

Appendix 1

THURROCK COUNCIL
PAY POLICY STATEMENT 2023/24

VERSION CONTROL SHEET

<i>Title:</i>	Pay Policy Statement 2023/24
<i>Purpose:</i>	To advise on the Council's pay policy including requirements under Section 38 of the Localism Act 2011.
<i>Owner:</i>	Human Resources & Organisational Development
<i>Approved by</i>	Council
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<i>Next review date:</i>	June 2023

Thurrock Council Pay Policy Statement 2023/24

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1. Introduction

- 1.1 This Statement complies with Section 38 of the Localism Act 2011, which requires local authorities to produce a pay policy statement for each financial year in order to improve transparency and accountability within Local Government.
- 1.2 It may be adapted and/or updated by agreement at a full Council meeting.
- 1.3 Thurrock Council reserves the right to review, revise, amend or replace the content of this Statement from time to time to reflect service delivery needs and to comply with new legislation.

2. Scope

- 2.1 This Statement is applicable to both Council and school-based employees covered by the Council's Collective Agreement, and to senior officers. Youth workers, those on Soulbury contracts of employment and employees covered by TUPE are also included but their pay is determined by separate processes. This Statement does not apply to teachers, who are employed under separate terms and conditions.
- 2.2 For the purposes of this Statement, Thurrock's senior officers are the chief executive, corporate directors, directors and assistant directors.

3. Determination of pay grades and salary levels

Senior officers

- 3.1 The chief executive's and other senior officers' remuneration was determined in 2009. It was based on the median pay point of a market salary and reflected remuneration levels for comparable jobs in unitary authorities and London boroughs.
- 3.2 The 11 senior pay bands are shown in Appendix 1. Assistant directors are paid on the AD bands, ranging from points 1 to 15; directors and corporate directors are placed on a DIR pay band points 16 to 30 while the chief executive is on the CEX pay band: points 31 to 33.
- 3.3 Since 2010 annual, independent pay reviews have been conducted to reassess the salary levels that these pay bands should attract. These assessments take account of:

- (a) **The type and size of Thurrock Council:** Thurrock is a medium sized, unitary council with a significant degree of complexity due to its location, its changing demographics, its regeneration agenda and its complex external relations.
- (b) **The geographical location of Thurrock Council:** Located on the eastern boundaries of London and within easy commuting distance of London, the Council is competing in the same labour market as many London boroughs as well as Essex County Council and other unitary local authorities.
- (c) **The market for senior posts in Local Government:** In recent years many posts have become more demanding as a result of changes in legislation and public demand. This has led to a position whereby significant differences now exist regarding the remuneration attached to certain posts.
- (d) **Affordability:** Producing an affordable pay structure for senior managers is a principal aim of this policy.
- (e) **Transparency and clarity:** Thurrock Council is committed to establishing a pay structure which is clear, rational and able to withstand challenge.

Employees who are not senior officers

- 3.4 Employees other than senior officers are subject to the pay levels set out in the Council's Human Resources Framework Collective Bargaining Agreement which contains a single 'Thurrock Living Wage' grade for the lowest paid employees (excluding apprentices), plus 9 pay grades. Posts have been allocated to a pay band through a process of job evaluation, using the GLPC job evaluation scheme.
- 3.5 All new or revised posts must be evaluated. This is done by trained evaluators in-house, as is common in other local authorities, using the GLPC job evaluation scheme. The results of any such evaluation are subject to moderation by the Council's Trade Union Board, which comprises of officers and trade union representatives.
- 3.6 As agreed with General Services Committee in October 2018, the pay structure has bands of 6 points, meaning staff can progress through in 5 years, in line with the Equalities and Human Rights Commission guidance on having no more than 5 increments (6 points within each Band). The pay structure in Appendix 1 reflects the final year of this transition.

4. Pay Progression

Senior officers

- 4.1 Senior officer pay bands contain three pay levels:
- i. A lower point – for a post-holder with sufficient competence or experience but with some development needs. This is expected to apply to some appointments at the time of recruitment.
 - ii. A median point – for a fully competent and appropriately experienced/qualified post-holder. This is expected to apply to most appointments.
 - iii. An upper point – for an exceptional post-holder. The difference between the median point and upper point will only be paid as an additional non-consolidated payment for ‘exceptional’ performance. Few post-holders will be rewarded at this level, which is based on the 75th percentile of the market data.
- 4.2 The award of an annual increase to points (ii) or (iii) above is subject to satisfactory job performance.

Employees who are not senior officers

- 4.3 New starters are paid in accordance with Section 15.5 of the council’s recruitment policy which states; ‘normally the pay point will be the minimum point of the band. Exceptions to this rule may be considered where the minimum point is below the candidate’s current salary.’
- 4.4 Employees will receive an increase of one incremental point each year, effective from 1st April, providing they (i) have performed their role entirely satisfactorily; (ii) have 6 months’ service before 1st April; (iii) are not already at the top point of their pay band. Performance objectives will be linked to service delivery plans and priorities.
- 4.5 Employees who are protected under TUPE arrangements will be paid according to their contract of employment.

5. Cost of living pay increases

Senior Officers

- 5.1 The annual award for senior officers has not yet been finalised, any changes will require an update to this pay policy statement.

Employees who are not senior officers

- 5.2 Under the Human Resources Framework Collective Bargaining Agreement 2019, the Council agreed to remove the historical link to National Joint Council for Local Government (NJC) pay increases and for the pay increases to be determined via “a locally agreed decision with reference to the National Negotiating committee (NJC) recommendations, an independent pay review (commissioned annually by the Council), budget availability and the UK Living Wage”. This applies to all employees covered by Thurrock bands A to I.
- 5.3 The annual independent assessment conducted in December 2022 recommended a pay increase of 4% for bands A to I for 2023/24.

6. Lowest paid employees

- 6.1 For the purposes of this Statement, employees on the lowest grade of the Council’s pay structure are classed as the lowest paid employees. The only employees paid at a lower rate than the Thurrock Living Wage are apprentices (see paragraph 7).
- 6.2 The Thurrock Living Wage pay point and scale point one are the Council’s minimum pay point with hourly pay set to £10.92 from the 1st April 2023.

7. Apprentices

- 7.1 The starting pay for Council apprentices is the national minimum wage or national living wage according to their age at the point of recruitment. The lowest pay rate for apprentices aged 16 - 17 years old will be £5.28 from 1 April 2023. The full range of NLW rates for 2023/24 are set out at Appendix 2.

8. Pay Multiple

- 8.1 Calculations were made using 2023/24 pay scales which show the pay ratios between the chief executive’s salary and the average salary of the workforce on grades A-I are as follows:

Chief Executive: mean salary of the workforce = 1:5

Chief Executive: median salary of the workforce = 1:6.1

- 8.2 These ratios were calculated from the median chief executive salary level of £186,000; the mean salary of all staff other than the chief executive of £37,576 and the median salary of all staff other than the chief executive of £30,444.

9. Acting up payments

- 9.1 For acting up or additional duties arrangements, an individual will be paid at the lowest point of the band being acted into, or one pay point higher than their substantive pay point if pay bands overlap.
- 9.2 Management do however have the discretion to award an acting up or additional duties allowance up to a maximum of 3 additional points from the employee's substantive pay point. The rationale for payment is subject to approval by the Councils Trade Union Board and evidence should be clearly documented on the employee's personal file.
- 9.3 Secondments are subject to the same pay allowances as stated above, however managers can make secondment arrangements according to the needs of their service are these are not subject to approval. Further details can be found in the Secondment policy.

10. Other payments

- 10.1 The Council has an employee relocation package, available to all new employees, subject to eligibility criteria.
- 10.2 The Council does not operate a bonus scheme for any employees, nor does it offer any other informal benefits to its senior officers
- 10.3 On occasions, for posts below senior officer level, temporary market supplements may be paid where difficult market conditions lead to recruitment and retention problems. Such supplements must be agreed by the Council's Trade Union Board.

11. Contractors and consultants

- 11.1 Should the Council engage the services of an individual at senior officer level under a contract for services (i.e. not on the Council's payroll), the level of remuneration paid to the contractor, consultant or agency employing them will not exceed the equivalent salary points outlined in Appendix 3.
- 11.2 In exceptional circumstances, and with the express approval of the Chief Executive, a contractor or consultant at senior officer level may be engaged at a pay rate outside of the equivalent salary point in Appendix 3.

12. Appointment of senior officers

- 12.1 The appointment of senior officers will be conducted in accordance with the Employment Procedure Rules as defined by the Council's Constitution.

12.2 The appointment of individuals, including those receiving salaries in excess of £100k, is in accordance with the pay structure and the principles outlined in this policy.

13. Payment on termination, and re-engagement of officers

13.1 In the event of redundancy or the early retirement of any employee, the Council will pay its standard severance payments within the discretions of the Local Government Pension Regulations.

13.2 In exceptional circumstances and where it represents best value for the Council, additional payments may be made to comply with the terms of a settlement agreement. These will be subject to the delegated powers and processes outlined in the Council's Constitution.

13.3 The Council will not normally re-engage, either in a contract of employment or a contract for services, any officer who has previously been paid a discretionary payment (via a settlement agreement or retirement package) on leaving the Council's employment. Only in exceptional circumstances, and with the agreement of the Chief Executive and the General Services Committee, will such an arrangement be sanctioned.

14. Mandatory Gender Pay Reporting

14.1 As of April 2017, all organisations with more than 250 employees must produce data on the gender pay gaps of their employees. The deadline for the Council to report this date is 30 March each year.

15. Transparency code

15.1 In accordance with Government guidelines¹, the council publishes details of senior managers' pay on its website.²

16. Publication of information

16.1 This Statement will be published on the Council's website. Any in-year changes to this Statement will be published in the same way following Council approval.

¹ 'Local Government Transparency Code 2014' published by DCLG: [Transparency Code](#)

² <https://www.thurrock.gov.uk/what-we-publish/local-government-transparency-code>

Appendix 1: Pay Scales 2023/2024

Grade	Pay Point	2023/24 rate per hour		2023/24 salary
I	54	£42.65		£82,275
	53	£41.43		£79,935
	52	£40.25		£77,661
	51	£39.10		£75,441
	50	£37.99		£73,287
	49	£36.90		£71,193
H	48	£35.85		£69,165
	47	£34.83		£67,191
	46	£33.84		£65,286
	45	£32.88		£63,435
	44	£31.96		£61,653
G	43	£31.06		£59,925
	42	£30.20		£58,266
	41	£29.34		£56,607
	40	£28.51		£55,005
	39	£27.71		£53,463
	38	£26.95		£51,990
F	37	£26.18		£50,511
	36	£25.45		£49,095
	35	£24.75		£47,742
	34	£24.04		£46,389
	33	£23.37		£45,093
	32	£22.74		£43,863
E	31	£22.10		£42,633
	30	£21.49		£41,463
	29	£20.88		£40,293
	28	£20.31		£39,183
	27	£19.74		£38,076
	26	£19.19		£37,029
D	25	£18.65		£35,982
	24	£18.14		£35,001
	23	£17.63		£34,014
	22	£17.15		£33,090
	21	£16.67		£32,163
	20	£16.23		£31,305
C	19	£15.78		£30,444
	18	£15.36		£29,643
	17	£14.95		£28,845
	16	£14.54		£28,044
	15	£14.15		£27,303
	14	£13.77		£26,568
B	13	£13.55		£26,133
	12	£13.29		£25,641
	11	£13.03		£25,143
	10	£12.81		£24,711
	9	£12.59		£24,282
	8	£12.36		£23,850
A	7	£12.14		£23,415
	6	£11.92		£22,989
	5	£11.69		£22,554
	4	£11.47		£22,122
	3	£11.28		£21,753
	2	£11.08		£21,381
	TLW / 1	£10.92		£21,069

Appendix 2: National Living Wage Rates 2023/24

	Age 23 and over	Age 21 to 22	Age 18 to 20	Age under 18	Apprentice Rate
Rates from April 2023	£10.42	£10.18	£7.49	£5.28	£5.28

Appendix 3 - Senior Manager Pay Scales 2023/24

		50/50% Lower Base Pay		50/50% Median Base Pay		50/50% Higher Base Pay
	SCP	Annual Pay £	SCP	Annual Pay £	SCP	Annual Pay £
CEO	31	169,500	32	186,000	33	199,000
DIR5	28	132,000	29	144,500	30	154,000
DIR4	25	123,000	26	137,000	27	143,000
DIR3	22	114,500	23	128,000	24	131,000
DIR2	19	102,500	20	112,500	21	118,000
DIR1	16	96,000	17	107,000	18	109,500
AD5	13	92,500	14	102,500	15	106,500
AD4	10	90,500	11	99,000	12	102,500
AD3	7	85,000	8	95,000	9	98,000
AD2	4	80,000	5	88,000	6	92,500
AD 1	1	75,500	2	80,000	3	87,500