



**City of York Council – Pay Policy Statement for the period
1 April 2020 to 31 March 2021.**

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 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 26th March 2020. 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. Statutory Chief Officers:

Statutory Officer Role	City Of York Council Post
Head of the Paid Service & Returning Officer	Deputy Chief Executive (Interim basis) (Normally Chief Executive - currently absent) ¹
Monitoring Officer	Director of Governance
Director of Children's Services	Corporate Director Children, Education and Communities.
Chief Finance Officer (S151)	Head of Finance and Commercial Procurement (interim basis) Normally Deputy Chief Executive and Director of Customer and Corporate Services ²
Director of Adult Social Services	Corporate Director Health, Housing and Adult Social Care
Director of Public Health	Director of Public Health

2. 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

¹ Internal temporary arrangement to cover the absence of the Chief Executive. The statutory responsibilities of the Head of Paid Service is currently being carried out by the Deputy Chief Executive and Director of Customer and Corporate Services.

² Internal temporary arrangement to cover the statutory responsibilities of the Chief Finance Officer normally carried out by the Deputy Chief Executive and Director of Customer and Corporate Services. The Head of Corporate Finance and Procurement is not a Chief Officer role and would not normally be included in this statement

- 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
- Interim Assistant Director of Legal and Governance (Fixed term to 31st March 2020)

Policy on remunerating Chief Officers

The policy for remunerating Chief Officers can be seen in Annex A .

Separate arrangements exist for the Chief Executive. 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 and the Chief Executive are 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 complies with the outside London Living Wage rate. From 1st April 2020 this rate of pay will be £9.30 per hour (£17,942 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 salary at the time of this report is the full time equivalent of £182,000. This is paid to the Interim Assistant Director of Legal and Governance. (See Annex B). This was a time limited temporary arrangement and will end on 31st March 2020. Noting that the individual did not work full time during the interim arrangement, and from January 2020 has only worked a day a week

The highest paid permanent base salary in this council is £143,940 which is paid to the Chief Executive. The median salary in this council is £26,343. The ratio between the two salaries, the 'pay multiple' is 5.46:1. 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.

Employees with remuneration over £50,000.

The council has 60 other employees with remuneration over £50,000. These employees are covered by the national pay arrangements for educational psychologist, Soulbury officers or are employees who have progressed through the salary levels in the highest grade under the council's Local Government Service Employee grading and pay structure. Details of the numbers can be seen in Annex C.

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 D.

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 - Chief Officer Remuneration Details
- Annex C - Number of Employees with remuneration over £50,000
- Annex D - Public Health Remuneration Details and Policies
- Annex E - Publication Requirements

City of York Council Chief Officer Pay Policy

Scope

This policy applies to employees covered by the Joint Negotiating Committee for Local Authority Chief Officers. In City of York Council this is Assistant Directors, Directors and Corporate Directors. Separate arrangements exist for the Chief Executive.

Role of the Unions in Chief Officer Terms and Conditions / Pay and Grading

At national level Unison and GMB are recognised for negotiation purposes on Chief Officer terms and conditions. Terms and conditions are set out in the Joint Negotiating Committee for Local Authority Chief Officers Conditions of Service Handbook.

Collective bargaining arrangements for the Chief Officer group at City of York Council are set out in the Trade Union Engagement Framework, (Recognition at City of York Council).

Policy on remunerating Chief Officers (from Pay Policy)

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 originate from the historic 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.

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.

Termination payments of Chief Officers including redundancy and pension discretion

The council applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. 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 senior officers are published in the authority accounts as required under the Accounts and Audit (England) Regulations 2015.

Chief Officer severance packages over £100k in value are subject to approval by the Council's staffing Matters & Urgency Committee.

Job Evaluation

Chief Officer's roles are evaluated using Hay Job Evaluation methodology. Trained Hay analysts are employed within HR and there will always be at least 3 analysts trained at any one time.

Where a Chief Officer post is being amended or new posts created two Hay analysts will analyse the job description and provide a Hay score. The analysts will inform the trade unions of the outcome to ensure consistency and transparency. The Hay score will be used to establish the grade for the role within the pay structure.

Where an initial job evaluation exercise is carried out on more than five Chief Officer roles then the unions will observe the evaluations.

If it is not possible for the analysts to determine a score then this will be referred to the Head of HR (who will be Hay trained) to make the final decision, observed by trade unions.

Pay Structure

There are 3 levels of Chief Officer Grades within CYC. These are shown below with the corresponding Hay score.

Corporate Director	1401 - 2000
Director	1001- 1400
Assistant Director	800 - 1000

Directors and above are part of the Corporate Management team responsible for delivering the Council's Objectives.

Below shows the structure, incremental points for each of the chief officer pay grades. Rates are effective from 1st April 2019.

CorpDir	Corporate Directors	4	£109,068
		3	£105,570
		2	£102,204
		1	£98,940
Dir	Directors	4	£97,149
		3	£93,864
		2	£90,690
		1	£87,623
AsstDir	Assistant Directors	4	£79,459
		3	£76,592
		2	£74,060
		1	£71,521

Pay Awards

Any nationally negotiated annual pay settlement by the Joint Negotiating Committee for Chief Officers of Local Government will be applied to the salary scales. The National pay settlements are effective from 1st April of that year.

Incremental Progression

Incremental progression is not automatic and is based upon annual performance and achievement of objectives.

Incremental progression is agreed by the line manager i.e. the Chief Executive, Corporate Director or Director.

Only one increment level can be made at a time.

Progression through the levels will be either 1st April or 1st October each year, whichever comes first following the completion of 12 months' continuous service. This applies to both new starters or existing employees promoted to a higher Chief Officer grade

Pension

Chief Officers have access to the LGPS.

Market Supplements

A [Market Supplement](#) Policy is in place for Chief Officers which allows, where there is objective justification and evidence for, a supplement to be paid to reflect a market premium for a specific role.

Stand By

A contractual standby requirement is in place for Chief Officers to participate in a Stand By rota to provide emergency cover out of hours. Payment for hours on Standby is at the agreed rate in force under the Council's standard Stand By Policy for Local Government Service Employees.

Call out

Time worked when called out from stand by can either be claimed at normal hourly rate or taken as time off in lieu. Work is deemed to have commenced from the time of the call.

Expenses

Travel and other expenses are reimbursed through normal council [procedures](#).

Other allowances:

There is no provision in the Chief Officer pay policy for:

- Bonus
- Earn Back
- Ex gratia payments
- Honoraria
- Or any other payments not specifically referenced.

Pay Protection

The council's standard Pay Protection Policy applies to Chief Officers.