

## **Doncaster Council**

### **Pay Policy Statement**

**1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

#### **Introduction**

Sections 38 – 43 of the Localism Act 2011 require that authorities produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Housing, Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. This policy was considered and approved by Full Council at the Council meeting which took place on 23<sup>rd</sup> January 2020.

This policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).

It should be noted that the requirements to publish data under the Secretary of State guidance, the Code of Practice and the Regulations do differ. The data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at Annex A to this policy statement. This policy statement does not cover or include school staff and is not required to do so.

#### **Definition of officers covered by the Pay Policy Statement**

This policy statement covers the following posts:

1. Head of the Paid Service, which in this authority is the post of:
  - Chief Executive
2. Statutory Chief Officers, which in this authority are the posts of:
  - Director of Learning and Opportunities: Children and Young People
  - Director of Adults Health and Wellbeing
  - Director of Corporate Resources (also acting Section 151 Officer)
  - Assistant Director of Legal and Democratic Services
  - Director of Public Health
3. Non-statutory Chief Officers (those who report directly to the Head of the Paid Service) which in this authority are the posts of:
  - Director of Economy and Environment

- Assistant Director HR and Communications (also reports to Director of Corporate Resources)
  - Assistant Director Policy, Insight and Change (formerly Strategy and Performance) (also reports to Director of Corporate Resources)
  - Assistant Director Strategic Housing
4. Deputy Chief Officers, (those who report directly to a non-statutory or statutory Chief Officer) which in this authority are the posts of:
- Assistant Director Customers, Digital and ICT
  - Assistant Director Finance
  - Assistant Director Locality and Early Intervention
  - Assistant Director Education, Skills and Culture
  - Assistant Director Adults Social Care
  - Assistant Director Communities
  - Assistant Director Economy and Development
  - Assistant Director Environment
  - Assistant Director Localities Delivery Model Project (temporary)
  - Head of Litigation and Regulatory Services and Deputy Monitoring Officer \*
  - Head of Procurement\*
  - Head of Contracts, Property and Transformation\*
  - Public Health Consultant\*
  - Public Health Principal\*

\* These posts are included in this list for transparency as they report to a statutory chief officer, but are not chief officers.

### **Policy on remunerating Chief Officers**

The authority's policy on remunerating Chief Officers is set out on the schedule that is attached to this policy statement at Annex B. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

### **Policy on publishing salaries**

The authority is required to publish Chief Officer salaries on an annual basis as part of the Statement of Accounts which are available on the Council's website ([www.doncaster.gov.uk](http://www.doncaster.gov.uk)).

The authority is also required to disclose details of salaries over £50,000 and publish the name and job title of any officer whose salary exceeds £150,000 (Annex A).

## **Policy on remunerating the lowest paid in the workforce**

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions. These are then incorporated into contracts of employment. The lowest pay point in this authority is a spot point annual salary of £17,364 and can be expressed as an hourly rate of pay of £9.00.

Note that details of a national pay award from April 2020 have not yet been negotiated and concluded, so salary levels from 2019 have been used in all calculations in this statement.

This pay point and salary was originally determined by the authority as part of a pay scale for employees employed on Local Government Services Terms and Conditions on 1 April 2009 and had been applied since that date. The pay rate was increased in accordance with any pay settlements which were reached through the National Joint Council for Local Government Services. With effect from 1 April 2016, this pay point was re-determined by the authority as a spot salary pay point.

## **Policy on the relationship between Chief Officer remuneration and that of other staff**

The highest paid employee salary in this authority is £164,238 which is paid to the Chief Executive.

The ratio between the highest and lowest salaries is 9.46:1

The average mean salary in this authority (not including schools) is £26,492

The median salary in this authority (not including schools) is £19,937

The mean pay multiple is 6.20:1

The median pay multiple is 8.24:1

The Hutton Review considered that the pay multiples should be no greater than 20:1 and the Council falls well below this threshold.

This authority has a clear commitment to maintain or improve pay multiples as it is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement. The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any

local or national collective agreements, or authority decisions regarding pay. The authority continues to take local positive action to address low pay.

### **Policy on other aspects of Chief Officer remuneration**

Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency, re-employment when in receipt of an LGPS pension or a redundancy/severance payment and pension legislation. These matters are addressed in the schedule attached to this policy statement at Annex C.

Annex C also outlines conditions for re-employment of staff (not just Chief Officers).

### **Approval of Salary Packages in excess of £100k**

The salary structure for Chief Officers from 1<sup>st</sup> April 2020 is as follows:

Grade and Posts	Spinal Column Point	Salary* 2020/21
CO3 Assistant Directors	7	£92,884
CO1 Directors	10	£123,682
CE1 Chief Executive	1	£164,238

\* National Pay Award pending

New Chief Officers will be appointed onto the grade and spot spinal column point that is appropriate to the post. Any new Chief Officer posts that are intended to be graded outside the range of this grading structure will be presented to Full Council for approval.

### **Flexibility to address recruitment issues for vacant posts**

In the vast majority of circumstances the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This policy statement recognises that this situation may arise in exceptional circumstances and therefore a departure from this policy can be implemented without having to seek full Council approval for a change of the policy statement. Such a departure from this policy will be expressly justified in each

case and will be approved through an appropriate authority decision making route.

### **Amendments to the policy**

It is anticipated that this policy may need to be amended during the period it covers (1 April 2020 – 31 March 2021) should a national pay award be agreed. Any amendments will be included in the following year's statement presented to Full Council.

### **Policy for future years**

This policy statement will be reviewed each year and will be presented to Full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

<p><b>Original Approved:</b> <b>First Edition Adopted:</b> 01 April 2012 <b>This Edition:</b> 01 April 2020</p>
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