

York and North Yorkshire Combined Authority

COMBINED AUTHORITY MEETING

23rd February 2024

Pay Policy Statement

Report of the Head of HR (Sara Jeffs)

1.0 PURPOSE OF REPORT

- 1.1 This report sets out the Combined Authority's proposed Pay Policy Statement as required by the Localism Act 2011.

2.0 RECOMMENDATIONS

- 2.1 The Combined Authority is asked to agree the proposed Pay Policy Statement, as set out in Appendix 1 to enable publication on the Combined Authority's website.

3.0 BACKGROUND

- 3.1 The Localism Act 2011 requires local authorities to prepare a Pay Policy Statement each year. The Statement must articulate the Combined Authority's approach to the remuneration of Chief Officers on appointment, subsequent progression and any use of bonus or performance related pay. In preparing Pay Policy Statements, the Combined Authority must have regard to any guidance issued or approved by the Secretary of State.
- 3.2 Appendix 1 sets out the Combined Authority's Pay Policy in relation to the remuneration of its employees in accordance with section 38 of the Localism Act 2011.
- 3.3 The policy is subject to annual review which must be approved by the Combined Authority before 31st March each year.
- 3.4 Any amendments during the course of the year must also be considered and approved by the Combined Authority.

3.4 The policy will be published on the Combined Authority’s website as soon as reasonably practicable after approval or amendment.

4.0 FINANCIAL IMPLICATIONS

4.1 The Pay Policy Statement must be prepared for each financial year. Once in place, it will provide the public with a clear rationale to explain the Combined Authority’s approach to pay.

5.0 LEGAL IMPLICATIONS

5.1 There is a statutory requirement for the Combined Authority to approve an annual pay policy statement, in accordance with the Localism Act 2011.

6.0 EQUALITIES IMPLICATIONS

6.1 The Pay Policy Statement will assist the Combined Authority to monitor remuneration and provide a fair system which avoids discrimination.

7.0 ENVIRONMENTAL IMPLICATIONS

7.1 There are no environmental implications arising from the adoption of the pay policy statement.

8.0 COMBINED AUTHORITY AREA IMPACTED

8.1 York and North Yorkshire.

9.0 RECOMMENDATIONS

9.1 The Combined Authority is asked to agree the proposed Pay Policy Statement, as set out in Appendix 1 to enable publication on the Combined Authority’s website.

10.0 REASONS FOR RECOMMENDATIONS

10.1 In order to comply with section 38 of the Localism Act 2011.

CONTACT DETAILS

For further information please contact the authors of this Report.

Author

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Job Title:	Head of HR
Service Area:	Human Resources

Background papers [If applicable] - None

Appendix One – Draft Pay Policy Statement



York and North Yorkshire Combined Authority Pay Policy Statement 2024/2025

This pay policy statement applies from 1st April 2024 with the requirement to be agile due to the impending TUPE transfer of employees from the OPFCC and Fire Service so will be reviewed in the Summer of 2024.

Introduction

This document sets out the Combined Authority's Pay Policy in relation to the remuneration of its employees in accordance with section 38 of the Localism Act 2011. The policy is subject to annual review which must be approved by the Combined Authority before 31st March each year. Any amendments during the course of the year must also be considered and approved by the Combined Authority. The policy will be published on the Combined Authority's website as soon as reasonably practicable after approval or amendment.

2. The Combined Authority is committed to ensuring fairness, transparency and equality of pay in the remuneration of its employees.

Chief Officers and Senior Management Team

3. Posts within the Combined Authority defined as Chief Officers under the Localism Act, consist of the following:

Job title	Grade	Salary
Chief Executive (Head of Paid Service) currently vacant	DIR 1 (Chief Executive)	£124,656 (spot salary)
Monitoring Officer *	TBC (Chief Officer)	TBC
Director of Resources (S73 Officer) *	TBC (Chief Officer)	TBC

*The Monitoring Officer and S73 Officer functions are currently being provided via service level agreements from North Yorkshire and City of York Council. Details of grades and salaries will be published in accordance with their respective pay policy statements.

4. Other posts within the senior team of the Combined Authority consist of the following:

Job title	Grade	Salary
Director of Economy (acting Interim Head of Paid Service)	AD2	£115,826 (includes an honoraria payment to cover

		the Interim Head of Paid Service duties)
Head of Communication and OD	SM1	£61,289
Head of Strategy	SM1	£63,367
Head of Delivery	SM1	£61,289
Head of Assurance	SM1	£63,367

5. Joint National Conditions of service (JNC) are incorporated into all Chief Officers' contracts of employment.

6. The salaries for Chief Officers have been determined through independent analysis and benchmarking and reflect rates which are reasonably sufficient to recruit and retain senior officers, taking into account market conditions. The grades attributable to Chief Officer posts are subject to job evaluation and based on clear salary differentials which reflect the level of responsibility attached to any particular role.

7. Chief Officers do not receive bonus payments or performance related pay nor do they receive any benefits in kind paid for by the employer. Where a Chief Officer meets the criteria for entitlement to expenses these are paid in accordance with the Combined Authority's policies, aligned with those of North Yorkshire Council. Increases in pay for Chief Officers will occur only as a result of:

- Pay awards agreed by way of national/local collective pay bargaining arrangements.
- significant changes to a Chief Officer's role which result in a higher salary being appropriate as confirmed by the outcome of an appropriate job evaluation process; or
- recruitment and/or retention payments which, in all the given circumstances at the relevant time, are deemed necessary in the best interests of the Combined Authority and which are determined under the relevant policy relating to such payments.

8. It is expected that Chief Officers will perform to the highest level. Performance related pay therefore does not form part of current remuneration arrangements. This position will be reviewed if legislation and/or guidance relating to Chief Officer posts changes.

9. Under the Combined Authority's constitution, appointment to the Chief Executive and senior statutory officer roles are a matter for the Combined Authority. All other posts are appointed under delegation to the Chief Executive.

Payments to Chief Officers upon termination of their employment

10. Chief Officers who cease to hold office or be employed by the Combined Authority will receive payments calculated using the same principles as any other member of staff, based on entitlement within their contract of employment, their general terms and conditions, and existing policies. The Combined Authority adopts the policies of North Yorkshire Council, for application in these circumstances.

11. In the case of termination of employment by way of early retirement, redundancy (voluntary or otherwise) or on the grounds of efficiency of the service, the Local Government Pension Scheme Early Retirement Policy sets out provisions which apply to all staff regardless of their level of seniority. The Local Government Pension Scheme Early Retirement Policy also sets out the applicable provisions in respect of awarding additional pension entitlement by way of augmentation or otherwise.

Employment of Individuals Already in Receipt of a Local Government Pension

12. The administering authority will not reduce pension payments as a result of re-employment. However, where those in receipt of a pension have been awarded additional service as compensation by their former employer the extra pension from this service may be abated due to re-employment with a Scheme employer under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2000 as amended.

Employment of Ex-Employees as Chief Officers under a Contract for Services

13. The Combined Authority does not generally support the employment of ex-employees as Chief Officers under a contract for services. However, there may be circumstances where the employment of an ex-employee under these terms is the most effective and efficient way of meeting the Combined Authority's needs. If this situation applies formal approval will be sought from the Chief Executive in their role as head of the paid service, in consultation with members, and any such arrangement would not progress without their support. In addition, the Government has introduced legislation to enable the recovery of exit payments for higher paid employees returning to the public sector.

Remuneration of Lowest Paid Employees

14. The Combined Authority have adopted the 'Single Status Framework' in line with North Yorkshire Council. The lowest paid employees within the Combined Authority are appointed to jobs which have been evaluated using the NJC Job Evaluation Scheme and are remunerated accordingly.

15. The Combined Authority is committed to the annual review of the Voluntary Living Wage (currently £12 per hour) .

16. Apprentice pay for entry level apprentices will be increased to the National Living Wage and will increase thereafter in line with any increase to the National Living Wage.

Relationship between Chief Officer and Non-Chief Officer Remuneration

16. The 'pay multiple' for the Combined Authority is determined by comparing the pay of the highest paid employee (Acting Head of Paid Service) against the median average pay, using hourly rates as at 1st February 2023, for employees within the scope of this statement.

17. The Combined Authority's current Median Hourly rate is £20.85 and the pay multiple (the ratio between the highest paid salary and the average salary of the whole of the Combined Authority's workforce) is 2.56.

General Principles Regarding the Remuneration of Staff

18. The Combined Authority has established pay and grading structures, founded on evaluation of job roles using job evaluation, which ensures a fair and transparent approach to pay and the same grading of jobs which are rated as equivalent.

19. The Combined Authority is committed to reducing the gender pay gap.

Publication of and access to Information Relating to Remuneration of Chief Officers

The Combined Authority will publish their Pay Policy Statement, following approval of the Combined Authority, on the organisations website. In addition, remuneration related data associated with the Pay Policy Statement and Code of Recommended Practice for Local Authorities on Data Transparency

will be published on the Combined Authority’s website no later than 31st March 2024 and information related to the public sector equality duty no later than 31st March 2024.

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