



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Cherwell District Council Pay Policy Statement

This policy statement will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant and effective. It is effective from 1st April 2024

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1. Introduction, Overview and Purpose

Under Section 112 of the Local Government Act 1992, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Council’s approach to pay policy in accordance with the requirements of Section 38-43 of the Localism Act 2011 and due regard to the associated Statutory Guidance including the Supplementary Statutory Guidance issued in February 2013 and guidance issued under the Local Government Transparency Code 2015.

The purpose of this statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees, excluding employees working in alternative service delivery models.

Thus, this statement details the methods by which salaries for all roles are determined, and the detail and the level of remuneration of its most senior employees. This statement will be published on the Council’s public website and will be available in other formats upon request.

Procedural and approval requirements set down in the Council’s Constitution will be applied as required.

In determining the pay and remuneration of all its employees, the Council takes account of the need to ensure value for money in respect of the use of public expenditure.

The Council develops and implements reward systems and structures which meet the following requirements:

- Allow the Council to recruit and retain high calibre employees to provide high quality services
- Maintain levels of pay which are in line with the Council’s financial policies and provide value for money
- Are open, transparent and accountable
- Are fair and consistent

Once approved, this policy statement will come into effect on the 1st April 2024 superseding the 2023/24 statement and will continue to be reviewed on an annual basis.

2. Definitions

To support the transparency of the Pay Policy Statement, below are definitions for common words/phrases that are used throughout.

2.1. Remuneration

For the purposes of this statement remuneration includes three elements – basic salary, pension and all other allowances arising from employment.

2.2. Chief Officers

The definition of Chief Officers is defined as the officer designated as the Head of the Authority's Paid Service; a statutory chief officer – which under the Local Government and Housing Act 1989 means the Section 151 Officer and Monitoring Officer.

The definition of a non-statutory Chief Officer which under section 2 (7) of the 1989 Act means direct reports of the Head of Paid Service (HOPS), a person in a senior level position, for whom the HOPS is directly responsible; a person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the HOPS; and any person who, as respects all or most of the duties of his/her post, is required to report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority.

In the case of the Council these posts are:

- Chief Executive (Head of Paid Service)

Statutory Chief Officers

- Assistant Director of Finance and Section 151 Officer
- Assistant Director of Law and Governance and Monitoring Officer

Non-Statutory Chief Officers

- Corporate Director of Communities
- Corporate Director of Resources

2.3. Lowest Paid Employees

According to the pay scales, the lowest pay employees receive is on Grade A, Scale Point 3 which is the lowest standard pay point. The salary on this grade is currently payable to staff carrying out cleaning roles. Lowest paid employees exclude apprentices due to their trainee status and exclude staff who may have transferred into the Council under TUPE protected rates.

2.4. Pay Multiples

The pay multiples is the relationship between two different pay amounts, showing the number of times one value is contained within another value. The relationships will be shown between:

- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and cash value of any benefits in kind) and the lowest paid taxable earnings.
- the highest paid taxable earnings (including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind) and the median earnings figure of the whole workforce.
- the average median salary of Chief Officers and the median earnings figure of the whole workforce.

3. Pay Strategy

We undertake a review of the remuneration of all staff each year, taking into consideration hourly pay rates and other significant benefits such as annual leave entitlement (benchmarked), employer pension contributions, and training and development opportunities and a flexible approach to agile working. We believe that taking a holistic view to remuneration ensures that our staff are rewarded fairly and encourages us all to think of total reward packages rather than a single component such as base pay.

Our lowest hourly rate is currently £10.67 which is 6.7% below the April 2024 rates for UK Living Wage of £11.44. Hourly rates for grade A and the first spine point of grade B will be uplifted to £11.44 to reflect the national living wage, pending a cost-of-living review for 2024/25. The cost-of-living award will be applied to the original pay rates, not the national living wage rate. If the cost-of-living award means these hourly rates do not exceed the national living wage rate, then this rate would still apply. A copy of the pay rates is at appendix 1.

4. Pay Design

There is a single pay scale in operation at the Council. This was developed in 2018 by external reward specialists as part of a harmonisation process and in conjunction with a review of the job evaluation schemes in use. The harmonisation process was subject to a full consultation process with the trade unions.

The Council ensures that all pay arrangements can be objectively justified through the use of Job Evaluation methods. These are:

- Greater London Provincial Council (GLPC) scheme for roles that score under 560 points when evaluated.

- Roles that score 560 points and above are subject to HAY evaluation.

Grading structures for all groups of employees are implemented in line with agreed published pay scales and agreed relevant local terms and conditions of employment where applicable.

5. Appointments

The Personnel Committee is the appointing body for appointments to the role of Head of Paid Service.

The statutory role of s151 officer is held by the Assistant Director of Finance and the Monitoring Officer held by the Assistant Director of Law and Governance. The Head of Paid Service can appoint to Assistant Director level roles, subject to ratification of Executive members but Full Council ratify appointments of statutory officers.

The Personnel Committee is the appointing body for non-statutory Chief Officers.

The Executive consultation procedure is utilised as required by regulations for Chief Officer posts and Assistant Director roles. Information relating to Chief Officer roles and direct reports can be found at appendix 2.

Post	Regulatory Description	Appointment under Constitution
Head of Paid Service	Head of Paid Service	Personnel Committee with recommendation to Full Council
(s151 Officer) Assistant Director of Finance	Statutory Chief Officer	Head of Paid Service for the appointment of Assistant Director role, ratified by Executive members, with Full Council appointing to s151 Officer
(Monitoring Officer) Assistant Director of Law and Governance	Statutory Chief Officer	Head of Paid Service for the appointment of Assistant Director role, ratified by Executive members, with Full Council appointing to Monitoring Officer
Corporate Director of Communities	Non-statutory Chief Officer	Personnel Committee, ratified by Executive members
Corporate Director of Resources	Non-statutory Chief Officer	Personnel Committee, ratified by Executive members

Any pay or grading changes for Chief Officers are considered and, if agreed, approved by the Personnel Committee.

6. Pay Structures

6.1. Pay Grades and Progression

Most jobs have a grade with at least four and a maximum of five incremental points. When an employee is appointed to a new role it is typically at the bottom of the grade, unless they have significant experience in a similar role.

Annually and usually with effect from 1st April, pay awards are implemented following local negotiation with the trade unions and are broadly in line with national recommendations.

Employees also progress to the next incremental point within their pay scale on the 1 April following their completion of a full years' service. This system recognises their increasing experience and performance progression continues until they reach the top of the grade.

6.2. High levels of performance are expected from all employees and where standards are not satisfactory, prompt managerial action will be taken to improve performance. Increments may be withheld as a result of these actions arising from disciplinary or capability situations.

From time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with Council policies. The Council uses the following:

- Honoraria are paid where an employee has taken on additional duties and responsibilities for a defined period, for example covering a vacancy due to maternity leave or other staff absence.

The Council will ensure that the requirement for additional allowances or supplements is objectively justified by reference to clear and transparent evidence.

Pay Supplements are subject to reviews as appropriate in accordance with agreed procedures.

7. Other Employment Related Arrangements

7.1. Local Government Pension Scheme (LGPS)

Subject to qualifying conditions, employees have a right to belong to the LGPS.

The Employee contribution rates which are defined by statute, currently range between 5.5% and 12.5% of pensionable pay depending on actual salary levels.

The Employer contribution rates are set by actuaries and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current average rate is 15.9% based on making an upfront payment of £5.7m to cover a 3-year period until 2025/26.

7.2. Benefits Schemes

As part of the Reward Strategy to recruit and retain high calibre employees, the Council provides a wide range of benefits including the Cycle Scheme and Childcare Voucher salary sacrifice schemes and will soon introduce the Electric Vehicle salary sacrifice scheme.

A full review of the benefits offered by the council is continuing in 2024.

7.3. Expenses

Subsistence and out of pocket expenses are based on national joint council rates. Car mileage is based on the HM Revenue & Customs approved rate, currently 45 pence per mile falling to 25 pence, for miles travelled in excess of 10,000 per annum.

8. Pay Arrangements for Senior Management

The Council does not apply any bonuses or performance related pay to its Chief Officers.

The Assistant Director of Finance and Section 151 Officer and the Assistant Director of Legal and Democratic and Monitoring Officer each receive an allowance for statutory duties of £12,465.60 per annum.

Where Officers receive fees for undertaking elections duties, these will be shown separately to salary. Election fees are reviewed by the Returning Officer.

9. Pay Multiples and Medians as at 1st April 2024

Cherwell District Council is required to report on the pay multiples between its lowest and highest paid members of staff.

Table 1 shows the ratio between the lowest paid and the highest paid and the ratio between the median salary of the workforce and the highest paid.

Pay Multiples	2024/2025
Highest Paid - Chief Executive	£150,000
Lowest Paid	£22,071
Pay Multiple between the lowest paid and the highest paid	6.8:1
Median Salary	£52,380
Pay Multiple between median and highest paid	2.9:1

Table 2 shows the ratio between the median salary of the workforce and the average salary of its Chief Officers.

Pay Multiples using the average salary of Chief Officers	2024/25
Average Salary of Chief Officers	£108,906
Lowest Paid	£22,071
Pay Multiple between the lowest paid and the Average Salary of Chief Officers	4.9:1
Median Salary	£52,380
Pay Multiple between Median salary and Average salary of Chief Officers	2.1:1

10. Payments on Termination of Employment

The Cherwell District Council Redundancy Scheme applies to all employees and is one week's statutory entitlement based on actual pay per year of service for employees under the age of 41 years and one and half week's statutory entitlement based on actual pay for those aged 41 years and above where redundancy payments are due. A maximum of 20 years' service can be taken into account for redundancy payments.

All employees who have received a redundancy payment in relation to the termination of their contracts of employment will be subject to the provisions of the Redundancy Modification Order and will be subject to Local Government Pension Scheme (LGPS) Regulations.

Where severance payments are appropriate such payments will be approved by the Monitoring Officer, Assistant Director of Finance (s151) and Head of Paid Service and will be the subject of a Settlement Agreement for the purpose of compromising any compensation for which the Council may otherwise be legally liable. Severance payments will be discussed with legal advisors and a 'Best Value' note obtained based on the merits of the individual case.

11. Publication of Senior Salaries Statement

In accordance with publication requirements, a table showing information on the pay of all officers earning over £50,000 per annum will be published on the Council's website. All allowances and other payments will also be shown, as well as services and functions each role is responsible for, inclusive of budget held and number of staff managed.

Claire Cox
Assistant Director of Human Resources
January 2024

Appendix 1 - Cherwell District Council Pay Scales

Pay structure is effective as at 1 April 2023 – please note that at the time of statement publication, cost of living pay negotiations for 2024/25 have not taken place.

CHERWELL DISTRICT COUNCIL PAY SCALES - 2023/24								
Grade	Levels	Annual Pay	Hourly rate		Grade	Levels	Annual Pay Rate	Hourly rate
Grade A	1*	£20,590.50	£10.67	*With effect from 01/04/2024, salaries for Grade A, spine points 1 to 3 and Grade B spine point 1, will be uplifted to £11.44 per hour (£22,071 full-time annual salary) reflect national living wage, pending pay award negotiations for 2024/25.	Grade J	1	£52,380.45	£27.15
	2*	£21,337.00	£11.06			2	£53,224.48	£27.59
	3*	£21,549.00	£11.17			3	£54,067.98	£28.02
Grade B	1*	£21,549.00	£11.17			4	£54,912.01	£28.46
	2	£22,149.00	£11.48			5	£55,756.03	£28.90
	3	£22,749.00	£11.79		Grade K	1	£55,756.03	£28.90
	4	£23,348.50	£12.10			2	£56,806.26	£29.44
	5	£23,949.00	£12.41			3	£57,857.00	£29.99
Grade C	1	£23,949.00	£12.41			4	£58,908.27	£30.53
	2	£24,548.50	£12.72			5	£59,959.54	£31.08
	3	£25,148.50	£13.04		Grade L	1	£59,959.54	£31.08
	4	£25,748.00	£13.35			2	£60,978.08	£31.61
	5	£26,348.00	£13.66			3	£61,998.18	£32.14
Grade D	1	£26,348.00	£13.66			4	£63,017.76	£32.66
	2	£26,948.50	£13.97			5	£64,037.35	£33.19
	3	£27,548.50	£14.28		Grade M	1	£64,037.35	£33.19
	4	£28,148.00	£14.59			2	£65,057.45	£33.72
	5	£28,748.00	£14.90			3	£66,075.99	£34.25
Grade E	1	£28,748.00	£14.90			4	£67,096.09	£34.78
	2	£29,348.50	£15.21			5	£68,115.67	£35.31
	3	£29,948.00	£15.52		Assistant Director Level 1	1	£74,470.53	£38.60
	4	£30,547.50	£15.83			2	£75,658.92	£39.22
	5	£31,147.50	£16.14			3	£76,846.79	£39.83
Grade F	1	£31,147.50	£16.14			4	£78,034.14	£40.45
	2	£32,348.00	£16.77			5	£79,222.52	£41.06
	3	£33,547.50	£17.39		Assistant Director Level 2	6	£83,974.51	£43.53
	4	£34,447.00	£17.85			7	£85,162.38	£44.14
	5	£35,647.00	£18.48			8	£86,350.77	£44.76
Grade G	1	£35,647.00	£18.48	9		£87,538.64	£45.37	
	2	£36,847.00	£19.10	10		£88,727.02	£45.99	
	3	£38,047.00	£19.72	Executive Director - Level 1	1	£92,911.31	£48.16	
	4	£39,247.50	£20.34		2	£94,126.71	£48.79	
	5	£40,446.50	£20.96		3	£95,341.06	£49.42	
Grade H	1	£40,446.50	£20.96		4	£96,556.98	£50.05	
	2	£41,646.50	£21.59		5	£97,772.89	£50.68	
	3	£42,846.50	£22.21	Executive Director - Level 2	6	£105,383.66	£54.62	
	4	£44,046.50	£22.83		7	£107,724.60	£55.84	
	5	£45,245.50	£23.45		8	£111,238.34	£57.66	
Grade I	1	£45,245.50	£23.45		9	£116,479.09	£60.37	
	2	£46,446.00	£24.07		Chief Executive	1	£140,000.00	£72.57
	3	£47,645.50	£24.70	2		£143,333.00	£74.29	
	4	£48,846.00	£25.32	3		£146,666.00	£76.02	
	5	£50,046.00	£25.94	4		£150,000.00	£77.65	

Apprenticeship pay rates:

Grade	GLPC points	Levels	Annual Pay	Hourly rate
C Apprentice		1 (under 19)	£13,649.00	£7.07
		2 (19-20)	£17,063.50	£8.84
		3 (21-22)	£21,337.00	£11.06
		4 (23 & over)	£21,549.00	£11.17

Appendix 2 – Chief Officers and Direct Reports

The positions listed below are core establishment and are Chief Officers outlined in the Pay Policy Statement and posts that report directly to Chief Officers.

Position Name	Department	Directorate	Grade Name	Salary Range
Chief Executive	Corporate Leadership Team	Chief Executive	CHIEF EXEC	£140,000 - £150,000
Corporate Director of Communities	Corporate Leadership Team	Communities	EXEC DIR GRD	£105,384 - £116,479.50
Corporate Director of Resources	Corporate Leadership Team	Resources	EXEC DIR GRD	£105,384 - £116,479.51
Assistant Director of Finance and Section 151 Officer	Corporate Leadership Team Finance	Resources	AD 2	£83,975 - £88,727.50*
Assistant Director of Law and Governance and Democratic Services and Monitoring Officer	Corporate Leadership Team & Law and Governance, and Procurement	Resources	AD 2	£83,975 - £88,727.50*
Assistant Director of Customer Focus	Customer Focus	Chief Executive	AD 2	£83,975 - £88,727.50
Assistant Director of HR	HR OD and Payroll	Chief Executive	AD 1	£74,471 - £79,223
Assistant Director of Wellbeing and Housing Services	Wellbeing and Housing Services	Chief Executive	AD 2	£83,975 - £88,727.50
Assistant Director of Environmental Services	Environmental Services	Communities	AD 2	£83,975 - £88,727.50
Assistant Director of Growth and Economy	Growth and Economy	Communities	AD 2	£83,975 - £88,727.50
Assistant Director of Planning and Development	Planning and Development	Communities	AD 2	£83,975 - £88,727.50
Head of Regulatory Services and Community Safety	Regulatory Services	Communities	C Grade M	£64,037.50 - £68,116
Assistant Director of Property	Property	Resources	AD 2	£83,975 - £88,727.50
Head of Legal and Democratic Services	Law and Governance, and Procurement	Resources	C Grade M	£64,037.50 - £68,116
Head of Digital and Innovation	ICT and Digital	Resources	C Grade M	£64,037.50 - £68,116
Head of Finance	Finance	Resources	C Grade M	£64,037.50 - £68,116
Head of Revenues and Benefits Services	Finance	Resources	C Grade M	£64,037.50 - £68,116

* Statutory Officer Allowance of £12,465.60 per annum paid in addition to salary