



**Brentwood Borough Council**

**Pay Policy Statement**

**2024/25**

Policy Owner:	Human Resources
Date published:	
Effective Date:	18 January 2024
Review Date:	18 January 2025

## **Brentwood Borough Council Pay Policy Statement 2024/25**

### **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 Corporate 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**

Brentwood Borough Council entered a Strategic Partnership with Rochford District Council on the 26 January 2022. As such we have established a Joint Corporate Leadership Team. The Corporate Leadership Team comprises of the Chief Executive, 2x Strategic Directors

and 9x Directors. These roles will be contractually obliged to work across the partnership with Rochford District Council.

### **Chief Executive**

Chief Executive for both Councils and the Council's Head of Paid Service salary range is between £146,890 per annum to £167,590 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 Corporate Leadership Team**

The Corporate 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 Local Government Association 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 (£105,490 - £115,840).

Directors are paid on Director Grade (£84,790 - £95,140).

### **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 Corporate Leadership Team is covered by the Council's Constitution.

For all other employees, 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) Senior Manager's 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.

### **Remuneration and Job Evaluation in relation to the Strategic Partnership**

For staff that undertake work as part of the Strategic Partnership with Rochford District Council, a joint pay framework has been established. This consists of 15 grades, with Band 1 being the lowest and CE being 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.

Job evaluation of these roles is undertaken using the National Joint Council (NJC) job evaluation scheme and is used for all grades up to Band 10.

For the purposes of posts within the Strategic Partnership the pay scales are aligned to the National Joint Council (NJC), Joint Negotiating Committee for Chief Offices (JNC) and the Association of Local Authority Chief Executives and Senior Managers (ALACE) for the purposes of pay awards, which are negotiated on a nationally level.

The salaries and any other applicable payments are shared with Rochford District Council. Other conditions of service for these posts are determined by the National Joint Council (NJC) and local collective agreements.

### **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, (£28,524) is 1:5.3
- The ratio of the Chief Executive (top earner) salary to the lowest salary, (£21,894) is 1:6.9

### **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.

**BRENTWOOD BOROUGH COUNCIL PAY SCALES**

**1 April 2023**

**Grade A**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
8	19,917	1,660	10.32
9	20,840	1,737	10.80
10	21,533	1,794	11.16
11	21,894	1,824	11.35

**Grade B**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
11	21,894	1,824	11.35
12	22,254	1,854	11.53
13	22,727	1,894	11.78
14	23,072	1,923	11.96
15	23,475	1,956	12.17

**Grade C**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
15	23,475	1,956	12.17
16	23,936	1,995	12.41



17	24,418	2,035	12.66
18	24,835	2,069	12.87
19	25,609	2,134	13.27

**Grade D**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
19	25,609	2,134	13.27
20	26,404	2,200	13.69
21	27,225	2,269	14.11
22	27,834	2,319	14.43
23	28,524	2,377	14.78

**Grade E**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
23	28,524	2,377	14.78
24	29,319	2,443	15.20
25	30,123	2,510	15.61
26	30,962	2,580	16.05
27	31,857	2,655	16.51

**Grade F**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
28	32,772	2,731	16.99
29	33,894	2,824	17.57
30	34,882	2,907	18.08
31	35,860	2,988	18.59

32	36,796	3,066	19.07
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**Grade G**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
33	37,761	3,147	19.57
34	38,717	3,226	20.07
35	39,442	3,287	20.44
36	40,367	3,364	20.92
37	41,410	3,451	21.46

**Grade H**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
37	41,410	3,451	21.46
38	42,498	3,541	22.03
39	43,729	3,644	22.67
40	44,786	3,732	23.21
41	45,866	3,822	23.77

**Grade I**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
41	45,866	3,822	23.77
42	46,917	3,910	24.32
43	47,983	3,998	24.87
44	49,067	4,089	25.43
45	50,074	4,173	25.96

**Grade J**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
45	50,074	4,173	25.96
46	51,195	4,266	26.54
47	52,285	4,357	27.10
48	53,403	4,450	27.68
49	54,479	4,540	28.24

**Grade ELT 1**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
1	54,971	4,581	28.49
2	56,192	4,683	29.13
3	57,405	4,784	29.76
4	58,626	4,885	30.39
5	59,845	4,987	31.02

**Grade ELT 2**

<b>SCP</b>	<b>Annual Salary</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
1	61,670	5,139	31.97
2	63,497	5,291	32.91
3	64,709	5,392	33.54
4	65,926	5,493	34.17
5	67,150	5,596	34.83

**Director Grade**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	84,790	43.95
2	89,970	46.63
3	95,140	49.32

**Strategic Director Grade**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	105,490	54.68
2	110,670	57.36
3	115,840	60.05

**Chief Executive Grade**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	146,890	76.14
2	157,240	81.51
3	167,590	86.87

**BRENTWOOD BOROUGH COUNCIL and ROCHFORD DISTRICT COUNCIL**

**One Team Pay Scales**

**1 April 2023**

**Band 1**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	<i>Deleted wef 01 Apr 2023</i>	
2	22,366	11.59

**Band 2**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
3	22,737	11.79
4	23,114	11.98
5	23,500	12.18

**Band 3**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
6	23,893	12.38
7	24,294	12.59
8	24,702	12.80

**Band 4**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
9	25,119	13.02
10	25,545	13.24
11	25,979	13.47
12	26,421	13.69

13	26,873	13.93
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**Band 5**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
14	27,334	14.17
15	27,803	14.41
16	28,282	14.66
17	28,770	14.91
18	29,269	15.17

**Band 6**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
19	29,777	15.43
20	30,296	15.70
21	30,825	15.98
22	31,364	16.26
23	32,076	16.63

**Band 7**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
24	33,024	17.12
25	33,945	17.59
26	34,834	18.06
27	35,745	18.53
28	36,648	19.00

**Band 8**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
29	37,336	19.35
30	38,223	19.81
31	39,186	20.31
32	40,221	20.85
33	41,418	21.47

**Band 9**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
34	42,403	21.98
35	43,421	22.51
36	44,428	23.03
37	45,441	23.55
38	46,464	24.08

**Band 10**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
39	47,420	24.58
40	48,474	25.13
41	49,498	25.66
42	50,512	26.18
43	51,515	26.70

**SM1**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	53,940	27.96
2	59,134	30.65

3	63,289	32.80
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**SM2**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	64,328	33.34
2	69,522	36.03
3	73,677	38.19

**Director Grade**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	84,790	43.95
2	89,970	46.63
3	95,140	49.32

**Strategic Director Grade**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	105,490	54.68
2	110,670	57.36
3	115,840	60.05

**Chief Executive Grade**

<b>SCP</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
1	146,890	76.14
2	157,240	81.51
3	167,590	86.87