

Newcastle-under-Lyme Borough Council **Pay Policy Statement – 2025/26**

Introduction and Purpose

Section 38 of the Localism Act 2011 requires the council to publish a Pay Policy Statement (the “Statement”). The purpose of the Statement is to set out the council’s approach to how its employees are paid.

The Statement must be reviewed at least annually, so that full Council can approve, prior to the 31st of March each year, the Statement that will apply in the following financial year. Any in-year amendments to the Statement must also be approved by Full Council.

The Statement is published on 1st April 2025 and comes into immediate effect.

Legislative Framework

In deciding how its employees are paid, the council complies with all relevant employment legislation. This includes the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010 and the Transfer of Undertakings (Protection of Employment) Regulations 2006.

Pay Structure

The posts of the majority of employees have been assessed using a National Joint Council for Local Government Services (NJC) job evaluation scheme which is supported by both the national trade unions and the Council. That scheme evaluates the requirements, demands and responsibilities of each role and then directly ascribes evaluated roles to a nationally negotiated pay scale. This ensures that there is no pay discrimination and that all pay differentials can be objectively justified.

The NJC payscale was increased by a fixed sum of £1,290 (pro rata for part-time and term time only employees) effective from 1st April 2024.

Chief Officers (statutory and non statutory) and Chief Executive Officers were awarded an uplift of 2.5% effective from 1st April 2024

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by council policy.

In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and the times those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.

From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for a market supplement is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. Any market supplements awarded are kept under review.

Where the Council has been unable to recruit to critical roles under a contract of employment, or there is a short term need it may engage individuals under 'contracts for service'. These will be sourced through the relevant procurement process ensuring the council is able to demonstrate the maximum value for money in securing the relevant service.

3 officers are employed on apprenticeship contracts with salaries and terms in line with national scheme.

Senior Management Pay

For the purposes of this Statement, the council has had regard to the definitions of "Chief Officers" (statutory and non-statutory) set out in Section 2 of the Local Government and Housing Act 1989.

The definition of Chief Officers (statutory and non-statutory) covers the Council's:-

- Chief Executive
- Deputy Chief Executive
- Section 151 Officer
- Monitoring Officer
- Service Director for Strategy, People and Performance
- Service Director for Information and Technology
- Service Director for Regulatory Services
- Service Director for Sustainable Environment
- Service Director for Neighbourhood Delivery
- Service Director for Planning
- Service Director for Commercial Delivery

In reaching this decision, we have had regard to the guidance issued about Pay Policy Statements, which draws on the Accounts and Audit Regulations 2015 salary publication threshold of £50,000 to identify "senior employees". We also note the content of Government's Transparency Code 2015 on this issue.

Chief Officers

- 1) The Chief Executive (Head of the Paid Service). The salary of the post is a spot salary of £119, 443.92. There is no incremental point range. This does not include payments the Chief Executive may receive as the Council's Returning Officer for elections.
- 2) Deputy Chief Executive. The salary of this posts fall within a range of 4 incremental points between £96, 582.06 and £102.890.02
- 3) Monitoring Officer. The Council's Service Director for Legal & Governance Services is designated as the Council's Monitoring Officer. The Service Director for Legal & Governance Services is remunerated on the SD scale which has a range of 3 incremental points between £70, 017.75 and £76, 383.00. The post also receives a Statutory Officer Allowance of £10,000.
- 4) Section 151 Officer. The Council's Service Director for Finance is designated as the Council's Section 151 Officer. The Council's Section 151 Officer is remunerated on the SD scale which has a range of 3 incremental points between £70, 017.75 and £76, 383.00 The post also receives a Statutory Officer Allowance of £10,000.
- 5) The Council operates a career grade scale at Service Director level, which allows controlled progression from Head of Service to Service Director Level following skills and experience

assessment. There are 7 service areas of responsibility whose lead officers fall within this category which are identified below.

- i. Strategy, People and Performance
- ii. Information and Technology
- iii. Regulatory Services
- iv. Sustainable Environment
- v. Neighbourhood Delivery
- vi. Planning
- vii. Commercial Delivery

- 6) Service Directors / Head of Service will usually start at the minimum point in the initial half of the salary scale (Head of Service) and progress until the gateway point after which they may progress to the additional pay points as Service Director on assessment of appropriate skills acquisition (see figure 1)
- 7) For transparency it must be noted that the Service Director for Regulatory Services has been seconded to work aligned to continued issues around Environmental Protection at their substantive salary; an internal member of staff is acting up to backfill the Service Director for Regulatory Services role.

Payments on Termination

The Council's approach to payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. That policy statement is available on the Council's website.

Any other payments falling outside the policy statement relating to termination payments prior to reaching normal retirement age or outside of contractual notice periods shall, where those payments exceed £100,000, be authorised by a resolution of full Council. This is without prejudice to the urgency provisions which are set out in the Council's constitution.

Flexible Retirement

The Council's policy on Flexible Retirement for members of the Local Government Pension Scheme is available on the Council's website

Other Remuneration

The Council does not apply any target related bonuses or performance related pay to its senior managers. Progression through the pay increments in a pay scale (where relevant) are subject to satisfactory performance which is assessed on an annual basis.

Publication

Upon approval by the Full Council, this statement will be published on the Council's Website, alongside data required under the Transparency Code 2015.

In addition, for posts where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any bonuses so paid or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;

- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the council are employed on full time (37 hours) equivalent salaries in accordance with the National Living Wage. No employee is paid under the National Living Wage hourly rate of £12.21 (for those age 21 and over from April 2025)

The Council employs apprentices who are not included within the definition of 'lowest paid employees' as they are employed under the National Apprenticeship Scheme.

Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

The current basic pay levels within the council give a multiple between the lowest paid (full time equivalent basic salary) employee and:-

- the Chief Executive as 1:5.05
- the median (average) full time equivalent earnings and average chief officer as 1:2.45

Date of Statement: 27th January 2025

Figure 1
NJC SALARY SCALES

Salary Scales as at 01/04/2024

GRADE	SPINAL COLUMN POINT	SALARY £	Hourly Rates	BASIC LEAVE ENTITLEMENT (DAYS)	ADDITIONAL LEAVE AFTER 5 YEARS SERVICE (DAYS)	TOTAL LEAVE AFTER 5 YEARS SERVICE (DAYS)	PENSION CONTRIBUTION eff April 2023				
Grade 2	2	23,656	12.26	24 (177.6 hours)	4 (29.6 hours)	28 (207.2 hours)	Main section	50/50			
	3	24,027	12.45				5.8%	2.90%			
Grade 3	4	24,404	12.65				5.8%	2.90%			
	5	24,790	12.85				5.8%	2.90%			
Grade 4	6	25,183	13.05				5.8%	2.90%			
	7	25,584	13.26				5.8%	2.90%			
Grade 5	8	25,992	13.47				5.8%	2.90%			
	9	26,409	13.69				5.8%	2.90%			
	10	26,835	13.91				5.8%	2.90%			
	11	27,269	14.13				5.8%	2.90%			
Grade 6	12	27,711	14.36				24 (177.6 hours)	5 (37 hours)	29 (214.6 hours)	6.5%	3.25%
	13	28,624	14.84	6.5%	3.25%						
	14	29,093	15.08	6.5%	3.25%						
	15	29,572	15.33	6.5%	3.25%						
Grade 7	16	30,060	15.58	6.5%	3.25%						
	17	30,559	15.84	6.5%	3.25%						
	18	31,067	16.10	6.5%	3.25%						
	19	31,586	16.37	6.5%	3.25%						
	20	32,115	16.65	6.5%	3.25%						
Grade 8	21	32,654	16.93	26 (192.4 hours)	5 (37 hours)	31 (229.4 hours)				6.5%	3.25%
	22	33,366	17.29							6.5%	3.25%
	23	34,314	17.79				6.5%	3.25%			
	24	35,235	18.26				6.5%	3.25%			
Grade 9	25	36,124	18.72				6.5%	3.25%			
	26	37,035	19.20				6.5%	3.25%			
	27	37,938	19.66				6.5%	3.25%			
	28	38,626	20.02				6.5%	3.25%			
Grade 10	29	39,513	20.48				28 (207.2 hours)	5 (37 hours)	33 (244.2 hours)	6.5%	3.25%
	30	40,476	20.98							6.5%	3.25%
	31	41,511	21.52							6.5%	3.25%
Grade 11	32	42,708	22.14	6.5%	3.25%						
	33	43,693	22.65	6.5%	3.25%						
	34	44,711	23.17	6.5%	3.25%						
Grade 12	35	45,718	23.70	28 (207.2 hours)	5 (37 hours)	33 (244.2 hours)				6.8%	3.40%
	36	46,731	24.22							6.8%	3.40%
	37	47,754	24.75							6.8%	3.40%
	38	48,710	25.25							6.8%	3.40%
Grade 13	39	49,764	25.79							6.8%	3.40%
	40	50,788	26.32				6.8%	3.40%			
	41	51,802	26.85				6.8%	3.40%			
	42	52,805	27.37				6.8%	3.40%			
	43	53,877.36	27.93				6.8%	3.40%			
Grade 14	44	54,982.59	28.50				6.8%	3.40%			
	45	56,112.31	29.08				6.8%	3.40%			

Chief Officer Pay

JNC Salary Scales - eff April 2024

SCP	£ per annum	£ per hour	
Point 1	61,541.36	31.90	Heads of Service
Point 2	64,853.41	33.62	
Point 3	68,165.46	35.33	
Point 1	70,017.75	36.29	Service Directors
Point 2	73,730.81	38.22	
Point 3	76,383.00	39.59	
EXD-1	96,582.06	50.06	Executive Directors
EXD-2	98,685.78	51.15	
EXD-3	100,787.37	52.24	
EXD-4	102,890.02	53.33	
CEO	119,443.92	61.91	Chief Executive