

Pay Policy 2024-25



Date: 31 March 2024 **Author:** Pay & Reward Manager

1. Introduction

This is North Tyneside Council's (the Authority's) annual Pay Policy for the period 1 April 2024 to 31 March 2025.

The purpose of the statement is to set the Authority's policies on a range of pay matters relating to the workforce. The Authority understands the importance of openness and transparency in setting pay which is fair, consistent and equitable across the workforce. It is also vital that the Authority can demonstrate value for money, particularly around the role that senior leaders play in the organisation.

In accordance with the Localism Act 2011, the Authority is required to publish the pay policy for each financial year detailing:

1. the Authority's definition of lowest paid employees, and
2. the relationship between the remuneration of senior posts and that of other employees.

In determining the pay and remuneration of all its employees the Authority will comply with all relevant employment legislation including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006.

This pay policy statement has been approved at a meeting of full Council on 14 March 2024 and is available on the Authority's website. In line with the local government transparency code 2015 the Authority also publishes information related to the organisation and the salaries of senior posts on its website.

2. Definitions of senior posts and lowest paid employees

For the purposes of this statement, the Authority considers its senior posts to be those with the definition of "Chief Officer" as set out in Section 43 of the Localism Act 2011.

A "Chief Officer" is defined as:

- the Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989;
- the Monitoring Officer designated under section 5(1) of that Act;
- a statutory chief officer mentioned in section 2(6) of that Act; or
- a non-statutory chief officer mentioned in section 2(7) of that Act; or
- a deputy chief officer mentioned in section 2(8) of that Act.

From 1st April 2024 the lowest paid employees are defined by the Authority as those employed on Grades 2 and 3 (excluding apprentices) as these are the first two grades on the Authority's pay and grading structure for roles covered by "Green Book" terms and conditions, see section 3. (Grade 1 is no-longer in use following changes to these terms and conditions made by the National Joint Council for Local Government Services in 2023.)

3. How pay is determined in North Tyneside Council

As stated in the Authority's Constitution, the power to determine terms and conditions in North Tyneside Council rests with full Council, unless determined nationally as detailed below.

The Authority uses nationally negotiated pay spines as the basis for the majority its local pay structures. The pay scales currently in use in the Authority are set by the following:

- The National Joint Council for Local Government Services via the "Green Book". Green Book pay scales are negotiated nationally. Grading structures, which include those for senior posts, are then

applied to this and implemented locally in the Authority following approval by full Council. See section 4 for further information.

- The Soulbury Committee via the “Blue Book” for posts such as Educational Psychologists and School Improvement professionals.
- The Joint Negotiating Committee for Craft Workers via the “Red Book”
- The Secretary of State via the National School Teachers’ Pay and Conditions (the “Burgundy Book”) and adopted through the Centrally Employed Teachers’ Pay Policy for the small number of teachers employed by the Authority.
- The Authority’s Chief Executive is paid in accordance with the terms of the national conditions of service covered by the Joint Negotiating Committee for Chief Executives. (Please note pay arrangements for senior posts/Chief Officers are detailed in Section 7.)
- All other Chief Officers are covered by the Joint Negotiating Committee for Chief Officers of Local Authorities. (Please note pay arrangements for senior posts/Chief Officers are detailed in Section 7.)
- In addition, we have a local pay spine for Apprentices, the North Tyneside Council Apprentice Pay Model, which is approved by full Council.

Employees on the above terms and conditions will receive a pay award where this is negotiated nationally by the relevant negotiating committee or, in the case of Apprentices, where agreed by full Council.

Any employee who has transferred into the Authority under the Transfer of Undertakings (Protection of Employment) Regulations 2006 will be paid according to their specific terms and conditions.

4. The Green Book Terms and Conditions

The majority of North Tyneside Council employees are covered by the Green Book terms and conditions; the current pay scale is contained in

Appendix A. There will be a new pay scale effective from 1 April 2024, but this has not been agreed at the time of agreeing this Policy. Negotiations at a national level are continuing but agreement has not yet been reached. Any increase will be back dated to 1 April 2024 when agreed.

As above, the Authority has a grading structure approved by full Council, that is applied to the Green Book pay spine. Each grade consists of spinal column points (SCP). Grades 3-11 have multiple SCPs to allow for incremental progression. All other grades are spot salaries with no incremental progression.

For Grades 3 to 11 new appointments are made at the bottom of the grade with incremental progression through the grade on an annual basis until the top SCP of the grade is reached. In exceptional circumstances, and only if supported by clear objective evidence, appointment can be made to the mid or top of the grade. This could be appropriate for example where the person has directly applicable experience in a similar post.

5. Process for grading posts

In order to determine which grade a new post should be established on, for posts covered by Green Book terms and conditions and also those covered by the Joint Negotiating Committee for Chief Executives and Joint Negotiating Committee for Chief Officers in Local Authorities, the Authority uses a job evaluation scheme. This scheme is implemented via a locally agreed Job Evaluation Process which was agreed with full council prior to implementation.

Under the Job Evaluation Process posts are evaluated via the Gauge System, based on the knowledge, skills, demands and responsibilities required. The points received in the evaluation are aligned to the grades on the pay scale.

Where posts score points within the range of Grades 12 and above, these are then also evaluated using the HAY Evaluation Methodology to

determine the final grade. This further considers the size and responsibility of the job role.

Salaries for the posts are assigned using the North Tyneside Pay Scale which is set out in Appendix A.

6. The North Tyneside Council Living Wage

Tackling low pay continues to be a priority for the Authority and measures have been implemented to support this over recent years. The Authority currently has a North Tyneside Council pay scale for Green Book posts which ensures the lowest point on the pay scale is at least the rate of the “Real Living Wage” as set by the Living Wage Foundation at the time of implementation. On 1st April 2023 this was £10.90 per hour.

When the outcome of the national pay negotiations for the pay scale from 1st April 2024 is known the Authority aims to continue to ensure the lowest point on the pay scale is at least the Real Living Wage, which will be £12.00 per hour from April 2024.

7. Remuneration of senior posts – Chief Officers (as defined under the Localism Act 2011)

As above the Authority’s Chief Executive is paid in accordance with the terms of the national conditions of service covered by the Joint Negotiating Committee for Chief Executives. All other Chief Officers are covered by the Joint Negotiating Committee for Chief Officers of Local Authorities.

As set out above, all salary packages will accord with the requirements of the Authority’s pay and grading structures and will depend on the outcome of an evaluation of a post’s job role and responsibilities. The senior pay scale, which includes Chief Officers, is set out in Appendix B.

Chief Officers can also be engaged under a contract for services as a contractor. The engagement of Chief Officers under a contract for services is the responsibility of the Authority's Cabinet.

In the procurement of a Chief Officer under a contract for services Cabinet will:

- comply with the Authority's Standing Orders in relation to contracts and any other requirements of the public procurement regime; and
- ensure that any engagement will not cost more than the annual salary, with the relevant on-costs, of employing a Chief Officer in that role.

Where a Chief Executive, Assistant Chief Executive or Director is engaged under a contract for services by Cabinet, the Council will be informed of these arrangements.

8. Appointment of a Chief Officer

The appointment of individuals to the posts of Chief Executive, Assistant Chief Executive and Director is the responsibility of the Authority's Appointments and Disciplinary Committee. With Committee approval, at appointment Chief Officers are appointed to the evaluated grade which consists of a spot salary. There is no incremental progression for a Chief Officer.

9. Increases and additions to a Chief Officer's remuneration

Increases to a Chief Officer's remuneration will only apply in the following circumstances:

- a pay award agreed through national pay bargaining arrangements;

- a change to the role and its responsibilities warrants a change in grade through the agreed job evaluation process;
- there is evidence of a recruitment and/or retention problem, at which point the Market Supplement Policy, which is applicable to all employees, will be applied in order to determine the appropriate payment;
- temporary additional duties and responsibilities warrant an honorarium or ex-gratia payment in line with the agreed policy for all employees;
- where a Chief Officer is engaged under a contract for services in accordance with provisions of the contract and the public procurement regime.

10. Payments to Chief Officers for election duties

Fees for local election duties undertaken by Chief Officers on behalf of the Authority are included in their salaries.

Fees for the Returning Officer and Deputies and other electoral duties are identified and paid separately for elections to Parliament and other electoral processes such as referenda.

11. Performance related pay and bonuses for Chief Officers

The Authority does not apply any performance related pay scheme or bonuses for its Chief Officers.

12. Termination payments

The Authority has agreed policies and procedures in place that apply to all employees, including Chief Officers, leaving the Authority's employment including by way of early retirement (including on the grounds of efficiency of service) and redundancy (voluntary or otherwise). These policies are

reviewed on a regular basis and consulted upon with trades unions. The North Tyneside Council redundancy scheme is not contractual and is varied from time to time.

Chief Officers who cease to hold office or be employed by the Authority will receive payments calculated using the same principles as any other employee. This is based on their contract of employment, nationally agreed terms and conditions and existing Authority policies.

Where special severance payments are made this is done in accordance with the Statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England published in May 2022. As such any payments are considered and approved by the Authority's Section 151 Officer and Monitoring Officer.

Chief Officers who cease to be engaged under a contract for services will receive any monies due to them in accordance with the provisions of the contract for services.

13. Re-engagement of Chief Officers previously employed by the Authority.

Chief Officers who leave the Authority on the grounds of redundancy will not be re-employed by the Authority in any capacity without the approval of the Appointments and Disciplinary Committee.

14. Contracts for Services and IR35

In some circumstances, for example where there is a need for interim support to provide cover for a substantive post, the Authority will consider if it is necessary to engage individuals under a 'contract for service'.

These are sourced through an appropriate procurement process, ensuring that the Authority is able to demonstrate the maximum value for money in securing the relevant service.

In accordance with the IR35 rules which determine off-payroll working rules for clients, workers and their intermediaries, where a worker is engaged via an intermediary personal service company, the responsibility for assessing their income tax and national insurance liability lies with the Authority, along with responsibility for deducting and paying the correct income tax.

15. The relationship between Chief Officers and lowest paid employees

The grade, and therefore the pay, for the Authority's lowest paid employees (who are all covered by Green Book terms and conditions) and that of the Authority's Chief Officers is determined by the job evaluation process.

The pay multiple for the Authority is determined by comparing the remuneration for the highest paid employee against that of the median average earnings for the organisation as a whole. The pay multiple for the Authority is 1:6. This is based on median earnings of £27, 852. The pay multiple was 1:6 last year.

16. Gender pay gap

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017. Public Sector employers with over 250 employees must report the following gender pay gap information:

- The overall 'mean' and 'median' gender pay gaps and the 'mean' and 'median' bonus pay gaps;
- The number of male and female employees in each pay quartile; and
- The proportion of male and female employees in receipt of a bonus.

The report on the above data is included at Appendix C.

17. Review and Publication

This policy statement will be reviewed annually and, following approval by full Council, published on the Authority's website together with the Gender Pay Gap report.

Appendix A

North Tyneside Council Pay Scale April 2023

SCP	Salary	NI	Superannuation	Total (including oncosts)	Salary Scale
1	22183.00	1,805	4,059	28,048	Not Used
2	22366.00	1,831	4,093	28,290	LGGrade 2
3	22737.00	1,882	4,161	28,780	LGGrade 3
4	23114.00	1,934	4,230	29,278	
5	23500.00	1,987	4,301	29,788	LGGrade 4
6	23893.00	2,041	4,372	30,307	
7	24294.00	2,097	4,446	30,837	LGGrade 5
8	24702.00	2,153	4,520	31,376	
9	25119.00	2,211	4,597	31,926	
10	23247.00	1,952	4,254	29,453	Not Used
11	23673.00	2,011	4,332	30,016	
12	26421.00	2,390	4,835	33,646	LGGrade 6
13	26873.00	2,453	4,918	34,243	
14	27334.00	2,516	5,002	34,852	
15	27803.00	2,581	5,088	35,472	
16	26357.00	2,381	4,823	33,562	Not Used
17	26845.00	2,449	4,913	34,206	
18	27344.00	2,518	5,004	34,866	
19	29777.00	2,853	5,449	38,080	LGGrade 7
20	30296.00	2,925	5,544	38,765	
21	30825.00	2,998	5,641	39,464	
22	31364.00	3,072	5,740	40,176	
23	32076.00	3,171	5,870	41,117	LGGrade 8
24	33024.00	3,302	6,043	42,369	
25	33945.00	3,429	6,212	43,586	
26	34834.00	3,551	6,375	44,760	
27	35745.00	3,677	6,541	45,963	
28	36648.00	3,802	6,707	47,156	LGGrade 9
29	37336.00	3,897	6,832	48,065	
30	38223.00	4,019	6,995	49,237	
31	39186.00	4,152	7,171	50,509	
32	40221.00	4,295	7,360	51,876	
33	41418.00	4,460	7,579	53,457	LGGrade 10
34	42403.00	4,596	7,760	54,759	
35	43421.00	4,736	7,946	56,103	
36	44428.00	4,875	8,130	57,434	
37	45441.00	5,015	8,316	58,772	
		5,156	8,503		

38	46464.00	5,288	8,678	60,123	LGGrade 11
39	47420.00	5,434	8,871	61,386	
40	48474.00	5,575	9,058	62,778	
41	49498.00	5,715	9,244	64,131	
42	50512.00	5,853	9,427	65,471	
43	51515.00			66,796	
44	52388.00	5,974	9,587	67,949	LGGrade 12
45	53994.00	6,195	9,881	70,070	
46	55718.00	6,433	10,196	72,348	
47	57443.00	6,671	10,512	74,626	LGGrade 13
48	59406.00	6,942	10,871	77,220	
49	62500.00	7,369	11,438	81,307	LGGrade 14
50	65891.00	7,837	12,058	85,786	LGGrade 15
51	69578.00	8,346	12,733	90,657	LGGrade 16
52	73862.00	8,937	13,517	96,316	LGGrade 17
53	78562.00	9,586	14,377	102,525	LGGrade 18
54	84094.00	10,349	15,389	109,832	LGGrade 19
55	91763.00	11,407	16,793	119,963	LGGrade 20
56	95466.00	11,919	17,470	124,855	LGGrade 21
57	99348.00	12,454	18,181	129,983	LGGrade 22
58	102894.00	12,944	18,830	134,667	LGGrade 23
59	107274.00	13,548	19,631	140,453	LGGrade 24
60	111891.00	14,185	20,476	146,552	LGGrade 25
61	116799.00	14,862	21,374	153,036	LGGrade 26
62	139463.00	17,990	25,522	182,975	LGGrade 27
63	168104.00	21,943	30,763	220,810	LGGrade 28

Appendix B

North Tyneside Council Senior Pay Scale

Job Role	Grade (Spinal Column Point)	Salary (per annum)
Chief Executive	Grade 28 (63)	£168 104
Assistant Chief Executive and Directors	Grade 23 (58) to 26 (61)	£102 894 – £116 799
Heads of Service and Senior Managers	Grade 14 (49) to Grade 22(57)	£62 500 – £99 348

Appendix C

Gender Pay Report

Introduction

All public sector employers are required by law to publish information every year about gender pay gaps within their workforce. The regulations require employers to publish a report based on a snapshot date of 31 March.

The Authority's gender pay gap information is published on the Government website (gender-pay-gap.service.gov.uk) and will be supported by a narrative explaining the position in the Authority and an action plan to address the gender pay gap.

The table below shows the

- The mean gender pay gap in hourly pay. The mean is the average hourly rate of pay, calculated by adding the hourly pay rate for employees then dividing by the number of employees.
- The median gender pay gap in hourly pay. The median is the middle hourly pay rate when the pay rates are arranged in order from lowest to highest.

The Authority does not pay any bonuses.

The gender pay gap as at 31 March 2023

	Mean	Median
Hourly fixed pay	0.33%	-0.14%
Bonus paid	N/A	N/A

The gender split per quartile is:

