



**Chichester District Council  
Senior Staff Pay Policy Statement**

*This statement was approved by Cabinet and Council on the x.*

1. In line with the requirement to publish an annual policy statement for Chief Officers this statement outlines the Council's approach to senior staff pay. The statement includes reference to the relationship and ratio between the pay for the highest paid staff and the lowest paid staff in the Council. This statement is effective from the 1<sup>st</sup> April 2019.
2. The attached Appendices to this statement contain Council policies and other documents that determine elements of senior officer rewards and remuneration.
3. The Localism Act 2011(The Act) seeks to examine the pay and benefits of statutory and non-statutory Chief Officers and senior staff immediately reporting to them.
4. This statement focuses on the items and obligations outlined in chapter 8 of the Act.
5. The Council has eight Chief Officers in terms of the Act, comprising the Chief Executive, the Executive Director, five other Directors including the Section 151 Officer, and the Monitoring Officer. The Chief Executive and Directors are paid in line with pay awards determined by the Joint Negotiating Committee (JNC) for Chief Executives and JNC for Chief Officers of Local Authorities as applicable. With the exception of apprentices on an official government sponsored apprenticeship, all other staff in the Council are paid in line with National Joint Council for Local Government Services (NJC) pay awards. Base salaries for all NJC staff are decided by the Hay grading system (see section 7 below) however this does not include Chichester Contract Services (CCS) which is not part of NJC.
6. The lowest paid NJC member of staff is paid Salary Point A1 , £9.00 per hour minimum, which is £17,364 p/a\*, and the highest paid member of staff (the Chief Executive) is paid within 10 times this amount at £63.05 per hour which is £121,649 p/a. The Chief Executive's pay has been within this 10 times multiple over the last 10 years. In 2009 the Chief Executive earned a total of £59.86 per hour which was £115,488 (inclusive of £5,712 p/a car allowance). This compared to the lowest paid NJC staff member who earned £6.2951 per hour (£12,145 p/a). The Council considers this a reasonable

and justifiable ratio to maintain. The ratio between the median paid employee of the Council at 23,644 p/a and the Chief Executive's salary is 5.14

*\*figures include National Employers (NJC) pay offer (April 2019)*

7. The Executive Director and five other Directors below Chief Executive are paid on the basis of comparative salary data for local authority chief officers of similar sized councils in this region and advice from Hay Group reward consultants. Directors do not receive a separate car allowance. Their salaries increase in line with JNC awards for Chief Officers. Please note that it has previously been agreed by Cabinet/Council that the number of Directors will reduce from 5 to 4 with effect from the 1<sup>st</sup> June 2019 and that the Executive Director post will be deleted before the 31<sup>st</sup> December 2019. It was agreed that there will be a small increase in the salary for Directors from £83,232 to £85,000 on the 1<sup>st</sup> June 2019 to reflect the increased areas of responsibility divided between them.
8. Staff, other than the Chief Executive and Directors, are graded in line with the Hay Job Evaluation scheme. A new grading structure developed by the Council in conjunction with Hay reward consultants applies from the 1<sup>st</sup> April 2019 and embraces 10 grades from A to J incorporating a salary range starting at £9.00 per hour minimum (£17,364 p/a) rising to £32.59 per hour (£62,867 p/a) and a spinal column range starting at A1 and rising to J3\*. Every grade consists of 3 steps (spinal points). Future spinal point progression within grades is subject to staff demonstrating a consistently good standard of job performance as documented by the appraisal process. .  
*\*figures include National Employers (NJC) pay award (April 2019)*
9. In order to ensure that pay equality is maintained across the Council, particularly for staff with a Protected Characteristic as defined by the Equality Act, the Council regularly produces reports reviewing and analysing equalities data.
10. The Council currently have 25 staff that fall under the Act's definition of senior staff and their direct reportees. Of these 15 are female. This group currently constitutes the Chief Executive, six Directors including the Section 151 Officer (Director of Corporate Services), the Monitoring Officer (Democratic Services Divisional Manager) and senior officers who report to any of the aforementioned (see Appendix 1, Chief Officers and Deputies Pay & Benefits Schedule).
11. Staff on any grade may be awarded an Honorarium payment (see criteria shown in Appendix 4) or exceptionally a Responsibility Allowance if they meet the criteria for either payment. A Responsibility Allowance may be paid, either on a temporary or permanent basis, where an officer is carrying out significant additional duties, usually of a higher level nature, in excess of the duties of their post and evaluated pay grade. For any officer defined under section 9 above as being senior staff, the payment of a Responsibility Allowance must be approved by the wider Senior Leadership Team.

12. Payments made to staff working during local, parliamentary or European elections or national referendum are made in line with the pay scales set by the Electoral Commission and applied equally to all staff irrespective of their grade.
13. Premia payments are paid in response to market forces and are paid as market supplements. A Premia payment can be paid to staff at any grade if there is clear evidence that without it suitable staff cannot be recruited and / or retained for a given post. Once a Premia payment has been allocated it does not increase in line with pay awards. All Premia payments are reviewed every two years.
14. Staff categorised in this document are not normally entitled to any performance related payments or bonuses unless agreed by Full Council. The Council may make performance related payments to some other staff in the year 2019/2020 or honoraria in accordance with its approved scheme.
15. The Council operates one car allowance scheme which is the Essential User scheme.
16. The Council will normally pay one professional subscription per staff member on an annual basis if membership of the professional body concerned is either a pre-requisite of the job or viewed as necessary to fulfill the role. Exceptionally however more than one may be paid where the role justifies this and membership of the professional body is judged as being integral to the job. This must be agreed by the staff member's line manager in each case.
17. Where appropriate senior staff, in the same way as other Council employee's, may be offered the opportunity to undertake relevant professional qualification training where there is a strong business case for doing this (see Appendix 9).
18. When senior staff are recruited they will be paid at a rate commensurate with the agreed rate for the job and wherever possible they will commence on the minimum spinal column point for the post if the grading of the post contains more than one spinal column point. Rarely however a market supplement (Premia payment) may be paid with Senior Leadership Team approval, if it is necessary to secure the appointment (see section 12 above). The provisions of the Relocation Package are potentially available to staff at all grades and those of the Assisted House Purchase Scheme to staff on grade F and above. Where the overall remuneration package of the officer is over £100,000, approval will always be subject to agreement by Full Council.
19. On termination, redundancy payments and any discretion exercised in relation to retirement or redundancy will be paid in line with the LGPS & Early Termination of Employment Discretions Policy that applies equally to staff at all grades. Where the overall severance costs are over £100,000 approval of the employment termination will always be subject to approval by Full Council. Where this applies all components making up the total severance costs will be set out clearly in the report provided to Members.

20. This statement explains the Council's policy on staff remuneration, particularly for staff categorised as senior staff. The statement will be updated annually but may be amended during the year, with agreement by Council, if the need arises.

#### Appendices

1. Chief Officers and Deputies Pay & Benefits Schedule
2. Salary tables for grades A to J
3. Hay Job Evaluation process – summary
4. Honorarium Payments criteria
5. Car Allowance Table (Essential User scheme)
6. Relocation Policy
7. Assisted House Purchase Scheme
8. LGPS & Early Termination of Employment Discretions Policy
9. Training & Development Policy section 11 Qualification Training