

**URN:** 23-184  
**Subject:** Pay Policy Statement 2024-25  
**Report to:** ELT/Full Council  
**Report by:** Sarah Tate, Head of Organisational Development  
**Date:** 22 February 2024

#### **SUBJECT MATTER**

Pay Policy Statement 2024-25

#### **RECOMMENDATIONS:**

That Council:

- Approve the increase of the apprenticeship rates to the National Living Wage rate for 21 years and over.
- Adopt the attached Pay Policy Statement for 2024-25 which shall be published on the Council's website.

### **1. BACKGROUND**

1.1 Section 38 of the Localism Act 2011 ("the Act") requires the Council to produce an annual pay policy statement ("the Statement") for the start of each financial year. It is a legal requirement that Council formally sign off this statement and the responsibility cannot be devolved to any other person or committee.

### **2. PAY POLICY STATEMENT**

2.1 The Statement must set out the Council's policies relating to:-

- a) The remuneration of its chief officers,
- b) The remuneration of its lowest-paid employees, and
- c) The relationship between:
  - The remuneration of its Chief Officers, and
  - The remuneration of its employees who are not Chief Officers

2.2 With regard to the process for approving the Statement, it must:

- a) Be approved formally by Council and cannot be delegated to any subcommittee.  
This includes any amendments in each financial year
- b) Be approved by the end of March each year
- c) Be published on the Council's website and in any other manner that the Council thinks appropriate as soon as it is reasonably practicable after it is approved or amended
- d) Be complied with when the Council sets the terms and conditions for a Chief Officer

2.3 For the purpose of the Statement the term 'Chief Officer' in a local authority context is defined as set out in section 43 of the Localism Act 2011.

2.4 It is recommended that the apprenticeship hourly rate is increase to the National Living Wage rate for 21-year-olds and over, which will be £11.44. Currently the Council pays

### **3. FINANCIAL AND RISK IMPLICATIONS**

3.1 The recommendation for Council to approve the increase of the apprenticeship rates to the National Living Wage rate for 21 years and over of £11.44 an hour will impact on two apprentices who are currently employed. This will be contained within service budgets.

3.2 There are no increased risk implications as a result of setting and publishing the pay policy statement. The financial implications have been factored into the budget setting process for the 2024/25 budget.

### **4. CONCLUSION**

4.1 The Pay Policy Statement meets the statutory requirements of the Localism Act and it is therefore recommended that the attached statement be approved.

### **5. BACKGROUND PAPERS**

5.1 Current pay structure

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Yes

Existing Council Policies:	Pay Policy Statement
Financial Implications:	Considered
Legal Implications (including human rights)	Section 38 of the Localism Act 2011, Local Government Transparency Code 2015
Risk Implications:	Considered
Equality Issues/EQIA assessment:	Considered
Crime & Disorder:	N/A
Every Child Matters:	N/A

## **PAY POLICY STATEMENT 2024/25**

This Pay Policy Statement is produced in accordance with Chapter 8 of the Localism Act 2011 and the Local Government Transparency Code 2015. It was approved by a meeting of Great Yarmouth Borough Council (GYBC) on 22 February 2024 and is made available on the Council's website. The Council's website also includes separately published data on salary information relating to Chief Officers and this can be accessed at [Senior Salary Information](#).

### **1. Remuneration of Employees**

- 1.1 For employees subject to the 'National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services' (commonly known as the 'Green Book'), the Council uses a pay spine that commences at national Spinal Column Point (SCP) 1 and ends at local SCP 45. This pay spine is divided into 10 pay bands, which each contain between three and six incremental points. Band 1 is the lowest and Band 10 is the highest of these pay grades. Posts are allocated to a pay band through a process of job evaluation. See Appendix A for the current pay bands.
- 1.2 For the purpose of this Policy Statement, employees on Band 1 are defined as our lowest-paid employees. These are the lowest paid employees other than apprentices who are paid in line with National Living Wage rate for 21 years and over, which as of 01 April 2024 will be £11.44 per hour. This reflects the nature of the training and development role.
- 1.3 The values of the SCPs in these pay grades are updated by the pay awards notified from time to time by the National Joint Council for Local Government Services.
- 1.4 The minimum (pro rata) salary paid by the Council to employees in established posts should not be less than the Real Living Wage which is currently £12 per hour. This rate is reviewed and updated annually by the Living Wage Foundation and the new rate is announced in November of each year. Where an employee's contractual (pro-rata) pay is less than the Real Living Wage they receive a supplement to raise their pay to the Real Living Wage level (excluding apprentices).
- 1.5 The Council uses the National Job Evaluation Scheme to establish the relative 'sizes' of jobs within the Council. An evaluation results in an overall job evaluation score which is used to rank jobs within the organisation. The overall job evaluation score for a job is used to allocate that job to the appropriate pay grade of the Council's pay structure.

### **2. Remuneration of Senior Managers**

#### **2.1 Chief Executive**

- 2.1.1 The Council's Chief Executive is the Council's Head of Paid Service. As at 31 March 2024, the FTE salary range for this post is £124,104 - £140,502. There are five incremental points in the grade.
- 2.1.2 It is the Council's policy that the FTE salary range for the post of Chief Executive will normally be no greater than 8.5x the FTE salary range of a Band 1 'Green Book' employee. This maximum is not being exceeded. The current pay levels within the Council define the pay multiple between the median full time equivalent (FTE) earnings and the Chief Executive as 1:5.51.

- 2.1.3 Notwithstanding 2.1.2, the value of the spinal column points in the Chief Executive's grade will be updated by the pay awards notified from time to time by the Joint Negotiating Committee for Chief Executives of Local Authorities.
- 2.1.4 The Chief Executive also receives a (Deputy) Returning Officer fee in respect of County, District and Parish Council Elections. The fee for undertaking this role in Norfolk is calculated in accordance with a formula approved annually by the Norfolk Chief Executives' Group, based on a recommendation by the County Electoral Officers' Group. Fees for conducting Parliamentary Elections are determined by way of a Statutory Instrument.
- 2.2 Directors
- 2.2.1 The Directors report to the Chief Executive. As at 31 March 2024, the annual FTE range for the grade of the Director posts is currently £77,948 – £92,957.
- 2.2.2 It is the Council's policy that the FTE salary range for the posts of Director will normally be no greater than 6x the FTE salary range of a Band 1 'Green Book' employee. This maximum is not being exceeded. The current pay levels within the Council define the multiple between the median employee full time equivalent (FTE) earnings and the median Chief Officers' earnings as 1:3.62.
- 2.2.3 Notwithstanding 2.2.2, the value of the SCPs in the Director grades will be updated by the pay awards notified from time to time by the Joint Negotiating Committee for Chief Officers of Local Authorities.
- 2.2.4 The Council's Monitoring Officer is employed by Norfolk County Council (through a secondment agreement). This Policy Statement does not, therefore, concern the remuneration of the post whose holder undertakes that role.
- 2.2.5 The Council's S151 Officer and Deputy, where employed directly by the Council, also receive a supplement of up to £5,000 for undertaking their statutory duties.
- 2.3 Heads of Service
- 2.3.1 The Heads of Service report to the Executive Leadership Team (ELT). ELT is comprised of the Chief Executive and the Executive Directors. As at 31 March 2024, the annual FTE salary range for the Heads of Service posts is £67,293 - £72,056. There are five incremental points in the grade.
- 2.3.2 It is the Council's policy that the FTE salary range for Head of Service posts will normally be no greater than 4.5x the FTE salary range of a Band 1 'Green Book' employee. This maximum is not being exceeded.
- 2.3.3 The values of the SCPs in this pay grade are updated by the pay awards notified from time to time by the National Joint Council for Local Government Services.
- 2.4 Senior Managers (MGR-11)
- 2.4.1 As at 31 March 2024, the annual FTE salary range for the Senior Managers post is £53,977 - £57,367. There are five incremental points in the grade.
- 2.4.2 The values of the SCPs in this pay grade is updated by the pay awards notified from time to time by the National Joint Council for Local Government Services.
3. General Principles
- 3.1 On recruitment, individuals will be placed on the appropriate SCP within the pay grade for the post that they are appointed to. This would normally be the minimum of the scale; however, appointment may be at a higher point where necessary to appoint the best candidate. Access to appropriate elements of the Council's Relocation Scheme may also be granted in certain cases, when new starters need to move to the area.
- 3.2 Where the Council is unable to recruit to a post at its designated grade, it will consider the use of temporary market supplements or a 'recruitment incentive payment'. Recruitment incentive payments are re-payable in whole or in part in certain circumstances should the officer leave

before an agreed period has been served. These payments are subject to tax and national insurance under the Council's PAYE scheme.

- 3.3 In areas of skills shortages (locally or nationally) the Council will consider the use of retention payments.
- 3.4 Individuals will normally receive an annual increment, subject to the top of their grade not being exceeded. In exceptional circumstances (e.g., examination success), individuals will receive accelerated increments. Again, this is subject to the top of their grade not being exceeded.
- 3.5 The Council does not apply performance-related pay, with the exception of the Executive Directors whose progression through the increments of the pay grade is subject to performance management. The Council does not apply any bonuses.
- 3.6 On ceasing to be employed by the Council, individuals will only receive compensation:
  - a) in circumstances that are relevant (e.g., redundancy), and
  - b) that is in accordance with our published Policy Statement on how the Council will exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
  - c) that complies with the specific term(s) of a settlement agreement used to avoid or settle a potential legal claim.
- 3.7 The Policy Statement on how the Council will exercise the various employer discretions provided by the LGPS also summarises how Flexible Retirement might be allowed. This is where an individual aged 55 or over who reduces their grade or hours of work (or both) may receive their LGPS benefits immediately, even though they haven't left the Council's employment. This will be allowed only in circumstances where it is demonstrated to be in the Council's long-term interests.
- 3.8 Any decision to re-employ an individual who was previously employed by the Council and, on ceasing to be employed, was in receipt of a severance or redundancy payment, will be made on merit. The Council will not, however, normally engage such an individual under a contract for services.
- 3.9 Any Market Supplement that is paid will be in accordance with our Protocol for Payment of Market Supplements.
- 3.10 If it is appropriate for an honorarium to be paid, this will be in accordance with our Principles for Payment of Honoraria.
- 3.11 The Council pays Essential and Casual Car User allowances in appropriate circumstances. These allowances are in accordance with 'Green Book' rates, although the Council does not recognise the 1200cc to 1450cc (i.e., the top) band and mileage may only be claimed at a reduced local rate. There are also local rates in force for individuals who use their motorcycles or bicycles on official business.
- 3.12 Any subsistence allowance that is paid will normally be no higher than the rates agreed locally.
- 3.13 Professional subscriptions are payable where they are required for the post.
- 3.14 The Council operates the Local Government Pension Scheme (LGPS) for employees within scope of this statement.
- 3.15 Where severance payments over £100,000 are considered, this matter must be referred to Full Council.

#### **4. Consultants and Agency Workers**

- 4.1 Consultants and agency workers are not deemed to be employees and therefore their remuneration is not covered by this Pay Policy Statement. Contracts covering the engagement of consultants and agency workers will be agreed under the rules of Great Yarmouth Borough Council's Contract Standing Orders. Where the Council is unable to recruit officers or there is a need for interim support, the Council will put in place the most effective arrangements to engage

individuals. These arrangements will comply with HMRC IR35 requirements, relevant procurement processes and ensure the Council is able to demonstrate maximum value for money.

5. **Tax Avoidance**

- 5.1 The Council is committed to tackling all forms of tax avoidance and therefore encourages the direct employment of staff and pays them via the payroll system.

6. **Review**

- 6.1 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2025/26 and will be submitted to Full Council for approval by 31 March 2025.
- 6.2 If it should be necessary to amend this 2024/25 Statement during the year that it applies, an appropriate resolution will be made by Full Council.

## Appendix A

Spinal Column Point	Annual FT Rate April 2023	Pay Bands		2023 Hourly Rate
2	£22,366	Band 1		£11.59
3	£22,737	Band 1	Band 2	£11.79
4	£23,114		Band 2	£11.98
5	£23,500	Band 3	Band 2	£12.18
6	£23,893	Band 3		£12.38
7	£24,294	Band 3	Band 4	£12.59
8	£24,702		Band 4	£12.80
9	£25,119		Band 4	£13.02
10	£25,545		Band 4	£13.24
11	£25,979		Band 4	£13.47
12	£26,421		Band 4	£13.69
13	£26,873	not used		£13.93
14	£27,334	Band 5		£14.17
15	£27,803	Band 5		£14.41
16	£28,282	Band 5		£14.66
17	£28,770	Band 5		£14.91
18	£29,269	Band 5		£15.17
19	£29,777	Band 5		£15.43
20	£30,296		Band 6	£15.70
21	£30,825		Band 6	£15.98
22	£31,364		Band 6	£16.26
23	£32,076		Band 6	£16.63
24	£33,024		Band 6	£17.12
25	£33,945		Band 6	£17.59
26	£34,834	Band 7		£18.06
27	£35,745	Band 7		£18.53
28	£36,648	Band 7		£19.00
29	£37,336	Band 7		£19.35
30	£38,223	Band 7		£19.81
31	£39,186		Band 8	£20.31
32	£40,221		Band 8	£20.85
33	£41,418		Band 8	£21.47
34	£42,403		Band 8	£21.98
35	£43,421		Band 8	£22.51
36	£44,428	Band 9		£23.03
37	£45,441	Band 9		£23.55
38	£46,464	Band 9		£24.08
39	£47,420	Band 9		£24.58
40	£48,474	Band 9		£25.13
41	£49,498		Band 10	£25.66
42	£50,512		Band 10	£26.18
43	£51,515		Band 10	£26.70
44	£52,427		Band 10	£27.16
45	£53,389		Band 10	£27.64

SCP's correct as at 22 February 2024 when approved by Full Council. The pay claim for 2024-25 is yet to be agreed.