

**City of York Council – Pay Policy Statement for the period
1 April 2019 to 31 March 2020.**

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 F 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 21st March 2019. 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 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 Economy and Place
 - Assistant Director Adults and Social Care
 - Assistant Director Joint 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 Services 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

The policy for remunerating Chief Officers was reviewed during 2018/19, this does not include the Chief Executive. The full policy can

be seen in Annex A and the Community Impact Assessment for the revised Policy at Annex B. The arrangements for remuneration of Chief Officers were arrived at through collective bargaining with the relevant trade unions for this group of employees.

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 are set out in the schedule that is attached to this policy statement at Annex C & D.

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 1st April 2019 this rate of pay will be £9.00 per hour (£17,364 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 over the age of 25 in their second year (or subsequent) of their apprenticeship are paid the National Living Wage for 25+.

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 paid base salary in this council is £139,168 which is paid to the Chief Executive. The median salary in this council is £25,826. 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 Executive 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.

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 1st 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 E.

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 - Community Impact Assessment

Annex C - Chief Officer Remuneration Details

Annex D - Chief Officer Remuneration Policies

Annex E – Public Health Remuneration Details and Policies

Annex F - Publication Requirements