

**AMBER VALLEY BOROUGH COUNCIL  
PAY POLICY STATEMENT  
MARCH 2021**

## 1.0 Introduction

The Council's Pay Policy Statement sets out the Council's pay policies for all Chief Officers, Managers and employees for 2021-22 and is in accordance with the requirements of section 38 of the Localism Act 2011 and Guidance issued by the Department for Communities and Local Government, February 2012 and February 2013. This Pay Policy Statement was approved by Full Council on 24 March 2021 and is effective from 1 April 2021.

In determining its grading structure and pay levels for all posts, the Council takes account of value for money in the use of public money, the need to recruit and retain high quality employees consistent with the requirements of the post, its equality duty, and other employment legislation.

## 2.0 Pay Arrangements

The Council uses the National Joint Council for Local Government Services' (NJC) pay spine as the basis of its local grading structure. The grade of a post is determined by application of the nationally agreed Job Evaluation processes which evaluate the elements of each job. The value of scale point changes in line with national agreements, including any '*cost of living*' increases. The current grading structure is set out below:-

Local Pay Grade	Salary Range	Scale Points	No. of employees (FTE) in grade
Grade 1	£17,842 – £18,198	1 – 2	2.98
Grade 2	£18,198 – £18,933	2 – 4	20.5
Grade 3	£18,933 – £20,092	4 – 7	12
Grade 4	£20,092 – £21,748	7 – 11	44.43
Grade 5	£23,541 – £25,481	15 – 19	41.77
Grade 6	£26,511 – £29,577	21 – 25	23.54
Grade 7	£30,451 – £33,782	26 – 30	30
Grade 8	£34,728 – £38,890	31 – 35	9.31
Grade 9	£39,880 – £42,821	36 – 39	3
SM1	£43,857 – £44,863	40 – 41	4.31
SM2	£45,859 – £46,845	42 – 43	6
SM3	£47,848 – £48,849	44 – 45	1

[SM – Senior Manager]

All other pay-related allowances are the subject of either nationally or locally negotiated rates.

New appointments will generally be at the minimum of the relevant grade, but this can be varied to secure the best candidate, or to respond to variations in salary market rates particularly where there are recruitment and retention difficulties for a particular job role.

There are a number of pay points within each grade. For employees not on the highest point within the band, there is a system of annual progression to the next point on the band, subject to satisfactory performance. Faster progression is possible under the Council's policy on merit increments.

The Council does not employ a Chief Executive, the statutory role of Head of Paid Service alternates between the Executive Director (Resources) and Executive Director (Operations) on an annual basis, with the Executive Director who is not Head of Paid Service being the Deputy Head of Paid Service. The Executive Director (Resources) has the Statutory Officer role of Chief Finance Officer and the Assistant

Director (Legal & Democratic Services) has the Statutory Officer role of Monitoring Officer.

The Council does not operate a scheme of performance-related pay or bonuses for its employees.

### **3.0 Additional payments**

In addition to the basic pay for the post, employees may be eligible for other payments under the Council's existing policies. Some of these payments are subject to tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties:-

- The Council pays an allowance of 45p a mile to all employees if they use their car for Council business.
- Exceptionally, and subject to operational circumstances, any employees unable to take their full leave entitlement may be entitled to a payment for untaken leave as an accumulated sum on termination of employment.
- Payments may be made to an employee to recognise additional duties and responsibilities that are over and above their contractual obligations, or for working agreed additional hours under exceptional circumstances. The Management Team may agree these one-off payments under the Council's approved honoraria scheme.
- If an employee is placed in a new post and the grade is below that of their previous post, for example as a result of a restructuring, pay protection at the level of their previous post is generally paid for the first 12 months, in accordance with the Council's Redeployment Policy.

### **4.0 Chief Officers Pay**

The Council's policies and procedures for the recruitment of Chief Officers are set out in Part 4 of the Council's Constitution. The responsibilities of the Chief Officers are set out in Article 12 of Part 2 of the Constitution.

Chief Officers include:-

- a) Head of the Paid Service – Executive Director (Resources) (Band 1); Executive Director (Operations) (Band 1).
- b) Statutory Chief Officers -
  - i) Chief Financial Officer -Executive Director (Resources) (Band 1); and
  - ii) Monitoring Officer – Assistant Director (Legal & Democratic Services) (Band 2).
- c) Non-statutory Chief Officers -
  - i) Assistant Director (Planning and Regeneration) (Band 4);
  - ii) Assistant Director (Landscapes, Growth & Community Safety) (Band 3);
  - iii) Assistant Director (Well-being) (Band 4).

## The Council's Chief Officer Grading Structure:

	<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>
Band 1 – Executive Directors	£83,242	£86,204	£88,985
Band 2 – Assistant Director- Legal & Democratic Services	£68,156	£69,521	£70,883
Band 3 – Assistant Director (Landscapes, Growth & Community Safety)	£61,430	£63,099	£64,767
Band 4 – Assistant Directors	£56,425	£58,094	£59,761

There is also a Senior Manager Grade of the (NJC) Grading Structure for Senior Heads of Service:

	<b>Point 1</b>	<b>Point 2</b>	<b>Point 3</b>
Band 5 – Heads of Service	£50,423	£52,092	£53,761

### Returning Officer

The duties of the Returning Officer are distinctly separate from those as a local government employee. The Returning Officer is directly accountable to the court system as an independent statutory officer.

The Executive Director (Resources) receives appropriate fees for services and expenses for the separate statutory appointment as Returning Officer at elections. Fees and payments received and made in respect of Borough Council, County Council and Parish Council elections vary according to the size of the electorate and number of postal voters. The duties carried out are calculated in accordance with a countywide scheme.

Fees and payments received and made by the Returning Officer for National and European elections are set by and paid for by central government. Payments made to the Executive Director (Resources) for work on elections are recorded in the Council's Financial Statements under 'Notes to the Financial Statements' 'Officers Remuneration'

Election Fees - Separate payments are made to the other members of staff who work as part of the elections team and are commensurate with duties and responsibilities carried out.

### 5.0 Lowest-Paid Employees

The Council defines lowest-paid employees as being those employed in Grade 1 of the Council's grading structure. The lowest salary paid is £17,842. This pay rate is increased in accordance with any pay settlements, which are agreed through the NJC.

The Council introduced and adopted the Living Wage with effect from 1 April 2014. An employee whose substantive equivalent hourly rate is below the Living Wage, receives an increase in their hourly rate to match it. This will remain until such time as their substantive salary increases to either match or exceed the Living Wage rate in force at that time. This rate will be applied as a discretionary pay supplement; however, contractually an employee's basic contractual pay will remain unchanged.

The Living Wage rate will be reviewed on an annual basis and will take account of the national Living Wage rate as well as the Council's budgetary considerations and structure.

The Council employs apprentices who are not included within the definition of "lowest paid employees" as they are employed on temporary contracts and paid the national minimum wage for their age rate.

## **6.0 Pay Multiple**

In accordance with the Hutton Review of Fair Pay in the Public Sector and the requirements of the Local Government Transparency Code 2015, the pay multiple between the Council's median salary (£40,876) and the highest salary (£88,985) is a ratio of 1: 2.18.

This is below the expected multiples of 1:8 – 1:12 for the public sector as identified in the Hutton Review. Based on the above, the pay multiple will be maintained below the Hutton Review minimum of 1:8.

## **7.0 Approval of Salary Packages in Excess of £100,000**

The Council will first consider any salary package for any post that is in excess of £100,000 before an offer of appointment is made. The salary package is the base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

## **8.0 Payments on Termination**

The Council's approach to statutory and discretionary payments on the termination of employment is in accordance with the Council's Redundancy Policy.

## **9.0 Tax Payments**

The Council will not enter into any individual arrangements that seek to minimise tax payments.

## **10.0 Local Government Pension Scheme**

The Council is part of the Local Government Pension Scheme which provides pension benefits to eligible employees. Further details are available on the website at

<https://www.derbyshirepensionfund.org.uk/home.aspx>

## **11.0 Gender Pay Gap**

In accordance with the Gender Pay Gap legislation which came into effect from March 2017, the Council's Gender Pay Gap report is published annually on the Council's website at

[Gender Pay Gap Report](#)

## **12.0 Publication of information**

This statement has been published on the Council's Website in accordance with the regulations.

In accordance with Schedule 1 of the Accounts and Audit Regulations 2015, there are two related disclosures required:

- Figures for the number of officers whose remuneration was £50,000 or more, grouped in

£5,000 bands for the current and previous financial year.

- The individual remuneration of senior employees for the current and previous financial year.

The statement of accounts is available on the Council's website.

**Amber Valley Borough Council**  
**March 2021**