

## **Appendix 1**

### **PAY POLICY STATEMENT 24/25**

#### **Introduction and Purpose**

Warwick District Council aims to have a comprehensive remuneration package that is appropriate and fair for all levels of role and responsibility; ensuring that transparency and equality underpins any rewards.

Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”.

This Pay Policy Statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the setting of pay for its employees.

The Pay Policy must set out the authority’s policies relating to:

- The remuneration of its key Chief Officers (this includes Chief Executive, Deputy Chief Executive, Strategic Director, Heads of Service, Section 151 Officer, and Monitoring Officer).
- The remuneration of its lowest paid employees
- The relationship between
  - (i) the remuneration of its Chief Officers, and
  - (ii) the remuneration of its employees who are not Chief Officers

The Pay Policy Statement must include:

- The definition of ‘lowest paid employees’ for the purposes of this statement
- The Authority’s reason for adopting this definition.

The Pay Policy Statement must also include the Council’s Policy in relation to each of the following:

- Remuneration on recruitment
- Increases and additions to remuneration.
- The use of performance related pay
- The use of bonuses
- The approach of payment on their ceasing to be employed by the authority
- The publication of and access to information relation to their remuneration

Once approved by Council, 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.

In support of improvements in transparency, and mindful of additional requirements of the Local Government Transparency Code 2015, the Pay Policy Statement signposts to the central point of information on the Warwick District Council website for Data Transparency.

## **REMUNERATION PROVISIONS**

### **Definition of Chief Officers**

For the purposes of this Pay Policy Statement, all references to Chief Officer include Statutory Officers, Chief Officer and Deputy Chief Officers, as defined within Section 43 of the 2011 Localism Act, apart from clerical and administrative posts. In accordance with the Council's Constitution these include:

- Chief Executive
- Deputy Chief Executive
- Strategic Director
- Heads of Service
- Section 151 Officer
- Monitoring Officer

The Council's Chief Officer Structure is set out within Article 12 of the Constitution of the Council and published in accordance with the Transparency Code.

Chief Officer grades and salaries are determined using the Hay Evaluation criteria.

For the purposes of the Pay Policy Statement, the Council is required to define and set out the relationship and definition of the lowest paid employee.

### **Definition of Lowest Paid Employees**

For the purpose of this pay policy statement, the definition of the lowest-paid employees, excluding apprentices who are employed on a training contract, is as follows:

'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. According to the pay scales, the lowest pay that employees receive is at Grade I, Spinal Point 2, which is the lowest standard pay point'.

This equates to £24,404 pa or £12.66 per hour as at 1.4.2024.

This places a ratio between the lowest paid and highest paid employee at 5.47:1 on 1 April 2024.

The Council considers this to be the most appropriate definition as this is the lowest contractual pay point and pay level on its substantive pay structure and which normally applies to new entrants to the lowest graded jobs within the organisation.

The exception is employees who are employed on a government sponsored apprenticeship programme that allows for them to be paid at nationally agreed apprenticeship rates. The recommended pay rates for apprentices should not be lower than the National Minimum Wage and the District Council has adopted a pay range for apprentices that exceeds National Rates for apprentices.

**A copy of the Council's pay scales can be found at the end of this statement.**

### **Section 1- POLICY ON REMUNERATION OF CHIEF OFFICERS**

## **1. Levels of Pay for Chief Officers**

The Chief Executive as head of the paid service is employed on the JNC terms and conditions of service and paid a salary that is a spot payment, commensurate with the role.

The Deputy Chief Executive, Heads of Service (which include the Monitoring and Section 151 Officer) are paid within the Warwick Senior Management Grades (WSMG) on a salary which is considered a market rate within the local government sector. There are 3 salary scale incremental levels; the current levels of pay for each Chief Officer are set out in Appendix 1.

Employer contributions for LGPS for 2024/25 is 20.2% and Employee contributions can be found at

<https://www.lgpsmember.org/toj/thinking-joining-how.php#:~:text=Contributions%20table%202021,guaranteed%20by%20law.>

These elements of remuneration for 2024/25 are set out below:

## **2. Elements of Remuneration for Chief Officers**

In addition to the basic salary outlined above, Chief Officers may claim business mileage as HMRC guidelines.

The Chief Executive is the Council's Returning Officer and receives an Election Allowance. This allowance is set by central government, it varies each year depending on the number and type of elections held in each year.

The Council's Monitoring Officer role is carried out by the Head of Governance, an additional payment for Monitoring Officer duties is not made.

For an exceptional piece of work or an exceptional achievement, a Chief Officer may be awarded an honorarium. The Head of Service may approve an honorarium for any employee, within their service area subject to specific criteria, and this is either paid as a one-off payment or can be a monthly allowance for a temporary period.

## **3. Pay Levels on Recruitment**

The pay level offered on recruitment is typically the bottom point of the salary grade for all roles including Chief Officers. In situations, however, where the individual recruited has a high level of knowledge or skills, and/or previous relevant experience, a higher salary up to the maximum salary for that post, may be authorised.

Chief Officers are appointed by the Employment Committee (which reflects all political parties) exercising their delegated powers as outlined in the officer employment procedures.

This excludes the appointment to the role of Head of Paid Service (Chief Executive) and any other posts where the salary is greater than £100,000 where the Employment Committee recommends the appointment to Full Council for approval.

#### **4. Increases to Pay**

Any cost-of-living increases agreed through JNC are applied to Chief Officers pay. This is typically on 1 April each year and incremental increase to their pay will be applied 12 months after the date of appointment.

There are 3 levels of increment; the first is the recruiting salary, the second level is automatic, the final level is subject to a satisfactory performance as signed off by their line manager. It may be withheld if the Chief Officer is deemed to not have a satisfactory performance appraisal or has a live formal written warning for conduct or performance issues.

Where a Chief Officer has given exceptional performance then they may be awarded additional increments outside of the normal incremental timescale as detailed above - subject to their pay not exceeding the maximum salary for their post. This would be authorised by the Chief Executive.

Chief Officers' pay will be benchmarked when required against the market to ensure consistency is maintained both in the peer local authorities and nationally if relevant. Where there are significant changes in market rates then a pay benchmarking assessment will be carried out for Chief Officers.

Where a Chief Officer is temporarily working in a higher-level role, (duration of 3 months or more) this may be recognised by payment of an honorarium or the higher salary relevant to that role on a temporary basis.

#### **5. Market Forces Supplement**

The Market Forces Supplement Scheme was updated in 2017. It is the Council's policy to pay temporary and reviewable 'market forces supplement' to posts where there is clear and demonstrable evidence that the salary level attached to the post creates substantial recruitment and retention difficulties. Any supplement will be automatically withdrawn at the end of two years unless an application for extension is agreed.

#### **6. Performance Related Pay or Bonuses**

Exceptional performance of Chief Officers is recognised by either accelerated increments or an honorarium as detailed previously. Poor performance may result in an increment being withheld.

#### **7. Termination Payments**

In the case of redundancy, a severance payment would be made to a Chief Officer in line with the current the Discretionary Compensation Policy and as per the Redundancy Calculator. Pension benefits, on termination of employment, prior to reaching normal retirement age, would be calculated in accordance with the Local Government Pension Scheme regulations.

Employees who wish to apply for Early Retirement or Flexible Retirement may do so in accordance with the associated policies for early retirement and flexible retirement. In the case of termination due to Ill-health, a termination payment would not be applicable, but an early pension benefit may be awarded by the pension scheme. The pension benefit may include a lump sum in addition to an on-going pension payment.

On termination of employment, if it is not possible or desirable for the Chief Officer to serve their contractual or statutory notice period, then a payment may be made in lieu of the notice period.

Any contractual payments such as outstanding annual leave are usually included in payments on termination of employment. Similarly, any monies owing to the Council would be deducted from payments made on termination.

In exceptional circumstances the Council may choose to make a payment under a Settlement Agreement. Such circumstances could include minimising the risk of uncertainty or disruption to the authority. The Chief Executive has delegated authority to approve a severance payment, up to the equivalent of 12 months' salary for the post, which is, in their opinion, in the Council's interests. This decision will be notified to Group Leaders and relevant portfolio holders.

Any severance package that exceeds £100,000 must be approved by Council. The components of which may include pay in lieu of notice, redundancy compensation, payment made in accordance with a Settlement Agreement, pension entitlements, holiday pay and any fees or allowances paid.

It is not the Council's policy to re-employ or to contract with senior managers who have been made redundant from the council unless there are exceptional circumstances where their specialist knowledge and expertise is required.

## **Section 2 - POLICY ON REMUNERATION OF ALL EMPLOYEES AND IDENTIFICATION OF OUR LOWEST PAID EMPLOYEES**

In 2024/25 the lowest paid persons employed under a contract of employment has the full-time equivalent salary of £24,404 based on spinal column point 2, Grade I. This is the evaluated rate for the job in accordance with the Hay job evaluation scheme and the Council's agreed grading structure.

Using the Hay Job Evaluation process, the Councils uses the nationally negotiated pay spine (further details at [www.LGE.gov.uk](http://www.LGE.gov.uk)) as the basis for its local grading structure. This determines the salaries of the large majority of the workforce, apart from Chief Officers, together with the use of other nationally defined rates where relevant. The Council is committed to adherence to the national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated in the pay spine.

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 the Council. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied within the grade where necessary to secure the best candidate. Consideration is given when 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 and this would be done in accordance with the Market Forces Supplement Scheme. Where necessary, the Council 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.

### **Section 3 - THE RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND OTHER EMPLOYEES**

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, in that a public sector manager cannot earn more than twenty 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.

<b>Salary Information 2024/25</b>	
	<b>£</b>
Highest Chief Officer Salary	133,548
Median Chief Officers Salary	78,000
Median Officers Salary	34,314
Lowest Officer Salary	24,404
	2024/25
Comparison of the Chief Officers Mean £86,638 / Officer Mean £36,522	2.37 (a decrease of 0.1%)
Highest earning Chief Officer/ Pay scale Officer Mean	3.65 (a decrease of 0.04%)
Highest earning Chief Officer/ Lowest Pay scale Officer	5.47 (a decrease of 0.06%)
Median Chief Officer/ Median Pay scale Officer	2.27 (Same)
Highest Chief Officer/ Median Pay scale Officer	3.89 (a decrease of 0.03%)

These figures are accurate as of December 2024 data and exclude any other payments or allowances. The tolerances are well within the limits recommended by the Hutton report.

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.

### **Section 4 - PUBLICITY AND ACCESS TO INFORMATION**

This policy including Appendices will be available on our web site [www.Warwickdc.gov.uk](http://www.Warwickdc.gov.uk).

### **Section 5 - RELATED DOCUMENTS**

Early Retirement  
Redeployment Policy  
Recruitment Policy

Flexible Retirement  
Ill-Health Retirement Policy  
Honoraria Policy

Date of first issue:	March 2012
Date of next review:	January 2026

## WARWICK SENIOR MANAGERS GRADES 2024/25

### Basic Pay

Grade	Post	Starting Point £	Mid Point £	Max Point £
CX	Chief Executive	122,158	-	133,548
WSMG1	Deputy Chief Executive	100,880	105,004	109,106
WSMG1	Strategic Director /Programme Director for Climate Change	100,880	105,004	109,106
WSMG2	Head of Finance & S151 Officer	89,599	92,968	96,448
WSMG3	Head of Governance and Monitoring Officer	72,161	75,079	78,000
WSMG3	Head of Housing*	72,161	75,079	78,000
WSMG3	Head of Place, Arts and Economy	72,161	75,079	78,000
WSMG3	Head of People and Communications	72,161	75,079	78,000
WSMG3	Head of Customer and Digital Services	72,161	75,079	78,000
WSMG3	Head of Neighbourhood	72,161	75,079	78,000
WSMG3	Head of Community Protection	72,161	75,079	78,000

## ELEMENTS OF REMUNERATION FOR CHIEF OFFICERS

### Car Mileage Payments

The accumulative mileage claims for the Chief Officer population for 2023/24 was approximately £331.10.

### Election Allowance for 2024/25 (Chief Executive only)

The fee paid to the Returning Officer is determined by legislation and the recovery of the costs for the Returning Officer duties at a UK or European Election is met from Central Government funds and as such does not constitute a cost the Council.

### \*Market Forces Payments

The Head of Housing, Health and Communities post is currently in receipt of a £6,455 market supplement in accordance with the Market Forces Supplement Scheme.

### Honorarium

None anticipated for 2024/25

**Salary Grades 1 APRIL 2024**

<b>Grade</b>	<b>SCP</b>	<b>Salary</b>	<b>Hourly Rate</b>
<b>I</b>	2	£24,404	£12.66
	3	£24,790	£12.86
<b>H</b>	4	£25,183	£13.06
	5	£25,584	£13.27
<b>G</b>	6	£25,992	£13.48
	7	£26,409	£13.70
	8	£27,269	£14.14
	9	£27,711	£14.37
	10	£28,624	£14.84
	11	£29,093	£15.09
<b>F</b>	12	£30,060	£15.59
	13	£31,067	£16.11
	14	£31,586	£16.38
	15	£32,654	£16.93
<b>E1</b>	16	£33,366	£17.30
	17	£34,314	£17.80
	18	£35,235	£18.27
	19	£36,124	£18.73
	20	£37,035	£19.21
<b>E2</b>	21	£37,938	£19.67
	22	£38,626	£20.03
	23	£39,513	£20.49
	24	£40,476	£20.99
	25	£41,511	£21.53
<b>D</b>	26	£42,708	£22.15
	27	£43,693	£22.66
	28	£44,711	£23.19
	29	£45,718	£23.71
<b>C</b>	30	£46,731	£24.23
	31	£47,754	£24.77
	32	£48,710	£25.26
	33	£49,764	£25.81
	34	£50,788	£26.34
<b>B</b>	35	£51,802	£26.86
	36	£52,805	£27.38
	37	£53,886	£27.95
	38	£54,971	£28.51
	39	£56,074	£29.08
	40	£57,173	£29.65



<b>A</b>	41	£57,997	£30.08
	42	£59,498	£30.86
	43	£60,644	£31.45

**Salary Grades 2024/25**

<b>Grade</b>	<b>WSMG Point</b>	<b>1.4.24 Salary £</b>
<b>WSMG3</b>	1	72,161
	2	75,079
	3	78,000
<b>WSMG2</b>	4	89,599
	5	92,968
	6	96,448
<b>WSMG1</b>	7	100,880
	8	105,004
	9	109,106
<b>C Exec</b>	1	122,159
	2	133,548