

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

Introduction

Under section 38 of the Localism Act, each local authority must produce a pay policy statement to be approved by the Council each year.

Any changes to this statement or policies contained within the statement must be approved by Council unless such changes are within the scheme of delegated powers

Overview

Each local authority has the autonomy to take its own decisions on pay and pay policies. This statement reflects current practice and existing policies at the Council.

Further to the Strategic Alliance between Boston Borough Council and East Lindsey District Council, implemented on 1 July 2020; in August 2021 the Council implemented a strategic partnership with South Holland District Council and Boston Borough Council, forming the South East Lincolnshire Council Partnership (SELCP).

An integrated management structure was implemented in October 2021 to facilitate the development of the strategic partnership between the three Councils, with a view to further develop partnership working at a service level.

The Councils may decide to jointly review terms and conditions during the year which may impact on the pay provisions set out in this Pay Policy statement. If any changes are agreed during the year, the new provisions will be updated in the Pay Policy Statement for the following financial year.

Policy Statement

The Council is committed to providing quality public services that provide value for money for residents.

In order to do this we must employ high quality employees and reward them appropriately. This statement provides the framework under which the Council will reward employees.

The policy statement covers 3 main areas;

- The remuneration of Chief Officer and the Chief Executive
- The remuneration of the lowest paid employees

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

- The relationship between Chief Officers remuneration and that of other officers

Remuneration of Chief Officers and the Chief Executive

The Council is responsible for determination of the appropriate remuneration for its Chief Executive / Chief Officers when a vacancy occurs. When determining salary levels relevant valid reward evidence is considered, to include other salaries at the Council, other sectors, budget constraints and external market conditions

The Chief Officer Employment Panel makes recommendations to Full Council with regards to the appointment of the Head of Paid Service, Monitoring Officer and Section 151 Officer, statutory posts currently held by the Chief Executive, Assistant Director – Governance and Deputy Chief Executive – Corporate Development respectively. No offer of appointment can be made until the proposed appointment has been approved by the Full Council and until notice of the proposed appointment has been given by the Proper Officer to the Cabinet Members and the Leader has not reported any material well-founded objections within the time given for response.

Chief Executive Remuneration

The nationally agreed terms and conditions of the Chief Executive/Head of Paid Service are determined by the Joint Negotiating Committee (JNC) for Chief Executives with variation at a local level.

The Council have adopted a set of local terms and conditions for the workforce which are supplemented by those set out for Chief Executive's under the Joint Negotiating Committee for Local Authority Chief Executive's National Salary framework & Conditions of Service Handbook.

The salary range for the Chief Executive is £116,377 to £143,054. An increase of 1.5% for Chief Executives and was agreed by the JNC and applied from 1 April 2021.

The actual salary paid to the Chief Executive is published annually in the Statement of Accounts.

Any cost of living increases are paid, if agreed by the JNC, at a national level.

The level of remuneration set for the post of Chief Executive encompasses consideration of a number of elements including the size and complexity of the organisation, the population to which services are delivered and factors such as market conditions.

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

In 2021 As part of the formation of the SELCP, the Chief Executive pay grading was reviewed, in light of the additional responsibilities incurred by undertaking the duties of Chief Executive across three Local Authorities. The review took into consideration comparable data on Chief Executive salaries at comparative Local Government Employers.

Under Section 113 of the Local Government Act 1974 The post of Chief Executive, employed by East Lindsey District Council is placed at the disposal of South Holland District Council and Boston Borough Council to undertake the statutory, strategic and operational duties designated by their role. The proportion of time undertaking duties for each individual Council in the SELCP is:

SHDC – 31%

ELDC – 46%

BBC – 23%

There are currently no provisions for bonus or performance related pay. Salary increases are subject to a pay review.

Chief Officer Remuneration (including deputies)

The nationally agreed terms and conditions of Chief Officers are generally determined by the Joint Negotiating Committee (JNC) for Chief Officers with variation at a local level.

The Council have adopted a set of local terms and conditions for the workforce which are supplemented by those set out for Chief Officers under the Joint Negotiating Committee for Local Authority Chief Officers National Salary framework & Conditions of Service Handbook.

The Chief Officers are identified as the Chief Executive, Deputy Chief Executives and for the purposes of this Policy Assistant Directors.

In 2021 As part of the formation of the SELCP, the Chief Officers pay grading was reviewed, in light of the additional responsibilities incurred by undertaking Chief Officer duties across three Local Authorities. The review took into consideration comparable data on Chief Officer salaries available at comparative Local Government Employers.

The salary range for the appointed Chief Officers is £75,884 to £143,053. An increase of 1.5% for Chief Officers was agreed by the JNC and applied from 1 April 2021. The pay increase was applicable to the Chief Executives and Deputy Chief Executives.

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

Under Section 113 of the Local Government Act 1974 all Chief Officers employed by East Lindsey District Council are placed at the disposal of South Holland District Council and Boston Borough Council to undertake the Statutory, strategic and operational duties designated by their roles. The proportion of time undertaking duties for each individual Council in the SELCP is:

SHDC – 31%

ELDC – 46%

BBC – 23%

The actual salary paid to the Chief Officers is published annually in the Statement of Accounts. Any cost of living increases are paid if agreed by the JNC. There are currently no provisions for bonus or performance related pay. Salary increases are subject to a pay review.

Joint Authority Duties

Where a senior officer takes up a post shared with one or more authorities the salary costs (including on costs) are to be shared with each authority.

The share agreed will depend on each circumstance and dealt with as set out in the Memorandum of Agreement signed by the three Councils.

Chief Officer Benefits

The value of allowances, car loans and private medical insurance are categorised as 'Benefits in Kind' and are subject to tax and National Insurance via the payroll.

The value of private medical insurance available to Chief Officers across the SELCP at the time of this policy ranges from £261.96 per annum to £571.20 per annum and the cost is dependent on the individual's personal circumstances. The level of health care provision is consistent across all roles.

The Council operates a Pool Car scheme which is accessible to all employed Chief Officers.

Returning Officer Fees

The fees and charges for UK Parliamentary and County Council elections are set by external bodies at each relevant election however, there are no express statutory provisions governing fees payable to Returning Officers for local government elections.

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

Historically, the setting of fees for the administration of District and Parish elections have therefore been set in accordance with the Lincolnshire county wide scale of fees.

The Returning Officer's fees are regarded as a special responsibility payment in relation to the independent duties carried out. They are personal to the Returning Officer and in addition to salary, for performing the duties which a Returning Officer is required to perform..

This Council's Returning Officer is the Chief Executive.

The Returning Officer fees are as follows:

- **County & District** – per contested division/ward - £200 per division/ward plus £15 per 1000 electors or part thereof per division/ward
- **County & District** – per uncontested division/ward - £66 per division/ward
- **Parish** – per contested parish/parish ward - £53 per parish/parish ward plus £18 per 500 electors or part thereof per parish/parish ward
- **Parish** – per uncontested parish/parish ward - £21.50 per parish / parish ward
- **Parish** – where DRO full powers appointed - £11 (per contested parish/parish ward) £5.50 (per uncontested parish/parish ward)

Workforce Remuneration

The Council adopted and implemented the Local Government Single Status Job Evaluation Scheme (LGJES) with effect from 1st April 2009. This consists of 10 pay grades for employees other than Assistant and Executive Directors, Deputy Chief Executive and the Chief Executive.

The job evaluation pay scale is determined via the National Joint Council for Local Government Services.

Terms and conditions and any subsequent pay awards are also determined via this national body.

The national agreement forms part of each employee's contract of employment.

East Lindsey District Council has defined an updated pay scale structure during 2021 for Chief Officers.

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

Local terms and conditions exist to supplement those set nationally. Job evaluation involves assessing each job and allocating a number of points to each job.

The grade is set based on number of points allocated to the job. This ensures fair treatment for all employees and is recognised as a scheme that objectively evaluates jobs without any element of bias.

Starting salaries are normally at the bottom of the relevant pay grade unless market or other relevant factors such as skills and experience exist to create a business case to pay at a higher point within the grade.

The Council opted to pay the equivalent of the Voluntary Living Wage, as determined by the Living Wage Foundation (LWF), with effect from 1st April 2015 and have applied enhancements at the lower end of payscale to ensure that the lowest paid employees receive at least the Living Wage Foundation rate.

The LWF rate of £9.50 was announced in November 2020 and was implemented in line with organisational incremental increases on 1 April 2021.

In November 2021 the new LWF rate of £9.90 was announced. Subject to Council approval, this increase will be applied to all ELDC employees by an enhancement, where the National Joint Council Spinal Column Point rate is below the new LWF rate of pay.

The mean average salary for the Council is £26,754.41 per annum and this figure is used to determine the pay multiplier.

The Council does not set a formula for the relationship between the lowest and highest paid employees.

The pay multiplier between the mean average pay and the Chief Executive's remuneration is 5.07, an increase of 0.77 from 2021.

Currently no pay award has been agreed by the NJC and the Trade Unions, therefore employees have not received a percentage increase in salary, although incremental increases have been received as standard where applicable.

The lowest paid employees does not include apprentices who are placed on a standard apprenticeship wage.

Gender Pay Gap

From 31 March 2018 the Council were required to publish their annual gender pay gap figures.

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

Full details of the published gender pay gap figures are available in the Council's Gender Pay Gap Report. The March 2021 Gender Pay Gap is due to be submitted to the Government's website and published on the Council's website by 31st March 2022.

Honoraria/Acting Up

Where temporary additional duties/responsibilities are given to an existing employee an honoraria payment can be made. This is delegated to the Council's Corporate Management Team.

The amount payable is based on an assessment of the additional duties/responsibilities undertaken.

Honoraria are only used on a temporary basis and must be reviewed regularly to ensure appropriateness.

Special responsibility payments

Additional payments may be made in addition to basic salary for statutory duties such as Monitoring Officer.

The Chief Executive will make a recommendation to Council if such a payment is appropriate.

Pay flexibility

Where necessary the use of market supplements may be applicable to deal with pay anomalies which effect recruiting or retaining employees.

A local agreement specifies the conditions when a market supplement should be applied. The discretion to implement rests with the Chief Executive.

Local Government Pension Scheme

All employees with contracts of more than 3 months are eligible to join the Local Government Pension Scheme. Under legislation from 1 November 2013 auto enrolment applies to all eligible employees.

The pension scheme requires contributions from employees based on their earnings and is a career average pension scheme.

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

The employee pension contributions paid is between 5.5% and 12.5% depending on their salary. The more an employee earns the higher their pension contribution rate.

The employer contributes a percentage of pay to the pension fund. The Council's current contribution rate is 17.5%.

Early retirement / termination policy

The Council has an approved policy relating to the early retirement of employees. Delegations to approve early retirement cannot be exercised unless the Policy provisions are met.

Any variations to the Policy must be approved by Council.

Redundancy / Severance payments

Payments made to ELDC Chief Officers and employees as a result of redundancy are made in line with the Council's Redundancy Policy and the provisions relating to redundancy pay in the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 still apply.

Contract for Services

All of the facts will be taken into account where a former employee is put forward or puts themselves forward for a contract for services. Where work is sought under a contract for service from officers in receipt of severance pay from this authority each situation will be judged upon merit however such a contract would only be offered in exceptional circumstances.

Other posts may be filled under a contract for services where a business case exists for doing so. Due regard should be paid to the requirements of Her Majesty's Revenues & Customs and IR35 regulations and the particular requirements on public sector employers when making any such arrangements. Any appointment will be dealt with on a case by case basis. The 'recovery regulations' will need to be considered in any such decision – see the section on 'Recovery Regulations' for more information.

Any changes in law will be deemed to be incorporated into this Pay Statement Policy and will be updated in 2022.

Anna Waddell

Appendix A

EAST LINDSEY DISTRICT COUNCIL

PAY POLICY STATEMENT 2022

HR Manager - Operations
Public Sector Partnership Services

24 January 2022