

**RYEDALE  
DISTRICT  
COUNCIL**



## **Pay Policy Statement 2021-2022**

### **Document Control Sheet**

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## **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 is effective from 1 April 2022. It 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

### April 2021

The Chief Executive and Programme Director Economic Development, Business & Partnerships are paid on spot salaries:

Chief Executive Officer	Spot salary	£109,943
Deputy Chief Executive Officer	Spot salary	Vacant
Programme Director for Economic Development, Business & Partnerships	Spot salary	£71,925

Heads of Service are paid on the NJC pay scale at Grades 11- 12 (locally agreed):

Role	Grade	Salary Band <sup>1</sup>
Head of Communications, Technology and Business Transformation *	12	£53,597 - £61,413
Head of Customer and Community Services *	12	£53,597 - £61,413
Head of Planning & Regulatory Services	12	£53,597 - £61,413
Head of Waste & Environmental Services	12	£53,597 - £61,413
Head of Corporate Governance (Monitoring Officer)	11	£51,198 - £53,597
Head of Building Control	11	£51,198 - £53,597

\*In receipt of honoraria.

### 2022 Onwards

The Chief Executive is paid on a spot salary:

Chief Executive Officer	Spot salary	£109,943
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 <sup>2</sup>
Programme Director – Place and Resources	13c	£73,984 - £81,204
Programme Director – People and Resources	13c	£73,984 - £81,204
Head of Waste & Environmental Services	12	£56,074 - £61,413
Head of Corporate Governance (Monitoring Officer)	11	£51,198 - £56,074
Head of Building Control	11	£51,198 - £56,074
Service Manager – Corporate Resources	11	£51,198 - £56,074

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.

<sup>1</sup> Pay Award for 2021 pending

<sup>2</sup> Pay Award for 2021 pending

## **Additional Payments**

**Monitoring Officer:** The Head of Corporate Governance has been designated as the Council's Monitoring Officer. No additional remuneration is payable for that designation.

**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.

## **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 2020<sup>3</sup>, this is £18,562 (£9.62 per hour). This is £1.26 more than the National Minimum Wage<sup>4</sup> and £0.51 more than the National Living Wage<sup>5</sup>.

## **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 2021:

- 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.

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<sup>3</sup> Pay Award for 2021 pending

<sup>4</sup> April 2021: The National Minimum Wage for employees aged 21 - 22 is £8.36 per hour

<sup>5</sup> April 2021: The National Living Wage (NLW) for employees aged 23 and over is £8.91 per hour from 1 April 2021

Pay Scale 1 April 2021

SCP	April 20 Salary*	Hrly	Grade	
3	£18,562	£9.62	Grade 1	
4	£18,933	£9.81		
5	£19,312	£10.01		
6	£19,698	£10.21		Grade 2
7	£20,092	£10.41	Grade 3	
8	£20,493	£10.62		
9	£20,903	£10.83		
10	£21,322	£11.05	Grade 4	
11	£21,748	£11.27		
12	£22,183	£11.50		
13	£22,627	£11.73		
14	£23,080	£11.96		
15	£23,541	£12.20		
16	£24,012	£12.45	Grade 5	
17	£24,491	£12.69		
18	£24,982	£12.95		
19	£25,481	£13.21		
20	£25,991	£13.47		
21	£26,511	£13.74		
22	£27,041	£14.02	Grade 6	
23	£27,741	£14.38		
24	£28,672	£14.86		
25	£29,577	£15.33		
26	£30,451	£15.78		
27	£31,346	£16.25		Grade 7
28	£32,234	£16.71		
29	£32,910	£17.06		
30	£33,782	£17.51		
31	£34,728	£18.00		
32	£35,745	£18.53		
33	£36,922	£19.14	Grade 8	
34	£37,890	£19.64		
35	£38,890	£20.16		
36	£39,880	£20.67		
37	£40,876	£21.19		
38	£41,881	£21.71		Grade 9
39	£42,821	£22.20		
40	£43,857	£22.73		
41	£44,863	£23.25		
42	£45,859	£23.77		
43	£46,845	£24.28	Grade 10	
44	£47,822	£24.79		
45	£48,923	£25.36		
46	£50,046	£25.94		
47	£51,198	£26.54		
48	£52,374	£27.15		Grade 11
49	£53,579	£27.77		
50	£54,811	£28.41		
51	£56,074	£29.06		
52	£57,362	£29.73		
53	£58,682	£30.42	Grade 12	
54	£60,033	£31.12		
55	£61,413	£31.83		

\*Pay Award for 2021 pending

Pay Scale 2022 onwards

SCP	April 20 Salary	Hrly	Grade & JE Points	
3	£18,562	£9.62		
4	£18,933	£9.81	Grade 1	
5	£19,312	£10.01		
6	£19,698	£10.21		Grade 2
7	£20,092	£10.41		
8	£20,493	£10.62	Grade 3	
9	£20,903	£10.83		
10	£21,322	£11.05		
11	£21,748	£11.27		Grade 4
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13	£22,627	£11.73		
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49	£53,579	£27.77		
50	£54,811	£28.41		
51	£56,074	£29.06		Grade 12
52	£57,362	£29.73		
53	£58,682	£30.42		
54	£60,033	£31.12		
55	£61,413	£31.83	Grade 13a	
56	£62,911	£32.61		
57	£64,410	£33.38		
58	£65,908	£34.16		Grade 13b
59	£67,406	£34.94		
60	£69,051	£35.79		
61	£70,695	£36.64		
62	£72,340	£37.49		Grade 13c
63	£73,984	£38.35		
64	£75,789	£39.28		
65	£77,594	£40.22		
66	£79,399	£41.15		
67	£81,204	£42.09		