

Appendix 1

Appendix 1

OADBY AND WIGSTON BOROUGH COUNCIL PAY POLICY STATEMENT (2025/2026)

1. Introduction

- 1.1 Oadby and Wigston Borough Council recognise that remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public. However, in the context of managing scarce public resources with ever decreasing funds and further spending cuts to be made, such remuneration needs to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. The Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge is crucial to the Council's performance.

2. Legislation

- 2.1 Section 38 of the Localism Act 2011 requires local authorities to produce and publish a Pay Policy Statement for each financial year thereafter, by the 31 March.
- 2.2 In determining the pay and remuneration of all employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010, The Fixed Term Employment (Prevention of Less Favourable Treatment) Regulations 2002, and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.3 With regard to the equal pay requirements contained within the Equality Act 2010, the Council ensures there is no pay discrimination in its pay structures and that all pay differentials are objectively justified through the use of an equality-proofed job evaluation mechanism, which directly relates salaries to the requirements, demands and responsibilities of the role.
- 2.4 The Localism Act 2011 and supporting statutory guidance provides details of matters that must be included in this statutory pay policy but also emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies.
- 2.5 The format of this policy statement was approved by Full Council in April 2012 and is subject to review in accordance with the relevant legislation prevailing at that time, currently annually.

3. Scope

3.1. This Pay Policy Statement includes a policy on:-

The level and elements of remuneration for each Chief Officer;

- (a) The remuneration of the lowest paid employees;
- (b) The relationship between the remuneration of Chief Officers and other officers;
- (c) Other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.

3.2. Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.

4. Senior Pay

4.1 In this policy the senior pay group covers posts in the top three tiers of the Council. These include the Chief Executive, the Strategic Director, the Chief Finance Officer and Heads of Service.

4.2 The numbers in the above posts are as follows:-

- Chief Executive (1)
- Strategic Director (1)
- Chief Finance Officer (S151 Officer) (1)
- Heads of Service (3)

4.3 The policy for each group is as follows:-

4.4 Chief Executive

- (a) In line with nationally agreed terms the salary of the Chief Executive is locally agreed and the Pay Grade is currently in the following range:- C1 - 3 £104,969 to £115,316.
- (b) No additional bonus, performance, honoraria or ex gratia payments have been made.
- (c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

4.5 Strategic Director & Chief Finance Officer

- (a) The Strategic Director post is also locally agreed and the pay grade for this posts is currently D4-6 £90,071 to £95,245.
- (b) The Chief Finance Officer post is also locally agreed and the postholder is paid a market rate salary of £92,250.
- (c) No additional bonus, performance, honoraria or ex gratia payments have been made.
- (d) Salaries are subject to annual cost of living increases agreed by the Joint Negotiating Committee for Chief Officers (JNC) for Local Authority

Services.

4.6 Heads of Service

- (a) The Heads of Service posts are also agreed and are currently within the following range:- Heads of Service Management Levels 1 – 4 £57,869 to £80,238.
- (b) Salaries are subject to annual cost of living increases agreed by the Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Services.

4.7 Electoral fees

Fees are paid for Returning Officer duties with regards to fulfilling Election duties. This does not form part of the post holder's substantive role and these fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an Officer of the Borough Council who is appointed under the Representation of the People Act 1983. The role of the Returning Officer involves and incurs personal responsibility and accountability and is statutorily separate from duties as an employee of the Borough Council, hence the additional remuneration which is paid. As Returning Officer, the employee is paid a separate allowance for each election for which they are responsible.

5. Lowest paid employees

- 5.1. The National Living Wage to be paid from 1st April 2025 is £12.21 (2024 - £11.44) per hour and the age threshold sits at 21 years. Below age 21 years, The National Minimum Wage applies on a sliding age band scale. The rates to be paid from April 2025 are:-
 - 18-20 yrs - £10.00 (2024- £8.60)
 - Under 18 - £7.55 (2024- 6.40)
- 5.2 For employees classed as apprentices, the rates that apply are set out at paragraph 5.5 below . It is compulsory that employers pay at least the National Living Wage and national Minimum Wage rates where applicable to employees.
- 5.3 However on 15 March 2013, Councillors resolved to implement the Real Living Wage. The Real Living Wage is distinct from the National Living Wage and National Minimum Wage and is calculated by the Centre for Research in Social Policy which is an independent third party. The Centre for Research in Social Policy focuses on the wage rate that is necessary to provide workers and their families with a basic but acceptable standard of living. The minimum standard of living is socially defined and is often intrinsically linked to other social goals such as the fulfilment of care responsibilities. The Real Living Wage rate for 2024-2025 was announced on 23 October 2024. This was set at £12.60 per hour.
- 5.4 The lowest pay band within the council is Band 1 Scale Points 3. The pay scale points 1 & 2 were deleted as they did not reach the Real Living Wage threshold. Agreement between the national employers and trade unions on the 2024/2025 annual pay award was reached in November 2024. The relevant pay scale points have been amended to reflect this.
- 5.5 The Council also operates an apprenticeship programme that is designed to give

people the opportunity to gain a relevant qualification through study and on-the-job training. The training opportunities afforded to individuals through the apprenticeship programme are not directly comparable to other positions filled by employees within the Council.

Apprentices will be paid at least the minimum wage rate for their age, as set out in paragraph 5.1 above.

6. Pay Structure

- 6.1. The pay structure for all employees except the Chief Executive, Strategic Director, Chief Finance Officer and Heads of Service is established using NJC for Local Authorities Services National Pay Spine.
- 6.2. All posts bar those of the Chief Executive, Strategic Director, Chief Finance Officer and Heads of Service posts are evaluated using the Greater London Provincial Council Job Evaluation Scheme, which is recognised by employers and trades unions nationally. This Scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements. In some instances from time to time, the ability to recruit to certain posts is dictated by market forces.
- 6.3. Progression within the band for all staff is subject to satisfactory performance on 1st April each year, provided that the employee has completed a minimum of 6 months service when an increment is awarded up to the maximum of the band.

New starters who have not completed 6 months service in April, will receive an increment after 6 months with the Council subject to satisfactory performance.

Employees who move jobs within the Council will also receive an increment 6 months after they start a new role.

7. Multipliers

- 7.1 The current establishment has 167.92 FTE posts. Publishing the pay ratio of the organisation's top earner to that of its lowest paid earner and median earner has been recommended to support the principles of Fair Pay (Will Hutton, 2011) and transparency.
- 7.2 The Chief Executive's post is the highest paid post at the Council and is paid at £115,316 (1 FTE) per annum and is currently at the top of the pay scale. This is 3.5 times the average earnings in the Council which is £32,938.48 The Chief Executive's pay is 4.72 times the lowest pay which is £24,441.

8. Payments/Charges and Contributions

- 8.1 The Council operates the Local Government Pension Scheme (LGPS) and makes pension contributions as required to all employees who participate in the scheme. The current rate is 22.4% of the whole time salary. All employees will be contractually enrolled into the scheme where they meet the following criteria: earn over £10,000 a year (2024/2025 figure) and are aged between 22 and state pension age.
- 8.2 Employee contributions will depend on the actual salary received, rather than a full time equivalent, with contributions ranging from 5.5% to 12.5%.

8.3 The Council has a determined policy on discretions available under the LGPS.

9. Discretionary Payments

The Council also recognises that it is important to motivate their employees by other non-salaried means. All employees receive a generous leave entitlement and are able to utilise the flexi-time scheme as well as access a range of employee discounts and our employee assistance programme via our employee benefits platform. In addition we have a Cycle to Work scheme, a car loan scheme, a relocation package, access to free eye tests and free off-peak membership at local leisure centres.

10. Decision Making

10.1 Decisions on remuneration are made as follows:-

- Chief Officers' local pay level approved by Full Council;
- Pay structure for all other posts approved by Full Council.
- Market Supplements, which may be required to meet market forces from time to time, are approved by the Senior Leadership Team.

11. Disclosure

11.1 The Local Government Transparency Code 2015 requires publications of posts with salaries over £50,000 (FTE). The Accounts and Audits (England) Regulations 2011 require posts with salaries over £50,000 to be published in the annual accounts. The Pay Policy Statement will be published on the Council's website.

11.2 The posts are as follows:-

- Chief Executive
- Strategic Director
- Chief Finance Officer (S151 Officer)
- Head of Law and Democracy (Monitoring Officer)
- Head of the Built Environment
- Head of Customer Service and Transformation
- Finance Manager
- Corporate Projects & IT Manager
- Housing Manager
- Planning Policy & Development Manager
- Depot Manager
- Marketing & Communications Manager
- HR Manager
- Strategic Manager

12. Performance related pay

12.1 There are no performance related pay schemes in place.

13. Equality and Diversity

13.1 This Pay Policy Statement will assist the Council in monitoring remuneration across the Council and provide a fair system which avoids discrimination.

For further information please contact:-

Anne Court, Chief Executive / Head of Paid Service

Telephone: (0116) 257 2702: E-mail: anne.court1@oadby-wigston.gov.uk