

<b>12 March 2024</b>	<b>ITEM: 5</b>
<b>General Services Committee</b>	
<b>Annual Pay Policy Statement 2024/25</b>	
<b>Wards and communities affected:</b> All	<b>Key Decision:</b> n/a
<b>Report of:</b> Graham Snell – Portfolio Holder for Finance	
<b>Accountable Assistant Director:</b> Tina Dempsey, Acting Assistant Director HR and OD	
<b>Accountable Director:</b> Dave Smith, Chief Executive / Managing Director Commissioner	
<b>This report is</b> Public	
<b>Version:</b> Committee	

## Executive Summary

The Localism Act 2011 requires the Council to publish an Annual Pay Policy Statement, which must be approved in advance of the financial year to which it applies.

The 2024/25 statement has been updated to reflect the decision of General Services Committee on 5 December 2023 to end local collective bargaining on pay awards for employees below senior manager level and apply the National Joint Committee (NJC) for Local Government Services cost of living pay increases from 1 April 2024. The new collective agreement reached with Trade Unions to implement this change is attached as appendix 1.

At the above meeting, General Services Committee also agreed for the Chief Executive/Managing Director Commissioner to consult on a new senior manager pay structure with the outcome reported to Committee prior to implementation. This report is included as a separate item on this agenda, the changes for which are proposed to come into effect from 1 April 2024. The proposed changes are reflected in the Annual Pay Policy Statement 2024/25 attached as appendix 2.

## Commissioner Comment:

The Council's Section 151 Officer has issued a s114 notice which places restrictions on what the Council can spend to ensure that the Council will be able to balance its budget in the future. However, the Council is permitted to continue spending on existing staff payroll and pension costs, and on existing legal agreements and contracts.

In January 2023, when Full Council agreed the updated Pay Policy Statement for 2022/23 to increase salaries for the Council's workforce (excluding senior managers) in line with the NJC pay award, a recommendation from the Commissioners for a full review of pay arrangements before any future agreements are made was also approved. Following the completion of this review, Commissioners and General Services Committee agreed to end local pay bargaining arrangements and to only apply the NJC pay award from 1 April 2024.

With regard to senior manager pay framework, the letter received by the Council on 16 March 2023 from DLUHC, gave Commissioners authority over:

- All functions associated with the Authority's operating model and redesign of council services to achieve value for money and financial sustainability.
- All functions to define the officer structure for the senior positions at the Authority, to determine the recruitment processes and then to recruit the relevant staff to those positions.
- All functions pertaining to the development, oversight and operation of an enhanced performance management framework for officers holding senior positions.

The revised senior manager pay framework ensures the reward package and associated administration represents value for money and reflects the changes to the officer structure for senior positions that have been implemented from August 2023. Work to deliver the required changes to performance management will follow completion of the Council's new Performance Management and Accountability Framework (PMAF).

## **1. Recommendation(s)**

- 1.1 Approve the Council's revised Collective Agreement with recognised Trade Unions attached as appendix 1.**
- 1.2 Approve the Council's Annual Pay Policy Statement 2024/25 reflecting the changes outlined in this report, attached as appendix 2 for submission to Full Council on 20 March 2024.**

## **2. Introduction and Background**

- 2.1 The Localism Act 2011 requires the Council to publish an annual Pay Policy Statement for chief officers. This must be approved by Council by 31st March each year. Like many other local authorities, Thurrock's statement includes a pay policy for all categories of employees which reflects existing employment terms and conditions.
- 2.2 An updated Annual Pay Policy Statement for 2023/24 was approved by Council on 29 November 2023, which included an increase to match the higher NJC pay award as required by the Council's Collective Agreement that applied at that time.
- 2.3 Since Council approved the updated Pay Policy Statement in November 2023, the requested reviews of pay and reward for all levels of the workforce have been completed and agreed with General Services Committee. Following the completion of formal consultation processes, changes that apply from 1 April 2024 are reflected in the statement for 2024/25 and are summarised below.

## **3. Issues, Options and Analysis of Options**

### **3.1 Outcome of Pay and Reward Review - NJC Pay Award**

- 3.1.1 Thurrock left the national collective bargaining arrangements for local government pay determined by the NJC for Local Government Services in 2007, after which annual pay settlements were determined locally in consultation with Trade Unions. The Council's previous collective agreement with Trade Unions, which runs from 2019 to 2023, contained a binding

commitment that the overall increase over the lifetime of the agreement shall not be less than the cumulative “headline” increase of the National Joint Committee (NJC) for Local Government Services (Green Book) pay scales. The Council’s flexibility was therefore limited to only paying more, not less than the national pay award, which means the Council was not able to control pay growth through this route, restricting the potential benefits that can be achieved.

- 3.1.2 Commissioners and General Services Committee agreed that it was more appropriate for an authority of the Council’s size and resources to participate in national pay bargaining. Instead of determining the annual pay increase through the budget process, the Council will contribute to the collective bargaining process which is led by the Local Government Association on behalf of employers.
- 3.1.2 With regard to other aspects of pay, such as overtime, allowances and pay progression, the Committee’s decision was to leave them unchanged. This recognised the risks and benefits involved, in particular that delivery of the wider savings programme and implementing the new operating model were the greater priority. Reductions to overtime and allowances had last been reviewed in 2021 and delivered a saving. Pay progression was considered to be an important element of the reward package to attract and retain the workforce.

### **3.2 New Collective Agreement from 1 April 2024**

- 3.2.1 A new Collective Agreement with Trade Unions is required to implement the decision to apply the NJC cost of living pay awards to the Council’s officer pay structure.
- 3.2.2 The current arrangement for the Council to determine pay increases locally is contained in a Collective Agreement with recognised Trade Unions (GMB, UNISON and UNITE) for the period 2019 to 2023. Consultation has been completed with these Trade Unions who have confirmed they and their members agree to follow the NJC pay award from 1 April 2024.
- 3.2.3 The Council’s initial proposal was to limit the scope of the NJC pay award that would be implemented to agreements on pay alone. This is because the negotiations to decide NJC awards can include changes to other conditions of service. All Trade Unions stated they would only agree if all aspects of pay awards were implemented by the Council.
- 3.2.4 Following a review of the frequency and potential impact of non-pay related agreements included in the pay award, Officers recommend accepting the Trade Unions’ position. This is because there has only been one occasion in the previous 15 years that the Council would have been impacted by an additional part of a pay award if the NJC decision had been followed at the time. This was a change in 2022 to give all employees covered by the NJC pay award one additional day’s annual leave from April 2023. There were 2 further changes in that increased minimum annual leave entitlement in 2009 and 2020, which would not have made any difference because the Council’s minimum entitlement is 25 days compared to the current NJC minimum of 23 days. Whilst future NJC pay awards may include changes to conditions of service other than annual leave, the Employer’s side consider the financial implications for authorities. The Council will benefit from maintain paying and conditions in line with the sector to support recruitment and retention.
- 3.2.5 The content of the Collective Agreement attached at Appendix 1 reflects that the Committee is being asked to approve reflects the request from the Trade Unions. Whereas the previous Collective Agreement was time limited, this has been written to provide an on-going framework

for collective bargaining and engagement with Trade Unions. Reviews can take place as and when required and any future changes consulted upon as necessary.

### **3.3 Changes following Senior Manager Pay Review**

- 3.3.1 The 2023 annual review of senior manager salaries took a long time to resolve because the process called into question the bespoke policy developed for the Council to manage their pay. In addition, the requirement to grade jobs based on a weighted average median market pay value is not generally recognised as a process suited to local government roles. Whilst the market-based approach is permitted under equal pay legislation, it is considered to be more appropriate in new or high growth industries. This approach also presents challenges every year to regularly access and analyse up to date benchmarking data to inform decisions.
- 3.3.2 A thorough benchmarking process was undertaken as part of the 2023 pay award to compare the Council's senior manager pay clusters to comparable roles in London Boroughs and Unitary Authorities. This was in line the 50/50 weighting model set out above. Whilst the analysis confirmed the approach taken of applying the median average pay increase for senior roles in local authorities had maintained pay at a level the policy originally intended, it demonstrated that there is questionable value in continuing with a market-based approach compared to an annually determined cost of living increase that takes into account the same issues of competition, inflation and affordability.
- 3.3.3 The benchmarking on the Council's 'normal' pay levels, based on a 50/50 weighting of medians pay for each role in London Boroughs and Unitary Authorities, demonstrated they were broadly comparable to those offered in other authorities. This means that overall, current levels of pay are competitive to attract and retain senior talent, are not excessive and are believed to fair value for taxpayers. Therefore, the review did not propose an increase in overall levels of pay to compete in the current market. The 50/50 weighting model will continue to be used as a reference when considering levels of pay.
- 3.3.4 The benchmarking of 11 other Unitary Authorities identified that whilst they each had different grades structures, they had fewer grades for each level of role. Most had only 1 or 2 grades for each level of senior manager role e.g. at SLT level and the tier below. They also tended to have a more consistent approach to how grades were designed.
- 3.3.5 The changes that are being implemented to senior pay from 1 April 2024 are:
- Adopting the Local Government Association Chief Officer Job Evaluation Scheme and as sector specific, factor based and equality proofed method to determine grades for senior management positions.
  - A 5 grade pay structure that reflects the different range of each senior position's portfolio;
  - Each grade consists of 6 points with incremental steps of 3% between them to allow for flexibility in determining salaries on appointment and pay progression; and,
  - Salaries for grades SM1 to SM4 increased annually on 1 April in line with the Joint National Committee (JNC) for Local Authority Chief Officers Cost of living pay awards. Grade SM5 is increased on the same date in line with the JNC for Local Authority Chief Executives.
- 3.3.6 The further consultation will take place with senior managers during 2024/25 on a new performance manager framework for their roles. This will take place once the design of the Council's new Performance Management and Assessment Framework (PMAF) has been

completed to ensure arrangements for the performance management and appraisal of individual senior managers is aligned with it. This will include both the design of a performance management framework for senior managers and criteria required for pay progression.

#### **4. Reasons for Recommendation**

- 4.1 The Council's existing Collective Agreement with Trade Unions that specified the process for deciding pay awards has expired. The proposed agreement is necessary to implement the Committee's previous decision to apply NJC pay awards.
- 4.2 Agreeing the content of the Annual Pay Policy Statement 2024/25 for submission to. In order to comply with the Localism Act 2011, it is necessary for full Council to publish the pay policy statement in advance of the financial year to which it applies. Members are required to ensure that the pay policy statement reflects the changes outlined in this report which are presented for approval at this Committee.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 Formal consultation to agree to changes detailed above has taken place with Trade Unions recognised by the Council.

#### **6. Impact on corporate policies, priorities, performance and community impact**

- 6.1 This report is a statement of existing policies and conditions of services for the Council's workforce and therefore does not have wider impacts.

#### **7. Implications**

##### **7.1 Financial**

Implications verified by: **Jo Freeman**  
**Head of Financial Management**  
**6 March 2024**

The Annual Pay Policy Statement for 2024/25 includes changes to apply the NJC pay award and the outcome of the review of senior manager pay.

The decision to apply the NJC pay award will not result in any higher increases than the Council's current method for increasing pay through an independent recommendation submitted for the budget process each year. This is because the current collective agreement with Trade Unions guarantees to match the cumulative value of NJC awards over the period of the agreement if they are higher.

The outcome of the senior pay review includes the application of JNC cost of living pay awards. The costs of which over time will be broadly the same as the current method for increasing pay based on an independent assessment of median pay each year. Other than

one off adjustments to implement the outcome of the review, the cost of the new pay structure are no higher than the current arrangements.

## 7.2 Legal

Implications verified by: **Jayne Middleton-Albooye**  
**Interim Head of Legal Services and Deputy Monitoring Officer**  
**7<sup>th</sup> March 2024**

Sections 38 to 43 of the Localism Act 2011 require Councils to prepare a Pay Policy Statement for each financial year and the Secretary of State, pursuant to section 40, has issued both the original Pay Accountability Guidance in February 2012 and a supplementary guidance in February 2013. The content of this report and the recommendations comply with the Council's responsibilities in this regard. Section 39(4) permits the Council to amend its policy by resolution, if required in-year.

The Council's consultation, including with individuals, where appropriate, and collective bargaining processes have been followed in order to implement the changes to the annual pay award and review of senior manager pay detailed in section 3 above. This minimises the grounds for any potential breach of contract and/or constructive unfair dismissal claims.

## 7.3 Diversity and Equality

Implications verified by: **Rebecca Lee**  
**Team Manager – Community Development and Equalities**  
**4 March 2023**

Community and Equality Impact Assessments undertaken were undertaken for the changes detailed in section 3 of the report through the Pay and Reward Review and the Review of Senior Manager pay. No adverse impacts were identified.

## 7.4 Risks

Maintaining competitive pay and conditions helps to mitigate recruitment and retention risks.

Periodic reviews of arrangements for managing pay and reward contributes to reducing equal pay risks.

## 7.5 Other implications (where significant) – i.e. Staff, Health Inequalities, Sustainability, Crime and Disorder, or Impact on Looked After Children

None identified.

## 8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- Annual Pay Policy Statement 2022/23 - Full Council – 25 January 2023 – report available [here](#)

- Pay and Reward Review - General Services Committee – 27 June 2023 – report available [here](#)
- Revised Annual Pay Policy Statement 2023/24 – Full Council 27 September 2023 – report available [here](#)
- Revised Annual Pay Policy Statement 2023/24 – Full Council 29 November 2023 – report available [here](#)
- Senior Manager Pay Review - General Services Committee – 5 December 2023 – Exempt
- Pay and Reward Review - Options Analysis- General Services Committee – 5 December 2023 – Exempt
- Senior Manager Pay Review– General Services Committee – 12 March 2024 – report available [here](#)

## **9. Appendices to the report**

- Appendix 1: Collective Agreement – 1 April 2024
- Appendix 2: Annual Pay Policy Statement 2024/25
- Appendix 3: Senior Manager Pay Scales
- Appendix 4: Officer Pay Scales
- Appendix 5: National Minimum and Living Wage Rates

### **Report Author:**

Mark Keeble

Pay and Reward Specialist

Corporate Services

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# **Appendix 1**

**Thurrock Council**

**Human Resources Framework Collective Bargaining Agreement**

**1 April 2024**

**Version Control**

Version Control	
Author:	Pay and Reward Specialist
Owner:	Director of HR, OD & Transformation
Date Drafted:	December 2023
Approved By:	General Services Committee
Date Approved:	12 March 2024
Version:	1.0
Next Formal Review Date:	March 2025

**Amendment Record**

Version No.	Date	Summary
		<i>Provide summary of changes made in this version</i>

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  9. Annual Cost of Living Review
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- Appendix A Human Resources Framework

## **1. Introduction**

This collective agreement builds on the previous agreements for 2019 to 2023 which focused on the implementation and transition to a new pay structure and set of allowances. These agreements built on the Council's Single Status Agreement, which was implemented in 2006, to achieve harmonisation of terms and conditions for all its employees in accordance with the 1997 national Single Status Agreement.

The content of this document constitutes an on-going agreement that will be reviewed when required rather than limited to a set period of time.

## **2. Scope**

This agreement replaces the Human Resources Framework Collective Bargaining Agreement 2019-2023 and Phase 2 Pay Review (Allowances) Collective Agreement 2021-2023. The contents of which remain unchanged unless amended in this updated agreement or through collectively agreed changes to policies and procedures that reference them.

These previous collective agreements demonstrate the Council's and Trade Unions' commitment to principles of collective bargaining. All parties are committed to continue working by seeking to achieve a joint consensus and to engage constructively to resolve any collective disputes that may arise.

This agreement re-affirms the commitment of Trade Unions and Thurrock Council to work together under the principles of collective bargaining and commits to jointly develop programs of work to achieve the aims and objectives of this agreement.

This agreement applies to all Thurrock Council employees who are employed under the Council's Terms and Conditions and all non-teaching school-based employees, where the School has adopted the Council scheme.

Where the contract has different terms and conditions, for example where there has been a TUPE or Statutory Transfer, the Council may consult separately to look to achieve comparable terms and conditions.

This agreement applies to all current policies that are listed in Appendix A and subsequent policies and procedures.

This agreement is designed to continue on an on-going basis with an annual review to update any content where required to reflect organisational, legislative or other changes that have occurred. Any substantive changes to the agreement itself will be negotiated and agreed as and when required.

## **3. Collective Bargaining Agreement**

Thurrock Council recognises the value of a good relationship between the employer and the Trade Unions. This agreement is designed to facilitate effective consultation and collective bargaining to contribute to productive industrial relations within the

Council.

This agreement has been drawn up in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992, the Employment Act 2002 and the ACAS Code of Practice on disclosure of information to trade unions for collective bargaining purposes.

The Council and Trade Unions support the system of collective bargaining in every way and believe in the principle of conducting industrial relations by discussion and agreement to achieve:

- Full engagement;
- Resolving issues and conflicts locally;
- Work proactively to foster good relationships and outcomes;
- Ensure due process is met;
- Working together to exhaust internal mechanisms before taking recourse to either industrial action or imposing changes;
- Support each other by working through issues to achieve a joint resolution; and,
- Apply the same behaviours as is expected of the workforce within its HR Framework.

The Council recognises the following rights of staff of trade union membership and activities:

- the right to be a member of such Trade Union as they may choose;
- the right not to belong to a Trade Union; and,
- the right where staff who are a member of a recognised Trade Union to take part in its activities at appropriate times and to seek election to office in the union, and to hold office in the union.

The Council recognises the following Trade Unions for collective bargaining purposes: Unison; GMB and Unite.

The Council publishes a separate Facilities Agreement that details its relation with the recognised Trade Unions within the collective bargaining agreement, and how time and facilities are managed between the Trade Unions and the Council.

#### **4. Aims and Objectives**

Thurrock Council's workforce is our greatest asset in delivering services to our communities. Therefore, we are committed to work jointly with their elected representatives to:

- Ensure their health, safety and wellbeing;
- Ensure they are informed and aware of organisational matters that affect them;

- Engage them in organisational development, change and improvement activities;
- Ensure they have access to training and development opportunities;
- Develop people management practices that value diversity, are inclusive and increase levels of equality; and,
- Create a working environment and culture in which employees feel safe to speak out and raise concerns.

The Council and Trade Unions will work together to support a culture of continuous learning and improvement to:

- Support effective and sustainable change and transformation to deliver the Council's strategic and operational objectives;
- Monitor the impact and effectiveness of policies and procedures;
- Shape good practice and respond to changes in employment legislation;
- Increase equality and inclusion;
- Ensuring equitable application of pay and conditions, including a pro-active approach to equal pay;
- Contributing to organisational and workforce development activities that improve performance, efficiency and outcomes for residents;
- Support a high performing culture;
- Welcome constructive challenge; and,
- Reinforce values of public service.

## **5. Human Resource Framework**

The policies and procedures that govern the employee/employer relationship are listed in Appendix A of this agreement. The headings, grouping and order of the policies are for reference only and do not indicate priority or connection.

*Note:* All Policies, Procedures and agreements will be made available on the intranet unless the agreement is for a particular group of staff and has been agreed by the Council Trade Union board under a separate collective agreement.

## **6. Trade Union Board**

The Trade Union Board was set up jointly between the employer and the recognised trade unions.

The role of the Board is to ensure a consistent, fair and equal approach to all matters relating to pay and employment.

The Terms of Reference of the Board will be reviewed.

## **7. Job Evaluation**

The Council has adopted the Greater London Provincial Council (GLPC) job evaluation scheme to determine the grade of jobs on the Council's pay scale below senior manager level.

The GLPC scheme is operated as an In-house scheme within Human Resources and officers have been fully trained in the scheme.

Local conventions, which determine how the job evaluation scheme works at a local level, have been jointly agreed and will be reviewed regularly by the Trade Union Board to ensure consistency and relevance.

The GLPC job evaluation scheme will determine where roles fall into Grades A-I, with roles below Grade A being paid the Thurrock Living Wage and those above Grade I being evaluated under the Local Government Association (LGA) Chief Officer job Evaluation Scheme. The threshold for evaluation using the LGA scheme is set at a level to that applies only to the most senior leadership roles in the Council at Assistant Director level and above.

The full GLPC scheme structure will be published and available under the Human Resource Framework on In-form and published annually as part of the pay policy statement.

## **8. Annual Cost of Living Review**

With effect from 1 April 2024, the Council will increase salaries for all pay points for grades TLW and A to I in accordance with the National Joint Committee (NJC) for Local Government Services (Green Book) pay award. Any salaries above the top of the NJC pay scale will be increased by the same amount as the highest point on the NJC pay scale.

In the event the NJC includes changes to other pay and conditions as part of the annual pay award, the Council will implement them.

## **9. Annual Pay Policy Statement**

The Council has a statutory duty to publish a pay policy statement which has been approved by Full Council in advance of the start of the financial year to which it applies.

The pay policy statement provides transparency on certain aspects of pay and remuneration. The Council reserves the right to review, revise, amend or replace the content of the Annual Pay Policy Statement from time to time to reflect changes that have been agreed during the previous year and to comply with new legislation.

## 10. Signatures

All parties agree and commit to working jointly to deliver the aims and objectives and content of this collective agreement.

Signed on behalf of Thurrock Council

\_\_\_\_\_ Dated: \_\_\_\_\_  
Tina Dempsey  
Acting Assistant Director HR&OD

Signed on behalf of the Trade Unions

\_\_\_\_\_ Dated: \_\_\_\_\_  
\_\_\_\_\_ (print name)  
\_\_\_\_\_ (job title) GMB

\_\_\_\_\_ Dated: \_\_\_\_\_  
\_\_\_\_\_ (print name)  
\_\_\_\_\_ (job title) UNISON

\_\_\_\_\_ Dated: \_\_\_\_\_  
\_\_\_\_\_ (print name)  
\_\_\_\_\_ (job title) UNITE



# **Thurrock Council Human Resources Framework Collective Bargaining Agreement 2019-2023**

## **Appendix A – Human resources Framework**

The following are a list of policies and procedures that govern the employee/employer relationship. The headings, grouping and order of the policies are for reference only and do not indicate priority or connection.

### **Pay and Benefits**

The following policies all relate to pay and benefits, in addition the Council offers non cash benefits under its staff benefits scheme:

- Acting Up Allowance Payments Policy
- Additional Hours and Irregular Working Policy
- Buying Annual Leave Scheme
- Celebrating Long Service Policy
- Childcare Vouchers Salary Sacrifice Scheme
- Emergency duty payment scheme
- Holiday pay adjustment collective agreement
- Market Factor Salary Supplements
- Pay Policy Statement
- Single Status Agreement
- Standby and Call Out Policy

### **Recruiting**

The following policies and procedures relate to how the Council recruits and retains its workforce:

- Disclosure and Barring Service (DBS) and Vetting Policy
- Induction - onboarding, re-induction and probation guidelines
- Recruitment and Selection Policy
- Relocation Policy
- Temporary Staff and Agency Workers Policy

### **Managing**

The following policies and procedures relate to how the Council manages the workforce

- Assessed and Supported Year in Employment (ASYE) Policy
- Change Management Policy
- Improving Performance Policy
- Job Evaluation
- Learning and Development Policy
- Managing Sickness Absence Policy
- Performance and Development Review (PDR) and Pay Progression Policy
- Working Smartly and Safely – guidance for staff and managers

### **Resolving Conflict**

The following policies and procedures relate to how the Council resolves employee and employer conflict:

Appeals Policy - Human Resources  
Disciplinary Policy  
Employee Representation Policy  
Grievance Policy, including Harassment and Bullying

### **Diversity and Equality**

The following policies and procedures relate to how the Councils comply with all equalities legislation and practices:

Disability Awareness and Support  
Equality, Diversity and Inclusion Policy  
Gender Identity and Sexual Orientation Support  
Religion and Belief in the Workplace Policy  
Working Families Policy and Procedure

### **Working Time**

The following policies and procedures are the Council working arrangements and how the working time regulations are applied:

Additional Hours and Irregular Working Policy  
Business Travel and Subsistence Policy  
Career Break Scheme  
Flexible Working Policy  
Holiday and Time Off Policy  
Major Sporting Events Guidelines  
Shared Parental Leave Policy  
Working Hours and Rest Breaks Policy

### **Standards and Support**

The following policies and procedures are additional support and guidance for staff and managers:

Bereavement Guidance  
Domestic Abuse Support Policy  
Employee Code of Conduct  
Employee Representation Policy  
Information and Communication Technology (ICT) Usage Policy  
Misuse of Alcohol and Drugs at Work Policy  
Private Telephone Calls and Mobile Phone Usage Policy  
Single Tier Workforce Policy  
Smokefree Policy  
Stress Management Policy  
Trade Union Facilities Agreement  
Violence Against Staff Policy  
Whistleblowing Policy and Procedure

Working Carers Support (  
Working Smarter policy  
Working Smartly and Safely – guidance for staff and managers

### **Leaving the Council**

The following policies and procedures relate to staff leaving the organisation together with the business case process where there is a cost to the Council:

Exit Interviews Policy  
Termination of Employment Policy

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# **APPENDIX 2**

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

**March 2024**

## VERSION CONTROL SHEET

<i>Title:</i>	<b>Pay Policy Statement 2024/25</b>
<i>Purpose:</i>	<b>To advise on the Council's pay policy including requirements under Section 38 of the Localism Act 2011.</b>
<i>Owner:</i>	<b>Human Resources &amp; Organisational Development</b>
<i>Approved by</i>	<b>Council</b>
<i>Date:</i>	<b>20 March 2024</b>
<i>Version:</i>	<b>0.1.1</b>
<i>Review frequency:</i>	<b>Annually – in accordance with Section 38 of the Localism Act 2011</b>
<i>Next review date:</i>	<b>January 2025</b>

# **Thurrock Council Pay Policy Statement 2024/25**

- 1. Introduction**
- 2. Scope**
- 3. Determination of pay grades and salary levels**
- 4. Pay progression**
- 5. Cost of living pay increases**
- 6. Lowest paid employees / UK living wage**
- 7. Apprentices**
- 8. Pay multiple**
- 9. Acting up payments**
- 10. Other payments**
- 11. Contractors or consultants**
- 12. Appointment of senior officers**
- 13. Payment on termination, and re-engagement of officers**
- 14. Mandatory Gender Pay Reporting**
- 15. Transparency Code**
- 16. Publication of information**

## **1. Introduction**

- 1.1 This Statement complies with Section 38 of the Localism Act 2011, which requires local authorities to produce a pay policy statement for each financial year in order to improve transparency and accountability within Local Government.
- 1.2 It may be adapted and/or updated by agreement at a full Council meeting.
- 1.3 Thurrock Council reserves the right to review, revise, amend or replace the content of this Statement from time to time to reflect service delivery needs and to comply with new legislation.
- 1.4 The Council publishes current pay scales referred to below [here](#).

## **2. Scope**

- 2.1 This Statement is applicable to both Council and school-based employees covered by the Council's Collective Agreement, and to senior officers. Youth workers, those on Soulbury contracts of employment, Music and Life Long Learning Tutors and employees covered by TUPE are also included but their pay is determined by separate processes. This Statement does not apply to teachers, who the Council is legally required to employ under the terms contained in the School Teachers Pay and Conditions Document.
- 2.2 For the purposes of this Statement, Thurrock's senior officers are the chief executive, corporate directors, directors and assistant directors.

## **3. Determination of pay grades and salary levels**

### **Senior officers**

- 3.1 The Council's approach to remuneration of senior managers was reviewed during 2023/24 to ensure:
  - the pay structure was aligned to the new senior management structure;
  - the method of determining grades was objective and transparent;
  - achieve greater consistency in the design of pay scales; and,
  - the arrangements for managing annual cost of living increases were efficient and affordable.
- 3.2 In designing the senior manager pay structure the Council had regard to:
  - the Council's geographical position, benchmarking salaries of London Boroughs and Unitary Authorities in to ensure levels of pay were both competitive and represented value for money;



- The Statutory Code of Practice on Equal Pay and supporting guidance published by the Equality and Human Rights Commission; and,
- Good practice on managing pay and reward for senior managers in local authorities.

3.3 Following formal consultation and the approval of General Services Committee, the following arrangements applied to the Council's senior management posts with effect from 1 April 2024:

- Adopting the Local Government Association Chief Officer Job Evaluation Scheme and as sector specific, factor based and equality proofed method to determine grades for senior management positions.
- A 5 grade pay structure that reflects the different range of each senior position's portfolio;
- Each grade consists of 6 points with incremental steps of 3% between them to allow for flexibility in determining salaries on appointment and pay progression; and,
- Salaries for grades SM1 to SM4 increased annually on 1 April in line with the Joint National Committee (JNC) for Local Authority Chief Officers Cost of living pay awards. Grade SM5 is increased on the same date in line with the JNC for Local Authority Chief Executives.

#### **Employees who are not senior officers**

- 3.4 Employees other than senior officers are subject to the pay levels set out in the Council's Human Resources Framework Collective Bargaining Agreement which contains a single 'Thurrock Living Wage' grade for the lowest paid employees (excluding apprentices), plus 9 pay grades. Posts have been allocated to a pay band through a process of job evaluation, using the GLPC job evaluation scheme.
- 3.5 All new or revised posts must be evaluated. This is done by trained evaluators in-house, as is common in other local authorities, using the Greater London Provincial Council (GLPC) job evaluation scheme. The results of any such evaluation are subject to moderation by the Council's Trade Union Board, which comprises of officers and trade union representatives.
- 3.6 The Council's current pay structure for employees who are not senior officers was agreed by General Services Committee in October 2018 and implemented in phases up to 2023. The grades A to I consist of 6 points, meaning staff can progress through in 5 years, in line with the Equalities and Human Rights Commission guidance.

#### **4. Pay Progression**

##### **Senior officers**

- 4.1 A performance management framework for senior managers that complies with directions issued by the Secretary of State will be designed and consulted on during 2024/25. This will include criteria to be met in order to be considered for future pay progression and will be reflected in an updated pay policy statement.
- 4.2 Targets have been set for 2024/25 under the existing Performance and Development Review Policy.

##### **Employees who are not senior officers**

- 4.3 New starters are paid in accordance with Section 15.5 of the council's recruitment policy which states; 'normally the pay point will be the minimum point of the band. Exceptions to this rule may be considered where the minimum point is below the candidate's current salary.'
- 4.4 Employees will receive an increase of one incremental point each year, effective from 1<sup>st</sup> April, providing they (i) have performed their role entirely satisfactorily; (ii) have 6 months' service before 1<sup>st</sup> April; (iii) are not already at the top point of their pay band. Performance objectives will be linked to service delivery plans and priorities.
- 4.5 Employees who are protected under TUPE arrangements will be paid according to their contract of employment.

#### **5. Cost of living pay increases**

##### **Senior Officers**

- 5.1 With effect from 1 April 2024, senior manager grades SM1 to SM4 will increase in line with the Joint National Council (JNC) for Chief Officers pay award and grade SM5 by the JNC for Chief Executives.

##### **Employees who are not senior officers**

- 5.2 With effect from 1 April 2024, the Council will increase salaries and allowances for all pay points for grades TLW and A to I in accordance with the National Joint Committee (NJC) for Local Government Services (Green Book) pay award. The Council also implements changes to other conditions of service in the event they are included in an NJC pay award.
- 5.3 All other conditions or service are determined by the Council and covered by the local collective agreement with Trade Unions.

## **6. Lowest paid employees**

- 6.1 For the purposes of this Statement, employees on the lowest grade of the Council's pay structure are classed as the lowest paid employees. The only employees paid at a lower rate than the Thurrock Living Wage are apprentices (see paragraph 7).
- 6.2 The Thurrock Living Wage pay point and scale point one are the Council's minimum pay point, which match the lowest pay point on the NJC scale.

## **7. Apprentices**

- 7.1 The starting pay for Council apprentices is the national minimum wage or national living wage according to their age at the point of recruitment. These rates are reviewed annually by Central Government.

## **8. Pay Multiple**

- 8.1 Calculations were made using 2023/24 pay scales which show the pay ratios between the chief executive's salary and the average salary of the workforce on grades A-I are as follows:

Chief Executive: mean salary of the workforce = 1:5.2

Chief Executive: median salary of the workforce = 1:5.6

- 8.2 These ratios were calculated from the median chief executive salary level of £193,500; the mean salary of all staff other than the chief executive of £37,258 and the median salary of all staff other than the chief executive of £34,631.

## **9. Acting up payments**

- 9.1 For acting up or additional duties arrangements, an individual will be paid at the lowest point of the band being acted into, or one pay point higher than their substantive pay point if pay bands overlap.
- 9.2 Management do however have the discretion to award an acting up or additional duties allowance up to a maximum of 3 additional points from the employee's substantive pay point. The rationale for payment is subject to approval by the Councils Trade Union Board and evidence should be clearly documented on the employee's personal file.
- 9.3 Secondments are subject to the same pay allowances as stated above, however managers can make secondment arrangements according to the needs of their service are these are not subject to approval. Further details can be found in the Secondment policy.

## **10. Other payments**

- 10.1 The Council has an employee relocation package, available to all new employees, subject to eligibility criteria.
- 10.2 The Council does not operate a bonus scheme for any employees, nor does it offer any other informal benefits to its senior officers
- 10.3 On occasions, for posts below senior officer level, temporary market supplements may be paid where difficult market conditions lead to recruitment and retention problems. Such supplements must be agreed by the Council's Trade Union Board.

## **11. Contractors and consultants**

- 11.1 Should the Council engage the services of an individual at senior officer level under a contract for services (i.e. not on the Council's payroll), the level of remuneration paid to the contractor, consultant or agency employing them will not exceed the equivalent salary points outlined in Appendix 3.
- 11.2 In exceptional circumstances, and with the express approval of the Chief Executive, a contractor or consultant at senior officer level may be engaged at a pay rate outside of the equivalent salary point in Appendix 1.

## **12. Appointment of senior officers**

- 12.1 The appointment of senior officers will be conducted in accordance with the Employment Procedure Rules as defined by the Council's Constitution.
- 12.2 The appointment of individuals, including those receiving salaries in excess of £100k, is in accordance with the pay structure and the principles outlined in this policy.

## **13. Payment on termination, and re-engagement of officers**

- 13.1 In the event of redundancy or the early retirement of any employee, the Council will pay its standard severance payments within the discretions of the Local Government Pension Regulations.
- 13.2 In exceptional circumstances and where it represents best value for the Council, additional payments may be made to comply with the terms of a settlement agreement. These will be subject to the delegated powers and processes outlined in the Council's Constitution.
- 13.3 The Council will not normally re-engage, either in a contract of employment or a contract for services, any officer who has previously

been paid a discretionary payment (via a settlement agreement or retirement package) on leaving the Council's employment. Only in exceptional circumstances, and with the agreement of the Chief Executive and the General Services Committee, will such an arrangement be sanctioned.

#### **14. Pay Gap Reporting**

- 14.1 As of April 2017, all organisations with more than 250 employees must produce data on the gender pay gaps of their employees. The deadline for the Council to report this date is 30 March each year.
- 14.2 The Council has also published ethnicity and disability pay gaps since April 2021 to demonstrate a commitment to equality and inclusion and increase transparency of the impact of pay practices.
- 14.3 The Council's pay gap reports are published here [Council pay | What we spend | Thurrock Council](#).

#### **15. Transparency code**

- 15.1 In accordance with Government guidelines<sup>1</sup>, the council publishes details of senior managers' pay on its website.<sup>2</sup>

#### **16. Publication of information**

- 16.1 This Statement will be published on the Council's website. Any in-year changes to this Statement will be published in the same way following Council approval.

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<sup>1</sup> 'Local Government Transparency Code 2014' published by DCLG: [Transparency Code](#)

<sup>2</sup> <https://www.thurrock.gov.uk/what-we-publish/local-government-transparency-code>

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### Appendix 3: Senior Manager Pay Scales

New pay scale introduced 1 April 2024, values to be increased in line with JNC pay award once agreed.

Grade	Pay Points £					
	1	2	3	4	5	6
SM5	178,560	183,917	189,434	195,117	200,971	207,000
SM4	134,567	138,604	142,762	147,045	151,456	156,000
SM3	105,670	108,840	112,105	115,468	118,932	122,500
SM2	95,750	98,622	101,581	104,628	107,767	111,000
SM1	87,986	90,626	93,345	96,145	99,029	102,000

**Appendix 4: Officer Pay Scales** (values to be increased from 1 April 2024 once NJC pay award is agreed)

Grade	Pay Point	2023/24 rate per hour	2023/24 salary
I	54	£42.65	£82,275
	53	£41.43	£79,935
	52	£40.25	£77,661
	51	£39.10	£75,441
	50	£37.99	£73,287
	49	£36.90	£71,193
H	48	£35.85	£69,165
	47	£34.83	£67,191
	46	£33.84	£65,286
	45	£32.88	£63,435
	44	£31.96	£61,653
	43	£31.06	£59,925
G	42	£30.20	£58,266
	41	£29.34	£56,607
	40	£28.51	£55,005
	39	£27.71	£53,463
	38	£26.95	£51,990
	37	£26.18	£50,511
F	36	£25.47	£49,133
	35	£24.79	£47,831
	34	£24.12	£46,529
	33	£23.47	£45,284
	32	£22.86	£44,102
	31	£22.24	£42,917
E	30	£21.66	£41,792
	29	£21.08	£40,667
	28	£20.53	£39,602
	27	£19.97	£38,537
	26	£19.45	£37,529
	25	£18.93	£36,524
D	24	£18.44	£35,579
	23	£17.95	£34,631
	22	£17.49	£33,743
	21	£17.03	£32,852
	20	£16.60	£32,027
	19	£16.17	£31,199
C	18	£15.77	£30,428
	17	£15.37	£29,660
	16	£14.97	£28,889
	15	£14.61	£28,178
	14	£14.24	£27,470
	13	£14.02	£27,053
B	12	£13.78	£26,579
	11	£13.53	£26,102
	10	£13.31	£25,685
	9	£13.10	£25,274
	8	£12.88	£24,857
	7	£12.67	£24,440
A	6	£12.45	£24,029
	5	£12.24	£23,612
	4	£12.02	£23,195
	3	£11.84	£22,841
	2	£11.65	£22,484
	TLW / 1	£11.59	£22,360



## Appendix 5: National Living Wage Rates

	Age 21 and over	Age 18 to 20	Age under 18	Apprentice Rate
Rates from April 2024	£11.44	£8.60	£6.40	£6.40

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