

## **Borough Council of King's Lynn and West Norfolk**

### **Pay Policy Statement 2025/26**

(Approved by Full Council on [date to be added])

#### **1 Introduction**

This Pay Policy Statement is produced in accordance with Part 1, Chapter 8, section 38 of the Localism Act 2011 (the Act). The Act requires local authorities to publish an annual Pay Policy Statement for the relevant financial year in relation to:

- the remuneration of Chief Officers
- the remuneration of the lowest paid employees
- the relationship between Chief Officers remuneration and that of other officers

however, each local authority has the autonomy to take its own decisions on pay and pay policies.

The Pay Policy Statement must be formally agreed by Full Council and published on the Council's website [add link once published]. The Council's website also includes separately published data on salary information relating to Senior Officers and this can be viewed at [Transparency | Transparency | Borough Council of King's Lynn & West Norfolk](#)

#### **2 Scope**

The Pay Policy Statement:

- sets out the Council's pay and reward arrangements for the whole workforce, including senior pay arrangements.
- excludes the pay arrangements and terms and conditions of employment of any employees who have transferred into the Council and are protected under the Transfer of Undertakings (Protection of Employment) regulations.

#### **3 Status of the Policy Statement**

The Council must comply with this Pay Policy Statement during the financial year 2025/26. Any decisions taken under powers delegated in the Councils' constitution with regard to remuneration to be taken during 2025/26 will be informed by and must comply with this statement.

The Pay Policy Statement will be reviewed on an annual basis, and a new version of the policy will be approved by Full Council before the start of each financial year.

The Pay Policy Statement can be amended during the course of any financial year, for example as a result of any agreed pay award. However, any change must comply with this Statement. If any amendment is made, the policy will be updated and a revised version published as soon as reasonably possible after the amendment has been agreed.

## **4 Definitions**

“Remuneration” for the purpose of this Pay Policy Statement includes:

- basic salary
- performance related pay
- pension
- any other allowance arising from employment

## **5 Remuneration of all Employees**

The Council operates a system of locally agreed pay, with 12 locally agreed pay grades. Grades SM01 – SM04 are known as our senior manager grades. Grades PG05 – PG12 are known as our performance grades. Grade SM01 is our highest grade and PG12 is our lowest grade.

Each post is allocated to a pay grade through a process of job evaluation.

All pay grades are reviewed locally on an annual basis, having regard to national, regional and local pay and labour market information. Any locally determined increase being applicable from the 1<sup>st</sup> April.

All employees\* are eligible for performance related pay, determined via a performance appraisal system with employees working towards the achievement of individual performance targets. Progression through pay grades is linked to the achievement of these targets. There is no system of automatic increments. (\* employees must be in post by 1<sup>st</sup> October to be eligible for performance related pay the following year).

Performance ratings within the performance appraisal system are:

- 1 – Partially met targets to agreed standards – No performance payment
- 2 – Consistently achieved targets to agreed standards – Performance payment equivalent to 1.5% of the grade mid-point
- 2a – Achieved with merit – consistently achieved targets to agreed standards and exceeded performance in priority areas – Performance payment equivalent to 2% of the grade mid-point
- 3 – Consistently exceeded agreed standards across target areas – Performance payment equivalent to 2.5% of the grade mid-point

All performance related pay is paid as progression with the relevant salary band until the maximum (or any agreed qualification or experience bar within grade) is reached. After this, a non-consolidated lump sum, equivalent to half the progression payment, will be made.

Performance related pay is payable with effect from 1<sup>st</sup> June each year.

No other form of bonus payment is made to staff at any level within the organisation.

For the purpose of this Pay Policy Statement, employees on pay grade PG12 are defined as our lowest paid employees. No employee is paid lower than the lowest point on the PG12 pay grade. The minimum point on pay grade PG12 is equivalent to £12.26 per hour with effect from 1<sup>st</sup> April 2024, and subject to further increase from 1<sup>st</sup> April 2025. This is higher than the national living wage

(which is £11.44 for those aged over 21 with effect from 1<sup>st</sup> April 2024, increasing to £12.21 on 1<sup>st</sup> April 2025).

Apprentices are currently paid on the national minimum wage for those aged 21 and over for the first six months of their employment, following which their pay progresses to pay grade PG12.

The Council will maintain the lowest point on the PG12 pay grade as its lowest pay rate for all employees unless this is superseded by changes to the National Living Wage. The Council also monitors the national pay grades for local government employees (as determined by the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services) to ensure that its lowest pay point does not fall below the minimum national pay grade rate.

## **6 Remuneration of Chief Officers**

For the purpose of this Pay Policy Statement, Chief Officers are defined as:

### **6.1 Chief Executive**

The Chief Executive is the statutory Head of Paid Service (as defined by section 4(1) of the Local Government and Housing Act 1989) and is paid salary band SM01. The range for this salary band as at 01/04/24 is £116,760 to £162,723 (which will be subject to an update wef 01/04/25). Progression through the grade is linked to performance against agreed targets, with no automatic increases. The Council has considered the relationship between Chief Executive remuneration and that of other staff. The ratio between the salary of the Chief Executive and the median salary for all other employees paid is 1:4.9. The ratio of the Chief Executive's salary to the lowest paid employee is 1:7.2.

The Council does not have a policy on maintaining, reaching or applying a specific pay multiple. However, the Council is conscious that whilst remuneration at all levels needs to be adequate and competitive to secure and retain high quality employees, it must not be excessive.

The Chief Executive also receives a Returning Officer fee in respect of electoral duties. This applies to Parliamentary, County, District and Parish elections, referenda and Police and Crime Commissioner elections. The Council is required to appoint a Returning Officer under Section 35 of the Representation of the People Act 1983. These fees are always based on the latest Returning Officer Charges Order as set by Parliament and the latest County Council Scale of Fees and Charges. The budgets for returning officer fees for national elections are provided by Central Government, and for local elections are provided by the relevant authority.

### **6.2 Executive Directors**

The Council's Executive Director posts report directly to and are directly accountable to the Chief Executive. These posts are paid on salary band SM02. The range for this salary band as at 01/04/25 is £80,793 to £122,688. Progression through the grade is linked to performance against agreed targets, with no automatic increases.

### 6.3 Other Statutory Officers – The Section 151 Officer and the Monitoring Officer

The Assistant Director Resources undertakes the role of Chief Finance Officer (Section 151 Officer as defined in section 151 of the Local Government Act 1972).

The Assistant Director Legal Services undertakes the role of Monitoring Officer (as defined in section 5(1) of the Local Government and Housing Act 1989).

Both postholders are Assistant Director level posts included in the definitions set out in section 4 below. Remuneration for the statutory duties undertaken by these postholders is incorporated in the salary band SM03/04.

### 6.4 Assistant Directors

Assistant Directors report directly to and are accountable to Executive Directors. These posts are paid on the salary band SM03/04. The range for this salary band as at 01/04/25 is £53,856 to £97,512. Progression through the grade is linked to performance against agreed targets, with no automatic increases.

Recruitment to the posts of Chief Executive, Executive Directors, the Section 151 Officer and the Monitoring Officer are delegated to the Council's Appointment Board. Appointments to the roles of Chief Executive (Head of Paid Service), Section 151 Officer and Monitoring Officer are subject to approval by Full Council.

The establishment of any new posts with a proposed salary package of £100,000 per annum or greater are subject to approval by Full Council.

## 7 General Principles Applying to Remuneration of all Employees

Starting salary on appointment is determined by assessment of relevant experience and competence to undertake the job role and taking account of current salary level. Salary on appointment will be within the salary range for the post.

Access to the Council's relocation scheme will be granted in circumstances where a new starter needs to move to the area and meets the criteria set out in the relocation scheme.

In circumstances where an employee takes on additional responsibilities/duties the relevant line manager may make a case for the employee's post to be re-evaluated via the job evaluation scheme or for the employee to receive additional progression through their existing pay grade, subject to the maximum point of the grade not being exceeded.

Where appropriate, the Council will pay an honorarium to recognise additional responsibilities that have been undertaken to assist the Council during a particular period or for a particular purpose.

Some employees are employed in posts with defined salary progression points which recognise the achievement of qualifications and/experience with automatic progression to an increased salary

point within their pay grade. Alternatively, some posts have a qualification 'bar' which prevent salary exceeding a certain point unless specified criteria is met.

A small number of posts within the Council attract an enhancement for working unsociable hours.

## **8 Car Allowances and Expenses**

Essential user car allowances have been provided in appropriate circumstances. This allowance is paid in accordance with the rates agreed by the NJC for Local Government Services.

Employees who are required to travel in order to carry out their duties will be recompensed with mileage rates paid in accordance with HMRC's Approved Mileage Allowance Payments (currently 45 pence per mile for the first 10,000 miles).

A small number of posts are designated with access to a contract hire scheme (as an alternative to an essential user car allowance). Mileage rates for contract hire car holders are paid in accordance with HMRC Advisory Fuel Rates.

Subsistence will be paid to employees who necessarily incur additional expenses in the course of their work. Claims must be supported by a corresponding receipt. Actual expenditure is reimbursed, subject to locally agreed maximum amounts.

Current allowance and expenses rates are as follows:

|   |  |                             |                      |
|---|--|-----------------------------|----------------------|
| Essential User Lump Sum (per annum)       | 451 – 999cc<br>£846  | 1000 - 1199cc<br>£963       | 1200+ cc<br>£1,239   |
| Essential and casual users pence per mile | First 10,000 miles<br>£0.45  | After 10,000 miles<br>£0.25 |                      |
| Lease car users – pence per mile (diesel) | Up to 1600cc<br>£0.11  | 1601 – 2000cc<br>£0.13      | Over 2000<br>£0.17   |
| Lease car users – pence per mile (petrol) | Up to 1400cc<br>£0.12  | 1401 – 2000cc<br>£0.14      | Over 2000cc<br>£0.23 |
| Subsistence amounts                       | Breakfast £6.72<br>Lunch £9.28<br>Tea £3.67<br>Evening Meal £11.48 |                             |                      |
| Overnight out of pocket expenses          | £4.26  |                             |                      |
| Carer's Allowance                         | £12.26   |                             |                      |

## **9 Pension**

All employees may join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme with a sliding scale of contributions from employers and the employer, based on annual salary. For more comprehensive details of the LGPS please see [Home | Norfolk Pension Fund](#) or [Home :: LGPS](#)

## **10 Flexible Retirement**

The Council will consider requests for flexible retirement from employees aged 55 and over who wish to reduce their grade and/or hours of work. This enables the employee to have immediate access to the Local Government Pension Scheme benefits whilst retaining employment. Requests are normally only granted when the overall financial impact is neutral or results in savings for the Council. The Council does not waive any actuarial reductions resulting from early payment of pension benefits for flexible retirement.

## **11 Professional Fees**

The Council reimburses one professional membership fees/subscriptions where:

- employees are undertaking approved studies towards a professional qualification, which requires professional membership. The subscription is paid for the period of the studies, subject to satisfactory progress being made.
- specified professions where full membership of an approved professional body is an essential requirement of the job role.

## **12 Salary Sacrifice**

The Council currently provides salary sacrifice arrangements for childcare vouchers and the cycle to work initiative. Additional salary sacrifice schemes may be added to enhance the Council's offer to existing and new employees.

## **13 Gender Pay Gap**

Since March 2018 the Council is required by law to report annually on its gender pay gap and publish this information. The Council's gender pay gap information can be viewed at [Equality | Equality | Borough Council of King's Lynn & West Norfolk](#)

## **14 Re-engagement**

The Pay Policy determines that staff, who left the Council for reason of redundancy, or staff who received an ex-gratia payment and/or payment under a Settlement or COT3 Agreement of any value, will not ordinarily be re-employed by the Council within 6/12 months of leaving. Re-employment includes interim and consultant roles or any form of worker, engaged directly or indirectly through an agency, contract for services or similar. The purpose of this is to ensure management take all reasonable steps to minimise redundancies, to maximise redeployment opportunities for current staff and to proactively manage people costs.

## **15 Severance Arrangements**

### **15. 1 Redundancy Payments**

Employees who are dismissed on the grounds of redundancy and who have a minimum of two years' continuous local government service will be entitled to a statutory redundancy payment calculated based on an employees' age, length of service and gross weekly pay, up to a statutory maximum.

The Local Government (Early Termination of Employment) (Discretionary Compensation) England and Wales Regulations 2006 enable local authorities to pay discretionary compensation in certain circumstances above the statutory entitlement. The Council has exercised its discretion to increase the redundancy payment as follows:

- the statutory upper pay limit will be disregarded, and redundancy payments will be calculated based on actual weeks' pay
- the redundancy payment will be enhanced by a factor of 2 plus further enhancement of 1 in recognition of service with BCKLWN

Redundancy calculations are the same across the Council, irrespective of position or pay grade.

### **15.2 Severance packages**

In exceptional circumstances and where the business case supports it, the Council may agree to a severance package in relation to termination of employment or to avoid or settle a legal claim. Severance packages of £100,000 or more will be considered at Full Council. Any such package must be in accordance with the Statutory guidance on the making and disclosure of Special Severance Payments by Local Authorities in England (2022).

## Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

|  |  |                                       |          |         |        |
|--|--|---------------------------------------|----------|---------|--------|
| Name of policy/service/function  | Pay Policy Statement   |                                       |          |         |        |
| Is this a new or existing policy/service/function? <i>(tick as appropriate)</i>  | New  | <input checked="" type="checkbox"/>   | Existing |         |        |
| Brief summary/description of the main aims of the policy/service/function being screened.<br><br>Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.   | To agree the Council's Pay Policy Statement for the 2025/26 year.<br><br>Production of the policy statement is a statutory requirement and content of the policy statement is governed by the requirements of the Localism Act 2011. |                                       |          |         |        |
| Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>   | N/A  |                                       |          |         |        |
| <b>Question</b>  | <b>Answer</b>  |                                       |          |         |        |
| <p><b>1.</b> Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> <p><b><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></b></p> |  | Positive                              | Negative | Neutral | Unsure |
|  | Age  | <input checked="" type="checkbox"/>   |          |         |        |
|  | Disability   | <input checked="" type="checkbox"/>   |          |         |        |
|  | Sex  | <input checked="" type="checkbox"/>   |          |         |        |
|  | Gender Re-assignment   | <input checked="" type="checkbox"/>   |          |         |        |
|  | Marriage/civil partnership   | <input checked="" type="checkbox"/>   |          |         |        |
|  | Pregnancy & maternity  | <input checked="" type="checkbox"/>   |          |         |        |
|  | Race   | <input checked="" type="checkbox"/>   |          |         |        |
|  | Religion or belief   | <input checked="" type="checkbox"/>   |          |         |        |
|  | Sexual orientation   | <input checked="" type="checkbox"/>   |          |         |        |
|  | Armed forces community   | <input checked="" type="checkbox"/>   |          |         |        |
|  | Care leavers   | <input checked="" type="checkbox"/>   |          |         |        |
|  | Other (eg low income, caring responsibilities)   | <input checked="" type="checkbox"/> * |          |         |        |



| Question  | Answer                               | Comments   |             |            |
|---|--------------------------------------|--|-------------|------------|
| 2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?  | No                                   |  |             |            |
| 3. Could this policy/service be perceived as impacting on communities differently?  | No                                   |  |             |            |
| 4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?  | No                                   |  |             |            |
| 5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?<br><br>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section   | Yes                                  | <p><b>Actions:</b> The policy statement is designed to provide an open and transparent framework for rewarding staff – it does not in itself create any impacts, rather it sets out the Council's approach which officers must operate within. Therefore no specific actions are required.</p> <p><b>Actions agreed by EWG member:</b><br/>.....</p> |             |            |
| <p><b>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</b></p> <p>*An effective pay policy statement provides an open and transparent framework for rewarding staff, that ensures clarity, fairness and consistency in the remuneration of Officers (including the Chief Executive and other senior staff). As well as ensuring compliance with the Localism Act (2011), the policy statement provide employees with clarity of the specific terms and conditions that apply to their employment and ensure that the Council has fair, consistent and effective processes for the remuneration of staff which avoids all forms of discrimination, specifically in relation to the protected characteristics detailed in the Equality Act.</p> <p><b>Decision agreed by EWG member: ...C. Marriott.....</b></p> |                                      |  |             |            |
| <b>Assessment completed by:</b><br><b>Name</b>  | Becky Box                            |  |             |            |
| <b>Job title</b>  | Assistant Director, Central Services |  |             |            |
| <b>Date completed</b>   | 19 <sup>th</sup> November 2024       |  |             |            |
| <b>Reviewed by EWG member</b>   | C. Marriott                          | <table border="1"> <tr> <td><b>Date</b></td><td>20.12.2024</td></tr> </table>  | <b>Date</b> | 20.12.2024 |
| <b>Date</b>   | 20.12.2024                           |  |             |            |