

**THURROCK COUNCIL**  
**PAY POLICY STATEMENT 2022/23**

**(Revised January 2023)**

## VERSION CONTROL SHEET

<i>Title:</i>	<b>Pay Policy Statement 2022/23</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>Revised 25<sup>th</sup> January 2023</b>
<i>Version:</i>	<b>0.2</b>
<i>Review frequency:</i>	<b>Annually – in accordance with Section 38 of the Localism Act 2011</b>
<i>Next review date:</i>	<b>February 2023</b>

# **Thurrock Council Pay Policy Statement 2022/23**

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## **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.

## **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 and employees covered by TUPE are also included but their pay is determined by separate processes. This Statement does not apply to teachers, who are employed under separate terms and conditions.
- 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 chief executive's and other senior officers' remuneration was determined in 2009. It was based on the median pay point of a market salary and reflected remuneration levels for comparable jobs in unitary authorities and London boroughs.
- 3.2 The 11 senior pay bands are shown in Appendix 1. Assistant directors are paid on the AD bands, ranging from points 1 to 15; directors and corporate directors are placed on a DIR pay band points 16 to 30 while the chief executive is on the CEX pay band: points 31 to 33.
- 3.3 Since 2010 annual, independent pay reviews have been conducted to reassess the salary levels that these pay bands should attract. These assessments take account of:

- (a) **The type and size of Thurrock Council:** Thurrock is a medium sized, unitary council with a significant degree of complexity due to its location, its changing demographics, its regeneration agenda and its complex external relations.
- (b) **The geographical location of Thurrock Council:** Located on the eastern boundaries of London and within easy commuting distance of London, the Council is competing in the same labour market as many London boroughs as well as Essex County Council and other unitary local authorities.
- (c) **The market for senior posts in Local Government:** In recent years many posts have become more demanding as a result of changes in legislation and public demand. This has led to a position whereby significant differences now exist regarding the remuneration attached to certain posts.
- (d) **Affordability:** Producing an affordable pay structure for senior managers is a principal aim of this policy.
- (e) **Transparency and clarity:** Thurrock Council is committed to establishing a pay structure which is clear, rational and able to withstand challenge.

#### **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 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 Changes to this structure are being phased in over the next two years, as agreed with General Services Committee in October 2018, which will lead to bands of 6 points, meaning staff can progress through in 5 years, in line with the Equalities and Human Rights Commission guidance on having no more than 5 increments (6 points within each Band). The pay structure in Appendix 3 reflects the fourth year of this transition.

## **4. Pay Progression**

### **Senior officers**

- 4.1 Senior officer pay bands contain three pay levels:
- i. A lower point – for a post-holder with sufficient competence or experience but with some development needs. This is expected to apply to some appointments at the time of recruitment.
  - ii. A median point – for a fully competent and appropriately experienced/qualified post-holder. This is expected to apply to most appointments.
  - iii. An upper point – for an exceptional post-holder. The difference between the median point and upper point will only be paid as an additional non-consolidated payment for ‘exceptional’ performance. Few post-holders will be rewarded at this level, which is based on the 75<sup>th</sup> percentile of the market data.
- 4.2 The award of an annual increase to points (ii) or (iii) above is subject to satisfactory job performance.

### **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 The annual, independent market assessment conducted in December 2021 recommended there should be 2.25% for senior officers in 2022/23.

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

- 5.2 Under the Human Resources Framework Collective Bargaining Agreement 2019, the Council agreed to remove the historical link to National Joint Council for Local Government (NJC) pay increases and for the pay increases to be determined via “a locally agreed decision with reference to the National Negotiating committee (NJC) recommendations, an independent pay review (commissioned annually by the Council), budget availability and the UK Living Wage”. This applies to all employees other than senior officers.
- 5.3 The annual independent assessment conducted in December 2021 recommended a pay increase of 2.5% for grades A & B and an increase of 2.25% for grades C to I for 2022/23.
- 5.4 Thurrock Council is not part of the national negotiation process however as part of the local Collective Agreement between Thurrock Council and the Trade Unions we have a ‘no detriment’ clause which guarantees pay equity over the five-year term of the agreement. Additionally, our lowest pay point should not be below the lowest pay point on the NJC.
- 5.5 In November 2022 the unions agreed to accept the NJC employers revised pay offer which increased each pay point by £1925.00.
- 5.6 In order to ensure Thurrock Council staff do not suffer a detriment the Pay Policy and pay scales were revised to incorporate the NJC award and increase Thurrock Living Wage (TLW) to match the lowest pay point on the NJC scale at £10.50 per hour.

## **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 TLW/Scale Point 1 are apprentices (see paragraph 7).
- 6.2 The Thurrock Living Wage pay point and grade were the Council's minimum pay point with hourly pay set to £10.50 from the 1<sup>st</sup> April 2022.

## **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. The lowest pay rate for apprentices aged 16 - 17 years old will be £4.81 from 1 April 2022. The full range of NLW rates for 2022/23 are set out at Appendix 2.

## **8. Pay Multiple**

- 8.1 Calculations were made using 2022/23 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 = 1:5.4

Chief Executive: median salary of the workforce = 1:5.8

- 8.2 These ratios were calculated from the median chief executive salary level of £186,000; the mean salary of all staff other than the chief executive of £34,670 and the median salary of all staff other than the chief executive of £31,818.

## **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 1.

- 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. Mandatory Gender Pay 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.

## **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 full 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>

## Appendix 1: Senior Manager Pay Scales 2022/23

		50/50% Lower Base Pay		50/50% Median Base Pay		50/50% Higher Base Pay
	SCP	Annual Pay £	SCP	Annual Pay £	SCP	Annual Pay £
<b>CEO</b>	<b>31</b>	169,500	<b>32</b>	186,000	<b>33</b>	199,000
<b>DIR5</b>	<b>28</b>	132,000	<b>29</b>	144,500	<b>30</b>	154,000
<b>DIR4</b>	<b>25</b>	123,000	<b>26</b>	137,000	<b>27</b>	143,000
<b>DIR3</b>	<b>22</b>	114,500	<b>23</b>	128,000	<b>24</b>	131,000
<b>DIR2</b>	<b>19</b>	102,500	<b>20</b>	112,500	<b>21</b>	118,000
<b>DIR1</b>	<b>16</b>	96,000	<b>17</b>	107,000	<b>18</b>	109,500
<b>AD5</b>	<b>13</b>	92,500	<b>14</b>	102,500	<b>15</b>	106,500
<b>AD4</b>	<b>10</b>	90,500	<b>11</b>	99,000	<b>12</b>	102,500
<b>AD3</b>	<b>7</b>	85,000	<b>8</b>	95,000	<b>9</b>	98,000
<b>AD2</b>	<b>4</b>	80,000	<b>5</b>	88,000	<b>6</b>	92,500
<b>AD 1</b>	<b>1</b>	75,500	<b>2</b>	80,000	<b>3</b>	87,500

## Appendix 2: National Living Wage Rates 2022/23

	Age 23 and over	Age 21 to 22	Age 18 to 20	Age under 18	Apprentice Rate
Rates from April 2022	£9.50	£9.18	£6.83	£4.81	£4.81

### Appendix 3: Collective Agreement Pay Chart 2022/2023

Grade	Pay Point	2022/23 rate per hour		2022/23 salary	
I	54		£41.00		£79,110
	53		£39.84		£76,860
	52		£38.70		£74,673
	51		£37.60		£72,540
	50		£36.52		£70,467
	49		£35.48		£68,454
H	48	£34.47		£66,504	
	47	£33.49		£64,608	
	46	£32.54		£62,775	
	45	£31.62		£60,996	
	44	£30.73		£59,283	
	43	£29.87		£57,621	
G	42		£29.04		£56,025
	41		£28.21		£54,429
	40		£27.41		£52,890
	39		£26.65		£51,408
	38		£25.91		£49,989
	37		£25.17		£48,567
F	36	£24.47		£47,208	
	35	£23.79		£45,906	
	34	£23.12		£44,604	
	33	£22.47		£43,359	
	32	£21.86		£42,177	
	31	£21.25		£40,992	
E/F	30	£20.66	£20.66	£39,867	£39,867
E	29		£20.08		£38,742
	28		£19.53		£37,677
	27		£18.98		£36,612
	26		£18.45		£35,604
	25		£17.93		£34,599
D/E	24	£17.44	£17.44	£33,654	£33,654
D	23	£16.95		£32,706	
	22	£16.49		£31,818	
	21	£16.03		£30,927	
	20	£15.60		£30,102	
	19	£15.17		£29,274	
C/D	18	£14.77	£14.77	£28,503	£28,503
C	17		£14.38		£27,735
	16		£13.98		£26,964
	15		£13.61		£26,253
	14		£13.24		£25,545
	13		£13.02		£25,128
B	12	£12.78		£24,654	
	11	£12.53		£24,177	
	10	£12.32		£23,760	
	9	£12.10		£23,349	
	8	£11.89		£22,932	
	7	£11.67		£22,515	
A	6		£11.46		£22,104
	5		£11.24		£21,687
	4		£11.02		£21,270
	3		£10.84		£20,916
	2		£10.66		£20,559
	TLW/1		£10.50		£20,258