

**City of York Council –Pay Policy Statement for the period  
1 April 2017 to 31 March 2018.**

**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 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 30<sup>th</sup> March 2017. 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. Head of the Paid Service, which in this council is the post of Chief Executive.

2. Monitoring Officer, which in this council is the post of Assistant Director of Legal and Governance.
3. Statutory Chief Officers, which in this council are the posts of:
  - Corporate Director of Children, Education and Communities.
  - Deputy Chief Executive and Director of Customer and Corporate Services.
  - Corporate Director Health, Housing and Adult Social Care
  - Director of Public Health
4. Non-statutory Chief Officers which in this council are the posts of:
  - Corporate Director of Economy and Place
  - Assistant Director - Adults and Social Care
  - Assistant Director Adult Services Commissioning
  - Assistant Director - Housing and Community Safety
  - Assistant Director (Consultant) in Public Health
  - Assistant Director - Children's Specialist Services
  - Assistant Director - Education and Skills
  - Assistant Director – Communities and Equalities
  - Assistant Director – Customer Service and Digital
  - Assistant Director – Transport, Highways and Environment
  - Assistant Director - Planning and Public Protection
  - Assistant Director - Regeneration and Asset Management

### **Policy on remunerating Chief Officers**

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 are derived from the national framework for Chief Officers.

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.

The remuneration of the Chief Executive is set by the council and is that

which is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the council's requirements of the post in question at the relevant time.

Further details on the council's remuneration of Chief Officers is 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 is currently £8.25 per hour (£15,917 per annum). This will increase to £8.45 per hour (£16,302 per annum) with effect from 1<sup>st</sup> April 2017. The Living Wage rate is a consolidation of basic salary and a Living Wage supplement.

Increases to the council's salary scales are in accordance with national pay settlements reached through negotiation by the National Joint Councils.

### **Apprenticeship Pay**

With effect from 1<sup>st</sup> October 2015 apprentices pay was linked to the National Minimum Wage (NMW). Year 1 apprentices receive the equivalent of the NMW hourly rate for 18 to 20 year olds. Year 2 apprentices receive the equivalent of the NMW hourly rate for 21 year olds. Rates increase annually following any changes made to the NMW.

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

The highest paid base salary in this council is £131,300 which is paid to the Chief Executive. The median salary in this council is £25,069. The ratio between the two salaries, the 'pay multiple' is 5.24:1. 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 grading and salary structures. It is to pay that which the council needs to pay to recruit and retain staff with the skills, knowledge and experience needed for the post in question and to ensure that the council meets any contractual requirements for staff including the application of any local or national collective agreements, or council decisions regarding pay.

### **Policy on other aspects of Chief Officer remuneration**

Other aspects of Chief Officer remuneration are appropriate to be covered by this Policy Statement, these other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency and re-employment when in receipt of an LGPS pension or a redundancy/severance payment.

These matters are addressed in the schedule that is attached to this policy statement at Annex C.

### **Approval of Salary Packages in excess of £100k**

The council will ensure that, at the latest before an offer of appointment is made, any salary package for any post (not including schools) that is in excess of £100k will be considered by full Council. The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

### **Flexibility to address recruitment issues for vacant posts**

In the vast majority of circumstances the provisions of this Policy will enable the council to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This Policy Statement recognises that this situation may arise in exceptional circumstances and therefore a departure from this Policy can be implemented without having to seek full Council approval for a change of the Policy Statement. Such a departure from this Policy will be expressly justified in each case and will be approved through an appropriate authority

decision making route.

### **Amendments to the policy**

If a change is considered to be appropriate during the year then a revised policy will be presented to full Council for consideration.

### **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 will be presented to full Council each year for consideration in order to ensure that a policy is in place for the council prior to the start of each financial year.

### **Annexes:**

Annex B - Chief Officer Remuneration Details

Annex C - Chief Officer Remuneration Policies

Annex D – Public Health Remuneration Details and Policies

Annex E - Publication Requirements