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Supplementary Agenda 1

Dear Councillor

ORDINARY COUNCIL - WEDNESDAY, 22ND JUNE, 2022

I am now able to enclose, for consideration on Wednesday, 22nd June, 2022 meeting of the Ordinary Council, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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- | | |
|-----|---|
| 10. | <u>Pay Policy</u> (Pages 3 - 28) |
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Yours sincerely

Chief Executive

Encs

14/06/22

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Committee(s): Ordinary Council	Date: 22 June 2022
Subject: Revised Pay Policy Statement 2022/23	Wards Affected: All
Report of: Jonathan Stephenson – Chief Executive of Brentwood Borough Council & Rochford District Council	Public
Report Author/s: Name: Nichola Mann – HR Manager Telephone: 01277 312500 E-mail: Nichola.mann@brentwood.gov.uk	For: Decision

Summary

This report presents a revised Pay Policy Statement (PPS) for approval by Full Council (Appendix A). A PPS must be in place for 2022/23 which has been approved by Full Council. This was initially approved on the 23 February 2022, however it has been reviewed as part of the partnership arrangements with Rochford District Council. Consequently, the PPS has been updated and will require further approval.

Recommendation(s)

Members are asked to:

- R1.** Approve and adopt the Pay Policy Statement at Appendix A.

Main Report

Introduction and Background

1. On 26 January 2022 (the “January Meeting”) the Council resolved to agree the Strategic Partnership between the Council and Rochford District Council (RDC) and appointed Jonathan Stephenson as the Joint Chief Executive for both Councils and the Council’s Head of Paid Service with effect from 1 February 2022. In addition, Council delegated authority to the Joint Chief Executive to undertake a restructure of Tiers 2 and 3 of the councils in consultation with the Leader of each council.
2. The creation of a single unified officer team requires both councils’ pay policies to align. A report in like terms has been brought to Rochford District Council on 14 June 2022 for approval.

Issue, Options and Analysis of Options

3. The Act sets out in detail the elements which the PPS must include as a minimum. In addition to the determination of senior salaries, authorities must make clear what approach is taken to awarding other elements of pay, including severance payments, additional fees (such as election duties), pay increases, etc.
4. The Act also requires that Council should be offered the opportunity to vote before large salary packages (in excess of £100,000) are offered to new appointees.
5. The Statement must set out Council's policies relating to:-
 - (a) the remuneration of its chief officers,
 - (b) the remuneration of its lowest-paid employees, and
 - (c) the relationship between:-
 - (i) the remuneration of its chief officers, and;
 - (ii) the remuneration of its employees who are not chief officers,
 - (d) the level and elements of remuneration for each chief officer,
 - (e) remuneration of chief officers on recruitment,
 - (f) increases and additions to remuneration for each chief officer,
 - (g) the use of performance related pay for chief officers,
 - (h) the use of bonuses for chief officers,
 - (i) the approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority, and
 - (j) the publication of and access to information relating to remuneration of chief officers.
6. The statement must set out the definition of 'lowest-paid employees' and the authority's reasons for adopting that definition.
7. The Act requires authorities to set their policy for the remuneration for their highest and lowest paid staff and to explain what they think the relationship should be. The 2011 Hutton Review of Fair Pay recommended the publication of an organisation's pay multiple – the ratio between the highest paid employee and the median average earnings across an organisation - as a means of illustrating that relationship. This is the approach taken in the attached PPS.

Reasons for Recommendation

8. To comply with the statutory requirement to approve the Council's Pay Policy.

Consultation

9. One of the requirements of the Localism Act 2011 ("the Act") is that local authorities must approve and publish a Pay Policy Statement to articulate their policy towards a range of issues relating to the pay of their workforce and, particularly, senior staff and the lowest paid employees.

10. The provisions in the Act aim to increase accountability, transparency and fairness in the setting of local pay and ensure that communities have access to the information they need to determine whether remuneration, particularly senior remuneration, is appropriate and commensurate with responsibility. The Act requires Council to approve the PPS and any in year changes and this cannot be delegated to a Committee.
11. Each local authority is an individual employer in its own right and can make decisions on pay that are appropriate to local circumstances and which deliver value for money for residents. The Act does not seek to change this or determine what pay decisions should be taken, but it does require authorities to be open about their policies in relation to pay and how decisions are made.
12. The Code of Recommended Practice for Local Authorities on Data Transparency asks councils to consider the way they release data on senior salaries.
13. The Council already publishes information about the salaries and the role of its chief officers on the Council's website and in the annual Financial Statements.
14. Since the appointment of the Joint Chief Executive in accordance with the decision of Council on 26 January 2022, further reviews have taken place to consider a structure to support the partnership arrangements at Tiers 2 and 3. As a result of this review there will be 3x Strategic Directors and 9x Directors that will work across both councils. These roles have been benchmarked and job evaluated by the East of England Local Government Association (EELGA).
15. Details of the benchmarking work undertaken (Appendix B) and the proposed pay ranges (Appendix C) for these roles were referenced at the January meeting and therefore the financial implications have already been factored in as part of the #One Team Transformation Programme.

References to Corporate Plan

16. Producing a Pay Policy Statement is a statutory requirement.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources) and Section 151 Officer

Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk

17. Forecasts will be made within the 2022/23 budget to reflect the Council's share of the joint Partnership costs of establishment at the agreed pay scales, as set out in the PPS, including any expected pay award (cost of living) increases which are yet to be confirmed for 2022/23.

Legal Implications

Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer

Tel & Email: 01277 312500/amanda.julian@brentwood.gov.uk

18. The PPS is necessary to comply with the Localism Act 2011.

Economic Implications

Name/Title: Phil Drane, Corporate Director (Planning and Economy)

Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

19. None.

Equality and Diversity Implications (*Please complete for manager review*)

Name/Title: Kim Anderson, Corporate Manager (Communities, Leisure & Health)

Tel/Email: 01277 312500/kim.anderson@brentwood.gov.uk

20. The application of the PPS should ensure fairness and equality in dealing with issues of pay.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

21. None.

Background Papers

22. None.

Appendices to this report

Appendix A – Pay Policy Statement

Appendix B – EELGA benchmarking report

Appendix C – Proposed pay changes to Tiers 1 to 3



Brentwood Borough Council

Pay Policy Statement

2022/23

Policy Owner:	Human Resources
Date published:	
Effective Date:	22 June 2022
Review Date:	20 January 2023



Brentwood 2025

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Brentwood Borough Council Pay Policy Statement 2022/23

Introduction

The pay policy statement is provided in accordance with Section 38 (1) of the Localism Act 2011 and is updated annually. It sets out Brentwood Borough Council's approach, to ensure transparency and accountability with regards to the setting of pay.

The Pay Policy statement should be:

- approved formally by the Full Council.
- approved by the end of March each year.
- amended during the course of the financial year.
- published on the Council's website.

This policy applies to those employed on Brentwood Borough Council's terms and conditions of employment, whose remuneration (including rates of pay and terms and conditions) are determined by and within the control of the authority. It therefore doesn't apply to employees that transferred to the Council under TUPE as they retain their previous terms, conditions and policies.

Scope

The statutory Pay Policy statement must include the Council's policy on:

- The level and elements of remuneration of Chief Officers.
- The remuneration of the lowest paid employees.
- The relationship between chief officers' remuneration and that of other officers.

The Act defines remuneration widely, to include not just basic pay but also:

- allowances including car allowances and training expenses, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.

Chief Officers for the purpose of this statement refers to the Chief Executive, Strategic Directors and Directors of the Leadership Team.

Regarding Seven Arches Investment Limited (SAIL) officers are employed by the Council and are recharged to the Council's wholly owned company as Directors of Seven Arches Investment Limited.

Chief Officers

Chief Executive

On the 26 January 2022 the Council resolved to agree the Strategic Partnership between the Council and Rochford District Council (BBC) and appointed a Joint Chief Executive for

both Councils and the Council's Head of Paid Service with effect from 1 February 2022. As a result of this the Chief Executive salary range was agreed between £140,000 per annum to £160,000 per annum (based on a bench marking exercise). Performance of the Chief Executive is assessed through an appraisals system with the Leader of the Council.

The Chief Executive undertakes the roles of Returning and Acting Returning Officer in respect of local, national and European elections. The Returning/Acting Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983.

Whilst appointed by the Borough Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Borough Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.

The Leadership Team

On the 26 January 2022 the Council resolved to agree the Strategic Partnership between the Council and Rochford District Council (RDC) and appointed a Joint Chief Executive for both Councils and the Council's Head of Paid Service with effect from 1 February 2022. In addition, Council delegated authority to the Joint Chief Executive to undertake a restructure of Tiers 2 and 3 of the councils in consultation with the Leader of each council.

The Leadership Team comprises the Chief Executive, 3x Strategic Directors and 9x Directors. These roles will be contractually obliged to work across the partnership with Rochford District Council.

The Leadership Team's salary range has been set on the advice of the East of England Local Government Association (EELGA) on the basis of benchmarking against appropriate regional comparators and have been job evaluated using the Senior Manager LGA scheme. Salary details are published on the Council's website and are also detailed below. Staff are subject to ongoing appraisal, and progression on the scale only happens if satisfactory progress is evidenced.

The statutory posts of the Chief Finance Officer (section 151) and Monitoring Officer will be paid an annual allowance of £5,000 if undertaking this role solely for Brentwood Borough Council or £10,000 if undertaking this role across both Councils, this will be in addition to their salary for these responsibilities. The allowance has been benchmarked in consultation with EELGA and will be reviewed periodically. This allowance can be applied up to and including Strategic Director roles.

The salaries and any other applicable payments are shared equally with Rochford District Council. Other conditions of service for these posts are determined by the Joint Negotiating Committee for Chief Executives of Local Authorities and local collective agreements.

Car mileage is paid at HMRC rates. Essential car payments are not paid. Subsistence allowances will be paid in line with those for other staff.

Strategic Directors are paid on SD Grade (£100,000 - £110,000).

Directors are paid on Director Grade (£80,000 - £90,000).

Remuneration and Job Evaluation

Brentwood Borough Council has a local pay framework in place which consists of an overall number of 15 grades on the pay scales with grade A being the lowest and grade CE the highest (see pay scales attached to this statement).

Each grade has a number of increments assigned to it which staff progress through. On average there are five increments per grade.

Each employee will be on one of the 15 grades based on the job evaluation of their role. Employees can progress to the salary range maximum of their grade subject to assessment of their performance.

When determining the pay and remuneration of all employees, Brentwood Borough Council will comply with the Equality Act 2010.

The recruitment of the Leadership Team is covered by the Council's Constitution.

For all other employee's recruitment will be in line with the Council's Recruitment Policy. New appointments will normally be made at the minimum point of the relevant grade, although discretion can be applied to vary where necessary to secure the best candidate and in line with the policy.

Salary grades for employees other than Apprentices are determined as follows:

Grade A to Grade E are evaluated using the National Joint Council (NJC) Job Evaluation scheme.

Grade F to Grade J are evaluated using the Hay job evaluation scheme.

Grade ELT1 to Grade CE are evaluated using the Local Government Association (LGA) scheme.

Apprentices are paid in accordance with the National Minimum Wage.

It is the Council's intention to keep under review the number of Job Evaluation schemes used.

The Council may apply a locally agreed cost of living pay award to salaries. The Council therefore is not part of any national terms and conditions for local government employees.

The Council does not pay bonuses.

Lowest paid Employees

The Council's lowest pay grade is A (Scp 11) of which 4 employees are budgeted on this grade. All staff are paid the legal minimum or above.

Relationship between Chief Officers' pay and all other employees.

The idea of publishing the ratio of pay of an Organisation's top earner to that of its median earner has been recommended to support the principles of Fair Pay (Will Hutton 2011) and transparency.

- The ratio of the Chief Executive (top earner) salary to the median salary, (£24,674) is 1:6.08
- The ratio of the Chief Executive (top earner) salary to the lowest salary, (£18,278) is 1:8.2

Allowances and Other elements of remuneration

- Overtime where applicable as per the Overtime Policy.
- Reimbursement of travel as per the approved Mileage and Car Allowance Policy.
- Reimbursement of subsistence as per the guidelines for travel and subsistence.
- Car allowance as per the approved Mileage and Car Allowance Policy.
- Payments under the eye test scheme.
- Subject to the schemes' rules and conditions staff can participate in the car loan facility and season ticket loan facility.
- Salary Sacrifice Schemes that are government approved such as Cycle to Work and Car Purchase Schemes
- For those staff who are required to be a member of a professional association as a requirement of their employment the Council will meet the cost of subscription.
- Market Supplements as per the approved Market Supplement Policy.
- Acting Up or Honorarium Payments as per the Acting Up/Additional Duties and Finalising Secondments Policy.
- Standby and Out of Hours were applicable as per the Standby and Out of Hours Policy.

Pension and Termination Payments

Pension provision is an important part of the remuneration package. All employees are automatically enrolled in the Local Government Pension Scheme administered by the Essex Pension Fund subject to meeting eligibility requirements. Employees have the opportunity to opt out of the scheme.

It is a statutory scheme with contributions from both employees and from employers. The employee contribution levels vary according to the level of salary.

The LGPS provides for the exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its merits but has determined that its usual policy is not to enhance benefits for any of its employees.

All staff within the pension scheme meeting the set criteria, are given the opportunity to apply for 'flexible retirement', which would enable them to continue to be employed by the authority, whilst also being in receipt of a Local Government pension. All such requests are considered in accordance with the adopted policy on this matter.

On ceasing to be employed by the Council, staff will only receive compensation:

- (i) In circumstances that are relevant (e.g. Redundancy)
- (ii) That is in accordance with our Policy Statement on how we exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS)
- (iii) That complies with the specific terms of a Settlement Agreement
- (iv) That will comply with Government Exit Cap Payments and return to work criteria.

Publication and access to information

Details of the senior management remuneration are published annually on the Council's website as part of this Pay Policy Statement and in the Council's Statement of Accounts. This will also include the number of employees whose remuneration was £50,000 or more in bands of £5,000.

The Council will publish the salary ranges covering employees on the Council's website on an annual basis.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. If it should be necessary to amend this Statement during the year it applies, an appropriate resolution will be made by Ordinary Council.

Pay Scales 2021/22

BRENTWOOD BOROUGH COUNCIL PAY SCALES

Effective 1st April 2021 revised June 2022

Grade A

SCP	Annual Salary	Monthly Salary	Hourly Rate
8	16,067	1,340	8.32
9	16,990	1,417	8.81
10	17,683	1,475	9.17
11	18,044	1,505	9.35

Grade B

SCP	Annual Salary	Monthly Salary	Hourly Rate
11	18,044	1,505	9.35
12	18,405	1,535	9.54
13	18,876	1,574	9.78
14	19,221	1,603	9.96
15	19,625	1,637	10.17

Grade C

SCP	Annual Salary	Monthly Salary	Hourly Rate
15	19,625	1,637	10.17
16	20,086	1,675	10.41
17	20,569	1,715	10.66
18	20,985	1,750	10.88
19	21,759	1,815	11.28

Grade D

SCP	Annual Salary	Monthly Salary	Hourly Rate
19	21,759	1,815	11.28
20	22,553	1,881	11.69
21	23,377	1,950	12.12
22	23,984	2,000	12.43
23	24,674	2,058	12.79

Grade E

SCP	Annual Salary	Monthly Salary	Hourly Rate
23	24,674	2,058	12.79
24	25,469	2,124	13.20
25	26,273	2,191	13.62
26	27,112	2,261	14.05
27	28,007	2,336	14.52

Grade F

SCP	Annual Salary	Monthly Salary	Hourly Rate
28	28,922	2,412	14.99
29	30,044	2,506	15.57
30	31,033	2,588	16.09
31	32,009	2,670	16.59
32	32,946	2,748	17.08

Grade G

SCP	Annual Salary	Monthly Salary	Hourly Rate
33	33,910	2,828	17.58
34	34,866	2,908	18.07
35	35,592	2,968	18.48
36	36,517	3,046	18.93
37	37,561	3,133	19.47

Grade H

SCP	Annual Salary	Monthly Salary	Hourly Rate
37	37,561	3,133	19.47
38	38,648	3,223	20.03
39	39,877	3,326	20.67
40	40,935	3,414	21.22
41	42,016	3,504	21.78

Grade I

SCP	Annual Salary	Monthly Salary	Hourly Rate
41	42,016	3,504	21.78
42	43,067	3,592	22.32
43	44,134	3,681	22.88
44	45,217	3,771	23.44
45	46,223	3,855	23.96

Grade J

SCP	Annual Salary	Monthly Salary	Hourly Rate
45	46,223	3,855	23.96
46	47,345	3,949	24.54
47	48,407	4,037	25.09
48	49,484	4,127	25.65
49	50,519	4,213	26.19

Grade ELT 1

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	50,993	4,253	26.43
2	52,168	4,351	27.04
3	53,336	4,448	27.65
4	54,511	4,546	28.25
5	55,685	4,644	28.86

Grade ELT 2

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	57,443	4,791	29.77
2	59,200	4,937	30.68
3	60,367	5,035	31.29
4	61,539	5,132	31.90
5	62,717	5,231	32.51

BRENTWOOD BOROUGH COUNCIL and ROCHFORD DISTRICT COUNCIL**Leadership Pay Scales****June 2022****Director Grade**

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	80,000	6,667	41.47
2	85,000	7,083	44.06
3	90,000	7,500	46.65

SD Grade (Strategic Director)

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	100,000	8,333	51.84
2	105,000	8,750	54.43
3	110,000	9,167	57.02

CE Grade (Chief Executive)

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	140,000	11,667	72.57
2	150,000	12,500	77.75
3	160,000	13,333	82.94

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East of England
Local Government Association

Brentwood and Rochford Councils pay benchmarking report

Appendix B

1. Introduction

Brentwood and Rochford councils have separate staff groups and serve both councils as independent sovereign councils.

Both councils are ambitious for their “places” and are delivering an ambitious and forward focussed agenda.

A new shared arrangement around a shared Chief Executive has recently been put in place. This arrangement is likely to become permanent with a move to a shared senior team then moving to a shared staff group longer term.

The councils want to attract recruit and retain the very best staff, and this is critical to their success especially in delivering on their aspirations.

The council will want and need the best possible staff to deliver the agenda, not just in terms of recruitment but retention too.

2. The shared senior team

It is proposed to move to a three Director model reporting directly to the Chief Executive and working across both councils.

There are currently four roles at the two councils although one post is currently vacant.

The proposed configuration of the roles is;

Strategic Director- Resources, Assets and Place

Strategic Director- Customer and data insight, Partnership and Projects, People and Governance

Strategic Director – Housing, Environment and Communities and Health

The current recruitment market is incredibly competitive, given the changes in working practices during Covid, hybrid and agile working means that staff can now choose to work almost anywhere and in any industry, and this presents both opportunities and threats.

There is the ability to recruit from across wider industry and geographical areas, but also the ability for existing staff to consider roles in other places too, without having to relocate.

The two councils have a good record of recruiting staff when the salaries offered have been competitive and have been less successful when the salaries offered fall short of the market expectations. There is no doubt that salary will play a role when competing for top talent, especially within the public sector.

It will be important to understand the current market including pay and reward arrangements across local government, in order to ensure that Brentwood and Rochford are able to recruit and retain the key staff required to deliver the two councils’ aspirations and objectives and to be the best that they can be for their communities.

A balance must be struck between pay that attracts and retains high calibre staff and good value for the public purse.

Recruiting and retaining the very best staff has a direct impact on outcomes, failure to do so will undermine the organisations’ ability to deliver for residents. It is especially unhelpful if key roles cannot be filled or become vacant as the loss of key staff will impact on the ability to deliver key outcomes.

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3. Benchmarking

There are 39 Districts/Boroughs in the East of England, the councils vary in size (geographically and population) and have differing characteristics, e.g., rural/urban mix, proximity to London, Coastal or Port authority responsibilities and differing levels of economic or social challenge. All of these things can influence recruitment and retention and therefore salaries offered.

There are some issues to consider when benchmarking salaries. Whilst every council must have a Head of Paid Service (usually included in a Chief Executive or Managing Director role) and two statutory officers (Monitoring officer and Section 151 officer) the exact configuration of post below the Head of Paid Service differs across councils.

The number of officers at tier two; usually called Director and at tier three, variously called Assistant Directors/Heads of Service can be quite different.

The configuration and content of roles at tiers two and three can also be significantly different.

It is unlikely that roles at tiers two and three will have direct comparators at other councils, except for the level at which they operate.

In order to understand the current market EELGA has undertaken benchmarking into pay at Chief Executive, tiers two and three for similar councils and for the types of roles that exist in Brentwood and Rochford.

EELGA has recently surveyed councils on salary levels at tiers 1 to 4. This historical data is contained in a report submitted to the region's Chief Executives however evidence suggests that senior salaries are being reviewed across the region.

The data that has been used for benchmarking is current published data for councils according to their pay policies and information about role content provided by councils directly to EELGA as part of a research project into senior pay across the region.

Particular attention has been paid to shared arrangements and to District/Borough councils in Essex.

4.1 Shared arrangements

The proposed shared arrangement at the two councils creates an additional dimension to roles at a senior level. Supporting two sovereign councils with two (currently) separate teams is more complex both practically and politically and will need to be reflected in the senior roles.

The additional dimension of the geographical distance between the two councils also introduces further complexity.

Whilst there are shared services across councils for a wholly shared workforce, specific service areas or for individual shared posts, there are no other district/borough in the East of England that have the complexity of a newly shared Chief Executive across geographically distances areas and introducing a shared team.

Four "pairs of councils" have previously set up shared arrangements, all of which have wholly shared workforces and adjacent geographical boundaries.

Babergh and Mid Suffolk have a wholly shared workforce as have South Norfolk and Broadland. In these cases, as with Brentwood and Rochford they serve two sovereign councils.

Both East Suffolk (Suffolk Coastal and Waveney) and West Suffolk (Forest Heath and St Edmundsbury) which had a previously shared workforce have now formed a single councils from the previous shared

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arrangements, and as the salaries were set when the sharing was in place, they still reflect the additional complexities of shared arrangements.

As all of these comparator authorities are in Suffolk and Norfolk, the salary levels will be lower than might be found in Essex where competition for talent within Essex, into Hertfordshire and in London typically means that salaries are higher than those in Suffolk and Norfolk.

Salary levels for shared arrangements are shown in the table below.

Table one

Council	Chief Exec/MD	Directors	ADs (or equivalent)	Total number in senior team
Babergh/Mid Suffolk These salaries are currently under review	£118,767- £138,202	£82,170- £96,804 (1 Director post)	£59,658 to £74,292(9 posts, including 1 post 50% funded by Health) Additional payments for MO, S151 and AD Assets and Investments.	11
Broadland/South Norfolk	£140,000- £160,000	£80,000- £100,000 (3 Director posts)	£61,200, - £80,999 (8 Assistant Director posts)	12
East Suffolk	£153,615.	£96,215 - £105,022. (2 Director posts)	£63,956 - £75,080 £77,861 - £88,503 (13 posts - total including two partnership-shared roles)	14 + two shared roles
West Suffolk	£130,000 to £142,500.	£97,500- £106,875 (2 Director posts)	£78,000 -£85,500 (6 posts)	9

4.2 Chief Executive pay

The pay of the Chief Executive essentially provides a “ceiling” and caps the pay of staff at the levels below.

It is often used to determine pay at lower levels within the organisation by expressing senior pay as a percentage of Chief Executive pay which broadly equates to the “weight” of the role.

The Chief Executive pay for districts and boroughs in the region varies significantly. This is related to a number of factors; the size of the council often linked to population size. The complexity of the council; key features such as commercial activity, specific features such as ports/airports or coastal responsibilities and the affordability for the council in relation to market forces at play when the post was last recruited to.

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In terms of Chief Executive pay in shared (or previously shared) arrangements Babergh/Mid Suffolk is the lowest (£118,767- £138,202) and no longer reflects the market. The most recent shared appointment in the region is at South Norfolk/Broadland at £140,000-£160,000. This salary was market tested after benchmarking at the point of advertising the role.

In Essex (district and boroughs) salary levels vary due to a number of factors; population size was once used to inform Chief Executive and Director salaries as part of a national formula. This is no longer used however long standing pay arrangements may still retain vestiges of this practice. The timing of the most recent appointment to the role and the market conditions at the time may have impacted on the advertised salary on appointment. The financial position of the authority can also have a bearing. Finally, the authority is free to set and review pay rates and will also set its pay policy on an annual basis.

It is worth noting that some salaries quoted in the benchmarking are based on flexible retirement/part time roles and will therefore not be comparable to full time costs. Also of note is that some salaries are currently under review.

The table below contains salary levels for Chief Executives/Managing directors in Essex. The detail is based on published data and does not include any recent pay awards or any pending changes to pay rates as a result of restructures or pay reviews.

Table two

Local Authority	Tier 1
Basildon	189804
Braintree	140754
Brentwood	125000
Castle Point	143200
Chelmsford	182160
Colchester	133189
Epping forest	143000
Harlow	138971
Maldon	90088
Rochford	124992
Tendring	135076
Uttlesford	122006

4.3 Director pay

Pay for the Directors can vary significantly both in shared arrangements and more widely regionally and nationally and again is sensitive to market conditions particularly on appointment. The title “Director” can relate to a functional, corporate or strategic role and again this may impact on salary.

Table one (above) shows the pay rates for Directors in shared arrangements as well as Chief Executives and tier three roles.

The table below (table three) shows pay for tier two in district/borough authorities in Essex. Again, caution is required as the roles described at tier two in authorities will differ in terms of responsibility, configuration of strategic/corporate/service responsibilities and the size, shape and range of the role and when pay was last reviewed or the organisation was last restructured. Authorities in Essex do not have shared arrangements of the type envisaged in Brentwood and Rochford of a shared senior team.

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When setting pay for the new Brentwood and Rochford shared senior roles consideration will be needed of the additional complexity of a shared role. This usually requires an enhancement to salary beyond that paid to a Director, working for a single authority in recognition of the complexity of the role.

Table three

Basildon	146954
Braintree	111006
Brentwood	88492
Castle Point	102842
Chelmsford	125000
Colchester	115797
Epping forest	115000
Harlow	107181
Maldon	86812*
Rochford	96126
Tendring	99465
Uttlesford	96094

* Three Director/Head of Paid Service model.

4.4 Assistant Director pay

The Third tier (often called AD roles) are much more difficult to benchmark as tier three can be very different in each council. The numbers of tier three posts and the organisation of work make direct comparisons difficult.

In some councils tier three roles are wholly operational, especially where there are a larger number of posts at tier two, in others they are more corporate with a balance of cross cutting themes and operational responsibilities. Generally, the more corporate the role the higher the salary to reflect the higher level at which they operate.

In Brentwood/Rochford salaries will be dependent on responsibilities, for example where roles are more strategic with a corporate focus and responsibility across both councils these are likely to attract higher salaries than purely operational roles.

5. Recommendations on pay and reward

The benchmarking exercise has identified that Brentwood and Rochford will need to consider salaries carefully to ensure that they are set fairly and in line with the market. Whilst simultaneously providing good value for the public purse. Consideration will also need to be given to existing salaries for the current posts.

The Chief Executive at Brentwood is currently paid a spot salary of £125,000. This is the same level as a Director at Chelmsford.

The Managing Director at Rochford was paid £124,992

Strategic Directors at Brentwood are paid between £83,230 and £90,262.

The Director at Rochford is paid between £84,818 to £96,126.

For the new shared arrangements, the responsibilities of the roles change substantially to include both corporate and functional responsibilities across both councils. The recommendations below take this into account.

Appendix B

5.1 Chief Executive

The salary at shared arrangements are as follows;

West Suffolk is, £130,000 to £142,500, East Suffolk it is a spot salary of £153,615, South Norfolk/Broadland-£140,000 to £160,000. Babergh and Mid Suffolk are not included as these are currently under review.

Salaries for a Chief Executive for a single authority in Essex vary from the smallest £ 90088 (which relates to a Director post which also holds the statutory responsibility of Head of Paid Service) to the highest of £189804 at Basildon. Basildon has traditionally had higher rates of pay than the rest of Essex.

Taking both Maldon and Basildon aside, and Chelmsford (a City Council) salaries range from £122,006 (Uttlesford) to £143,200 (Castle Point).

The current Chief Executive at Brentwood is paid £125,000 with the previous MD at Rochford paid £124,992.

The closest comparator is likely to be the most recently appointed Joint Chief Executive at South Norfolk Broadland and therefore the recommended salary for the Chief Executive at Brentwood and Rochford is £140,000 to £160,000. With annual progression through a grade of three points (£140,000, £150,000 and £160,000) based on performance.

5.2 Strategic Director

Salaries for Strategic Director roles differ across the region, Broadland and South Norfolk have three Director roles but these are configured differently to those proposed at Brentwood and Rochford, both East Suffolk and West Suffolk have two Directors whilst Babergh and Mid Suffolk have only one Strategic Director.

The salary for Director roles at Broadland and South Norfolk is £80,000-£100,000, West Suffolk is, £97,500-£106,875, at East Suffolk it is £96,215 - £105,022 and at Babergh and Mid Suffolk it is £82,170-£96,804 , although this is under review.

Across districts and boroughs in Essex, salaries for tier two range from £86812 in Maldon to £146954 in Basildon. Taking these two extremes aside, salary levels range from between £96094 (Uttlesford and £115797 (Braintree)

The current Director salaries in Brentwood are £88,492 and in Rochford is £96,126.

it is recommended that the salary for the Strategic Director should be set at £100,000 to £120,000 with a scale of 3 points (£100,000, £110,000, and £120,000). This recommendation acknowledges the strategic nature of the roles , the operation across two councils, with two sets of members and more accurately reflects the responsibilities of the role.

5.3 Assistant Directors

The salary for roles at tier three should not be set until these have been developed as part of the shared arrangement. The size, shape and content of the roles will drive the salary level and can be compared with benchmark information available before the roles are offered as part of the restructure.

It is worth noting that EELGA is currently supporting a number of restructures across the region. In all cases tier three is proving the most difficult to recruit to; salaries are being adjusted to aid recruitment in response to the market.

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APPENDIX C

BRENTWOOD BOROUGH COUNCIL and ROCHFORD DISTRICT COUNCIL

Leadership Pay Scales

June 2022

Director Grade

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	80,000	6,667	41.47
2	85,000	7,083	44.06
3	90,000	7,500	46.65

Strategic Director Grade

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	100,000	8,333	51.84
2	105,000	8,750	54.43
3	110,000	9,167	57.02

Chief Executive Grade

SCP	Annual Salary	Monthly Salary	Hourly Rate
1	140,000	11,667	72.57
2	150,000	12,500	77.75
3	160,000	13,333	82.94

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