

**BOLSOVER DISTRICT COUNCIL**  
**Pay Policy Statement 2021/2022**

## 1. Introduction

This Pay Policy for Bolsover District Council has been prepared in accordance with regulation 38 (1) of the Localism Act 2011.

The Council's Pay Policy for Chief Officers which covers appointments, remuneration and terms and conditions of appointment are set at Full Council before they come into force and are prepared annually. The responsibility to approve the Pay Policy cannot be delegated from Council.

This Policy relates to the period from 1 April 2021 to 31 March 2022 and may be amended by Council during this time.

## 2. Scope

The Pay Policy relates to Chief Officers as defined by the Local Government and Housing Act 1989 and includes the following posts:-

- Head of Paid Service (Strategic Director Corporate Services)
- Monitoring Officer
- Statutory Chief Officer under Section 151 of the Local Government Act 1972
- Non Statutory Chief Officers who report directly to the Head of Paid Service
- Deputy Chief Officers who report directly to a Statutory or Non Statutory Officer

## 3. Background

3.1. This Council is committed to the principle of equal pay.

### 3.2. Whole Workforce

3.2.1. In order to secure equal pay within the organisation, job evaluation was applied to all posts (including Chief Officers). Chief Officers carrying out the role of Heads of Service were included in a new grading structure implemented for the whole workforce in April 2009. In 2019, Full Council agreed the new posts of Director, Assistant Director and Head of Service for BDC only, be paid at the same level as joint posts. In 2020, Council agreed to the disestablishment of the Chief Executive post and the establishment of two new Head of Service posts and a Joint Assistant Director post.

### 3.3. Shared Management Team

- 3.3.1. With a view to reducing expenditure and increasing efficiency, this Council has formed a Strategic Alliance with North East Derbyshire District Council
- 3.3.2. In respect of salaries payable for the senior managers appointed to joint posts, Full Council made the decision that payment would be based on North East Derbyshire District Council pay scales, which had been set following an independent review carried out of salaries payable to senior managers in 2008.

- 3.3.3. The costs of shared management posts are met on a 50/50 basis between the two Councils.
- 3.3.4. Significant savings are being made by rolling out the joint senior management positions and the Alliance is committed to finding new ways of improving the efficiency of the Council  
In Autumn 2019, a review was undertaken and a new Director post, Assistant Director post and Head of Service post working solely for Bolsover District Council were established. A further two Head of Service posts and a Joint Assistant Director post have been established.

#### 4. Remuneration

4.1. Regulation 43 (6) of the Localism Act defines remuneration to include salary, bonus, charges, fees and allowances, benefits in kind, increases / enhancements of pension entitlement (if resolved by the Council) and payments on ceasing to hold officer (other than those payable by any enactment).

4.1.1. The remuneration details given in this section refer to salary only, the reasons for this are:-

- 4.1.1.1. The Council does not pay bonuses, charges and allowances.
- 4.1.1.2. Fees are only related to the Returning Officer
- 4.1.1.3. Benefits in kind are minimal and exact details are prepared for the HMRC returns following the year end and not are available at the time of preparing the pay multiple in March each year. However the amounts for Chief Officers are published in the Statement of Accounts.

4.2. Some of the Council's Chief Officers hold joint appointments with North East Derbyshire District Council. The post of Director Development, Assistant Director Development, Head of Service Property Services and Housing Repairs, Head of Service Enforcement and Housing Management and Head of Service Finance and Resources relates solely to Bolsover District Council. The Grading Structure for these post are set out below:-

##### 4.2.1. Joint Strategic Directors/Director

The Directors' salaries are based on a scale of £76,350 to £87,467 with increments of just over £2,000. The incremental scale is shown below:-

Incremental points	Joint Strategic Directors/Director)
1	£76,350
2	£78,630
3	£80,909
4	£83,188
5	£85,467
6	£87,467

##### 4.2.2. Joint Heads of Service / Head of Service / Assistant Director / Joint Assistant Director

Heads of Service level posts are characterised by their relatively high level of responsibilities, and deputise, as appropriate, in the absence of the Director. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input. At the time of the 2008 review at North East Derbyshire District Council, it was suggested that the market would support an appropriate salary scale of £46,000 to £52,000, with increments of just over £1,400, i.e. approximately 70% of the Chief Officers' salary. This salary range has increased over time by nationally agreed pay awards and the current incremental scale is shown below:-

<b>Incremental Points</b>	<b>Heads of Service / Assistant Director</b>
1	£53,445
2	£55,041
3	£56,636
4	£58,231
5	£59,827

#### 4.2.3. Remuneration of The Council's Lowest Paid

The Council adopted the Living Wage with effect from 1<sup>st</sup> December 2013. The annual full time equivalent value of the Living Wage from November 2020 is £18,328

4.2.4.1. With reference to point 5.4 below, from 2015/16, to date the Council operates an Apprentice Scheme. Apprentices at Level Two and Three are paid on the National Living Wage based on their age and those at Level Four or above are paid based on the Council's payscales.

#### 4.3. Relationship between the Remuneration of Chief Officers and employees who are not Chief Officers.

4.3.1. The following tables show the ratio between the Officer Grades paid in 2020/2021 based on full time equivalent salary records at 1<sup>st</sup> April 2020. In which case the median salary and the lowest paid salary relates to those employees paid by Bolsover District Council only.

<b>Chief Officer Grade</b>	<b>Point</b>	<b>Amount (£)</b>	<b>Median salary (£)</b>	<b>Pay Multiple</b>
Strategic Director* / Director	5	87,467	24,427	3.5:1
Heads of Service /Assistant Director	1	53,445	24,427	2.2:1
Heads of Service /Assistant Director *	2	55,041	24,427	2.3:1
Heads of Service /Assistant Director	3	56,636	24,427	2.3:1
Heads of Service /Assistant Director	5	59,827	24,427	2.4:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
Strategic Director* / Director	5	87,467	18,328	4.7:1
Heads of Service /Assistant Director	1	53,445	18,328	2.9:1
Heads of Service /Assistant Director	2	55,041	18,328	3.0:1
Heads of Service /Assistant Director	3	56,636	18,328	3.1:1
Heads of Service /Assistant Director	5	59,827	18,328	3.3:1

4.4. The tables in section 4 are available in a CVS file in the Transparency Section of the Council's Website.

#### 5. Definition of Lowest-paid employees

5.1. Following the implementation of Single Status and the NJC Job Evaluation Scheme, local grades were implemented as set out at Appendix One to the Pay Agreement. The lowest paid employee is determined by those whose job evaluation score was below 301 points. These employees were placed on Grade 1, which is a fixed point grade.

5.2. The Council adopted the Living Wage with effect from 1<sup>st</sup> December 2013.

5.3. The annual full time equivalent value of the Living Wage from April 2021 is £18,328. This will be updated when the Living Wage is reviewed in November 2021.

5.4. The Council on occasion receive funding to support specific Apprentice schemes or job creation schemes e.g. for eligible 16 to 18 year olds or other specific groups. To reflect the nature and duration of their employment, this group of employees will not be paid in accordance with the local grades pay scale and will be paid the minimum wage rate for their age and not the national minimum wage for apprentices. The annual full time equivalent values of the minimum wage for these age groups are £8,778.27 and £12,443.93.

6. This section sets out the Council's Policies relating to the requirements under Regulation 38(4) of the Localism Act.

#### 6.1. The level and elements of remuneration of each Chief Officer

6.1.1. This is set out in section 4.2.

#### 6.2. Remuneration of Chief Officers on recruitment

6.2.1. Decisions on the appropriate appointment within the grade for Chief Officer and for a joint appointment are recommended to Full Council by an Appointments Panel.

6.3. For Chief Officers, recruitment will normally be to the first point of the grade, or in exceptional circumstances will reflect a level commensurate with candidates existing skills and existing skills and experience in the job.

6.4. Increases and additions to remuneration of each Chief Officer

6.4.1. Incremental progression for joint posts are applied at 1st April each year subject to there being at least 6 months service in post at this date, otherwise the increment will be applied between 2<sup>nd</sup> April and 30<sup>th</sup> September once 6 months service has been achieved

6.4.2. Incremental progression for non-joint posts for new recruits or existing employees who apply for and are appointed to a new post (including secondments). In both cases, increments will only become due from 1<sup>st</sup> of the month following completion of 12 month's service with the Council from appointment to post. Following this future increments will be awarded automatically on the anniversary of the first increment until the top of the grade is reached. ( from pay agreement 2.2.3)

6.4.3. Honoraria and ex gratia payments

6.4.3.1. The Council does not make ex gratia payments.

6.4.3.1.1. An honorarium is payable in circumstances where an employee temporarily takes on duties and responsibilities which are at a higher level than those carried out within their substantive post. This is known as an 'Acting Up Allowance' and details of how this is applied to all employees, including Chief Officers is set out in Paragraph 5.2 on page 15 of the Pay Agreement.

6.5. The Council does not use performance related remuneration.

6.6. The Council does not pay any bonuses.

6.7. Payment to Chief Officers on ceasing to hold office or employment with the Council

6.7.1. In the case of redundancy, the policy of the Council is to use its discretions under (The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended) to pay compensation on the basis of actual weekly pay (Regulation 5);

6.7.2. For Joint Officers who work on a shared basis with North East Derbyshire District Council, whose policy on redundancy uses a multiplier on the national redundancy table, compensation is calculated on the basis of a combination of both schemes as follows:

6.7.2.1.1. Service up to date of joint appointment: based on original Council's scheme.

6.7.2.1.2. Service after date of joint appointment: based on 50% per each Council's scheme.

6.7.3. For non-joint posts redundancy compensation is calculated in accordance with BDC scheme.

## 6.8. The publication of and access to information relating to remuneration of Chief Officers.

- 6.8.1. The Council will publish this pay policy statement within the transparency section on its website.
- 6.8.2. The tables in section 4 are available in a CVS file in the Transparency Section of the Council's Website.
- 6.8.3. For further information about this pay policy statement please contact the Councils on 01246 242525 and ask for the HR and Payroll Section.

## 7. Other Terms and Conditions

### 7.1. Place of Work

- 7.1.1. The principal place employment shall be the main offices of the Council or both Councils or as required within the District. If required to work at a different location no relocation payment is made. Travel expenses for journeys between the main Council offices will not attract expense payment unless the purpose of the journey is to attend a meeting.

### 7.2. Hours of Work

- 7.2.1. The hours of work are a minimum of 37 hours per week, for joint posts this is across both Councils. Due to the nature of the post the precise hours cannot be specified, generally it is expected that a reasonable amount of hours is worked necessary to carry out duties of the post and will include evening and weekend meetings as appropriate and bank holiday working in an emergency.

### 7.3. Secondary Employment

- 7.3.1. Notification of any additional employment must be given to the Council or Councils for joint post. This is to ensure that there is no conflict of interest and to meet the Council obligations under the working time regulations.

### 7.4. Holiday Entitlement

- 7.4.1. For joint posts the annual leave entitlement across both Councils is 36 days per year plus 3 days per annum to cover the Christmas closedown period. The leave year runs from 1<sup>st</sup> April to 31 March annually.
- 7.4.2. For non-joint post the annual leave entitlement is 31 days plus 3 days per annum to cover the Christmas closedown.
- 7.4.3. All Chief Officers are entitled to 8 bank holidays plus any additional bank holidays agreed at national level.

### 7.5. Pensions

- 7.5.1 Employees of the Council pay a contribution to the Pension Scheme relative to their annual full-time equivalent pensionable pay (including pensionable allowances). The Employer contribution rate for 2020/21 is 14.9%

<b>Band</b>	<b>Whole-time Pay Range (20/21)</b>	<b>Contribution rate</b>
1	Up to and including £14,600	5.5%
2	Above £14,601 and up to £22,800	5.8%
3	Above £22,801 and up to £37,100	6.5%
4	Above £37,101 up to £46,900	6.8%
5	Above £46,901 up to £65,600	8.5%
6	Above £65,601 up to £93,000	9.9%
7	Above £93,001 up to £109,500	10.5%
8	Above £109,501 up to £164,200	11.4%
9	Above £164,201	12.5%

7.5.2 There are a number of discretions available under the Local Government Pension Scheme, and as a matter of policy, BDC does not exercise any discretion that would represent a cost to the Council.

7.5.3 In respect of the following discretion, the Council has a general policy that any flexible retirement must normally be at no cost to the Council.

Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement).

7.5.4. The Council has a policy to apply the following discretion:-

- Whether to base redundancy payments on the employee's actual weeks pay rather than limit a weeks pay to the statutory maximum.

7.5.5. Re-employment of employees in receipt of a pension

Under the terms of the Local Government Pension scheme, an employee who has retired from local government service and is in receipt of a pension may reapply for local government employment. However where this happens the pension is subject to abatement, i.e. if the pension added to the new salary is higher than the original salary then the amount of pension will be reduced accordingly. There are currently no re-employed pensioners in senior management positions.

## 7.6. Car Allowances

7.6.1. Bolsover District Council pay the HMRC rates for business journeys (currently 45p per mile and 5p per mile for passengers)

7.6.2. North East Derbyshire Chief Officers are entitled to claim the lowest band of the national car allowances in the National Car Allowance Scheme for Chief Officers. Currently a lump sum of £846 per annum and 36.9p per mile to 8,500 miles and 13.7p thereafter for business journeys.

7.6.3. Chief Officers with joint post may choose which car allowance scheme to be paid under.

## 8. Terms and Conditions of Service

Directors and Heads of Service/Assistant Directors are employed under the terms and conditions of service of the Joint Negotiating Committee for Chief Officers of Local Authorities. There are currently no additional local agreements relating to the employment of Chief Officers that represent a charge on the public purse, with the exception of election duties (see following paragraph).

### 8.1. Election Duties

The fee for Returning Officer duties is dependent upon the type of election, and is prescribed by Central Government by means of a Fees and Charges Order.

## 9. Other financial benefits

The Council's Strategic Directors and Heads of Service/Assistant Directors are not in receipt of any financial benefits that are not also available to other employees.

Chief Officers are exempt from receiving the following benefits which other employees receive:

- Shift Allowance
- Weekend Working
- Bank Holiday Working
- Overtime Payments
- Standby/Call Out Payments/Flexible Working