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County Hall  
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NP15 1GA

Date Not Specified

**Notice of meeting :**

## **Remuneration Committee**

**Tuesday, 15th October, 2024 at 9.00 am,  
Room M1 - M1**

### **AGENDA**

<b>Item No</b>	<b>Item</b>	<b>Pages</b>
1.	<b>Appointment of Chair</b>	
2.	<b>Apologies for Absence</b>	
3.	<b>Declarations of Interest</b>	
4.	<b>Report on the Pay and Reward Structures of Chief Officers</b>	1 - 28
	Click on the link below to view the People Strategy: <a href="https://democracy.monmouthshire.gov.uk/documents/s38522/People%20Strategy.pdf">https://democracy.monmouthshire.gov.uk/documents/s38522/People%20Strategy.pdf</a>	
5.	<b>Next meeting : 22nd October 2024 at 10.00am</b>	

**Paul Matthews**

**Chief Executive**

# MONMOUTHSHIRE COUNTY COUNCIL

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

Ben Callard  
Martyn Groucutt  
Meirion Howells

## Public Information

### Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with 5 days notice prior to the meeting should you wish to speak in Welsh so we can accommodate your needs.

# Aims and Values of Monmouthshire County Council

## Our purpose

- to become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

## Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

**Kindness:** We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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<b>SUBJECT:</b>	<b>PAY AND REWARD STRUCTURES OF CHIEF OFFICERS</b>
<b>MEETING:</b>	<b>REMUNERATION COMMITTEE</b>
<b>DATE:</b>	<b>15<sup>th</sup> OCTOBER 2024</b>
<b>DIVISION/ WARDS AFFECTED:</b>	<b>ALL WARDS</b>

## **PURPOSE:**

To set out the Terms of Reference and Governance of the Remuneration Committee so that in due course it can assess the competitiveness of the Chief Officer pay and reward structures and bring recommendations to Full Council.

## **1. RECOMMENDATIONS:**

That Committee

1. Notes the Key Issues.

## **2. KEY ISSUES:**

On the 5<sup>th</sup> June 2024 Cabinet approved a new People Strategy to support the delivery of its Community and Corporate Plan. To achieve the objectives set therein, the Council needs to be able to retain and recruit high quality leadership capability. In an increasingly competitive market, the Council needs to assure itself that the Monmouthshire offer is attractive to candidates and sufficient to hold those already here. Full Council established the Remuneration Committee to review the pay and reward structures of Monmouthshire County Council.

The Chief Officer pay structure does not sit within the single status / job evaluation framework that applies to most council employees. Whilst annual salary uplifts have been in line with nationally agreed arrangements, the pay structure itself is the product of local determination. It has not been reviewed since financial year 2009 / 10. The current Chief Executive was appointed at a spot salary of £110,000 in May 2009 and charged by Council to reset existing arrangements at that time to bring coherence to the organisation and reduce cost. All Chief Officer pay was linked to the Chief Executive salary and has largely stayed that way albeit a Deputy Chief Executive salary scale was subsequently introduced.

Market forces have changed significantly over the last 15 years. Even through a challenging period for public services, senior salaries have risen significantly across the UK. To date, the 'Monmouthshire Offer' has been able to counter these pressures effectively. Flat structures, high challenge balanced with high support, a focus on growing local talent and a willingness to recruit

from other sectors have all contributed. A number of senior leaders have benefited from this arrangement and moved on into senior roles elsewhere. This is something to be very proud of.

Monmouthshire is a large geographic area with a relatively low population. It has many attributes that make it more similar to places like Carmarthenshire, Pembrokeshire and some North Wales Councils than immediate neighbors. The border nature of the county also means that employment markets in Bristol, Gloucestershire, Herefordshire and slightly further afield are more relevant to this Council than other Welsh councils. This provides opportunity and challenge. There is evidence that the size of fields attracted to senior officer opportunities in Monmouthshire is reducing.

The Remuneration Committee should satisfy itself that the advice it receives, and it bases its recommendations on is independent. Senior Officers should not be expected to advise on matters where they either have or could be seen to have a prejudicial interest. The Remuneration Committee should look beyond the organisation to satisfy itself on these matters.

An Independent Review has been arranged to provide the Remuneration Committee with advice. The purpose of the first meeting is to discuss the terms of reference and the associated governance around making recommendations to full council.

The Terms of Reference sets out the remit of the committee and its role. It will:

- a) Contribute to the Council's positive reputation with regard to having appropriate and effective corporate governance arrangements for senior pay by operating an independent, transparent and informed approach to managing senior pay through the Remuneration Committee.
- b) Develop broad policy decision for senior pay, having regard to the Council's Pay Policy 2024
- c) Propose levels of remuneration considered to be sufficient to attract, retain and motivate senior managers of the quality required to run the organisation successfully.
- d) Consider the affordability of its proposals
- e) Be sensitive to the context of senior pay, including pay and employment conditions elsewhere in the organisation
- f) Ensure the relationship between reward and senior management tiers and for employees below this level remain reasonable
- g) Ensure individuals are fairly and responsibly rewarded for their individual contribution
- h) Understand what other relevant organisations are paying for similar roles as well as their general approach to reward, and consider whether Monmouthshire County Council should position itself in relation to 'the market' – for example, whether the Council's approach may be to pay at around the lower quartile, median or upper quartile of the market etc.
- i) Ensure that proper and professional advice is obtained to assist in its deliberations

The Governance of the Remuneration Committee ensures that members are aware of their responsibilities so that decisions can be made having regard to Monmouthshire's code of conduct.

### **3. EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):**

The aim of this report is to provide an independent, transparent and informed approach to managing senior pay which doesn't disproportionately affect protected characteristics.

### **4. OPTIONS APPRAISAL**

We are required to establish a Remuneration Committee and for recommendations to be made in order to review senior pay because Job Evaluation processes are not available to these officers and it allows Council to consider its overall approach to pay and reward in an objective and transparent manner.

The options will be sent out in a report for the next meeting and the independent reviewer will be in attendance to discuss the report and address any issues.

### **5. EVALUATION CRITERIA**

The purpose of this report is to set out the terms of reference and the governance surrounding it. The Committee will be able to make recommendations to Council in due course.

The services of the Deputy Monitoring Officer of Torfaen County Borough Council have been secured to provide independent advice on decision making processes. This person will be supported in secretariat terms by a senior member of the Human Resources Team. A politically balanced Remuneration Committee will consider data, evidence and reports from an Independent third party. The committee is likely to meet on 2/3 occasions before making recommendations to Council.

### **6. REASONS:**

It is important that we have the ongoing ability to attract and retain high calibre leaders capable of delivering the complex agenda of the coming years, particularly during these times of financial challenge.

### **7. RESOURCE IMPLICATIONS:**

There are no resource implications to this report. If subsequent recommendations suggest change is necessary, the financial consideration will feature as part of that report.

### **8. CONSULTEES:**

Cabinet colleagues have been consulted on the process but engagement with Trade Unions is ongoing and will continue as the Committee progresses its work.

**9. BACKGROUND PAPERS:**

Terms of Reference  
Governance for the Remuneration Committee  
People Strategy  
Pay Policy 2024

**10. AUTHOR: Julie Anthony**

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## **Governance for the Remuneration Committee**

### **Purpose**

The purpose of the Remuneration Committee is to assess the competitiveness of Chief Officer pay and reward instructions and to bring recommendations to full Council.

As a member of the Remuneration Committee you shall have regard to the Nolan Principles. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. In Wales there are the additional principles of duty to uphold the law, equality and respect and stewardship.

### **Training**

Members will receive an overview of the Council and where it sits alongside its neighbouring authorities, its pay policy, its aims and objectives and its key features of pay structures.

### **Declarations of Interest**

If a recommendation might reasonably be regarded as affecting the financial position of the member, a relative or a friend, or of the organisation the member has an association with, either as an employee, volunteer or manager then the interest must be declared and noted at the commencement of the item to be discussed or when the interest becomes apparent.

The Chair may ask the member to withdraw from the meeting room whilst the matter is being considered at the meeting. The committee will use the Council's Code of Conduct as best practice and the declarations will not be publicly available. The link to the Code of Conduct is attached here

[https://www.monmouthshire.gov.uk/app/uploads/2023/05/20230518\\_Constitution.pdf](https://www.monmouthshire.gov.uk/app/uploads/2023/05/20230518_Constitution.pdf)

### **Code of Conduct**

Members are required to:

- Raise areas of concern and experience in order to make workable and sustainable recommendations.
- Respect of any confidential information provided to support recommendation making.
- Respect the views of other members
- Respectfully challenge the opinions of other members or contributors

Justine Cass  
Deputy Monitoring Officer  
Torfaen County Borough Council  
7<sup>th</sup> October 2024

**SENIOR LEADERSHIP TEAM REMUNERATION  
COMMITTEE**

**TERMS OF REFERENCE**

Dated: 1<sup>st</sup> July 2024

## **DRAFT SENIOR LEADERSHIP TEAM REMUNERATION COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Scope**

To determine the remuneration for the Council's Senior Leadership Team which consists of the Chief Executive and 7 Chief Officers.

The purpose of the review is that there is a risk that the authority will not be able to attract qualified and competent chief officers due to uncompetitive pay arrangements.

The issue is about balancing the need for senior pay to be set in a fair, transparent way and be deemed an appropriate use of public funds, with the equal need to attract and reward leaders of sufficient calibre to drive a constant process of change and improvement.

We have a track record of creativity and innovation. We will need to build on this so that we are:

- A Fair place to live where the effects of inequality and poverty have been reduced;
- A Green place to live and work, with reduced carbon emissions, and making a positive contribution to addressing the climate and nature emergency;
- A Thriving and ambitious place, where there are vibrant town centres, where businesses can grow and develop;
- A Safe place to live where people have a home and community where they feel secure;
- A Connected place where people feel part of a community and are valued;
- A Learning place where everybody has the opportunity to reach their potential

#### **2. Background**

Local Authorities are required to be transparent as to how they use public monies. They have to publish each financial year a pay policy setting out its remuneration for its chief officers.

The **Localism Act 2011 (section 38 (4))** states that a pay statement must include the authority's policies relating to:

- (a) the level and elements of remuneration for each chief officer,
- (b) remuneration of chief officers on recruitment,
- (c) increases and additions to remuneration for each chief officer,
- (d) the use of performance-related pay for chief officers,
- (e) the use of bonuses for chief officers,

- (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
- (g) the publication of and access to information relating to remuneration of chief officers.

A Chief Officer is defined in **s.43(2)** of the **Localism Act 2011** as:

(aa) its chief executive appointed under—

- (i) section 54 of the Local Government and Elections (Wales) Act 2021 (chief executive of council in Wales), or
- (ii) regulations made under Part 5 of that Act (chief executive of a corporate joint committee).

(b) its monitoring officer designated under section 5(1) of the Local Government and Housing Act 1989;

(c) a statutory chief officer mentioned in section 2(6) of that Act;

(d) a non-statutory chief officer mentioned in section 2(7) of that Act;

(e) a deputy chief officer mentioned in section 2(8) of that Act;

(f) its head of democratic services designated under section 8(1) of the Local Government (Wales) Measure 2011 (designation by council of a county or county borough in Wales).

**s.54(3)** of **The Local Government and Election (Wales) Act 2021** requires the Chief Executive to keep under review such matters as:

(a) the manner in which the exercise by the council of its different functions is co-ordinated;

(b) the council's arrangements in relation to—

- (i) financial planning,
- (ii) asset management, and
- (iii) risk management;

(c) the number and grades of staff required by the council for the exercise of its functions;

(d) the organisation of the council's staff;

(e) the appointment of the council's staff;

(f) the arrangements for the management of the council's staff (including arrangements for training and development).

### **3. Decision**

All decisions will be made in accordance with the following principles: (a) proportionately (i.e. the action must be proportionate to the desired outcome); (b) due consideration and the taking of professional advice from Officers; (c) respect for human rights; (d) a presumption in favour of openness; (e) clarity of aims and desired outcomes; (f) consideration of any

alternative options; and (g) the giving and recording of reasons for the decision and the proper recording of these reasons.

The committee has to:-

- Make recommendations on senior pay and reward issues to Council
- Make recommendations on structure of senior pay and reward, and grounds for pay progression.
- To comply with the requirements set out in the Local Government (Wales) Act 2015, and any subsequent legislation, which relate to senior pay decisions. The committee and the Council must have regard to any Independent Remuneration Committee's recommendations when reaching decisions on relevant pay. Appendix 1 provides the process to refer any pay recommendations to the Independent Remuneration Committee (IRP).

The terms of reference will be subject to approval by Council.

#### **4. General Principles**

- No permanent change to pay and reward of the Senior Leadership Team can be actioned until it is ratified by Full Council
- The basic pay of the Senior Leadership Team (including the Chief Executive) will be determined using an Independent HR Consultant and advice sought from any other external experts as deemed appropriate.
- The Committee will provide a structured governance body through which recommendations affecting Chief Officers pay can be taken in the best interests of Monmouthshire County Council and its stakeholders. It enables remuneration issues to be reviewed and considered with an impartial and balanced mind-set.

#### **5. Role**

The Remuneration Committee will make recommendations to Council on the permanent pay and reward of Senior Managers. It will:-

- a) Contribute to the Council's positive reputation with regard to having appropriate and effective corporate governance arrangements for senior pay by operating an independent, transparent and informed approach to managing senior pay through the Remuneration Committee.
- b) Develop broad policy decision for senior pay, having regard to the Council's Pay Policy 2024
- c) Propose levels of remuneration considered to be sufficient to attract, retain and motivate senior managers of the quality required to run the organisation successfully.
- d) Consider the affordability of its proposals
- e) Be sensitive to the context of senior pay, including pay and employment conditions elsewhere in the organisation
- f) Ensure the relationship between reward and senior management tiers and for employees below this level remain reasonable
- g) Ensure individuals are fairly and responsibly rewarded for their individual contribution
- h) Understand what other relevant organisations are paying for similar roles as well as their general approach to reward, and consider whether Monmouthshire County Council should position itself in relation to 'the market' – for example, whether the Council's approach may be to pay at around the lower quartile, median or upper quartile of the market etc.



i) Ensure that proper and professional advice is obtained to assist in its deliberations

The committee's recommendations will be based on data, advice, evidence and views collected from a number of possible sources – for example:

- External pay data, advice and facilitation (e.g. from external consultants or other sources)
- The Council's Chief Executive, key documents and reports

The Council's policies such as People Strategy

- Performance data where relevant

The committee would not normally expect to present all of the background data and advice it had received

## **6. Membership & Support**

The committee will comprise of 6 Members to give a balanced political background. One member of the committee will act as Chair. The Chair will be appointed at the first meeting.

The membership should include the Lead Member for Resources and one member from Cabinet.

The Lead HR Business Partner will provide a 'secretariat' function to the Committee because she is not part of SLT or a Head of Service. She will be responsible for arranging meetings, coordinating and preparing documentation and arranging support, training, advice and information for the Committee.

The Committee may commission external independent expertise to train and support them in fulfilling their role and/or to provide external data or advice (including relevant market and regional data). The Lead HR Business Partner will provide details of external experts considered suitable for the purposes in terms of experience, cost and best value for the Committee to select from.

## **7. Confidentiality**

Members will be expected to maintain confidentiality whilst discussions are taking place and until the decisions have been published.

## **8. Conflicts of Interest**

Should any committee member feel there is a conflict of interest with regards to any agenda item or discussion in the committee:-

- They should declare any personal and/or prejudicial interest in the matter
- It is prejudicial then they should leave the meeting during any discussion on the matter

## Appendix One

### **Process to refer pay decisions to Independent Remuneration Committee (IRP)**

The Independent Remuneration Panel for Wales Statutory Guidance for the Remuneration of Chief Executives will be relied upon as in the link below.

<https://www.gov.wales/sites/default/files/pdf-versions/2022/11/2/1668513515/independent-remuneration-panel-wales-statutory-guidance-remuneration-chief-executives.pdf>

The current position is that the IRPW can exercise its functions under section 143A in respect of the remuneration of chief executives of principal councils (county councils and county borough councils).

The IRPW may request any information it needs to assist it to reach a conclusion on the matter and the principal council will be obliged to provide it. The IRPW may publish any recommendation it decides to make.

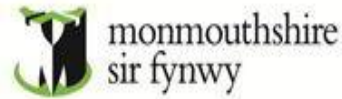
Principal councils are required to provide the IRPW with any information it may reasonably require in reaching a conclusion and that provides the IRPW with considerable power to gather necessary information. The sort of information the IRPW may require could include the following:

- papers or reports prepared by the Council in relation to the matter
- reports or other information provided to the Council by any consultancy, Trade Union or professional association
- details of the total remuneration package available, or under consideration, for the chief executive. This could include the length of contract on offer, pension arrangements, severance package, payments for any additional duties which are not included in the salary, performance bonuses, provision for annual and other leave, payment in kind (i.e. cars) and relocation costs
- information concerning the remuneration on offer to other principal council chief executives. (Note: the IRPW are not restricted to only requiring information from the principal council/CJC considering a variation in salary)
- details of agreements made at the National Joint Council level

In conclusion, the IRPW will want to satisfy itself the principal council concerned has made a clear business case for a proposed change and examined the options. The view of the IRPW should be taken at the end, not the beginning of the process, in order that the IRPW is able to see all the evidence the council has taken into account in making its proposal. This will be particularly important when an urgent appointment is being considered. If the IRPW's view is required quickly, it will need to have all the background information readily available



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## **MONMOUTHSHIRE COUNTY COUNCIL PAY POLICY 2023/24**

### **1. INTRODUCTION**

The purpose of a Pay Policy Statement is to increase accountability in relation to payments made to senior employees in the public sector by enabling public scrutiny. Monmouthshire County Council recognises that in the context of managing scarce public resources remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or excessive.

The publication of a Pay Policy supports Monmouthshire County Council's values of openness and fairness. This policy aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It will reflect fairness and equality of opportunity and encourage and enable employees to perform to the best of their ability, operating within a transparent pay and grading structure.

Monmouthshire County Council recognises that pay is not the only means of rewarding and supporting employees and it offers a wider range of benefits, e.g., flexible working, access to learning, and a wide range of family friendly policies and workplace benefits.

It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market.

In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict.

Monmouthshire County Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during these times of financial challenge is crucial.

### **2. LEGISLATION**

Under Section 112 of the Local Government Act 1972, the Council has the 'power to appoint officers on such reasonable terms and conditions as the authority thinks fit'. This Pay Policy statement sets out the Council's approach to pay policy in accordance with the requirements of section 38 of the Localism Act 2011.

The Localism Act requires local authorities to develop and make public their pay policy on all aspects of Chief Officers remuneration (including when they cease to hold office), and

that of the 'lowest paid' in the local authority. It also explains the relationship between the remuneration for Chief Officer and other groups of employees. The Act and supporting guidance provide details of matters that must be included in this statutory pay policy, but also emphasises that each local authority has the autonomy to take its own decisions on pay.

The Pay Policy must be approved formally by Council by the end of March each year, but can be amended in year, and must be published on the Monmouthshire County Council's website and must be complied with when setting the terms and conditions for Chief Officers and employees.

In determining the pay and remuneration of all its employees, Monmouthshire County Council will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Earnings) Regulations (TUPE). With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures that all arrangements can be objectively justified through the use of job evaluation techniques.

In its application, this policy seeks to ensure that there is no discrimination against employees either directly or indirectly on grounds prohibited by the Equality Act 2010 which covers age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation This policy is inclusive of partners of the opposite or same sex.

### **3. SCOPE AND DEFINITIONS**

This Pay Policy includes:

- The level of remuneration for Chief Officers
- The remuneration of the lowest paid employees
- The relationship between the remuneration of Chief Officers and other officers
- Other specific aspects of Chief Officers' remuneration, fees and charges, and other discretionary payments.

The Localism Act 2011 defines 'Chief Officers' as being:

- a. The Chief Executive Officer.
- b. Statutory Chief Officers. In Monmouthshire County Council these are the:
  - Chief Officer, Children and Young People
  - Chief Officer, Social Care and Health
  - Deputy Chief Executive and Chief Officer, Resources (incorporating statutory Section 151 Officer role)
  - Chief Officer, People & Governance & Monitoring Officer

- c. Non-statutory Chief Officers. These are non-statutory leadership posts that report directly to the Chief Executive. In Monmouthshire County Council these are the:
- Chief Officer, Community & Place
  - Head of Policy & Scrutiny
  - Chief Operating Officer, MONLIFE
- d. Deputy Chief Officers. These are officers that are on Chief Officers' terms and conditions in Monmouthshire County Council are:
- Head of Achievement & Attainment
  - Head of Inclusion
  - Head of Place-making, Regeneration, Highways & Flooding
  - Head of Enterprise & Community Animation
  - Head of Economy, Employment & Skills
  - Head of Commercial, Property, Fleet & Facilities
  - Head of Finance
  - Head of Information, Security & Technology
  - Chief Information Security Officer
  - Head of Public Protection
  - Head of Planning
  - Head of Adult Services
  - Head of Children's Services
  - Head of Neighbourhood Services
  - Head of Business Transformation (post-holder currently seconded to CCR)

### **Strategic Leadership Team**

In Monmouthshire County Council, the Strategic Leadership Team consists of:

Chief Executive

Deputy Chief Executive and Chief Officer, Resources (& Section 151 Officer)

Chief Officer, Children & Young People

Chief Officer, Communities and Place

Chief Officer, Social Care & Health

Chief Officer, People & Governance & Monitoring Officer

Head of Policy & Scrutiny

Chief Operating Officer MONLIFE

Gender make-up: 6 male; 2 female

The Localism Act 2011 requires the Council to define its 'lowest paid employee' within our pay policy statement. Within Monmouthshire County Council our lowest paid employees are those paid in accordance with the Real Living Wage.

The Localism Act 2011 defines remuneration as ‘salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is adopted for the term “pay” used in this policy.

#### **4. PAY INFORMATION – PAY RANGES FOR NJC (NATIONAL JOINT COUNCIL) ‘GREEN BOOK’ EMPLOYEES**

All National Joint Council (NJC) ‘Green Book’ positions within Monmouthshire County Council have been subject to a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme back dated to 1 April 2009 following the signing of a collective (SINGLE STATUS) agreement with UNISON and GMB on 2 December 2010. Monmouthshire County Council has linked the scores from the job evaluation results directly to the NJC pay structure.

Monmouthshire County Council’s grading structure has 13 grades with 5 increments in ten of the grades, 3 increments in two of the grades and 4 increments in one of the grades. Grades span across SCP 1- 51 with associated salaries from £20,258 (SCP 1) to £58,086 (SCP 51). More information about the GLPC and the grades can be found in the Council’s SINGLE STATUS Collective Agreement.

#### **Apprentices**

As of 1 April 2021, the Council implemented an Apprenticeship pay structure which aligns with the Council’s minimum rates of pay and ensure appropriate and consistent rate of pay across all apprentice roles regardless of the qualification framework.

#### **5. PAY INFORMATION – CHIEF EXECUTIVE OFFICER ON CHIEF EXECUTIVE TERMS AND CONDITIONS**

The Chief Executive is appointed by Council. The Chief Executive is selected on merit, against objective criteria following a public advertisement and works closely with Elected Members to deliver the aims of the local authority.

The local authority is responsible for a wide range of services, employing approximately 4,000 employees.

The remuneration for the Chief Executive Officer is a local grade established following an analysis of the degree of responsibility in the role and market rates at the time the post was last advertised (2009) and approved by Council. The salary for the Chief Executive is £123,679 (effective 1 April 2022). The individual basic salaries of all officers within the scope of the JNC for Chief Executives of Local Authorities increased by £1925 with effect from 1 April 2022 – approx. 1.6% increase. This pay agreement covers the period 1 April 2022 to 31 March 2023.

There are no additional bonus, performance, honoraria or ex gratia payments. The salary is subject to nationally agreed pay rises for JNC for local authority Chief Executive



Officers. In Monmouthshire County Council, the role of the Electoral Registration Officer and Returning Officer is held by the Chief Executive. The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner Elections and all referenda are set by legislation. Local Authorities have the discretion to set the fee for local elections. In the Council, the fee for local elections is set in line with the fee agreed for the Welsh Government elections.

### **The Independent Remuneration Panel for Wales (IRPW)**

Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any qualifying relevant authority that intends to change the remuneration of its Chief Executive must consult the Independent Remuneration Panel for Wales (IRP), unless the change is in keeping with changes applied to other officers. Section 143A also enables the IRP to take a view on anything in the Pay Policy Statement of a local authority that relates to the remuneration of the Chief Executive.

### **6. PAY INFORMATION – CHIEF OFFICERS & HEADS OF SERVICE ON CHIEF OFFICER TERMS AND CONDITIONS**

Monmouthshire County Council employs Chief Officers under Joint National Council (JNC) for chief officers' terms and conditions, which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises, and this Council will therefore pay these as and when determined in accordance with contractual requirements. The individual basic salaries of all officers within the scope of JNC for Chief Officers of Local Authorities increased by £1925 on each pay point with effect from 1 April 2022. The pay agreement covers the period 1 April 2022 to 31 March 2023. All current salaries within this range are as follows (effective 1 April 2022):

<b>POST</b>	<b>RANGE</b>	<b>SALARY</b>
Chief Executive	N/A	£123,679
Deputy Chief Executive & Chief Officer, Resources (& Section 151 Officer)	Band A+ Points 1-3	£95,067 £96,309 £97,551
Chief Officer, Children & Young People (CYP) Chief Officer, Community & Place Chief Officer, Social Care & Health (SCH)	Band A: Points 1 – 4	£87,616 £88,857 £90,099 £91,341

Chief Officer, People & Governance (& Monitoring Officer)		
Head of Finance Head of Adult Services Head of Children's Services Head of Achievement & Attainment Head of Service, Inclusion (temporary post) Chief Operating Officer, MONLIFE Head of Enterprise & Community Animation Head of Place-making, Regeneration, Highways & Flooding Head of Commercial, Property, Fleet & Facilities Head of Neighbourhood Services	Band B: Points 1 – 4	£76,439 £77,680 £78,922 £80,164
Head of Public Protection Head of Policy & Scrutiny (& Head of Democracy) Head of Information, Security & Technology	Band C: Points 1 – 4	£65,882 £68,366 £70,850 £73,334
Head of Planning Chief Information Security Officer Head of Economy, Employment & Skills	Band D: Points 1-3	£59,052 £61,536 £64,020

There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments etc., paid to these senior employees, as they are expected to undertake duties outside their contractual hours and working patterns without additional payments. There is no performance related pay and no bonuses. As an equal opportunity employer all posts are advertised.

Posts at Chief Officer and Heads of Service level are employed on JNC Chief Officer terms and conditions. Chief Officers and Heads of Service whose grades offer incremental progression must achieve at least a 'satisfactory' judgement in their annual appraisal process to advance to the next incremental point within grade.

Monmouthshire County Council publishes pay details for Chief Officers on the website. The information can be found in the 'Statement of Accounts.'

Monmouthshire County Council is the 'host' local authority for the employment of the Cardiff Capital Region City Deal – Programme Director. This appointment is on a permanent basis on a salary of £120,479 per annum (effective 1 April 2022), on JNC chief officer terms and conditions of employment. This post is being hosted by Monmouthshire County Council on behalf of the City Deal Partnership and is wholly funded by the City Deal Partnership. Under the Local Authorities (Standing Orders) (Wales) Regulations 2006, as amended in 2014, this post has been reported and approved by Council and has been the subject of a referral to the Independent Remuneration Panel.

## **7. PAY INFORMATION – EMPLOYEES ON 'GREEN BOOK' TERMS AND CONDITIONS REFERRED TO AS "OPERATIONAL MANAGERS"**

Operational Managers are those who fall within the definition of Deputy Chief Officer but who are paid on JNC terms and conditions rather than Chief Officers' terms and conditions. Their salaries span from Grades I – M, with the lowest being SCP 31 (£37,261) and the highest being SCP 51 (£58,086). The individual basic salaries of all officers within the scope of JNC 'Green Book' terms and conditions increased by £1925 with effect from 1 April 2022. The pay agreement covers the period 1 April 2022 to 31 March 2023. We await confirmation of the pay award covering the period 1 April 2023 to 31 March 2024.

## **8. PAY INFORMATION – EMPLOYEES OTHER THAN 'GREEN BOOK' AND CHIEF OFFICERS**

Monmouthshire County Council also has employees on other national terms and conditions, i.e., JNC Soul bury and Teacher terms and conditions. Pay for these groups of employees is based on the relevant nationally agreed rates of pay.

National Pay Grades – Soulbury Committee. The Soulbury Committee has its own pay scales and includes the following groups of employees:

- Educational Inspectors and Advisers
- Educational Psychologists

In addition to the annual pay increase, the Soulbury Committee determines the national salary framework. The Council will pay future pay rises as and when determined in accordance with contractual requirements

Teachers' Pay Policy – the Teachers pay Policy provides a framework for making decisions on Teachers' pay. It has been developed to comply with the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been the subject of consultation with teaching trade unions. A model Policy is provided to all schools each year with a recommendation from the Council that the Governing Body adopt it and publishes it on the school's website.

## **9. INCREMENTAL PROGRESSION**

For employees on JNC terms and conditions of employment, the 'Green Book', incremental progression is automatic. Increments are normally awarded on 1 April each

year. Where Chief Officers and Heads of Service have incremental pay grades, progression is normally on 1 April each year.

## **10. RECRUITMENT - SALARY ON APPOINTMENT**

Recruiting and retaining our most talented colleagues is important to us.

The Council achieves fair selection through transparent, equitable and non-discriminatory policies and practices that enable the fair treatment of applicants as well as demonstrating a broader commitment to the principles of safeguarding and equality and diversity.

In line with our Recruitment & Selection (Safer Recruitment) Policy, jobs are advertised on the agreed grade/range for that particular job. Information regarding the minimum and maximum pay is provided in the advertisement. In practice, most appointments are made at the bottom of the grade range. However, there is discretion to appoint at a higher point on the range. This would normally only apply if there is a need to match a candidate's current level of pay.

## **11. PAY REVIEW – ALL EMPLOYEES**

All pay is reviewed in line with the national pay awards that are collectively negotiated.

## **12. MARKET SUPPLEMENTS**

It is recognised that there will be exceptional occasions where the market rate for certain key jobs is higher than that provided for by the new pay and grading structure. In these circumstances, the grading of the post will be reviewed in accordance with the Market Forces Policy.

## **13. ADDITIONAL PAYMENTS – JNC 'GREEN BOOK' EMPLOYEES**

Additional payments are made to this employee group as detailed in Monmouthshire County Council's Local Single Status Agreement. The types of additional payments made include:

- Weekend Working payments are made for Saturday (time and a quarter) and Sunday (time and a half).
- Bank Holiday – Paid at double time (JNC Bands A-F) or plain time plus a day off in lieu (Band G and above).
- Night Workers – Employees who work night shifts between the hours of 10.00 pm and 6.00 am are paid time and a third.
- Overtime can be paid for employees who are requested to work in excess of 37 hours and who are paid on JNC Bands A to F.

Examples of other payments that could be made are first aid allowance, and relocation payments.

## **14. ADDITIONAL PAYMENTS**

- Travel - business mileage incurred by an employee is refunded at the HMRC rate, in line with our Travel & Reimbursement Policy.
- Relocation – Monmouthshire County Council may provide financial assistance to new recruits as part of the employment package under the terms of our Relocation Policy.
- Returning Officer Fees – the appointment of Electoral Registration Officer is required by s8 Representation of the People Act 1983 and the appointment of Returning officer by s35 of the Representation of the People Act 1983.
- In Monmouthshire County Council, the role of the Electoral Registration Officer and Returning Officer is held by the Chief Executive Officer. The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner Elections and all referenda are set by legislation. Local Authorities have the discretion to set the fee for local elections. In the Council the fee for local elections is set in line with the fee agreed for the Welsh Government elections.

## **15. HONORARIA AND ACTING UP PAYMENTS**

Monmouthshire County Council has a policy for an additional payment to be made where an employee acts up into a post at a higher level of pay or where they undertake additional duties on a temporary basis. The Honoraria Policy is applicable to all employees (except teaching employees).

## **16. MULTIPLIERS**

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Local Authority's workforce.

The multiples of pay for Monmouthshire County Council are as follows-

- Multiple between lowest paid FTE employee and CEO is 6:1 (7:1 last year)
- Multiple between lowest paid FTE employee and average chief officer is 4:1 (same as previous year)
- Multiple between the median FTE employee and CEO is 5:1 (same as previous year)

- Multiple between the median FTE employee and the average chief officer is 3:1 (same as previous year)

## 17. PAYMENTS/CHARGES AND CONTRIBUTIONS

All Monmouthshire County Council employees (except teachers) are entitled to join the Local Government Pension Scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible, they will automatically become a member of the scheme under the auto enrolment provisions (to join they must have a contract for at least 3 months duration and be under the age of 75).

Employees can decide to opt out of the scheme within one month of auto enrolment. The benefits and contributions payable under the pension fund are set out in the LGPS regulations. All employees who are members of the Local Government Pension Scheme make individual contributions to the scheme in accordance with the following table:

### Local Government Pension Scheme deduction percentages (01/04/2022)

Contribution table 2022/23			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
		Main section	50/50 section
1	Up to £15,000	5.5%	2.75%
2	£15,001 to £23,600	5.8%	2.9%
3	£23,601 to £38,300	6.5%	3.25%
4	£38,301 to £48,500	6.8%	3.4%
5	£48,501 to £67,900	8.5%	4.25%
6	£67,901 to £96,200	9.9%	4.95%
7	£96,201 to £113,400	10.5%	5.25%
8	£113,401 to £170,100	11.4%	5.7%
9	£170,101 or more	12.5%	6.25%

## **18. DISCRETIONARY PAYMENTS**

The policy for the award of any discretionary payments is the same for all employees regardless of their pay level. The following arrangement applies for redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

- Payment of an overall lump sum of 1.7 times the statutory redundancy payment multiplier based on actual weeks' pay up to a limit of Spinal Column Point 43. This is payable to employees (not those on teaching terms and conditions of employment) made redundant with 2 or more years local government service regardless of their age, subject to them being eligible to join the pension scheme. This is in accordance with our (corporate) Protection of Employment Policy.
- Monmouthshire County Council introduced the real Living Wage (RLW) in April 2014. Monmouthshire County Council isn't accredited for the Living Wage, and it is optional for it to apply any Living Wage pay increases when they arise.

## **19. DECISION MAKING**

Making or confirming the appointment of the Chief Executive and other Chief Officers is a function of Council.

Details of exit payments will be approved by the relevant Chief Officer (and Chief Executive for settlement agreements) in consultation with the Cabinet Member and must have robust business cases justifying departure & representing value for money.

Any exit payment in excess of £95,000 will be reported to Full Council.

## **20. REVIEW OF THE POLICY**

This Pay Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed over the next year to ensure it meets the principles of fairness, equality, accountability and value for money for the citizens of Monmouthshire.

The Policy will be reviewed annually and reported to Council in line with the requirement of the Localism Act 2011. In November 2021, Welsh Government published guidance 'Pay Accountability within Local Government'. When reviewing the Pay Policy for 2023/24, this guidance has been taken into consideration.

Any further necessary amendments, prior to the next annual review and following implementation of the new provisions referred to within the Local Government and Elections (Wales) Act 2021, as set out within the body of this policy can be undertaken under permitted powers pursuant to section 39 of the Localism Act 2011.

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