



**Pay Policy Statement  
and  
Transparency Information**

**1 April 2023 to 31 March 2024**

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## Introduction

This document contains information about the Council's workforce, in particular the annual Pay Policy Statement for 2023/24 as required by the Localism Act 2011, and other information required under the Local Authorities (Data Transparency) Code 2015.

The Council has taken the following action to ensure that this Policy Statement is easily accessible to the public:

- it is published on the council's open data website in a readily accessible place - Senior Salary information, under Governance and Transparency.
- it can also easily be found under global web searches.



## Localism Act 2011 - Pay Policy Statement

The following section sets out the Council's Pay Policy in relation to the remuneration of its Chief Officers and employees - in accordance with Section 38 of the Localism Act 2011.

The policy is subject to annual review and must be approved by the Council each financial year. This statement is valid from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024. The structures and pay rates quoted are correct as of 1<sup>st</sup> February 2023.

Subject to specific circumstances it may be necessary to amend the Pay Policy statement during the financial year. Any changes or amendments made will be subject to full Council approval.

The policy will be published on the Council's website as soon as reasonably practicable after Council approval or amendment.

The arrangements set out within this document do not extend to those members of staff who are employed within schools. This is because the scope of the Localism Act does not require Councils to consider individual schools.

The Council is mindful of its duty as defined in the Equality Act 2010. This Pay Policy Statement forms part of a range of pay policies to promote equality in pay practices and assists in ensuring that the Council is promoting transparency of senior managers' pay and a fair approach to pay related equalities objectives.

## Definition of officers covered by the Policy Statement

This Policy Statement covers the following posts:

Statutory Chief Officers:

- Head of Paid Service & Returning Officer - Chief Operating Officer
- Monitoring Officer - Director of Governance
- Director of Children's Services – Corporate Director Children & Education
- Director of Adult Social Services - Corporate Director Adult Social Care & Integration
- Chief Finance Officer (S151) - Chief Finance Officer
- Director of Public Health - Director of Public Health

Non-statutory Chief Officers:

- Corporate Director Economy and Place
- Director Environment, Transport & Planning
- Director Economy, Regeneration & Housing
- Director Customer & Communities
- Director of Adults Safeguarding
- Director of Children's Safeguarding
- Assistant Director Policy and Strategy
- Assistant Director Education
- Assistant Director (Consultant) in Public Health
- Assistant Director Communities and Equalities
- Assistant Director Adult Services

## Policy on remunerating Chief Officers

The Council has a policy for remunerating Chief Officers based on job evaluation and a grade structure. No changes are proposed to this during 2023- 2024.

The grade and salary structure for Chief Officers and the Chief Operating Officer is:

### Pay rates as of 1<sup>st</sup> April 2022

<b>Chief Operating Officer</b>	4	£154,117
	3	£152,042
	2	£149,967
	1	£145,816
<b>Corporate Directors</b>	4	£115,672
	3	£112,025
	2	£108,514
	1	£105,110
<b>Directors</b>	4	£103,243
	3	£99,816
	2	£96,506
	1	£93,308
<b>Assistant Directors</b>	4	£84,793
	3	£81,803
	2	£79,163
	1	£76,515

Any annual increase to the salary scales is in accordance with awards negotiated nationally by the respective National Joint Councils and applicable from 1<sup>st</sup> April annually.

Progression through the salary scale for the Chief Operating Officer is dependent upon performance and approval by the Leader of the Council.

Progression through the salary scale for Chief Officers is dependent upon performance and achievement of objectives, approved by the line manager.

## Salary on Appointment of Chief Officers

The appointments sub-committee, subject to Pay Policy and job evaluated range for the post, determines the salary level and package offered to the successful candidate.

Chief Officer pay packages over £100k in value are subject to approval by the Council's Staffing Matters & Urgency Committee.

## Bonus and Performance related payments

The Council does not make any such payments.

## Pension Contributions

Employer pension contributions are set by the relevant pension fund.

## Benefits in Kind

There are no benefits in kind.

## Travel and other expenses

Any necessary travel and expenses are reimbursed through normal Council procedures.

## Election Duties undertaken by Chief Officers

Fees for election duties undertaken by Chief Officers are not included in their salaries. The Chief Operating Officer is the Returning Officer and receives payments for elections. For local elections, fees are set locally. For national elections, fees are set by the Cabinet Office.

## Termination payments of Chief Officers including redundancy and pension discretion

The Council applies its normal redundancy payments arrangements to Chief Officers and does not have separate provisions for them. The Council also applies the appropriate Pensions regulations when they apply. The Council has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. Any costs that are incurred by the Council regarding Chief Officers are published in the authority accounts as required under the Accounts and Audit (England) Regulations 2015.

Approval of any pension discretions are made by the Staffing Matters and Urgency Committee.

Chief Officer Severance packages over £100k in value are subject to approval by the Council's Staffing Matters and Urgency Committee.

## Policy on remunerating the lowest paid in the workforce

The Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of Council decisions. These are then incorporated into contracts of employment.

The Council operates a grading structure which runs from Grade 2 to 13 and the lowest paid employees, excluding apprentices are those in Grade 2.

The Council is a Living Wage Foundation accredited employer which means its lowest pay point complies with its outside London Living Wage rate. From 1<sup>st</sup> April 2023 this rate of pay will be £10.90 per hour (£21,029.19 per annum). The Living Wage rate is either within basic salary, or a consolidation of basic salary with a Living Wage supplement if required.

## Apprenticeship Pay

The Council's pay rates for apprentices are:

- Year 1 (the first 12 months of their training) – the equivalent of the National Minimum Wage for 18 to 20 year olds.
- Year 2 and beyond (from 12 months in training) – the equivalent of the National Minimum Wage for 21 year olds.
- Apprentices aged 23 and above in their second year (or subsequent) of their apprenticeship are paid the National Living Wage.
- Rates increase annually in April following any changes made to the National Minimum and National Living Wage rates.

## Policy on the relationship between Chief Officer Remuneration and that of other staff

At the time of this report the highest salary in this Council is £152,042.00 which is paid to the Chief Operating Officer. The median salary in this council is £29,466.00. (Apprentices have been excluded from the calculation for the median.) The ratio between the two salaries, the 'pay multiple' is 5.16:1. This Council does not have a policy on maintaining or reaching a specific 'pay multiple', however the Council is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the Council as expressed in this Policy Statement.

## Remuneration of other non-chief officer staff

In addition, to the separate arrangements for the Chief Operating Officer and Chief Officers, the Council has staff employed under terms and conditions set for the following groups:

- Local Government Services Employees
- Soulbury Officers
- Educational Psychologists
- Workshop for the Blind



- Teachers (non-school based)
- The council also employs staff who have separate terms and conditions subject to the Transfer of Undertaking and Protection of Employment (TUPE) Regulations.

Increases to the Council's salary scales for non-chief officer groups are in line with annual salary awards negotiated nationally by the respective National Joint Councils.

#### Amendments to the policy

No amendments to the Pay Policy are anticipated during the year.

#### Policy for future years

This Policy Statement will be reviewed each year and presented to full Council for consideration.

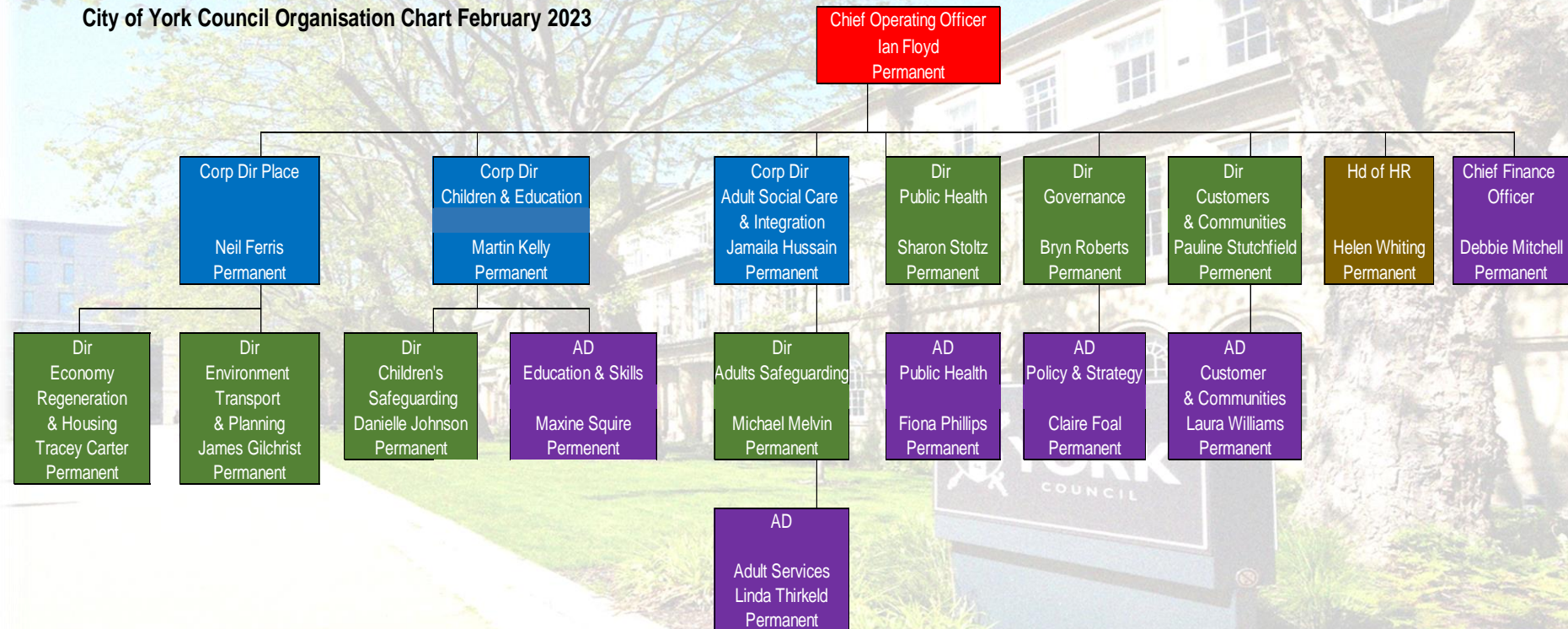


## Transparency Information

The following section provides information as required under the Local Authorities (Data Transparency) Code 2015.

# Organisation Chart

City of York Council Organisation Chart February 2023



## Notes for the Organisation Chart

The chart shows the council's senior staff. The information shown is in the order of:


Job Title  
Name of job holder  
Contract status

The salary ceilings for the job roles are as follows:

COO	up to £154,117
Corp Dir	up to £115,672
Dir	up to £103,243
AD	up to £84,793
G13	up to £70,019

The senior staff can be contacted by:

 Email using: [firstname.lastname@york.gov.uk](mailto:firstname.lastname@york.gov.uk)

 Telephone: 01904 551550

More information on service responsibilities can be found at: [Council Management Team – City of York Council](#)

## Employees with remuneration over £50,000.

The Council has 180 employees with remuneration over £50,000. These employees are covered by the national pay arrangements for Chief Executives, Chief Officers, Educational Psychologists, Soubury Officers and Local Government Service Employees.

The following list shows the job titles of roles with remuneration over £50,000 in £50,000 brackets:

£150,000 to £154,999 - 1
Chief Operating Officer
£110,000 to £114,999 - 2
Corporate Director Children and Education
Corporate Director Economy & Place
£105,000 to £109,999 - 3
Corporate Director of Adults and Integration
Director of Childrens Safeguarding
Director of Public Health
£95,000 to £99,999 - 5
Director Customer and Communities
Director Economy, Regeneration and Housing
Director Environment, Transport and Planning
Director of Adults Safeguarding
Director of Governance
£80,000 to £84,999 - 2
Assistant Director (Consultant) in Public Health
Assistant Director Education & Skills
£80,000 to £84,999 - 2
Chief Finance Officer
Clinical Advisor
£75,000 to £79,999 - 3
Assistant Director - Adult Social Care
Assistant Director Communities and Inclusion
Assistant Director Policy & Strategy
£70,000 to £74,999 - 4
Head of Customer, Resident & Exchequer Services
Head of Regeneration and Economy
Nurse Consultant in Public Health
Shared Head of ICT York and Harrogate
£65,000 to 69,999 - 6
Head of Democratic Governance - Acting up
Head of Environmental Services
Head of Housing Delivery & Asset Management
Head of Primary School Improvement
Principal Educational Psychologist
Virtual School Head
£60,000 to 64,999 - 35
Corporate Business Partner
Court Business Partner
Finance Manager
Head of Agency - One Adoption North and Humber (Regional Adoption Agency)

Head of All Age Commissioning
Head of Assessment MASH and Targeting Interventions
Head of Building Services
Head of Business and Administrative Support Services
Head of Business Intelligence
Head of Communications and Marketing
Head of Communities
Head of Community Safety
Head of Corporate Parenting
Head of Corporate Policy and City Partnerships
Head of Economy
Head of Education Support Services
Head of Facilities Management & Property Services
Head of Highways and Transport
Head of Housing Management Services
Head of Housing Strategy and Performance
Head of Human Resources & Organisational Development
Head of ICT Support
Head of Innovation and Children's Champion
Head of Legal
Head of Planning & Development Services
Head of Property
Head of Public Protection
Head of Quality Assurance, Safeguarding and Principal Social Worker
Head of Regeneration Project Delivery
Head of Service - Finance (Deputy s151 Officer)
Head of York Learning
Major Transport Projects Manager
Regional Investigations and eCrime Manager
Service Manager - Strategic Services
Team Leader - Specialist Teaching Team
£55,000 to 59,999 - 14
Education Psychologist
Education Psychologist
Finance Manager
Head of Active and Sustainable Transport
Head of Carbon Reduction
Head of Operations and Partnerships MH P2R
Head of Provider Services All Age Care and Support
Head of Public Health (Healthy Child Service)
Head of Strategic Planning & Policy
School Improvement Adviser 0-11
School Improvement Adviser 11-19
School Inclusion Advisor
Senior Education Psychologist
Specialist Senior Educ Psychologist
£50,000 to 54,999 - 103
Approved Mental Health Professional (AMHP)
Approved Mental Health Professional (AMHP)
Approved Mental Health Professional (AMHP)
Appvd Social Worker (Men Health)
Appvd Social Worker (Men Health)
Appvd Social Worker (Men Health)
Asset Manager
Assistant Service Manager - Mental Health

Bereavement Services Manager (Gd 11)
Business Change Manager
Category Manager G11 (Career Grade)
Category Manager G11 (Career Grade)
Community Safety Manager (Neighbourhood Safety)
Community Safety Manager Crime & Night Time Economy
Community Sports Development Manager
Consultant Social Worker - Trainee Programme
Customer & Resident Services Manager
Design and Sustainability Manager
DM Team Leader
Economy and Enterprise Manager (MIY TUPE)
Education Psychologist
Education Psychologist
Education Psychologist
Education Psychologist
Facilities Manager (TFM) West Offices
Flood Risk Manager
Guildhall Project Manager
Head of Fleet and Operations
Head of Highway Asset Management
Head of Inward Investment
Head of Operations and Partnerships
Head of Procurement
Head of Provider Services All Age Learning Disabilities and Autism
Head of Safeguarding Interventions
Healthy and Sustainable Homes Manager
Highways Capital Delivery Manager
Highways Engineering Design Manager
Housing Delivery Programme Manager
Housing ICT Programme Business Change Manager
Housing Management Services Manager
Housing Options and Support Services Manager
HR Performance and Change Manager
HR Performance and Change Manager
HR Performance and Change Manager
ICT Digital Portfolio and Change Manager
ICT Infrastructure and Security Manager
Improvement and Transformation Service Manager
Independent Reviewing Officer - Carers & Placements (G11)
Independent Reviewing Officer (G11)
Independent Reviewing Officer (G11)
Independent Reviewing Officer (G11)
Independent Reviewing Officer (G11)
Information, Governance and Feedback Team Manager
Innovative Flood Resilience Project Manager
Lead Nurse for Safeguarding
Local Authority Designated Officer - LADO
Parking Services Manager
Principal Accountant
Principal Accountant
Programme Manager
Programme Manager
Public Health Specialist Practitioner Advanced
Public Health Specialist Practitioner Advanced

Public Health Specialist Practitioner Advanced (PH003)
Public Protection Manager - Regulatory Advice
Reactive Repairs and Voids Manager
Registration Services Manager
Resourcing Manager
Resourcing Manager
Revenues and Benefits Manager
School Business Support Manager
Senior Investigator
Senior Investigator - Secondment
Senior Lawyer - Contract Commercial
Senior Lawyer - Contract Commercial
Senior Lawyer - Litigation
Senior Lawyer - Planning
Senior Lawyer - Planning
Senior Lawyer - Property
Senior Lawyer - Social
Senior Lawyer - Social
Senior Solicitor - Employment & Education
Senior Transport Project Manager
Senior Transport Project Manager
Service Manager
Service Manager
Service Manager
Service Manager - Assessing Carers
Service Manager - CiN Team 4
Service Manager - PD
Service Manager - R&A 1
Service Manager - R&A 2
Service Manager - R&A 3
Service Manager - R&A 3
Service Manager - Social Work 1
Service Manager Independent Review Service
Strategic Manager - Employability and Work Programmes
Strategy & Contract Manager
Supported Housing Service Manager
Technical Accountant
Transport Major Projects Regulatory Coordinator
Transport Systems Programme Manager
YOT Manager