

**Newcastle-under-Lyme Borough Council**  
**Pay Policy Statement – 2023/24**

**Introduction and Purpose**

Section 38 of the Localism Act 2011 requires the council to publish a Pay Policy Statement (the “Statement”). The purpose of the Statement is to set out the council’s approach to how its employees are paid.

The Statement must reviewed at least annually, so that full Council can approve, prior to the 31<sup>st</sup> of March each year, the Statement that will apply in the following financial year. Any in-year amendments to the Statement must also be approved by full Council.

The Statement is published on 1<sup>st</sup> April 2023 and comes into immediate effect.

**Legislative Framework**

In deciding how its employees are paid, the council complies with all relevant employment legislation. This includes the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010 and the Transfer of Undertakings (Protection of Employment) Regulations 2006.

**Pay Structure**

The posts of the majority of employees have been assessed using a National Joint Council for Local Government Services (NJC) job evaluation scheme which is supported by both the national trade unions and the council. That scheme evaluates and the requirements, demands and responsibilities of each role and then directly ascribes evaluated roles to a nationally negotiated pay scale. This ensures that there is no pay discrimination and that all pay differentials can be objectively justified.

The NJC pay scale was last increased by a fixed sum of £1925 (pro rata for part time employees) on all pay points from 1<sup>st</sup> April 2022. National bodies are yet to agree any pay award for 2023/24 but once this is agreed, NULBC will apply this across the payscales in line with national guidance.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by council policy.

In determining its grading structure and setting remuneration levels for all posts, the council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and the times those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.

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From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the council will ensure the requirement for a market supplement is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. Any market supplements awarded are kept under review.

Where the council has been unable to recruit to critical roles under a contract of employment, or there is a short term need it may engage individuals under 'contracts for service'. These will be sourced through the relevant procurement process ensuring the council is able to demonstrate the maximum value for money in securing the relevant service.

1 officer retains terms and conditions (including salary) from their previous organisation through TUPE regulations.

2 officers are employed on apprenticeship contracts with salaries and terms in line with national scheme.

### **Senior Management Pay**

For the purposes of this Statement, the council has had regard to the definitions of "Chief Officers" (statutory and non-statutory) and "Deputy Chief Officers" set out in Section 43 of the Localism Act 2011 and Section 2 of the Local Government and Housing Act 1989.

The definition of Chief Officers (statutory and non-statutory) covers the council's:-

- Chief Executive
- Deputy Chief Executive
- Section 151 Officer
- Monitoring Officer

The statutory definition of Deputy Chief Officers includes all employees who report directly to Chief Officers, with the exception of secretarial and clerical support roles. However, because of the way some of our departments are structured, there are some employees who are not in secretarial or clerical support roles who do report directly to Chief Officers, but who we do not consider to be Senior Managers for the purposes of this Statement. We have not, therefore, listed those specific posts below.

In reaching this decision, we have had regard to the guidance issued about Pay Policy Statements, which draws on the Accounts and Audit Regulations 2015 salary publication threshold of £50,000 to identify "senior employees". We also note the content of Government's Transparency Code 2015 on this issue.

Accordingly, for the purposes of this Statement, staff members who are paid less than £50,000 are not considered to be Deputy Chief Officers/Senior Managers for

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the purposes of this Statement. Those officers are paid in accordance with the JNC  
pay scale set out in Figure 1.

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### *Chief Officers*

- 1) The Chief Executive (Head of the Paid Service). The salary of the post is a spot salary of £112, 590. There is no incremental point range. This does not include payments the Chief Executive may receive as the Council's Returning Officer for elections.
- 2) Deputy Chief Executive. The salary of this posts fall within a range of 4 incremental points between £91, 040 and £96, 986
- 3) Monitoring Officer. The Council's Service Director for Legal & Governance Services is designated as the Council's Monitoring Officer. As such this falls within the definition of a Chief Officer role. The Service Director for Legal & Governance Services is remunerated on the SD scale which has a range of 3 incremental points between £ 66,000 and £72, 000. The post also receives a Statutory Officer Allowance of £10,000.
- 4) Section 151 Officer. The Council's Section 151 Officer is remunerated on the SD scale which has a range of 3 incremental points between £66,000 and £72, 000. The post also receives a Statutory Officer Allowance of £10,000.

### *Deputy Chief Officers*

- 5) The Council operates a career grade scale at Deputy Chief Officer level, which allows controlled progression from Head of Service to Service Director Level following skills and experience assessment. There are 7 service areas of responsibility whose lead officers fall within in this category which are identified below.
  - i. Strategy, People and Performance
  - ii. Digital, IT and Internal Transactions
  - iii. Regulatory Services
  - iv. Sustainable Environment
  - v. Neighbourhood Delivery
  - vi. Planning (currently vacant)
  - vii. Commercial Delivery
- 6) The Deputy Chief Officer will usually start at the minimum point in the initial half of the salary scale (Head of Service) and progress until the gateway point after which they may progress to the additional pay points as Service Director on assessment of appropriate skills acquisition (see figure 1)

## **Other Remuneration**

The council does not apply any target related bonuses or performance related pay to its senior managers. Progression through the pay increments in a pay scale (where relevant) are subject to satisfactory performance which is assessed on an annual basis.

## **Payments on Termination**

The council's approach to payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. That policy statement is available on the Council's website.

Any other payments falling outside the policy statement relating to termination payments prior to reaching normal retirement age or outside of contractual notice periods shall, where those payments exceed £100,000, be authorised by a resolution of full Council. This is without prejudice to the urgency provisions which are set out in the Council's constitution.

## **Flexible Retirement**

The council's policy on Flexible Retirement for members of the Local Government Pension Scheme is available on the Council's website

## **Publication**

Upon approval by the full council, this statement will be published on the council's Website, alongside data required under the Transparency Code 2015.

In addition, for posts where the full time equivalent salary is at least £50,000, the council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

## **Lowest Paid Employees**

The lowest paid persons employed under a contract of employment with the council are employed on full time (37 hours) equivalent salaries in accordance with the

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National Living Wage. No employee is paid under the National Living Wage hourly rate of £10.42 (for those age 23 and over from April 2023)

The council employs apprentices who are not included within the definition of 'lowest paid employees' as they are employed under the National Apprenticeship Scheme.

Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

The current pay levels within the council give a multiple between the lowest paid (full time equivalent salary) employee and:-

- the Chief Executive as 1:5.56
- the average Chief Officer (excluding the Chief Executive, but including deputy chief officers) as 1:3.72
- the median (average) full time equivalent earnings and average chief officer as 1:2.81

**Date of Statement: 15<sup>th</sup> February 2023**

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**Figure 1**

**NJC SALARY SCALES**

<b>GRADE</b>	<b>SPINAL COLUMN POINT</b>	<b>SALARY £</b>	<b>Hourly Rates</b>
<b>Grade 2</b>	<b>1</b>	<b>20,258</b>	<b>10.50</b>
	<b>2</b>	<b>20,441</b>	<b>10.60</b>
<b>Grade 3</b>	<b>3</b>	<b>20,812</b>	<b>10.79</b>
	<b>4</b>	<b>21,189</b>	<b>10.98</b>
<b>Grade 4</b>	<b>5</b>	<b>21,575</b>	<b>11.18</b>
	<b>6</b>	<b>21,968</b>	<b>11.39</b>
<b>Grade 5</b>	<b>7</b>	<b>22,369</b>	<b>11.59</b>
	<b>8</b>	<b>22,777</b>	<b>11.81</b>
	<b>9</b>	<b>23,194</b>	<b>12.02</b>
	<b>10</b>	<b>23,620</b>	<b>12.24</b>
	<b>11</b>	<b>24,054</b>	<b>12.47</b>
<b>Grade 6</b>	<b>12</b>	<b>24,496</b>	<b>12.70</b>
	<b>13</b>	<b>25,409</b>	<b>13.17</b>
	<b>14</b>	<b>25,878</b>	<b>13.41</b>
	<b>15</b>	<b>26,357</b>	<b>13.66</b>
	<b>16</b>	<b>26,845</b>	<b>13.91</b>
<b>Grade 7</b>	<b>17</b>	<b>27,344</b>	<b>14.17</b>
	<b>18</b>	<b>27,852</b>	<b>14.44</b>
	<b>19</b>	<b>28,371</b>	<b>14.71</b>
	<b>20</b>	<b>28,900</b>	<b>14.98</b>
	<b>21</b>	<b>29,439</b>	<b>15.26</b>
<b>Grade 8</b>	<b>22</b>	<b>30,151</b>	<b>15.63</b>
	<b>23</b>	<b>31,099</b>	<b>16.12</b>
	<b>24</b>	<b>32,020</b>	<b>16.60</b>
	<b>25</b>	<b>32,909</b>	<b>17.06</b>
<b>Grade 9</b>	<b>26</b>	<b>33,820</b>	<b>17.53</b>
	<b>27</b>	<b>34,723</b>	<b>18.00</b>
	<b>28</b>	<b>35,411</b>	<b>18.35</b>
<b>Grade 10</b>	<b>29</b>	<b>36,298</b>	<b>18.81</b>
	<b>30</b>	<b>37,261</b>	<b>19.31</b>
	<b>31</b>	<b>38,296</b>	<b>19.85</b>
<b>Grade 11</b>	<b>32</b>	<b>39,493</b>	<b>20.47</b>
	<b>33</b>	<b>40,478</b>	<b>20.98</b>

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	<b>34</b>	<b>41,496</b>	<b>21.51</b>
<b>Grade 12</b>	<b>35</b>	<b>42,503</b>	<b>22.03</b>
	<b>36</b>	<b>43,516</b>	<b>22.56</b>
	<b>37</b>	<b>44,539</b>	<b>23.09</b>
	<b>38</b>	<b>45,495</b>	<b>23.58</b>
<b>Grade 13</b>	<b>39</b>	<b>46,549</b>	<b>24.13</b>
	<b>40</b>	<b>47,573</b>	<b>24.66</b>
	<b>41</b>	<b>48,587</b>	<b>25.18</b>
	<b>42</b>	<b>49,590</b>	<b>25.70</b>
	<b>43</b>	<b>50,600</b>	<b>26.22</b>
<b>Grade 14</b>	<b>44</b>	<b>51,638</b>	<b>26.76</b>
	<b>45</b>	<b>52,699</b>	<b>27.31</b>

### Deputy Chief Officer Pay

<b>SCALE</b>	<b>YEAR</b>	<b>£ per annum</b>	<b>£ per hour</b>
<b>Head of Service</b>	1	56,084.60	29.07
	2	59,207.31	30.69
	3	62,329	32.31
<b><i>Skills Gateway</i></b>			
<b>Service Director</b>	1	66,000	34.21
	2	69,500	36.02
	3	72,000	37.32

### Chief Officer Pay

<b>SCP</b>	<b>£ per annum</b>	<b>£ per hour</b>
<b>EXD-1</b>	91,040	47.19
<b>EXD-2</b>	93,023	48.22
<b>EXD-3</b>	95,004	49.24
<b>EXD-4</b>	96,986	50.27
<b>CEO</b>	112,590	58.36