

**AGENDA FOR
EMPLOYMENT PANEL**



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To: All Members of Employment Panel

Councillors : T Rafiq (Chair), R Bernstein, J Grimshaw, C Cummins, E Moss, M Walsh, T Tariq, J Lancaster and L Smith

Dear Member/Colleague

Employment Panel

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

Date:	Tuesday, 4 February 2025
Place:	Microsoft Teams
Time:	7.00 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 whether they have an interest in any of the matters on the agenda and, if so, to formally declare that interest.

3 MINUTES OF THE PREVIOUS MEETING *(Pages 3 - 6)*

The minutes of the meeting held on 12 November 2024 are attached for approval and accuracy.

4 SPONSORSHIP POLICY & AMENDMENTS TO THE RECRUITMENT AND SELECTION POLICY

A report from the Cabinet Member, Corporate Affairs and HR attached

5 PAY POLICY STATEMENT 2025 - 2026

A report from the Cabinet Member, Corporate Affairs and HR is attached.

6 URGENT BUSINESS

Minutes of: EMPLOYMENT PANEL

Date of Meeting: 12 November 2024

Present: Councillor T Rafiq (in the Chair)
Councillors C Cummins, E Moss, M Walsh, T Tariq,
J Lancaster, L Smith and J Rydeheard

Also in attendance:

Public Attendance: No members of the public were present at the meeting.

Apologies for Absence: Councillor R Bernstein and Councillor J Grimshaw

1 APOLOGIES FOR ABSENCE

Apologies for absence are noted above.

2 DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

3 MINUTES OF THE PREVIOUS MEETING

It was agreed that the notes of the meeting held on 12 September 2024 be approved as a correct record and signed by the Chair.

4 WORKFORCE POLICY REVIEW

Sam McVaigh, Director of People and Inclusion explained that the Council's Grievance Procedure was revised by Employment Panel in June of this year. As with any new policy its initial period of operation provides an opportunity to identify areas for clarification and improvement. Furthermore, in October of this year, a new duty to take reasonable steps to prevent the sexual harassment of workers came into force and there is a need to strengthen the Grievance Procedure to address this.

Policy Headlines

Key changes to the policy from the version agreed previously include:

- A clearer delineation between standard 'grievances' and 'dignity at work' related matters (including sexual harassment) and clarity on expectations and processes around how these matters will be addressed.
- Removal of the requirement for a formal 'hearing' stage in keeping with best practice in the management of grievances and legal and ACAS guidance. – A more straightforward and less adversarial process is set out which retains the key formal elements and same right of appeal

- Clarity on the expectations and arrangements for communication with the parties a grievance is raised against (where relevant)
- Clarity that the policy can apply to both individual and collective grievances
- Clarity on the expectations and arrangements in relation to note taking.

It was explained that the internal timelines when dealing with appeals was being reviewed in relation to whether they could be dealt with more swiftly within a politically led organisation.

Members of the Panel were given the opportunity to ask questions and make comments and the following points were raised:-

- Councillor Moss referred to where the procedure cannot be used and asked why there was a cut off of over three months?

Simon explained that this was about moving forward, dealing with the issue promptly, forming a mutual resolution and not letting bad feelings fester.

- Councillor Lancaster asked how many grievances were received each year and how learning was shared from them.

Sam explained that compared to other organisations the number received was small and that this was consistent year on year.

With regards to learning from grievances it was explained that case reviews were carried out and any specific issues highlighted would be shared within debriefs and sharing lessons learned. It was reported that a better dashboard of learning was being developed. It was also explained that the SLT receive updates and information relating to themed trends.

- Councillor Walsh referred to the 3 month time frame and explained that she felt this was too short a period of time.

Sam explained that a pragmatic approach would be taken with all grievances but that the three month time limit was consistent with other council policies.

- Councillor Tariq explained that this wasn't just about having a policy but about making sure that the policy was effective and making a difference. Councillor Tariq asked whether the policy has the trust and confidence of the workforce, whether the workforce are aware of the policy and how they progress a grievance should they have one.
- Councillor Tariq also referred to the mediation provision that was set out in the policy and asked for assurance that this was available and happening.

Sam McVaigh explained that there were 370 managers within the organisation all of who are required to attend specialist management training which covers all areas including grievances. It was also explained that ACAS will be invited to come in to the

council to support HR. The policy had been developed with support from the trade unions and from best practice with North West Employers and ACAS.

Sam also reported that the council had in house trained and accredited mediators and that work was ongoing with the trade unions to promote this service, it was also explained that if required, employees can access external provision.

- Councillor Rydeheard referred to the provision of external mediation and if this was available this option should be stated in the policy.
- Councillor Rydeheard also requested clarification in relation to disclosure and the fact that both parties need to be informed of what is happening.

Sam explained that ACAS guidance is clear that all parties should be kept informed but do not have to be told information that is not relevant to them. Also, if the result requires an action to go forward to disciplinary you wouldn't advise a third party. It was explained that lessons learned would be shared. Information has to be shared appropriately but always have to be mindful of data sharing.

- Councillor Walsh asked if there was any way to simplify the document with the use of bullet points etc?

Sam stated that the Council has to have a policy which is the legal document and wouldn't encourage other versions being produced that may confuse. The council must ensure that employees can access support from their unions representatives or HR.

Sam explained that employees will be advised of the launch of the policy and drop in sessions will be taking place which will allow questions and comments.

- Councillor Cummins stated that she would be interested to hear what comments were received from the workforce following the communication of its launch.

It was agreed:

1. That the Employment Panel agrees the changes to the grievance procedure once the inclusion of the provision of external mediation is included.
2. That the revised procedure will go forward for endorsement via the Council's Corporate Joint Consultative Committee before being published on the Council's intranet pages and communicated to staff with the intention to come into force from 2 December 2024.

There was no urgent business.

COUNCILLOR T RAFIQ
Chair

(Note: The meeting started at 7.00 pm and ended at 8.00 pm)

Unis Classification Open	Item No.
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Meeting:	Employment Panel
Meeting date:	4 February 2025
Title of report:	Sponsorship Policy & Amendments to the Recruitment & Selection Policy
Report by:	Cllr. Tahir Rafiq, Cabinet Member for HR & Corporate Affairs
Decision Type:	Council
Ward(s) to which report relates	All

Executive Summary:

As part of the Council's activity to stabilise the Children's Social Care workforce and reduce reliance on agency staff 16 Children's Social Workers were recruited internationally with the support of a recognised expert in international social care recruitment. This has proved an invaluable component of the authority's overall Children's Social Care improvement strategy.

In order to manage the above process, the Council was required to gain a license to issue certificates of sponsorship. These Certificates are used to demonstrate that individuals have a firm offer of appropriate employment and, as such, support visa applications (but does not guarantee visa approval and do not give an individual the right to work in the UK).

The Council's status as licensed authority is a matter of public record and means that we are likely to see increased interest from individuals requiring sponsorship to work in the UK. In order to ensure the Authority makes safe and consistent decisions regarding sponsorship the appended policy (Appendix A) has been developed to guide decision making. The policy confirms the Council's position to continue to provide sponsorship for Social Workers, owing to the significant local and national challenge in recruitment here. It also sets out a set of clear criteria for the assessment of other sponsorship applications which will be considered on a case-by-case basis.

An Equality Impact Assessment of the proposed policy has been produced and is attached at Appendix B.

This policy has been developed based on a model policy developed by another Greater Manchester local authority with specialist legal support and has been subject to review by the Council's legal service and shared with Trade Union colleagues.

To reflect the Sponsorship Policy a number of minor amendments are also required to the Council's overarching Recruitment and Selection Policy. These amendments are set out in Appendix C and also include a change to reflect the Council's commitment to inclusive recruitment through participation in a number of agreed Guaranteed Interview schemes which are a shared commitment across Greater Manchester Councils.

Recommendation(s):

That the Employment Panel:

1. Agrees the new Sponsorship policy and the revisions to the Recruitment and Selection policy

Subject to Employment Panel's approval, the revised policies will go forward for endorsement via the Council's Corporate Joint Consultative Committee before being published on the Council's intranet pages and communicated to staff with the intention to come into force from 1 March 2025.

Community impact/links with Community Strategy

A modern and effective employee policy framework is essential to ensuring the effective operation of the organisation and, in turn the delivery of our commitment to the Community Strategy.

Equality Impact and considerations:

Equality Analysis	Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.
Full Equality Impact Assessment appended. No negative impacts	

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Trade Union objection to policy changes	Prior discussions have taken place with Unison

Consultation:

All of the proposed changes have been shared with the Trade Unions, and where appropriate there have been consultations with HR colleagues, managers, the EDI Manager and the Legal Team.

Legal Implications:

The proposed policy aligns with all relevant legislation and guidance.

Financial Implications:

Costs relating to the new policy will be met from existing budget provision.

Report Author and Contact Details:

Andrew Smith
HR Operations Manager
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Sam McVaigh
Director of people & Inclusion
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Background papers:

Appendix 1: Sponsorship Policy

Appendix 2: Sponsorship Policy EqIA

Appendix 3: Recruitment and Selection Policy Changes

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Sponsorship Policy

January 2025

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1. Introduction

- 1.1 All employers are required to ensure employees are eligible to work in the UK as determined by the regulations set out by the Home Office. This policy outlines the Council's approach to the sponsorship of new employees and also existing employees where there is a need to apply for extensions of stay or indefinite leave to remain.
- 1.2 The purpose of this policy is to set out the approach and criteria that will determine when sponsorship is appropriate to enable consistent and fair decision making across the Council.
- 1.3 This policy should be read in conjunction with the Recruitment and Selection Policy.

2. Terms and Definitions

2.1 Eligibility to work in the UK

All employers in the UK have a responsibility to prevent illegal working under the Immigration, Asylum and Nationality Act 2006. This is done by conducting a right to work check before someone is employed and making sure the individual is not disqualified/restricted from carrying out the work in question by reason of their immigration status.

Non-British and Irish citizens need a visa to work in the UK. If they do not have the right to work in the UK in their own right, it may be possible for the Council to issue a Certificate of Sponsorship to support their application for a visa. However, this is by no means guaranteed and will be subject to meeting both the Home Office requirements and the Council's principles determining when to offer sponsorship as set out in this policy.

2.2 Permission to stay

An individual who is already in the UK on a visa and is therefore applying for permission to stay must be in the UK on the date of their application and must not have, or have last been granted, permission as a:

- Visitor
- Short-term student
- Parent of a Child Student

- Seasonal Worker
- Domestic Worker in a Private Household
- Or outside the Immigration Rules.

It is not possible for somebody without current permission to stay in the UK to switch immigration status within the country. This situation may arise in respect of people awaiting the outcome of asylum applications, seeking humanitarian protection in the UK or otherwise without status whilst UK Visas and Immigration consider their circumstances. It is particularly important that the Council identifies the immigration status of candidates and whether it is possible for them to switch immigration status within the UK or not.

2.3 Certificate of sponsorship

The Council is licensed to provide a Certificate of Sponsorship (CoS) which demonstrates that an individual has a firm offer of appropriate employment and as such supports an individual's visa application (but does not guarantee its approval and does not give the individual the right to work in the UK).

The CoS is not a paper certificate or document, but a virtual document with a reference number, issued by UK Visas and Immigration (UKVI) and provided to the individual via the Level 1 User for the Sponsorship Management System from the Council's HR Service.

Sponsorship in each case provides the Council with an obligation to make specific payments and comply with a set of Government administrative requirements.

A finite allocation of CoS is granted to the Council on an annual basis.

2.4 Visas

There are several types of visa routes available to both job applicants and existing employees who require a change or extension of an existing visa and are recommended to check their personal eligibility on [Work in the UK - GOV.UK](#). All provisions are subject to review in accordance with Government policy or changes.

Appendix 1 contains a list of visa types and the Council's approach with regards to sponsorship.

3. Non-compliance

3.1 Penalties for non-compliance with the legal requirements are potentially severe, and include:

- On-the-spot fines for each employee without permission to work
- Prison sentences for employers if employees are employed knowingly
- Downgrading or withdrawal of the Council's sponsor licence, with the potential consequence that all sponsored employees would have to leave the Council and the UK.

Importantly, since all Council Departments are housed under one sponsor license, non-compliance from just one area could mean consequences for the entire Council.

The government's UK Visas & Immigration department undertakes visits to check compliance with the relevant legislation, policies and regulations. These visits can be unannounced.

3.2 In order to stay compliant, the Council needs to do the following:

- Be aware of individual roles and responsibilities
- Conduct right to work checks for all employees
- Follow this policy in relation to sponsoring non-British/Irish workers and our responsibilities in relation to recruitment, reporting, and record-keeping.

4. Consideration of Sponsorship

4.1 Before sponsorship is considered, individuals are encouraged to check their personal eligibility as there may already be a route for them available [Work in the UK - GOV.UK](#). The Council will only apply for sponsorship for the visas listed under Appendix 1 and that meet the criteria set out below.

The Council will continue to support sponsorship for roles outlined in section 5 subject to available certificates. For all other roles, a business case must be submitted to the Chief Officer responsible for HR taking into account the criteria listed below.

4.2 Legal Eligibility Criteria

The following must be met as set out by the Home Office:

- The role requires a skill deemed equivalent to Level 3 of the Regulated Qualifications Framework in the UK, which is at the level of A level, access to higher education diploma or advanced apprenticeship
- The role must be on the list of eligible occupations as set out by Home Office
- The role should pay the minimum salary as stated by the Home Office. This is exempt for roles that qualify under the Health and Care visa route.
- The “going rate for the job,” as defined by the Government, is also being paid; and
- There is a genuine need for the role to be undertaken in the UK.

4.3 Council Eligibility Criteria

The following Council criteria (supported by clear evidence) will be considered to support a business case for sponsorship for any role other than those listed in section 5:

- A traditional difficulty in recruiting to the role
- The resourcing need could not be met through developing the skills internally through, for example, an apprenticeship. (Because this is either not possible or the need is urgent).
- The role requires specific qualifications and / or experience which are not likely to be present in the candidate field and cannot be amended to remove these requirements
- The service delivery impact and risks if the individual is not granted sponsorship
- The candidate’s wider experience, visa status and location.
- If the person is an existing employee, completion of their probationary period and levels of performance
- Other available options for the individual to obtain a right to work without sponsorship from the Council. – If these are available the individual should pursue this route first, irrespective of the cost to them.

Any decisions to sponsor individuals will be based on a business case and not on the level of cost, or other personal factors. Where appropriate, individuals will be required to provide relevant and genuine written evidence to support sponsorship applications.

5. Agreed Sponsorship

- 5.1 The Council has previously and will continue to consider offering sponsorship where this is required to enable the individual to carry out the role. These roles are set out in the table below and are classified under the Standard Occupational Classification codes provided by UK Visas and Immigration. The main rationale for identifying these roles is essentially because there is a national shortage and long-standing difficulties in recruitment and retention. The other factors listed above have also been taken into consideration.

SOC	Role	Salary Required (by UK Visas & Immigration)*
2461	Social Worker (Adults and Children)	Grade 10 and above

*Appointments should be made in line with existing pay policy and appointments should not be escalated to top of grade in order to impact on sponsorship eligibility

- 5.2 Additional roles may be added from time to time where there is clear justification and business case, subject to the approval of the Chief Officer responsible for HR and Cabinet Member for HR & Corporate Affairs.

6. Approach to Considering Applications

- 6.1 In each case where sponsorship is being considered for roles not specified in section 5 above a business case should be produced in consultation with the relevant HR Business Partner. Under no circumstances should commitments or guarantees be given to prospective or existing employees until the business case has been approved by the Chief Officer responsible for HR.

The business case should give consideration to the eligibility criteria in Section 4 and should also be balanced against the following risk factors:

- Any potential challenge in meeting the administrative requirements of sponsorship
- The likelihood of a large number of applications if sponsorship was considered appropriate, which may be disproportionate.

- 6.2 Rationale for declining to sponsor

There are a series of reasons why the Council may wish to decline the sponsorship of a prospective or existing employee in addition to it not being one of the roles identified above. Some common examples of reasons to choose not to sponsor include the following:

- An assessment of the costs and benefits of sponsorship. It may be that, in view of the number of applications that have been received, the quality of other candidates, the skill and shortage of the relevant role and the benefits the candidates seeking sponsorship may offer, the cost of the sponsorship is disproportionate to its benefit. Note that cost alone is not a justifiable reason to decline a request.
- It may be that the candidate's performance whilst holding a different visa does not justify sponsorship. This would be relevant in respect of those already working at the Council with limited leave to remain (such as the graduate visa) who may seek sponsorship prior to the conclusion of this.
- An assessment of shortage in the relevant skill sector.
- The urgency of the vacancy and whether it would in fact be possible for an overseas candidate to acquire the necessary permission to work in sufficient time.
- The length or duration of the contract and the assessment of the eligibility for sponsorship.
- Any wider Council considerations as in place from time to time relating to the recruitment and/or development of staff.

6.3 Appeals

In the event of any challenge by a candidate/employee to a decision not to sponsor, an appeal may be considered by the Executive Director (Strategy & Transformation). There is not further right of appeal beyond this.

7. Costs

- 7.1 An employer with a sponsorship license must pay fees upfront to sponsor a worker. Each time a new Certificate of Sponsorship (Cos) is issued the Council must pay the Certificate of Sponsorship (CoS) fee and Immigration skills charge (ISC). The cost of the annual license will be covered centrally however the cost of the individual certificates must be funded by the relevant service's budget.

- 7.2 The longest the Council can sponsor for 5 years; it is recommended sponsorship is issued for an initial 3 years.

Employer costs	Amount*
Certificate of Sponsorship (CoS)	£239
Immigration Skills Charge	£1000 for each 12 months
Initial 3 years	£3,239
For the following 2 years	£2,239
5 years	£5,239

*Costs are accurate as of December 2024 and may be subject to UKVI changes. [UK visa sponsorship for employers: Certificates of sponsorship - GOV.UK](#)

- 7.3 Fees in respect of the visa application, Biometric fee and Immigration Health Surcharge will be paid by the employee. Individuals should refer to [Skilled Worker visa: How much it costs - GOV.UK](#)
- 7.4 New employees relocating may be eligible for a relocation package to support with the cost of moving. Please refer to Expenses section in the Recruitment & Selection Policy.
- 7.5 The Council will **not** pay application fees relating to the dependents of an individual acquiring permission to work in the UK.

Appendix 1: Visa Types

Type of visa held	Council's approach to sponsorship
Student visa	<p>New or existing employees with student visas will normally be expected to switch to a Graduate visa if they have successfully completed their course of study and can provide evidence of completion. The conditions for this are either:</p> <ul style="list-style-type: none"> • The student must be studying a full-time course of study at degree level or above and the start date of their employment occurs no earlier than the course completion date. (A copy of their CAS will be required to confirm the course completion date). or • The student must be studying a full-time course of study leading to an award of a PHD and the start date of their employment is no earlier than 24 months after the start date. <p>The only exception to this is Social Worker roles where, for both attraction and retention purposes, the Council will normally offer sponsorship (for Health and Care/Skilled worker visa) to individuals with an existing student visa, i.e., they do not have to apply for a Graduate visa themselves.</p>
Graduate visa	<p>Graduate visas last for 2 years and cannot be extended after they expire. The Council will therefore normally consider sponsoring new or existing employees once their Graduate visa has expired if they are on the agreed list of roles or approved via a business case</p>
Currently sponsored by Bury Council for 3-year period – either Health and Care or Skilled Worker visa	<p>Initially sponsorship will be provided for a 3-year period. Where the visa of an existing employee and this is due to expire, the Council will normally offer sponsorship for a further 2-year period.</p>
Sponsorship visa with another organisation	<p>A new sponsorship visa is required if a person is changing jobs, and the new job is with a different employer.</p> <p>It is also required if the job changes to a different occupation code (e.g., with the same employer) and they are not in a graduate training program or if the person leaves a job that is on the shortage occupation list for a job that is not on the list. In these circumstances the Council will need to carefully consider this as there are no other options open when changing jobs to a different employer or occupation code.</p>
Other visas	<p>Will need to be considered on a case-by-case basis, as unlikely to warrant sponsorship</p>

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Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Sponsorship Policy
Lead Officer (SRO or Assistant Director/Director)	Sam McVaigh
Department/Team	Corporate Core – HR
Proposed Implementation Date	4 th February 2025
Author of the EqIA	Jess Hall
Date of the EqIA	23/01/25

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

The purpose of this policy is to set out the approach and criteria that will determine when sponsorship is appropriate to enable consistent and fair decision making across the Council. This policy will help facilitate the safe recruitment of international workers particularly in areas that there are real difficulties in recruiting such as social care.


Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on?

Employees: **Yes**
 Community/Residents: Yes (prospective employees)
 Third parties such as suppliers, providers and voluntary organisations: **No – to support with recruitment for the Council**
 If the answer to all three questions is ‘no’ there is no need to continue with this analysis.

2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation

Documentary Evidence:


International recruitment Op Dec (C

Data:
Successful sponsorship of 17 social workers currently in Childrens

Stakeholder information/consultation:

2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.

- Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups?
- Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic?
- Could the proposal affect the usage or experience of a service because of a protected characteristic?
- Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal?
- Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation?
- Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)?
- Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council?

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age	No			
Disability	No			
Gender Reassignment	No			

Equality Impact Assessment Template V1.2

Marriage and Civil Partnership	No			
Pregnancy and Maternity	No			
Race	Yes – it will allow us to widen our talent pools in the current labour market	17 social workers have been successfully sponsored. 15 of these have been workers who have relocated from South Africa		Positive
Religion and Belief	No			
Sex	No			
Sexual Orientation	No			
Carers	No			
Looked After Children and Care Leavers	No			
Socio-economically vulnerable	No			
Veterans	No			

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date

Section 3 - Impact Risk

Equality Impact Assessment Template V1.2

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
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3.2 Level of risk identified	No risk
3.3 Reasons for risk level calculation	This policy has a positive impact

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	Positive impact
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		

There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review	
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Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Sam McVaigh	24/01/25	
EDI	Lee Cawley	24/01/25	QA Complete. The policy relates only to the sponsorship of non UK citizens to work in the UK and therefore has a positive impact for race. The policy links with wider recruitment policy and practice all of which has been impact assessed to consider impacts for all other characteristics

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details

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Recruitment and Selection Policy Proposed Amendments

7. The Process of Recruitment and Selection

7.5.4 The Council will guarantee an **interview assessment** for the following who meet all essential criteria:

- Disabled people
- Looked after children
- Armed forces personnel including reservist and veterans
- Carers of adults or disabled children
- **Where specified in any local or GM initiatives**

9. Pre-employment Checks

The Council will comply with legislation when completing checks on candidates prior to employment.

9.1 Right to Work:

All applicants will be asked to provide the necessary documents to provide evidence of their right to work in the UK.

The Council welcomes applications from candidates who live outside of the UK and do not have the right to work in the UK without an appropriate Visa. **Should the candidate be successful and offered a conditional offer of employment, it is the candidate's responsibility to obtain the correct visa to be able to work in the UK. It may be possible for the Council to issue a Certificate of Sponsorship to support their application for a visa. However, this is by no means guaranteed and will be subject to meeting both the Home Office requirements and the Council's principles determining when to offer sponsorship as set out under the Sponsorship policy.**

The process of appointment for overseas candidates **may require additional pre-employment checks depending on the visa and the country they are from so may take longer to onboard ~~is longer than those with the right to work in the UK, due to the requirement for a certificate of sponsorship and subsequent visa application by the candidate.~~**

For more information relating to recruiting candidates from overseas, please **refer to the Sponsorship policy ~~contact HR.~~**

9.9 Qualifications:

The qualifications of a candidate for appointment to a position with the Council shall be assessed by the interview panel at the following stages:

- Short-listing Stage – assessment against the set essential/desirable qualification criteria for the job.
- Interview Stage – verification by production of documentary evidence of successful completion by the candidate prior to or at the interview.

For more information on what qualifications mean, refer to [What qualification levels mean: Overview - GOV.UK](#)



Classification	Item No.
Open	

Meeting/Dates:	Employment Panel – 4 February 2025
Title of report:	Pay Policy Statement 2025-26
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 has required 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 2025-26 for approval by full Council.
2. Agree the Council's proposed pay structure for 2025-26 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 required English and Welsh local authorities to produce a Pay Policy Statement for 2012/13 and for each subsequent financial year.
- 1.2 Government Guidance 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 published on the Council's website. This is to ensure transparency, so that local taxpayers 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. £61K) are paid in accordance with the National Joint Council (NJC) for Local Government Services pay scale. For these staff, the national pay award due to be applied from 1st April 2025 is not yet agreed. The proposed pay structure for 2025-26 appended (Appendix 1 of the document) will therefore be updated to reflect the pay award for 2025-26 as and when it is agreed.
- 2.2 The Council has been formally accredited by the Real Living Wage Foundation as a Real Living Wage employer. The Real Living Wage rate as of 1 April 2024 was £12.00 and the Council's pay structure included a number of non-consolidated supplements paid at Spinal Column Points 2 to 5 to both apply the Real Living Wage rate of pay and maintain appropriate differentials to other pay points. Following agreement of the 2024/25 Pay Award, the lowest spinal column point rose to £12.26, above the £12.00 rate, and the non-consolidated supplements were removed. The Real Living Wage rose to £12.60 on 23rd October 2024 and employers have until 1st May 2025 to implement this. To maintain its commitment to the Real Living Wage, non-consolidated supplements will be reintroduced with effect from 1st April 2025 and paid on spinal column points 2 to 4. Once the 2025-26 Pay Award is agreed and implemented the level of non-consolidated supplements will reduce so that, as a minimum, the overall level of hourly pay is retained.
- 2.3 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 2025-26 has also 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 the Council's current pay scales for Chief Officers.

4. Pay Multiple:

- 4.1 The current pay levels (as at January 2025) 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 1:6.37. The difference in pay is lower than last years reported figure of 1:6.88.
 - The lowest paid earner full time equivalent (FTE) and the Chief Executive (top of pay spine) as 1:8.76. The difference in pay is lower than last years reported figure of 1:9.09
- 4.2 The pay multiple has been calculated in accordance with the LGA Local Transparency Guidance. Data relates to the 1st January 2024 – 31st December 2024.

5. Gender Pay Gap:

- 5.1 The Council is required to take a ‘snapshot of data’ as at the 31 March 2024 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 2025 at the latest.
- 5.2 The Council’s Gender Pay Gap for 2023-2024 compared with 2022-2023 is shown below:

Women’s Hourly Rate:

	Mean	Median
2022/23	6.83% Lower	3.60% Lower
2023/24	4.09% Lower	0.00%

- 5.3 Figures from the Office of National Statistics taken from the annual survey of hours and earnings (ASHE) cites the gender pay gap to be 7.0% nationally and 7.0% in the Northwest.
- 5.4 The gap for the Council remains below the regional and national average and has returned to a decreasing trend following an increase in 2023 from the 2022 figure. The full statement sets out further analysis in relation to this and the actions being taken to continue to address equity in the workforce, including pay differentials.

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 identifies a positive impact in that the pay structure, commitment to the real living wage and the non-consolidated supplements at the lower end of the pay spine supports those who are more socio-economically vulnerable. It also helps to mitigate the pay related consequences of any elements of race and gender based occupational segregation in the workforce.

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Without an approved Pay Policy Statement the Council cannot 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, the report does however highlight an increased gender pay differential, the report sets out the steps the Council will take to mitigate/address this.

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 medium term financial strategy and proposed 2025/26 revenue budget.

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Background Papers

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

Term	Meaning

Pay Policy Statement

2025-2026

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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. 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 (2024-25) was agreed at full Council on the 20th March 2024.

2. 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, Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England 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.
- 2.3 As referenced below in paragraphs 3.2, 3.7 and 3.9 there are a small number of limited circumstances in which the basic pay of staff may vary from that set out within the nationally agreed pay scales:
 1. Through the application of non-consolidated supplements to increase the lowest point of pay to meet the Council’s commitment to the Real Living

Wage and maintain appropriate pay differentials above that point. – Such payments are made consistently to all staff at a particular Spinal Column Point and do not affect the ranking order of posts as determined through job evaluation.

2. Through the application of the Council's Market Supplement Policy. – Such payments are not made consistently to all staff at a particular Grade or Spinal Column Point and may legitimately affect the remuneration of staff in relation to the ranking order of posts as determined through job evaluation as set out within the Market Supplement Policy.
3. Through the application of the Council's Pay Protection Policy. - Such payments are made to staff for a time-limited period to mitigate reduction in salary following redeployment into a lower graded post or organizational change. These payments may legitimately affect the remuneration of staff in relation to the ranking order of posts as determined through job evaluation for a defined period.

The above circumstances are consistent with the assurance in relation to pay discrimination as set out in paragraph 2.2 above.

3. 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 award due to be applied from 1st April 2025 is not yet agreed. Subject to approval of this Statement, the pay structure for 2025/26 is attached at Appendix 1. This will be updated to reflect the relevant national pay award for 2025/26 as and when it is agreed. Staff who transferred to the Council through a TUPE process (including those formerly employed by Six Town Housing) are paid in line with their existing pay structures in accordance with legal TUPE protections.
- 3.2 The Council has been formally accredited by the Real Living Wage Foundation as a Real Living Wage employer. The Real Living Wage rate at 1 April 2024 was £12.00 and the Council's pay structure included a number of non-consolidated supplements paid at Spinal Column Points 2 to 5 to both apply the Real Living Wage rate of pay and maintain appropriate differentials to other pay points. Following agreement of the 2024/25 Pay Award, the lowest spinal column point rose to £12.26 well above the £12.00 and the non-consolidated supplements were removed. The Real Living Wage rose to £12.60 on 23rd October 2024 and the Council has until 1st May 2025 to implement this. To maintain its commitment to the Real Living Wage, non-consolidated supplements will be reintroduced with effect from 1st April 2025 and paid on spinal column points 2 to 4. Once the 2025/26 Pay Award is 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, 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 Head of Human Resources.

- 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 include the cycle to work scheme, the AVC scheme. Car lease scheme and purchases through the Vivup rewards platform. These schemes and their operation are regulated by His 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 some Tax, National Insurance and / or Pension contributions 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. 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 Council's pay structure in relation to these posts is appended below and details of the Council's current Chief Officer Structure and pay rates are [published on the Council's website](#). Rates of pay are subject to an annual pay award applied from the 1st April (The pay scales appended take into account the pay award for 2024-25 but not the award for 2025-26, which has not yet been agreed).
- 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 (or Cabinet when linked to an organisational structure change).

4.5 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.

4.6 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 HMRC.

5. 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. Additions to the 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, any National Referenda and Greater Manchester Mayoral elections 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;

<i>Payment details</i>	<i>Paid to</i>
Fees paid for returning officer duties where identified and paid separately	Chief Executive (see 6.3.2)
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	Director of Community Commissioning & Adult Social Services (DASS) Director of Finance (Section 151 Officer)
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. 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 2023 to 31 March 2026 following which the rate will be set for a further 3 years. The employer’s contribution rate from 1st April 2024 is 19.5%.

- 7.3 Pension contributions are based on actual [pensionable pay and](#) there are 9 different contribution bands. Contribution rates range between 2.75% and 12.5%. The bandings as at 1st April 2024 are:

Band	Salary	Main section contribution %	50/50 section contribution %
1	Up to £17,600	5.5%	2.75%
2	£17,601 to £27,600	5.8%	2.9%
3	£27,601 to £44,900	6.5%	3.25%
4	£44,901 to £56,800	6.8%	3.4%
5	£56,801 to £79,700	8.5%	4.25%
6	£79,701 to £112,900	9.9%	4.95%
7	£112,901 to £133,100	10.5%	5.25%
8	£133,101 to £199,700	11.4%	5.7%
9	£199,701 or more	12.5%	6.25%

The Council will be advised of any changes to contribution pay bands for 2025/26 in March 2025.

8. 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](#), Regulations 5 and 6 of the [Local Government \(Early Termination of Employment\) \(Discretionary Compensation\) Regulations 2006](#) and the [Statutory Guidance on the making and disclosure of Special Severance Payments \(SSP's\) by Local Authorities in England](#), published on 12th May 2022.
- 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 Following the introduction of the Statutory Guidance on the making and disclosure of Special Severance Payments (SSP's) by Local Authorities in England, a section around Special Severance Payments (SSP's) has been added to the Officer Employment Procedure Rules outlining the revised arrangements for the approval of SSP's:
- 8.3.1 Any payments made in relation to the termination of employment which are in excess of £100k continue to require approval by full Council.

8.3.2 All payments of £20k and over in value, up to £100k, require approval from the Monitoring Officer, Section 151 Officer, Chief Executive and Leader, in Consultation with the Chair of Overview and Scrutiny.

8.3.3 Any payments under £20k can be approved by the Monitoring Officer.

8.3.4 Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest, the Employment Panel will oversee this and will appoint an independent panel comprising of 3 independent people (or at least 2) to approve the payment to the Chief Executive. The Independent Panel will make recommendations to the Employment Panel and the decision will then go to Council for approval.

8.4 All payments will only be agreed in accordance with the [Statutory Guidance on the making and disclosure of Special Severance Payments \(SSP's\) by Local Authorities in England](#).

9. 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 The National Living Wage for people aged 21 and over is currently £11.44 per hour and will rise to £12.21 per hour with effect from 1st April 2025. The Real Living Wage rose to £12.60 per hour in October 2024 and the Council's Real Living Wage supplements will be reintroduced to reflect this from 1st April 2025 making our lowest pay rate with effect from 1st April 2025, including this supplement for the Real Living Wage £12.60 (£24,309).

9.3 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. Pay multiple

10.1 The current pay levels (as at January 2025) 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 1:6.37. The difference in pay is lower than last years reported figure of 1:6.88.
- The lowest paid earner full time equivalent (FTE) and the Chief Executive (top of pay spine) as 1:8.76. The difference in pay is lower than last years

reported figure of 1:9.09.

- 10.2 The pay multiple has been calculated in accordance with the LGA Local Transparency Guidance. Data relates to the 1st January 2024 – 31st December 2024.
- 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. Gender pay gap

11.1 The Council is required to take a 'snapshot of data' as at the 31 March 2024 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 2025 at the latest. The Gender Pay Gap is published annually.

11.2 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

11.3 The Council's Gender Pay Gap for 2023-2024 compared with 2022-2023 is shown below:

Women's Hourly Rate:

	Mean	Median
2022/23	6.83% Lower	3.60% Lower
2023/24	4.09% Lower	0.00%

11.4 Bury Council does not pay any bonuses.

11.5 Quartile Pay Bands:

The following information shows the percentage of male employees and female in each quarter of the payroll for 2022/23 and 2023/24:

	2022/23		2023/24	
	% Of Men	% Of Women	% Of Men	% Of Women
Top	31.42%	68.58%	31.42%	68.58%
Upper Middle	33.10%	66.90%	31.90%	66.10%
Lower Middle	37.26%	62.74%	39.07%	60.93%
Lower	16.29%	83.71%	20.43%	79.57%

11.6 Comparison summary:

The gender pay gap has returned to a decreasing trend following a marginal increase last year (the only increase the council has seen since pay gap reporting began) with the mean gap decreasing by 2.74% against last year. Overall, there is a closing of the mean pay gap of 4.75% since the Council first reported on its gender pay gap in 2016/17.

As with the mean pay gap, this year also shows a reduction of the median gender pay gap to 0.00%. Overall there has been a 7.73% improvement since the Council first reported its gender pay gap in 2016/17.

National comparisons of the gender pay gap (Office of National Statistics) show Bury to be performing better than regional and national comparators:

Region	% Mean Gender Pay Gap
National	7.0%
North West	7.0%
Bury	4.09%

It is important to point out that the National and Northwest figures reported in the table above are for full time employees only (staff working over 30 hours). Nationally the Gender Pay gap for all employees is 13.1%. If the Council were to use the same reporting parameters and excluded information for staff working below 30 hours from its calculations, it would have a mean pay gap of -4.06% and a median pay gap of -9.00%. (In comparison looking only at part-time employees would see a mean pay gap of 4.47% and a median pay gap of 5.46%)

The overall pay gap for all employees is higher than it is for just full time employees because of the number of female staff compared to male staff filling part-time positions.

Deductions for salary sacrifice arrangements are excluded from an employee's base pay for the purposes of gender pay gap reporting, creating an artificially lower rate of pay for those who opt to use salary sacrifices compared to those who do not. This is potentially a contributing factor to the pay gap especially with a workforce that is 67.54% female.

11.7 Progress to date and future actions

Over the past 12 months the Council has implemented several changes and initiatives that support all staff across characteristics and promote diversity and development within the workforce which, in turn, will support the Authority in reducing pay gaps. This work includes:

- Work to improve Council recruitment processes and remove potential barriers to employment, including a refreshed recruitment website that is more intuitive and user friendly and adopting flexible approaches to application and assessments
- 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.
- Further promotion of the Council's leadership development offer which reflects our commitment to supporting staff development and progression
- Becoming a White Ribbon accredited organisation and employer, confirming our commitment to advancing gender equality and women's safety.
- The establishment of a Women's Employee Group to provide a focus on women in the workplace, be a critical friend to the organization and support the advancement of gender equality at the Council.
- A refreshed equality strategy with a focus on representation and reducing barriers that affect our female employees in the workplace

11.8 The Council is committed to continuing to introduce measures to reduce the gender pay gap further over the next 12 months and will be continuing to build on the work noted above as well as progressing a number of further activities including:

- Developing business intelligence tools which allow more frequent exploration and monitoring employee data that affects pay gaps
- Delivering inclusive recruitment training to recruiting managers that will include a focus on advancing gender equality and removing gender bias in our recruitments
- Widening the authority's approach to Workplace Adjustments so that these apply to all employees who need adjustments to support them to succeed in work

- Continued promotion of flexible working and the options available to employees to help them find a healthy work/life balance
- Having an intersectional approach to gender inclusion in recognition that multiple characteristics can amplify barriers and challenges for our female employees
- Developing improved career pathways for the many careers that are available at Bury Council. These will include entry level, supervisor level, management level and leadership level so that colleagues at all levels on the career pathway can easily see a clear path to support their career aspirations.
- Developing effective succession programmes which will identify and nurture talent and rising stars and target diverse employees for progression.

11.9 Whilst there is currently no legal obligation to do so, the Council also publishes information in relation to its Disability and Ethnicity pay gaps. This information is available on the Council website and updated annually as part of the [Employment Equality Report](#).

12. 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. Re-employment/re-engagement of former Chief Officers

13.1 The Council's Voluntary Exits Policy states that former employees (including Chief Officers) who leave the Council through any form of enhanced severance package, including but not exclusive to voluntary early retirement or flexible retirement will not be re-engaged in normal circumstances at any point and without the approval of the Director of People and Inclusion and Cabinet Member for HR and Corporate Affairs. This includes engagement via Agency or a contract for services. However, this provision excludes engagement to support the Local Authority's role in relation to Elections.

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 HR and Corporate Affairs.

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. Publication

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

Appendix 1: NJC pay scale – Council employees

The salary scales below reflect the pay rates with effect from 1 April 2024 and the additional non-consolidated supplements to be applied from 1 April 2025. The pay scale will be revised to reflect the 2025/26 NJC Pay Award once agreed.

Bury Pay Structure

SCP Values wef 010425 to include RLW supplement. 2025-26 pay award not yet agreed.

Grade	SCP	Annual Salary 010424	Hourly rate 010424	Revised rate inclusive of Real Living Wage supplement wef 010425		
				Value	Hourly rate	RLW supplement
Grade 3	2	£23,656	£12.26	£24,309	£12.60	£0.34
Grade 4	3	£24,027	£12.45	£24,502	£12.70	£0.25
Grade 5	4	£24,404	£12.65	£24,695	£12.80	£0.15
	5	£24,790	£12.85			
Grade 6	6	£25,183	£13.05			
Grade 7	7	£25,584	£13.26			
	8	£25,992	£13.47			
	9	£26,409	£13.69			
	NOT IN USE					
	11	£27,269	£14.13			
Grade 8	12	£27,711	£14.36			
	NOT IN USE					
	14	£28,624	£14.84			
	15	£29,093	£15.08			
	NOT IN USE					
	17	£30,060	£15.58			
Grade 9	18	£30,559	£15.84			
	19	£31,067	£16.10			
	20	£31,586	£16.37			
	NOT IN USE					
	22	£32,654	£16.93			
Grade 10	23	£33,366	£17.29			
	24	£34,314	£17.79			
	25	£35,235	£18.26			
	26	£36,124	£18.72			
	27	£37,035	£19.20			
Grade 11	28	£37,938	£19.66			
	29	£38,626	£20.02			
	30	£39,513	£20.48			
Grade 12	31	£40,476	£20.98			
	32	£41,511	£21.52			
	33	£42,708	£22.14			
Grade 13	34	£43,693	£22.65			
	35	£44,711	£23.17			
	36	£45,718	£23.70			
Grade 14	37	£46,731	£24.22			
	38	£47,754	£24.75			
Grade 15	39	£48,710	£25.25			

	40	£49,764	£25.79			
Grade 16	41	£50,788	£26.32			
	42	£51,802	£26.85			
Grade 17	43	£52,805	£27.37			
	44	£53,878	£27.93			
SM1	45	£54,964	£28.49			
	46	£56,076	£29.07			
	47	£57,057	£29.57			
SM2	48	£58,121	£30.13			
	49	£59,188	£30.68			
	50	£61,285	£31.77			

Appendix 2: Chief Officer pay scale

The salary scales below reflect the pay rates with effect from 1 April 2024. The pay scale will be revised to reflect the 2025/26 Pay Award once agreed

	SCP	Salary 010425
CEX	861	£203,484
	860	£199,711
	859	£195,938
Band H	846	£142,543
	845	£138,950
	844	£136,143
	843	£132,907
Band F	842	£130,562
	835	£115,452
	834	£113,124
	833	£110,835
Band E	832	£108,591
	831	£106,361
	830	£104,135
	829	£101,899
	828	£99,741
Band D	827	£97,582
	826	£95,430
	825	£93,267
	824	£91,111
	823	£89,140
	822	£87,548
	821	£85,962

	SCP	Salary 010425
Band B	815	£76,485
	814	£74,892
	813	£73,416
	812	£71,920
Band A	811	£70,431
	810	£68,944
	809	£67,457
	808	£65,984
	807	£64,492
	806	£63,000

Equality Impact Analysis

This equality impact analysis establishes the likely effects and unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Pay Policy Statement
Lead Officer/SRO/Project Manager	Catherine King
Department/Team	HR, Corporate Core
Proposed Implementation Date	April 2025
Author of the EqIA	Catherine King
Date of the EqIA	15 th January 2025

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?
<p>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 policy in accordance with the requirements of Section 38 of the Localism Act 2011.</p> <p>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:</p> <ul style="list-style-type: none"> • 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.

Section 2 – Impact Assessment (Pages 6 to 9 of the guidance document)

<p>2.1 Who could the proposed policy/project/decision likely have an impact on?</p>
<p>Employees: Yes/No Community/Residents: Yes/No 3rd parties such as suppliers, providers and voluntary organisations: Yes/No If there is no likely impact on any of these, a full equality impact analysis is not required</p>
<p>2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation</p>
<p>Documentary Evidence:</p>
<p>Data: Employment Equality Report 2024 https://www.bury.gov.uk/asset-library/employment-equality-report-2024-v2-002.pdf Gender Pay Gap data within the Pay Policy Statement</p>
<p>Stakeholder information/consultation: UNISON</p>
<p>2.3 Consider the following questions in terms of who the policy/project/decision could likely have an impact on. Detail these in the impact assessment table (2.4) and the likely impact this would have.</p>
<ul style="list-style-type: none"> • Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? No • Could the proposal create barriers to accessing a service or obtaining employment with us for people from an equality group? No • Could the proposal affect the usage or experience of a service by people from an equality group? No • Could people from an equality group be disproportionately advantaged or disadvantaged by the proposal? Yes – Occupational segregation means some equality groups may benefit more from the additional supplements to pay at the bottom of the Council's pay scale. • Could the proposal make it more or less likely that people from an equality group will be at risk of harassment or victimisation? No • Could the proposal affect public attitudes towards people from an equality group (e.g. by increasing or reducing their presence in the community)? No

- Could the proposal prevent or limit people from an equality group contributing to the democratic running of the council? **No**

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age	Neutral			Positive
Disability	Neutral			
Gender Reassignment	Neutral			
Marriage and Civil Partnership	Neutral			
Pregnancy and Maternity	Neutral			
Race	Positive	Occupational segregation sees a higher proportion of people identifying with this characteristic in lower graded roles. They will be positively impacted by the proposed addition of non-consolidated supplements to the lower points of pay and the Council's continued commitment to the Living Wage		
Religion and Belief	Neutral			
Sex	Positive	Occupational segregation sees a higher proportion of women in lower graded roles. They will be positively impacted by the proposed addition of non-consolidated supplements to the lower points of pay and the		

		Council's continued commitment to the Living Wage		
Sexual Orientation	Neutral			
Carers	Neutral			
Looked After Children and Care Leavers	Neutral			
Socio-economically vulnerable	Positive	People experiencing socio-economic vulnerability will be positively impacted by the proposed addition of non-consolidated supplements to the lower points of pay and the Council's continued commitment to the Living Wage		
Veterans	Neutral			

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristic	Action	Action Owner	Completion Date

Section 3 - Impact Risk (Pages 9 and 10 of the guidance document)

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Level of impact / Likelihood	Unlikely (U)	Possible (P)	Likely (L)	Very Likely (V)
High Impact (H)	4	8	12	16
Medium Impact (M)	3	6	9	12
Low Impact (L)	2	4	6	8
Positive or No Impact (N)	1	1	1	1
Risk Level	No Risk = 1	Low Risk = 2 - 4	Medium Risk = 6 – 9	High Risk = 12 - 16

3.2 Level of risk identified	1 – positive/no impact
3.3 Reasons for risk level calculation	

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision		Reasons for This Decision
There is no impact therefore the activity will proceed	X	The Pay Policy Statement has a positive impact in that the pay structure, commitment to the real living wage and the non-consolidated settlements at the lower end of the pay spine support those who are more socio-economically vulnerable. It also helps to tackle any elements of race and gender based occupational segregation in the workforce.
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed		

with caution and this risk recorded on the risk register, ensuring continual review		
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Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Catherine King	15/01/25	
EDI	Lee Cawley	23/01/25	QA Complete. The statement delivers positive and neutral impacts in relation to pay

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details