



1. Scope of this policy

- 1.1 The Pay Policy Statement sets out the Council's approach to pay and remuneration in accordance with the requirements of Section 38 to 43 of the Localism Act and takes account of The Local Government Transparency Code. It does not extend to Schools.
- 1.2 The Pay Policy must be formally approved by Full Council by the end of March each year and can be amended in year. Once approved by Full Council, this policy statement will come into immediate effect and will be subject to further review on an annual basis.
- 1.3 The scope of this policy covers:
- Information on the Council's pay and conditions of service for its Chief Officers and wider workforce.
 - Other specific aspects of Chief Officer Remuneration such as fees, charges and other discretionary payments.
- 1.4 A key requirement of the Localism Act is to set senior pay in the context of pay of the wider workforce and specifically the lowest paid staff. The pay of most staff covered by this Policy is determined by the National Joint Council for Local Government officers (Green Book) as the Council remains part of the nationally agreed framework.
- 1.5 The definition of Chief Officers for the purpose of this pay policy includes the Head of Paid Service, Directors, Deputy Directors and Heads of Service.

2. Chief Executive and Chief Officer pay

- 2.1 The Chief Executive in Rutland discharges the accountability of Head of Paid Service – a statutory role defined by the Local Government and Housing Act. The conditions of service for the Chief Executive is determined by the Joint Negotiating Committee for Chief Executives.
- 2.2 The Chief Executive of Rutland County Council has been appointed as Returning Officer. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council.
- 2.3 The fees in respect of Returning Officer duties at Local Government elections are included in the Chief Executive's salary. A separate fee is received for elections such as the Police and Crime Commissioner, European and Parliamentary elections, and Referendum.

- 2.4 The grading structure of the Chief Executive and Chief Officer posts is determined by a job evaluation process (supported by the Local Government Association). The Chief Executive post is assigned as Grade CX – this is the only post within this grade. Chief Officer posts are Strategic Director, Director and Deputy Director (Grades C01, C02 and C03), Heads of Service across all Directorates (Grades HOS1 and HOS2).
- 2.5 The pay range is determined locally and reviewed periodically against salary comparisons against similar posts in other local authorities. Due to Rutland's scale, direct comparators to a similar authority is more complex and the Council therefore reviews a range of salary models across Shires, Unitaries, Counties, District and Boroughs. All other conditions of service are determined by the respective Joint Negotiating Committee. Pay points are uplifted in accordance with the respective Joint National Council pay awards on an affordability basis, ie. the Council retains the provision to not apply the full JNC pay award if it is considered cost prohibitive.
- 2.6 Progression within the pay band takes place on 1 April each year up to the top of the grade. However, annual progression will be withheld if the post holder is subject to formal capability or disciplinary.
- 2.7 The Chief Officer pay scale received an increase of 2.75% on 1 April 2020. Currently the pay award for 1 April 2021 is not known pending the outcome of national negotiations.
- 2.8 There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, etc., paid to these senior managers as they are expected to undertake duties outside their contractual hours and working patterns without additional payment. Senior managers at Rutland County Council do have the benefit of time off in lieu (TOIL) according to the authority's policy.
- 2.9 In addition to basic salary, senior managers are entitled to:
- Reimbursement of membership fees incurred in relation to membership of professional bodies (essential to the role)
 - Business mileage undertaken – based on HMRC mileage rates
 - Reimbursement of expenses which may be claimed as applicable to all other employees of the Council
 - Payments for election duties.
- 2.10 A copy of the grade and pay structure is shown in Appendix 2. Appendix 3 shows posts identified as members of Directorate Management teams.

3. The wider workforce

- 3.1 The Council remains aligned to national pay negotiations led by the National Employers in consultation with national trade unions (Unison, Unite and GMB). The pay award for April 2021 is currently pending negotiations between the National Employers and Trade Unions.

- 3.2 A copy of the current grade and pay structure is at Appendix 4. All posts on this pay structure are assessed for job size and rank order through a job evaluation scheme to ensure transparency and equity and satisfy equal pay requirements. The Council has extended the national pay spine to include pts 44 and 48 on a local agreement basis. This provides a pay range for P05 grade.
- 3.3 The Council adopts the provision in the NJC Green Book and Statement of Written Particulars that enables the withholding of April increments for 'unsatisfactory service'.
- 3.4 Terms and Conditions of employment are in the most aligned to the National Joint Council for Local Government Officers (Green Book) accept where locally agreed terms have been agreed (see Appendix 5).
- 3.5 Common with other local authorities, the Council employs staff on other terms and conditions of employment as relevant to their professional group, as follows:
- FENJC (Further Education National Joint Council) – applicable to Adult Learning Tutors
 - Youth and Community Workers (Pink Book).
- 3.6 On appointment, employees are normally appointed to the minimum point of the grade. However, for market and attraction reasons, they may be appointed above the minimum point.

4. Allowances and payments

- 4.1 Employees who are required to work overtime receive rates outlined in accordance with the National provisions (Green Book). Overtime is not payable to employees paid above scp 22. Appendix 5 outlines where there are supplementary local arrangements.
- 4.2 The Council recognises that at times it may be difficult to recruit new employees or retain existing staff in key posts. To ensure the Council attracts and maintains a skilled and experienced workforce, market supplements, recruitment and retention payments may be paid in addition to the post grade subject to a strategic review with substantial evidence and data. These will be agreed by the Chief Executive. Due regard will be given to the Financial Procedure Rules.
- 4.3 Relocation expenses may be paid to employees to cover additional costs they may incur as a result of relocating. These are in accordance with the Relocation Policy.
- 4.4 Employees temporarily acting up or covering additional responsibilities for a role which is graded higher than their substantive grade may be paid an appropriate level for the duties they are asked to perform. Such arrangements are provided for in the Council's Acting Up and Additional Responsibility Allowance Policy.
- 4.5 The Council will pay professional subscription fees on behalf of employees where the subscription or membership is an essential requirement to the duties of the post.

- 4.6 The Council reimburses subsistence expenditure necessarily incurred by the employees on Council business in line with the Council's Travel and Expenses Policy.
- 4.7 Employees will be in receipt of salary protection resulting from a change of role, grade and salary as part of a service review or restructure, in accordance with the Council's Restructure Policy.
- 4.8 The Council provides provision for employees who as part of their role are required to undertake standby duties.

5. Local Government Pension Scheme

- 5.1 All staff who are members of the Local Government Pension Scheme make individual contributions to the scheme depending on their salary. Contribution rates for 2021-22 range from 5.5% to 12.5%.
- 5.2 The Council makes employer's contributions into the scheme, which are reviewed by the actuary. The rate for 2021 -22 is unchanged from 2020-21 at 19.5%.
- 5.3 The Council reviews and publishes its Early Retirement and Pension Discretions on an annual basis.

6. Relationship of Senior Pay to the Pay of the Wider Workforce

- 6.1 For the purposes of this policy, the Council defines its lowest paid employees as those in the lowest salary grade (Grade 1) on the nationally agreed scales (NJC Green Book). For 1 April 2020 this was £17,482 (£9.25 per hour) to £18,562 (£9.62 per hour). Currently the value for 1 April 2021 is not known and will be dependent on the National Pay Award.
- 6.2 It has been recommended by Will Hutton's 2011 Review of Fair Pay in the Public Sector that local authorities publish their "pay multiple" - the ratio between the highest paid salary and the median salary of the whole of the authority's workforce. This is in order to support the principles of fair pay and transparency.

For 1 April 2020

Chief Exec's Salary	£136,312
Median salary	£24,491
"pay multiple" ratio	5.56 : 1

Ratio for 1 April 2019 was 5.57. The calculation and ratio for 1 April 2021 will be calculated when the April 2021 pay award is known. (Excludes Apprentices)

6.3 Lowest paid staff comparison table:

There are 5 staff who are categorised as the Council's lowest paid staff as per the definition in paragraph 6.1. As at 1 April 2020:

Chief Exec's salary	£136,312
---------------------	----------

Lowest salary from lowest paid staff group	£18,562
“pay multiple” ratio (lowest salary)	7.34 : 1
Average salary of lowest paid staff group	£18,562
“pay multiple” ratio (average salary)	7.34 : 1

(Note: - no change to 1 April 2019)

7. Termination payments

- 7.1 In relation to the termination of employment, the Council will have due regard to the making of any appropriate payments where it is in the Council's best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risk and liabilities to the Council, including any legal costs, disruption to services, impact on employee relations and management time. The Council will have specific regard to the legal requirements which apply to the termination of employment of the Head of Paid Service (Chief Executive), the Section 151 Officer (Strategic Director Resources) and the Monitoring Officer (Deputy Director Resources).
- 7.2 Redundancy payments made by the Council are in line with regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This provides an overall lump sum of the statutory redundancy payment multiplier based on actual weeks' pay. This is payable to employees made redundant with two or more years local government service.
- 7.3 Discretions that are provided by the LGPS are contained within a separate policy.

8. Re-engagement of employees

- 8.1 Employees who are offered another post with any organisation covered by the Modification Order Act prior to their redundancy leaving date and commence within 4 weeks of leaving, are not eligible to receive a redundancy payment.
- 8.2 Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the Council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post. Any necessary adjustment to pension would be made in accordance with the scheme regulations.
- 8.3 The Council will not re-engage an ex-employee (who has been made redundant) in the capacity of a consultant, interim or agency worker within 2 years of leaving the Council. A shorter period may be considered in exceptional circumstances only (eg. significant skills shortage) and by approval of the Chief Executive.

9. Gender Pay Gap Reporting

- 9.1 In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which came into force on 31 March 2017, employers with at

least 250 employees are required to publish annual information as at 31 March each year. This information is published on the Council’s website and on the Government’s Gender Pay Gap website. It is also reported to Employment and Appeals Committee on an annual basis.

10. Appendices

- 1 Glossary of terms
- 2 Chief Officer Pay Scale
- 3. Senior Managers Pay
- 4. Rutland Pay Structure (NJC Green Book)
- 5 Allowances and Benefits – local terms

Version & Policy Number	Version 9
Guardian	Human Resources
Date Produced	February 2021
Next Review Date	February 2022

Approved by SMT	February 2021
Approved by Full Council	