

## Pay policy 2023 - 2024



# Pay Policy 2023-24

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<b>Date approved</b>	
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<b>Owner</b>	SV
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# Pay policy 2023 - 2024

## Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
1.0			Position updated regarding national negotiations of pay structures for national pay awards for 2023-24  Paragraph 7.4 has been updated with the most recent comparison of the lowest paid against the Chief Executive's salary.

# Pay policy 2023 - 2024

## Contents

Version control	2
Contents	3
1. Introduction and Purpose	4
2. Legislative Framework	5
3. Scope of the Pay Policy	6
4. Broad Principles of our Pay Strategy	7
4.1 Transparency, accountability and value for money	7
4.2 Development of Pay and Reward Strategy	7
4.3 Pay Structure - Pay Spine	8
4.4 Job Evaluation	9
4.5 Market Supplements	10
4.6 Acting up, Honoraria & Ex Gratia Payments	10
4.7 Pay and Performance	10
5. Chief Officer Remuneration	10
5.1 Definitions of Chief Officer & Pay Levels	10
5.2 Pay Award	11
5.3 Pay review for Chief Officers	12
5.4 Honorarium	13
5.5 Recruitment of Chief Officers	13
5.6 Additions to Salary of Chief Officers	14
5.7 Payments on Termination	14
6. Publication	16
7. Pay Relativities within the Council	16
8. Accountability and Decision Making	17
9. Re-employment	17
10. Reviewing the Policy	17

# Pay Policy 2022 - 2023

## 1. Introduction and Purpose

### Introduction from the Leader of the Council

At Denbighshire County Council we recognise the public interest in public sector pay and the importance of transparency and accountability in this area. We do this with openness and transparency, and to demonstrate value for money.

This document sets out our approaches and practices of pay and has been prepared in accordance with the principles provided by Welsh Government, it is part of our continuing commitment to be a fair, equitable and transparent employer.

We are committed to providing equal pay for work of equal value and aim to provide an equitable pay structure for all our employees and workers on various terms and conditions and to show the relationship between that the remuneration of our employees and senior leadership, and the role they play in delivering the strategic aims of the Council.

Cllr Jason McLellan

**Leader of the Council**

1.1 This is the 11<sup>th</sup> annual pay policy statement for the period 1st April, 2023– 31st March, 2024. This pay policy statement provides the framework for decision making on pay, and in particular, decision-making on Senior Pay, under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Council thinks fit’. This Pay Policy statement sets out the Council’s approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year, detailing:

- a. The Council’s Policies towards all aspects and elements of the remuneration of Chief Officers
- b. Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers

## Pay Policy 2022 - 2023

- c. The Council's Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
- d. The relationship between the remuneration of its Chief Officers and other employees.

1.2 Local Authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.

1.3 The Local Government Settlement for 2023 to 2024 increased to 8.2% from the indicative settlement increases of 3.5%. The indicative settlement for 2024 to 2025 has risen from 2.4% to 3%. Although this was very welcome from a planning perspective it does indicate that difficult decisions will be required over the coming years. There continues to be an ever growing list of significant economic and demand pressures related to inflation (e.g. pay, energy), social care, support for schools, benefits, the supply of goods and services in the supply chain (and the impact on our capital plan). Although the position is moving swiftly and liable to change the current projections indicate that pressures of £25-30m at for next year will require funding. Even after taking into account an annual Council Tax increase of 3.8%, and the indicative RSG settlement of 3%, shortfalls remain of between £15-22m. Similar pressures are being experienced by other Welsh local authorities. The position for 2025/26 remains even more uncertain as the current UK Government spending plans end in 24/25 and therefore WG cannot provide an indicative settlement. The council has a Medium Term Financial Strategy and robust Budget Process which aims to identify, assess and agree budget proposals in a planned and timely way.

1.4 Approval of the Pay Policy Statement is required by Full Council as required by the legislation, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

## 2. Legislative Framework

2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the

# Pay Policy 2022 - 2023

- a. Equality Act 2010
- b. Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
- c. Agency Workers Regulations 2018 and where relevant, the
- d. Transfer of Undertakings (Protection of Earnings) Regulations

2.2 With regard to the Equal Pay requirements contained within the Equality Act, the Council completed a review to ensure that 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 mechanism which directly relate salaries to the requirements, demands and responsibilities of the role.

2.3 This policy must be applied consistently to all job applicants or employees regardless of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

If you require this information in an alternative format, please contact Human Resources on 01824 706200

## 3. Scope of the Pay Policy

3.1 The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Council, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a Policy covering all employee groups with the exception of School Teachers (as the remuneration for this latter group is set by Welsh Government and therefore not in Local Council control).

3.2 Nothing within the provisions of the Localism Act 2011 detracts from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, this Policy will be complied with in setting remuneration levels for all groups within its scope.

# Pay Policy 2022 - 2023

## 4. Broad Principles of our Pay Strategy

### 4.1 Transparency, accountability and value for money

4.1.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end copies of the following pay scales are included in appendix A – D:

- Employee NJC Pay Scales
- Chief Officer Pay Scales
- Soulbury Pay Scales
- Youth Workers Pay Scales

and the following documents are available to view on the Denbighshire [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)

- Early Termination (Discretionary Payments) Policy
- Redundancy Policy
- Market Supplement Policy
- Acting up, Honoraria & Ex Gratia Payments Policy
- Senior Leadership Pay Maintenance Process
- Gender Pay Report

### 4.2 Development of Pay and Reward Strategy

4.2.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Council can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. The Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the Council's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.

## Pay Policy 2022 - 2023

4.2.2 In this context it does need to be recognised that at the more senior grades, in particular, remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.

4.2.3 In addition, the Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of Denbighshire. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy.

4.2.4 In designing, developing and reviewing the Pay and Reward Strategy, the Council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs. This Pay Policy Statement will be reviewed on an annual basis in line with our strategy for pay and approved annually by the Full Council.

### 4.3 Pay Structure - Pay Spine

4.3.1 The Council uses the nationally negotiated pay spine as the basis for its grading structure. This determines the salaries of the larger majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.

4.3.2 The national pay award for the period 1<sup>st</sup> April, 2022 to 31<sup>st</sup> March 2023 was agreed as £1925 to be added to each Spinal Column Point on the Pay Structure. The Pay Award also included the deletion of SCP 1 with effect from 1<sup>st</sup> April, 2023, and Denbighshire's Pay Structure have been amended accordingly. Negotiations have started on the 2023/24 national pay award and this policy will be updated in due course.

The Pay Award for the period 2022/23 ensured that all pay rates met the Real Living Wage of November, 2021 of £9.90 per hour, which came into effect by April, 2022. The Council agreed that any pay rates



## Pay Policy 2022 - 2023

falling below the non-statutory Real Living Wage Foundation would be reviewed each year, upon receipt of the National Pay Agreement.

When the Pay Award for 2023/24 is announced the Council will review their position if any salaries fall below the November 2022 Real Living Wage amount of £10.90 per hour.

For Youth & Community Workers a pay award of £1925 on all Spinal Column Points has been agreed for the period 1<sup>st</sup> September, 2022 to 31<sup>st</sup> August, 2023. The Pay Award for Soulbury Staff for the period 1<sup>st</sup> September, 2022 until 31<sup>st</sup> August, 2023 is still to be agreed.

For Chief Officers and Chief Executives, the pay award for the period 1<sup>st</sup> April, 2022 – 31<sup>st</sup> March, 2023 of £1925 on all salaries.

4.3.3 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.

4.3.4 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.

### 4.4 Job Evaluation

4.4.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to provide analytical scoring and to make systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs. The Council currently uses the Greater London Provincial Council Job Evaluation Scheme.

4.4.2 The Council undertook a full evaluation and review of pay under Single Status for the non-teaching workforce in terms of Pay & Grading and Terms & Conditions in April 2008 and continues to evaluate any new posts or those that demonstrate a fundamental change in duties.

# **Pay Policy 2022 - 2023**

## **4.5 Market Supplements**

4.5.1 Job evaluation will enable the council to set appropriate remuneration levels based on internal job size relativities within the council. However, 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.

4.5.2 Therefore, the Council has a Market Supplements Policy to ensure that 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. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where they are no longer considered necessary.

## **4.6 Acting up, Honoraria & Ex Gratia Payments**

4.6.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's policy on Acting Up, Honoraria & Ex Gratia Payments.

## **4.7 Pay and Performance**

4.7.1 The Council expects high levels of performance from all employees and has a Performance Management Process in place to monitor, evaluate and manage performance on an ongoing basis.

Where unsatisfactory performance is identified, through performance management, increments can be withheld.

4.7.2 The Council does not use bonus schemes for any member of staff.

# **5. Chief Officer Remuneration**

## **5.1 Definitions of Chief Officer & Pay Levels**

5.1.2 For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below:

# Pay Policy 2022 - 2023

- a. Chief Executive
- b. Corporate Directors
- c. Heads of Service

The current definition for senior posts is classed as:-

- Salaries in excess of £100,000 or;
- The head of body's paid service;
- Its monitoring officer;
- A statutory chief officer;
- A non-statutory chief officer;
- A deputy chief officer;
- An executive director; and
- A senior manager with or without board level responsibility who reports directly to the head of the body

5.1.3 Welsh Government amendments to the Local Authorities (Standing Orders) (Wales) Regulations 2006 effective from 1st July 2014 introduced a new requirement that:

“The relevant authority must determine the level, and any change in the level, of the remuneration to be paid to a chief officer”

The impact of this amendment is that all changes to Chief Officer pay must be approved by the Council, not just those which are determined locally.

## 5.2 Pay Award

5.2.1 The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of the same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current

## Pay Policy 2022 - 2023

contractual requirements following the recommendations made by the Independent Remuneration Panel for Wales.

5.2.2 The Chief Executive Officer is the senior officer who leads and takes responsibility of the organisation and works closely with the elected members to deliver the Corporate Plan. The council has a turnover of £446 million (£354 million revenue and £92 million capital) and is responsible for a wide range of services employing some 4700 staff. The role of Chief Executive Officer is a full time appointment. Postholders are selected on merit, against objective criteria, following public advertisement. The current Chief Executive paid an incremental scale of 3 points for 2022/2023 from £136,163 - £140,282 per annum, this rate is still applicable as there is no agreement on the National Pay Award for 2023/24.

The Chief Executive for Denbighshire County Council has been in post since 1<sup>st</sup> August, 2021.

The Chief Executive may receive additional payments for any of the elections where they are Returning Officer. Details of the Chief Executive's pay and any additional payments can be found in the remuneration report in the Annual Statement of Accounts.

The notice period for this post is 3 months.

### 5.3 Pay review for Chief Officers

5.3.1 A Remuneration Panel convenes to determine the pay and reward for the Council's Senior Leadership Team which consists of the Chief Executive, Directors and Heads of Service.

The scope of the panel is to:-

- Make recommendations on senior pay and reward issues to Council, ensuring consistency, transparency and accessibility.
- Make recommendations on the management of and structure of senior pay and reward, and grounds for pay progression. The terms of reference for the Remuneration Panel are included in Appendix E.

5.3.2 With effect from 1<sup>st</sup> April, 2016 a new pay structure was implemented for Chief Officers following a full review of Corporate Director and Chief Officer posts, which was required to ensure that

## **Pay Policy 2022 - 2023**

Denbighshire County Council were able to recruit and retain key Senior Leadership Team members. The Chief Officer posts were evaluated under HAY by Kornferry HAY consultants to ensure that the reward is commensurate with the responsibility and role, this rank order was then considered in line with market data and a new pay structure developed and implementing following agreement with the Remuneration Panel and Full Council.

Any subsequent minor changes to the senior leadership teams roles will be considered in line with the Senior Leadership Pay Maintenance Process, however a biennial review of the whole structure will take place ensuring the structure is fit for purpose and meets the needs of the Council at that time.

### **5.4 Honorarium**

5.4.1 There are occasions when it is necessary for a Head of Service to carry out additional duties over and above their substantive post for a period of time. This would normally be to cover for a long term absence; following a restructuring whereby responsibility for additional services has been given to the Head of Service; or responsibility for a large project outside of their normal portfolio.

5.4.2 In such circumstances, the Chief Executive can award an honorarium of up to 15% of the Head of Service's substantive pay for a maximum period of 12 months. Any honorarium which exceeds 12 months will need to be considered by the remuneration panel and recommended to Full Council.

5.4.3 The pay policy is intended to provide Council approval for such payments to be made with the responsibility of when they are made delegated to the Chief Executive where the criteria is met. Such payments to be limited to the period until the Remuneration Committee is able to consider whether any permanent change to salary is required or until these additional responsibilities cease, whichever is the sooner.

### **5.5 Recruitment of Chief Officers**

5.5.1 In accordance with the Standing Orders (Wales) Amended Regulations 2014, there is a requirement for posts with salaries of more than £100k and which are for the duration of 12 months or more, to be advertised externally.

## **Pay Policy 2022 - 2023**

5.5.2 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Section 11 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. The salary level on appointment for the Chief Executive is determined by full Council.

Where it is deemed necessary to pay a market supplement, this will be advised through market research and agreed by the Special Appointments Panel prior to recruitment.

5.5.3 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging

individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

### **5.6 Additions to Salary of Chief Officers**

5.6.1 The Council does not apply any bonuses to its Chief Executive or Chief Officers.

5.6.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.

5.6.3 The cost of membership of one professional body is met by the Council.

5.6.4 The Chief Executive's Job Description includes his role as Returning Officer for Local Government Elections. The Council's fees for payment to its Returning Officer for elections duties can be found in Appendix F.

### **5.7 Payments on Termination**

5.7.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Termination of Employment (Discretionary payments) & Redundancy Policy in accordance with

## **Pay Policy 2022 - 2023**

Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 45 weeks' pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Council does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).

5.7.2 The Council's severance and retirement schemes are applied equally and fairly to all staff their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities and are implemented in accordance with the regulations of the relevant pension schemes. These will be published on the Council's website as part of the Council's conditions of service policies.

5.7.3 The Council ensures that all payments are made in accordance with H.M.R.C legislation and utilises the services of a professional tax advisor where there is a requirement for more detailed specialist advice or to assist should an H.M.R.C compliance audit be undertaken. The use of these outside tax advisors is now shared collaboratively with a neighbouring Council ensuring a joint best practice and cost effective service.

Employment Status is regularly checked and the Council will only class someone as self-employed where there is no question of doubt. Individuals who have previously regularly been treated as self-employed with other authorities, have been paid under P.A.Y.E. by Denbighshire, this is where we have not been fully convinced of their self-employment status.

5.7.4 The Welsh Government recommends that the council should offer full council the opportunity to vote before large severance packages beyond £100,000 are approved for staff leaving the organisation. Members must be made aware of any statutory or contractual entitlements due to the employee and the consequences of a non-approval by Council, in which failure to fulfil statutory or contractual obligation may enable the employee to claim damages for breach of contract.

# Pay Policy 2022 - 2023

## 6. Publication

6.1 This statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount and detail payments to Corporate Directors and Chief Executive Officer.

## 7. Pay Relativities within the Council

7.1 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 minimum spinal column point currently in use within the Council's grading structure. As at 31 March, 2023, this was £20,258. The Council employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment.

7.2 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.

7.3 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, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore 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 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 Council's workforce.

7.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:6.8 and; between the lowest paid employee and average Chief Officer as 1:4.7 The multiple between the average full time equivalent earnings for contract staff (excluding teachers) and the Chief Executive is 1:5.2 and; between the average full time equivalent earnings and average Chief Officer is 1:3.6



## **Pay Policy 2022 - 2023**

7.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

### **8. Accountability and Decision Making**

8.1 In accordance with the Constitution of the Council, the Council is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

### **9. Re-employment**

9.1 Staff who, upon leaving the employment of the Council, receives any form of compensation payment for loss of office, will not be re-employed in any capacity by the Council for the duration of the compensation payment. e.g. If a member of staff receives 20 weeks redundancy payment, they cannot be re-employed by the Council for 20 weeks after the termination date. This includes those employed in schools but excludes those employed on School Teachers Conditions of Service.

9.2 Staff who, upon leaving the employment of the Council, receive a pension for which the Council incurred additional costs, cannot be re-employed in a similar area of work within the Council during the first 12 months without authorisation by CET. Where authorisation is given, the individual is still subject to 9.1 above if they have received a compensation payment and will only be allowed to commence work after the compensation period ends. This would also apply to the appointment of previously employed staff as consultants. This includes those employed in schools but excludes those employed on School Teachers Conditions of Service.

### **10. Reviewing the Policy**

10.1 This Policy outlines the current position in respect of pay and reward within the Council. The Policy will be reviewed annually in line with market forces and reported to Council.

NJC Pay Structure for April 2023 (Pay Award Pending)

Grade	SCP	Salary 2022	Hourly Rate
Grade 1 (Amended)	2	£20,441	£10.60
Grade 2 (Amended)	3	£20,812	£10.79
Grade 3 (Amended)	4	£21,189	£10.98
Grade 4	5	£21,575	£11.18
	6	£21,968	£11.39
	7	£22,369	£11.59
	8	£22,777	£11.81
Grade 5	10	£23,620	£12.24
	11	£24,054	£12.47
	12	£24,496	£12.70
	13	£24,948	£12.93
	14	£25,409	£13.17
	15	£25,878	£13.41
Grade 6	17	£26,845	£13.91
	18	£27,344	£14.17
	19	£27,852	£14.44
	20	£28,371	£14.71
	21	£28,900	£14.98
Grade 7	22	£29,439	£15.26
Grade 8	23	£30,151	£15.63
	24	£31,099	£16.12
	25	£32,020	£16.60
Grade 9	26	£32,909	£17.06
	27	£33,820	£17.53
	28	£34,723	£18.00
	29	£35,411	£18.35
Grade 10	30	£36,298	£18.81
	31	£37,261	£19.31
	32	£38,296	£19.85
	33	£39,493	£20.47
	34	£40,478	£20.98
	35	£41,496	£21.51
Grade 11	36	£42,503	£22.03
	37	£43,516	£22.56
	38	£44,539	£23.09
	39	£45,495	£23.58
Grade 12	40	£46,549	£24.13
	41	£47,573	£24.66
	42	£48,587	£25.18
Grade 13	43	£49,590	£25.70
	44	£50,950	£26.41
	45	£52,390	£27.16
	46	£53,827	£27.90
Grade 14	47	£55,076	£28.55
	48	£56,398	£29.23
	49	£57,736	£29.93
	50	£59,053	£30.61
	51	£60,382	£31.30

**Chief Officer Pay Scale 2022**

<b>SLT4 (Chief Executive)</b>	£140,282
	£138,207
	£136,163
<b>SLT3 (Directors)</b>	
	£114,255
	£112,570
<b>SLT2 (Head of Service)</b>	£110,910
	£94,036
<b>SLT1 (Head of Service)</b>	£92,653
	£91,291
<b>SLT1 (Head of Service)</b>	£77,455
	£76,322
	£75,207

## Soulbury Staff Pay Tables 1<sup>st</sup> September, 2021

Trainee Educational Psychologists	
Spine Point	Salary from 01.09.2021
1	£24,970
2	£26,798
3	£28,623
4	£30,453
5	£32,279
6	£34,107

Assistant Educational Psychologists	
Spine Point	Salary from 01.09.2021
1	£30,694
2	£31,948
3	£33,201
4	£34,448

Educational Psychologists - SCALE A	
Spine Point	Salary from 01.09.2021
1	£38,865
2	£40,838
3	£42,811
4	£44,782
5	£46,755
6	£48,727
7	£50,584
8	£52,440
9	54179*
10	55921*
11	57544*

Senior & Principal Educational Psychologists - SCALE B	
Spine Point	Salary from 01.09.2021
1	£48,727
2	£50,584
3	£52,440
4	£54,179
5	£55,921
6	£57,544
7	£58,210
8	£59,456
9	£60,690
10	£61,945
11	£63,177
12	£64,431
13	£65,707
14	£66,941**
15	£68,235**
16	£69,514**
17	£70,803**
18	£72,090**

\* Normal minimum point for the principle educational psychologist undertaking the full range of duties at this level.

\*\* Extension to range to accommodate discretionary scale points and structured professional assessments.

Soulbury Educational Improvement Professionals (EIPs)					
Spine Point	Salary from 01.09.2021	Spine Point	Salary from 01.09.2021	Spine Point	Salary from 01.09.2021
1	£37,056	18	£59,371	35	£79,291
2	£38,383	19	£60,668	36	£80,560
3	£39,637	20	£61,338***	37	£81,809
4	£40,907	21	£62,626	38	£83,071
5	£42,168	22	£63,749	39	£84,316
6	£43,431	23	£64,985	40	£85,561
7	£44,758	24	£66,093	41	£86,811
8	£46,035*	25	£67,278	42	£88,061
9	£47,522	26	£68,434	43	£89,309

10	£48,849	27	£69,616	44	£90,564
11	£50,158	28	£70,815	45	£91,815
12	£51,425	29	£72,016	46	£93,069
13	£52,860**	30	£73,215	47	£94,327
14	£54,140	31	£74,404	48	£95,574****
15	£55,553	32	£75,611	49	£96,825****
16	£56,831	33	£76,819	50	£98,079****
17	£58,113	34	£78,056		

Salary scales to consist of not more than four consecutive points based on the duties and responsibilities attached to posts and the need to recruit and motivate staff.

*\*normal minimum point for EIP undertaking the full range of duties at this level.*

*\*\*normal minimum point for senior EIP undertaking the full range of duties at this level.*

*\*\*\*normal minimum point for leading IEP undertaking full range of duties at this level*

*\*\*\*\*extension to range to accommodate structured professional assessments.*

### Young People's & Community Service Managers

Spine Point	Salary from 01.09.2021	Spine Point	Salary from 01.09.2021
1	£38,433	13	£53,412
2	£39,691	14	£54,669
3	£40,947	15	£55,928
4	£42,231	16	£57,191
5	£43,535	17	£58,460
6	£44,807	18	£59,722
7	£46,107**	19	£60,976
8	£47,585	20	£62,257***
9	£48,400	21	£63,562***
10	£49,660	22	£64,898***
11	£50,912	23	£66,260***
12	£52,166	24	£67,650***

The minimum Youth and Community Service Officers' scale is 4 points, other salary scales to consist of not more than four consecutive points based on duties and responsibilities attached to posts and the need to recruit and motivate staff.

*\*normal minimum point for senior youth and community service officers undertaking the full range of duties at this level.*

*\*\*normal minimum point for principle youth and community service officer undertaking the full range of duties at this level.*

*\*\*\*extension to range to accommodate discretionary scale points and structured professional assessments.*

**JNC Youth Workers Pay Tables 1<sup>st</sup> September 2022**

Job Role		Scale Point	Salary
Youth Support Worker in Training SCP 5		5	£21,571
	Youth Support Worker SCP 6-8	6	£21,900
7		£22,196	
Senior Support Youth Worker in Training SCP 8 – 10	Senior Support Youth Worker SCP 10-12	8	£22,874
		9	£23,739
		10	£24,416
Youth Worker in Training 11-14	Youth Worker SCP 13 – 16	11	£25,509
		12	£26,576
		13	£27,681
		14	£28,825
Youth Work Coordinator in Training SCP 15 - 18	Youth Work Coordinator SCP 17 - 20	15	£29,603
		16	£30,416
		17	£31,216
		18	£32,021
		19	£32,820
Community Youth Worker in Training SCP 20 - 23	Community Youth Worker SCP 22 -25	20	£33,622
		21	£34,522
		22	£35,542
		23	£36,536
		24	£37,534
		25	£38,540
Principal Youth Worker in Training SCP 25-28	Principal Youth Worker SCP 27 - 30	26	£39,545
		27	£40,550
		28	£41,568
		29	£42,577
		30	£43,588

Role	JNC Grade
Youth Support Worker in Training	5
Youth Support Worker	6-8
Senior Support Youth Worker in Training	8-10
Senior Support Youth Worker	10-12
Youth Worker in Training	11-14
Youth Worker	13 - 16
Youth Work Coordinator in Training	15-18
Youth Work Coordinator	17-20
Community Youth Worker Training	20-23
Community Youth Worker	22-25

## **SENIOR LEADERSHIP TEAM REMUNERATION PANEL**

### **TERMS OF REFERENCE**

#### 1. Scope

To determine the remuneration for the Council's Senior Leadership Team which consists of the Chief Executive, Directors and Heads of Service.

The Localism Act 2011 (Para. 42.3) defines remuneration in relation to a Chief Officer and a relevant authority as:-

- (a) the chief officer's salary or, in the case of a chief officer engaged by the authority under a contract for services, payments made by the authority to the chief officer for those services,
- (b) any bonuses payable by the authority to the chief officer,
- (c) any charges, fees or allowances payable by the authority to the chief officer,
- (d) any benefits in kind to which the chief officer is entitled as a result of the chief officer's office or employment,
- (e) any increase in or enhancement of the chief officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
- (f) any amounts payable by the authority to the chief officer on the chief officer ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

'Chief Officer' in relation to a relevant authority in the Localism Act 2011 (Para 43.2), means each of the following:-

- (a) the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- (b) its monitoring officer designated under section 5(1) of that Act;
- (c) a statutory chief officer mentioned in section 2(6) of that Act;
- (d) a non-statutory chief officer mentioned in section 2(7) of that Act;
- (e) a deputy chief officer mentioned in section 2(8) of that Act.

#### 2. Terms of Reference

The scope of the committee is to:-

- Make recommendations on any changes to senior pay and reward issues to Council, where appropriate.
- Make recommendations on the management of and structure of senior pay and reward, and grounds for pay progression.
- To comply with the requirements set out in the Local Government (Wales) Act 2015, and any subsequent legislation, which relate to senior pay decisions. The panel and the Council must have regard to any Independent Remuneration Panel's recommendations when reaching decisions on relevant pay. Appendix 1 provides the process to refer any pay recommendations to the Independent Remuneration Panel (IRP).

The terms of reference will be developed over time and reviewed on an annual basis to ensure effective working and to clarify the scope, role, composition and process within which the Panel will operate. The terms of reference will be subject to approval by Council.

### 3. General Principles

- No permanent change to pay and reward of the Senior Leadership Team can be actioned until it is ratified by Full Council
- The basic pay of the Senior Leadership Team will be determined using the Hay Evaluation Scheme and advice sought from external experts
- The Panel will provide a structured governance body through which recommendations affecting Chief Officers pay can be taken in the best interests of Denbighshire County Council and its stakeholders. It enables remuneration issues to be reviewed and considered with an impartial and balanced mind-set.

### 4. Role

The Remuneration Panel will make recommendations to Council on the permanent pay and reward of Senior Managers. It will:-

- a) Contribute to the Council's positive reputation with regard to having appropriate and effective corporate governance arrangements for senior pay by operating an independent, transparent and informed approach to managing senior pay through the Remuneration Panel.
- b) Develop broad policy decision for senior pay, having regard to the Council's Pay and Reward Policy
- c) Propose levels of remuneration considered to be sufficient to attract, retain and motivate senior managers of the quality required to run the organisation successfully.
- d) Consider the affordability of its proposals
- e) Be sensitive to the context of senior pay, including pay and employment conditions elsewhere in the organisation
- f) Ensure the relationship between reward and senior management tiers and for employees below this level remain reasonable
- g) Ensure individuals are fairly and responsibly rewarded for their individual contribution
- h) Understand what other relevant organisations are paying for similar roles as well as their general approach to reward, and consider whether Denbighshire County Council should position itself in relation to 'the market' – for example, whether the Council's approach may be to pay at around the lower quartile, median or upper quartile of the market etc.
- i) Ensure that proper and professional advice is obtained to assist in its deliberations

The panel's recommendations will be based on job evaluation results, data, advice, evidence and views collected from a number of possible sources – for example:

- External pay data, advice and facilitation (e.g. from external consultants or other sources)
- The Council's Chief Executive, key documents and reports
- Performance data where relevant

### 5. Membership & Support

The panel will comprise of 6 Members to give a balanced political background. One member of the panel will act as Chair.

The membership should include the Lead Member for Finance, who acts as Chair. The Chair will have the casting vote, should the vote be split.



The panel will be considered quorum with three members in attendance.

The Head of Legal, HR and Democratic Services will provide a 'secretariat' function to the Panel. They will be responsible for arranging meetings, coordinating and preparing documentation and arranging support, training, advice and information for the Panel.

The Panel may commission external independent expertise to train and support them in fulfilling their role and/or to provide external data or advice (including relevant market and regional data). The Head of Legal, HR and Democratic Services will provide details of external of the appropriate experts considered suitable for the purposes in terms of experience, cost and best value for the Panel.

#### 6. Terms of Reference

The Panel will meet at least annually to maintain an overview of the ongoing suitability of the Council's approach to senior pay. A full review of senior managers pay will be conducted where substantial changes to pay are deemed necessary and present a report with recommendations to Council. The panel would not normally expect to present all of the background data and advice it had received.

The Panel may meet more frequently from time-to-time to discuss changes in relation to the approach or arrangements relating to senior pay such as linking pay progression to performance or contribution, or determining the pay level prior to undertaking a recruitment exercise. The recommendations on these issues will also be presented to Council.

#### 7. Confidentiality

Members will be expected to maintain confidentiality whilst discussions are taking place and until the decisions have been published.

#### 8. Conflicts of Interest

Should any committee member feel there is a conflict of interest with regards to any agenda item or discussion in the committee:-

- They should declare an interest in the matter
- They should leave the meeting during any discussion on the matter
- They should not have sole responsibility for making recommendations on relation to the matter, whether present or not.

## Appendix One

**Process to refer pay decisions to Independent Remuneration Panel (IRP)**

The Welsh Government has produced Guidance on the Independent Remuneration Panel for Wales under Section 143A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015.

**1. Requirements of the Council's Pay and Reward panel**

**1.1** To refer decisions on pay relating to 'Head of Paid Service' – Chief Executive.

**1.2** If the Council's Pay and Reward Panel wish to make a recommendation to change the pay of a 'Head of Paid Service' it will consult with the IRP, unless the change being considered is commensurate with a general pay increase or reduction for the Authority's other staff.

**1.3** To provide the IRP with any information it may reasonably require in reaching a conclusion. The IRP may require the following

- Papers/reports prepared by the Authority in relation to the decisions
- Details of the total package available, or under consideration. This could include pension arrangements, severance package, returning officer fees, and performance bonuses. (Full details are set out in the guidance)
- The interdependency of individual salaries within pay structures
- Information concerning other remuneration on offer to other Local Authority Chief Executives
- Details of agreements made at the National Joint Council level.

**1.4** To have due regard to any recommendation the IRP makes in relation to what is in their Pay Policy Statement and Chief Executive pay.

**1.5** The Council/Pay and Reward Panel must have regard to any recommendation when reaching its decision.

**2. Role of the Independent Remuneration Panel (IRP)**

**2.1** To take a view and make a recommendation on the proposal regarding the Paid Head of Service, the Authority must have regard to the recommendation, they are not obliged to follow it.

**2.2** In the event that the Authority does not amend a proposal following the IRP's recommendation, the Authority must notify the Welsh Ministers and the Panel of its response.

If the Welsh Ministers consider that an Authority's response is inconsistent with the Panel's recommendation, the Authority might be subject to a direction from the Welsh Ministers to re-consider the salary.

**LOCAL GOVERNMENT ELECTIONS – SCHEDULE OF CHARGES (NORTH WALES)**

**ELECTION OF COUNTY COUNCILLORS AND TOWN/COMMUNITY COUNCILLORS**

TOWN/COMMUNITY –	Electorate	
<b>EXPENSES AS APPROVED BY Denbighshire County Council</b>		
Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of councillors		
<b>1. RETURNING OFFICER</b>	<b>Contested</b>	<b>Uncontested</b>
For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors. For each Electoral Division, Community/Town Council, Community/Town Council Ward	170.00	55.00
<b>2. DEPUTY RETURNING OFFICER</b>		
Deputising for the Returning Officer, attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals. For each Electoral Division, Community/Town Council, Community/Town Council Ward	115.00	45.00
<b>3. CLERICAL ASSISTANCE</b>		
For each Electoral Division, Community/Town Council, Community/Town Council Ward		35.00
Up to 1,000 electors	85.00	
Up to 2,000 electors	115.00	
Up to 3,000 electors	170.00	
Up to 4,000 electors	225.00	
Over 4,000 electors	280.00	
<b>4. POLLING STATION STAFF</b>	<b>Single Election</b>	<b>Additional Fee for joint election</b>
Presiding Officer	200.00	40.00
Poll Clerk	125.00	25.00
<b>5. CONDUCTING THE COUNT</b>	D.R.O. only	Each Counting Assistant
For each Electoral Division, Community/Town Council, Community/Town Council Ward Count		
Up to 500 electors	45.00	25.00
Up to 1,000 electors	70.00	25.00
Up to 2,000 electors	90.00	30.00
Up to 3,000 electors	115.00	35.00
Up to 4,000 electors	135.00	40.00
Over 4,000 electors	160.00	45.00
<b>Recount costs</b>	NIL	50% of the above fees
<b>6. POSTAL VOTING AND POLL CARDS</b>		
Issue and Receipt of Postal Votes - £62.40 per 100 or part thereof – single issue £62.40 per 75 or part thereof – joint issue Issue of Poll Cards – Purchase and postage costs only		
<b>7. TRAVELLING</b>		
Public transport if available, otherwise inland revenue tax free rate		
<b>8. GENERAL</b>		
Printing, Stationery, Equipment, Postage, Hire of Premises as polling station and similar expenses associated with the conduct of the election		Actual and necessary expenditure
<b>TOTAL PAYABLE</b>		

The staffing rates for local government elections was agreed at the meeting of Denbighshire County Council on 18<sup>th</sup> November 2003, it was also agreed that the rates would be periodically reviewed with the five other North Wales Authorities to achieve uniformity. The above rates were reviewed by all six North Wales Councils on 11 July 2016.