



Stockton-on-Tees
BOROUGH COUNCIL

Stockton on Tees
Borough Council

Pay Policy Statement
2023/24

CONTENTS

	Page
1. Introduction	2
2. Definitions	2
3. National and Other Conditions of Service	3
4. Pay Structure	3
5. Chief Officers	3
6. Payments to Employees upon Termination of their Employment (including Chief Officers)	5
7. Employment of Individuals already in Receipt of Local Government Pension	5
8. Employment or Engagement of Former Employees	5
9. The Council's Approach to the Pay of its Lowest Paid Employees	6
10. Relationship Between Chief Officers and Other Employees' Remuneration	6
11. General Principles Regarding the Recruitment of Employees	7
12. Publication of and Access to Information Relating to Remuneration of Employees	7

1. INTRODUCTION

- 1.1 This document sets out the Council's Pay Policy in relation to the remuneration of its employees (excluding local authority school employees) in accordance with section 38 of the Localism Act 2011. The policy is subject to annual review which must be approved by Full Council before 31 March each year. Any amendments during the course of the year must also be considered and approved by Full Council. The policy will be published on the Council's website as soon as reasonably practicable after approval or amendment.
- 1.2 The Localism Act 2011 does not require the Council to consider individual schools therefore the arrangements set out in this document do not extend to members of staff employed by schools.
- 1.3 The Council is committed to ensuring fairness, transparency and equality of pay in the remuneration of its employees and will comply with all relevant employment legislation. The Council aims to deliver high quality services to residents of the Borough and in this regard aims to be an employer of choice recruiting and retaining high quality employees who are valued by their employer.

2. DEFINITIONS

- 2.1 The following definitions will apply throughout this policy statement.
- 2.2 All of the posts below are collectively referred to as **Chief Officer** and are defined within the Localism Act.

Statutory Chief Officers – which in this authority are:

Head of Paid Service - Chief Executive.

Monitoring Officer – Director of Corporate Services.

Section 151 Officer – Director of Finance, Development & Regeneration & Deputy Chief Executive.

Statutory Director of Adult Social Service - Director of Adults & Health.

Statutory Director of Children's Services - Director of Children's Services.

Director of Public Health – Director of Public Health

Statutory Officers – which in this authority are:

Council's Senior Information Risk Officer - Director of Finance & Regeneration & Deputy Chief Executive.

Data Protection Officer – DPO and Information Governance Lead

Non-Statutory Chief Officer and Deputy Chief Officers - which in this authority are:

All other Directors and Assistant Directors and as defined in section 2(7) of the Local Government Act 1989.

3. NATIONAL AND OTHER CONDITIONS OF SERVICE

3.1 The appropriate National Conditions of Service are detailed in the table below and are automatically incorporated into employee’s contracts of employment.

Negotiating Body	Employees
Joint Negotiating Committee (JNC) for Local Authority Chief Executives	Chief Executive
Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities	Directors Assistant Directors
The Soulbury Committee	Educational Improvement Professionals Educational Psychologists Virtual School Head Teacher
Conditions of Service for School Teachers in England and Wales	Centrally Employed Teachers
National joint Council (NJC) for Local Government Services	All other employees

3.2 For legal and other reasons, some employees are employed on other conditions of service, for example as a result of TUPE transfers into the Council and apprentices.

3.3 The Council’s Single Status Agreement which was introduced in 2008 is automatically incorporated into the employment contract of NJC employees, Chief Executive, Chief Officers and Soulbury employees as applicable.

3.4 The allowances within the Single Status Agreement are updated by either the national pay award or the retail price index. Details are included in the Agreement.

4. PAY STRUCTURE

4.1 The Council has established pay and grading structures, using the national pay spine and National Joint Council Job Evaluation scheme for jobs graded up to, and including, grade O and Local Government Association Senior Management Job Evaluation Scheme for jobs graded P and above, which ensures a fair and transparent approach to pay.

4.2 Nationally negotiated pay awards are automatically applied to employee rates of pay under the applicable national conditions of service.

5. CHIEF OFFICERS

Remuneration of Chief Officers

5.1 Under the definitions set out above the Chief Officers are as follows:

Job Title

Chief Executive
Deputy Chief Executive
Directors
Director of Public Health
Assistant Directors

5.2 The salaries relating to the above grades effective from 1 April 2022 are:

Job Title	Salary
Chief Executive	£163,310
Deputy Chief Executive (additional payment of £10,560 in addition to Director Salary)	£141,898
Director	£131,338
Assistant Director – Level 1 (including Director of Public Health)	£98,775
Assistant Director – Level 2	£93,240

5.3 Chief Officers do not receive bonus payments or performance related pay, as it is assumed that they will perform to the highest level, nor do they receive any benefits in kind paid for by the employer.

5.4 Increases in pay for Chief Officers will occur only as a result of:

- Pay awards agreed by way of national/local collective pay bargaining arrangements; or
- Significant changes to a Chief Officer's role which result in a higher salary being appropriate as confirmed by the outcome of an appropriate job-evaluation process.
- Recruitment and/or retention payments which, in all the given circumstances at the relevant time, are deemed necessary in the best interests of the Council and which are determined under the relevant policy relating to such payments.

5.5 In accordance with the requirements of the Localism Act 2011, in respect of new appointments, an offer of a salary package of £100,000 or higher will not be made in respect of any post without the prior approval of the Council.

Election Duties undertaken by Chief Officers

5.6 Fees for election duties undertaken by chief officers are not included in their salaries.

For Parliamentary elections the Council receive a Parliamentary Election Order from central government which has already set the fee for each constituency. In respect of local elections fees are determined separately in consultation with the other Tees Valley

Councils. For contested elections the fees are based on an agreed sum for the first 1000 electors and a further sum for each additional 1000 electors or fraction thereof, and a set agreed sum for uncontested elections

6. PAYMENTS TO EMPLOYEES UPON TERMINATION OF THEIR EMPLOYMENT (INCLUDING CHIEF OFFICERS)

- 6.1 Chief Officers who cease to hold office or be employed by the Council will receive payments calculated using the same principles as any other member of staff, based on entitlement within their contract of employment, their general terms and conditions, and existing policies.
- 6.2 In the case of termination of employment by way of early retirement, redundancy (voluntary or otherwise) or on the grounds of efficiency of the service, the Council's policies set out provisions which apply to all staff regardless of their level of seniority.
- 6.3. The Council's Pensions and Retirement Policy also sets out the applicable provisions in respect of awarding additional pension entitlement by way of augmentation or otherwise.
- 6.4 Under the Localism Act 2011, where severance packages taken as a whole, has a cost to the authority of £100,000 or more, the Council will be given an opportunity to vote before the package is approved. However, if the employee would be contractually entitled to such a payment and where there is no discretion and a failure to comply would place the Council in breach of contract and leave it exposed to litigation, the payment would be exempt from the requirement of such a vote
- 6.5 Following the revocation of the Exit Payments Regulations in March 2021 the Government has issued statutory guidance for Local Authorities when making Special Severance Payments. *The payments are described as payments made to employees that are outside of statutory, contractual or other requirements when leaving employment in the public sector.* The Council would not usually make such payments however, should it be necessary to do so the statutory guidance will be followed.

7. EMPLOYMENT OF INDIVIDUALS ALREADY IN RECEIPT OF A LOCAL GOVERNMENT PENSION

- 7.1 The approach to the employment of individuals already in receipt of a local government pension is set by the Teesside Pension Fund. The Fund has resolved not to abate pensions on re-employment, having regard to the enactment of regulations introducing flexible retirement, unless an enhanced ill-health retirement has been awarded.

8. EMPLOYMENT OR ENGAGEMENT OF FORMER EMPLOYEES

- 8.1 The Council will generally not re-employ or engage any individual under a contract of service or a contract for services who has previously been employed by the Council and left that employment with the benefit of a severance such as flexible retirement, early retirement or a redundancy payment under voluntary arrangements unless it is in the best interests of the Council to do so or there are exceptional circumstances which would justify doing so.

- 8.2 Should it be necessary to re-employ or engage a former employee who has left under the circumstances detailed in 8.1 above, this must be agreed by the Director of the service and the Director of Corporate Services in advance. If the re-employment is in Corporate Services then the approval of the Head of Paid Service will be required.

9. THE COUNCIL'S APPROACH TO THE PAY OF ITS LOWEST PAID EMPLOYEES

- 9.1 The salaries used in this report are from 1 April 2022.
- 9.2 The Council's grading structure begins at scp 3 Grade C, which currently is £10.79 per hour which is above the current National Living Wage which is £9.50 per hour from 1 April 2022. The National Living Wage is expected to increase to £10.42 per hour with effect from 1 April 2023. The trade union pay claim for 1 April 2023 has not been issued however, the Council's lowest pay point will be above the 2023 NLW rate regardless of the pay award.
- 9.4 The Council has also agreed that apprentices, undertaking level 1, 2 and 3 apprenticeships, will be paid the National Living Wage for age. From 1 April 2023 these will start at £5.28 per hour for 16 and 17 year olds, rising to £10.42 for those who are aged 23 and over. For those apprentices undertaking a level 4 apprenticeship or above they will be paid a minimum of grade C which is currently £10.79 per hour.

10. RELATIONSHIP BETWEEN CHIEF OFFICER AND OTHER EMPLOYEES' REMUNERATION

- 10.1 The 'pay multiple' for the Council is determined by comparing the pay of the highest paid employee (Chief Executive) against the median average pay, using hourly rates as at 31 December, for employees within the scope of this statement.
- 10.2 The Council will aim to maintain a pay multiple of less than 10.
- 10.3 The median hourly rate and multiplier has been calculated using the data from 31 December 2022. The Council's Median Hourly Rate is £13.66 as at 31 December 2022 (£12.20 at 31 December 2021) and the Pay Multiple is 6.20 as at 31 December 2022 (6.53 at 31 December 2021). There is a positive change in both the median hourly rate and pay multiple which is mainly due to the flat rate pay award of £1,925 which was paid to all employees, pro rata for part time employees, including Chief Officers and the Chief Executive. The pay multiple is well within the stated aim of less than 10.

11. GENERAL PRINCIPLES REGARDING THE RECRUITMENT OF EMPLOYEES

- 11.1 All employees are recruited in accordance with the Council's Recruitment Policy and are appointed on the minimum of the grade unless there are exceptional circumstances which would warrant appointment above the minimum of the grade. However, where an employee is redeployed because of redundancy or ill health into a lower graded job they will generally be appointed to the highest spinal column point of the lower grade, where appropriate, with salary protection to minimise the financial loss for a maximum of two years.

11.2 The Council will consider all applicants on merit during the recruitment process and will not discount any applicant on the basis of previous public sector employment and/or the terms of that employment ending save as detailed in paragraph 8.1 above.

12. PUBLICATION OF AND ACCESS TO INFORMATION RELATING TO REMUNERATION OF EMPLOYEES

12.1 The Council will publish their Pay Policy Statement, following approval of Full Council, on the Council's website. In addition, remuneration related data associated with the Pay Policy Statement and Code of Recommended Practice for Local Authorities on Data Transparency will be published on the Council's website no later than 31 March, Gender Pay Gap report by 30 March, and information related to the public sector equality duty no later than 30 June.

Appendix C (1)

Officer Appointments to Outside Bodies and Governing Bodies

Body	Role	Officer
Spark of Genius NE LLP	Board Member	Garry Cummings Director of Finance, Development and Regeneration & Deputy Chief Executive Martin Gray Director of Children Services
Stockton Borough Holding Company Limited and Stockton Hotels Company Limited	Director Company Secretary	Reuben Kench, Director of the Community Services, Environment, & Culture Chris Renahan, Assistant Director (Inclusive Growth and Development), Clare Harper, Assistant Director (Finance) Jill Douglas (Winship), Assistant Director (Corporate Services) Jill Douglas (Winship), Assistant Director (Corporate Services)
Saltburn Artists Project	Director	Reuben Kench, Director of the Community Services, Environment, & Culture
Tees River Trust	Board Member	Neil Mitchell, Head of Environment, Leisure & Green Infrastructure
Education Training Collective	Governor and Member of the Standards Committee	Vanessa Housley, Service Lead Education and Wellbeing
Bishopton Management Board	Governor	Sharon Stevens, Team Manager Children's Services
Oliver and Norman Field Charity	Trustee	Sarah Runnacles, Senior Occupational Therapist
Achieving Real Change In Communities CIC (ARCC)	Board Member	Marc Stephenson, Assistant Director (Community Safety & Regulated Services)
Tees Valley LEP Area ESI Funds Local Sub-Committee	Board Member	Garry Cummings Director of Finance, Development and Regeneration & Deputy Chief Executive
Stockton BID Company limited	Board Member	Iain Robinson, Assistant Director, Town Centres Development
Crooksbar Primary School	Vice Chair of Rapid Impact Board	Vanessa Housley, Service Lead Education and Wellbeing
St Patrick's College	Vice Chair of Governing Body	Vanessa Housley, Service Lead Education and Wellbeing