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**Nottingham
City Council**

Nottingham City Council Appointments and Conditions of Service Committee

Date: Tuesday, 7 February 2023

Time: 2.00 pm

Place: Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Director for Legal and Governance

Governance Officer: Mark Leavesley

Direct Dial: 0115 8764302

- 1 Apologies for absence**
- 2 Declarations of interests**
- 3 Minutes** 3 - 4
Last meeting held on 21 December 2022 (for confirmation)
- 4 Pay Policy Statement 2023-24** 5 - 32
Report of Director of HR and EDI
- 5 Exclusion of the public**
To consider excluding the public from the meeting during consideration of the remaining item in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
- 6 Exempt minutes** 33 - 34
Last meeting held on 21 December 2022 (for confirmation)

If you need any advice on declaring an interest in any item on the agenda, please contact the Governance Officer shown above, if possible before the day of the meeting

Citizens attending meetings are asked to arrive at least 15 minutes before the start of the meeting.

Citizens are advised that this meeting may be recorded by members of the public. Any recording or reporting on this meeting should take place in accordance with the Council's policy on recording and reporting on public meetings, which is available at www.nottinghamcity.gov.uk. Individuals intending to record the meeting are asked to notify the Governance Officer shown above in advance.

Nottingham City Council

Appointments and Conditions of Service Committee

Minutes of the meeting held at Loxley House, Station Street, NG2 3NG, on 21 December 2022 from 10.03 am - 11.03 am

Membership

Present

Councillor Kevin Clarke
Councillor Rebecca Langton
Councillor David Mellen
Councillor Sam Webster (Chair)
Councillor Adele Williams

Absent

Councillor Hassan Ahmed
Councillor Corall Jenkins
Councillor Toby Neal

Colleagues, partners and others in attendance:

Richard Henderson - Director of HR and EDI
Mark Leavesley - Governance Officer
Daljit Nijran - Organisational HR Manager

26 Apologies for Absence

Councillor Ahmed – leave
Councillor Jenkins – other business
Councillor Neal - unwell

27 Declarations of Interests

None.

28 Minutes

The Committee agreed the minutes of the last meeting held on 05 October 2022 as a correct record and they were signed by the Chair.

29 Exclusion of the public

The Committee agreed to exclude the public from the meeting during consideration of the remaining item in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

30 Revisions to the Pay Policy

Richard Henderson, Director of HR and EDI, presented the report, detailing a revised pay structure for the authority.

Resolved to agree the recommendations as contained in the exempt report.

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Appointment and Conditions of Service Committee - 7 February 2023

Title of paper:	Pay Policy Statement 2023/24	
Director:	Richard Henderson - HR and EDI	Wards affected: ALL
Corporate Director:	Ross Brown - Finance and Resources	
Report author and contact details:	Sheena Yadav-Staples, HR Consultant sheena.yadav-staples@nottinghamcity.gov.uk 0115 87 62951	
Other colleagues who have provided input:	Deepa Venkatesan – HR Consultant, Management Information Jo Worster – Team Leader, Strategic Finance Arnie Gardner – Pensions Team Leader Alexa McFadyen – Solicitor Daljit Singh Nijran – Organisational HR Manager	
Date of consultation with Portfolio Holder	24 January 2023	
Does this report contain any information that is exempt from publication? No		
Relevant Council Plan Key Outcome:		
Clean and Connected Communities	<input type="checkbox"/>	
Keeping Nottingham Working	<input type="checkbox"/>	
Carbon Neutral by 2028	<input type="checkbox"/>	
Safer Nottingham	<input type="checkbox"/>	
Child-Friendly Nottingham	<input type="checkbox"/>	
Healthy and Inclusive	<input type="checkbox"/>	
Keeping Nottingham Moving	<input type="checkbox"/>	
Improve the City Centre	<input type="checkbox"/>	
Better Housing	<input type="checkbox"/>	
Financial Stability	<input type="checkbox"/>	
Serving People Well	<input checked="" type="checkbox"/>	
Summary of issues (including benefits to citizens/service users):		
This report introduces the Council's Pay Policy Statement for 2023/24 as required by the Localism Act. The Statement sets out information on pay and conditions for Chief Officers in comparison to the bulk of the workforce employed on 'Local Government Services' (LGS) terms and conditions.		
Recommendation:		
1	To note the Council's Pay Policy Statement for 2023/24, which will be presented to Full Council on 6 March 2023.	

1. Reasons for recommendations

- 1.1 The Council is required to approve a Pay Policy Statement each year and this report presents the 2023/24 Pay Policy Statement to ACOS for endorsement prior to putting the matter before Full Council.

2. **Other options considered in making recommendations**

2.1 No other options have been considered in the writing of this report, as the production of a Pay Policy Statement is a statutory requirement under the Localism Act.

3. **Consideration of Risk**

3.1 None

4. **Background (including outcomes of consultation)**

4.1 The Localism Act requires local authorities to prepare and publish a Pay Policy Statement.

4.2 The Act requires that the statement must be approved formally by Full Council itself, it cannot be delegated to a sub-committee. The statement must be approved and published by 31 March each year; and produced using the definitions as prescribed by the Act, including posts classified as 'Chief Officer'.

4.3 In more detail, the matters that must be included in the statutory Pay Policy Statement are as follows:

- The Council's policy on the level and elements of remuneration for Chief Officers;
- The Council's policy on the remuneration of its lowest-paid employees (together with its definition of 'lowest-paid employees' and its reason for adopting that definition);
- The Council's policy on the relationship between the remuneration of its Chief Officers and other Officers;
- The Council's policy on other specific aspects of Chief Officers' remuneration, such as remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

4.4 The Act defines remuneration widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements, and termination payments.

4.5 The data for this Pay Policy Statement is taken as at 31 October 2022.

4.6 Sections 1, 2, 5 and Appendix 3 uses retrospective pay information from the period 1 April to 31 October as in previous years to ensure consistency and comparability.

4.7 The relationship between the Chief Executive's pay (£182,510) to that of the Council's non-Chief Officer average (mean) earner, excluding allowances (£27,696.42), is a pay multiple of 6.59:1 which is lower compared to last years (2022/23) pay statement and has narrowed the gap from 6.71:1.

4.8 The pay multiple of the average (mean) Chief Officer's pay (£87,963.92) to that of the non-Chief Officer average (mean) earner (£28,202.34), including guaranteed payments, has reduced this year to 3.12:1 (last year 3.32:1).

4.9 Comparing the City Council's median pay multiple (7.64:1) from last years (2022/23) pay policy statement, with those published by the Core Cities in England in their 2022/23 statements, figures range from the widest gap at 9.12:1 to the narrowest gap at 5.63:1. Nottingham City Council ranked fourth from narrowest to widest behind Bristol, Leeds

and Sheffield. (Bristol 5.63:1, Leeds 7.59:1, Sheffield 7.62:1, Nottingham 7.64:1, Manchester 7.84:1, Liverpool 8.04:1, Birmingham 9.12:1, Newcastle – not published).

- 4.10 It is not currently Council policy to pay bonus payments, performance related pay and other pay enhancement for overtime, weekend, evening, night working, etc. to Chief Officers.
- 4.11 The National Pay negotiations for 2022/23, that covers Local Government staff under the NJC Local Government Services Green Book Pay and Conditions of Service, was agreed on 1 November 2022, however this pay statement is based on pre-pay award salaries as at 31 October 2022.
- 4.12 The Council committed in its 2022/23 Pay Policy Statement that it would, as part of its single status journey, undertake a review to ensure that the grading structure for Chief Executive, Corporate Director and Strategic Director roles was fit for purpose; this has been undertaken and recommendations to move away from ‘fixed spot’ salaries to a performance assessment led incremental based structure were approved by Executive Board at its meeting on 20 December 2022 and by the Appointment and Conditions of Service committee at its meeting on 21 November 2022.
- 4.13 The scope of this review was expanded to consider critical recruitment and retention difficulties being experienced amongst the wider workforce and further recommendations around expanding the incremental scope for the LGS and SLMG pay scales were also approved. These recommendations are currently progressing through the consultation and negotiation stage with the Council’s recognised Trade Unions in anticipation of implementation during 2023/23, subject to final approval of the Council’s budget.

5. Finance colleague comments (including implications and value for money)

- 5.1 The pay figures included in the report are based on data for 2022/23 up to 31 October 2022 adjusted to an annual figure and as referenced in the report do not reflect the pay award agreements made on the 1 November 2022.

Jo Worster, Team Leader, Strategic Finance - 11 January 2023

6. Legal colleague comments

- 6.1 Under section 38 of the Localism Act 2011, for each financial year, the Council is required to prepare a pay policy statement relating to the following:

- the remuneration of its chief officers;
- the remuneration of its lowest-paid employees; and
- the relationship between:
 - the remuneration of its chief officers, and
 - the remuneration of its employees who are not chief officers.

- 6.2 The statement must also set out:

- the definition of “lowest-paid employees” adopted by the Council for the purposes of the statement; and
- the authority’s reasons for adopting that definition.

6.3 The statement must also include the Council's policies relating to:

- the level and elements of remuneration for each chief officer;
- remuneration of chief officers on recruitment;
- increases and additions to remuneration for each chief officer;
- the use of performance-related pay for chief officers; and
- the use of bonuses for chief officers.

6.4 A pay policy statement for a financial year may also set out the Council's policies for the financial year relating to the other terms and conditions applying to the Council's chief officers.

Under section 39 of the Localism Act 2011, the pay policy statement must be approved by Full Council before it comes into effect. The statement must be approved by 31 March 2023 for the forthcoming financial year.

Alexa McFadyen, Senior Solicitor - 16 January 2023

7. **Other relevant comments**

7.1 **Procurement and Strategic Assets and Property**

Neither applicable

7.2 **HR**

The Pay Policy Statement, is a factual document that sets out key remuneration related data, as at 31 October 2022, for the Council, and fulfils our statutory obligations under the Localism Act 2011. Individual colleagues' names or pay (excluding the Chief Executive's) are not disclosed.

As consultation and negotiation with the Council's trade unions on the proposed changes to the Pay Policy are unlikely to be concluded by the deadline for ACOS committee submission in January 2023, consideration may have to be given to the possibility of producing a revised Pay Policy Statement, in year, to reflect the changes that will be made.

Sheena Yadav-Staples, HR Consultant - 03 January 2023

8. **IT, Crime and Disorder Implications, Social value considerations and Regard to the NHS Constitution (If Applicable)**

8.1 All not applicable

9. **Equality Impact Assessment (EIA)**

9.1 An EIA is not required because the report does not contain proposals or financial decisions.

10. **Data Protection Impact Assessment (DPIA)**

10.1 A DPIA is not required because the report is produced in accordance with the Localism Act 2011.

11. **Carbon Impact Assessment (CIA)**

11.1 A CIA is not required because the report does not contain proposals or financial decisions.

12. **List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**

12.1 None.

13. **Published documents referred to in this report**

13.1 Communities and Local Government, Openness and Accountability in Local Pay: Draft guidance under section 40 of the Localism Act.

13.2 Local Government Association and Association of Local Authority Chief Executives (ALACE), Localism Act: Pay Policy Statement Guidance for Local Authority Chief Executives.

13.3 Department for Communities and Local Government, 2013. Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act 2011. Supplementary Guidance. London.

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Nottingham City Council

Pay Policy Statement 2023-2024



Safer, cleaner, ambitious
Nottingham
A city we're all proud of



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Appendix 1a	Nottingham City Council's Chief Officer Structure Chart (to 31 October 2022)
Appendix 1b	New Management Structure (from 1 November 2022)
Appendix 2	Senior Leadership Management Group (SLMG) and Local Government Scheme (LGS) Pay Scale
Appendix 3	Matrix of Terms and Conditions
Appendix 4	Approved Market Supplements

1 INTRODUCTION AND SCOPE

- 1.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a pay policy statement for each financial year (since 2012/13).
- 1.2 Pay Policy Statements must articulate the Council's own policies on a range of issues relating to the pay of its workforce, particularly its senior employees (or 'Chief Officers' as defined by the Local Government and Housing Act 1989) and its lowest paid employees.
- 1.3 The Act requires the Statement to be considered by a meeting of Full Council and cannot be delegated to any sub-committee. All decisions on pay and reward made in 2023/24 must comply with the Pay Policy Statement. The statement may be amended in year but must be agreed again by a meeting of Full Council.
- 1.4 This Pay Policy Statement provides information on Nottingham City Council's pay, terms and conditions for Chief Officers in comparison to the bulk of the workforce employed on 'Local Government Scheme' (LGS) terms and conditions. It also sets out the approach that will be taken during 2023/24.
- 1.5 Sections 1, 2 and 5 and Appendix 3 uses retrospective pay information from the period 1 April to 31 October as in previous years to ensure consistency and comparability.
- 1.6 The data presented in this statement is based on the Council structure as at 31 October 2022 (Appendix 1a) which consisted of four main departments; People, Growth & City Development, Resident Services and Finance & Resources, with each delivering distinct and specific functions for Nottingham's citizens. These departments have been in place since 1 November 2020, following changes to the Council's Senior Management Structure which resulted in a more streamlined Chief Officer structure within the Council. Further changes to the Council structure were made from 1 November 2022 (Appendix 1b).
- 1.7 This Pay Policy Statement covers 'Chief Officers,' as defined by the Localism Act 2011 (Section 43 (2)) and established in accordance with the Local Government and Housing Act 1989, as detailed below.
 - (a) Head of Paid Service
 - (b) Chief Finance Officer (Section 151)
 - (c) Monitoring Officer
 - (d) Director of Children's Services
 - (e) Director of Adult Social Services
 - (f) Director of Public Health
 - (g) Non-Statutory Chief Officers as defined under Section 2(7) of the Act:
 - (i) a person for whom the Authority's Head of Paid Service is directly responsible;

- (ii) a person who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the Authority's Head of Paid Service; and
 - (iii) any person who, as respects all or most of the duties of this post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the Authority.
- (h) Deputy Chief Officer as defined under Section 2(8) of the Act:
- (i) a person who, as respect all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the Statutory or Non-Statutory Chief Officers.

Appendix 1a provides a structure chart of all the Chief Officers employed at the Council as at 31 October 2022.

1.8 'Lowest Paid' Employee

The majority of the workforce is employed on Local Government Service (LGS) terms and conditions. The 'lowest paid employee is on Nottingham City Council (NCC) Grade A, Level 1, equating to a basic salary of £18,883¹. This is the lowest pay point and salary offered for a substantive post at the Council excluding Level 2 apprentices.

1.9 In accordance with the Localism Act 2011, the Pay Policy Statement excludes:

- Apprentices;
- Colleagues on NHS terms and conditions;
- Colleagues on East Midlands Council's terms and conditions;
- Colleagues on protected terms and conditions under TUPE;
- Colleagues on Teachers' terms and conditions;
- Non Chief Officer Heads of Services and managers on Senior Leadership Management Group (SLMG) terms and conditions; and
- Colleagues on Soulbury and Hay terms and conditions;
- Colleagues on the House Agreement for the Theatre Royal and Royal Concert Hall (TRCH).

The reason for excluding these groups is because apprentices are not on permanent contracts, the majority of Heads of Services are not Chief Officers as defined by the Local Government and Housing Act, and there are a very small number of colleagues employed on the other types of terms and conditions.

1.10 Schools' Employees

¹ This pay statement is based on 2021/22 pay rates – the pay award for 2022/23 was agreed on 1 November 2022 and had not been applied as at 31 October 2022.

As specified in the Localism Act, the Pay Policy statement does not include information on, or apply to, employees based in schools.

1.11 Councillors

The Pay Policy statement does not include information on, or apply to, Councillors. However, under the Local Authorities (Councillor Allowances) (England) regulations 2001, local authorities are required to publish details of payments made to Councillors which can be found on the [Council's website](#).

2 PAY, TERMS AND CONDITIONS AT NOTTINGHAM CITY COUNCIL

- 2.1 The majority of Chief Officers working at Nottingham City Council belong to a group referred to internally as the 'Senior Leadership Management Group (SLMG)'. Colleagues employed as Heads of Services and other senior managers are also part of SLMG and its associated terms and conditions, however, the majority are not Chief Officers as defined by the Local Government and Housing Act.
- 2.2 The Matrix of Terms & Conditions (Appendix 3) provides a comprehensive breakdown of all the terms and conditions offered to the Council's various groups of Chief Officers in comparison to LGS employees as at 31 October 2022, including pay range, allowances, fees and other benefits in kind. The table also outlines contractual and non-contractual pay and conditions for the different groups. The table highlights that many of the terms and conditions offered to LGS employees, such as overtime, travel expenses within the County of Nottinghamshire, weekend allowances etc. are not available to the Council's Chief Officers
- 2.3 The Chief Executive is paid on an all-inclusive fixed spot salary of £182,510. Corporate Directors and Strategic Directors are also paid on all-inclusive fixed spot salaries drawn from the respective salary ranges.
- 2.4 Chief Executive and Chief Officer pay and grading matters are ratified by the Council's Appointment and Conditions of Service (ACOS) committee. The responsibility for this function is set out in Article 9 of the Council's Constitution. Local pay, terms and conditions for all other Council employees are ratified by the Head of Paid Service.
- 2.5 A review of the senior management structure at the Council, including Corporate Directors, Directors and Heads of Service, has taken place in 2022/23 to ensure the Council is able to deliver its aims and objectives in the most effective way and the roles remain fit for purpose. The new senior management structure is effective from 1 November 2022 (Appendix 1b).
- 2.6 The Council committed, as part of its single status journey, to undertake a review to ensure that the grading structure for Chief Executive, Corporate Director and Strategic Director roles was fit for purpose; this has been undertaken and recommendations to

move away from ‘fixed spot’ salaries to a performance assessment led incremental based structure were approved by Executive Board at its meeting on 20 December 2022 and by the Appointment and Conditions of Service committee at its meeting on 21 November 2022. The scope of this review was expanded to consider critical recruitment and retention difficulties being experienced amongst the wider workforce and further recommendations around expanding the incremental scope for the LGS and SLMG pay scales were also approved. These recommendations are currently progressing through the consultation and negotiation stage with the Council’s recognised Trade Unions in anticipation of implementation during 2023/24.

- 2.7 The total additional payments made to the Council’s Chief Officers between 1 April 2022 and 31 October 2022 are listed in the table below:

Payment Element	Amount
Additional Responsibility	£154.46
Market Supplement	£37,107.29
Meals	£12.20
Mileage Net	£3.15
Miscellaneous (phone line, parking charges and train fares)	£563.39
Standby Payment	£20.80
Total for Chief Officers*	£37,861.29

* as defined by the Local Government and Housing Act 1989

3 ELECTION DUTY PAYMENTS

- 3.1 The Returning Officer’s fee is a payment made to a nominated Chief Officer (at Nottingham City Council, this is the Chief Executive) for being responsible for the proper conduct and administration of relevant elections in accordance with all statutory and other requirements.
- 3.2 The Parliamentary elections and elections for the Police & Crime Commissioner and any national referenda are funded and paid for by central government and are, therefore, not related to Nottingham City Council’s terms and conditions. The Council does not set the fee payable to the Chief Executive for these elections and the Chief Executive retains any fee paid to them for these duties.
- 3.3 The funding for local elections comes from local authority funds. The Chief Executive is responsible for the proper conduct and administration of local elections in accordance with all statutory and other requirements. The Chief Executive is not contractually entitled to a payment for local elections. No election took place during the 2022-23 reporting period.

4 MONITORING OFFICER

- 4.1 The Monitoring Officer has the specific duty to ensure Nottingham City Council, its officers, and its elected Councillors maintain the highest standards in all they do. The Monitoring Officer's role is derived from Section 5 of the Local Government and Housing Act 1989.
- 4.2 The Monitoring Officer has a duty to report to Full Council if they consider any proposal, decision, or omission made by the Council, or on behalf of the Council, is illegal or would be illegal. The duty is a personal duty and the Monitoring Officer cannot delegate it to someone else unless they are ill or away, in which case a Deputy Monitoring Officer can take over the role.
- 4.3 The Monitoring Officer responsibility falls within the remit of the Director of Legal and Governance who is currently paid an all-inclusive fixed spot salary drawn from the SDIR salary range. This is subject to change in 2023/24, as outlined in paragraph 2.6 above.

5 PAY RELATIONSHIPS

Without Allowances

- 5.1 The relationship between the Chief Executive's basic pay (£182,510) to that of the Council's non Chief Officer² average (mean) earner, excluding allowances (£27,696.42) is a pay multiple of 6.59:1 which is lower compared to last year and has narrowed the gap from 6.71:1 (in 2022/23 pay statement).
- 5.2 The pay multiple of the Chief Executive's basic pay (£182,510) to that of the Council's non Chief Officer median earner excluding allowances (£23,953) is 7.62:1. In last year's (2022/23) pay statement, the pay multiple for the Chief Executive basic pay multiple to that of the median earner was 7.64:1. This compared well with figures reported by Core Cities in last years (2022/23) pay statements where pay multiples ranged from 5.63:1 to 9.12:1.

With Guaranteed Payments³

- 5.3 The relationship between the average (mean) Chief Officer's pay including guaranteed payments (£87,963.92) and to that of the Council's non Chief Officer average (mean) earner including guaranteed payments (£28,202.34) is 3.12:1.

² The definition of 'non-Chief Officer' in section 7 includes colleagues on Greater London Provincial Council (GLPC), non -Chief Officers on Senior Leadership Management Group (SLMG) pay scales and Local Government Service (LGS) pay scales. It excludes the Chief Executive (CEX) and Corporate Directors' (CDIR). The ratio has been calculated using basic FTE pay, not actual pay.

³ Includes basic FTE salary, pension – employer contribution on FTE basic pay, salary protection, market supplements, allowances and enhancements paid between 01/04/2022 to 31/10/2022.

- 5.4 The relationship between the median pay of Chief Officers including guaranteed payments (£86,749.94) and to that of the Council's non Chief Officer median earner including guaranteed payments (£24,777.37) is 3.50:1.
- 5.5 The relationship between the average (mean) Chief Officer's pay excluding guaranteed payments (£86,882.17) and that of the Council's (non-Chief Officer) average (mean) earner excluding guaranteed payments (£27,696.42) is 3.14:1.
- 5.6 The relationship between the median Chief Officer's pay excluding guaranteed payments (£81,658) and that of the Council's (non-Chief Officer) median earner excluding guaranteed payments (£23,953) is 3.41:1.
- 5.7 The Council's 2021/22 Gender Pay Gap report showed an average pay gap of 2.9%, which means that on average women earned just over 97 pence for every pound earned by men. The Ethnicity Pay Gap showed an average pay gap of 5.6%, which means on average Black, Asian and Minority Ethnic (BAME) employees earned just over 94 pence for every pound earned by White British employees. The Disability Pay Gap showed an average pay gap of minus 1.1%, which means on average disabled employees earned £1.01 for every pound earned by non-disabled employees.

6 THE COUNCIL'S STATEMENT ON PAY AND CONDITIONS FOR CHIEF OFFICERS FOR 2023/24

This section sets out the Council's approach to determining pay and conditions for Chief Officers for 2023/24.

6.1 Remuneration of Chief Officers on recruitment

The basic all-inclusive pay for Chief Officers (Corporate Directors and Strategic Directors) fall within the bandings for their job as set out below (salaries are as applicable at 31 October 2022). The Chief Executive and Chief Officers roles are paid on a fixed spot salary drawn from the respective salary range (Refer to Appendix 3 - Matrix of Terms and Conditions). This is subject to change in 2023/24, as outlined in paragraph 2.6 above.

Posts falling within the statutory definition for Chief Officers of the Local Government and Housing Act 1989, which covers the Statutory Officers and those others that report to the Chief Executive, are set out in Appendix 1a.

The Appointment and Conditions of Service Committee (ACOS) is responsible for carrying out the recruitment and appointment of the Head of Paid Service and a number of Chief Officer roles as set out in Article 14 of the [Council's Constitution](#).

6.2 The level and elements of remuneration for each Chief Officer

All changes or amendments to SLMG pay grading are subject to consultation with Chief Officers, their trade union representatives and ratification by the Head of Paid Service. Any decision to pay market supplements or acting up allowances to Chief Officers are subject to a business case being put forward to the Director of HR and EDI for approval in accordance with the Council's Pay Policy.

6.3 Increases and additions to remuneration for each Chief Officer

The Council's 'chief officer' cohort comprises of three staff categories - Corporate Directors, Strategic Directors and SLMG. A comparison of Pay, Terms and Conditions for these three categories are contained in Appendix 3. Prior to October 2018, all three categories were paid on all-inclusive fixed spot salary points; following a review and effective from 1st October 2018, a two-point progression grading structure was introduced for the SLMG category only. Corporate Directors and Strategic Directors have remained on all-inclusive fixed spot salaries, however, proposals to extend incremental based pay were approved by the Executive Board and the Appointment and Conditions of Service Committee in December 2022, as outlined at paragraph 2.6.

Annual pay awards are negotiated nationally with the trade unions. The pay award for Chief Officers for 2022/23 was agreed on 1 November 2022 however this pay statement is based on pre-pay award salaries as at 31 October 2022.

6.4 The use of performance related pay for Chief Officers

The Council does not offer performance related pay to Chief Officers.

6.5 The use of bonuses for Chief Officers

The Council does not offer bonus payments to Chief Officers.

6.6 Earn-Back Pay

At the time of writing, the Council is not intending to introduce the policy of 'earn back pay' which requires Chief Officers to have an element of pay 'at risk' to be earned back each year through meeting pre-agreed objectives.

The Council's Individual Performance Review system requires a number of mandatory competencies and objectives (team and individual), which contribute to the Council's priority outcomes (short, medium or long term), to be met and are reviewed throughout the year, by way of annual self-evaluation, regular 'check-in's' and, periodically, 360-degree feedback. In addition to this, Chief Officers are not excluded from the application of the Council's formal policies on Performance Management and Discipline, and will

be managed under the appropriate procedures should there be sufficient underperformance or misconduct concerns, up to and including dismissal, should this be necessary.

6.7 The payment to Chief Officers on their ceasing to hold office or to be employed by the Council

The Council's payment to Chief Officers leaving the Council under the following types of termination is set out below:

- **Redundancy Dismissal** – Contractual notice and redundancy pay as set out in the Council's Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (DCR Policy).
- **Efficiency** - Efficiency payment as set out in the Council's Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (DCR Policy).

In accordance with the Local Government Pension Scheme regulations, employees aged 55 or over who are members of the local government pension scheme with at least two years qualifying membership in the pension scheme or transferred pension rights from another scheme, are also entitled to receive and must take immediate payment of an unreduced pension if they are dismissed by reason of redundancy or if their employment is terminated by mutual consent on grounds of business efficiency.

- **Retirement** – Under pension regulations, anyone can access their pension benefits from age 55 when they leave employment. The early payment of pension will be actuarially reduced if taken before normal pension age.
- **Early Retirement** – Under pension regulations anyone can access their pension benefits from age 55 when they leave employment. Under the council's Pension Discretions Statement of Policy, the council will not exercise the discretion to waive actuarial reductions or to "switch on" the 85-year rule.
- **Flexible Retirement** – Officers of the Council may apply to access their pension from age 55 but remain working at the Council either under reduced pay or reduced hours under the employers Flexible Retirement Policy. ACOS determines any decisions relating to the Head of Paid Service, Statutory Chief Officers and Chief Officers where the post is at Corporate Director level or above in this regard. For Deputy Chief Officers, the Head of Paid Service is responsible for any decisions taken in regard to flexible retirement.

All flexible retirement requests are subject to the consent of the City Council and there is a requirement to produce a business case before any request can be approved.

The Council will not award additional pension to Officers in the SLMG pay profile who are dismissed by reason of redundancy or efficiency.

The Government cap on Public Sector exit payments came into force on 4 November 2020 and was formally revoked on 19 March 2021 via The Restriction of Public Sector Exit Payments (Revocation) Regulations 2021. The government has indicated that it intends to bring back future legislation at some point, and the requirements under any future regulations will be incorporated into this statement at the appropriate time.

6.8 Re-employment of former Chief Officers

Former Chief Officers are permitted to apply for vacancies at the Council via the normal competitive recruitment process.

Where former Chief Officers are applying for work under a contract for services with the Council (e.g. as a Consultant or casual worker), the Leader of the Council along with the Director of HR and EDI will scrutinise and decide whether to approve such requests following a consideration of the skills required and an assessment of value for money.

6.9 The appointment of former Chief Officers in receipt of a pension (pension abatement)

The Council is not in a position to abate pension payments (the act of reducing or suspending pension payments) if a Chief Officer is re-engaged or re-employed. The Council's pension fund is administered by Nottinghamshire County Council who set the rules for employers to follow on abatement.

Therefore, until the policy is amended by Nottinghamshire County Council, the City Council cannot enforce pension abatement for current or former employees.

6.10 Tax Avoidance

The Council takes its obligations for ensuring compliance with relevant taxation legislation very seriously and does not actively engage in or endorse any form of tax avoidance. Therefore, the Council has policies and procedures in place to ensure that the correct amount of taxes is accounted for and paid at the correct time.

All individuals employed or engaged by the Council are treated equally and the level of seniority does not allow for differential treatment in the engagement process, or in the method of remuneration.

The Council recognises that by paying employees through private companies it allows the individual to manage their own tax arrangements and potentially reduce the amount of tax and national insurance they are obliged to pay thus implicating the Council in tax avoidance schemes. Therefore, the Council does not and will not remunerate any employee at any level through a private company; all payments will be made through the Council payroll system and PAYE applied accordingly.

In addition, the Council has processes and policies in place in order to check the employment status of individuals who are engaged by the Council, ensuring that all such engagements, whether direct or through an intermediary are compliant with the off payroll rules (also known as IR35) for the public sector introduced in April 2017. This ensures that the Council is meeting its obligations in regard to Employment Tax as established by HMRC and, thereby reducing the risk of potential tax avoidance. All deemed contracts of employments as per HMRC regulations will be remunerated through the payroll system and the required deductions for Income Tax and National Insurance made and paid over to HMRC.

6.11 Shared Senior Management

Currently, the Council has no shared management arrangements with other organisations.

6.12 Pay and Conditions of Lowest Paid Employees

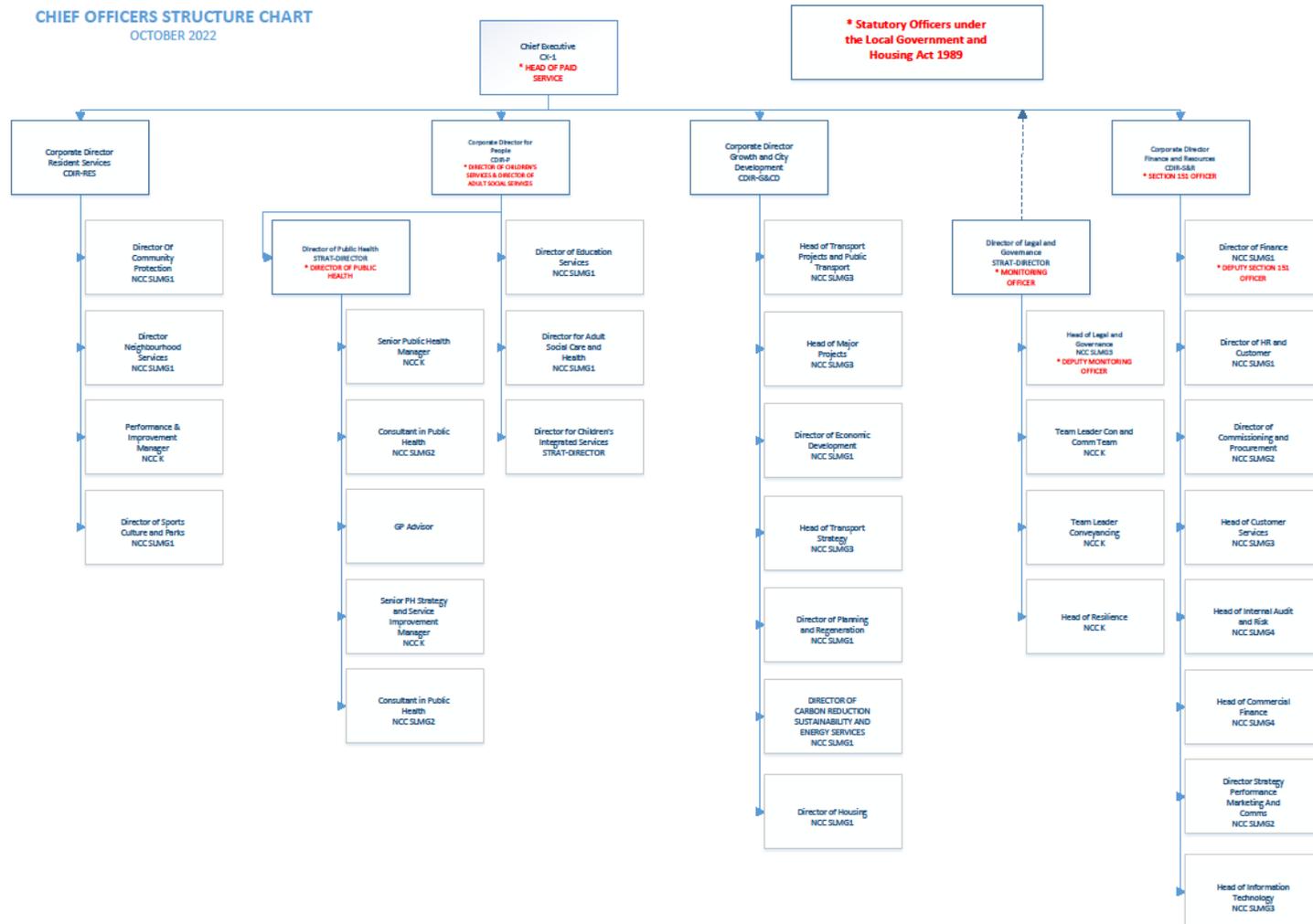
The pay and conditions of lowest paid employees are set out in the Council's Pay Policy. The Council's current pay structure for all staff covered by the National Joint Council for Local Government Services is as detailed in Appendix 2, with the lowest rate of hourly pay exceeds the National Minimum and Living wage rate. The Council uses the Greater London Provincial Council (GLPC) system as its method to evaluate the pay and grading of jobs covered by the Green Book. Each grade (A-SLMG1) consists of Levels 1 and 2, which define the minimum and maximum pay for each grade, with progression to Level 2 of the grade on the one-year anniversary in their job for those employed on grades A-K and two-year anniversary for SLMG, subject to successful completion of a six-month probationary period or review period for existing staff. This is subject to change in 2023/24, as outlined in paragraph 2.6 above.

6.13 Local Government National Pay Award

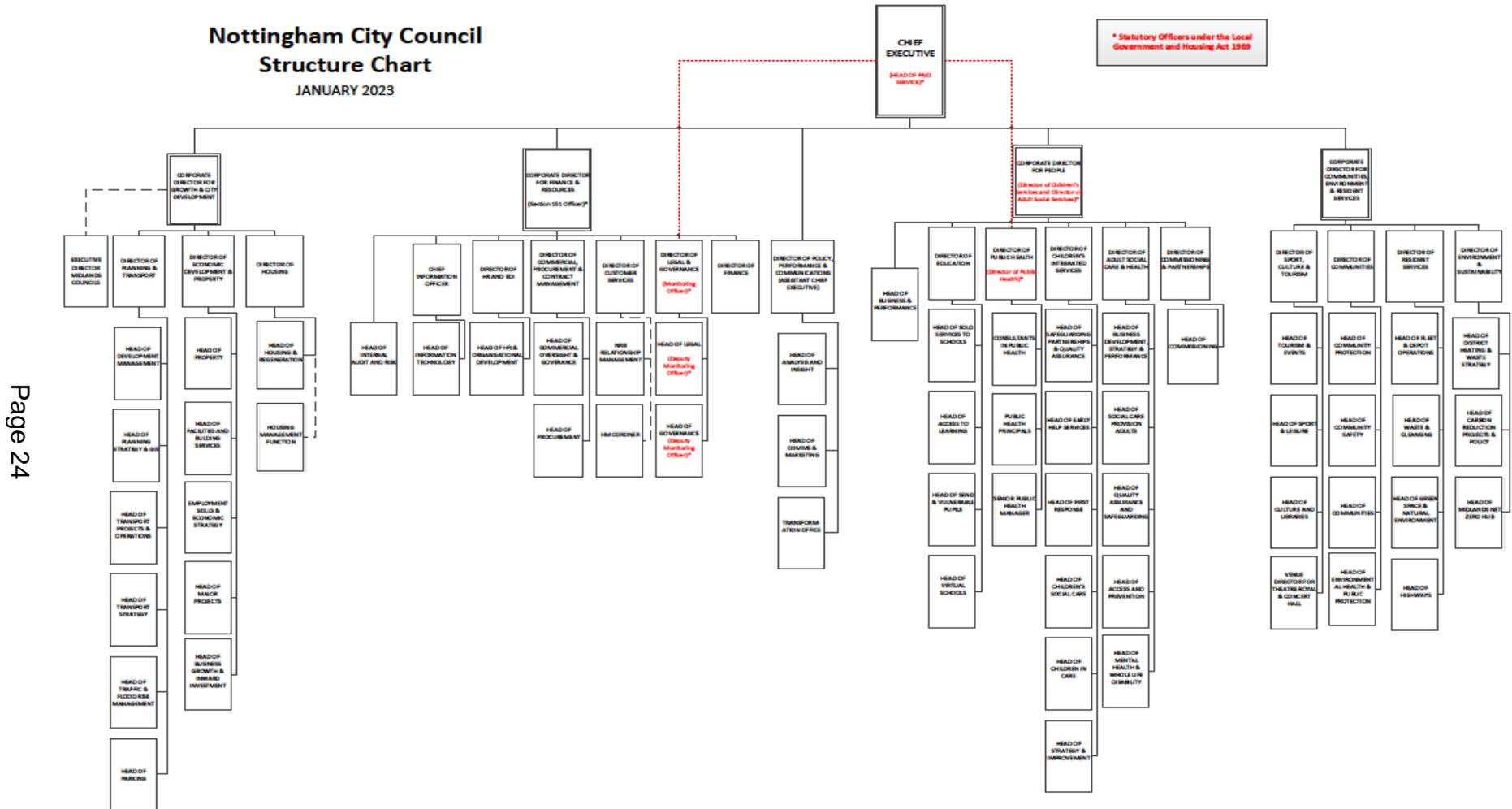
The national pay award for 2022/23 that cover local government staff under the NJC Local Government Services Green Book Pay and Conditions of Service, was agreed on 1 November 2022, however this pay statement is based on pre-pay award salaries as at 31 October 2022.

Appendix 1a – Structure chart (effective up to 31 October 2022)

CHIEF OFFICERS STRUCTURE CHART
OCTOBER 2022



Appendix 1b – New management structure (effective from 1 November 2022)⁴



⁴ Not all posts included in this structure are Chief Officers as defined under the Localism Act and Local Government and Housing Act.

Appendix 2 – Pay Scales

Pay Scales effective from 1st April 2021 (basis for this Pay Policy Statement) and 2022

Tier	Grade	Level	NJC Equivalent SCP	Apr-21		Apr-22		
				Salary	Hourly Rate	Salary	Hourly Rate	
6	A	1	1	£18,333	£9.50	£20,258	£10.50	
		2	Local	£18,425	£9.55	£20,350	£10.55	
	B	1	2	£18,516	£9.60	£20,441	£10.60	
		2	3	£18,887	£9.79	£20,812	£10.79	
	C	1	4	£19,264	£9.99	£21,189	£10.98	
		2	5	£19,650	£10.19	£21,575	£11.18	
	D	1	6	£20,043	£10.39	£21,968	£11.39	
		2	8	£20,852	£10.81	£22,777	£11.81	
	E	1	12	£22,571	£11.70	£24,496	£12.70	
		2	15	£23,953	£12.42	£25,878	£13.41	
	F	1	20	£26,446	£13.71	£28,371	£14.71	
		2	23	£28,226	£14.63	£30,151	£15.63	
	5	G	1	25	£30,095	£15.60	£32,020	£16.60
			2	27	£31,895	£16.53	£33,820	£17.53
H		1	30	£34,373	£17.82	£36,298	£18.81	
		2	32	£36,371	£18.85	£38,296	£19.85	
I		1	35	£39,571	£20.51	£41,496	£21.51	
		2	37	£41,591	£21.56	£43,516	£22.56	
4	J	1	40	£44,624	£23.13	£46,549	£24.13	
		2	42	£46,662	£24.19	£48,587	£25.18	
	K	1	Local	£49,702	£25.76	£51,627	£26.76	
		2	Local	£51,733	£26.81	£53,658	£27.81	
3	SLMG5	1	Local	£54,193	£28.09	£56,118	£29.09	
		2	Local	£55,773	£28.91	£57,698	£29.91	
	SLMG4	1	Local	£57,356	£29.73	£59,281	£30.73	
		2	Local	£61,015	£31.63	£62,940	£32.62	
	SLMG3	1	Local	£64,677	£33.52	£66,602	£34.52	
		2	Local	£70,025	£36.30	£71,950	£37.29	
2	SLMG2	1	Local	£75,378	£39.07	£77,303	£40.07	
		2	Local	£81,658	£42.33	£83,583	£43.32	
	SLMG1	1	Local	£87,943	£45.58	£89,868	£46.58	
		2	Local	£94,220	£48.84	£96,145	£49.83	
1*	SDIR	Min	Local	£104,997	£54.42	£106,922	£55.42	
		Max	Local	£116,165	£60.21	£118,090	£61.21	
	CDIR	Min	Local	£132,822	£68.84	£134,747	£69.84	
		Max	Local	£154,959	£80.32	£156,884	£81.32	
	CX	Min	Local	£172,080	£89.19	£174,005	£90.19	
		Max	Local	£192,938	£100.00	£194,863	£101.00	

*Paid as spot salaries drawn from within the band range.

Appendix 3: Matrix of Terms and Conditions

Terms and Conditions (as at 31 October 2022 – based on 2021/22 pay rates)	Chief Executive	Chief Officers			LGS Employee
		Corporate Director	Strategic Director	SLMG	
Basic Pay ⁵	✓ Contractual Fixed Spot salary point £182,510 Range £172,080 – £192,938	✓ Contractual Fixed Spot Salary point Range £132,822 - £154,959	✓ Contractual Fixed Spot Salary point Range £104,997 - £116,165	✓ Contractual Two point grades £54,193 - £94,220	✓ Contractual Two point grades Range £18,333 - £51,733
Performance Related Pay	X	X	X	X	X
Incremental progression (one pay increase available after one year in grade, conditional on successful completion of six month review period, or after two years in grade for SLMG (excludes Corporate Director and Strategic Director roles))	X	X	X	✓	✓
Annual cost of living increase (nationally negotiated). Pay award for 2022-23 agreed 1 November 2022 and backdated to 1 April 2022.	✓	✓	✓	✓	✓
Market Supplement Payment (Restricted - based on business case requiring evidence).	✓ Nil in operation	✓ Nil in operation	✓ Nil in operation	✓ As at 31 Oct 2022 Paid only to certain roles on approval of a business case - four Chief Officer roles have attracted a payment	✓ Paid only to certain roles on approval of a business case. Full list available at Appendix 4.
Overtime and night working payments	X	X	X	X	✓ Contractual (employees Grade F and below, plain time to 42 hours and 1.5 x above 42hr. Employees above Grade F plain time for all additional hours)
Evening and weekend payments	X	X	X	X	X

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⁵ See Appendix 2 for pay bandings

Terms and Conditions (as at 31 October 2022 – based on 2021/22 pay rates)	Chief Executive	Chief Officers			LGS Employee
		Corporate Director	Strategic Director	SLMG	
Out of hours, recall to work, standby payments, critical incidents, sleep in duty, shift working, client holidays payments	x	x	x	x	✓ Contractual
Acting up allowances, honoraria and ex gratia payments	x	x	x	✓ Nil in operation	✓
Monitoring Officer Payment (statutory duty)	x	x	No additional payment. Is part of the all-inclusive fixed salary of the Director of Legal and Governance.	x	x
Returning/Counting Officer Payment (to run elections) ⁶ or Election Duty Payments	✓ Nil payment made in this pay policy statement period as no elections were held	x	x	✓ If working on elections. (If acting as deputy, this payment is paid out of the Returning Officer's personal fee)	✓ If working on elections
Bonus payments	x	x	x	x	x
Redundancy Payment (same multiplier criteria used for all groups)	✓	✓	✓	✓	✓
Efficiency Payment (same criteria used for all groups) ⁷	✓	✓	✓	✓	✓
Relocation Payments	x	x	x	x	x
Essential Car User Allowance (The Council removed ECU in September 2014 so this is no longer available to any colleagues)	x	x	x	x	x
Company Car	x	x	x	x	x

⁶ This is a bulk payment made to a nominated chief officer to fulfil the duties of running National Referendum, Local, European or Parliamentary elections.

⁷ This is covered in the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (DCR) Policy.

Terms and Conditions (as at 31 October 2022 – based on 2021/22 pay rates)	Chief Executive	Chief Officers			LGS Employee
		Corporate Director	Strategic Director	SLMG	
Car Parking Allowances (restricted and dependant on role; the majority of employees pay for their own parking)	x	x	x	x Other than Authorised Business Users. 2 Chief Officers received a total payment of £39.45	✓ Authorised Business Users Only ⁸
Travel expenses within County of Nottinghamshire	x	x	x	x	✓
Travel expenses outside of County of Nottinghamshire (Must use standard rail fare. mileage capped at 40p per mile for 10,000 miles and 25p per mile thereafter)	✓	✓	✓	✓ Nil expenses claimed as at 31 Oct 22	✓
Disturbance Allowance (paid up to one year for significant changes to work location)	x	x	x	x	✓
Payment for home telephone line for work purposes	x	x	x	x	✓ Only for posts where a clear business case has been identified
Reimbursement of reasonable expenditure (limits apply equally to all groups and receipts must be provided)	✓ As at 31 Oct 22 the Chief Executive received a payment of £246	✓ Nil expenses claimed as at 31 Oct 22	✓ Nil expenses claimed as at 31 Oct 22	✓ 1 Chief Officer received a payment of £12.20 as at 31 Oct 22	✓
Sickness Pay entitlement linked to length of service – applied equally to all groups	✓ Contractual	✓ Contractual	✓ Contractual	✓ Contractual	✓ Contractual
Notice Period	✓ Contractual 3 months	✓ Contractual 3 months	✓ Contractual 3 months	✓ Contractual 3 months	✓ Contractual 1-2 months
Payment of Membership Fees	x	x	x	x Paid only to certain roles on application	x Paid only to certain roles on application

⁸ Authorised Business Users are job roles for whom it is essential to have a car to discharge their role.

Terms and Conditions (as at 31 October 2022 – based on 2021/22 pay rates)	Chief Executive	Chief Officers			LGS Employee
		Corporate Director	Strategic Director	SLMG	
Access to the Local Government Pension Scheme – employer and employee contribution ⁹ (Employer rate contribution equal for all groups at 17.9%)	✓ Contractual Employee rate: 12.5%	✓ Contractual Employee rate: 11.4%	✓ Contractual Employee rate: 10.5% – 11.4%	✓ Contractual Employee rate: 8.5%-9.9%	✓ Contractual Employee rate: 5.8%-8.5%
Discretion to enhance pension entitlements	x	x	x	x	x
Salary Sacrifice Benefits allowing NI and Tax relief (purchase of annual leave, bike, childcare, mobile phones etc)	✓	✓	✓	✓	✓
Other employee discounts through works perks (e.g. retail discounts etc) applies to all groups equally	✓	✓	✓	✓	✓

⁹ NCC operates a monthly pension banding, so pay is assessed each month. If an employee earns extra that month it could raise their band for that month and revert back to being based on contractual rate.

Approved Market Supplements and Material Factor Payments

In certain circumstances, the Council will agree a variation to the above policy for certain groups of employees (see Special payments guidance document). These variations will be shared with Central Panel or such other body as agreed. They must comply with Equal Pay law and have no taint of discrimination for the basis of them or their application.

All requests for any variations to the policy must have a full business case provided and have been agreed by the Director of HR and EDI. There are currently 35 agreed variations, as detailed in the table below, with 331 employees (headcount) (207.09 FTE) currently in receipt of market supplements.

Division	Job Title
People's	Adult Safeguarding Board Manager [2408]
	Adults Transformation Programme Manager [2485]
	Advanced Practitioner Fostering [23189]
	Consultant in Public Health [2239]
	Deputyship Programme and Change Lead [2255]
	Director for Adult Social Care and Health [3005]
	Head of Children In Care
	Locality Manager
	Principal Manager [1932]
	Senior Development Consultant [23166]
	Senior Practice Officer
	Senior Practitioner
	Senior Principal Officer [2543]
	Supervising Social Worker L3 Fostering [23188]
Team Manager - Social Work, Social Care and Occupational Therapy	
Resident Services	Aerobics Instructor
	Casual Aerobics Instructor
	Driver (DCC Commercial Waste) [179]
	Head Activity Leader
	Head Activity Leader Swim
	School Swimming Teacher
	Head of Parking Fleet and Transport Operations [822]
	HIAB Tow Truck Driver [836]
	Highway Operative Level 2 Driver Labourer [3600]
	Vehicle Mechanic / Technician
	Public Realm Operative L3
Workshop Controller	
Workshop Operations Manager	
Growth & City Development	Community Planner [1935]
	Planning Enforcement Officer [2203]
	Planning Officer [2205]
	Principal Officer Planning [2280]
	Programme Manager/Specialist
	Senior UASC Policy and Programme Advisor [3067]
Finance & Resources	Director of Policy, Performance and Communications (Assistant Chief Executive) [3117]
	Occupational Health Nurse Adviser [937]

	Data Protection Officer and Data Protection Team Leader [1126] Team Leader Children and Adults Team [2233] Team Leader Conveyancing [2231] Team Leader Litigation and Dispute Resolution [2235] Team Leader Planning and Environment [2236]
	Team Leader Con and Comm Team [2234]

In May 2022, in order to address acute and urgent recruitment and retention challenges faced by services for a number of roles within the People's directorate, the scope of one-off special payments as part of market supplements was widened for certain roles to include 'golden hello' and 'commitment and retention payments.' As at 31 October 2022, 124 employees (headcount) (111.61 FTE) were in receipt of such payments. The roles receiving these payments are detailed below:

Title	Payment type
Advanced Practitioner - Various	Retention
Principal Manager	Retention
Senior Practitioner - Various	Retention
Service Manager - Various	Retention
Social Worker Level 2	Retention
Social Worker Level 3 - Various	Retention
Supervising Social Worker	Retention
Team Manager - Various	Retention

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