

Pay Policy Statement 2025/26

1. Context

1.1 This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 ("the Act"), which, from 2012 onwards, requires all local authorities to publish an annual statement of their policy for the relevant financial year.

2. The statement sets out the Council's policy with regards to:

- The remuneration of their most senior employees, which the Act defines as:
 - The Head of Paid Service (Chief Executive),
 - The Monitoring Officer,
 - The Chief Officers (or Directors), and
 - The Deputy Chief Officers (i.e. managers who report directly to a Chief Officer);
- The remuneration of their lowest-paid employees; and
- The relationship between the remuneration of Chief Officers and that of other employees.

Remuneration for the purposes of this statement includes three elements:

- Basic salary
- Pension
- All other allowances arising from employment

2.1 The Secretary of State has produced guidance on the provisions in the Act relating to transparency and accountability in local pay, which local authorities must have regard to in preparing and approving their annual pay policy statements. This Pay Policy Statement takes full account of this guidance as well as the provisions of the Act.

2.2 The policy statement also refers to information which the Council already publishes under other legislation:

- Information on the level of remuneration paid to senior managers, as required by the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817).
- Policy on the exercise of its discretions over payments upon termination of employment under the Local Government Pension Scheme, as required by Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008
- Policy on the exercise of its discretions over payments upon termination of employment under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as required by Regulation 7 of those regulations.

2.3 This Pay Policy Statement must be reviewed on an annual basis and a new version of the policy will be submitted to Full Council for approval by 31 March immediately preceding the financial year to which it relates.

2.4 The Pay Policy statement can also be amended during the course of the financial year, but only by a resolution of the Full Council. If it is amended during the year to which it relates, the revised version of the statement must be published as soon as possible after the amendment is approved by Full Council.

2.5 This policy statement was considered by Full Council on 19th February 2025. It is available on the Council's website. The Council's website also includes separately published data on salary

information relating to Senior Officers and this can be viewed on our website.

2.6 For the purpose of the pay policy statement the term 'Chief Officer' in a local authority context is defined as set out in the Local Government and Housing Act 1989:

- a) The Head of Paid Service (i.e. the Chief Executive) as designated under section 4 of that Act;
- b) The Monitoring Officer designated under section 5(1) of that Act;
- c) A statutory Chief Officer and non-statutory Chief Officer under section 2 of that Act;
- d) A deputy Chief Officer mentioned in section 2 of that Act.

3. Remuneration subject to national and local determination

3.1 Pay Awards

Pay awards are determined nationally in accordance with the Joint Negotiating Committee (JNC) for Chief/Deputy Chief Officers and the National Joint Council (NJC) for staff paid under the national spinal column points covered by internal grades 5-12.

The spinal column points were last increased in April 2024.

3.2 Car Allowances

The council pays car allowances for the use of private vehicles on council business in accordance with the National Joint Council agreement on pay and conditions of service. The current rates are:

Essential User Rates	
Lump sum per annum (Monthly payment pro rata)	£963.00
Per mile – up to 10,000	45 p
Per mile – over 10,000	25 p
Casual User Rates	
Per mile – up to 10,000	52.2 p
Per mile – over 10,000	25 p

4. The Local Government Pension Scheme and policy with regard to the exercise of discretions

4.1 Pension provision is an important part of the remuneration package.

All employees may join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the LGPS please see:

[Home | Norfolk Pension Fund](#)

5. Remunerating the Lowest Paid in the Workforce

5.1 The Council 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 Council decisions, these are then incorporated into contracts of employment. The lowest pay

point in use by the Council for employees on the council's pay scale is spinal column point (SCP) 2. This relates to an annual salary of £23,656 (full time equivalent (FTE) and can be expressed as an hourly rate of pay of £12.2615. This rate was effective from 1 April 2024 and remains in place at the date of this statement. Employees on this pay point are defined as our lowest paid employees. This pay point and salary has been determined by the National Joint Council (NJC). Full Council agreed to pay a Living Wage supplement where rates of pay were below the 'real living wage'. The 'real living wage' is currently £12.60 per hour and should any employee be paid below this rate the supplement would be received. See Appendix C for pay scales for staff on grades 5-12. Continuation of the Living Wage supplement will be reviewed and determined annually.

5.2 The Council employs a number of apprentices and the salary for these staff complies with the National Minimum Wage.

6. The Relationship between Chief Officer Remuneration and that of other employees

6.1 The highest paid salary point in the Council is that of the Chief Executive and Head of Paid Service at £121,541 as at 1 April 2024. The median for Chief Officers is £66,784 and for non-Chief Officers is £37,035. This gives a ratio of 1:1.80. The Council does not have a policy on maintaining, reaching or applying a specific pay multiple. However, the Council is conscious that remuneration at all levels needs to be adequate to secure and retain high quality employees but not be seen as excessive.

7. Other Aspects of Chief Officer Remuneration

7.1 Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as remuneration on recruitment, pay increases, additions to pay, performance related pay, earn back, enhancements of pension entitlements and termination payments. These elements are shown in Appendix A.

8. Pay Awards

8.1 Pay awards are determined nationally in accordance with the Joint Negotiating Committee (JNC) for Chief Executives, the Joint Negotiating Committee (JNC) for Chief/Deputy Chief Officers and the National Joint Committee (NJC) for staff paid under the national spinal column points covered by internal grades 5-12.

9. Job Evaluation and Pay Bands

9.1 All employees including Chief Officers have their basic pay grade/band determined by a job evaluation scheme (the Inbucon Scheme) which ensures that different jobs having the same value are paid at the same rate/within the same pay band. The "job score" determines the pay band for the post within which there is provision for progression by way of annual pay increases until the top of the pay scale is reached.

10. Allowances on appointment

10.1 The Council does make use of "Golden Hello" incentive payments for hard to fill roles.

10.2 Where it is necessary for a newly appointed employee to relocate to take up appointment the Council may make a contribution towards relocation expenses.

The same policy applies to Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving to the area.

Details of the full scheme can be found in the Council's Relocation Policy.

11. Termination Payments

11.1 Redundancy

The Council has a single redundancy scheme which applies to all employees without differentiation.

The redundancy payment is based on age and length of continuous local government service which is used to determine a multiplier which is then applied to actual pay; the Council uses the statutory Redundancy pay calculation method, but bases weekly pay on contractual pay rather than the capped statutory method. The maximum number of years service taken into account is 30 and the resulting maximum potential payment is 45 weeks pay for anyone aged 61 or older. Details of the full scheme can be found in the Council's Redundancy Policy.

11.2 Other Termination

The Council does not provide further payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving, or other contractual entitlement.

The Council does however recognise that situations may arise, and where the need for expediency is such, that it may be in the best interests of the authority for it to make individual payments relating to the termination of employment. In such cases these will be approved in line with the Council's Constitution.

12. Professional Fees and Subscriptions

12.1 The Council will meet the cost of employees' professional fees and/or subscriptions where these are relevant to the office or employment, and are included in HM Revenues & Customs 'List 3', in accordance with section 343 and 344 Income Tax (Earnings and Pensions) Act 2003. This applies to both Chief Officers and other officers.

13. Returning Officer Fees

13.1 The Council's appointed Returning Officer receives a Returning Officer fee in respect of County, District and Parish Council elections. The fee for undertaking this role in Norfolk is calculated in accordance with a formula provided annually by a panel made up of the chairmen of the Independent Remuneration panels of each of the 8 Norfolk principal councils, and based on a recommendation by the County Electoral Officers' Group. Fees for conducting Parliamentary Elections are determined by way of a Statutory Instrument, for the role of Acting Returning Officer.

14. Tax Avoidance

14.1 The Council is committed to tackling all forms of tax avoidance and therefore encourages the direct employment of staff and pays them via the payroll system. In a few circumstances where it

is more appropriate to engage people on a self-employed basis, the Council will utilise the procurement policy and the Employment Status for Tax guidelines to ensure that the correct employment status is identified before being engaged. When a need arises for an 'interim' appointment, the Council may consider the use of an agency.

15. Re-engagement of ex North Norfolk District Council staff within the scope of this policy

15.1 All permanent / fixed term posts are advertised in accordance with the Council's recruitment practices and procedures and appointment is made on merit. Interim management appointments are made in accordance with the Council's procurement policy.

16. Setting Salaries

16.1 For the post of Chief Executive

All salaries are determined by way of Job Evaluation.

The appointment to the post of Chief Executive shall be by resolution of the Council on the recommendation of the Employment and Appeals Committee, in line with the Council's Constitution.

16.2 For Chief Officer Posts

All salaries are determined by way of Job Evaluation.

The appointment to Chief Officer posts shall be by resolution of the Council on the recommendation of the Employment and Appeals Committee, in line with the Council's Constitution.

17. Publication and Access to information

17.1 The Publication of and access to information relating to the remuneration of Chief Officers will be set out in this document and published on the Council's website.

18. Gender Pay Gap

18.1 We are an employer, required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulation 2017.

Using a snapshot date of 31 March 2024 the Mean Gender Pay Gap was 12.449%.

Full details of these reporting requirements are published on the Council's website.

19. Review

19.1 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. The next statement will be submitted to Full Council for approval by 31 March 2026.

19.2 As necessary, the Council may by resolution amend the pay policy statement at times other than that of the prescribed annual statement.

Appendix A – Other aspects of Officer Remuneration as at 1 April 2024

Post	Salary grade	Expenses / car allowances	Bonuses / PRP / Earn Back	Honoraria / Acting Up	Market/Salary Supplements	Election Fees	Severance Arrangements
Chief Executive Officer	1	Travel and other expenses are reimbursed through normal Council procedures. Car allowances are paid in accordance with the rates set out in Council's Travel Policy (see Appendix D)	The current terms and conditions of employment do not provide for any of the above elements	Honoraria and acting up payments do not apply	None	Returning Officer fees for national elections are set by Central Government. Local election fees are paid in accordance with a scale of fees which is based on national election rates and agreed locally. Election fees are paid separately.	The Council's normal policies regarding redundancy and early/flexible retirement apply to the postholder
Director for Resources – S151 Officer	2	As above	As above	As above	None	As above (where applicable)	As above
Director for Place and Climate Change	2	As above	As above	As above	None	As above (where applicable)	As above
Director for Communities	2	As above	As above	As above	None	As above (where applicable)	As above
Monitoring Officer (Assistant Director for Finance, Assets, Legal)	4	As above	As above	As above	£5,564 per annum, pro rata	As above (where applicable)	As above
Data Protection Officer	6	As above	As above	As above	£3,300 per annum, pro rata	As above (where applicable)	As above
Deputy Data Protection Officer	6	As above	As above	As above	£2,200 per annum, pro rata	As above (where applicable)	As above

Aspects of Officer Remuneration (inc Chief Officers)	Council Policy
Recruitment and Retention	<p>All posts in the Council are evaluated using the Council's job evaluation scheme. Each grade comprises a range of pay points (spinal column points). Employees will receive an annual increment (and in some cases, 6 months after starting work with the Council), subject to the top of their grade not being exceeded.</p> <p>The post will be advertised and appointed to at the appropriate approved salary for the post in question and individuals will be placed on the appropriate SCP within the pay grade for the post that they are appointed to.</p> <p>Where the Council is unable to recruit to a post at its designated grade, it will consider the use of temporary market supplements or 'Golden Hello's'. Golden Hello's are re-payable in whole or in part in certain circumstances should the officer leave before an agreed period has been served.</p> <p>In areas of skills shortages (locally or nationally) the Council will consider the use of retention payments.</p> <p>Access to appropriate elements of the Council's relocation scheme may also be granted in line with the policy when new starters move to the area.</p> <p>All staff are covered by the Council's appraisal scheme.</p> <p>The above applies to all employees.</p> <p>The rules regarding appointment to a Chief Officer role are set out in the Constitution.</p>
Pay Increases	<p>The Council will apply any pay increases that are agreed by the relevant national negotiating bodies. The Council will also apply any pay increases that are as a result of Council decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.</p> <p>This applies to all employees.</p>
Additions to Pay	<p>The Council would not make additional payments beyond those specified in the terms and conditions of employment and this policy statement.</p> <p>This applies to all employees.</p>
Professional Subscriptions	<p>These are payable where they are required for the post and should be limited to one subscription per Officer.</p> <p>This applies to all employees.</p>
Employee Assistance Programme (EAP)	<p>Access to the EAP scheme is available to all employees and elected Members.</p>
Contract for Services	<p>Where the Council remains unable to appoint Chief Officers on recruitment, or there is a need to provide interim support to cover for a vacant substantive Chief Officer post, the Council may, where necessary, consider engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.</p>
Redundancy and payments on termination	<p>The Council has a single policy statement on discretionary payments which applies to all employees.</p> <p>Where termination of employment is subject to a settlement agreement, that agreement may include a negotiated payment in exchange for which the employee undertakes not to pursue claims against the Council. This is always subject to the completion of a business case and appropriate authorisation as laid out in the above policy.</p>
Pension contribution rates	<p>Staff who opt to join the Local Government Pension Scheme (LGPS) pay current contribution rates between 5.5% to 12.5%. The employer contribution rate is currently 14.5% and this is the same rate for all staff.</p>

Appendix B

Salary grades for Chief Officers and Deputy Chief Officers (1 April 2024)

Grade	SCP	Annual Salary	Monthly Amount	Hrly Rate	Wkly Rate
4	331	£57,623.00	£4,801.92	£29.8675	£1,105.10
	332	£59,071.00	£4,922.58	£30.6181	£1,132.87
	333	£60,530.00	£5,044.17	£31.3743	£1,160.85
	334	£65,292.00	£5,441.00	£33.8426	£1,252.18
	335	£66,784.00	£5,565.33	£34.6159	£1,280.79

3	321	£68,780.00	£5,731.67	£35.6505	£1,319.07
	322	£70,637.00	£5,886.42	£36.6130	£1,354.68
	323	£77,341.00	£6,445.08	£40.0879	£1,483.25
	324	£79,039.00	£6,586.58	£40.9680	£1,515.82
	325	£81,709.00	£6,809.08	£42.3519	£1,567.02

2	311	£83,716.00	£6,976.33	£43.3922	£1,605.51
	312	£89,850.00	£7,487.50	£46.5716	£1,723.15
	313	£92,103.00	£7,675.25	£47.7394	£1,766.36
	314	£94,636.00	£7,886.33	£49.0524	£1,814.94
	315	£97,266.00	£8,105.50	£50.4155	£1,865.37

1	300	£119,036.00	£9,919.67	£61.6995	£2,282.88
	301	£121,541.00	£10,128.42	£62.9979	£2,330.92

Appendix C
Salary grades 5-12 (1 November 2024)*

Grade	SCP	Salary	Hrly Rate	Wkly Rate
Grade 12	1	Not used		
	2	23,656	12.2615	453.68
	3	24,027	12.4538	460.79
	4	24,404	12.6492	468.02
Grade 11	5	24,790	12.8493	475.42
	6	25,183	13.0530	482.96
	7	25,584	13.2609	490.65
	8	25,992	13.4723	498.48
Grade 10	9	26,409	13.6885	506.47
	10	26,835	13.9093	514.64
	11	27,269	14.1342	522.97
	12	27,711	14.3633	531.44
	13	28,163	14.5976	540.11
Grade 9	14	28,624	14.8366	548.95
	15	29,093	15.0797	557.95
	16	Not used		
	17	30,060	15.5809	576.49
	18	Not used		
	19	31,067	16.1029	595.81
	20	31,586	16.3719	605.76
Grade 8	21	Not used		
	22	Not used		
	23	33,366	17.2945	639.90
	24	34,314	17.7859	658.08
	25	35,235	18.2632	675.74
	26	36,124	18.7240	692.79
	27	37,035	19.1962	710.26
Grade 7	28	Not used		
	29	38,626	20.0209	740.77
	30	39,513	20.4806	757.78
	31	40,476	20.9798	776.25
	32	41,511	21.5163	796.10
	33	42,708	22.1367	819.06
Grade 6	34	43,693	22.6472	837.95
	35	44,711	23.1749	857.47
	36	45,718	23.6969	876.79
	37	46,731	24.2219	896.21
	38	47,754	24.7522	915.83
Grade 5	39	Not used		
	40	49,764	25.7940	954.38
	41	50,788	26.3248	974.02
	42	51,802	26.8504	993.46
	43	Not used		
	44	53,810	27.8912	1031.97
	45	54,901	28.4566	1052.89

REAL LIVING WAGE
£12.60 per hour
£24,309.00
to be paid as a salary supplement to any employee on SCP4 or below

APPRENTICE RATES	
Under 18's	£12,348.00
18 - 20	£16,592.00
21 +	£22,072.00