

# **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**

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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.
- 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>