

**Appendix 2****Pay Policy Statement 2024/25 – Table of Amendments**

1. Introduction and Purpose	<p>Paragraphs 1 and 2 from the previous policy.</p> <p>The wording has been changed slightly to make the purpose clearer.</p>
2. Scope	<p>Paragraphs 3 and 4 from the previous policy.</p> <p>We have added reference to the various terms and conditions of employees.</p> <p>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.</p> <p>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>
3. Publication	<p>Paragraph 5 from the previous policy.</p> <p>Wording unchanged.</p>
4. Definition of Chief Officer	<p>Paragraph 10 from the previous policy.</p> <p>This has been moved forward so that the definition of Chief Officer comes before Chief Officer pay.</p> <p>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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