



ADUR DISTRICT
COUNCIL

Adur District Council
18 July 2024

Ward(s) Affected: All

Pay Policy Statement 2023/2024

Report by the Assistant Director for People & Change

Officer Contact Details

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Executive Summary

1. Purpose

- 1.1. To comply with all legislation and government guidance on transparency in pay within the Council, the constitution states that the Assistant Director for People & Change will take a Pay Policy Statement to Council annually.
- 1.2. The Pay Policy Statement for 2023/24 is set out in Appendix 1.

2. Recommendations

- 2.1. That the Council is recommended to note the Pay Policy Statement 2023/24 set out in Appendix 1.

3. Context

- 3.1. The Pay Policy Statement sets out the Council's policy regarding remuneration in accordance with the requirements of Section 38 of the Localism Act 2011 and associated statutory guidance. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees.
- 3.2. Adur District Council and Worthing Borough Council are individual employers (albeit in a partnership arrangement with each other) and as such have the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for the local taxpayer.
- 3.3. The Pay Policy Statement requires approval from Full Council prior to publication on the Council's website.
- 3.4. Once approved, the Pay Policy Statement will come into immediate effect and will be subject to review annually on 1 April.

4. Issues for consideration

- 4.1. The Pay Policy Statement is attached in Appendix 1. The information provided complies with the requirements of the Localism Act 2011.
- 4.2. In producing the Pay Policy Statement (attached as Appendix 1) account has been taken of the partnership arrangement between Adur District Council and Worthing Borough Council. However, separate Pay Policy Statements have been produced for the two Councils.
- 4.3. In undertaking the analysis of pay, (in particular the pay ratio between the median average salary of staff who are not Chief Officers), employees who form part of the shared service structure have been treated as the Council's employees for the purpose of this exercise.
- 4.4. The information contained in the Statement is current as at 17 May 2024.
- 4.5. The Statement contains reference to the 2023-24 National Joint Council for Local Government Services: National Agreement on Pay and Conditions of Service.

5. Key points to note/Summary of changes

5.1. In paragraph 1.2, reference is made to the Council developing an approach to pay that seeks to achieve value for money. Since the introduction of partnership working there has been a significant reduction in the size of the Council's management team.

	Chief Executive	Directors	EHoS	Heads of Service
Pre Partnership	2	4	17	0
1 st April 2008	1	3	10	0
June 2009	1	2	10	0
March 2010	1	2	9	0
May 2011	1	2	8	0
August 2011	1	2	7	0
April 2014 (revised structure)	1	4	0	13
April 2018	1	4	0	12
April 2019	1	3	0	14
April 2020	1	3	0	12
April 2021	1	3	0	13
April 2022	1	3	0	13
	Chief Executive	Directors	Assistant Directors	Heads of Service
April 2023	1	3	7	4

5.2. A cost allocation mechanism is in place for the Council's Management Team as follows:

Post	Adur	Worthing
Chief Executive	50%	50%
Directors	50%	50%

5.3. In the last year there has been minimal change to the pay multiple (ratio) between the pay of the Chief Executive and the pay of all other employees. The ratio between the bottom of the lowest pay scale and the pay of the Chief Executive is 1:7.26. This figure is within the maximum ratio of 1:20 identified as a maximum pay multiple in the Hutton Review of Public Sector Pay.

6. Financial Implications

- 6.1. There are no financial implications to publishing the Pay Policy Statement. The cost of all posts are allowed for within the Council's overall budget.

7. Legal Implications

- 7.1. The Pay Policy Statement is a statutory requirement under Section 38 (1) of the Localism Act 2011.
- 7.2. DCLG guidance confirms that the Secretary of State does not consider that Pay Policy Statements engage the principles of the Data Protection Act as they contain general principles underpinning decisions on pay and not personal data.

Background Papers:

Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011

<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-guidance>

Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011: supplementary guidance

<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-supplementary-guidance>

Minutes of the respective Council meetings in February 2022 – Worthing Borough Council 21 February and Adur 23 February.

SCHEDULE OF OTHER MATTERS

1.0 COUNCIL PRIORITY

1.1 Ensuring Value for Money

2.0 SPECIFIC ACTION PLANS

2.1 The Pay Policy Statement complements the Councils' Equalities Policy.

3.0 SUSTAINABILITY ISSUES

3.1 Matter considered and no issues identified.

4.0 EQUALITY ISSUES

4.1 The Council has a Job Evaluation scheme designed to ensure equality in pay and remuneration.

5.0 COMMUNITY SAFETY ISSUES (SECTION 17)

5.1 Matter considered and no issues identified

6.0 HUMAN RIGHTS ISSUES

6.1 The report recommends adoption of a Policy that is consistent with legislation relating to Data Protection and the handling of personal information.

7.0 REPUTATION

7.1 Failure to publish a Pay Policy Statement could result in negative reputational damage to the Council.

8.0 CONSULTATIONS

8.1 Matter considered and no issues identified

9.0 RISK ASSESSMENT

9.1 Matter considered and no issues identified

10.0 HEALTH & SAFETY ISSUES

10.1 Matter considered and no issues identified.

11.0 PROCUREMENT STRATEGY

11.1 Matter considered and no issues identified

12.0 PARTNERSHIP WORKING

12.1 The Council's approach to pay is undertaken in a Partnership Agreement between Adur District Council and Worthing Borough Council.

**ADUR DISTRICT COUNCIL PAY POLICY STATEMENT -
FINANCIAL YEAR 2023-24**

1. PURPOSE

- 1.1. In line with the Localism Act 2011 the Council is required to publish an annual Pay Policy Statement which has been approved by Full Council. The information is set out under headings which have been prescribed by the Localism Act and relates to the 2023-24 financial year.
- 1.2. The Statement sets out the levels of remuneration for the Council's senior officers as well as a general approach to pay which is lifted from the Council's Pay & Reward Policy.

2. DEFINITIONS

- 2.1. For the purpose of this Pay Policy Statement, the following definitions will apply:
- 2.2. 'Pay' in addition to salary includes charges, fees, allowances, benefits in kind, enhancements to pension entitlements, and termination payments.
- 2.3. 'Chief Officer' refers to the following roles within Adur District Council:
 - Chief Executive, as Head of Paid Service
 - Directors x 3
 - The Council's Monitoring Officer
 - The Council's Section 151 Officer
 - Any non administrative roles which report directly to the Chief Executive
- 2.4. 'Employee who is not a Chief Officer' refers to all staff who are not included in the Chief Officer group above.
- 2.5. 'Lowest paid employees' refers to those staff employed within Grade 1 on the Council's pay framework. The above definition for the 'lowest paid employees' has been adopted because Grade 1 is the lowest grade on the Council's pay framework. This definition excludes apprenticeship posts where salaries may be determined in line with National Living Wage requirements.
- 2.6. 'Pay multiples' provides a calculation in the form of a ratio between the median average earnings across the organisation, and the highest paid employee and was recommended by the Hutton report on fair pay.

3. PAY FRAMEWORK AND REMUNERATION LEVELS

General approach

- 3.1. Remuneration at all levels needs to be adequate to secure and retain high-quality employees, dedicated to fulfilling the Council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Consideration also needs to be given to other non-salary benefits provided to employees.

Pay Framework

- 3.2. The Council's current pay framework is based on the National Joint Council for Local Government Services: National Agreement on Pay and Conditions of Service.
- 3.3. Further details of the Joint Staff Committee can be found at: <http://www.adur-worthing.gov.uk/committee/>
- 3.4. The spinal column points (SCP) and monetary values are set nationally by the National Joint Council for Local Government services. Pay grades are determined locally.
- 3.5. The salaries of the Chief Executive and Directors are based on spot salaries with no grade range or incremental progression.
- 3.6. There are 15 pay grades:
- Chief Executive
 - Director
 - G1 - G13

- 3.7. The current approved remuneration for 2023-24 for each of the Chief Officers is:

	£
Chief Executive	£162,417
Director of Housing & Communities	£108,073
Director of Sustainability & Resources	£109,496
Director of Place & Economy	Vacant
Assistant Director, Legal & Democratic Services (Monitoring Officer)	£80,379 - £89,872
Assistant Director, Finance (Section 151 Officer)	£80,379 - £89,872
Assistant Director, People & Change	£80,379 - £89,872

- 3.8. The salary range for each of the pay grades G1 - G13 is detailed in Appendix 1.
- 3.9. Pay awards are implemented annually in line with the National Joint Council for Local Government Services pay bargaining process.
- 3.10. With effect from 1 April 2023 employees received:
- An increase of £1,925 on NJC SCPs 2- 43 inclusive
 - An increase of 3.88 per cent on SCPs 44 and above
- 3.11. Salaries are annual and paid in 12 equal monthly instalments.

Salaries

- 3.12. The Council publishes the remuneration details of employees earning over £50,000 within the statement of accounts in compliance with the requirements of the transparency code. Details can be accessed at the following web address:

<http://www.adur-worthing.gov.uk/about-the-councils/finance/statement-of-accounts/>

‘Lowest paid employees’

- 3.13. The Council’s lowest paid employees are paid within the salary range for Grade 1.
- 3.14. Note: where employees are paid in line with the National Living Wage the rates from 1st April 2023 were as follows:

Apprentice:	£5.28 per hour
Under 18	£5.28 per hour
18 – 20	£7.49 per hour
21 - 22	£10.18 per hour
National Living Wage	£10.42 per hour

4. NEW STARTERS JOINING THE COUNCIL

- 4.1. New starters joining the Council will normally be appointed to the first Spinal Column Point of the salary range for their grade. Where the candidate’s current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager within the salary range for the post.
- 4.2. The Joint Senior Staff Committee is responsible for the recruitment and terms and conditions of the Chief Executive, Chief Finance Officer and Monitoring Officer.
- 4.3. Further details of the Joint Senior Staff Committee can be found at:
<https://democracy.adur-worthing.gov.uk/mgCommitteeDetails.aspx?ID=162>
- 4.4. Full Council is required to approve the appointment of the Chief Executive, Chief Finance Officer and Monitoring Officer following the recommendation of such an appointment by the Joint Senior Staff Committee. All other staff will be appointed by the Chief Executive or by an individual to whom the Chief Executive has delegated authority.

5. JOB EVALUATION

- 5.1. The Council has adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The grade allocated to a post is determined by the qualifications, skills and knowledge required as outlined in the job description and person specification. All posts have been subject to the job evaluation process which ensures that the grade for each role is determined on a consistent basis.

5.2. The Council's Pay & Reward Policy sets out circumstances where individuals may be entitled to payments beyond the basic salary for their grade.

6. ELECTION FEES

6.1. Fees for local elections are set using the West Sussex Scale of Election Fees & Charges based on election fees set by the Department of Levelling Up, Housing and Communities.

6.2. An election fee payment is made to the Returning Officer (Chief Executive). The pay scales for these roles are set jointly by West Sussex Local Authorities for local elections and by the Department of Levelling Up, Housing and Communities for national elections, referendums, and police and crime commissioner elections.

7. OTHER PAY ELEMENTS

7.1. Other pay elements include:

- Employer's pension contribution
- Essential User Car Allowance (nationally agreed "Green Book" rates)
- Mileage Allowance in line with the HMRC Approved Mileage Allowance Payments
- Long service payments
- Salary sacrifice schemes
- Child care subsidy
- Discounted sports facilities
- Staff discount schemes

Additional Duties and Special Merit Payments

- 7.2. Additional Duties and Special Merit Payments may be made to staff, excluding Chief Officers, in recognition of duties undertaken that are additional to those expected from their role. The size of the award paid to employee(s) is commensurate with the work being rewarded.

Market Supplements

- 7.3. The Council has a policy on the use of market supplements. In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market supplement to attract and retain high quality employees. Market supplements can be applied to existing employees and/or to new employees. All market supplements are subject to annual review.

8. PENSIONS

- 8.1. All employees are automatically enrolled in the Local Government Pension Scheme, unless they choose to opt out. Locally this scheme is administered by Hampshire County Council.
- 8.2. Membership of the Local Government Pension Scheme is subject to the rules of the scheme and contribution rates are set by legislation.
- 8.3. The Council has a Local Government Pension Scheme Discretions Policy which is applicable to all employees, including Chief Officers.

9. SEVERANCE PAYMENTS

- 9.1. The Council's Joint Staff Committee approved the Managing People Change Policy on 29th March 2023, which sets out the Council's approach to redundancy. This policy applies to all staff, including Chief Officers.
- 9.2. All redundancy and efficiency of service payments are approved by the Cabinet Member for Finance & Resources.
- 9.3. In accordance with each Council's Constitutions, at Paragraph 6 of the Officer Employment Procedure Rules, any severance packages with a value of over £100,000 (and in all cases for the Head of Paid Service) will go to Full Council for approval. This will be reviewed in line with any statutory cap that may arise from regulations on Public Sector Exit Payments.

10. GENDER PAY GAP

- 10.1. In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on 31 March 2017, employers with at least 250 employees are required to publish Gender Pay Gap information as at 31 March each year. This information is published on the Council's website and on the Government's Gender Pay Gap website no later than 30 March annually.
- 10.2. The Council will continue to comply with the submission of this data.

11. RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND EMPLOYEES WHO ARE NOT CHIEF OFFICERS

- 11.1. To enable meaningful comparison of posts, the Council uses full-time equivalent salaries as set out in its pay structure. A full-time post is based on a 37 hour week.
- 11.2. The lowest point on the pay scale is £22,366 and the Chief Executive spot salary is £162,417. This is a pay multiple of 1:7.26.
- 11.3. The pay ratio between the median average salary of employees who are not Chief Officers and the salary of the Chief Executive is 1:4.78.

NB: The median average pay for employees other than the Chief Executive may fluctuate throughout the year.

12. PAY POLICY STATEMENT REVIEW AND PUBLICATION

- 12.1. Any changes to the Pay Policy must be subject to agreement by Full Council. A Pay Policy Statement will be published each year.

Pay Spine from 1st April 2023

APPENDIX 1

Grade	SCP	2023/24
1	1	-
	2	£22,366.00
	3	£22,737.00
2	4	£23,114.00
	5	£23,500.00
	6	£23,893.00
3	7	£24,294.00
	8	£24,702.00
	9	£25,119.00
	10	£25,545.00
	11	£25,979.00
4	12	£26,421.00
	13	£26,873.00
	14	£27,334.00
	15	£27,803.00
	16	£28,282.00
	17	£28,770.00
5	18	£29,269.00
	19	£29,777.00
	20	£30,296.00
	21	£30,825.00
	22	£31,364.00
	23	£32,076.00
	24	£33,024.00
	25	£33,945.00
6	26	£34,834.00
	27	£35,745.00
	28	£36,648.00
	29	£37,336.00
	30	£38,223.00
	31	£39,186.00
7	32	£40,221.00
	33	£41,418.00
	34	£42,403.00
	35	£43,421.00
8	36	£44,428.00
	37	£45,441.00
	38	£46,464.00

	39	£47,420.00
	40	£48,474.00
9	41	£49,816.00
	42	£50,911.00
	43	£52,031.00
	44	£53,125.00
10	45	£54,214.00
	46	£55,301.00
	47	£56,634.00
	48	£58,000.00
	49	£59,399.00
11	50	£62,593.00
	51	£64,984.00
	52	£68,763.00
	53	£71,612.00
12	54	£73,463.00
	55	£75,536.00
	56	£77,667.00
	57	£79,863.00
13	58	£80,379.00
	59	£82,652.00
	60	£84,989.00
	61	£87,397.00
	62	£89,872.00