils in consultation with the Leader of each council. To align a Leadership Team that would be a shared across both Councils.
- 6.2 The Leadership Team comprises the Chief Executive, 2x Strategic Directors and 9x Directors. These roles are expected to work across the partnership with Brentwood Borough Council.
- 6.3 The Leadership Team's salary range has been set on the advice of the East of England Local Government Association (EELGA) on the basis of benchmarking against appropriate regional comparators and have been job evaluated using the Senior Manager LGA scheme. Salary details are

published on the Council's website and are also detailed below. Staff are subject to ongoing appraisal, and progression on the scale only happens if satisfactory progress is evidenced.

- 6.4 The statutory posts of the Chief Finance Officer (section 151) and Monitoring Officer will be paid an annual allowance of £5,000 if undertaking this role solely for Brentwood Borough Council or £10,000 if undertaking this role across both Councils, this will be in addition to their salary for these responsibilities. The allowance has been benchmarked in consultation with EELGA and will be reviewed periodically. This allowance can be applied up to and including Strategic Director roles.
 - 6.5 The salaries and any other applicable payments are shared equally with Brentwood Borough Council. Other conditions of service for these posts are determined by the Joint Negotiating Committee for Chief Executives of Local Authorities and local collective agreements.
 - 6.6 Car mileage is paid at HMRC rates. Essential car payments are not paid. Subsistence allowances will be paid in line with those for other staff.
 - 6.7 The members of the Leadership Team undertaking the statutory roles of Returning Officer and Deputy Returning Officer receive the relevant fee in respect of County, District and Town/Parish Council elections. The fee for undertaking this role is calculated in accordance with a formula previously agreed by the Council. Fees for conducting Parliamentary Elections, European, Police and Crime Commissioner Elections and referenda are determined by way of a Statutory Instrument.
 - 6.8 For staff that undertake work as part of the Strategic Partnership with Brentwood Borough Council, a joint pay framework has been established. This consists of 15 grades, with Band 1 being the lowest and CE being the highest (see pay scales attached to this statement).
 - 6.9 Each grade has a number of increments assigned to it which staff progress through, on average there are five increments per grade. Each employee will be on one of the 15 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade subject to assessment of their performance.
 - 6.10 Job evaluation of these roles are undertaken using the National Joint Council (NJC) job evaluation scheme and is used for all grades up to Band 10.
 - 6.11 For the purposes of roles within the Strategic Partnership the pay scales are aligned to the National Joint Council, Joint Negotiating Committee for Chief Offices (JNC) and the Association of Local Authority Chief Executives and Senior Managers (ALACE) for the purposes of pay awards, which are negotiated on a nationally level.
- 7. Relationship between the lowest and highest paid employees**

- 1.1 The Act requires authorities to set out the relationship between the remuneration for their highest paid staff compared to their lowest paid employees and to explain what they think the relationship should be. The Hutton Review recommended the publication of an organisation's pay multiple – the ratio between the highest paid employee and the median average earnings across an organisation - as a means of illustrating that relationship and this is the approach adopted in this PPS.
- 1.2 The Council's current pay multiples based on its establishment (including vacant posts), set out below for general guidance, are:
 - The ratio of the highest earning officer to the median average of all other employees is 1:4.6
 - The ratio of the median average Chief Officers earnings to the median average of all other employees is 1:2.8
- 1.3 The relationship between earnings at the highest and lowest levels is controlled by job evaluation.

8. Tax

- 8.1 IR35 rules took effect from 6th April 2017. In some circumstances, it can be more cost effective and appropriate to employ individuals through private companies. In these rare instances, compliance with HMRC tax legislation is checked and value for money would need to be demonstrated.

9. Transparency and Access to Information

- 9.1 This Policy will be published on the Council's website once it has been approved by Full Council. The Council also publishes details and the salary ranges of the Leadership Team on its website.
- 9.2 The Council will publish details of the remuneration for the Leadership Team in its Financial Statements on the website by 30 June after the year end. The Financial Statements will also include a note setting out the number of employees whose remuneration was £50,000 or more in bands of £5,000.

10. Review

- 10.1 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement will be for 2023/24.
- 10.2 If it should be necessary to amend the Statement during the year that it applies, an appropriate resolution will be made by Full Council. This does not apply to the updating of salary scales if there is a nationally set pay award agreed.

Rochford District Council Pay Scales

1 April 2023

RDC SCP		01.04.22023
1	Scale 1	Deleted wef 01 Apr 2023
2	End of Scale 1	£22,366
3	Scale 2	£22,737
4	End of Scale 2	£23,114
5	Scale 3	£23,500
6	End of Scale 3	£23,893
7	Scale 4	£24,294
8		£24,702
9		£25,119
10		£25,545
11	End of Scale 4	£25,979
12	Scale 5	£26,421
13		£26,873
14		£27,334
15		£27,803
16		£28,282
17	End of Scale 5	£28,770
19	Scale 6	£29,777
20		£30,296
21		£30,825
22	End of Scale 6	£31,364
23	SO1	£32,076
24		£33,024
25	End of SO1	£33,945

Appendix 3

26	SO2	£34,834
27		£35,745
28	End of SO2	£36,648
27	PO 1	£35,745
28	PO 2	£36,648
29	PO 3	£37,336
30	PO 4	£38,223
31	PO 5	£39,186
32	PO 6	£40,221
33	PO 7	£41,418
34	PO 8	£42,403
35	PO 9	£43,421
36	PO 10	£44,428
37	PO 11	£45,441
38	PO 12	£46,464
39	PO 13	£47,420
40	PO 14	£48,474
41	PO 15	£49,498
42	PO 16	£50,512
43	PO 17	£51,515
44	PO 18	£54,006
45	PO 19	£55,385
46	PO 20	£56,740

BRENTWOOD BOROUGH COUNCIL and ROCHFORD DISTRICT COUNCIL

One Team Pay Scales

1 April 2023

Band 1

SCP	Annual Salary	Hourly Rate
1	<i>Deleted wef 01 Apr 2023</i>	
2	22,366	11.59

Band 2

SCP	Annual Salary	Hourly Rate
3	22,737	11.79
4	23,114	11.98
5	23,500	12.18

Band 3

SCP	Annual Salary	Hourly Rate
6	23,893	12.38
7	24,294	12.59
8	24,702	12.80

Band 4

SCP	Annual Salary	Hourly Rate
9	25,119	13.02
10	25,545	13.24
11	25,979	13.47
12	26,421	13.69
13	26,873	13.93

Appendix 3

Band 5

SCP	Annual Salary	Hourly Rate
14	27,334	14.17
15	27,803	14.41
16	28,282	14.66
17	28,770	14.91
18	29,269	15.17

Band 6

SCP	Annual Salary	Hourly Rate
19	29,777	15.43
20	30,296	15.70
21	30,825	15.98
22	31,364	16.26
23	32,076	16.63

Band 7

SCP	Annual Salary	Hourly Rate
24	33,024	17.12
25	33,945	17.59
26	34,834	18.06
27	35,745	18.53
28	36,648	19.00

Band 8

SCP	Annual Salary	Hourly Rate
29	37,336	19.35
30	38,223	19.81

Appendix 3

31	39,186	20.31
32	40,221	20.85
33	41,418	21.47

Band 9

SCP	Annual Salary	Hourly Rate
34	42,403	21.98
35	43,421	22.51
36	44,428	23.03
37	45,441	23.55
38	46,464	24.08

Band 10

SCP	Annual Salary	Hourly Rate
39	47,420	24.58
40	48,474	25.13
41	49,498	25.66
42	50,512	26.18
43	51,515	26.70

SM1

SCP	Annual Salary	Hourly Rate
1	53,940	27.96
2	59,134	30.65
3	63,289	32.80

SM2

SCP	Annual Salary	Hourly Rate
1	64,328	33.34
2	69,522	36.03

Appendix 3

3	73,677	38.19
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Director Grade

SCP	Annual Salary	Hourly Rate
1	84,790	43.95
2	89,970	46.63
3	95,140	49.32

Strategic Director Grade

SCP	Annual Salary	Hourly Rate
1	105,490	54.68
2	110,670	57.36
3	115,840	60.05

Chief Executive Grade

SCP	Annual Salary	Hourly Rate
1	146,890	76.14
2	157,240	81.51
3	167,590	86.87