



COUNCIL

IMPORTANT: The Council fully recognises and respects the role and importance of democratic meetings and is committed to protecting the health and safety of Elected Members and Officers who participate. Risk assessments are undertaken in advance of each meeting, and are reviewed on an ongoing basis.

Social distancing measures will be in place throughout the meeting, however it is important that you do not attend the meeting if you or anyone in your household are required to self isolate due to receiving a positive COVID-19 test result, having symptoms of COVID-19, or having been told that you have been in contact with someone who has tested positive for COVID-19.

For the purpose of public transparency and accountability, the meeting will be live streamed online. The livestream can be accessed here: <https://event.sparq.me.uk/ryedale-districtcouncil-31st-march/>

For health and safety reasons and in accordance with our risk assessment, members of the public are asked to follow the meeting via this method rather than attending in person. If you are unable to access the meeting this way, please contact us so that we can explore whether any safe alternative option is possible. The media will be able to report on proceedings from the live stream

Council Summons and Agenda

You are hereby summoned to attend an **Extraordinary Meeting of Ryedale District Council** to be held in the **Council Chamber, Ryedale House, Malton** on **Thursday, 31 March 2022** at **6.30 pm** for the transaction of the following business:

Agenda

1 **Emergency Evacuation Procedure**

The Chair to inform members of the public of the emergency evacuation procedure.

2 **Apologies for absence**

3 **Declarations of Interest**

Members to indicate whether they will be declaring any interests under the Code of Conduct.

Members making a declaration of interest at a meeting of a Committee or Council are required to disclose the existence and nature of that interest. This requirement is not discharged by merely declaring a personal interest without further explanation.

4 **Pay Policy Statement**

(Pages 3 - 8)

To consider a Resolution to approve the 2022/23 Pay Policy Statement including the amendment relating to the increase in salary to the Monitoring Officer post.

A handwritten signature in black ink, appearing to read 'P. Spurr', with a horizontal line extending to the right.

Phillip Spurr
Acting Chief Executive

**RYEDALE
DISTRICT
COUNCIL**



Pay Policy Statement 2022-2023

Document Control Sheet

Reference Number	HRPPS2022
Version Number	03
Document Author	HR/OD Project Officer
Lead SMB Member	Head of HR
Ratifying Committee	Policy & Resources, Council
Date Ratified	Approved by P&R 3 February 2022 Updated March 2022
Date Policy Effective From	1 April 2022
Next Review Date	By 31 March 2023 (subject to agreements on LGR)

1. Introduction and Purpose

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 (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 and should be read in conjunction with the Ryedale District Council Pay Policy. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying:

- the methods by which salaries of all employees are determined
- the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation
- the Committees responsible for ensuring the provisions set out in this statement are applied consistently throughout the council and recommending any amendments to the full council.

This policy statement has been approved by the Council and will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective.

2. Accountability and Decision Making

In accordance with the constitution of the council, Full Council is responsible for the confirmation of the appointment of Head of Paid Service, a committee or sub-committee of the Council will appoint Chief Officers and appointment of officers below Chief Officers is the responsibility of the Head of Paid Service.

The Policy and Resources Committee is responsible for ratifying/making recommendations to Council on all Council policies, this includes recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

3. Other Employment-Related Arrangements

The Council’s policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in Section 8 of the Constitution.

4. Approval of Salary Packages in Excess of £100k.

The Council will ensure that, prior to an offer being made, any salary package for any post that is in excess of £100k will be considered by Full Council. The salary package will be defined as base salary, fees, routinely payable allowances and benefits in kind that are due under the contract.

5. Pay and Grade Structure

Ryedale District Council have implemented a pay structure which corresponds to a Job Evaluation score range, and uses national NJC spine column points (SCP) together with extended local pay points beyond the national pay spine as set out in Appendix A.

6. Remuneration of Senior Officers

As at 31 March 2022

Pay award for 2021-2022 applied, pay award for 2022-2023 not yet agreed

The Chief Executive is paid on a spot salary:

Chief Executive Officer	Spot salary	£111,592
Deputy Chief Executive Officer	Spot salary	Vacant

Senior Officers are paid on the NJC pay scale at Grades 11- 13c (locally agreed):

Role	Grade	Salary Band
Programme Director – Place and Resources	13c	£75,279 - £82,625
Programme Director – People and Resources	13c	£75,279 - £82,625
Head of Waste & Environmental Services	12	£57,055 - £62,487
Head of Corporate Governance (+Monitoring Officer)	12	£57,055 - £62,487
Head of Building Control	11	£52,094 - £57,055
Service Manager – Corporate Resources	11	£52,094 - £57,055

The following roles are fulfilled through a shared service agreement with North Yorkshire County Council (NYCC) on the NYCC grading structure, paid through NYCC payroll:

- Chief Finance Officer (S151)
- Head of HR

Senior Officers do not receive any performance-related pay or bonuses.

Additional Payments

Returning Officer: The Chief Executive has been appointed as the Council's Returning Officer. The role is a separate responsibility and is remunerated separately after each election in accordance with the appropriate election fees.

Additional Payments: Senior Officers do not receive overtime, on-call or stand-by payments, and do not receive additional payment for attendance at evening meetings.

Honoraria: The Chief Executive, at their discretion, may make additional responsibility payments as required.

- Head of Corporate Governance (+ Monitoring Officer):
£2,727 additional responsibilities including provision of legal support

7. Lowest-Paid Employees, Minimum Wage and National Living Wage

Lowest-paid employees are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use with the Council's grading structure. As at 1 April 2021, this is £19,264 (£9.99 per hour). This is £1.63 more than the National Minimum Wage¹ and £1.08 more than the National Living Wage².

¹ April 2021: The National Minimum Wage for employees aged 21 - 22 is £8.36 per hour

² April 2021: The National Living Wage (NLW) for employees aged 23 and over is £8.91 per hour from 1 April 2021

8. Pay Multiple

As described above the council uses an established process of defining roles, determining job size and salary levels. This process determines the relationship between the rate of pay for the lowest paid and senior manager post, including chief officers, described as the pay multiple. As at 31 March 2022:

- The average median salary in the Council is £24,012.
- The current pay multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:5.92 and;
- The multiple between the median full time equivalent earnings and the Chief Executive is 1:4.58

This is currently within the limits recommended by The Hutton Review of Fair Pay in the Public Sector (2010) and will be monitored and recorded annually.

Pay Scale 1 April 2021

SCP	Apr 21 Salary	Apr 21 Hourly Rate*	Grade	
3	£18,887	£9.79		
4	£19,264	£9.99	Grade 1	
5	£19,650	£10.19		
6	£20,043	£10.39		Grade 2
7	£20,444	£10.60		
8	£20,852	£10.81	Grade 3	
9	£21,269	£11.02		
10	£21,695	£11.25		
11	£22,129	£11.47		Grade 4
12	£22,571	£11.70		
13	£23,023	£11.93		
14	£23,484	£12.17		
15	£23,953	£12.42		
16	£24,432	£12.66	Grade 5	
17	£24,920	£12.92		
18	£25,419	£13.18		
19	£25,927	£13.44		
20	£26,446	£13.71		
21	£26,975	£13.98		
22	£27,514	£14.26		Grade 6
23	£28,226	£14.63		
24	£29,174	£15.12		
25	£30,095	£15.60		
26	£30,984	£16.06		
27	£31,895	£16.53		
28	£32,798	£17.00	Grade 7	
29	£33,486	£17.36		
30	£34,373	£17.82		
31	£35,336	£18.32		
32	£36,371	£18.85		
33	£37,568	£19.47		Grade 8
34	£38,553	£19.98		
35	£39,571	£20.51		
36	£40,578	£21.03		
37	£41,591	£21.56	Grade 9	
38	£42,614	£22.09		
39	£43,570	£22.58		
40	£44,624	£23.13		
41	£45,648	£23.66		
42	£46,662	£24.19		Grade 10
43	£47,665	£24.71		
44	£48,659	£25.22		
45	£49,779	£25.80		
46	£50,922	£26.40		
47	£52,094	£27.00	Grade 11	
48	£53,290	£27.62		
49	£54,517	£28.26		
50	£55,770	£28.91		
51	£57,055	£29.57		
52	£58,366	£30.25		Grade 12
53	£59,708	£30.95		
54	£61,083	£31.66		
55	£62,487	£32.39		
56	£64,012	£33.18	Grade 13a	
57	£65,537	£33.97		
58	£67,061	£34.76		
59	£68,586	£35.55		Grade 13b
60	£70,259	£36.42		
61	£71,932	£37.29		
62	£73,605	£38.15		
63	£75,279	£39.02	Grade 13c	
64	£77,115	£39.97		
65	£78,952	£40.93		
66	£80,788	£41.88		
67	£82,625	£42.83		

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