**PAY POLICY STATEMENT FOR HERTSMERE BOROUGH COUNCIL 2023/24**

This Pay Policy Statement is produced in accordance with Section 40 of Chapter 8 of the Localism Act 2011 and takes account of the Supplementary Guidance published by the Department for Communities and Local Government on 20 February 2013. It will be considered by the full Council at its meeting on 22 February 2023. The Council’s website also includes separately published data on salary information relating to Chief Officers and other senior staff in the Statement of Accounts.

**1. Introduction and local context:**

* 1. Hertsmere Borough Council is a district council located adjacent to the outer London boroughs of Harrow, Enfield and Barnet, just 13 miles from the centre of London. There is a high incidence of commuting in the borough, which impacts on the local employment market and levels of pay, particularly for jobs that require skills that are in relatively short supply. Like many employers in both the private and public sector, recruitment and retention is a key issue, especially in planning, finance, legal, environmental health, estates, street scene and parking services. This puts pressure on the Council’s budget and the pay strategy and policies need to continue to play an important role in attracting and retaining the best people.
	2. Major decisions on pay, such as annual pay awards, are determined for most local authorities in England and Wales by the National Agreement on Pay, arrived at through a system of central collective bargaining between representatives of the Local Government employers and representatives of the relevant trade unions on the National Joint Council. Hertsmere Borough Council came out of the National Agreement on Pay for its staff more than 20 years ago and has conducted local pay negotiations since that time. This also enabled Hertsmere Borough Council to introduce performance related pay progression and there have been no automatic pay increments in the Council for many years now. The pay structure for the majority of staff is underpinned by the Inbucon job evaluation scheme (a private sector scheme which has been adapted for local government). However, the current pay structure and job evaluation for Heads of Service and Directors is based on the Local Government Association (LGA) Senior Managers’ Job Evaluation Scheme adopted in June 2017. The current senior management structure was adopted in January 2020 and now comprises the Managing Director, one Executive Director, three Heads of Service Plus and four Heads of Service.
	3. Decisions on the overall pay strategy and pay policies are taken by the Personnel Committee, subject to the financial implications being agreed by the Executive within the budgetary framework approved by the full Council. The application of agreed pay policies to individual employees below Director level, is the responsibility of the Managing Director as Head of the Paid Service, with specific responsibilities delegated to the Executive Director and other senior officers.
	4. The application of agreed pay policies to the Managing Director, will be determined by the Leader of the Council and the application of agreed pay policies to the Executive Director will be determined by the Managing Director. The application of agreed pay policies to Heads of Service (as Deputy Directors) is also the responsibility of the Managing Director in conjunction with the Executive Director.

1.5 Excluding apprentices, the lowest paid employees in the Council are in jobs that were formerly designated as manual workers. Single Status was implemented in 2007 to harmonise the principal terms and conditions of these employees with other staff.

1.7 In April 2022 there was a pay award of 4% for all staff (except those subject to a formal sanction).

1.8 In April 2023 an award of 5% or £2000 (whichever the greater) was awarded.

1.9 Pay-scales for both 2022/23 and the 2023/24 are shown below in sections 2 - 5.

1. **The Remuneration of the Managing Director:**

2.1 The pay scales for the Managing Director, are set out in Table A:

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| **TABLE A - Managing Director Pay Scale** |
| Scale Point | Salary 22/23 | Salary 23/24 **(incl. pay award)** |
| 1 | £140,026 | £147,028 |
| 2 | £143,208 | £150,369 |
| 3 | £146,391 | £153,711 |
| 4 | £149,573 | £157,052 |
| 5 | £152,756 | £160,394 |

2.2 Benefits for 2022/23 include an allowance for Health Care Insurance to the annual value of £2,496 (non-pensionable), a transport allowance of £5,304 (pensionable) and access to an interest free car loan facility. The Managing Director has utilised the interest free car loan facility. As the car loan is over £10,000 it is a taxable benefit and is subject to taxation by the HMRC. However, the P11D for 2022/23 will not be processed for HMRC until July 2023 and therefore this element will be reported in a future pay policy statement.

* 1. It is the Council’s policy that the full time equivalent (FTE) salary package for the post of Managing Director, defined as the maximum of the FTE salary range plus the total value of any benefits in kind payable under the contract of employment, will normally be no greater than 6.5 x the average FTE salary of all employees in the workforce. This maximum is currently not being met by the total remuneration for the Managing Director.
	2. No Returning Officer’s fees were paid to the Managing Director in 2022/23. The Returning Officer post is a separate employment and therefore not factored into the calculation of multiples referred to in paragraph 2.3 above. Hertsmere is not responsible for appointing the Returning Officer at County, Parliamentary or European elections or for national referendums and for that reason, fees for any such appointments are not included in those calculations.

3. **The Remuneration of the Executive Director:**

3.1 There is one other Director in post; the Executive Director.

3.2 The pay scales for the Executive Director are set out in Table B:

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| **TABLE B - Executive Director Pay Scale**  |
| Scale point | Salary 22/23 | Salary 23/24 **(incl. pay award)** |
| 1 | £108,844 | £114,287 |
| 2 | £111,282 | £116,847 |
| 3 | £113,718 | £119,404 |
| 4 | £116,155 | £121,963 |
| 5 | £120,019 | £126,020 |
| 6 | £123,881 | £130,076 |

3.3 Benefits in kind for 2022/23 include Health Care Insurance to the value of £2,496 (non-pensionable) and access to an interest free car loan facility, which has not been utilised.

3.4 It is the Council’s policy that the FTE salary package for the Executive Director post, defined as the maximum of the FTE salary range plus the total value of any benefits in kind payable under the contract of employment, will normally be no greater than 4.5 x the average FTE salary of all employees in the workforce. The total pay of the Executive Director is less than the maximum multiple of 4.5 times the average FTE salary.

**4. The Remuneration of Heads of Service:**

* 1. There are three Heads of Service Plus currently in post: the Head of Partnerships and Community Engagement; the Head of Finance and Business Services and the Head of Legal and Democratic Services.
	2. There are four Heads of Service; the Head of HR and Customer Services, the Head of Planning and Economic Development, the Head of Street Scene and the Head of Engineering Services and Asset Management.

4.3 The statutory role of Section 151 Officer is held by the Head of Finance and Business Services. The statutory role of Deputy Electoral Registration Officer and the statutory role of Monitoring Officer are held by the Head of Legal and Democratic Services.

* 1. The pay scales for the Heads of Service Plus are set out in Table C:

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| **TABLE C - Heads of Service Plus Pay Scale** |
| Scale Point | Salary 22/23 | Salary 23/24 **(incl. pay award)** |
| 1 | £86,305 | £90,621 |
| 2 | £89,064 | £93,518 |
| 3 | £91,823 | £96,415 |

4.5 The pay scales for the Heads of Service are set out in Table D:

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| **TABLE D - Heads of Service Pay Scale** |
| Scale Point | Salary 22/23 | Salary 23/24 **(incl. pay award)** |
| 1 | £74,222 | £77,934 |
| 2 | £76,087 | £79,892 |
| 3 | £77,953 | £81,851 |
| 4 | £79,816 | £83,807 |
| 5 | £81,681 | £85,766 |
| 6 | £83,546 | £87,724 |

4.6 Benefits in kind include access to an interest free car loan facility. This facility has not been utilised by any of the Heads of Service.

4.7 It is the Council’s policy that the FTE salary package for the established Head of Service posts, defined as the maximum of the FTE salary range plus the total value of any benefits in kind payable under the contract of employment, will normally be no greater than 3 x the average FTE salary of all employees in the workforce. This maximum is currently not being met by any of the post-holders on the Head of Service Grade. The multiple for the Head of Service Plus Grade is 3.5 x the average FTE salary of all employees in the workforce and reflects the distinction from the Head of Service Grade. This maximum is currently not being met by any of the post-holders on the Head of Service Plus Grade.

1. **Remuneration of other staff in the Council**
	1. **Pay and Benefits Policies**

 A range of pay policies govern the remuneration of staff in posts other than those set out in paragraphs 2.1 to 4.5 above. Some of these apply to all such posts. For example, the Grading Review Procedure applies to all such posts. Others apply only to specific posts. For example, the Standby Scheme only applies to posts involving standby duties. For ease of reference, all those policies applying to all staff on Inbucon grades are listed first and those that apply only to specific posts or for which there are specific eligibility criteria are listed separately. These policies are available on the Council’s intranet.

 **Policies applying to all staff on Inbucon grades:**

* Grading Review Procedure
* Competency Based Pay Progression Policy
* Individual Salary Review Scheme
* Acting up Policy and Procedure

**Policies applying to specific posts on Inbucon grades:**

* Car Allowances (information in Contracts of Employment)
* Car Loan Policy
* Career Grade Scheme
* Mileage Rates (Information in Contracts of Employment)
* Overtime Policy
* Standby Policy
* Allowance Claims/Subsistence Policy
* Telephone Line Rental Guidance
* Retention Payment Policy
	1. **Pay Scales:** The pay scales applying to staff in all posts, other than those set out in paragraphs 2.1 to 4.5 above and 5.3 below, are set out in Table E below:

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| **TABLE E – General Pay-scale** |
|  | **2022/2023** |  | **2023/2024 (incl. pay award)**  |
|  | **MIN** | **MKT** | **MAX** | **MIN** | **MKT** | **MAX** |
| 3 | £55,597 | £63,178 | £73,220 | £58,377 | £66,337 | £76,881 |
| 4 | £49,735 | £56,517 | £65,330 | £52,222 | £59,343 | £68,597 |
| 5 | £43,309 | £49,211 | £56,740 | £45,475 | £51,672 | £59,577 |
| 6 | £38,090 | £43,283 | £49,774 | £40,090 | £45,448 | £52,263 |
| 7 | £33,427 | £37,977 | £43,446 | £35,427 | £39,977 | £45,619 |
| 8 | £29,538 | £33,563 | £38,394 | £31,538 | £35,563 | £40,394 |
| 9 | £25,979 | £29,521 | £33,682 | £27,979 | £31,521 | £35,682 |
| 10 | £23,155 | £26,017 | £29,605 | £25,155 | £28,017 | £31,605 |
| 11 | £20,402 | £23,147 | £25,976 | £22,402 | £25,147 | £27,976 |
| 12 | £17,986 | £20,402 | £23,058 | **Removed** | £22,402 | £25,058 |

5.3 There is a separate pay-scale applying to all site based staff in the Street Scene Service set out in Table F below:

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| **TABLE F – Street Scene Services Site Based Staff Pay-scale** |
|  | 2022/2023 |  | 2023/2024 **(incl. pay award plus £600 p.a. consolidated retention payment for Grades 11B, 12C+, 12C and 12D)** |
| Grade | Spot salary on appointment | Spot salary after 12 months successful service | Spot salary on appointment | Spot salary after 12 months successful service |
| 10 A | £27,235 | £29,605 | £29,235  | £31,605  |
| 11 B | £21,756 | £23,499 | **Removed**  | £26,099 |
| 12 C+ | £20,635 | £22,050 | **Removed** | £24,650  |
| 12 C | £19,422 | £20,838 | **Removed**  | £23,438  |
| 12 D | £18,988 | £20,403 | **Removed** | £23,003  |

5.4 A retention payment of £2,000 was applied to all Street Scene Services Site based staff during 2022. The retention payments for HGV Drivers (Grade 10A) remain at £2,000 p.a. and will be reviewed in accordance with the Retention Payments Policy. The retention payments for staff on Grade 11B, Grade 12C+, Grade 12C and Grade 12D were reduced from 31 March 2023 to £1,400 p.a. following the decision of the Personnel Committee on 7 February 2023 to consolidate £600 p.a. of the retention payment into the spot salaries for those posts with effect from 1 April 2023. These will be reviewed in accordance with the Retention Payments Policy.

5.5 **Job Grades and Evaluation:** The grade assigned to any post is determined with reference to the agreed job description for that post and assessment by a panel of trained evaluators using the Inbucon Job Evaluation Scheme. There is an agreed policy and process for the evaluation and grading of jobs and a Grading Appeals Procedure.

5.6 **Pay Progression:** Since the Council opted out of the National Agreement on Paythere have been no automatic pay increments given on a ‘time served’ basis in the Council. Where an employee has been appointed on a salary below the level considered to be the market rate for the job (MRP) a competency assessment takes place before the third year of service in the role is completed and an adjustment may be made if there is evidence of full competence in the role. This is set out in the Pay Progression Policy. In certain circumstances, an employee may be considered for progression beyond the market related point (MRP) for the job if they are carrying out additional responsibilities and the process for this is set out in the Individual Salary Review Scheme. However, it should be noted that the maximum increase achievable through the Individual Salary Review Scheme is much smaller than the maximum allowable by either job evaluation or the Pay Progression Policy.

5.7 The Pay Progression Policy does include provision for progression above the MRP for professionally qualified Planning Officers and Environmental Health Officers to address current recruitment and retention in these areas.

5.8 The median basic annual salary in the range of salaries paid as at 31 December 2022 is £29,605. The mean basic annual salary in the Council paid as at 31 December 2022 is £34,105. For the purpose of calculating the multiples referred to in paragraphs 2.3, 3.4, 4.7 above and 7.1 to 7.3 below, the mean salary value is used as the denominator.

1. **Remuneration of the lowest paid employees in the Council**
	1. Excluding apprentices, the lowest paid employees are those employees paid on Grade 12 (see Table E above). In defining the ‘lowest paid employees’, this statement has taken cognisance of the Pay Policy Statements Guidance from the JNC for Local Authority Chief Executives dated 25 November 2011, which recommends using the lowest pay point routinely used by the Council for a competent employee in a substantive role, calculated at full time equivalent. The lowest rate of pay for an employee assessed as being fully competent is the Market Related Point (MRP) of £22,402 (2023/24). In 2023/24 this will be an hourly rate of £11.97 which compares favourably with the new national living wage of £10.42 (1 April 2023) and the London Living Wage of £11.95 per hour. **N.B. The spot salary for a Grade 12D post in Street Scene (2023/24) is £23,003 p.a. which is £12.29 per hour.**
	2. There is the scope for employees in Grade 12 to earn overtime at premium rates and thus increase their overall earnings. However, this is subject to the need arising and is not conditioned overtime, so is difficult to estimate accurately. Also, the lowest paid employees in Grade 12 tend to be in roles where there is less scope for overtime to be available. Overtime payments have therefore been excluded from the definition.
2. **Relationship between the remuneration of Chief Officers and the remuneration of other employees**
	1. The relationship between the total pay of the highest paid officer in the Council, the Managing Director and the average FTE salary of other employees in the workforce is less than the maximum multiple of 6.5 allowed for by the Council’s policy. The Council is therefore content that having due regard for the disparity of responsibilities and personal accountability between these roles, a multiple of less than 6.5 is both justifiable and equitable.
	2. The relationship between the total pay of the Executive Director and the average FTE salary of all employees in the work force, is less than the maximum multiple of 4.5 allowed for by the Council’s policy. The Council is therefore content that having due regard for the disparity of responsibilities and personal accountability between these roles, this multiple is both justifiable and equitable.
	3. The relationship between the total pay of Heads of Service Plus and Heads of Service and the average FTE salary of all employees in the workforce is less than the maximum multiples of 3.5 and 3 allowed for by the Council’s policy. The Council is therefore content that having due regard for the disparity of responsibilities and personal accountability between these roles, this multiple is both justifiable and equitable.
3. **Severance Payments**
	1. Senior staff in the Council are treated in the same way as all other staff with regard to the calculation of severance payments in situations of redundancy. The policy on the calculation of redundancy payments is that it is based on the number of weeks in the statutory calculator and based on actual pay.
	2. With regard to severances under settlement agreements, which may be for reasons other than redundancy, e.g. voluntary severance or dispute resolution, the Managing Director, as Head of the Paid Service, has delegated authority to conclude such agreements with staff below Head of Service level, following consultation with the Leader of the Council, the Chairman of the Personnel Committee and the Portfolio Holder with responsibility for Human Resources. In agreeing the terms for such cases of severance, consideration is given to ensuring that the Wednesbury Principles are upheld i.e. that the costs are justifiable in light of the circumstances and that the proposed outcome is in the best interests of the authority and represents a proper use of public funds. Where appropriate, the Head of the Paid Service will consult the Council’s Section 151 Officer and External Auditors on individual cases.
	3. However, this delegation does not extend to cases involving staff at Head of Service level or above, and any such cases are reported to the Personnel Committee for agreement, subject to the Executive agreeing the financial implications.
	4. There have been no severance payments over £100,000 to report in 2022/23.
4. **Gender Pay Gap**
	1. The gender pay gap shows the difference in the average hourly pay between all men and women in a workforce. If a workforce has a particularly high gender pay gap, this can indicate there may be a number of issues to deal with. The gender pay gap is different to equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or a woman.

9.2 Hertsmere Borough Council’s gender pay gap report as at the snapshot date of **31 March 2022** is below:

**Median and Mean Gender Pay Gap of** **Hourly Pay Rate**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mean for male | 17.91 | Mean for female | 18.50 | Mean gender pay gap | -3.26% |
| Median for Male | 15.15 | Median for female | 15.52 | Median gender pay gap | -2.41% |

9.3 The UK gender pay gap for 2022 reported by the Office for National Statistics, is 14.9% for all employees and 8.3% for full time staff (in favour of men).  Hertsmere’s mean gender pay gap is -3.26% in favour of women and median pay gap is -2.41% in favour of women.  The gap has changed slightly since 2021 when the respective rates were 1.62% and 10.19% in favour of men.

9.4 Results show that Hertsmere’s mean gender pay gap is not currently a concern. The full report, is available in the link below on the Hertsmere website.[Transparency and open data - Hertsmere Borough Council](https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Transparency-and-open-data.aspx)