

A.6 APPENDIX 2

Tendring District Council Draft Pay and Reward Policy Statement 2025/26





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Introduction

Section 38 and 39 of the Localism Act 2011 (Chapter 8) requires local authorities to produce an annual Pay Policy Statement. The provisions within the Act do not seek to change the right of each local authority to have autonomy on pay decisions, however, it emphasises the need to deliver value for money for local taxpayers.

Schedule 2 of Part 3 of the Constitution confirms Full Council is responsible for the preparation and approval of a Pay Policy Statement for the upcoming financial year in accordance with Chapter 8 of the Localism Act 2011.

Tendring District Council recognises in the context of managing public resources, remuneration at all levels needs to be of an adequate level in order to secure and retain high quality employees dedicated to the service of the public, whilst ensuring value for money to the public purse. The Council's vision includes the provision to adopt a reward strategy that is modern, sustainable, fair and transparent and rewards its workforce appropriately for their contribution to the Council.

The Council follows the transparency requirements on remuneration as set out in the Local Government Transparency Code 2015. This Code was issued to meet the government's desire to place more power into citizens' hands to increase democratic accountability and make it easier for local people to contribute to the local decision-making process and help shape public services.

Part of the Code includes publishing information relating to the remuneration of senior officers within a local authority. A full list of senior remuneration and monthly salaries information across all pay bands is available and published on the Council's website www.tendringdc.gov.uk.

The Council's Statement of Accounts includes details of all Chief Officers pay.

The matters that must be included in the statutory Pay Policy Statement are as follows:

- A local authority's policy on the level and elements of remuneration for each Chief Officer (*for Tendring District Council this comprises the Chief Executive, and Management Team for the authority, which also includes both the Monitoring Officer and the Section 151 Officer*).
- A local authority's policy on the remuneration of its lowest-paid employees (*together with its definition of "lowest-paid employees" and its reasons for adopting that definition*).
- A local authority's policy on the relationship between the remuneration of its Chief Officers and other officers.
- A local authority's policy on other aspects of Chief Officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

Purpose of the Statement

The Pay Policy Statement **2025/26** provides an overview of the Council's framework for staff pay and rewards. This framework ensures the recruitment of talented individuals while delivering value for money to Tending residents.

Tending District Council requires high-calibre leaders to deliver quality public services, especially in challenging fiscal conditions. The Pay Policy aims to attract, retain, and motivate staff, ensuring optimal performance. It balances financial and non-financial rewards to achieve the best outcomes.

The Council is committed to promoting equality and diversity, reaffirming its dedication to equal pay and compliance with Equal Pay legislation.

Managing Remuneration

Tending District Council has a fair, equitable and transparent approach to remuneration in accordance with equal pay legislation. This includes incremental progression based on length of service and more proactively on:

- Achieving annual performance levels (*if applicable*).
- Development progression against defined frameworks (*Career Progression for many posts*).

Determination of Grade and Salary for Chief Officers and lowest-paid Employees

The Council has adopted the National Pay Grades set by the National Joint Council (NJC) and adheres to national negotiations on pay and conditions (the 'Green Book'). The current pay structure includes 21 Pay Bands and 80 Incremental Pay Points.

Apprentices are excluded from the application of the NJC scheme, as they have learning and training contracts and are paid according to Government-approved apprenticeship rates.

The NJC negotiates pay awards for local government employees, involving both employers and trade unions. The Council applies the NJC Pay Award to all officers, including Chief Officers, with the exception of the Chief Executive, who follows the Joint Negotiating Committee Conditions of Service.

The Council's Pay Policy is shaped by job market data, market forces, and budget constraints. Pay ranges are regularly reviewed and benchmarked against other local authorities and the broader job market to ensure they remain relevant.

New employees typically start at the initial salary band point, progressing annually until reaching the top of the pay grade.

The Council has adopted the National Single Status and NJC Job Evaluation Scheme, with training provided by the Regional Employers (EELGA) to ensure fair and objective evaluations. Assistant Directors and Chief Officers are not subject to the NJC Job Evaluation Scheme. Their pay is set through senior management salary benchmarking and evaluation methods, supported by EELGA, to both attract and retain key employees, also ensuring compliance with Equal Pay legislation.

Pay Relationship for Chief Officers

In line with the requirements of the Localism Act 2011, the term "lowest-paid employees" is defined for the purposes of this policy, as 'those staff on the first SCP of the pay spine'. By adopting this definition, calculations undertaken elsewhere in this document to describe the relationship between remuneration at different levels of the organisation, can be undertaken clearly and allow for easier comparison between years.

	2024/25 £
Salary Midpoint for Head of Paid Service	143,514
Salary Midpoint for "lowest-paid employees"	23,656
Pay Multiple: Chief Officer to "lowest-paid employees"	6.07
Median average pay for Chief Officers	76,457
Median average pay for staff other than Chief Officers	30,559

The Council publishes a monthly report of salaries paid, by pay band and the number of staff within each pay band on the Tendring District Council website.

Discretionary Allowances for Statutory Officers

The Council applies a discretionary allowance for the additional duties of the statutory officers (*the Monitoring Officer and Section 151 Officer*) and their assigned deputies, as well as the Deputy Chief Executive designation.

These allowances are index-linked to the annual NJC pay award.

Market Forces Supplements

The National Job Evaluation and Grading Scheme provides an analytical, non-discriminatory method for evaluating jobs. However, market conditions may sometimes necessitate a Market Forces Supplement to recruit or retain suitable staff.

A Market Forces Supplement is a temporary addition to the basic salary for specific jobs where market pressures hinder recruitment or retention. These supplements, viewed as 'Risk and Retention' payments, help retain highly skilled staff in critical roles.

The Council's Market Forces Policy ensures a clear approach to applying these supplements when needed and complies with legal requirements for objective justification if different pay rates are offered for work of equal value.

Employee Recognition and Reward

As a public sector body, the Council does not currently operate typical bonus schemes. Instead, it supports employee growth and performance through the following initiatives:

Career Grade Schemes: This scheme aids the development of post holders from initial entry to high performance across the full scope of their roles.

Long Service Awards and Retirement Gifts: Provided in accordance with the Council's Loyalty and Retirement Gifts Policy.

Acting Up Arrangements

There may be occasions where employees are requested to temporarily undertake additional duties or responsibilities.

In such cases, the employee undertaking these duties is described as 'acting up' into that role. Employees will be entitled to an additional payment in recognition of the 'acting up' arrangement, provided the criteria outlined in the Council's Acting Up Policy are met.

In addition, Honorarium Payments may be awarded to officers performing duties outside their post scope or undertaking particularly onerous additional responsibilities, to reward exceptional performance.

Relocation

The Council's Relocation Allowances Scheme assists new recruits with moving expenses. To qualify, employees must meet the specified requirements of the scheme.

The scheme's application is at the discretion of the Head of Paid Service, in consultation with the Head of People.

Mileage & Subsistence

Mileage Payments:

Car mileage, motorcycle, and bicycle payments for all employees are paid at the Inland Revenue Rate. The current rates are as follows:

- Car Mileage: £0.45 per mile for the first 10,000 miles, thereafter £0.25 per mile.
- Motorcycles: £0.24 per mile.
- Bicycles: £0.20 per mile.

To encourage car sharing on business journeys, the Council has adopted an additional payment of £0.05 per passenger, per mile, in accordance with Inland Revenue guidance.

Subsistence Payments:

The Council pays subsistence rates that mirror HMRC rates of reimbursement. These rates cover the cost of meals and other necessary expenses while travelling for work.

Payments are made upon the production of actual receipts and are only allowable when an Officer is working outside of the district. The current rates of reimbursement are as follows:

- Working outside of the district for more than 5 hours: £5.
- Working outside of the district for more than 10 hours: £10.
- Working outside of the district for more than 15 hours, or if the travel is ongoing after 8pm: £25.

The use of the Inland Revenue Rate ensures a fair and consistent rate of reimbursement for business mileage and subsistence across the Council.

Other Allowances

The Council's Allowances Policy supplements the Pay Policy Statement, recognising that officers may need to respond outside standard working hours to provide services.

Allowances Policy Principles:

- Ensures consistent pay across the organisation.
- Compensates staff for out-of-hours standby service to meet statutory duties.
- Maintains fair and sustainable payment structures.
- Promotes health and safety by encouraging TOIL for recovery from out-of-hours work.

Service Categories:

Category 1 - 24/7 scheduled provision.

Category 2 - Predominantly office hours with standby service.

Category 3 - Standard office hours with occasional extra response.

Overtime Arrangements (effective 1 April 2018):

- Staff up to SCP 43 can claim overtime, authorised in advance by the Corporate Director.
- Overtime is paid at plain rate for Categories 2 and 3.
- Enhanced rates for Category 1 for evenings, weekends, and bank holidays after 37 hours/week.

Standby or On-call

- Services that fall into Category 2 provide a standby service. Standby is provided outside core office hours, that is, from 6pm to 8am Monday to Friday and all day on weekends and Bank Holidays.

Emergency Response:

- First Call Officers support the statutory Emergency Response service under standby arrangements. The Emergency Planning Manager maintains a call-down list for emergencies.

Emergency Response Policy Update (February 2023):

- Extended payments to all staff supporting the authority's emergency response as follows:
 - Staff on standby, outside office hours can claim the standard daily standby allowance.
 - Deployed staff are eligible for TOIL or overtime (up to 6 hours) after the first 30 minutes.
 - A one-off ex-gratia payment up to £200 will be paid for deployments beyond 6 hours.

Committee Attendance:

- An allowance paid for meetings beyond 6.00pm, which is index linked to NJC pay award.
- Employees are eligible for TOIL for meetings exceeding 3 hours.

Election Duties

In a personal capacity as (Deputy/Local/Acting) Returning Officer, the holder of the post of Chief Executive is separately remunerated in respect of their statutory duties at Parliamentary, European Parliamentary, Referendums, County, Police and Crime Commissioner and District and Parish Council Elections.

Fees for conducting Parliamentary, European Parliamentary Elections, Police and Crime Commissioner Elections and National Referendum are determined by way of a Statutory Instrument.

In respect of acting as Deputy Returning Officer at elections of County Councillors, reference is made to the Scale of Fees and Expenses payable at Elections of County Councillors determined by Essex County Council.

The fee for undertaking the role of Returning Officer in respect of District and Parish Council Elections is by reference to the Scale of Fees and Expenses payable to the Returning Officer at elections of District and Parish Councillors.

As at the date of this publication, remuneration received by the holder of the post of Chief Executive, in relation to Returning Officer duties during 2024/25 was £11,246.

Transparency within Tendring District Council

Existing legislation already requires the Council to publish statements regarding remuneration each year. The Council's Statement of Accounts includes a detailed analysis of the pay, benefits and pension entitlements for all Chief Officers.

The Council will continue to publish this information on an annual basis, and it is readily available to view on the [Council's website](#). This information also includes a structure of the Council's Chief Officers and Assistant Directors.

Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

Since 2018, the Council has been required to publish mandatory gender pay gap reporting in order to meet the requirements of the Equality Act 2010 (*Specific Duties and Public Authorities*) Regulations 2017. The Council has a requirement to publish data including the following:

- The mean gender pay gap.
- The median gender pay gap.
- The mean bonus gender pay gap.
- The median bonus gender pay gap.
- The proportion of males and females receiving a bonus payment.
- The proportion of males and females in each quartile band.

Under Gender Pay legislation, a one-off long service award, or any discretionary payment made for exceptional performance, or additional duties outside of an individual's normal salary, if they have a monetary value, are generally recognised as bonus payments, with the exception being Career Grade Progression.

5.1% of males and 3.2% of females, within the organisation, received bonus payments (*in line with the definition above*) within the 2024/25 reporting period, the data shows the following:

Mean bonus difference across gender

The difference between the male and female mean bonus payment is £1.56.
The female mean bonus payment is 0.36% higher than the male mean bonus payment.

Median bonus difference across gender

The difference between the male and female median bonus payment is £125.
The male median bonus payment is 33.3% higher than the female median bonus payment.

The challenge within Tendring District Council and across the UK is to eliminate any gender pay gap. If any gaps are determined, as the Council interprets data, an action plan will be prepared.

Data for the 2024/25 reporting period shows the following:

Mean difference across gender

The difference between the male and female mean hourly rate is £0.81.
The male mean hourly rate is 4.8% higher than the female mean hourly rate.

Median difference across gender

The difference between the male and female median hourly rate is £0.36.
The female median hourly rate is 2.5% higher than the male median hourly rate.

There are currently more males at Chief Officer level which will impact the mean calculation, making the male hourly rate higher. The median calculation does not weight this factor as heavily, thus reflecting a more balanced hourly rate overall.

The ratio of Male to Female at quartile level is in keeping with composition at an overall organisational level.

The Council's data demonstrates that there is no material disparity at each pay level within the organisation, when viewed within the context of the UK average of 7.0%, down from 7.5% in 2023, ONS, Gender pay gap in the UK: 2024.

This information is published on the Council's website as well as a designated Government website.

Off-Payroll working in the Public Sector (IR35)

Due to the need for specialist skills or peaks in workloads, the Council occasionally engages agency workers or consultants for short-term assignments.

Effective 1st April 2017, HMRC updated regulations for off-payroll workers in the public sector, shifting the responsibility for determining the application of intermediaries' legislation and paying relevant taxes and NICs to the public sector employer.

The Council has reviewed and ensured that all workers with individual agencies and HMRC remain compliant with the legislation.

Payments when employment status changes

The Council has adopted policies regarding severance and redundancy payments. Full details can be found in the following:

- Organisational Change and Redundancy Policy.
- Flexible Retirement Policy.

In the case of the Organisational Change and Redundancy Policy, the authority looks to ensure that the policy is workable, affordable, and reasonable, whilst having regard to foreseeable costs.

The Council operates pay protection for a limited time period, within the terms of its Organisational Change and Redundancy Policy. This applies when staff have their pay reduced as part of a process of re-deployment or job evaluation.

Tendring District Council needs to ensure sufficient flexibility in order to respond to unforeseen circumstances and there may be occasions when the Council must take a pragmatic approach to severance. The policies are uniformly applied to both the lowest-paid employees and the Chief Officers of the Council.

The Council will adhere to statutory guidance on 'Special Severance Payments' as part of the best value regime for local authorities in England, per section 3 of the Local Government Act 1999. These payments should only be considered in exceptional cases and must meet criteria of fairness, proportionality, lawfulness, and value for money.

Approval process:

- Payments of £100,000+ must be approved by a vote of Full Council (Localism Act 2011).
- Payments of £20,000 to £99,999 must be approved by the Head of Paid Service, with the Leader's approval.
- Payments below £20,000 must follow the local authority's scheme of delegation.

As part of their duties, an authority's s.151 Officer, and where appropriate, the Monitoring Officer, should take a close interest in and be able to justify any Special Severance Payments that are made by the authority and in particular payments that are not consistent with the content of the guidance. Therefore, it will be a requirement that any decisions to award Special Severance Payments will be fully recorded and reasoned.

Local authorities are expected to publish their policy and process for approving these payments. Accordingly, this policy outlines the Council's approach to these payments.

Access to the Local Government Pension Scheme

In accordance with statutory provisions, employees are offered membership of the Local Government Pension Scheme. The Council has a published Pension Policy, and this policy

applies to all employees including Chief Officers. It sets out the Council's decisions relating to discretionary powers allowed within the scheme.

The Council also supports the principle of flexible retirement, whereby, employees are able to gain access to their pension whilst continuing in employment, subject to the restrictions laid down within the scheme and in the Council's Pension Policy. This approach allows the Council to retain skilled employees and to assist individuals in managing the transition to retirement.

Other Rewards

The Council has both financial and non-financial rewards for all staff (including Chief Officers) as follows:

- Learning & Development, including sponsorship for formal qualifications
- 'Salary Sacrifice' schemes (e.g. AVC scheme, tax-efficient, nil cost to the Council)
- Health schemes with PROVIDE (nil cost to the Council)
- Occupational Health provision and a fully funded Employee Assistance Programme
- Additional development opportunities (secondments, special projects, flexible working, awards)
- Free car parking
- Flexi-time scheme
- Discounted corporate gym membership
- Additional annual leave after 5 years of continuous service

Other Policies

As referenced elsewhere in this Pay Policy, the Council has several policies with potential financial benefits that should be read in conjunction with this Pay Policy Statement, including:

- Allowances Policy
- Organisational Change and Redundancy Policy
- Market Forces Policy
- Flexible Retirement Policy
- Acting Up Policy
- Career Grade Policy
- Relocation Policy
- Long Service and Retirement Gifts Policy
- Pension Policy

These policies apply equally to all employees of Tendring District Council, regardless of their seniority.

The Human Resources & Council Tax Committee have responsibility for the discharge of the Part II – miscellaneous functions as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended), and as detailed in Appendix 1 to Part 3 of the Constitution; including the 'decision-making on key Human Resource and Personnel issues not reserved by the Council or delegated to officers'. This extends to the agreement of key personnel policies, including those relating to Pay and Reward.

Review and Monitoring of the Pay Policy Statement

The Localism Act stipulates that the Council's Pay Policy Statement should be kept under regular review on an annual basis. The Council is committed to undertaking robust and comprehensive review of its pay and reward structure.