



Northumberland County Council

Your ref:

Our ref:

Enquiries to: Lesley Bennett

Email: Lesley.Bennett@northumberland.gov.uk

Tel direct: 01670 622613

Date: 31 January 2024

Dear Sir or Madam,

Your attendance is requested at a meeting of the **STAFF AND APPOINTMENTS COMMITTEE** to be held in **CONFERENCE ROOM 2, COUNTY HALL, MORPETH** on **THURSDAY, 8 FEBRUARY 2024** at **9.00 AM**.

Yours faithfully

Dr Helen Paterson
Chief Executive

To Staff and Appointments Committee members as follows:-

G Sanderson (Chair), R Wearmouth (Vice-Chair), A Dale, S Dickinson, B Flux, I Hunter, M Purvis, E Simpson and J Watson



Dr Helen Paterson, Chief Executive
County Hall, Morpeth, Northumberland, NE61 2EF
T: 0345 600 6400
www.northumberland.gov.uk



AGENDA

PART I

It is expected that the matters included in this part of the agenda will be dealt with in public.

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages 1
- 6)

Minutes of the meeting of the Committee held on Tuesday, 5 December 2023, as circulated, to be confirmed as a true record and signed by the Chair.

3. DISCLOSURE OF MEMBERS' INTERESTS

Unless already entered in the Council's Register of Members' interests, members are required where a matter arises at a meeting;

- a) Which **directly relates to** Disclosable Pecuniary Interest ('DPI') as set out in Appendix B, Table 1 of the Code of Conduct, to disclose the interest, not participate in any discussion or vote and not to remain in room. Where members have a DPI or if the matter concerns an executive function and is being considered by a Cabinet Member with a DPI they must notify the Monitoring Officer and arrange for somebody else to deal with the matter.
- b) Which **directly relates to** the financial interest or well being of a Other Registrable Interest as set out in Appendix B, Table 2 of the Code of Conduct to disclose the interest and only speak on the matter if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain the room.
- c) Which **directly relates to** their financial interest or well-being (and is not DPI) or the financial well being of a relative or close associate, to declare the interest and members may only speak on the matter if members of the public are also allowed to speak. Otherwise, the member must not take part in discussion or vote on the matter and must leave the room.
- d) Which **affects** the financial well-being of the member, a relative or close associate or a body included under the Other Registrable Interests column in Table 2, to disclose the interest and apply the test set out at paragraph 9 of Appendix B before deciding whether they may remain in the meeting.
- e) Where Members have or a Cabinet Member has an Other Registerable Interest or Non Registerable Interest in a matter being considered in

exercise of their executive function, they must notify the Monitoring Officer and arrange for somebody else to deal with it.

NB Any member needing clarification must contact monitoringofficer@northumberland.gov.uk. Members are referred to the Code of Conduct which contains the matters above in full. Please refer to the guidance on disclosures at the rear of this agenda letter.

4. PAY POLICY STATEMENT 2024/2005

(Pages 7
- 64)

The Localism Act 2011 requires the County Council to prepare and publish a Pay Policy Statement.

When developing our approaches to pay and reward, we are guided by the following principles;

- Shaping policies which will enable the Council to recruit and retain high calibre employees to provide high quality services.
- Maintaining levels of pay which are in line with the Council's financial policies and provide value for money.
- Adopting an approach which is open, transparent and accountable.
- Ensuring we apply our policies fairly and consistently, complying with all relevant employment legislation, including the Equality Act 2010.

This policy statement applies to the 2024-25 financial year. It will be reviewed annually and is in accordance with new or proposed legislation to ensure that it remains relevant and effective.

5. URGENT BUSINESS (IF ANY)

To consider such other urgent business as, in the opinion of the Chair, should, by reason of special circumstances, be considered as a matter of urgency.

6. DATE OF NEXT MEETING

The next scheduled meeting date will be 22 February 2024, at 9 am at County Hall, Morpeth.

IF YOU HAVE AN INTEREST AT THIS MEETING, PLEASE:

- Declare it and give details of its nature before the matter is discussed or as soon as it becomes apparent to you.
- Complete this sheet and pass it to the Democratic Services Officer.

Name:		Date of meeting:	
Meeting:			
Item to which your interest relates:			
Nature of Interest i.e. either disclosable pecuniary interest (as defined by Table 1 of Appendix B to the Code of Conduct, Other Registerable Interest or Non-Registerable Interest (as defined by Appendix B to Code of Conduct) (please give details):			
Are you intending to withdraw from the meeting?		Yes - <input type="checkbox"/>	No - <input type="checkbox"/>

Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
- a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well- being:
- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — a. under which goods or services are to be provided or works are to be executed; and b. which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)—

	<ul style="list-style-type: none"> a. the landlord is the council; and b. the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	<p>Any beneficial interest in securities* of a body where—</p> <ul style="list-style-type: none"> a. that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and b. either— <ul style="list-style-type: none"> i. the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a. any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b. any body
 - i. exercising functions of a public nature
 - ii. any body directed to charitable purposes or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

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NORTHUMBERLAND COUNTY COUNCIL

STAFF AND APPOINTMENTS COMMITTEE

At a meeting of the **Staff and Appointments Committee** held in the Council Chamber, County Hall, Morpeth on Tuesday, 5 December 2023 at 1.30 pm.

PRESENT

Councillor G. Sanderson
(in the Chair)

MEMBERS

Dale, A.	Simpson, E
Dickinson, S.	Watson, J.
Hunter, I.	Wearmouth, R.

OFFICERS IN ATTENDANCE

Bennett, L.M.	Senior Democratic Services Officer
Farnell, C.	Head of HR
Farrell, S.	Director of Workforce and Organisational Development
Gerrard, S.	Director of Law and Corporate Governance (MO)
Paterson, H.	Chief Executive and Head of Paid Services
Sample, C.	Lawyer

23. APOLOGIES

Apologies were received from Councillors B. Flux and M. Purvis.

24. MINUTES

RESOLVED that the minutes of the meeting of the Committee held on 25 October 2023, as circulated, be confirmed as a true record and signed by the Chair.

25. APPOINTMENT OF DEPUTY CHIEF FIRE OFFICER

Members received a report seeking to confirm the outcome of the selection process for the Deputy Chief Fire Officer and seeking approval for the appointment of the preferred candidate.

RESOLVED

Ch.'s Initials.....

- (1) To accept the findings of the selection panel that the preferred candidate be appointed to the role of Deputy Chief Fire Officer. Details set out in confidential appendix 1.
- (2) To agree that, in the event that any objection is received from the Leader and/or Cabinet, the appointment in question be referred back to this Committee for urgent consideration.
- (3) To note that offers of employment would be subject to all necessary pre-employment checks.
- (4) To note that the effective date of commencement of employment would be confirmed following all necessary pre-employment checks.
- (5) To agree that the Deputy Chief Fire Officer would align to the National Joint Council for Brigade Managers of Fire and Rescue Services terms and conditions (Gold Book) with remuneration aligning to NCC pay grade of Band 17, £126,665 SCP 70. This cost excluded employer's national insurance and employer's pension contributions.

26. PROPOSED APPOINTMENT PROCESS OF ASSISTANT CHIEF FIRE OFFICER (ACFO)

Members received a report setting out the proposed appointment process for the role of Assistant Chief Fire Officer (ACFO) within Northumberland Fire & Rescue Service. The current postholder had been successful in their application and, subject to StAC approval on 5th December 2023, would be appointed to Deputy Chief Fire Officer, therefore, the ACFO post would become vacant from 11th December 2023.

This report also sought approval that, at the conclusion to the selection process, the preferred candidate would be notified of their conditional appointment, subject to the approval of Staff and Appointments Committee.

RESOLVED

- (1) To agree that the Assistant Chief Fire Officer would align to the National Joint Council for Brigade Managers of Fire and Rescue Services terms and conditions ('Gold Book') with remuneration aligning to NCC pay grade of Band 16, £103,133 SCP 65 (spot salary). This cost excluded employer's national insurance and employer's pension contributions.
- (2) To approve external advertisement of the post following consideration at the meeting of the Staffing and Appointments Committee for the period 15 December 2023 to 12 January 2024. Shortlisted candidates would be required to attend an Assessment Day at the end of January 2024 (date TBA). The assessment would include Psychometric testing, staff panel comprising NFRS key employees, and a formal interview by a panel comprising senior managers.

- (3) To accept the findings of the selection panels that the preferred candidate be offered the role of Assistant Chief Fire Officer subject to the final approval of Staff and Appointments Committee.
- (4) To agree that, in the event that any objection is received from the Leader and/or Cabinet, the appointment in question be referred back to this Committee for urgent consideration.
- (5) To note that offers of employment would be subject to all necessary pre-employment checks.
- (6) To note that the effective date of commencement of employment would be confirmed following completion of all the necessary pre-employment checks.

27. APPOINTMENT OF DEPUTY CHIEF OFFICER – HEAD OF OD AND CULTURE

Members received a report seeking to confirm, and setting out to the Staff and Appointments Committee, a course of action taken in response to the unexpected withdrawal of the preferred candidate for the Head of OD and Culture and the sourcing and approval of an alternative preferred candidate.

In response to a query, it was reported that, if the Committee did not agree or if the postholder was found to be unsatisfactory, then there was an initial three month fixed term period in place after which the employment could be brought to an end.

RESOLVED

- (1) To accept the conclusion of the hiring manager that the preferred candidate has been appointed to the role of Head of OD and Culture. The candidate's CV outlining their skills and experience was set out in confidential appendix 1.
- (2) To agree that, in the event that any objection is received from the Leader and/or Cabinet, that the appointment in question be referred back to this Committee for urgent consideration.
- (3) To note that the offer of employment had been subject to all necessary pre-employment checks and was for an initial fixed term period of three months.
- (4) To agree that this initial three month fixed term period could be extended for the full three year fixed term period upon satisfactory performance during the initial three months of employment. Thereafter, the standard probationary policy would apply.
- (5) To note that the effective date of commencement of employment was 13 November 2023.

- (6) To agree that the Head of OD and Culture received staff benefits in line with all Council employees and remuneration of £76,364 per annum within pay band 14 (this cost excludes employer's national insurance and employer's pension contributions). Band 14 presented below

(7)	BAND 14	(8)	SCP	(9)	Value
(10)		(11)	56	(12)	£76,364
(13)		(14)	57	(15)	£79,336
(16)		(17)	58	(18)	£82,315
(19)		(20)	59	(21)	£85,286

28. REDEFINITION AND RENAMING OF ROLE CURRENTLY KNOW AS DIRECTOR OF STRATEGY AND COMMUNICATIONS AND CHANGE OF JOB TITLE TO 'ASSISTANT CHIEF EXECUTIVE'

Members received a report seeking approval that the role of the current Director of Strategy and Communications be redefined in terms of role content and that the job title be changed to 'Assistant Chief Executive'.

A concern was raised about the proposed new job title of Assistant Chief Executive. It was explained that the title 'Assistant to the Chief Executive' would imply that the postholder was the Chief Executive's PA, whereas the post of 'Assistant Chief Executive' included representing the Chief Executive at meetings. The Assistant Chief Executive was not the Deputy and did not have the powers associated with that role.

RESOLVED

- (1) To approve that the current postholder be assigned to the role of Assistant Chief Executive.
- (2) To agree that, subject to approval of recommendation 2.1 above, the change to job title take effect from 1 December 2023.
- (3) To note that all other terms and conditions of employment, including the evaluated band 16 and salary of £100,157 per annum, remain unchanged.

29. PROBATIONARY PERIOD COMPLETION – CHIEF EXECUTIVE, EXECUTIVE DIRECTORS AND DIRECTOR OF LAW AND CORPORATE GOVERNANCE (MONITORING OFFICER)

The report updated the Members on the status of probationary assessments for the Chief Executive, Executive Directors and Director of Law and Corporate Governance of the Council.

RESOLVED to note that all probationary periods had been satisfactorily completed and, in accordance with the relevant policy (appendices 1, 2 and 3),

employment had been confirmed.

30. DATE OF NEXT MEETING

The next meeting will be held on 24 January 2024, at 1.30 pm in the Council Chamber, County Hall, Morpeth.

CHAIR.....

DATE.....

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Northumberland County Council

Committee Name: Staff and Appointments Committee

Meeting date: 8th February 2024

Pay Policy Statement 2024/ 2025

Report of Councillor(s) N/A

Responsible Officer(s): Sarah Farrell, Director of Workforce and OD.

Link to Key Priorities of the Corporate Plan

Achieving Value for Money – Pay represents a significant part of overall expenditure of the council. Designing appropriate pay strategies is essential in driving productivity and organisational performance. The pay strategy needs to be effective in engaging and motivating staff, together with delivering value for money.

Tackling Inequalities - The Hutton report on fair pay made several recommendations, one of which included tackling disparities between the lowest and highest paid employees in public sector organisations.

1. Purpose of report

1.1 The Localism Act 2011 requires the County Council to prepare and publish a Pay Policy Statement.

1.2 When developing our approaches to pay and reward, we are guided by the following principles;

- Shaping policies which will enable the Council to recruit and retain high calibre employees to provide high quality services.
- Maintaining levels of pay which are in line with the Council's financial policies and provide value for money.
- Adopting an approach which is open, transparent and accountable
- Ensuring we apply our policies fairly and consistently, complying with all relevant employment legislation, including the Equality Act 2010.

1.3 This policy statement applies to the 2024-25 financial year. It will be reviewed annually and is in accordance with new or proposed legislation to ensure that it remains relevant and effective.

2. Recommendations

2.1 The committee is requested to note the contents of the report.

3. Background

3.1 The structure and style of report has been amended to improve the flow of information and to provide additional clarity in some areas by removing unnecessary information.

3.2 The proposed amended Pay Policy statement for 2024/25 is attached as appendix 1. Advice from Leading Counsel has been taken in the drafting of the policy.

3.3 Appendices 2a and 2b detail the pay structures referred to within the Policy Statement for Chief Officers and all other staff.

3.4 All amendments to the policy statement approved by Council on 30 March 2023 are documented, along with reasons for such amendments in the table in Appendix 3.

3.5 A copy of the original published 23/24 Pay Policy statement has been included and attached at Appendix 4 for reference.

3.6 An Equality Impact Assessment has been completed and detailed in Appendix 5.

3.7 Under section 39 of the Localism Act the Pay Policy must be agreed by 31 March. The proposed policy is the revised document and is intended to replace the current published Pay Policy (2023/24).

4. Legal Due Diligence

4.1 In the light of the previous issues that have been identified with the interpretation and application of previous pay policies, the Director of Law and Governance has had the proposed policy reviewed by Leading Counsel to ensure full compliance with appropriate regulatory requirements. Counsel's suggestions have been adopted in full and are reflected in the proposed policy (appendix 1).

4.2 All changes have been made to ensure full transparency and appropriate public and political oversight of the Council's pay and reward arrangements.

4.3 The most significant change is a proposal that in future all appointments to posts attracting a salary of £100k or more will be subject to final approval by Full Council following a recommendation from STAC. This will further enhance political oversight of arrangements.

Policy	The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its Chief Officers and its lowest paid employees. The Council wishes to ensure that it operates on the principles of equal pay for work of equal value, and also within the various other legislative requirements, including the Equality Act 2010.
Finance and value for money	Pay represents a significant part of overall expenditure of the council and appropriate budgeting is in place to ensure salaries are managed in line with the financial plan. The pay strategy needs to be effective in engaging and motivating staff, together with delivering value for money.
Legal	Section 38-43 of the Localism Act 2011 sets out the requirement for local authorities to prepare and publish a Pay Policy Statement. Section 38 specifies that the Pay Policy Statement must be prepared for each financial year and must be approved by Full Council.
Procurement	None identified.
Human resources	Human Resources will continue to oversee job evaluation process, ensuring roles are evaluated fairly and in line with relevant process. HR will monitor the application of the pay policy, ensure relevant reports are prepared in line with the pay policy statement and submitted to staff and appointments committee.
Property	None Identified.
The Equalities Act: is a full impact assessment required and attached?	Yes - required and attached EIA completed and appended to report (appendix 5)
Risk assessment	Risks relating to pay and conditions are managed locally and both Strategic and Operational Risk registers are in operation
Crime and disorder	None Identified.

Customer considerations	None Identified.
Carbon reduction	None Identified.
Health and wellbeing	Effective pay strategies and appropriate application of pay arrangements will support positive health and wellbeing of employees.
Wards	Wards

5. Links to other key reports already published

Appendix 1 – Proposed Pay policy statement 2024/25.
Appendix 2a – Chief Officer pay structure
Appendix 2b – General pay structure
Appendix 3 – Table of amendments and changes
Appendix 4 – Current Pay policy statement 2023/24
Appendix 5 – Equality Impact Assessment

Author and Contact Details

Claire Farnell, Head of HR
Claire.farnell@northumberland.gov.uk



Northumberland County Council

Pay Policy Statement April 2024 to March 2025

Introduction and Purpose

- 1.1 This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of section 38-43 of the Localism Act 2011.
- 1.2 The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.
- 1.3 When developing our approaches to pay and reward, we are guided by the following principles;
 - Shaping policies which will enable the Council to recruit and retain high calibre employees to provide high quality services.
 - Maintaining levels of pay which are in line with the Council's financial policies and provide value for money.
 - Adopting an approach which is open, transparent and accountable.
 - Ensuring we apply our policies fairly and consistently, complying with all relevant employment legislation, including the Equality Act 2010.
- 1.4 This policy statement applies to the 2024-25 financial year and will be put forward for approval at a meeting of the Council which is open to the public and observers. It will be reviewed annually and is in accordance with new or proposed legislation to ensure that it remains relevant and effective.

Scope

2. This policy applies to all Council employees who are covered by Northumberland County Council's Chief Officer, Senior Manager or NJC for Local Government Service (Green Book) Terms and Conditions of Employment and also the relevant Terms and Conditions applying to employees listed in paragraph 9. This policy does not apply to school staff as it is the responsibility of each school to determine their own pay policies.

Publication

3. This policy will be published on the Council's website and will be made available to the community. This will enable local people to have an informed view of whether local decisions on all aspects of remuneration are reasonable and make appropriate use of public funds.

Definition of Chief Officer

4. Chief Officer is defined in s43 of the Localism Act 2011 as follows:
 - The head of the authority's paid service
 - The monitoring officer
 - Any statutory chief officer:
 - The person having responsibility for all statutory purposes (inc. s151 of the Local Government Act 1972), for the administration of the authority's financial affairs.
 - The Director of Children's Services appointed under s18 of the Children Act 2004.
 - The Director of Adult Social Services appointed under section 6 (A1) of the Local Authority Social Services Act 1970 (as amended by the Children Act 2004).
 - The Director of Public Health appointed under s73A (1) of the National Health Service Act 2006.
 - Any non-statutory officer:
 - A person for whom the head of the authority's paid service is directly responsible.
 - A person who, in respect of most of their duties, is required to report direct or is directly accountable to the head of paid service.
 - Any person who, in respect of most of their duties, is required to report direct or is directly accountable to the authority or its committees/sub-committees.

In the case of the Council these posts are:

- Chief Executive (Head of Paid Services)
- Statutory Chief Officers:
 - Executive Director of Children's, Young People and Education.
 - Executive Director of Adults, Ageing and Wellbeing.
 - Executive Director of Public Health, inequalities and Stronger Communities.
 - Executive Director of Transformation and Resources and section 151 Officer.

- Director of Law and Corporate Governance and Monitoring Officer.
- Non-Statutory Chief Officers
 - Assistant Chief Executive, Corporate Strategy and Communications.
 - Executive Director of Place and Regeneration.
 - Director of Workforce and OD.
 - Chief Fire Officer.

The Council also considers the following posts to be Deputy Chief Officers for the purposes of this policy;

- Director of Finance and Procurement.
- Director of Stronger Communities.
- Director of Assessment and safeguarding.
- Director of Children, Young people and families.
- Director of Education, SEND and Skills.
- Director of Economic Development and Growth.
- Director of Environment and Transport.
- Director of Housing and Planning.
- Director of Digital and IT.
- Director of Strategic Change and service Improvement.
- Deputy Chief Fire Officer.
- Assistant Chief Fire Officer.

With the exception of the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Officer, all of the above officers are employed on Chief Officer terms and conditions.

There are some Deputy Chief Officers who are not employed on Chief Officer terms and conditions. However, the appointment of all Chief and Deputy Chief Officers must be approved by Staff and Appointments Committee (or Full Council for posts attracting salaries of £100,000 or above).

Chief Officer Pay Structure and Incremental Progression

- 5.1 Chief Officer posts are evaluated using the Local Government Employers (LGE) job evaluation scheme. The evaluation is conducted by senior HR professionals trained in the application of the scheme.
- 5.2 Pay levels are reviewed and locally agreed, taking into account any cost-of-living increase negotiated nationally by the JNC for Chief Officers of Local Authorities

Conditions of Services.

- 5.3 The current pay structure for all Chief Officers staff is set out in **Appendix 1A**.
- 5.4 Each band contains several salary points, allowing for incremental progression up to the top of the grade.
- 5.5 Annual progression through the salary points within band boundaries is not automatic. Chief Officers (listed in Paragraph 4 above) have the opportunity to apply bi-annually to be considered for incremental progression within their pay band. This process is assessed based on meeting appraisal objectives and assessment criteria objectively reviewed by Executive Directors (or by the Head of Paid Service in the case of applications made by Executive Directors). The decision to award incremental progression will be reported annually to the Staff and Appointments Committee.
- 5.6 Chief Officers are not awarded bonuses and there is no “earn back” scheme in operation.

Governance arrangements for the appointment and salaries of Chief Officers

- 6.1 All Chief Officer appointments and their starting salaries must be formally approved at the Staff and Appointments Committee attended by elected members. The committee has access to appropriate independent expert advice where necessary.
- 6.2 In addition, notwithstanding any other requirement of the Constitution, any appointment within the Council that attracts a salary package of £100,000 or more will be considered and approved by a vote of Full Council. For these purposes, a salary package includes salary and any other fees, allowances, bonuses and benefits in kind that the post holder would routinely be entitled to. This does not include the employer's pension contributions should the post holder choose to join a pension scheme.

Bands 1 to 15 pay structure (including the lowest paid employees)

- 7.1 There are fifteen bands covering posts below those of Chief Officers. Each band has a number of spinal pay points with a differential falling within agreed parameters.
- 7.2 Posts aligned to bands 1-10 (spinal column point 1-43) are determined by the Council's job evaluation scheme, recommended by the NJC for Local Government Services.

- 7.3 Posts aligned to bands 11-15 (spinal column point 44- 63 inclusive) are evaluated using the LGE job evaluation scheme.
- 7.4 A panel of experienced trade union representatives and HR professionals evaluate each post using agreed job descriptions.
- 7.5 There is a right of appeal against the grade determined for the job in accordance with a locally agreed procedure. There is also an agreed procedure for consideration of individual re-grading requests.
- 7.6 Pay levels are reviewed and locally agreed, taking into account any cost-of-living increase negotiated nationally by the relevant NJC for Local Government Services.
- 7.7 The current pay structure for all staff below Band 16 is set out in **Appendix 1B**.

Incremental Progression

- 8.1 Annual incremental progression through the salary points within band 1 - 13 is automatic. Incremental progression within each pay band is normally applicable from 1 April each year up to the maximum of the band, subject to six months' service within the band. Where the service requirement is not met on 1 April, the increment will be paid on the six-month anniversary of the employee's start date on that band.
- 8.2 Annual incremental progression takes place until the maximum salary point within the band is achieved. Thereafter, the employee is only eligible to receive the annual cost of living award, negotiated by the appropriate bodies and implemented by the Council.
- 8.3 Annual incremental progression through the salary points within bands 14 to 15 is not automatic and staff aligned to these bands have the opportunity to apply bi-annually to be considered for incremental progression within their pay band. This process is assessed based on meeting appraisal objectives and an assessment criterion objectively reviewed by Executive Directors. The decision to award incremental progression will be reported annually to the Staff and Appointments Committee.

Salaries of other posts

- 9. There are a small number of other staff groups employed by the Council whose terms and conditions, including pay, are determined by applying the relevant rules

applicable within their own nationally agreed terms and conditions. These include; Youth and Community Workers, Tutors, 'Soulbury' employees (officers providing support to schools in areas such as school improvement and educational psychology), centrally employed Teachers, Coroners and Uniformed Firefighters whose terms and conditions, including pay, are determined by applying the relevant rules applicable within their own nationally agreed terms and conditions.

Salary on Appointment

10. It is the Council's policy to appoint employees at the bottom of the relevant pay band with agreed rules around appointment, promotion or re-grading to a post with a higher maximum salary. In exceptional circumstances where an employee is not appointed at the bottom of the pay band, appointing officers are required to provide clear evidence to Human Resources so that the principles of equal pay are not undermined.

Obligation to publish salaries

- 11.1 Under the Local Government Transparency Code 2015 the Council has an obligation to publish certain salary information. The Council publishes details of all salaries of £50,000 and above by job title only.
- 11.2 In addition, the Council also publishes the salaries of Heads of Service and above together with the postholder's name. The terms and conditions of service for Heads of Service and above require them to agree to the publication of such information.

Pensions

- 12.1 Staff of the council are eligible to join the Local Government Pension Scheme. All employees who have a contract of employment for at least 3 months are automatically enrolled into the LGPS. The benefits and contributions payable under the scheme are set out in the Local Government Pension Scheme Regulations 2013.
- 12.2 All Fire Authority employees are automatically enrolled into the appropriate Firefighters pension scheme.

Relationship between Senior Posts and Lowest Paid Posts

- 13.1 There is no formal mechanism for direct comparison between pay levels of the wider workforce with senior manager pay and there are no Council policies on reaching or maintaining a specific pay multiple.

- 13.2 The lowest paid employee is defined as those full-time employees in jobs paid at Band 1, spinal column point 2, which is £22,366. It excludes apprentices, whose pay remains subject to other regulations or conditions.
- 13.3 The pay multiple recommended by the Hutton Review of Fair Pay for the Public Sector to publish is the ratio between the salary of the highest paid employee and the median full-time equivalent (FTE) salary of the organisation.
- 13.4 The Council's current pay multiple (based on November 2023 salaries) from the highest pay (£207,487 per annum) to the median pay of the organisation (£30,729 per annum) is 1:6.75
- 13.5 This pay multiple is slightly higher than the previous year, which was 1:6.55. This pay multiple is considered to be appropriate and does not represent an excessive pay gap. The pay multiple is in line with other local authorities within the region. The increase from last year is minimal and the multiple is still lower than 2022/2023 when it was 1:8.73.

Market Forces Allowance

- 14.1 The Council recognises that at times it may be difficult to recruit new employees or retain existing employees in certain key posts. To ensure that the Council attracts and maintains a skilled and experienced workforce, supplements may be paid in addition to the grade of the post in accordance with the Council's Market Supplements Policy.
- 14.2 Market forces allowances will only be considered when all other means of satisfying recruitment and retention have been exhausted. Market forces allowances will only be considered in exceptional circumstances where a clear business case has been identified and the recruitment or retention issues are due to relative labour market pay and are adversely impacting on the Council's ability to retain or attract appropriate candidates. The business case must be reviewed and approved by the relevant Executive Director and Human Resources.
- 14.3 Market forces allowances will be agreed for a 12-month period whereupon a review will take place to confirm whether there is still a business a clear business case to continue with the payment and considering market forces.
- 14.4 Any market forces allowances proposed for Chief Officers must be approved by Staff and Appointments Committee.

Pay Protection

- 15.1 The Pay protection and detriment provision is to provide an initial period of protection during which an employee is able to adjust to a reduction in earnings or other detriment incurred during the course of their employment as a result of changes to their contract.
- 15.2 Eligible employees, in Bands 1-13, who are redeployed to a post with a lower salary or pay band, or whose hours of work are reduced by the Council, shall receive the rate of pay applicable to the new post plus 'protected pay' for a period of three years from the date of appointment to the new post.
- 15.3 'Protected pay' is up to the difference between the employee's current salary and the salary of new post subject to a limit of no more than 15% of the old salary.
- 15.4 Where both hours and pay rate have been reduced, protection will be based on the actual contractual cash loss (up to a maximum of 15% of the old contractual pay).
- 15.5 Where the pay rate has been reduced but hours have increased, protection will be based on the actual contractual cash loss (up to a maximum of 15% of the old contractual pay).
- 15.6 Protection is limited to 6 months for Senior Managers (Pay bands 14 and above), at the full difference between the old rate of pay and the new rate. Where an employee is redeployed from a Senior Management post into a post that is below band 14, they will receive pay protection as above i.e. the 15% rule.
- 15.7 Protected pay will only cover those elements of pay which are contractual.
- 15.8 A review of pay protection or detriment payments may take place, as necessary. This is not a review of the level of protection or the three-year period, but an effort to align employees to a post similar to their previous post as well as to minimise costs. This may involve redeployment to a different post as well as additional training, job enrichment, or additional duties.

Allowances

16. The Council's arrangements for overtime payments, allowances and working on a bank holiday are outlined in Northumberland County Council's Terms and Conditions of Employment.

Redundancy Payments

- 17.1 The Council's policy on redundancy and severance is reviewed regularly (in accordance with The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The Redundancy Policy is published on the Council's website. Any changes to this scheme are consulted upon with the relevant trade unions recognised by the Council for collective bargaining purposes. Any significant changes to the scheme must be approved by the Joint Consultative Committee (JCC). This scheme is not contractual, and the Council may vary the discretionary terms of the scheme. Payments must always be in the financial and managerial interests of the Council and all cases must be approved by the relevant Executive Director and the Head of Paid Service or their nominated representative.
- 17.2 Redundancy payments made to any Chief Officers will be published in the Council's Statement of Accounts as required.
- 17.3 The Staff and Appointments Committee has delegated authority from the Full Council to approve redundancy payments for Chief Officers. All exit packages of £100,000 or more must be approved by a vote of Full Council.

Special Severance Payments

- 18.1 Special severance payments will be considered in accordance with the "Statutory Guidance on the making and disclosure of special severance payments by local authorities in England" published in May 2022. This guidance clarifies that special severance payments are discretionary payments made on termination of employment on top of contractual, and statutory rights, and that such payments should be exceptional and subject to a control process.
- 18.2 The payment of special severance payments will only be considered in exceptional circumstances and where their application is fair, proportionate, lawful and demonstrates value for money for the taxpayer.
- 18.3 The following approval process is in place:
- Payments of £100,000 or above must be approved by a vote of the Full Council.
 - Payment of £20,000 to £100,000 must be approved by the Head of Paid Service who should engage with the Leader.
 - Payments of under £20,000 must be approved according to the Council's scheme of delegation.

- 18.4 Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest, it is expected that the payment should be approved by the Staff and Appointments Committee and at least two independent persons prior to a vote of Full Council.
- 18.5 Appropriate HR, legal and financial advice will be sought and considered in respect of all special severance payments. In accordance with the statutory guidance on Special Severance Payments, the Council's S151 Officer and, where appropriate, the Monitoring Officer, should take a close interest in and be able to justify any special severance payments made by the Council and in particular any payments that are made that are not consistent with the statutory guidance.

Payments to Returning Officer

19. The Returning Officer is currently the Head of Paid Service. The statutory role of Returning Officer carries a set fee at centrally funded polls such as Parliamentary, PCC elections and national referenda. At such polls this fee is set by order based on local authority size and previous authorised spend. At County Council, Combined Authority and Town & Parish elections (local elections), the Returning Officer's fee is not set by order and is subject to local discretion. The Returning Officer's fee at local elections was agreed as part of the terms and conditions of employment.

Contracts for services and appointment of consultants

- 20.1 Due to the nature and responsibilities of their role, Chief Officers are normally employed on full-time permanent employment contracts. In exceptional circumstances, where the Council remains unable to recruit to a Chief Officer post or where there is a need for interim support to provide cover for a vacant post, the Council may consider engaging an individual as a consultant through a "contract for service". Such arrangements can be advantageous because they can reduce employment costs and are flexible because they can be used for short periods of time without the need to make termination payments. Where these arrangements are used the Council will use the relevant procurement processes to seek value for money.
- 20.2 Such engagements will be approved by the Staff and Appointments Committee.

Re-employment of employees previously made redundant from the Council

21. Where a Council employee has been made compulsory redundant there is no general restriction on any future re-employment of the employee by the council, where such re-

employment occurs at a later date and as a discrete event unconnected with the redundancy, although in certain circumstances the return of pension and redundancy payments is a legal requirement. Where staff have requested voluntary redundancy, and this has been approved, then re-employment with the Council to a permanent, fixed term or temporary post within a period of 2 calendar years will only be with the express approval of the Director of Workforce and Organisational Development. If there are any exceptional circumstances regarding the re-employment of employees, who have been made compulsory redundant, either employed directly by the Council or via an agency/consultancy basis, these must be discussed and agreed in advance with the relevant Executive Director and together with the Director of Workforce and Organisational Development.

Secondary Employment

- 22.1 Chief Officers may undertake secondary employment if a declaration is made, formal approval is sought and approved by the Staff and Appointments Committee.
- 22.2 Other senior officers may undertake secondary employment if a declaration is made, formal approval is sought and approved by the Head of Paid Service.

Policy Review

- 23. This policy statement will be reviewed annually and any disputes relating to interpretation will be considered by the Head of Paid Service or a person nominated by the Head of Paid Service who will be the final arbiter. Where unforeseen circumstances require flexibility of this policy, the Head of Paid Service, or the Staff and Appointments Committee if the matter concerns a Chief or Deputy Chief Officer, will have the power to approve changes.

Appendix 1a – Chief Officer Salary Structure 2023/23

BAND	SCP	ANNUALSALARY
BAND 16	64	£100,157
	65	£103,133
	66	£106,107
	67	£109,081
BAND 17	68	£119,800
	69	£125,692
	70	£131,580
	71	£143,361
	72	£134,555
	73	£144,774
BAND 18	77	£156,672
	81	£168,582

Appendix 1b - Salary Structure 2023/24

BAND	SCP	ANNUALSALARY
BAND 1	1	
	2	£22,366
BAND 2	3	£22,737
	4	£23,114
BAND 3	5	£23,500
	6	£23,893
BAND 4	7	£24,294
	8	£24,702
	9	£25,119
	10	£25,545
BAND 5	11	£25,979
	12	£26,421
	13	£26,873
	14	£27,334
	15	£27,803
BAND 6	16	£28,282
	17	£28,770
	18	£29,269
	19	£29,777
	20	£30,296
	21	£30,825
BAND 7	22	£31,364
	23	£32,076
	24	£33,024
	25	£33,945
	26	£34,834
	27	£35,745
	28	£36,648
BAND 8	29	£37,336
	30	£38,223
	31	£39,186
	32	£40,221
	33	£41,418
BAND 9	34	£42,403
	35	£43,421
	36	£44,428
	37	£45,441
BAND 10	38	£46,464
	39	£47,420
	40	£48,474
	41	£49,498
	42	£50,512
	43	£51,515
BAND 11	44	£53,160
	45	£54,353
	46	£55,540
BAND 12	47	£56,730
	48	£60,299
	49	£61,489
	50	£62,680
BAND 13	51	£63,869
	52	£67,437
	53	£68,629
	54	£69,818
BAND 14	55	£71,008
	56	£76,364
	57	£79,336
BAND 15	58	£82,315
	59	£85,286
	60	£88,603
	61	£91,236
	62	£94,116
	63	£97,183

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Appendix 1 B

BAND	SCP	ANNUALSALARY
BAND 1	1	
	2	£22,366
BAND 2	3	£22,737
	4	£23,114
BAND 3	5	£23,500
	6	£23,893
BAND 4	7	£24,294
	8	£24,702
	9	£25,119
	10	£25,545
BAND 5	11	£25,979
	12	£26,421
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	54	£69,818
	55	£71,008
BAND 14	56	£76,364
	57	£79,336
	58	£82,315
	59	£85,286
BAND 15	60	£88,603
	61	£91,236
	62	£94,116
	63	£97,183

Appendix 2

Pay Policy Statement 2024/25 – Table of Amendments

<p>1. Introduction and Purpose</p>	<p>Paragraphs 1 and 2 from the previous policy. The wording has been changed slightly to make the purpose clearer.</p>
<p>2. Scope</p>	<p>Paragraphs 3 and 4 from the previous policy. We have added reference to the various terms and conditions of employees. We have removed “it does not normally refer to particular individuals (except where required or specifically agreed) to ensure the General Data Protection Regulations are adhered to” because, whilst the policy does comply with GDPR, this is viewed as unnecessary wording. We have removed “The Council’s policies and schemes relating to data transparency, and the guidance on transparency issued by the Secretary of State for DLUHC should be read in conjunction with this pay policy statement” because this is a standalone policy which does not need to be read in conjunction with guidance, which is also not recent guidance.</p>
<p>3. Publication</p>	<p>Paragraph 5 from the previous policy. Wording unchanged.</p>
<p>4. Definition of Chief Officer</p>	<p>Paragraph 10 from the previous policy. This has been moved forward so that the definition of Chief Officer comes before Chief Officer pay. Changes to Statutory Officers – due to legislation changes the Chief Fire Officer and Director of Education are no longer Statutory Chief Officers. The Chief Fire Officer has been moved to the Non-statutory Chief Officer list. The Director of Education has been deleted from the list as this is not a separate role at NCC. A list of current job titles has been added which equate to the role of Chief Officer and Deputy Chief Officer – specifically the ones that are on Chief Officer terms and conditions of employment. Wording regarding the approval process of such posts has also been added.</p>

	<p>Paragraph 7 from the previous pay policy has been removed. This said “For the purposes of this policy statement, the Council defines its senior posts as those at Head of Service level and above”. NCC uses the term “Chief Officer” to refer to these employees who are on Chief Officer terms and conditions.</p>
<p>5. Chief Officer Pay Structure and Incremental Progression</p>	<p>Paragraph 6 and 9 from the previous pay policy.</p> <p>The wording in old paragraph 6 has been changed to make it clearer and an appendix setting out the current pay structure has been added.</p> <p>The wording of old para 9 has been changed to show that Chief Officers now gain incremental progression as a result of meeting appraisal objectives and assessment criteria reviewed by Executive Directors and then reported to Staff and Appointments Committee annually, rather than The Head of Paid Service awarding incremental progression in exceptional circumstances.</p>
<p>6. Governance arrangements for the appointment and salaries of Chief Officers</p>	<p>Paragraph 12 from the previous pay policy.</p> <p>Wording has been added to 6.1 to say that the Staff and Appointments Committee approve the appointments and starting salaries of all Chief Officers.</p> <p>In paragraph 6.2 the approval of new appointments with salaries of £100,000 and over has been changed from Staff and Appointments Committee to Full Council. The Pay Policy has been reviewed by Leading Counsel and it has been adjusted to reflect this advice and to improve transparency and political accountability.</p>
<p>7. Bands 1-15 pay structure (including the lowest paid employees)</p>	<p>Paragraphs 13-15 of the previous pay policy.</p> <p>The wording has been changed slightly to make it read better. In addition, the pay structure for bands 14 and 15 has been included as these bands are generally not Chief Officers and, therefore, should not be included in that section. An appendix has also been added setting out the pay structure for bands 1-15. This includes the salary of the lowest paid employee.</p>

	<p>The wording around incremental progression (para 15) has been moved to the next section.</p> <p>The wording around appointing at the bottom of the band (para 14) has been moved to “Salaries on Appointment”.</p>
8. Incremental Progression	<p>Paragraph 15 of the previous pay policy.</p> <p>However, some more detail has been added to make the process clearer. The method for incremental progression in bands 14 and 15 has been added in.</p>
9. Salaries of other posts	<p>Paragraph 17 of the previous pay policy.</p> <p>An explanation of what a Soulbury worker is has been added.</p>
10. Salary on appointment	<p>Paragraph 14 of the previous pay policy.</p> <p>The wording has been changed slightly to make it clearer.</p>
11. Obligation to publish salaries	<p>Paragraph 8 of the previous pay policy.</p> <p>Additional information has been added regarding the publishing of salaries of £50k and over.</p>
12. Pensions	<p>Paragraph 11 of the previous pay policy.</p> <p>The information about figures has been removed as it made the paragraph overly complicated and difficult to read.</p>
13. Relationship between Senior Posts and Lowest Paid Posts	<p>Paragraph 18 from the previous pay policy.</p> <p>The details of how this figure is worked out have been added, together with the salaries of the highest paid employee and the median employee.</p>
14. Market Forces Allowances	<p>This paragraph replaces paragraph 22 “Additional Special Payments” in the previous pay policy.</p> <p>The only additional payments paid are market forces allowances. Additional wording has been added to explain that these payments are the exception, rather than the norm, and are issued on a temporary basis and reviewed.</p>

15. Pay Protection	<p>Paragraph 27 of the previous pay policy.</p> <p>Rather than just refer to the pay protection policy, this paragraph now includes a summary of what the policy says.</p>
16. Allowances	<p>Paragraph 16 of the previous pay policy.</p> <p>Wording has been added to clarify what an additional payment is.</p>
17. Redundancy Payments	<p>Paragraphs 19-21 of the previous pay policy.</p> <p>The word “pension” has been removed from the first line as this is not something that is reviewed under the Local Government (Early Termination of Employment) Regs.</p>
18. Special Severance Payments	<p>This section has been added to comply with the Statutory Guidance issued in May 2022 and to make it clear that Special Severance Payments are separate to redundancy payments set out in the paragraph above.</p>
19. Payments to Returning Officer	<p>Paragraphs 23-25 of the previous pay policy.</p> <p>Information about payments to all election staff has been removed. This paragraph now only includes the payments to the Returning Officer. This is because payments to election staff are subject to change and, in addition, there is no requirement to record this within the pay policy.</p>
20. Contracts for services and appointment of consultants	<p>Paragraphs 30 and 31 of the previous pay policy.</p> <p>The lengthy description of what a contract for service is has been removed as it is unnecessary. The paragraph now focusses on the Council’s approach to contracts for service.</p>
21. Re-employment of employees previously made redundant from the Council	<p>Paragraph 26 of the previous pay policy and remains unchanged.</p>
22. Secondary Employment	<p>Paragraphs 28 and 29 of the previous pay policy and remains unchanged.</p>

23. Policy Review	<p>Paragraph 33 of the previous pay policy.</p> <p>The wording “Any deviation from the policy in-year will be reported to Full Council at the next review date” to avoid any misinterpretation that the policy can be deviated from. The process to follow is adequately set out in the preceding sentences.</p>
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Northumberland

County Council

COUNTY COUNCIL

MARCH 2023

Pay Policy Statement of Northumberland County Council 2023/2024

Report of Sarah Farrell, Director of Workforce and OD

Cabinet Member: Richard Wearmouth, Deputy Leader

Purpose of report

The Localism Act 2011 requires the County Council to prepare and publish a Pay Policy Statement. The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.

The Council wishes to ensure that it operates on the principles of equal pay for work of equal value, and also within the various other legislative requirements, including the Equality Act 2010.

The policy statement applies to the 2023-24 financial year. The policy will be reviewed annually and takes into account the statutory guidance on openness and transparency issued by the Secretary of State for Levelling Up, Housing and Communities. (DLUHC)

Recommendations

Council is requested to approve:

1. The amended Pay Policy Statement 2023-24 set out at Appendix 1.

Link to Corporate Plan

The report is relevant to both the Living & Learning and Thriving priorities included in the NCC Corporate Plan 2021-2024 as it is linked to the pay of the workforce.

Key issues

This report is required to be submitted annually for consideration for approval by Full Council.

Background

1. Please find attached at Appendix 1 the proposed amended Pay Policy statement for 2023/24 based on external legal advice. All amendments to the policy statement approved by Council on 30 March 2022 are underlined in the document.
2. The proposed revisions to the 2023/2024 Pay Policy and the reasons have been highlighted in Appendix 2. Where a revision has been made to the 2023/24 Policy the paragraphs have been underlined in the document. A copy of the original published 22/23 Pay Policy statement has been included and attached at Appendix 3 for reference.
3. Under section 39 of the Localism Act the Pay Policy has to be agreed by 31 March. The proposal is the revised document will replace the current published Pay Policy 2022/23.

Implications

Policy	The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. The Council wishes to ensure that it operates on the principles of equal pay for work of equal value, and also within the various other legislative requirements, including the Equality Act 2010.
Finance and value for money	As above
Legal	As above and also the legal implications are covered within the body of this report.
Procurement	Not applicable
Human Resources	Statement relates to pay within the organisation and its workforce in particular the highest salaries and its lowest paid employees.
Property	Not applicable
Equalities (Impact Assessment attached)	EIA attached Appendix 4

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Risk Assessment	Not applicable
Crime & Disorder	Not applicable
Customer Consideration	Customers will have access to the statement via the website
Carbon reduction	Not applicable
Health and Wellbeing	As policy is linked to Human Resources and the workforce of NCC our policy can have an effect on wellbeing and mental health of workforce.
Wards	Not applicable

Background papers:

Report signs off.

Authors must ensure that officers and members have agreed the content of the report:

	Full Name of Officer
Monitoring Officer/Legal	Suki Binjal
Executive Director of Finance & S151 Officer	Jan Willis
Relevant Executive Director	Sarah Farrell Director of Workforce and OD
Chief Executive	Helen Paterson (Audrey Kingham on behalf of Helen Paterson)
Portfolio Holder(s)	Richard Wearmouth

Author and Contact Details

Estelle White
Senior HR OD Manager
Email – Estelle.White@northumberland.gov.uk

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Northumberland

County Council

Pay Policy Statement **April 2023 to March 2024**

Purpose

1. The Localism Act 2011 requires the County Council to prepare and publish a Pay Policy Statement. The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. The Council wishes to ensure that it operates on the principles of equal pay for work of equal value, and also within the various other legislative requirements, including the Equality Act 2010.

2. This policy statement applies to the 2023-24 financial year and will be approved at a meeting of the Council which is open to the public and observers. It will be reviewed annually and takes into account the guidance on openness and transparency issued by the Secretary of State for Levelling Up, Housing and Communities. (DLUHC)

Scope

3. The policy applies to all Council employees although it does not normally refer to particular individuals (except where required or specifically agreed) to ensure the General Data Protection Regulations are adhered to. This policy does not apply to school staff as it is the responsibility of each school to determine their own pay policies.

4. The Council's policies and schemes relating to data transparency, and the guidance on transparency issued by the Secretary of State for DLUHC should be read in conjunction with this pay policy statement.

Publication

5. This policy will be published on the Council's website and will be made available to the community. This will enable local people to have an informed view of whether local decisions on all aspects of remuneration are reasonable and make the best of public funds.

Salaries of Chief Officers and Senior Posts

6. The Council's management structure, along with the salaries of the Council's Chief Officers and its most senior staff will be published on the Council's internet site. All these posts are evaluated using the Local Government Employers job evaluation scheme. When determining salary bands, there are a number of factors taken into account, including:

- The current labour market

- The Council's senior structure, financial situation and foreseeable future changes to these
- The total remuneration package
- How pay is linked to remuneration of the wider workforce and national negotiating frameworks
- The costs over the short, medium and long term.

The Staff & Appointments Committee has access to appropriate independent expert advice where necessary. Senior management pay bands will increase in line with the nationally negotiated pay increase for the NJC for Local Government Services employees. The Committee also has the discretion to agree additional pay points if required.

7. For the purpose of this policy statement, the Council defines its senior posts as those at Head of Service level and above.

8. The data publicised for senior posts will detail the post title, the banding range (as recommended by the Department of Levelling Up, Housing and Communities in its guidance on Data Transparency), and the name of the current post holder. The conditions of service for senior staff require them to agree to the publication of such information.

9. All senior staff are appointed to a spot point within their salary range and there is no automatic incremental progression within the range. The default position is that there is no increment awarded, however, in exceptional circumstances the Head of Paid Service may consider awarding an increment following objective assessment of performance. in accordance with the Senior Manager Terms and Conditions of Employment. Any recommendations made by the Head of Paid Service should then be subject to the approval of the Staff and Appointments Committee. There is no "earn back" scheme in operation.

10. In addition to the above, for Chief Officer posts, salary and any other fees, allowances, bonuses, performance related pay, and benefits in kind that the post holder would routinely be entitled to will also be published in the Council's Statement of Accounts. Chief Officer is defined in s43 of the Localism Act 2011 as follows:

- € The head of the authority's paid service
- € The monitoring officer
- € Any statutory chief officer:
 - The person having responsibility, for all statutory purposes (inc. s151 of the Local Government Act 1972), for the administration of the authority's financial affairs.
 - The Director of Children's Services appointed under s18 of the Children Act 2004.

- The Director of Adult Social Services appointed under section 6 (A1) of the Local Authority Social Services Act 1970 (as amended by the Children Act 2004).
 - The Director of Public Health appointed under s73A (1) of the National Health Service Act 2006.
 - The Director of Education appointed under s532 of the Education Act.
 - The Chief Fire Officer of a fire brigade maintained under the Fire Services Act 1947 and appointed under regulations made under section 18(1)(a) of that Act.
- € Any non-statutory officer:
- A person for whom the head of the authority's paid service is directly responsible.
 - A person who in relation to most of their duties is required to report direct or is directly accountable to the head of paid service and any person who similarly is required to report direct or is directly accountable to the authority or its committees.

11. All County Council employees covered by this pay policy statement who have a contract of employment for at least 3 months, and, all Fire Authority employees, are automatically enrolled into the appropriate pension scheme i.e., the Local Government Pension Scheme (LGPS) or the Firefighters Pension Scheme. The employer will make pension contributions to those schemes. In respect of the LGPS, the current employer's contribution rate is 21% of pensionable pay in respect of future service accruals and, in addition, lump sum payments are made in respect of the past service deficit. There are 4 Firefighters Pension Schemes currently in operation. In respect of the old Firefighters Pension Scheme (the scheme in existence prior to 6 April 2006) the employer pays a pension contribution of 21.7% of pensionable pay. In respect of the Firefighters Pension Scheme (which commenced on 6 April 2006), the employer pays 11.9% of pensionable pay. In respect of the latest Firefighters Pension Scheme (which commenced on 1 April 2015), the employer pays 14.3% of pensionable pay. Employees can opt out of their pension scheme if they wish. The fourth one is the Retained Modified Scheme, introduced 1 April 2015 and the employer's percentage is 21.7%.

12. Notwithstanding any other requirement of the Constitution, any appointment within the Council that attracts a salary package of £100,000 or more will be considered and approved by the Staff & Appointments Committee. Salary package in this respect includes salary and any other fees, allowances, bonuses and benefits in kind that the post holder would routinely be entitled to. This does not include the employer's pension contributions should the post holder choose to join a pension scheme.

Salaries of Posts below Head of Service

13. The band applicable to a post in bands 1-10 (spinal column point 1–43 inclusive) is determined using the job evaluation scheme recommended by the NJC for Local Government Services. A panel of experienced trade union representatives and HR officers evaluate each

post using agreed job descriptions. Posts in bands 11-13 (spinal column point 44- 55 inclusive) are evaluated using the Local Government Employers job evaluation scheme. There is a right of appeal against the grade determined for the job in accordance with a locally agreed procedure. There is also an agreed procedure for consideration of individual re-grading requests.

14. There are thirteen bands covering posts below Head of Service. Each band has a number of spinal pay points with a differential falling within agreed parameters. It is the Council's policy to appoint at the bottom of the relevant pay band with agreed rules around appointment, promotion or re-grading to a post with a higher maximum salary. In exceptional circumstances where this is not the case, appointing officers are required to provide clear evidence so that the principles of equal pay for work of equal value are not undermined.

15. Pay bands will be updated annually in line with guidance from the National Employers. Incremental progression within each pay band is normally applicable from 1 April each year up to the maximum of the band, subject to six months' service within the band. Where the service requirement is not met on 1 April, the increment will be paid on the six-month anniversary of the employee's start date on that band.

16. The Council's arrangements for remuneration in respect of additional payments and allowances are outlined in Northumberland County Council's Terms and Conditions of Employment, as are the methods of calculating pay for part time and term time only workers.

Salaries of Other Posts

17. There are a small number of other staff groups employed by the Council who are not covered by Northumberland County Council's Terms and Conditions of Employment. The pay levels for Youth and Community Workers, Tutors, 'Soulbury' employees, centrally employed Teachers, Coroners and Uniformed Firefighters are determined by applying the relevant rules applicable within their own nationally agreed terms and conditions.

Relationship between Senior Posts and Lowest Paid Posts

18. As of November 2022, the Council's pay multiple is 6.55 i.e., the ratio of the median employee remuneration to that of the highest paid employee. This pay multiple is considered to be appropriate and does not represent an excessive pay gap. The multiple is significantly reduced from the previous year due to a substantial reduction in the maximum salary paid within the Council.

Severance and Redundancy Payments

19. The County Council's policy on redundancy, severance and pension is reviewed regularly (in accordance with *The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations*). The Redundancy Policy is published on the Council's website. Any changes to this scheme are consulted upon with the relevant trade unions

recognised by the Council for collective bargaining purposes. Any significant changes to the scheme must be considered by the Joint Consultative Committee (JCC). This scheme is not contractual, and the County Council may vary the discretionary terms of the scheme. Payments must always be in the financial and managerial interests of the County Council and all cases must be approved in accordance with the scheme of delegation.

20. Severance or redundancy payments made to any Chief Officers and Senior Officers will be published in the Council's Statement of Accounts as required.

21. The Staff and Appointments Committee has delegated authority from the Full Council to approve severance and redundancy payments for Chief and Deputy Chief Officers. For clarity, this requirement applies to all those posts that fall into the scope of s43 of the Localism Act and all Heads of Service. All exit packages over £100k will be approved by Full Council.

Additional Special Payments

22. To ensure the Council has sufficient flexibility to cope with a variety of circumstances, foreseeable or not, the Head of Paid Service, or an individual nominated by the Head of Paid Service, may agree the use of market supplements or other such mechanisms for individual categories of posts, individual posts, or individual employees. The Staff and Appointments Committee will approve additional special payments for Chief Officers and Senior Officers.

23. The statutory role of Returning Officer carries a set fee at centrally funded polls such as Parliamentary, PCC elections and national referenda. At such polls this fee is set by order based on local authority size and previous authorised spend. At County Council, Combined Authority and Town & Parish elections (local elections), the Returning Officer's fee is not set by order and is subject to local discretion. It is proposed that the NCC Returning Officer fee for local elections and the calculation of payments made to the election core team and all other staff employed at these polls is based on the most current nationally funded election or a % of it, leading up to that local election. Moving forward all election roles supporting Elections will be aligned to NCC Paybands depending upon the key tasks and responsibilities required for the role. A suite of role profiles has been developed and aligned with NCC Paybands and using NJC terms and conditions for calculation of payments for hours worked during elections.

24. The Returning Officer's fee at local elections, together with the schedule of payments made to the election core team and for each job type employed at the election, will be published not later than the publication of the statutory election timetable, notice of election. Any job type that qualifies for a mileage payment that is not inclusive of a fee, mileage will be set at the standard rate for public sector workers.

25. The Returning Officer reserves the right to make reasonable payments as are necessary for the conduct and delivery of casual vacancies and planning referenda that fall outside of the main election cycle.

Re-Employment of Former Employees

26. Where employees have been made compulsory redundant there is no general restriction on any future re-employment, where such re-employment occurs at a later date and as a discrete event unconnected with the redundancy, although in certain circumstances the return of pension and redundancy payments is a legal requirement. Where staff have requested voluntary redundancy, and this has been approved, then re-employment with the Council to a permanent, fixed term or temporary post within a period of 2 calendar years will only be with the express approval of the Director of Workforce and OD. If there are any exceptional circumstances regarding the re-employment of employees, who have been made compulsory redundant, either employed directly by the Council or via an agency/consultancy basis, these must be discussed and agreed in advance with the relevant Executive Director and together with the Director of Workforce and OD.

Pay Protection

27. The Council's Pay Protection and Detriment Scheme outlines the circumstances where it is appropriate to provide pay protection, including the terms and duration.

Secondary Employment

28. Chief Officers may undertake secondary employment if a declaration is made, formal approval is sought and subsequently approved by Staff and Appointments Committee.

29. Other senior officers may undertake secondary employment if a declaration is made, formal approval is sought and subsequently approved by the Head of Paid Service.

Contracts for services and appointment of consultants

30. By law, the County Council must determine whether an arrangement with a consultant or contractor constitutes a contract of employment or is on a self-employed basis. It must determine this for every proposed agreement. The decision on status relates to the contract, not the individual. The decision must be undertaken before the Council agrees to any engagement or signs any contract. Where an engagement constitutes a contract of employment, the Council's standard terms and conditions will apply. The County Council will pay the contract at the evaluated rate for the job. It may be appropriate to re-engage a former employee as a consultant with a contract for service in certain circumstances, such as:

- € for discrete pieces of work where the former employee has the appropriate skill and experience, which is not available elsewhere in the Council
- € where it is more cost-effective
- € where it is difficult to recruit due to market conditions
- € where work of an urgent nature arises at short notice

The County Council will make such arrangements time-limited and subject to appropriate

written agreements covering the nature, duration and quality standards. The County Council will include the basis on which the agreement terminates. The contractor must sign the written agreement before the arrangement starts. The initial consideration for providing cover for urgent work will be through the use of temporary employment contracts. This will be advertised in the usual manner. The County Council may make acting-up or secondment arrangements available to existing staff, particularly where work relates to the regular business of the service area.

31. Under the Pensions Act 2008, the County Council must comply with auto-enrolment regulations. It will assess whether a contractor is an employee rather than self-employed and therefore pensionable under the Act. To determine whether a consultant is self-employed, consideration is given to:

- the contractual terms we agree
- the realities of the employment relationship

The County Council will review whether there is provision for substitution and whether resources are provided by the consultant or by the County Council. These examples are not exhaustive and are illustrative of the type of factors that will be taken into account.

Personal service contracts

32. In the contracting sector, the generally accepted definition of a personal service company is:

- € a limited company that typically has a sole director, the contractor, who owns most or all of the shares

Contractors choose to work for clients using their own limited companies for many reasons. Limited companies can be a tax-efficient way for contractors to work. They may split their income between salary and dividends. This means they do not pay employers' or employees' Class 1 National Insurance Contributions on a large part of their income. Personal service contracts prevent the risk of there being a contract of service or an employment relationship with us. This eliminates any income tax liability on the County Council. Using a limited liability company also insulates contractors from business risk to a certain extent. Due to Government changes in the rules for off-payroll working in the public sector for intermediaries, off payroll work is supported by the County Council Procurement service to ensure good practice is followed.

Policy Review

33. This policy statement will be reviewed annually and any disputes relating to interpretation will be considered by the Head of Paid Service or a person nominated by the Head of Paid Service

who will be the final arbiter. Where unforeseen circumstances require flexibility of this policy, the Head of Paid Service, or the Staff & Appointments Committee if the matter concerns a Chief or Deputy Chief Officer, will have the power to approve changes. Any deviation from the policy in-year will be reported to the full Council at the next review date.



Northumberland County Council

Equality Impact Assessment Guidance and Assessment Form

Version	4
Policy Sub Group & approval date	
Date approved by Joint Consultative Committee	
Name of policy author	Irene Fisher / Amy Norton
Date issued	October 2022
Review Date	December 2022 – Revised and changed orientation to landscape and removed list to prompt protected characteristics (e.g. Older people) January 2024 – guidance links reviewed & updated Next review: July 2024
Target audience	All NCC Employees

Equality Impact Assessment Guidance

This document provides guidance for completing an Equality Impact Assessment (EIA).

Northumberland County Council is committed to promoting equality and participation in all our activities, in the work we do with residents and for visitors to our county and in our responsibilities as an employer. As a public sector organisation, the County Council has a Public Sector Equality Duty (PSED) and is legally required to have due regard to the need to eliminate discrimination, advance equality of opportunity, and to foster good relations when making decisions and developing policies.

To do this, it is necessary to understand the potential impacts of what we do on different groups of people.

What is an Equality Impact Assessment (EIA) and why do we need to complete one?

An equality impact assessment (EIA) is an evidence-based approach designed to help organisations ensure that their policies, procedures, practices, and decision-making processes are fair and do not present barriers to participation or cause disadvantage to any protected groups. This covers both strategic and operational activities.

An EIA will help to ensure that we are meeting our PSED duties and:

- we understand the effects of a proposed policy or decision by assessing the potential impacts on different groups of residents or staff
- any negative impacts are identified, and actions are taken to remove or mitigate them
- any positive impacts are highlighted
- decisions are based on evidence and meet legal requirements

When might I need to complete an EIA?

Whether an EIA is needed or not will depend on the likely impact that the policy may have and relevance of the activity to equality. If a policy or decision will affect employees or service users, then it is likely to need an assessment. The EIA should be started when the need to change a service, a new policy or a new proposal is being developed, or when an existing policy or procedure is reviewed. Advice can be sought from the Equality, Diversity, and Inclusion team when you are considering the impact of a new policy or other proposal.

The EIA should form part of the development of any new policy or proposal and be factored in at an early stage in the same way as other considerations such as risk, budget or health and safety.

Who is responsible for completing and signing off the EIA?

The Head of Service will identify who will be responsible for completing the EIA and a manager who will sign off the EIA. It is helpful to involve more than one person, if possible, to take account of different perspectives.

The responsibility for deciding whether an EIA is needed, and the evaluation of any impact identified after completing the EIA lies with the decision maker, budget holder, project board or the most relevant senior manager. Heads of service can delegate responsibility for signing EIAs to appropriate managers in their service. Further advice is available from the Equality, Diversity & Inclusion team.

What is discrimination?

Discrimination is when someone is treated less favourably or put at a disadvantage because of their protected characteristic. The different groups covered by the Equality Act are referred to as protected characteristics these are: disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sexual orientation, sex, and age.

Discrimination is usually unintended and can often remain undetected until there is a complaint. Improving or promoting equality means you are proactive in identifying ways to remove barriers and improve participation for people or groups with a protected characteristic and you do not wait until there is a complaint. The EIA process is a way of positively considering and promoting equality.

Finding the evidence to make a judgement

In cases of new policies or management decisions there may be little evidence of the potential effect on protected characteristic groups. In such cases you will need to make a judgement that is as reliable as possible based on the information you do hold. Consultation will help to make decisions that avoid unintended prejudices or assumptions. It is important to show that consultation has involved a diverse range of people. Equality monitoring is important in consultation as it shows who has responded. Where groups have been underrepresented in a consultation, or where the proposal has the potential to impact on particular protected groups, additional targeted consultation with those groups may be needed. You should also consider any evidence from national or regional research, specialist reports or national consultation.

Consultation

Consultation can add evidence to the assessment. Consultation is important and is a keyway to demonstrate that the County Council is meeting its equality duties, but any consultation needs to be proportionate and relevant. Considering the degree and range of consultation will safeguard against 'groupthink' by involving a diverse range of consultees. These are the key considerations, to avoid over-consultation on a small policy or practice and under-consultation on a significant policy or an activity that has the potential to create barriers to participation.

Provisional Assessment

At the initial stages, you may not have all the evidence you need but you can still carry out a provisional assessment. A provisional assessment will identify plans to gather the required data needed to enable a full assessment to be completed within a reasonable timeframe. The scale of these plans should be proportionate to the activity at hand. When enough evidence has been collected, a full impact assessment can be carried out. Only one EIA needs to be created for each policy because, as more evidence becomes available, the provisional assessment should be reviewed and built upon.

Valuing Differences

EIAs (Equality Impact Assessments) are about making comparisons between groups of employees, service users or stakeholders to identify differences in their needs and/or requirements. If the difference is disproportionate, then the policy may have a detrimental impact on some and not others.

You are looking for bias that can occur when there are significant differences (disproportionate difference) between groups of people in the way a policy or practice has impacted on them, asking the question “Why?” and investigating further.

Evaluation Decision

There are four options open to you:

1. No barriers or impact identified; therefore, activity will **proceed**.

2. You can decide to **stop** the policy or practice at some point because the evidence shows bias towards one or more groups
3. You can **adapt or change** the policy in a way which you think will eliminate the bias, or will promote equality
4. Barriers and impact are identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g., in extreme cases or where positive action is taken). Therefore, you are going to **proceed with caution** with this policy or practice knowing that it may favour some people more than others, providing justification for this decision.

In most cases, where disproportionate disadvantage is found by carrying out EIAs, policies and practices are usually changed or adapted (Option 3 above). In these cases, or when a change has been justified, you should consider making a record of this in the report prepared for the person, board, or committee making the decision.

Equality Impact Assessment – Overview and Form

Carrying out an Equality Impact Assessment (EIA) helps the County Council to meet its Public Sector Equality Duties (Equality Act 2010).

The duties which need to be considered when making decisions are to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Failure to assess the equality impact may increase the risk of making an unfair decision which could potentially be discriminatory. It also prevents us from identifying opportunities to promote equality and leaves the County Council open to potential legal challenges.

Using this EIA template will help to ensure that a decision is made in a fair way, based on evidence. It provides a clear and structured method to assess the potential impact on protected groups. [Further Guidance can be found here](#)

Equality Impact Assessment Form

Section 1: Policy Details

Name of policy, proposal, activity, or decision being assessed

Pay Policy Statement 2024/25

Directorate, Service and Team

HR, Culture & People, Chief Executive Directorate

Summary of aims and objectives of the policy, proposal, activity, or decision being assessed

Guidance; this is where you explain what you are aiming to do. This must be written in plain English with no jargon or abbreviations as it may be read by a member of the public and must be clear and accessible to them.

The Localism Act 2011 requires the County Council to prepare a pay policy statement. The purpose of such a statement is to articulate the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. The Council also wishes to ensure that it operates on the principles of equal for work of equal value, and also within the various other legislative requirements, including the Equality Act 2010.

What information is already held, or have you obtained through consultation or engagement activity?

Guidance; You can use [Census Data for Northumberland](#), information from [Know Northumberland](#), any feedback, suggestions or complaints from service users, staff or service user/ residents survey's, information from other organisations (e.g. NCHT, Charities or voluntary organisations), targeted engagement with protected groups who may be affected, national or regional evidence or research if there are gaps in evidence.

The pay policy statement relates to how pay and reward is set and maintained within the Council.

Once released, should any individual issues arise, these will be considered on a case-by-case basis and any E&D implications will be recorded by the HR/OD Team.

Section 2: Impact on Protected characteristics

Protected Characteristic	Is there a potential for positive or negative impact? (Yes/No)	Please explain and give examples of any evidence or data used	Potential action to address negative impact (e.g., adjustment to the policy)
<p>Age</p> <p><u>Guidance</u></p> <p>A person belonging to a particular age (for example 32 year olds) or range of ages (for example 18 to 30 year olds).</p>	<p>Yes</p>	<p>The Council's employee records detail the age of employees. Although this pay policy statement itself does not cover age issues, it does cross reference to other documents which address age issues.</p> <p>There are also other policies in place to ensure that age is only taken into account when considering pay and reward where there is reasonable justification e.g., statutory redundancy pay based on age and length of service.</p>	<p>Should any individual issues arise, these will be reviewed on a case-by-case basis and any E&D implications considered.</p>

<p>Disability</p> <p><u>Guidance</u></p> <p>A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.</p>	<p>Yes</p>	<p>The Council's employee records detail those employees who consider themselves to have a disability for staff that have provided data. When determining the general principles of the pay policy statement, individual circumstances are not considered and there are no barriers for disabled employees as the policy applies across the board.</p> <p>Disabled staff can only be advantaged in that the decision to adopt a pay policy will ensure that there is transparency in how the Council pays and rewards its staff. There are safeguards in other HR/OD Policies such as making reasonable adjustments to support disabled people in their employment. It is generally the case that employees with disabilities are employed within the lower pay groups and the specific reference to the Council's pay multiple (and monitoring of the multiple) should highlight any drift between the highest paid employee and the lowest.</p>	<p>Should any individual issues arise, these will be reviewed on a case-by-case basis and any E&D implications considered.</p>
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<p>Marriage or civil partnership</p> <p><u>Guidance</u></p> <p>Marriage is a union between a man and a woman or between a same-sex couple.</p> <p>Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where</p>	<p>No</p>	<p>The Council does not currently collect this information from its Workforce therefore no specific impacts can be identified.</p>	
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permitted by the Equality Act).			
Protected Characteristic	Is there a potential for positive or negative impact? (Yes/No)	Please explain and give examples of any evidence or data used	Potential action to address negative impact (e.g., adjustment to the policy)
Gender reassignment Guidance The process of transitioning from one sex to another.	No	The Council does not currently collect this information from its Workforce therefore no specific impacts can be identified.	

<p><u>Pregnancy and maternity</u></p> <p><u>Guidance</u></p> <p>Pregnancy is being pregnant. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably</p>	<p>Yes</p>	<p>The NJC terms of service, supplemented by local terms, cover the pay and reward policy in respect of pregnancy and maternity leave. The Pay Policy statement does not impact on the established arrangements which will be themselves subject to an EIA.</p> <p>There are other policies in place to ensure that service whilst pregnant or on maternity leave is counted when considering pay and reward.</p>	<p>Should any individual issues arise, these will be reviewed on a case-by-case basis and any E&D implications considered.</p>
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because she is breastfeeding.			
Protected Characteristic	Is there a potential for positive or negative impact? (Yes/No)	Please explain and give examples of any evidence or data used	Potential action to address negative impact (e.g., adjustment to the policy)
Race Guidance Refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.	Yes	<p>The Council’s employee records detail race information for staff that have provided data. When determining the general principles of the pay policy statement, individual circumstances are not considered and there are no barriers for employees of differing racial backgrounds as the policy applies across the board.</p> <p>Staff from ethnic minorities can only be advantaged in that the decision to adopt a pay policy will ensure that there is transparency in how the Council pays and rewards its staff. There are safeguards in other HR/OD Policies such as recruitment and dignity at work to support people from ethnic minority backgrounds within their employment.</p>	Should any individual issues arise, these will be reviewed on a case-by-case basis and any E&D implications considered.

<p>Religion and belief</p> <p>Guidance</p> <p>Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief, e.g. atheism, vegetarianism and vegans.</p>	<p>No</p>	<p>The Council's employee records detail Religion and Belief information for staff that have provided data. When determining the general principles of the pay policy statement, individual circumstances are not considered and there are no barriers for employees of differing religious or belief backgrounds as the policy applies across the board.</p>	
<p>Sexual orientation</p> <p>Guidance</p> <p>Whether a person's sexual attraction is towards their own sex, the</p>	<p>Yes</p>	<p>The Council's employee records detail sexuality information for staff that have provided data. When determining the general principles of the pay policy statement, individual circumstances are not considered and there are no barriers for employees of differing sexuality as the policy applies across the board.</p>	<p>Should any individual issues arise, these will be reviewed on a case-by-case basis and any E&D implications considered.</p>

opposite sex or to both sexes.		LGBT+ staff can only be advantaged in that the decision to adopt a pay policy will ensure that there is transparency in how the Council pays and rewards its staff. There are safeguards in other HR/OD Policies such as recruitment and dignity at work to support LGBT+ people in their employment.	
Sex Guidance A man or a woman	Yes	<p>The Council's employee records detail the split between gender. Although the pay policy statement does not cover gender issues, it does cross reference to other documents and policies which address gender issues. The mandatory Gender Pay Gap must be reported on by 31 March annually and this will provide further transparency in relation to gender and pay.</p> <p>It is generally the case that women are the lowest paid group and the specific reference to the Council's pay multiple (and monitoring of the multiple) should highlight any drift between the highest paid employee and the lowest.</p>	Should any individual issues arise, these will be reviewed on a case-by-case basis and any E&D implications considered.

Give details of any Human Rights implications and actions that may be needed to safeguard Human Rights.

Guidance:

[Equality & Human Rights Commission Guidance](#)

[Human Rights Guide for Public Authorities](#)

None

Summarise actions that will promote equality or lessen any potential adverse impact on protected groups.

All cases which are raised will be considered on an individual basis. Where there is a possible negative impact on an individual with a protected characteristic, measures will be taken where possible to resolve this whilst still considering health and safety as the primary consideration.

What plans are there to monitor and review the actual impact of the policy change, decision, or proposal on equality of opportunity?

The Pay Policy is reviewed annually and considered by the full Council. Appropriate action will be taken as necessary.

Name and job title of person responsible for follow up review:	Julie Steward DE&I Lead
Date for follow up review:	Annual Review of the Pay Policy, and this EIA - February 2025

Section 3: Evaluation

Based on a consideration of all the potential impacts, mark one of the following as an overall summary of the outcome of this assessment:	
Proceed - The equality analysis has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.	
Adapt or change - The equality analysis has identified risks or opportunities to promote better equality; the change, decision or proposal will be adjusted to avoid risks and ensure that opportunities are taken.	
Proceed with caution - The equality analysis has identified risks to equality which will not be eliminated, and/or opportunities to promote better equality which will not be taken. Acceptance of these is reasonable and proportionate, given the objectives of the change, decision or proposal, and its overall financial and policy context.	✓
Stop - The equality analysis shows that the change, decision, or proposal would lead to actual or potential unlawful discrimination or would conflict with the Council's positive duties to an extent which is disproportionate to its objectives. It should not be adopted in its current form.	
Explain below how the judgement above was reached and summarise steps which will be taken to reduce any negative impacts or to enhance any positive impacts on equality:	

Name(s) and job title(s) of person (people) involved in carrying out this assessment	Julie Stewart, DE&I Lead
Authorising director, head of service or authorised Manager	Sarah Farrell, Service Director
Date authorised	25 January 2024
<p>The completed equality impact assessment must be attached to the report that will be considered by the decision maker or decision makers to enable them to give due regard to the impact of the policy, decision, or proposal on protected groups.</p>	

End of Assessment

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