

Pay Policy Statement

Financial year 2024-25

1. Purpose

This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and this will be updated annually from April each year.

This pay policy statement sets out Canterbury City Council's policies relating to the pay of its workforce for the financial year 2024-25 , in particular:

- a) the remuneration of its Chief Officers
- b) the remuneration of its "lowest paid employees"
- c) the relationship between
 - the remuneration of its Chief Officers and
 - the remuneration of its employees who are not Chief Officers

2. Definitions and interpretation

For the purpose of this pay policy the following definitions will apply:

"Pay" in addition to salary includes charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments.

"Chief Officer" refers to the following roles within Canterbury City Council:

- Head of Paid Service and Director, Corporate Services
- Directors
- Monitoring Officer (Head of Legal Services)
- Service Directors

"Lowest paid employees" refers to those staff employed on grade CCC-06 of the Council's pay framework.

The above definition for the "lowest paid employees" has been adopted because grade CCC-06 is the lowest grade on the Council's pay framework.

"Employee who is not a Chief Officer" refers to all staff who are not covered under the "Chief Officer" group above. This includes the "lowest paid employees" i.e. staff on grade CCC-06.

Where reference is made in this policy of other policies adopted by the council, those policies are taken to be adopted and have effect under this policy.

Chief officers are employees and provisions in this policy relating to employees are taken to include chief officers unless otherwise stated.

3. Pay framework and remuneration levels

General approach

Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, excessive. Each council has responsibility for balancing these factors and each council faces its own unique challenges and opportunities in doing so and retains flexibility to cope with various circumstances that may arise that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate.

Responsibility for decisions on remuneration

It is essential for good governance that decisions on pay and reward packages for chief executives and chief officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.

Pay for all staff is determined by the General Purposes Committee. The General Purposes Committee comprises elected Councillors from the main political parties and has responsibility for local terms and conditions of employment for staff within Canterbury City Council's pay framework.

Canterbury City Council's pay framework was implemented in February 1989 and is based on local pay determination. The framework was revised during 2015 and was updated on 1 April 2016.

Salary grades and grading framework

Grades are determined through the application of the HAY job evaluation scheme, carried out by panels of trained evaluators from across the council and the scheme is administered by the HR team. The job evaluation scheme uses different factors to evaluate roles and align them with the appropriate salary level.

This is in line with a national requirement for all Local Authorities and other public sector employers to have a pay and grading framework to ensure fair and consistent practice for different groups of workers with the same employer.

There are 16 grades in the pay framework, CCC-06 being the lowest and CCC-21 the highest. Each employee will be on one of the 16 grades based on the job evaluation of their role.

The council has local pay determination and since April 2021 has agreed to apply the negotiated National Joint Council's (NJC's) pay award percentage to salaries each year. The Council also reserves the right to better the NJC's position if the Council's financial or local position allows for it.

The Council will pay no less than the Living Wage Foundations's Real Living Wage with effect from April each year.

4. Remuneration

Salaries

“Chief Officers”

Pay for those designated as “Chief Officers” falls within the main pay framework and is determined by the General Purposes Committee in accordance with arrangements detailed above.

Details of chief officers' remuneration is published on the council's website. Senior salaries over £50,000 can be found on the [Staff Salaries and Allowances page](#) and information in the statement of accounts including payments to chief officers and termination payments can be found in the 'Accounts' on the [council's website](#).

“Lowest paid employees”

Each “lowest paid employee” is paid within the salary range for CCC-06, with a minimum pay rate in 2024-2025 of £12 per hour; this follows the adoption by the Council of the minimum pay rate recommendation from the Real Living Wage set by the Living Wage Foundation.

Bonuses

There is no provision for bonus payments for any staff.

Honoraria

There is provision for an honorarium payment in specific circumstances as set out in the council's policy on honoraria.

The size of the award paid to employee(s) should be commensurate with the work being rewarded. Honoraria above £1,000 are authorised by a Director.

Market supplements

These are paid for specific roles, so that their salary level is at the appropriate level in relation to the market and where not doing so would prevent the council from

attracting and retaining suitable staff. These are determined on a case by case basis and reviewed at least every two years.

Other pay elements

“Chief Officers” are subject to the same performance management process as the “lowest paid employees” and “employees who are not Chief Officers”.

Targets are set and performance against those targets is assessed on an ongoing basis.

For all staff including “Chief Officers” increases in salary within a grade may be achieved in exceptional circumstances.

Charges, fees or allowances

Any allowance or other payments will only be made to staff in connection with their role or the patterns of hours they work and must be in accordance with the Council’s set of policies for pay, benefits and allowances. These policies apply to all staff, unless otherwise specified within the policy, and include:

- Bicycle allowance
- College based courses allowance
- Disturbance allowance scheme
- Disturbance and travelling allowances following reorganisations
- Emergency call outs
- Car allowances (dependent on grade and role)
- Out of pocket expenses
- Overtime (not payable to senior employees)
- Standby allowance
- Subsistence allowance
- Training and development scheme – financial assistance

Policies are available to staff and are available to the public on request.

Election duties - the chief returning officer and the deputy returning officer receive a one-off payment for election duties. Payments are made on the basis of population in the district and whether the election is local or national – the payment for national elections is agreed nationally and the payment for local elections agreed at county level.

Staff Benefits

- Childcare voucher scheme – available to all eligible staff.
- Employee assistance programme - available to all staff.
- Relocation allowance – available in some cases for staff moving into the area for work
- Bicycle Allowance scheme – available to all staff

- VDU: free eye tests – available to all staff
- Additional voluntary contribution pension scheme - available to eligible staff.

Pension

All employees as a result of their employment are eligible to join the Local Government Pension Scheme.

Severance Payments

We are already required to publish our policy on discretionary payments on early termination of employment as well as publishing our policy on increasing an employee's total pension scheme membership and on awarding additional pension.

Details can be found in the council's statement of accounts, available on the website and in council policies in respect of:

- early retirement
- flexible retirement
- restructure and redundancy.

These policies are available to staff on the council's intranet and to the public on request.

Should the situation arise where a severance payment is expected to exceed £100,000, full Council will be given the opportunity to vote on the payment before it is approved. This will be by recommendation from the General Purposes Committee. Severance payments may include salary paid in lieu of notice, redundancy compensation, the cost of any additional pension entitlement arising from the early termination of employment, holiday pay and any bonuses, fees or allowances paid.

It is important the Council has flexibility to respond to unforeseen circumstances as regards re-employing former employees as a Chief Officer, although doing so is not regarded as normal practice at Canterbury City Council and occurrences of this are rare. If we re-employ a previous employee who received a redundancy or severance package on leaving, or if that person returns on a 'contract for services', or if they are in receipt of a Local Government / Firefighter Pension Scheme (with the same or another local authority), then our policy is to leave a period of four weeks between the periods of employment.

New starters joining the Council

Employees new to the Council will normally be appointed to the bottom of the salary range for their grade. Where the candidate's current employment package would make the bottom of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher salary may be considered by the recruiting manager. This will be within the salary range for the grade. The

candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range. The final decision as regards any discretion lies with the chief officer responsible for the appointment.

In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market supplement to attract high quality applicants.

Where the total salary package for a new appointment to a chief officer post is estimated to total more than £100,000, full Council will be given the opportunity to vote on the salary package before it is offered through a recommendation from the General Purposes Committee. (Salary packages should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment).

5. Relationship between remuneration of "Chief Officers" and "employees who are not Chief Officers"

The highest paid employee's salary is 3.5 times that of the median salary (based on April 2023 figures).