

## Introduction and purpose

Under section 112 of the Local Government Act 1972, Lichfield District Council (LDC) has the 'power to appoint officers on such reasonable terms and conditions as the authority thinks fit'.

This Pay Policy Statement (the 'statement') sets out LDC's approach to its pay, terms and conditions and other related matters in accordance with the requirements of Section 38 of the Localism Act 2011.

Once approved by full Council, this Pay Policy Statement will come into immediate effect and will be subject to review on an annual basis, in accordance with the relevant legislation prevailing at that time.

## Lichfield District Council

Lichfield District Council employs 327 staff (as at 30 June 2020), excluding casual workers, contractors, and agency workers) and provides a wide range of services managed through the Chief Executive's office and seven key service areas ; The Chief Executive and 7 Heads of Service are all permanent positions unless indicated otherwise in the role description for each.

## The Chief Executive

The Chief Executive leads the organisation by translating members' aspirations into practical solutions and delivery. They also:

- Act as lead advisor to Elected Members
- Undertake the statutory role of Head of Paid Service
- Lead and support LDC's governance arrangements
- Manage direct reports of 7 Heads of Service (HoS)

## Corporate Services (Deputy Head of Paid Service)

### This service area takes the Strategic lead on

- Assets, premises and the council's property portfolio.
- Corporate Communications, consultation and marketing
- Corporate ICT
- Development & maintenance of corporate information systems, including geographical information systems (GIS), the Property Gazetteer and street naming and numbering.
- Delegated authority to act as Deputy Chief Executive

## Governance and Performance

## **This service area takes the Strategic lead on**

- Legal service contract.
- Democratic services, governance and member support.
- Data protection, Freedom of Information and RIPA.
- Electoral services, management of elections.
- Corporate lead on health and safety, insurance and the council's Employee Liaison Group.
- Human Resources services.
- Strategic planning and performance management for the Council, including accountability to Members, quality assurance, customer complaints, ombudsman investigations, MP enquiries, and equalities.

## **Economic Growth and Planning Development Service**

### **This service area takes the Strategic lead on**

- Sustainable economic development, planning policy, development plans and implementation, development control and enforcement, urban design and conservation, building control and land charges, city and town centre regeneration and development.
- Supporting strategic partnerships focusing on green matters including Cannock Chase AONB and managing the council's countryside assets.
- Arboriculture services, countryside, biodiversity, rural strategy and planning.
- Inward investment and developing the economy, business support and partnerships, and tourism, car parking strategy, city centre closed circuit television and management of off street parking enforcement.
- Supporting strategic partnerships focusing on green matters including Cannock Chase AONB and managing the council's countryside assets.

## **Operational Services**

### **This service area takes the Strategic lead on**

- Physical Activity and Sport Development partnerships, reservoir management, outdoor sports and play provision and the management of parks and open spaces, including Beacon Park.
- Management of leisure centre and theatre contracts.
- Quality of the local environment and the delivery of in-house street scene services, including street cleansing and fly-tipping, abandoned vehicles, fleet management, grounds maintenance, public conveniences, and shop mobility.
- The Joint Waste service, with Chief Executive of Tamworth Borough Council in respect of waste collection and recycling, sustainable waste management, including partnership support, environmental education and awareness.

## **Regulatory Services, Housing & Wellbeing**

### **This service area takes the Strategic lead on**

- Housing, including housing need and investment and affordable housing planning and development. Lead on housing partnerships, housing with support and travelling families.
- Homelessness strategy and responsibilities, including private sector housing investment and regulation.
- Enforcement and regulation, including contaminated land, pollution, nuisance, air quality.
- Health and safety enforcement and regulation, including food safety, occupational health and safety, infectious disease.
- Public health and protection, including taxi, liquor and miscellaneous licensing. Lead on community regeneration and development, including building social capital.

- Links with the voluntary sector; grant aid and commissioning grant funded services. Safer and Stronger communities including the Community Safety Partnership
- Emergency planning, with business continuity in conjunction with Staffordshire Civil Contingencies Unit.
- Lichfield District Strategic Partnership (LDSP) and District Board. Lead on older people, children and young people and safeguarding policy.

## **Finance and Procurement**

### **This service area takes the Strategic lead on**

- Anti-fraud policy and awareness
- Risk management
- Internal/ External audit and risk management
- Financial probity, strategic financial management, treasury and investment funds, and revenue and capital strategy.
- Management of accounts and reconciliation and the management of external funding.
- Procurement strategy, policy and implementation.

## **Customer Services, Revenues & Benefits**

### **This service area takes the Strategic lead on**

- Provision of corporate customer services (Lichfield Connects), including development of supporting technology.
- Administration and collection of local taxation, including council tax and business rates (NNDR) and BID levy, housing benefits and council tax reductions, arrears collection for council tax, business rates, benefits overpayments and sundry debts.
- Policy development on debt recovery and its management.

## **2. Legislative framework**

In determining the pay and remuneration of its employees, LDC will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations (TUPE).

With regard to the Equal Pay requirements contained within the Equality Act, the council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed job evaluation mechanisms, which directly relate salaries to the requirements, demands and responsibilities of the role.

LDC also complies with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 which require public sector employers with 250 or more employees to publish their gender pay gap information.

### 3. Pay structure

The underpinning mechanism in delivering LDC's pay structure is LDC's job evaluation system and the Single Status Agreement. This ensures all employees are rewarded according to the demands and responsibilities of their job and that there are no discriminatory elements.

The posts of the majority of employees have been assessed using a National Joint Council for Local Government Services job evaluation scheme and which is supported by both the national trade unions and LDC employees.

The Single Status Agreement ensures that there is consistency and fairness in its terms and conditions, including pay that the council offers to its employees.

The grades of Chief Officers (as set out on Page 5) have been evaluated through the Hay Job evaluation process.

Any changes to jobs or new jobs go through a job evaluation process to ensure that there is consistency and fairness in place. Based on the application of the job evaluation process, the council uses the nationally negotiated pay scale as the basis for its local grading structure. **Appendix 1** shows the Lichfield District Council NJC pay grades from July 2020 following the introduction of the new pay spine for the 2018- 2020 settlement. There is a pending pay award from April 2020 which has yet to be settled.

The Local Government Association (LGA) represents LDC in national pay negotiations with trade unions and the government over pay and conditions.

In determining its grading structure and setting remuneration levels for all posts, LDC also takes into account the need to ensure value for money in respect of the use of public funds and affordability balanced against the need to recruit and retain employees who are able to meet the requirements of their respective roles, and provide timely high quality services to the community, delivered effectively and efficiently.

New appointments will be made at the relevant rate to ensure the best candidate is secured and wherever possible this should be the lowest scale point within the grade. If an internal candidate is appointed on promotion then as a point of principle, they should be offered the next available rate within the grade as a minimum and where a grade overlaps they should be offered the role on a point on the scale which ensures remuneration for the additional responsibility of the new role.

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, LDC will ensure the requirement for such 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. This is known as a 'market supplement'.

Where appropriate a shared service payment may also be made to an officer who is managing a service on behalf of another council.

A *Local Allowance* has been paid where additional responsibilities have been accepted following a contractually negotiated rate following a TUPE transfer or deletion of a role.

In addition we have an *Acting up Recognition Policy* (payment of an Honorarium), where a lower graded employee may be asked to take on the duties of a higher graded post, due to vacancy or other

absence, where the employee possesses the appropriate skills and is agreeable to do so. There are currently 2 honorarium payments in place.

Payments for the Deputy Monitoring Officer and Deputy Section 151 Officer are also paid as a supplement to officers who sit outside of the senior leadership team for their additional responsibilities in carrying out statutory functions.

All other pay related allowances are the subject to 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.

Current details of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties, are set out below:

<b>Additional Payment</b>	<b>Numbers</b>	<b>Pay range FTE Per annum £</b>
Shared Service Payment	1	3528
Market Supplement Payments	3	2500-5767
Local Allowance	1	10000
Deputy Monitoring and Deputy Section 151 Officers	2	2942-2957
Honorarium	2	3417- 6182
Essential car allowance		846-1239
	88	

## **Apprenticeships**

In order to meet our obligations under the Enterprise Act 2016, <https://www.gov.uk/government/news/enterprise-act-becomes-law> which has enabled the Government to set ambitious targets for the public sector to have up to 2.3% of their workforce in an apprentice annually.

Our aim is to (where budgets, suitable vacancies and available registered training providers are available) achieve our target of up to 7 new apprentices during 2020/21. All vacancies will be considered by relevant HoS together with Service Managers to ensure that opportunities for different ways of working are explored, that we have considered if the vacant post can be filled by an Apprentice, and that appointments are made on the most appropriate basis and only when essential to ongoing service delivery. Many of our employees undertaking apprenticeships are paid within our normal pay scales but where appropriate we pay new recruits to an apprenticeship in line with the Apprenticeship rates as at April 2020 - **see Appendix 1**.

A statutory report will be published by September 2020 regarding our progress in using the Apprenticeship Levy and meeting the 2.3% workforce target. There are currently 3 active Apprenticeships being funded by the levy. This has changed due to the pandemic and may now be delayed due to the ongoing restrictions.

## **4. Definition of a Chief Officer**

Section 43 of the Act defines the meaning of a Chief Officer and refers to the Local Government and Housing Act 1989. Statutorily the Chief Officer at LDC is currently the Chief Executive and locally,

LDC has extended the definition of a Chief Officer to include the Chief Executive and all Heads of Service (7 posts).

The Chief Officers' Structure is shown on **Appendix 2**. Under transparency regulations we also publish data of any officer where a full time equivalent salary is at least £50,000 even though they do not fall within the definition of Chief Officer.

## **5. Chief Officers' remuneration**

### **Heads of Service (HoS)**

The Heads of Service posts report directly to the Chief Executive and are evaluated using the Hay Job Evaluation system. These roles are classed as part of the Leadership Team (for the purposes of the act) and these officers are paid a salary in a range of five incremental points between £57,794 and £63,048. Some of these posts may be eligible for additional payments as specified in section 3.

### **Chief Executive**

The Chief Executive salary falls within a range of four incremental points between £108,780, rising to a maximum of £115,395, not inclusive of any payment for Returning Officer duties, with the exception of District and Parish elections, payment for which is included in the salary. These rates have been adjusted following removal of a performance related payment previously applied to the role.

## **7. Other pay additions**

In addition to basic salary, described below are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties:

- Fees paid for Returning Officer duties where identified and paid separately. This applies solely to the Chief Executive and relates to fees, which are set by the Government for Parliamentary elections and through agreement with Staffordshire County Council, for County Council elections, using a pence per elector for the calculation. Fees for the district and parish local elections are included in the Chief Executive salary level.
- Essential user car allowance is £80.25 or £70.50 per month dependent on the size of vehicle. These rates are applicable to all employees who are essential car users. There are currently 88 employees receiving an essential car user's allowance.

## 8. Payments on termination

LDC's approach to statutory and discretionary 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 [and if adopted] Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

The details of payments are set out in LDC's Discretionary Payment Policy. These policies apply equally to all LDC employees.

## 9. Lowest paid employees

The lowest paid people employed under a contract of employment with LDC would be employed on a full time [37 hours] equivalent salary, set at the minimum pay point currently in use within LDC's grading structure (see **Appendix 1**) £9.00 per hour from 1 April 2020 (pay award pending)

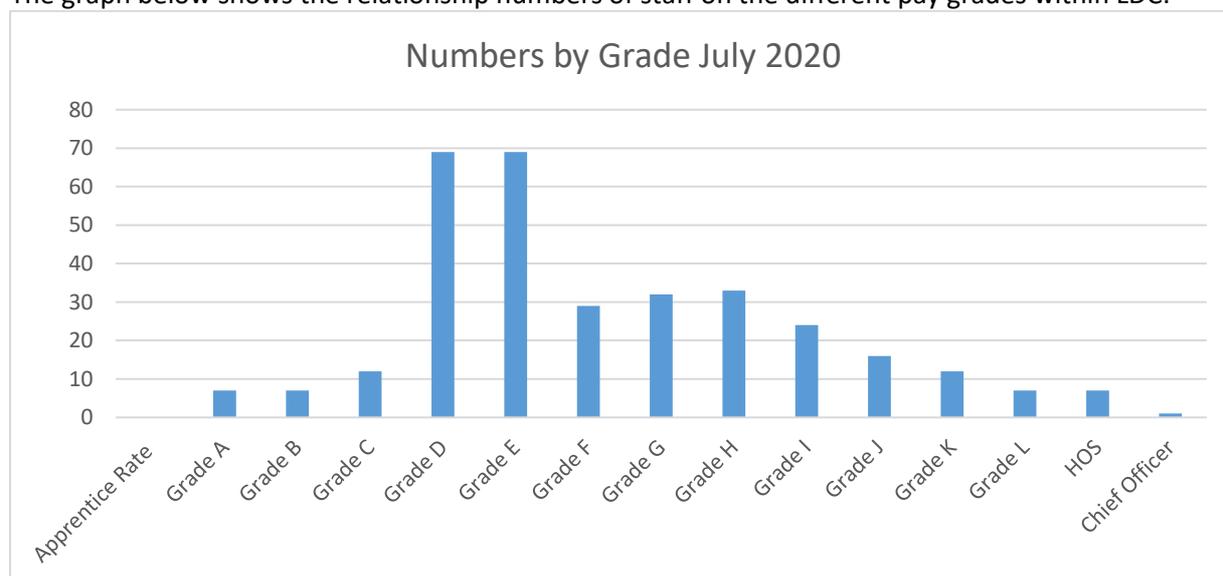
LDC employs apprentices who are not included in the definition of 'lowest paid employees' as the terms and conditions are determined by the National Apprenticeship Services.

## 10. Pay relationship

The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce, and that of senior managers. This is detailed in the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report explored the case for a fixed limit on dispersion of pay through a requirement that **no public sector manager can earn more than 20 times the salary of the lowest paid person** in the organisation. The report concluded that the relationship to median earnings was a more relevant measure, and the 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 graph below shows the relationship numbers of staff on the different pay grades within LDC:



The current pay levels within LDC define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive ratio is **1 to 6.62** and between the lowest paid employee and median average chief officer as **1 to 3.67**. The multiple between the median average full time equivalent earnings and the Chief Executive is **1 to 5.32**, and between the median average full time equivalent earnings and median average chief officer it is **1 to 2.95**.

All companies employing more than 250 staff must publish their pay relationship from this year <https://www.gov.uk/government/news/uks-biggest-firms-will-have-to-justify-pay-gap-between-bosses-and-their-workers>. The Equality Trust reports that over two thirds (67%) of FTSE 100 CEOs are paid more than 100 times the average UK salary.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, LDC uses available benchmark information as appropriate and undertakes an Equal Pay audit on a regular basis.

## **11. Publication**

Upon approval by Full Council, this statement will be published on LDC's website. In addition, for posts where the full time equivalent salary is at least £50,000, LDC'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 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.

## **12. Accountability and decision making**

In accordance with the constitution of LDC, the Employment Committee is responsible to LDC for functions relating to employment matters including establishing the overall framework for remuneration and terms and conditions of employment.



Lichfield District Council Chief Officer Structure

