

AGENDA FOR EMPLOYMENT PANEL



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To: All Members of Employment Panel

Councillors : T Rafiq (Chair), R Bernstein, R Brown,
S Butler, R Gold, J Grimshaw, T Holt, J Mason and
T Pickstone

Dear Member/Colleague

Employment Panel

You are invited to attend a meeting of the Employment Panel which will be held as follows:-

Date:	Wednesday, 2 March 2022
Place:	Via Microsoft Teams
Time:	6.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members of the Employment Panel are asked to consider whether they have any interests in any of the items on the agenda and if so, to formally declare that interest.

3 PAY POLICY STATEMENT 2022-2023 *(Pages 3 - 28)*

The Pay Policy Statement 2022/23 and covering report are attached.

4 URGENT BUSINESS



Classification	Item No.
Open	

Meeting/Dates:	Employment Panel – 2 nd March 2022
Title of report:	Pay Policy Statement 2022/23
Report by:	Cabinet Member for Corporate Affairs and HR
Decision Type:	Council
Ward(s) to which report relates	All

Executive Summary:

Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a Pay Policy Statement for each financial year since 2012/13.

The purpose of the Pay Policy Statement is to provide transparency in respect of the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying; the methods by which salaries of all employees are determined; the detail and level of remuneration of its most senior staff; and the agreed decision making arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

The Localism Act requires that pay policy statements and any amendments to them are considered by a meeting of full Council.

Recommendation(s)

The Employment Panel is asked to:

1. Commend the proposed Pay Policy Statement for 2022/2023 for approval by full Council.
2. Agree the Council's proposed pay structure for 2022/23 as set out within the statement and inclusive of revised non-consolidated pay supplements to retain compliance with the Real Living Wage rate of pay.

Key considerations

1. Background:

- 1.1 Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a Pay Policy Statement for 2012/13 and for each subsequent financial year.
- 1.2 Guidance issued by the former Department for Communities and Local Government states that the purpose of the Pay Policy Statement is to address the Government's issues with "top end pay" and some of the recommendations set out in the "Hutton review of Fair Pay in the Public Sector Report".
- 1.3 The Act requires Councils to prepare Pay Policy Statements which detail their policy on a range of issues relating to the pay of its employees; in particular, its senior staff ("Chief Officers") and its lowest paid employees.
- 1.4 The provisions do not apply to local authority school employees and neither do they change any existing responsibilities or duties under relevant Employment Legislation. However, all employees are included within the pay ratio calculations.
- 1.5 The Pay Policy Statement must be approved by full Council and then be published on the Council's web-site. This is to ensure transparency, so that local tax payers can take an informed view of whether local decisions and all aspects of remuneration are fair.
- 1.6 Matters that must be included in the Pay Policy Statement are:
 - The local authority's policy on the level and elements of remuneration for each chief officer;
 - The local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);
 - The local authority's policy on the relationship between the remuneration of its chief officers and other officers;
 - The local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.
- 1.7 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.
- 1.8 The purpose of the statement is to provide transparency with regard to the Council's approach to setting the remuneration of its employees (excluding teaching staff working in local authority schools) 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 Committee(s) responsible for ensuring the provisions set out in the Pay Policy Statement are applied consistently throughout the Council and recommending any amendments to the full Council.

2. Pay Structure:

- 2.1 As set out within the Pay Policy Statement the Council pays its staff in-line with nationally negotiated pay spines. The majority of staff (those paid up to circa. £55K) are paid in accordance with the National Joint Council (NJC) for Local Government Services pay scale. For these staff, national pay awards due to be applied from 1st April 2021 and 1st April 2022 are not yet agreed. The proposed pay structure for 2022/23 appended (Appendix 1 of the document) will therefore be updated to reflect the pay awards for 2021/22 and 2022/23 as and when they are agreed.
- 2.2 Given the delay in agreeing the national pay awards for 2021 and 2022, the bottom point of pay on the national NJC pay spine is now below the level of the National Living Wage which will come into force from 1 April 2022 (£9.50 per hour). Nationally, therefore, spinal column points 1 and 2 have been temporarily adjusted to take this into account.
- 2.3 Beyond this national adjustment, the Council's proposed pay structure includes a number of non-consolidated supplements to pay at Spinal Column Points 1 to 6 to support the Council's commitment to payment of the Real Living Wage. This will see the lowest point of pay rise to £9.90 from April, consistent with the current Real Living Wage. The approach to this payment is consistent with the model agreed by Cabinet in September and financial provision is included within the Council's 2022/23 budget. As and when national pay awards are agreed, the level of non-consolidated supplements will reduce to retain the absolute level of hourly pay.
- 2.4 For more senior staff, those paid in accordance with the Joint Negotiating Committee (JNC) for Chief Officers and Joint Negotiating Committee (JNC) for Chief Executives terms and conditions, the pay award for 2021/22 has recently been agreed and is reflected in the pay structures appended. The pay award for 2022/23 has not yet been agreed and will be applied as and when national agreement is reached.

3. Chief Officer Remuneration:

- 3.1 The Pay Policy Statement sets out the Council's arrangements for the remuneration of Chief Officers, including arrangements for agreeing the establishment of new posts. Appendix 2 of the documents includes details of those

currently paid in accordance with JNC for Chief Officers Terms and Conditions and Appendix 3 sets out the Council’s current structure of Chief Officers.

3.5 As part of the ongoing work on transformation the Council has committed to review the Authority’s Chief Officer pay structure in 2022/23 with the aim of delivering £200k in savings through this work.

4. Pay Multiple:

4.1 As at January 2022, the lowest rate on the NJC for LGS pay spine is £17,842 per annum (pay award pending). This rate has been enhanced in order to pay the real living wage making the rate £18,328.

4.2 Using data from 1st January 2021-31st December 2021, the median (the halfway point between the lowest and highest earner) full time equivalent (FTE) earnings for the whole of the workforce and the Chief Executive (top of pay spine) is 1:7.73. The difference in pay is lower than last years reported figure of 1:8.61.

4.3 The lowest paid earner full time equivalent (FTE) (excludes apprentices, work experience) and the Chief Executive (top of pay spine) is 1:10.50. The difference in pay is lower than last years reported figure of 1:18:61.

5. Gender Pay Gap:

5.1 The Council is required to take a ‘snapshot of data’ as at the 31 March 2021 and analyse this to calculate our gender pay gap. We are required to publish the data on the Council website (to remain for at least 3 years) and also on a government site, by 31st March 2022 at the latest.

5.2 The Council’s Gender Pay Gap for 2020-2021 compared with 2019-2020 is shown below:

2019-2020

2020-2021

Women’s Hourly Rate:

Women’s Hourly Rate:

Mean	3.73% lower
Median	4.98% lower

Mean	3.71% lower
Median	2.02% lower

5.3 The significant reduction in median gender pay this year is worth noting and supports the Council’s commitment to gender and socioeconomic inclusion. The exceptions would be that the gap here should reduce further next year in-line with the Council’s adoption of the Real Living Wage.

5.4 Comparisons across Greater Manchester (GM) Councils based on 2020 data places Bury 6th in respect of the mean pay gap and 6th for the median gender pay gap.

5.5 The GM Labour Market and Skills review cites the mean gender pay gap for 2020 as being 5.3% for Greater Manchester and 8.9% for the UK. The Council has

clearly made progress in having a pay gap 1.59% under the GM average and 5.19% under the national average.

- 5.5 As part of our Equality and Inclusion agenda we have committed to include information on our disability and ethnicity pay gaps from next year.

Community impact/links with Community Strategy

The provision of a fair and transparent pay structure supports the Council to attract and retain a skilled and competent workforce to deliver on the Authority’s contribution to the Let’s Do It Strategy.

Equality Impact and considerations:

Equality Analysis
Equality analysis has been undertaken and no differential impact on protected groups identified as a result of the proposed Statement.
This year has seen a reduction in the Council’s gender pay gap in support of the Council’s commitment to gender and socio-economic inclusion. The expectation is that this will further reduce once the impact of the Council’s adoption of the Real Living Wage is reflected.
As part of our Equality and Inclusion commitment information on the Council’s disability and ethnicity pay gaps from next year.

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Without an approved Pay Policy Statement the Council can not legitimately progress future employment decisions	Development and approval of this statement

Consultation:

The statement has been shared with the recognised Trade Unions and their comments incorporated within the final proposed document.

Legal Implications:

Under section 38 of the Localism Act 2011, local authorities are required to publish a 'Pay Policy Statement' on an annual basis, focused on senior employees. Approval of the Statement must be made by Council, it cannot be delegated. The Act sets out that a Pay Policy Statement must include:

- A local authority's policy on the level and elements of remuneration for each chief officer
- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition)
- A local authority's policy on the relationship between the remuneration of its chief officers and other officers
- A local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

This must then be published as soon as is reasonably practicable following approval.

The Council must comply with all relevant employment legislation. The Council is also bound by collective agreements and contractual arrangements which cannot be unilaterally altered. Relevant legislation includes the Employment Rights Act 1996, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended), Agency Workers Regulations 2010, and the Children & Families Act 2014.

The Council has taken steps to ensure there is no discrimination within its pay structures and that all pay differentials can be objectively justified. Where relevant, legislative obligation will supersede the approach and principles outlined in this statement, for example where terms and conditions are preserved as a result of contracts of employment transferring under TUPE.

Financial Implications:

This report outlines the Council's Pay Policy as required by the Localism Act. The report is a statement of fact. All pay costs are provided for and fully funded within the Council's approved budget.

Report Author and Contact Details:

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Background Papers

Report to the Human Resources and Appeals Panel, 25th February 2021 – Pay Policy Statement 2021/22

Please include a glossary of terms, abbreviations and acronyms used.

Term	Meaning

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Pay Policy Statement

Pay Policy Statement 2022 – 2023

The purpose of the statement is to provide transparency in respect of the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying; the methods by which salaries of all employees are determined; the detail and level of remuneration of its most senior staff and the agreed decision making arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

1.0 INTRODUCTION AND PURPOSE

- 1.1 In accordance with section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement sets out the Council’s approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011.
- 1.2 The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees (excluding teaching staff working in local authority schools) 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 constitutional arrangements in place for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.
- 1.3 This policy statement will be subject to review on an annual basis.
- 1.4 The previous Pay Policy Statement (2021-22) was agreed at full Council on the 17th March 2021.

2.0 CONTEXT: LEGISLATION RELEVANT TO PAY AND REMUNERATION

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, and, where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2 The Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

3.0 PAY STRUCTURE

- 3.1 The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its main local pay structure. These pay spines are used to determine the salaries of the large majority of the Council’s non-teaching workforce. Rates of pay are subject to an annual pay award applied from the 1st April. The pay awards due to be applied from 1st April 2021 and 1st April 2022 are still being negotiated. Subject to approval of this Statement, the pay structure for 2022/23 is attached at Appendix 1. These will be updated to reflect the relevant national pay awards for 2021/22 and 2022/23 as and when they are agreed.
- 3.2 The Council has been formally accredited by the Real Living Wage Foundation as a Real Living Wage employer. The pay structure includes a number of non-

consolidated supplements to pay at Spinal Column Points 1 to 6. These additional supplements support the Council's commitment to payment of the Real Living Wage rate of £9.90. If and when Pay Awards are agreed and implemented the level of non-consolidated supplements will reduce so that, as a minimum, the overall level of hourly pay is retained.

- 3.3 The pay and terms and conditions of employment of the Council's workforce are largely determined by the following negotiating bodies in accordance with the agreed collective bargaining machinery:
- National Joint Council (NJC) for Local Government Services;
 - The Soulbury Committee, (*educational advisers/inspectors, other school improvement professionals, educational psychologists*)
 - Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees;
 - Joint Negotiating Committee for Youth and Community Workers;
 - Joint Negotiating Committee (JNC) for Chief Officers
 - Joint Negotiating Committee (JNC) for Chief Executives
- 3.4 The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spines.
- 3.5 The pay of those employees whose terms and conditions fall within the purview of the Joint Negotiating Committee for Chief Executive's and the Joint Negotiating Committee for Chief Officers are also determined by reference to Joint Secretarial advice issued by the JNC for Chief Officers of Local Authorities in 2002. The Joint Secretarial advice recommended the establishment of local salary structures as a result of a move from benchmark to median salaries, identified through the annual salary and numbers survey conducted by the Local Government Employers' Organisation.
- 3.6 All other pay related allowances are the subject of either nationally or locally negotiated rates.
- 3.7 The Council is committed to the principles of equal pay for all its employees, and to ensuring that there is consistency and fairness in the approach to starting salaries and has guidance for managers in this area. All new appointments (whether new recruits to the Council or an internal candidate) will ordinarily commence at the minimum spinal column point (SCP) of the relevant grade. Appointments will not be made higher up the grade in order to preserve salary, although pay protection arrangements are available in relevant situations.
- 3.8 In exceptional circumstances and following the completion and documentation by the senior recruiting manager of an equal pay risk assessment comparing the skills, qualifications and experience of the appointee, other generic post holders and the rest of the team, an appointment may be made with a starting salary higher than the minimum point. In these exceptional circumstances where the appointment salary is above the minimum point of the pay scale and is not affected by other council policies, for example redeployment or flexible

retirement, this is approved by the Executive Director and Director of People and Inclusion.

- 3.9 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate. Any temporary supplement to the salary scale for the grade is approved in accordance with the Council's Market Supplement Policy.
- 3.10 The Council has a number of salary sacrifice schemes in place. These are the cycle to work scheme, the AVC scheme and the car lease scheme. These schemes and their operation are regulated by Her Majesty's Customs and Excise and there are strict rules around the management of the schemes. The schemes permit employees to "sacrifice" part of their salary in exchange for a benefit; this means that Tax and National Insurance are not paid on the amount sacrificed effectively reducing the cost of the benefit to the employee. These schemes are open to all employees at the Council with the proviso that their salary exceeds the National Minimum Wage after the deduction. In addition to these schemes the Council has a number of other employee benefits.

4.0 CHIEF OFFICER REMUNERATION

- 4.1 For the purposes of this statement, chief officers are as defined within the Localism Act; i.e.
- i. The head of the paid service designated under section 4(1) of the [Local Government and Housing Act 1989](#);
 - ii. The monitoring officer designated under section 5(1) of that Act;
 - iii. A statutory chief officer mentioned in section 2(6) of that Act;
 - iv. A non-statutory chief officer mentioned in section 2(7) of that Act;
 - v. A deputy chief officer mentioned in section 2(8) of that Act.
- 4.2 The posts falling within the statutory definition are set out below, with details of their salary. Rates of pay are subject to an annual pay award applied from the 1st April (These take into account the pay award for 2021-22 which has now been agreed but not the award for 2022-23). Also detailed are other officers paid in accordance with the chief officer pay scales. The pay scales are attached in Appendix 2.
- **Chief Executive:**
The salary of the Chief Executive falls within a range of 3 incremental points between £182,770 rising to a maximum of £189,883. (This takes account of the pay award for 2021/22 for Chief Executives which has now been agreed but not the award for 2022/23).

- **Deputy Chief Executive**

The salary falls within a range of 5 incremental points between £138,388 and £151,087. (This takes into account the pay award for 2021/22 for Chief Officers which has now been agreed but not the award for 2022/23).

- **Executive Director of Finance**

This post is the joint Chief Finance Officer for the Council and CCG, acting as the Council's S151 Officer. This position falls within 5 salary bands from £121,145-£132,439. (This takes into account the pay award for 2021/22 for Chief Officers which has now been agreed but not the award for 2022/23). This post is an employee of the CCG.

- **Executive Directors:**

The current salaries of the post holders designated as Executive Director fall within 2 grades with a range of 10 incremental points between £108,270 and £132,439. (This takes into account the pay award for 2021/22 for Chief Officers which has now been agreed but not the award for 2022/23).

- **Directors, Assistant Directors, Heads of Service and Strategic Leads:**

The current salaries of the postholders fall within 6 grades with a range of 30 incremental points between £57,460 rising to a maximum of £106,902. (This takes into account the pay award for 2021/22 for Chief Officers which has now been agreed but not the award for 2022/23).

- 4.3 When establishing or reviewing the senior management salary structure the Council uses an analytical job evaluation scheme to determine grades. The broad advice issued by the Joint Negotiating Committees for Chief Executives and Chief Officers, on the establishment of a local salary structure based on median salary levels as identified through the annual salary survey is taken into account. This advice states that when deciding at what level these posts should be remunerated the following factors are to be considered:
- a. The Authority's policy in respect of the pay of its JNC officers and any relationship to the median salary levels for similar Authorities;
 - b. the chief executive's salary;
 - c. the relationship of current salary to the appropriate illustrative national median salary (salaries may be above, around, or below the median);
 - d. any special market considerations;
 - e. any substantial local factors not common to authorities of similar type and size, e.g. London weighting;
 - f. comparative information to be supplied on request by the Joint Secretaries on salaries in other similar authorities;
 - g. top management structures and the size of the management team compared to those of other authorities of similar type and size, and;
 - h. the relative job size of each post, as objectively assessed through job evaluation or otherwise.
- 4.4 Changes to the establishment are approved by the Cabinet Member for HR and Corporate Affairs. The establishment of Chief Officer and Deputy Chief Officer posts are subject to approval by the Employment Panel.

The establishment of posts with salary levels at £100K or greater are ultimately subject to approval by full Council in accordance with the Localism Act (2011). This requirement only applies to new positions established and not to the filling of existing roles on the Council's establishment. Council are asked to approve the existing Chief Officer structure annually as part of this Pay Policy Statement and, for this purpose, the structure is attached in Appendix 3.

- 4.5 Where the Council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money. In assessing such, it should be noted that in respect of such engagements the Council is not required to make either pension or national insurance contributions for such individuals who fall outside of the IR35 Regulations and might be considered as self employed by the HMRC.

5.0 RECRUITMENT OF CHIEF OFFICERS

- 5.1 The Council's policy and procedures with regard to recruitment of Chief Officers are set out as Guidance for the Recruitment of Chief Officers, which is within the overall framework of the existing recruitment and selection policy.
- 5.2 Accordingly the recruitment of Chief Officers is delegated to the Employment Panel whose functions include:
- The shortlisting and appointment of Chief Officers and Deputy Chief Officers (as defined by the Local Government and Housing Act 1989). The confirmation of appointment of all Chief Officers (with the exception of the Chief Executive/Head of Paid Service) is carried out in accordance with the [Council Constitution](#) – Officer Employment Procedure Rules and [The Local Authorities \(Standing Order\) \(England\) Regulations 2001](#)
 - The shortlisting and appointment of the Chief Executive / Head of Paid Service is carried out in accordance with the [Council Constitution](#) for submission to the Council.
- 5.3 When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Equality, Recruitment and Selection and Redeployment Policies.
- 5.4 The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

6.0 ADDITIONS TO SALARY OF CHIEF OFFICERS

- 6.1 The level of chief officer remuneration is not variable dependent upon the achievement of defined targets.
- 6.2 To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration [e.g. honoraria, ex

gratia, 'acting up' payments] relating to temporary additional duties are set out in the [Council's Constitution](#) and supplementary conditions of service.

6.3 The Chief Executive (Head of Paid Service), also carries out the duties of the Returning Officer in accordance with the Representation of The People Act 1983. The duties of the Returning Officer are separate from the duties undertaken as a local government officer; the office of Returning Officer is totally distinct from the office of Chief Executive and Head of Paid Service.

6.3.1 Payments due to the post holder in respect of the conduct of local municipal elections are consolidated within the salary.

6.3.2 Payments in respect of the conduct of National Government Elections, European Elections and any National Referenda are paid in addition to salary. These payments are pensionable and subject to deductions for tax and National Insurance.

6.4 Set out in the table below are details of other elements of 'additional pay' currently payable to Chief Officers (as defined by the Local Government and Housing Act 1989) which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of their duties;

Payment details	Paid to
Fees paid for returning officer duties where identified and paid separately (see 6.3.2)	Chief Executive
Salary supplements payable for fulfilling statutory officer duties (e.g. S151 / Monitoring Officer) where identified and paid separately	None payable
Salary supplements payable for statutory duties carried out by The Director of Public Health where identified and paid separately	None payable
Market forces supplements in addition to basic salary where identified and paid separately	None payable
Priority Car User Allowance Lump Sums	None payable
Salary supplements or additional payments for undertaking additional responsibilities e.g. shared service provision with another local authority or in respect of joint bodies, where identified and paid separately	None payable
Any arrangements for payment of untaken annual leave falling outside the requirements of relevant legislation	None payable

7.0 PENSION CONTRIBUTIONS

7.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a

contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee.

- 7.2 The Employer's rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The triennial valuation covers the period 1 April 2020 to 31 March 2023 following which the rate will be set for a further 3 years. The employer's contribution rate is 20.50% and this rate is not expected to change.
- 7.3 Pension contributions are based on actual [pensionable pay and](#) there are 9 different contribution banding rates between 5.5% and 12.5%. The bandings as at 1st January 2022 are:-

Member Contribution Table

Band	Yearly pay	Main Scheme	50/50 option
1	Up to £14,600	5.5%	2.75%
2	£14,601 to £22,800	5.8%	2.9%
3	£22,801 to £37,100	6.5%	3.25%
4	£37,101 to £46,900	6.8%	3.4%
5	£46,901 to £65,600	8.5%	4.25%
6	£65,601 to £93,000	9.9%	4.95%
7	£93,001 to £109,500	10.5%	5.25%
8	£109,501 to £164,200	11.4%	5.7%
9	£164,201 or more	12.5%	6.25%

8.0 PAYMENTS ON TERMINATION

- 8.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is in accordance with [The Local Government Pension Scheme Regulations 2013](#) and Regulations 5 and 6 of the [Local Government \(Early Termination of Employment\) \(Discretionary Compensation\) Regulations 2006](#).

- 8.2 Any payments made will be in accordance with relevant employment legislation and the criteria set by the appropriate pension scheme (normally the Local Government Pension Scheme). Decisions will be made in line with the arrangements set out in the Council constitution.
- 8.3 The Supplementary Guidance (Openness and Accountability in Local Pay) supplements the existing pay accountability guidance published in February 2012 which requires Local authorities to present details of any severance package paid to an officer where the value of the package exceeds £100,000. Approval of the severance package is subject to a vote by full Council.

9.0 LOWEST PAID EMPLOYEES

- 9.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time [37 hours per week] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure.
- 9.2 As at January 2022, the lowest rate on the NJC for LGS pay spine is £17,842 per annum (pay award pending). This rate has been enhanced in order to pay the real living wage making the rate £18,328. (The Council employs a number of Apprentices who are not considered within the definition of 'lowest paid employees' for the purposes of this statement).
- 9.3 The National Living Wage for people 23 and over is currently £8.91 per hour and will rise to £9.50 per hour with effect from 1st April 2022. Nationally, spinal column points 1 and 2 have been temporarily adjusted to take this into account. £9.50 is currently our lowest rate (includes the Real Living Wage supplement). The Real Living Wage rose to £9.90 per hour in November 2021 and the supplements paid will be adjusted to reflect this from 1st April 2022.
- 9.4 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

10.0 PAY MULTIPLE

- 10.1 The current pay levels (as at January 2022) within the Council define the multiple between:
- the median (the halfway point between the lowest and highest earner) full time equivalent (FTE) earnings for the whole of the workforce and the Chief Executive (top of pay spine) as 1:7.73. The difference in pay is lower than last years reported figure of 1:8.61.
 - the lowest paid earner full time equivalent (FTE) (excludes apprentices, work experience) and the Chief Executive (top of pay spine) as 1:10.50. The difference in pay is lower than last years reported figure of 1:18:61.
- 10.2 The pay multiple has been calculated in accordance with the LGA Local Transparency Guidance. Data relates to the 1st January 2021 – 31st December 2021.
- 10.3 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available

benchmark information as appropriate. In addition, upon the annual review of this statement, the Council will also monitor any changes in the relevant 'pay multiple' and benchmark against other comparable local Authorities.

11.0 GENDER PAY GAP

11.1 The Government have brought into force a provision of the Equality Act 2010 on gender pay gap reporting. Although the provision originally only covered the private and voluntary sectors, this was extended to the public sector under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

11.2 The Council is required to take a 'snapshot of data' as at the 31 March 2021 and analyse this to calculate our gender pay gap. We are required to publish the data on the Council website (to remain for at least 3 years) and also on a government site, by 31st March 2022 at the latest. The Gender Pay Gap will be published annually.

11.3 The gender pay gap reporting measures are:

- Mean gender pay gap - The difference between the mean (average) hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
- Median gender pay gap - The difference between the median (mid-point) hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees
- Mean bonus gap - The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees
- Median bonus gap - The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees
- Bonus proportions - The proportions of male and female relevant employees who were paid bonus pay during the relevant period
- Quartile pay bands - The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

11.4 The Council's Gender Pay Gap for 2020-2021 compared with 2019-2020 is shown below:

2019-2020

Women's Hourly Rate:

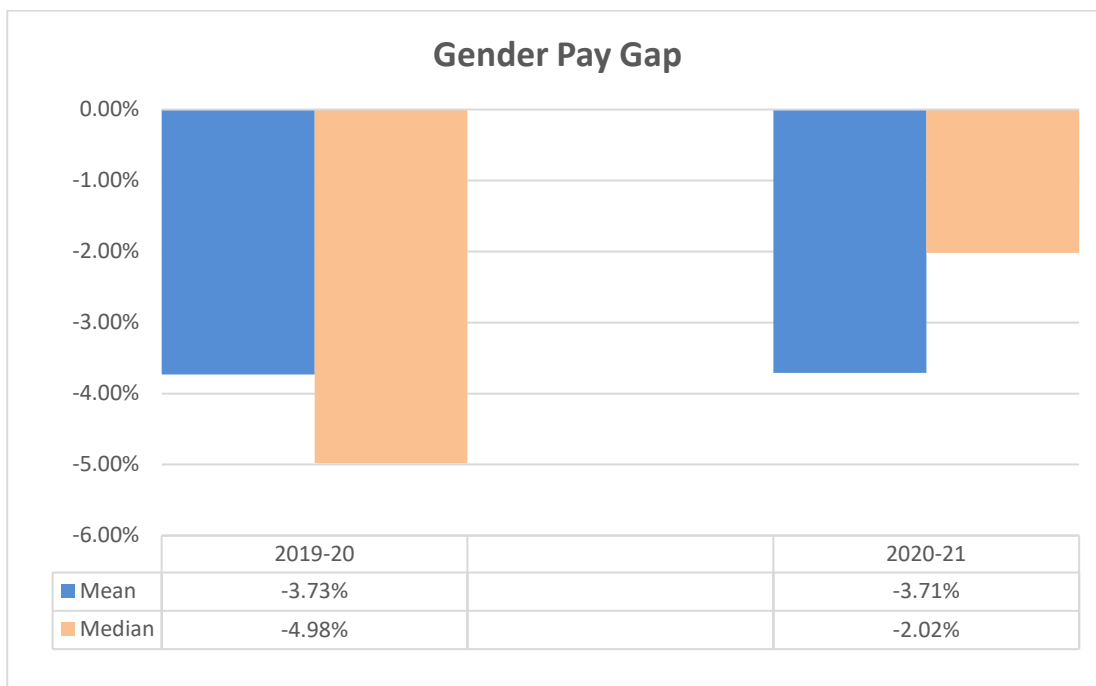
Mean	3.73% lower
Median	4.98% lower

2020-2021

Women's Hourly Rate:

Mean	3.71% lower
Median	2.02% lower

This comparison represented graphically below shows a small reduction in the mean percentage and a notable reduction in the median for 2020 - 2021.



Bonus Pay:

Bury Council does not pay any bonuses.

Quartile Pay Bands

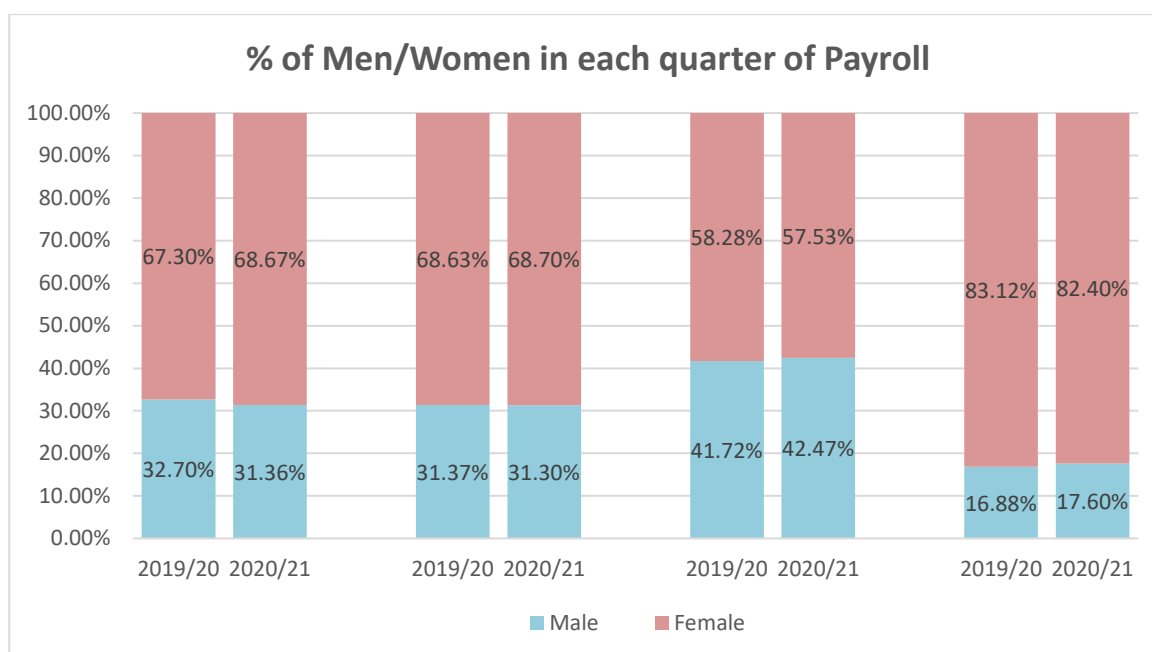
The following information shows the percentage of male employees and female in each quarter of the payroll.

2019-2020

	% of Men	% of Women
Top	32.70%	67.30%
Upper Middle	31.37%	68.63%
Lower Middle	41.72%	58.28%
Lower	16.88%	83.12%

2020-2021

	% of Men	% of Women
Top	31.36%	68.67%
Upper Middle	31.30%	68.70%
Lower Middle	42.47%	57.53%
Lower	17.60%	82.40%



The graphical representation above shows the main variation is in the lower quartile.

11.5 Mean Pay Gap has reduced by 5.09% over the last 5 years with the Council achieving a continued year-on-year reduction in each reporting period.

The median pay gap has also reduced by 5.68% over the last 5 years. The Council has seen a reduction in the median pay gap for 4 out of 5 years.

Comparisons across Greater Manchester (GM) Councils based on 2020 data places Bury 6th in respect of the mean pay gap and 6th for the median gender pay gap.

The GM Labour Market and Skills review cites the mean gender pay gap for 2020 as being 5.3% for Greater Manchester and 8.9% for the UK. Although the Council has clearly made progress in having a pay gap 1.59% under the GM

average and 5.19% under the national average, there is still more to be done to reduce the gap further.

11.6 Progress to Date/Future Actions

To date the Council has already made significant progress to tackle some of the challenges, for example:

- On-going moderation of job grades whether new posts or regrades of existing roles to stop grade drift and ensure a consistency of approach in the application of the job evaluation scheme
- Development of a Supported Employment Offer including support for groups of people furthest away from the workplace
- Further development of the Live Better Feel Better campaign to promote wellbeing of employees
- Made progress towards meeting the Public Sector Recruitment Target for apprenticeships
- Reviewed the support and provision for employees who are carers and introduced a Carers Passport
- Continuing development of a portfolio of staff benefits
- Comprehensive work/life balance policies to encourage a more flexible workforce
- Employer Supported Volunteering Scheme
- Agreement to a new Inclusion Strategy and increased emphasis on equality, diversity and inclusion across the organisation
- Approved as Members of the GM Good Employment Charter
- Formally accredited the Council as a Real Living Wage employer, noting the higher proportion of female staff in lower graded roles.

The Council is committed to introducing measures to reduce our gender pay gap and will:

- Analyse our data further to explore potential reasons for the gaps across grades/boundaries, positions
- Review our recruitment advertising and selection processes to encourage women to apply for more senior positions and ensure barriers affecting women are reduced
- Improve career opportunities across the Council and the CCG as joint working evolves
- Define clear career pathways
- Introduce a Talent Management Strategy including robust workforce planning/skills development
- Enhance the Supported Employment Offer
- Increase the number of apprenticeships for new and existing staff
- Develop a clear leadership development framework
- Support 'returners' – those who have come back to work after maternity/adoption/shared parental and fostering leave, or an extended career break
- Review the provision of flexible and alternative ways of working
- Deliver the Council's Inclusion Strategy

12.0 ACCOUNTABILITY AND DECISION MAKING

- 12.1 In accordance with the Constitution of the Council, the Employment Panel is responsible for being a consultee on all terms and conditions including policies, and for the recruitment selection and appointment of Chief Officers; (see Section 5.0 above).

13.0 RE-EMPLOYMENT / RE-ENGAGEMENT OF FORMER CHIEF OFFICERS

- 13.1 The Council's policy with regard to the re-employment /re-engagement of former employees (including Chief Officers) was approved by the Executive Committee on 20th October 1999.
- 13.2 As a general principle the Council is opposed to re-employing retired employees. However in exceptional circumstances, where it is considered necessary to re-employ or re-engage a former employee who is in receipt of a pension from the Local Government Pension Scheme:-
- (a) There should be clear evidence that the work cannot be undertaken by someone else, either internal, external or through agency staff;
 - (b) If the individual is engaged under the terms of a contract for services and claims to be self-employed or a consultant the Executive Director of Finance must be satisfied that they meet the criteria laid down by HMRC;
 - (c) A former employee should not be re-engaged unless agreement has been given by the Cabinet Member for Resources and/or the spokesperson for Human Resources.
- 13.3 The proposal to require high earners to repay exit payments if they return to the public sector has previously been consulted on but there has been no further indication of if and when this proposal will be implemented.

14.0 PUBLICATION

This statement will be published on the Council's Website under our Local Government Transparency Section.

Appendix 1

Bury Pay Structure

SCP Values as at 1 April 2020

SCPs 1&2 temp increase to reflect National Living Wage from 01/04/22

SCPs 1-6 non consolidated supplement to reflect Real Living Wage values updated 01/04/22

Grade	1st April 2020			Temp increase 010422 NLW		*Revised Rate Inclusive of Real Living Wage Supplement		RLW Supplement 010422
	SCP	Value	Hourly Rate	Value	Hourly Rate	Value	Hourly Rate	
Grade 1/2	1*	£17,842	£9.25	£18,333	£9.50	£19,100	£9.90	£0.40
Grade 3	2*	£18,198	£9.43	£18,333	£9.50	£19,293	£10.00	£0.50
Grade 4	3*	£18,562	£9.62			£19,486	£10.10	£0.48
Grade 5	4*	£18,933	£9.81			£19,679	£10.20	£0.39
	5*	£19,312	£10.01			£19,775	£10.25	£0.24
Grade 6	6*	£19,698	£10.21			£19,872	£10.30	£0.09
Grade 7	7	£20,092	£10.41					
	8	£20,493	£10.62					
	9	£20,903	£10.83					
	NOT IN USE							
Grade 8	11	£21,748	£11.27					
	12	£22,183	£11.50					
	NOT IN USE							
	14	£23,080	£11.96					
	15	£23,541	£12.20					
	NOT IN USE							
Grade 9	17	£24,491	£12.69					
	18	£24,982	£12.95					
	19	£25,481	£13.21					
	20	£25,991	£13.47					
	NOT IN USE							
Grade 10	22	£27,041	£14.02					
	23	£27,741	£14.38					
	24	£28,672	£14.86					
Grade 11	25	£29,577	£15.33					
	26	£30,451	£15.78					
	27	£31,346	£16.25					
Grade 12	28	£32,234	£16.71					
	29	£32,910	£17.06					
	30	£33,782	£17.51					
Grade 13	31	£34,728	£18.00					
	32	£35,745	£18.53					
	33	£36,922	£19.14					
Grade 14	34	£37,890	£19.64					
	35	£38,890	£20.16					
	36	£39,880	£20.67					
Grade 15	37	£40,876	£21.19					
	38	£41,881	£21.71					
	39	£42,821	£22.20					
Grade 16	40	£43,857	£22.73					
	41	£44,863	£23.25					
	42	£45,859	£23.77					
Grade 17	43	£46,845	£24.28					
	44	£47,838	£24.80					
	45	£48,841	£25.32					
SM1	46	£49,867	£25.85					
	47	£50,773	£26.32					
	48	£51,755	£26.83					
SM2	49	£52,740	£27.34					
	50	£54,675	£28.34					

Appendix 2

CHIEF OFFICER SALARIES: 1 APRIL 2020 and 1 APRIL 2021

Version date 040222 - *JET/JET Direct Report

	SCP	Salary 1/4/20	Salary 1/4/21	JNC For CEx & JNC Chief Officers Posts Within Bands
CEx	861	187,077	189,883	*Chief Executive
	860	183,572	186,326	
	859	180,069	182,770	
DCEx	854	148,854	151,087	*Deputy Chief Executive (Corporate Core)
	853	145,800	147,987	
	852	142,760	144,901	
	851	138,619	140,698	
	850	136,343	138,388	
Band H	846	130,482	132,439	*Executive Director of Children and Young People
	845	127,145	129,052	*Executive Director of Operations
	844	124,538	126,406	*Joint Executive Director of Finance
	843	121,533	123,356	*Joint Executive Director of Strategic Commissioning
	842	119,355	121,145	
Band G	840	115,759	117,495	*Executive Director Place
	839	113,491	115,193	
	838	111,213	112,881	
	837	108,942	110,576	
	836	106,670	108,270	
Band F	835	105,322	106,902	*Director of Housing
	834	103,161	104,708	*Director of Public Health
	833	101,034	102,550	*Director of Regeneration
	832	98,951	100,435	*Director of Strategic Community Commissioning (DASS)
	831	96,880	98,333	*Chief Information Officer (Policy & Performance) *Director of Education and Skills
Band E	830	94,813	96,235	*Deputy Chief Finance Officer
	829	92,736	94,127	*Assistant Director for Social Care/Safeguarding
	828	90,732	92,093	*Assistant Director Operations
	827	88,727	90,058	*Director of Law and Democratic Services
	826	86,728	88,029	
Band D	825	84,719	85,990	*Director of People and Inclusion
	824	82,717	83,958	*Assistant Director Public Service Reform
	823	80,887	82,100	*Assistant Director Operations Strategy
	822	79,408	80,599	*Assistant Director (Early Help and School Readiness) CYP
	821	77,935	79,104	*Assistant Director Adult Operations OCO

				*Assistant Director Regeneration Delivery
Band C	820	76,476	77,623	*Assistant Director Strategy, Planning and Regulation
	819	74,996	76,121	
	818	73,529	74,632	
	817	72,060	73,141	
	816	70,600	71,659	
Band B	815	69,134	70,171	Head of Strategic Business & Finance
	814	67,655	68,670	Consultant in Public Health (Community, Health & Protection) OCO
	813	66,284	67,278	Head of Communication, Engagement & Marketing
	812	64,895	65,868	Head of HR
	811	63,512	64,465	Head of Legal Services
Band A	810	62,131	63,063	Strategic Lead (Safeguarding)
	809	60,750	61,661	Strategic Lead (Education)
	808	59,382	60,273	Strategic Lead (Early Help)
	807	57,996	58,866	Strategic Lead (Inclusion)
	806	56,611	57,460	Strategic Lead (Quality Assurance)
				Strategic Lead (Placement)
			Head of Management Accountancy	
			Strategic Lead – HR	
			Strategic Lead – Strategy & Development	
			Senior Commissioning Manager	
			Principal Social Worker	
			Integrated Neighbourhood Team Lead	
			Intermediate Care Team Lead	

Appendix 3

Bury Council Senior Leadership Structure

The structure chart below includes members of the Bury Council and Bury CCG Joint Executive Team (the Chief Executive and their direct reports) and the Council & CCG Senior Leadership Group (direct reports to the Executive Team). The data reflects the Council structure as of 1st January 2022. The Chief Executive of the Council and Accountable Officer of the CCG leads an integrated leadership team. CCG posts are included for information and completeness.

- 1 This post is filled by an employee of Bury CCG.
 2 This post holder is working with Bury Council on secondment from another Local Authority for a time limited period.
 3 These are CCG posts, included on the structure for completeness

