

## **BOLSOVER DISTRICT COUNCIL** **Pay Policy Statement 2022/2023**

### **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 2022 to 31 March 2023 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:

- Executive Director–Resources (Head of Paid Service)
- Executive Director – Strategy and Development
- 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**

This Council is committed to the principle of equal pay. In order to secure equal pay within the organisation, job evaluation was applied to all posts (including Chief Officers). In 2021, Full Council agreed to revised payscales for Director and Assistant Director posts based on an independent pay benchmarking exercise and with consideration to existing payscales in place at the Council. The Council report was submitted by the Head of Paid Service.

### **4. Remuneration**

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).

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

The Council does not pay Chief Officers bonuses, charges and allowances.

Fees are only related to the Returning Officer

Benefits in kind are minimal and exact details are prepared for the HMRC returns following the year end and not 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.

### Executive Directors

The Council has two Executive Directors' posts who are paid a single point salary of £106,541.

### Assistant Directors

Assistant Directors level posts are characterised by their relatively high level of responsibilities, and deputise, as appropriate, in the absence of an Executive Director. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input. Assistant Directors are paid as follows:

<b>Incremental Points</b>	<b>Assistant Director</b>
1	£54,247
2	£55,867
3	£57,486
4	£59,104
5	£65,799
6 (Statutory Officer)	£65,799 plus an additional £5,075 for undertaking statutory officer duties

### 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 2021 is £19,100.

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.

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

The following tables show the ratio between the Officer Grades paid in 2021/2022 based on full time equivalent salary records at 1<sup>st</sup> April 2021. In which case the median salary and the lowest paid salary relates to those employees paid by Bolsover District Council.

Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
Executive Director	5	88,779	24,427	3.6:1
Assistant Director	1	54,247	24,427	2.2:1
Assistant Director	2	55,867	24,427	2.3:1

Chief Officer Grade	Point	Amount (£)	Median salary (£)	Pay Multiple
Assistant Director	3	57,486	24,427	2.4:1
Assistant Director	5	60,724	24,427	2.5:1

Chief Officer Grade	Point	Amount (£)	Lowest Paid salary (£)	Pay Multiple
Executive Director	5	88,779	19,100	4.6:1
Assistant Director	1	54,247	19,100	2.8:1
Assistant Director	2	55,867	19,100	2.9:1
Assistant Director	3	57,486	19,100	3.0:1
Assistant Director	5	60,724	19,100	3.2:1

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

#### Definition of Lowest-paid employees

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.

The Council adopted the Living Wage with effect from 1 December 2013.

The annual full time equivalent value of the Living Wage from April 2021 is £19,100. This will be updated when the Living Wage is reviewed in November 2022.

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

The level and elements of remuneration of each Chief Officer

This is set out in section 4.2.

#### Remuneration of Chief Officers on recruitment

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

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.

### Increases and additions to remuneration of each Chief Officer

Incremental progression for 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)

### Honoraria and ex gratia payments

The Council does not make ex gratia payments. 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.

The Council does not use performance related remuneration.

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

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);

For redundancy, compensation is calculated in accordance with BDC scheme.

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

The Council will publish this pay policy statement within the transparency section on its website.

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

For further information about this pay policy statement please contact the Council on 01246 242525 and ask the Payroll Section.

## **5. Other Terms and Conditions**

### Place of Work

The principal place employment shall be the main offices of the Council, home 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.

### Hours of Work

The hours of work are a minimum of 37 hours per week, 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.

### Secondary Employment

Notification of any additional employment must be given to the Council. This is to ensure that there is no conflict of interest and to meet the Council obligations under the working time regulations.

### Holiday Entitlement

The annual leave entitlement is 31 days plus 3 days per annum to cover the Christmas closedown.

All Chief Officers are entitled to 8 bank holidays plus any additional bank holidays agreed at national level.

### Pensions

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 2021/22 is 14.9%.

### **England and Wales – employee contribution rates for 2021/22**

<b>Actual Pensionable Pay (based on latest pay x 12)</b>	<b>Employee Contribution rate</b>
Up to £14,600	5.5%
£14,601 to £22,900	5.8%
£22,901 to £37,200	6.5%
£37,201 to £47,100	6.8%
£47,101 to £65,900	8.5%
£65,901 to £93,400	9.9%
£93,401 to £110,000	10.5%
£110,001 to £165,000	11.4%
£165,001 or more	12.5%

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.

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).

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.

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.

### Car Allowances

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

### Terms and Conditions of Service

Directors and 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).

### 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.

### Other financial benefits

The Council's Executive Directors and 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