

**City of York Council – Pay Policy Statement for the period  
1 April 2021 to 31 March 2022. Updated 1<sup>st</sup> July 2021**

## **Introduction**

Under Sections 38 – 43 of the Localism Act 2011 the council is required to produce a Policy Statement that covers a number of matters concerning the pay of the council's senior staff.

This Policy Statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities & Local Government to which the council is required to have regard under Section 40 of the Act.

This Policy Statement also relates to the data on pay and rewards for staff which the council publishes under the Local Authorities (Data Transparency) Code 2015 and the data which is published under The Accounts and Audit (England) Regulations (2011).

It should be noted that the requirements to publish data under the Secretary of State Guidance, the Code of Practice and the Regulations do differ and the respective requirements are summarised in Annex E to this Policy Statement.

This Policy Statement does not cover or include school staff and is not required to do so.

## **Publication of this Policy Statement**

This Policy Statement was considered and approved by full Council at its meeting on 22<sup>nd</sup> March 2021 and was updated and approved by full council on 21<sup>st</sup> October 2021. The council has taken the following action to ensure that this Policy Statement is easily accessible to the public:

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

## Definition of officers covered by the Policy Statement

This Policy Statement covers the following posts:

1. Statutory Chief Officers (as at the date of this report 1 July 2021):

<b>Statutory Officer Role</b>	<b>City Of York Council Post</b>
Head of Paid Service & Returning Officer	Chief Operating Officer
Monitoring Officer	Director of Governance
Director of Children's Services Director of Adult Social Services	Corporate Director People
Chief Finance Officer (S151)	Chief Finance Officer
Director of Public Health	Director of Public Health

2. Non-statutory Chief Officers currently (at 1st July ) are the posts of:

- Corporate Director Economy and Place
- Director Customer & Communities
- Director Safeguarding
- Director Commissioning & Prevention
- Director Economy, Regeneration & Housing
- Director Environment, Transport & Planning
- Assistant Director Adults and Social Care
- Assistant Director (Consultant) in Public Health
- Assistant Director Children's Specialist Services
- Assistant Director Education and Skills
- Assistant Director Communities and Equalities

## **Policy on remunerating Chief Officers**

The policy for remunerating Chief Officers can be seen in Annex A .

In October 2020 a change was made to the senior structure which replaced the Chief Executive post with the new role of Chief Operating Officer.

The salary scale for this role was agreed as follows:

1	£141,765
2	£145,855
3	£147,899
4	£149,944

Progression through the salary scale is dependent upon performance and approval by the Leader of the Council. Any annual increase to the Chief Operating Officer salary scale is in accordance with awards negotiated nationally by the respective National Joint Council.

Further details on the council's remuneration of Chief Officers and the Chief Operating Officer are set out in the schedule that is attached to this policy statement at Annex B.

## **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 is a Living Wage accredited employer which means its lowest pay point complies with the outside London Living Wage rate. From 1<sup>st</sup> April 2021 this rate of pay will be £9.50 per hour (£18,328 per annum). The Living Wage rate is either within basic salary or a consolidation of basic salary and a Living Wage supplement if required.

Increases to the council's salary scales are in line with annual salary awards negotiated nationally by the respective National Joint Councils.

## **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 Wage rates.

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

The highest salary in this council is £145,855 which is paid to the Chief Operating Officer. The median salary in this council is £27,067. The ratio between the two salaries, the 'pay multiple' is 5.39:1. 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.

The council's approach to the payment of other staff is based on locally or nationally negotiated terms and conditions of employment and to ensure that it meets any contractual requirements for staff including the application of these agreements, or council decisions regarding pay.

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 Employees
- Educational Psychologists
- Workshop for the Blind

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

### **Employees with remuneration over £50,000.**

The council has 69 other employees with remuneration over £50,000. These employees are covered by the national pay arrangements for Educational Psychologists, Soulbury Officer and Local Government Service Employees. Details of the numbers within salary bands can be seen in Annex C.

### **Amendments to the policy**

Amendments are to be made during the year and will be presented to full Council.

### **Public Health**

Responsibilities for Public Health functions transferred to the council, together with staff on 1<sup>st</sup> April 2013. The staff transferred under TUPE principles and their Terms and Conditions of Employment are set out in the NHS Terms and Conditions – Consultants (England 2003)'.

The Public Health posts in this council are:

NHS Clinical Advisor

Details of Public Health remuneration details and policies can be found in Annex D.

### **Policy for future years**

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

**Annexes:**

Annex A - Chief Officer Pay Policy

Annex B - Chief Officer Remuneration Details

Annex C - Number of Employees with remuneration over £50,000

Annex D - Public Health Remuneration Details and Policies

Annex E - Publication Requirements

## **Chief Officer Pay Policy**

### **1.0 Scope**

- 1.1 This policy applies to employees covered by the Joint Negotiating Committee for Local Authority Chief Officers. In City of York Council this is Assistant Directors, Directors and Corporate Directors. Separate arrangements exist for the Chief Operating Officer.

### **2.0 Role of the Unions in Chief Officer Terms and Conditions/Pay and Grading**

- 2.1 At national level Unison and GMB are recognised for negotiation purposes on Chief Officer terms and conditions. Terms and conditions are set out in the Joint Negotiating Committee for Local Authority Chief Officers Conditions of Service Handbook.
- 2.2 Collective bargaining arrangements for the Chief Officer group at City of York Council are set out in the Trade Union Engagement Framework, (Recognition at City of York Council). The Framework can be viewed here: <http://colin.york.gov.uk/besupported/hr/trade-union-engagement/>

### **3.0 Policy on remunerating Chief Officers (from Pay Policy)**

- 3.1 It is the policy of this council to establish a remuneration package for each Chief Officer post based on evaluation of the role to determine its size and consequently its position in the Chief Officer grading structure. The salaries attached to the structure originate from the historic national framework for Chief Officers.
- 3.2 Increases to the salary scales are based on nationally negotiated settlements by the Joint Negotiating Committee for Chief Officers of Local Government, and progression through a salary scale is incremental and based on performance.

### **4.0 Salary on Appointment of Chief Officers**

- 4.1 The appointments sub-committee; subject to the Chief Officer Pay Policy and job evaluated range for the post determines the salary level and package offered to the successful candidate.
- 4.2 Chief Officer pay packages over £100k in value are subject to approval by the Council's Staffing Matters & Urgency Committee.

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

- 5.1 The council applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. 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 senior officers are published in the authority accounts as required under the Accounts and Audit (England) Regulations 2015.

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

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

## **6.0 Job Evaluation**

6.1 Chief Officer's roles are evaluated using Hay Job Evaluation methodology. Trained Hay analysts are employed within HR and there will always be at least 3 analysts trained at any one time.

6.2 Where a Chief Officer post is being amended or new posts created two Hay analysts will analyse the job description and provide a Hay score. The analysts will inform the trade unions of the outcome to ensure consistency and transparency. The Hay score will be used to establish the grade for the role within the pay structure.

6.3 Where an initial job evaluation exercise is carried out on more than five Chief Officer roles then the unions will observe the evaluations.

6.4 If it is not possible for the analysts to determine a score then this will be referred to the Head of HR (who will be Hay trained) to make the final decision, observed by trade unions.

## **7.0 Pay Structure**

7.1 There are 3 levels of Chief Officer Grades within CYC. These are shown below with the corresponding Hay scores:

Corporate Director	1401 - 2000
Director	1001- 1400
Assistant Director	800 - 1000

7.2 Directors and above are part of the Corporate Management team responsible for delivering the Council's Objectives.

7.3 Below shows the structure, incremental points for each of the Chief Officer pay grades:



### Chief Officer Pay rates as at 1<sup>st</sup> April 2020

Corporate Directors	4	£112,067
	3	£108,473
	2	£105,015
	1	£101,661
Directors	4	£99,821
	3	£96,445
	2	£93,184
	1	£90,033
Assistant Directors	4	£81,644
	3	£78,698
	2	£76,097
	1	£73,488

## 8.0 Pay Awards

8.1 Any nationally negotiated annual pay settlement by the Joint Negotiating Committee for Chief Officers of Local Government will be applied to the salary scales. The National pay settlements are effective from 1st April of that year.

## 9.0 Incremental Progression

9.1 Incremental progression is not automatic and is based upon annual performance and achievement of objectives.

9.2 Incremental progression is agreed by the line manager i.e. the Chief Operating Officer, Corporate Director or Director.

9.3 Only one increment level can be made at a time

9.4 Progression through the levels will be either 1st April or 1st October each year, whichever comes first following the completion of 12 months' continuous service. This applies to both new starters and existing employees promoted to a higher Chief Officer grade.

## 10.0 Pension

10.1 Chief Officers have access to the LGPS.

## 11.0 Market Supplement

11.1 A [Market Supplement](#) Policy is in place for Chief Officers which allows, where there is objective justification and evidence for, a supplement to be paid to reflect a market premium for a specific role.

## **12.0 Stand By**

12.1 A contractual standby requirement is in place for Chief Officers to participate in a Stand By rota to provide emergency cover out of hours. Payment for hours on Standby is at the agreed rate in force under the Council's standard Stand By Policy for Local Government Service Employees. The stand by rate can be viewed here:

<http://colin.york.gov.uk/besupported/hr/pay-pensions-reward/allowances/>

## **13.0 Call out**

13.1 Time worked when called out from Stand By can either be claimed at normal hourly rate or taken as time off in lieu. Work is deemed to have commenced from the time of the call.

## **14.0 Expenses**

14.1 Travel and other expenses are reimbursed through normal council [procedures](#).

## **15.0 Other allowances**

15.1 There is no provision in the Chief Officer pay policy for:

- Bonus
- Earn Back
- Ex gratia payments
- Honoraria
- Or any other payments not specifically referenced.

## **16.0 Pay Protection**

16.1 The council's standard Pay Protection Policy applies to Chief Officers. The policy can be viewed here: <http://colin.york.gov.uk/besupported/hr/supporting-transformation-managing-change/redeployment/>

Post (Job Title)	Base Salary (actual if not FTE)	Employer's Pension Contributions	Market Supplement	Stand by Payment	Election Fee	Expenses	Bonus	Benefits in Kind	Compensation for Loss of Office
Chief Operating Officer  Ian Floyd	£145,855	£25,087		£213.96	The COO 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.	Travel and other expenses are reimbursed through normal authority procedures.	The terms of the contract of employment do not provide for the payment of bonuses	There are no Benefits in Kind attributed to this employment	The authority's normal policies regarding redundancy and early retirement apply to the post holder.
Corporate Director of People  Amanda Hatton	£112,067	£19,276		£213.96		The details above also apply to this and all jobs below.			
Corporate Director of Place  Neil Ferris	£112,067	£19,276		£213.96					
Chief Finance Officer  Debbie Mitchell	£76,097	£13,089		£213.96					
Director of Public Health  Sharon Stoltz	£112,067	£19,276		£213.96					

Post (Job Title)	Base Salary (actual if not FTE)	Employer's Pension Contributions	Market Supplement	Stand by Payment	Election Fee	Expenses	Bonus	Benefits in Kind	Compensation for Loss of Office
Director of Governance Janie Berry	£96,445	£16,589		£213.96					
Director Customer & Communities Pauline Stuchfield	£90,033	£15,486		£213.96					
Director Economy, Regeneration & Housing Tracey Carter	£90,033	£14,043		£213.96					
Director Environment, Transport & Planning James Gilchrist	90,033	£15,486		£213.96					
Director Safeguarding Michael Melvin	90,033	£15,486		£213.96					
Director Commissioning & Prevention Vacant									

Post (Job Title)	Base Salary (actual if not FTE)	Employer's Pension Contributions	Market Supplement	Stand by Payment	Election Fee	Expenses	Bonus	Benefits in Kind	Compensation for Loss of Office
Assistant Director Communities & Culture (0.8 FTE)  Charlie Croft	£81,644  (£65,315.20 actual)	£11,234		£213.96					
Assistant Director Place (Till end October 2021)  Michael Slater	£81,644	£14,043		£213.96					
Assistant Director Education & Skills  Maxine Squire	£81,644	£14,043		£213.96					
Assistant Director (Consultant) in Public Health (0.81 FTE)  Fiona Phillips	£81,644  (£66,197.84 actual)	£11,386		£213.96					
Assistant Director Adult & Social Care	Vacant								

Post (Job Title)	Base Salary (actual if not FTE)	Employer's Pension Contributions	Market Supplement	Stand by Payment	Election Fee	Expenses	Bonus	Benefits in Kind	Compensation for Loss of Office
Assistant Director Joint Commissioning (Leaves 7 July 2021)  Pippa Corner	£81,644	£14,043		£213.96					
Assistant Director Children's Specialist Services  Sophie Wales	£81,644	£14,043		£213.96					

## Notes:

The information provided is taken from data as at 1<sup>st</sup> July 2021 and shows the annual salary at that date. (National pay award has not been agreed at this date)

Excludes staff on public health terms and conditions

Employer pension contribution is calculated at 17.2 % of Base salary

**Other Employees with Remuneration over £50,000**

Salary Band	No of employees
50,000 - 54,999	15
55,000 - 59,999	39
60,000 - 64,999	2
65,000 - 69,999	4

Employees as at 1<sup>st</sup> February 2020

<b>Post</b>	<b>Base Salary</b>	<b>Clinical Excellence Award Supplement</b>	<b>Supplement based on band of post and population of the post</b>	<b>Additional Programmed Activity</b>	<b>Expenses</b>	<b>Performance Related Pay (PRP)</b>	<b>Severance Arrangements</b>
Clinical Advisor  0.3 Full time equivalent	£84,667.00  Pro rata £25,400.10	There are no payments made related to supplements	Not Applicable	Not Applicable	Travel and other expenses are reimbursed through normal authority procedures	Annual Progression through pay threshold on anniversary of appointment subject to meeting pay threshold criteria.	The NHS terms and conditions for consultants regarding redundancy and early retirement apply to the post holder.

<b>Aspect of Public Health Remuneration</b>	<b>NHS Terms and Conditions – for Consultants</b>
Clinical Excellence Award	Clinical Excellence Awards recognise and regard NHS consultants and academic GPs who perform 'over and above' the standard expected of their role. Awards are given for quality and excellence, acknowledging exceptional personal contributions.



## Public Health pay, allowances and policies

## Annex D

Additional Programmed Activity	Additional payment for undertaking remunerated clinical work that falls under the definition of Private Professional Services that does not fall within their Job Plan.
Post and Population Supplement	Only payable to Director of Public Health – depending upon the band within which their posts fall and the weight of the post as assessed by their employing organisation.
Pay thresholds – Performance Related Pay PRP	The employee will progress to the next pay threshold provided they have met the pay threshold criteria, based upon length of service and performance.
Expenses	Expenses are paid in line with NHS nationally agreed rates.
Severance Arrangements	Redundancy, early retirement and retirement are managed in accordance with NHS terms and conditions of employment for consultants.

Note: the information provided is taken from data as at 1<sup>st</sup> February 2021

## Publication Requirements - Pay Policy Statement – Annex E

In addition to the requirement Under Sections 38 – 43 of the Localism Act 2011 relating to the Pay Policy Statement the council has further obligations to publish information.

The Local Government Transparency Code 2015 (current code) indicates that local authorities should publish the following data concerning staff:

- The number of employees whose remuneration in that year was at least £50,000 in bands of £5,000
- Details of remuneration and job title of certain senior employees whose salary is at least £50,000. Employees whose salaries are £150,000 or more must also be identified by name. At the council these roles are Chief Officers and the Chief Operating Officer.
- A list of responsibilities and details of bonuses and ‘benefits in kind’, for all senior employees whose salary exceeds £50,000. At the council these roles are Chief Officers and the Chief Operating Officer.
- The ‘pay multiple’ – the ratio between the highest paid salary and the median average salary of the whole authority workforce
- Publish an organisation chart covering staff in the top three levels of the organisation. The following information must be included for each member of staff included in the chart: grade, job title, local authority department and team whether permanent or temporary staff, contact details, salary in £5,000 bands, salary ceiling (the maximum salary for the grade).

The Accounts and Audit (England) Regulations 2015 require that the following data is included in the authority’s accounts:

- Numbers of employees with a salary above £50k per annum (pro-rata for part-time staff) in multiples of £5k
- Job title, remuneration and employer pension contributions for senior officers. Senior officers are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act.
- Names of employees paid over £150k per annum

For the above remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

For the above pension contributions to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension