

NK PAY POLICY
2023/24

North Kesteven District Council

Pay Policy 2023 - 24

Introduction

1. North Kesteven District Council believes that excellent, professional senior management is essential in order to ensure that the Council achieves its 'flourishing communities' vision, its priorities for the economy, for housing, for communities, for the environment and for effective, efficient public services.
2. The Council believes that it is at its best when elected councillors and senior managers work in partnership within a positive, open and engaging culture. Elected members approve policy and overall strategy for the Council, make key decisions on the allocation of resources and monitor performance. Senior managers and officers drive delivery. North Kesteven is a member led, officer driven, local authority, maximising the roles and contributions that members and officers make.
3. The purpose of this report is to establish a pay policy for North Kesteven District Council in order to ensure that the Council complies with the requirements of the Localism Act 2011. The pay policy is due to be considered by Full Council on 2 March 2023, with the pay policy effective for the 2023-24 financial year. It is intended that this policy is reviewed annually by the Council on or before 31 March each year.
4. The scope of the pay policy embraces the whole workforce of North Kesteven District Council, and therefore the pay structure across the organisation. It includes within scope a review and benchmarking of senior management structures and salaries, the pay and grading structure for the organisation and the ongoing commitment of the Council to the Living Wage Foundation rate.
5. The policy is structured as follows:
 - Background to senior management at North Kesteven
 - Role of Senior Managers
 - Senior Management structure and remuneration
 - Lowest paid employees
 - All other employees
 - Election expenses

Background

6. The Council has a very efficient senior management structure comprising a Senior Management Team of eight officers: Chief Executive; Deputy Chief Executive; Director of Resources; Economy and Place Director; Assistant Director of Corporate and Community Services; Assistant Director of Environment and Public Protection; Assistant Director of Finance; and Assistant Director of Housing and Property Services.
7. By convention, the Council reviews its senior management team structure every three years. The last review was completed in 2021 and increased the senior management team (from 8 to 9 posts) by adding an Assistant Director of Democratic Services (Deputy Monitoring Officer) to the establishment. This is an increase of 12.5% in 2022/2023.
8. The wider SMT Team also includes the Monitoring Officer.

Role of Senior Managers

9. The Chief Executive and the Senior Management Team are responsible for managing the activities of the Council workforce and for advising Councillors on the potential implications of policy and strategy decisions, for example in relation to the vision of the Council, resource allocation and impact on performance.
10. By law, senior managers of the Council are subject to The Local Government Officers (Political Restrictions) Regulations 1990 (under the Local Government and Housing Act 1989). Officers are expected to advise and assist all Councillors irrespective of their political affiliation.
11. The Chief Executive and the Senior Management Team work closely with elected members to deliver:
 - **Leadership:** Working with elected members to ensure strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams.
 - **Strategic Direction:** Ensuring all colleagues understand and adhere to the strategic aims of the organisation and follow the direction set by the elected members.
 - **Policy Advice:** Acting as the principal policy advisors to the elected members of the Council to lead the development of workable strategies which will deliver the political objectives set by the councillors.
 - **Partnership:** Leading and developing strong partnerships across the local community to achieve improved outcomes and better public services for local people and to deliver the Councils vision for 'flourishing communities'.
 - **Operational Management and Delivery:** Overseeing financial and performance management, risk management, people management, transformation and change management within the Council.

Senior Management Structure and Remuneration

Structure and Statutory Officers

- The Senior Management Structure, Appendix 2, consists of nine established posts. The Council is required to appoint three statutory officers, and these are incorporated into the following job roles:
 - a. Head of Paid Service - Chief Executive, Ian Fytche
 - b. Monitoring Officer - Kim Robertson, Principal Solicitor, Legal Services Lincolnshire
 - c. Chief Financial s151 Officer - Russell Stone, Director Resources,
- Additional Payments Made to Chief Officers – Election Duties

The Chief Executive is nominated as the Returning Officer. In accordance with the national agreement, the Chief Executive is entitled to receive and retain the personal fees arising from performing the role of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer or similar positions which they perform subject to the payment of pension contributions, where appropriate. As these fees are related to performance and delivery of specific elections duties, they are distinct from the process for the determination of pay for Senior Officers.

Payments to the Returning Officer are governed as follows:

- For national elections/referenda, fees are prescribed by legislation.
- For local elections, fees are determined within a local framework used by District Council's within the County. This framework is applied consistently and is reviewed periodically by lead Electoral Services Officers within Lincolnshire.

The role of Deputy Returning Officer may be applied to any other post and payment may not be made simply because of this designation.

Salary Benchmarking

12. All posts within the organisation (other than the nine senior management team posts) are subject to job evaluation.
13. Appendix 3 details the salary grades associated with each role within the Senior Management Team. The Council has a policy to benchmark salaries on a biennial basis to ensure that the Council balances the need to pay competitive salaries and to ensure value for money. A salary benchmarking exercise was undertaken in 2022 to inform the 2022/23 and 2023/24 Pay Policy.

Terms and Conditions

14. The recruitment of new members of senior management is undertaken by the Council's Appointments and Appeals Panel (comprising of 7 elected members).
15. Each senior management grade consists of five increments and annual progression is dependent upon an annual review of performance, and acceptance of the officer concerned. The fifth increment within each grade can only be awarded for exceptional performance. The Council does not pay bonuses to any of its officers including the Senior Management team.
16. All members of the Senior Management team receive an essential user car allowance paid at the 'Middle Band' rate. They also have the option to join the Council's private medical scheme.
17. The Council applies the Joint National Conditions of Service for Chief Executives and Chief Officers, and any nationally agreed salary increases are applied. There has been no pay award agreed for 1 April 2023 to 31 March 2024 at this time.
18. The Council applies the National Joint Council (NJC) Conditions of Service for Officers and any nationally agreed salary increases are applied. There has been no pay award agreed for 1 April 2023 to 31 March 2024 at this time.
19. The Council has an approved Change Management Policy which includes early retirement, flexible retirement and redundancy. This will be applied equally to all members of staff.
20. All officers of the Council are entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a contributory scheme; employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme.

Actual Pensionable Pay	Employee contribution from April 2023
Up to £15,000	5.50%
£15,001 to £23,600	5.80%
£23,601 to £38,300	6.50%
£38,301 to £48,500	6.80%
£48,501 to £67,900	8.50%
£67,901 to £96,200	9.90%
£96,201 to £113,400	10.50%
£113,401 to £170,100	11.40%
£170,101 or more	12.50%

21. Employers' contributions to the LGPS vary depending upon how much is needed to ensure benefits under the Scheme are properly funded and are set independently. The rules governing the pension scheme are contained in regulations made by Parliament and reviewed annually.
22. Under this Pay Policy, the Council plans to meet the cost of subscriptions for senior managers to the Association of Local Authority Chief Executives, in addition to required professional subscriptions for specific roles. Directors and Statutory Officers are eligible for membership of ALACE.

Lowest Paid Employees

23. The pay ratio between the highest paid employee and the lowest paid employee is 5.76:1. The Hutton Review on Senior Pay for the Government published in 2011 recommended a maximum ratio of 20:1, and therefore the Council complies with the Hutton recommendations. This also remains in line with our aspirations for our people where we commit to pay policies and decisions that enable us never to have a ratio beyond 15:1.

All Other Employees

24. The Council currently has an establishment of 378.4 full time equivalent posts projected to 31 March 2023. The Establishment Report is presented to Full Council annually in March. In addition to its in-house workforce, the Council delivers services in partnership with a number of private sector partners, other public bodies, social enterprises and community organisations. Examples include the recycling service; housing repairs service; culture, sport and art services and payroll services.
25. The current pay scales as at 2022-23 for all colleagues employed by the Council are attached at appendix 4.
26. The Council has adopted the National Joint Council's Job Evaluation Scheme and all jobs (other than the nine senior managers and apprentices) are evaluated using this scheme to determine the grade for the post.
27. All colleagues have the option to join a healthcare cash plan scheme which is paid for by NKDC.

Apprentices

28. Apprentice rates are reviewed annually in line with the NJC pay agreement and with assurances that they at least meet the national apprenticeship pay rates.

29. The Council's Apprentice rates from 1 April 2022 are:

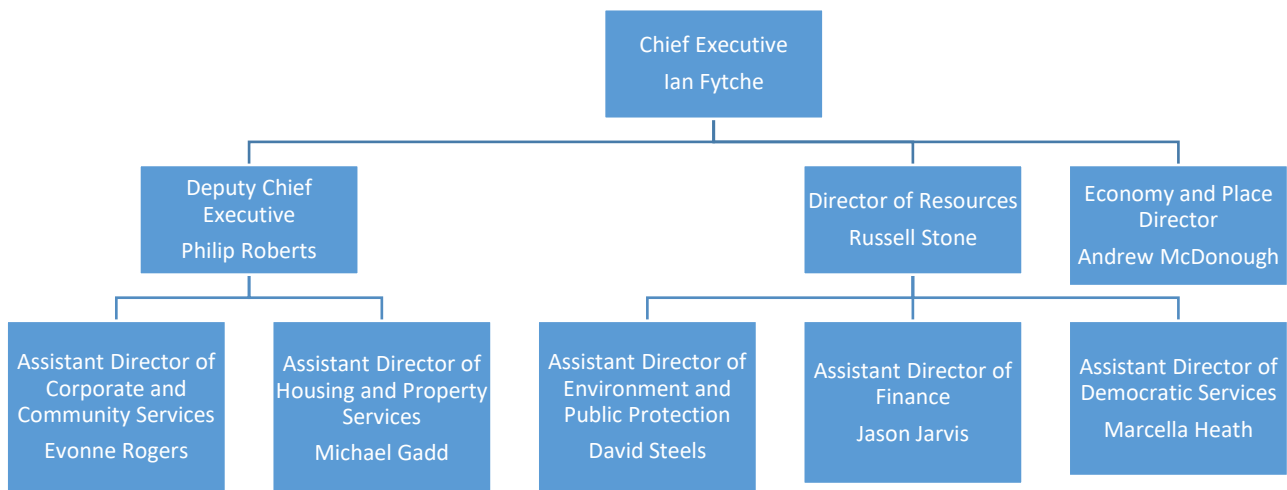
New starters under 21 years old	£12,632
After 12 months service	£16,394
Entrants aged over 21 years old or those who on entry to the scheme hold a degree will receive the Foundation Living Wage.	£19,099

Living Wage

30. In April 2013, North Kesteven District Council became a Living Wage Foundation rate employer, giving the commitment that the Councils pay grades, other than apprentices under 21, would earn at least this rate as a minimum. Currently the lowest NJC scale is higher than the living wage foundation rate. The new living wage foundation rate is £10.90 and will be implemented on 1 April 2023.

Appendix 1.1

Senior Management Team Structure



Appendix 1.2

Salary Grades for Senior Management

	Scale Point	From April 2019	From April 2020	From April 2021	From April 2022
Chief Executive	JNC130	110,925	113,975	115,684	117,609
	JNC131	112,922	116,027	117,767	119,692
	JNC132	114,955	118,116	119,887	121,812
	JNC133	117,024	120,242	122,045	123,970
	JNC134	119,130	122,406	124,242	126,167
Deputy Chief Executive Director of Resources	JNC120	90,900	93,400	94,801	96,726
	JNC121	92,536	95,081	96,508	98,433
	JNC122	94,202	96,793	98,244	100,169
	JNC123	95,898	98,535	100,013	101,938
	JNC124	97,624	100,309	101,813	103,738
Economy and Place Director	EPD001	74,704	76,758	77,909	79,834
	EPD002	76,048	78,139	79,311	81,236
	EPD003	77,417	79,546	80,739	82,664
	EPD004	78,810	80,977	82,191	84,116
	EPD005	80,229	82,435	83,671	85,596
Assistant Director of Service Housing and Property, Finance Corporate and Customer Services Democratic Service Environment and Public Protection	JNC150	66,692	68,526	69,554	71,479
	JNC151	68,189	70,064	71,114	73,039
	JNC152	69,757	71,675	72,750	74,675
	JNC153	71,014	72,967	74,061	75,986
	JNC154	72,292	74,280	75,394	77,319

All increments awarded to Chief Executives, Directors and Assistant Director are dependent upon an annual review of performance. There is an option to pay the additional increment for exceptional services, market forces, one-off projects.

Appendix 1.3 Existing Salary Structure 2022/23

Local Conditions of Service Including the Revised Salary Structure for 22/23

JE Pts Range	Grade	SCP	Salary	Per hour	Annual Leave	Notice Period	Healthcare
0 to 344 pts	A1 Grade 1	1	£20,258	£10.50	24 days / 29 days	1 month	Healthshield
		2	£20,441	£10.60			
		3	£20,812	£10.79			
		4	£21,189	£10.98			
		5	£21,575	£11.18			
345 to 404 pts	A2 Grade 2	6	£21,968	£11.39			
		7	£22,369	£11.59			
		8	£22,777	£11.81			
		9	£23,194	£12.02			
		10	£23,620	£12.24			
405 to 454 pts	B1 Grade 3	11	£24,054	£12.47	25 days / 30 days	2 months	Healthshield
		12	£24,496	£12.70			
		13	£24,948	£12.93			
		14	£25,409	£13.17			
455 to 504 pts	B2 Grade 4	15	£25,878	£13.41			
		16	£26,357	£13.66			
		17	£26,845	£13.91			
		18	£27,344	£14.17			
		19	£27,852	£14.44			
505 to 554 pts	C1 Grade 5	20	£28,371	£14.71			
		21	£28,900	£14.98			
		22	£29,439	£15.26			
		23	£30,151	£15.63			
555 to 609 pts	C2 Grade 6	24	£31,099	£16.12			
		25	£32,020	£16.60			
		26	£32,909	£17.06			
		27	£33,820	£17.53			
		28	£34,723	£18.00			
610 to 669 pts	D1 Grade 7	29	£35,411	£18.35			
		30	£36,298	£18.81			
		31	£37,261	£19.31			
		32	£38,296	£19.85			
		33	£39,493	£20.47			
670 to 734 pts	D2 Grade 8	34	£40,478	£20.98			
		35	£41,496	£21.51			
		36	£42,503	£22.03			
		37	£43,516	£22.56			
735 to 739pts	D3 Grade Upper 8	38	£44,539	£23.09			
		39	£45,495	£23.58			
		40	£46,549	£24.13			
		41	£47,573	£24.66			
		42	£48,587	£25.18			
740 pts and above	D4 outside of NJC	43	£49,590	£25.70	27 days / 32 days	3 Months	Same as above
		44	£50,613	£26.24			
		1D4	£53,524	£26.69			
		2D4	£56,434	£28.15			
		3D4	£59,471	£29.65			

Appendix 1.4 Market Supplements – must be in pay policy and honorarums

Job Title	Approved Market Supplement
Area Planning Officer	15%
Accountant	10%
Assistant Development Manager	10%
Building Control Manager	17.5%
Building Control Surveyor	17.5%
Building Surveyor	17.5%
Contract and Commissioning Manager	13%
Conservation Officer	15%
Corporate Finance Manager	12%
Development and Zero Carbon Manager	17.5%
Environmental Health Team Leader – Environmental Protection	17.5%
Environmental Health Team Leader – Food Health and Safety	17.5%
Environmental Health Officer – Food Health and Safety	7%
Environmental Health Officer – Environmental Protection	7%
Licensing Team Leader	17.5%
Neighbourhood Services Manager	15%
Principal Building Control Surveyor	17.5%
Principal Planning Officer	10%
Repairs and Planned Maintenance Manager	13%
Senior Accountant	17.5%
Strategy and Transformation Manager	17.5%
Strategic Leisure Contract Manager	17.5%
Waste and Street Scene Project Manager	14%

