

# Pay Policy Statement Financial Year 2023 - 2024



**Horsham  
District  
Council**

## Aim

The purpose of Horsham District Council's approach to pay and reward is to balance affordability and value for money with achieving the following aims:

1. Recruit and retain appropriately experienced and qualified employees.
2. Pay at competitive rates.
3. Increase motivation and drive service improvements.
4. Comply with equal pay legislation.

## Definitions

The following definitions will apply for this policy: -

- **'Pay'** in addition to salary includes charges, fees, allowances, benefits in kind, increases/enhancements to pension entitlements, and severance payments.
  - **'Chief Officer'** refers to the following roles within Horsham District Council: -
    - Chief Executive\*, also Head of Paid Service <sup>(1)</sup>
    - Director of Corporate Resources\*, also s.151 Officer<sup>(1)</sup>
    - Director of Community Services\*
    - Director of Place\*
    - Head of Legal and Democratic Services, also Monitoring Officer<sup>(1)</sup>
- \* Members of the Council's Senior Leadership Team (SLT)  
<sup>(1)</sup> Statutory Officer
- **'Lowest paid employees'** refers to those employees employed on pay Grade 2, spinal column point 7, which is the lowest grade of the Council's pay framework, apart from the National Minimum and National Living Wages. Grade 1 is no longer in use, as those pay points had become uncompetitive.
  - **'Employee who is not a Chief Officer'** refers to all employees that are not covered under the 'Chief Officer' group above.

# Pay Framework and Remuneration Levels

## General approach

Remuneration at all levels needs to be adequate to secure and retain high-quality employees, dedicated to fulfilling the Council's business objectives and delivering services to the public. This must be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Consideration also needs to be given to other non-salary benefits provided to employees.

## Responsibility for decisions on remuneration

Decisions for remuneration for all employees are determined by their manager in consultation with the relevant Director and following the process and principles of the council's agreed Hay job evaluation scheme.

## Salary and pay framework

The spinal column points (scp) and monetary values are set nationally by the National Joint Council (NJC) for Local Government services. Pay grades are set locally. The broad Pay and Grading structure was agreed by the then Personnel Committee on 23<sup>rd</sup> July 2014.

There are 14 Pay grades

- G2 to G10
- SM2 – SM4 (Senior Manager)
- Director
- Chief Executive

The salary ranges for each of the Grades are detailed in the appended table on Employee Rates of Pay.

Each employee will be on one of the 14 grades based on the pay grade evaluation of their role. Each Pay grade comprises of several salary points. New employees will normally be appointed on the lowest point of the grade for the role and can progress to the salary maximum of their pay grade, subject to satisfactory performance.

Pay awards are considered annually for all employee categories in negotiation with their relevant national bodies of Trades Unions and Employers' representatives.

**Employees who are not Chief Officers** received a pay award of £1,925 from April 2022 on all pay points.

**Chief Officers** and the **Chief Executive Officer** received the same award.

The pay awards for 2023/24 are still under negotiation at national level.

# Remuneration

## **Salaries**

Salaries are annual and paid in 12 equal monthly instalments.

### **“Lowest paid employees”**

For this statement, each “lowest paid employee” is paid on Grade 2, scp 7, which is £11.59 per hour, which is above the current National Living Wage (NLW) of £10.42 (where employees are 23 years of age and above) and the National Living Wage (Foundation) of £10.90. Grade 2 will be adjusted should the National Living Wage (Foundation) rise above that level.

Casual workers are paid at least the National Minimum Wage (NMW) for their relevant age group where they are aged below 23 and the National Living Wage where they are 23 years of age and above. In addition, the Council employs apprentices in line with agreed apprentice schemes. Apprentices are paid at least the National Living Wage.

## **Other pay elements**

Other pay elements include:

- Employer’s pension contribution
- Essential User Car Allowance (Nationally agreed “Green Book” rates)
- Mileage Allowance in line with the HMRC Approved Mileage Allowance Payments
- One Professional subscription (where this is required for the function of the role)
- Election fees, in the case of the Chief Executive, Director of Resources and the Monitoring Officer.

Election fees are set nationally and locally depending on the type of elections and can vary according to the size of the electorate and number of postal voters; they are separate to salaries for additional election duties.

The salary bands for Directors and Chief Executive include the requirement for out of hour work and to provide a vehicle for work, if so required. A vehicle allowance of £760 p.a. is payable to compensate for travels within district. Travels outside the district will be paid in line with the HMRC Approved Mileage Allowance Payments.

## **New starters joining the Council**

New employees to the Council will normally be appointed to the first point of the salary range for their pay grade. Where a candidate’s current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher starting pay point within the range for the grade may be considered by the recruiting manager. The candidate’s level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

Any proposal to offer a new senior appointment on terms and conditions that includes a total remuneration package of £100,000 or more, including salary, fees, allowances, and any benefits in kind to which the officer would be entitled because of their employment (but excluding employer’s pension contributions), will be referred to full Council for approval.

## **Market Supplements**

The Council has a policy on the use of market supplements. In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market premium to attract and retain high quality employees. Market supplements can be applied to existing employees and/ or to new employees. The final decision as regards any discretion lies with the Chief Executive.

### **Pension**

All employees are automatically enrolled in the Local Government Pension Scheme unless they choose to opt out.

### **Severance Payments**

The Organisational Change Framework includes details of the general principles of Organisational Design and details of redeployment, redundancy, and early retirements.

All severance payments in excess of £100,000 will be voted on at a meeting of Full Council. This will be reviewed in line with any statutory cap that may arise from regulations on Public Sector Exit Payments.

### **Relationship between remuneration of “Chief Executive” and “employees who are not Chief Officers”**

The ratio between the highest paid employee and the median average salary of the whole of the Council’s workforce is 4.2.

The ratio between the highest paid employee and the lowest paid employee is 5.5.

### **Publication of information regarding remuneration of employees over £50,000**

The remuneration details of employees earning over £50,000 are included in the annual accounts and published [here](#).

This document is available in alternative formats upon request.

Please contact HR&OD on 01403 215133 or [HR@horsham.gov.uk](mailto:HR@horsham.gov.uk).

NMW / NLW With effect from 1 April 2022				NMW / NLW With effect from 1 April 2023	
Annual Salary	Hourly Rate	Grade	SCP	Annual Salary	Hourly Rate
9280	4.81	NMW	U18	10187	5.28
13180	6.83		18-20	14450	7.49
17711	9.18		21-22	19640	10.18
18328	9.50	NLW	23+	20103	10.42
NJC with effect from 1 April 2021			NJC with effect from 1 April 2022		
20444	10.60	G2	7	22369	11.59
20852	10.81		8	22777	11.81
21269	11.02	G3	9	23194	12.02
22129	11.47		11	24054	12.47
22571	11.70		12	24496	12.70
23484	12.17		14	25409	13.17
23953	12.42	G4	15	25878	13.41
24920	12.92		17	26845	13.91
25927	13.44		19	27852	14.44
26446	13.71		20	28371	14.71
27514	14.26	G5	22	29439	15.26
28226	14.63		23	30151	15.63
29174	15.12		24	31099	16.12
30095	15.60		25	32020	16.60
30984	16.06	G6	26	32909	17.06
31895	16.53		27	33820	17.53
32798	17.00		28	34723	18.00
33486	17.36		29	35411	18.35
34373	17.82	G7	30	36298	18.81
35336	18.32		31	37261	19.31
36371	18.85		32	38296	19.85
37568	19.47		33	39493	20.47
38553	19.98	G8	74	40478	20.98
39905	20.68		75	41830	21.68
41256	21.38		76	43181	22.38
42614	22.09		77	44539	23.09
43570	22.58	G9	78	45495	23.58
44933	23.29		79	46858	24.29
46297	23.99		80	48222	24.99
47665	24.71		81	49590	25.70
48509	25.14	G10	82	50434	26.14
49589	25.70		83	51514	26.70
50671	26.26		84	52596	27.26
53614	27.79	SM2	87	55539	28.79
55759	28.90		88	57684	29.90
57998	30.06		89	59923	31.06
60309	31.26		90	62234	32.26
63324	32.82	SM3	91	65249	33.82
66492	34.46		92	68417	35.46
69816	36.19		93	71741	37.19
73306	37.99	SM4	94	75231	38.99
76971	40.00		95	78896	40.89
80147	41.54		96	82072	42.54
94270	48.86	DIR	97	96195	49.86
97657	50.62		98	99582	51.62
101269	52.50		99	103194	53.49