



**Pay Policy Statement
and
Transparency Information**

1 April 2022 to 31 March 2023

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Introduction

This document contains information about the Council's workforce, in particular the annual Pay Policy Statement for 2022/23 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 1st April 2022 to 31st March 2023. The structures and pay rates quoted are correct as at 1 February 2022.

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 Statement is likely to be amended during the year, as at the time of writing the national pay awards for April 2021 are still to be confirmed. Whilst this will not change policy it will change rates of pay, and once confirmed the salary information will be updated to show and reflect the new rates implemented from the retrospective pay award. Any amended statement will be resubmitted for 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 (Vacant)
- Director of Adult Social Services - Corporate Director Adult Social Care & Integration (Vacant)
- 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 (vacant)
- Director of Children's Safeguarding (vacant)
- Director Commissioning & Prevention (subject to re-structure)
- Director of Safeguarding (subject to re-structure)
- Assistant Director Adult Services
- Assistant Director Education
- Assistant Director (Consultant) in Public Health
- Assistant Director Communities and Equalities

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 2022- 2023.

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

Note: at the time of this report no pay award for 2021 had been agreed, therefore the rates of pay remain unchanged from 2020.

Pay rates as at 1st April 2021, pay award pending.

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

Any annual increase to the salary scales is in accordance with awards negotiated nationally by the respective National Joint Councils and applicable from 1st 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 the Chief Officer 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 1st April 2022 this rate of pay will be £9.90 per hour (£19,099.91 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 remains as last year at £145,855 which is paid to the Chief Operating Officer. The median salary in this council is £27,614. (Apprentices have been excluded from the calculation for the median.) The ratio between the two salaries, the 'pay multiple' is 5.28:1. 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. However, should a pay award for 2021 be agreed and applied retrospectively and which changes any data reported, an amendment to this Statement will be made and presented to full Council.

Policy for future years

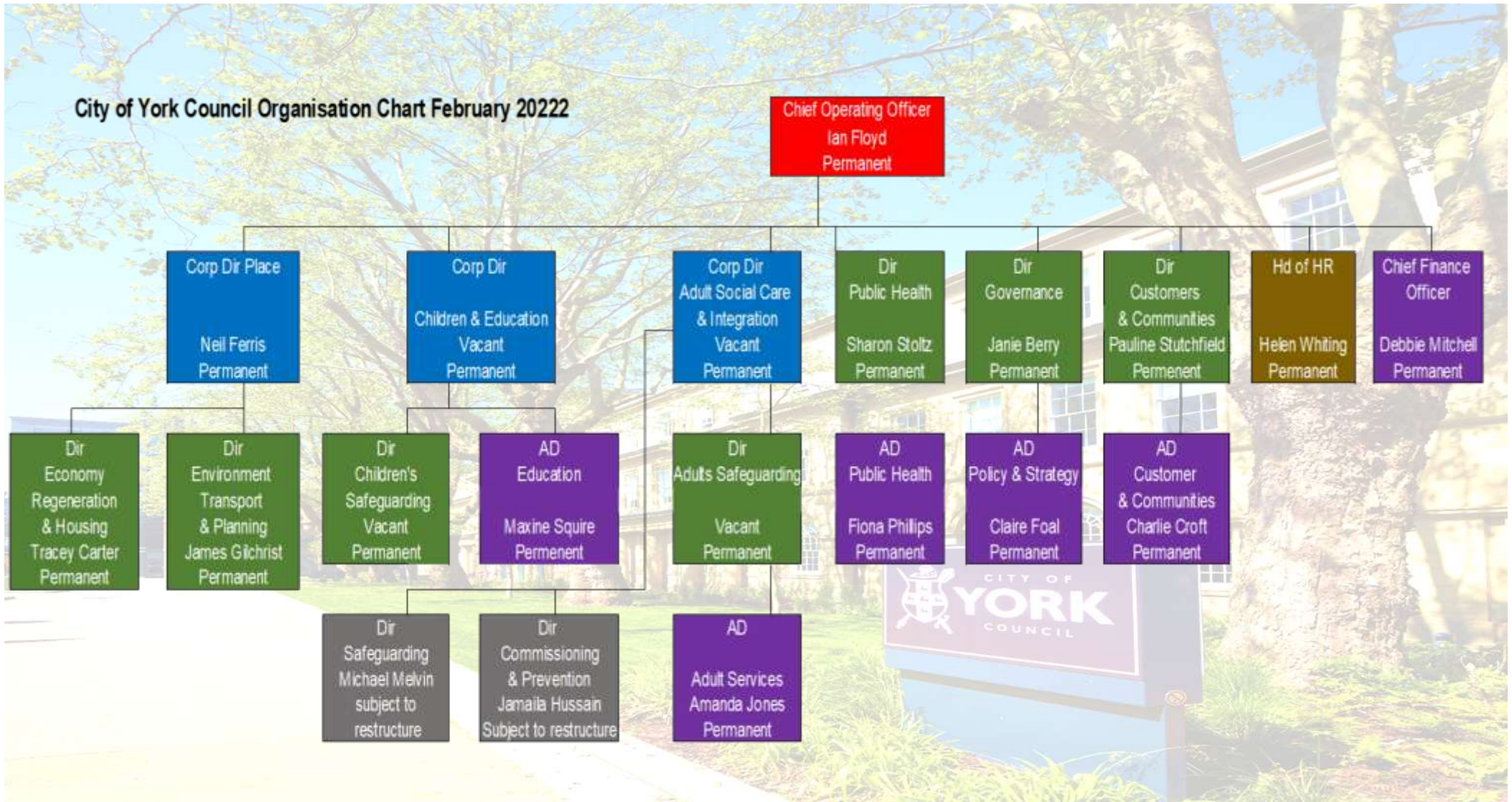
This Policy Statement will be reviewed each year and presented to full Council for consideration.



Transparency Information

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

Organisation Chart



Key: Roles to be deleted in restructure

Notes for the Organisation Chart

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

Job Title
Name of job holder
Contract status

Two director roles are to be deleted as part of the People Directorate re-structure during 2022. These roles are shown on the chart in grey with details of the current job holders.

The salary ceilings for the job roles are as follows:

COO	up to £149,944
Corp Dir	up to £112,067
Dir	up to £99,821
Dir	up to £99,821
AD	up to £81,644
G13	up to £66,923

The senior staff can be contacted by:

✉ Email using: 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 87 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.

Job Titles and number of employees with FTE remuneration over £50,000 in £5K bands

£145,000 to £149,999 - 1
Chief Operating Officer
£110,000 to £114,999 - 1
Corporate Director Economy & Place
£95,000 to £99,999 - 2
Director of Public Health
Director of Governance
£90,000 to £94,999 - 5
Director Prevention & Commissioning
Director Economy, Regeneration and Housing
Director Environment, Transport and Planning
Director of Safeguarding
Director Customer and Communities
£80,000 to £84,999 - 4
Clinical Advisor
Assistant Director - Customer and Communities
Assistant Director (Consultant) in Public Health
Assistant Director Education & Skills
£75,000 to £79,999 - 2
Assistant Director - Adult Social Care
Chief Finance Officer
£70,000 to £74,999 - 1
Assistant Director Policy & Strategy
£65,000 to 69,999 - 4
Head of Primary School Improvement
Nurse Consultant in Public Health
Shared Head of ICT York and Harrogate
Head of Customer, Resident & Exchequer Services
£60,000 to 64,999 -5
Principal Educational Psychologist
Virtual School Head
Team Leader - Specialist Teaching Team
Head of Environmental Services
Head of Housing Delivery & Asset Management
£55,000 to 59,999 - 43
Head of Democratic Governance
Head of Highways and Transport
Head of Public Protection
Head of Property

Head of Planning & Development Services
Head of Quality Assurance, Safeguarding and Principal Social Worker
Head of Legal
Head of Regeneration and Economy
Head of Service - Finance (Deputy s151 Officer)
Head of Communities
Head of Human Resources & Organisational Development
Senior Education Psychologist
Specialist Senior Education Psychologist
School Improvement Adviser 11-19
Head of Facilities Management & Property Services
Head of Business and Administrative Support Services
Head of Corporate Policy and City Partnerships
Head of Economy
Head of Commissioning
ICT Business Engagement & Implementation Manager
Head of Communications and Marketing
Head of Business Intelligence
Head of SEND and Inclusion
Major Transport Projects Manager
Head of Building Services
Finance Manager
Head of Assessment MASH and Targeting Interventions
Head of Service - Adult Social Care
Head of Safeguarding Interventions (Secondment)
Principal Accountant - Systems and Risk
Service Manager - Strategic Services
Head of Agency - One Adoption North and Humber (Regional Adoption Agency)
Head of Highway Asset Management
Head of Education Support Services
Head of Innovation and Children's Champion
Legal Services Manager - Projects
Head of Community Safety
Head of ICT Support
Legal Services Manager - People
Head of Regional Investigations
Head of Housing Management Services
Head of Civic and Democratic Services
Head of Regeneration Project Delivery

£50,000 to 54,999 - 18

Education Psychologist
Education Psychologist
Education Psychologist
Head of Housing Strategy and Performance
Head of York Learning
School Inclusion Advisor
Education Psychologist
School Improvement Adviser 0-11
Head of Public Health (Healthy Child Service)
Lead Nurse

Head of Carbon Reduction
Major Transports Projects Manager
Head of Service - Adult Social Care (Secondment)
Education Psychologist
Head of Strategic Planning & Policy
Head of Service (Operations) and Dementia Lead (Acting Up)
Programme Manager ASC Operating Model (Secondment)
Housing Delivery Programme Manager
Finance Manager