

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

## **Pay Policy Statement 2026/27**

### **1 Introduction**

This Pay Policy Statement is produced in accordance with Chapter 8 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. 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 2026/27. Any decisions taken under powers delegated in the Councils' constitution with regard to remuneration to be taken during 2026/27 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 pay grades: Grades SM01 – SM04 are known as the senior manager grades. Grades PG05 – PG12 are known as the performance grades. Grade SM01 is the highest grade and PG12 is the lowest grade. Each post is allocated to a pay grade through a process of job evaluation.

With effect from 1<sup>st</sup> April 2026, the Council agreed to adopt the National Joint Council for Local Government Services annual cost of living pay award, as determined by the national pay bargaining process on an ongoing basis. Once this has been agreed on an annual basis, it will be implemented across all grades, in accordance with the terms and timescales of the national agreement.

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.

The Council operates a commission payment scheme within the parts of the Leisure Service.

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 £12.65 per hour with effect from 1<sup>st</sup> April 2025, and subject to further increase from 1<sup>st</sup> April 2026. This is higher than the national living wage (which is £12.21 for those aged over 21 with effect from 1<sup>st</sup> April 2025, increasing to £12.71 on 1<sup>st</sup> April 2026).

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 01/04/25 is £120,495 to £167,931. Progression through the grade is linked to performance against agreed targets, with no automatic increases. The annual cost of living pay award is picked up in section 5 of this policy.

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 1:4.5. The ratio of the Chief Executive's salary to the lowest paid employee is 1:5:4.

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 Chief Officers**

The Council's Deputy Chief Executive, Chief Operating Officer and Chief of Staff 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 £83,379 to £126,615. Progression through the grade is linked to performance against agreed targets, with no automatic increases. The annual cost of living pay award is picked up in section 5 of this policy.

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

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

The Chief of Staff undertakes the role of Monitoring Officer (as defined in section 5(1) of the Local Government and Housing Act 1989).

Remuneration for the statutory duties undertaken by these postholders is incorporated in the salary band above.

#### **6.4 Assistant Directors**

Assistant Directors report directly to and are accountable to either the Chief Executive, Deputy Chief Executive or Chief Operating Officer. These posts are paid on the salary band SM03/04. The range for this salary band as at 01/04/25 is £55,578 to £84,366. Progression through the grade is linked to performance against agreed targets, with no automatic increases.

Recruitment to the posts of Chief Executive, Chief Officers, 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>£0.12                                              | 1601 – 2000cc<br>£0.13      | Over 2000<br>£0.18   |
| Lease car users – pence per mile (petrol) | Up to 1400cc<br>£0.12                                              | 1401 – 2000cc<br>£0.14      | Over 2000cc<br>£0.22 |
| 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                         | £12.25                                                             |                             |                      |

## **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 1.75

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).