



Broxtowe  
Borough  
COUNCIL

APPENDIX 2

# Pay Policy

**2024/25**

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## **PAY POLICY 2024/25**

### **1. Introduction**

The Council is required to publish a Pay Policy Statement by 31 March each year in accordance with Section 38 of the Localism Act 2011. The purpose of this Statement is to set out the Council's guiding principles of its current reward system and increase accountability in relation to the total remuneration of its Chief Officers and Head of Service posts by enabling public scrutiny of that remuneration.

### **2. Main Principles**

This policy statement confirms the Council's on-going commitment to operate transparent pay systems, whilst recognising that its reward system must be affordable and at the same time support the requirement to provide excellent customer service in accordance with its corporate objectives.

The importance of managing pay fairly will mean that the Council will be able to:

- attract, motivate and retain appropriately talented people who make a positive contribution to improve the Council's performance and meet future challenges;
- reflect the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- appropriately reward and value employees for their work;
- operate within the provisions of Chief Officers' pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- Operate within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services.

### **3. Scope of the Policy**

Whilst this policy specifically covers those employees defined as a Chief Officer within the Local Government and Housing Act 1989, it also makes reference to other levels of employees within the organisation.

The term 'Chief Officer' and 'Deputy Chief Officer' referred to in this policy (and for the purposes of this pay policy statement only) includes:

- a. the Head of Paid service designated under Section 4 (1) of the Local Government and Housing Act 1989 (the Chief Executive);
- b. the Monitoring Officer designated under Section 5 (1) of that Act.
- c. a statutory Chief Officer mentioned in Section 2 (6) (d) of that Act (Section 151 Officer also Deputy Chief Executive);

- d. a non-statutory Chief Officer mentioned in Section 2 (7) of that Act (one Director by virtue of reporting directly to the head of paid service);
- e. a Deputy Chief Officer mentioned in Section 2 (8) of that Act (all Heads of Service)

The Council has decided for completeness and transparency to publish information which includes all posts at Heads of Service / Deputy Chief Officer level. These roles are identified in the Chief Officers and Head of Service Remuneration Table at appendix 3.

#### **4. Evaluation of Roles at Broxtowe Borough Council**

In accordance with the national requirement for all local authorities to review their pay and grading frameworks to ensure fair and consistent practice, all job roles within the Council's structure up to but not including Head of Service level were taken through a comprehensive job evaluation process using the Greater London Provincial Council (GLPC) scheme with implementation of changes to pay and grading taking place on 1 March 2011.

The Council's pay framework for its Chief Executive, Chief Officers and Heads of Service was also considered and revised with changes implemented on 1 March 2011, with the grade for each role being determined by a consistent job evaluation process using the Hay scheme.

The job evaluation process is now embedded within the Council's pay and grading systems and all Chief Officer and Head of Service roles continue to be evaluated using the Hay scheme or the Greater London Provincial Council (GLPC) scheme for all other posts to ensure that pay rates are equitable and non-discriminatory. All posts are re-evaluated where significant changes occur.

#### **5. Broxtowe Local Pay Scale for Chief Officers and Heads of Service**

The Broxtowe Local Pay Scale for Chief Officers and Heads of Service contains seven pay grades. The scale is increased in line with the annual national Joint Negotiating Committee pay award for Chief Executives and Chief Officers.

#### **6. Broxtowe Local Pay Scale for all Posts below Head of Service Level**

The Council also adopted a local pay scale (BLPS) for all posts below Head of Service level and this is shown, together with the relevant job evaluation points score for each grade, at appendix 2. Whilst the Council has adopted a local pay scale for this group of employees, it continues to recognise the National Joint Council annual pay award for the Broxtowe Local Pay Scale appendix 2 and Scale of Local Allowances appendix 2a. The Council will apply the agreed National Joint Council annual pay award for 2024/25 with effect from 1 April 2024 once it is known.

#### **7. Terms and Conditions of Employment for Chief Officers and Heads of Service**

The terms and conditions of employment for Chief Officers and Heads of Service are subject to collective agreements negotiated with the trade unions recognised by the Council. Agreements reached nationally are set out in the Scheme of Conditions of

Service of the Joint Negotiating Committee for Chief Officers. In addition, the Council makes local agreements which are included within the Conditions of Service for Broxtowe employees.

i) Working Hours

Working arrangements for Chief Officers and Heads of Service are nominally one of 37 hours (for full time positions), however the seniority and nature of the posts will necessitate the working of additional hours for which there is no additional payment. The grading of the post takes account of the requirement to work outside of the normal working week.

ii) Whole-Time Service

Chief Officers and Heads of Service are required to devote their whole-time service to the work of the Council and should not engage in any other business or take up any other additional appointment without the express consent of the Council.

iii) Allowances

Chief Officers and Heads of Service are entitled to the reimbursement of one professional fee and one legal practising certificate (if appropriate). All Chief Officer and Head of Service posts hold designated car user status.

iv) Leave Entitlement

Annual leave entitlement for Chief Officers and Heads of Service is 33 days increasing to 35 after 5 years local government service and 37 days after 10 years Broxtowe Borough Council service, plus 8 statutory days.

v) Sickness Entitlement

Sickness entitlement for Chief Officers and Head of Services is in accordance with the provisions of the local government sickness scheme.

vi) Pension

All Chief Officers and Heads of Service are entitled to participate in the Local Government Pension Scheme.

## **8. Performance Related Pay/Bonus Scheme**

Broxtowe Borough Council does not operate a performance related pay or bonus scheme for Chief Officers and Heads of Service.

Exceptional effort from employees can be rewarded by accelerating increments within the grade band they occupy. The costs of accelerated increments have to be met from existing budgets.

## **9. Honoraria and Ex-Gratia Payments**

The Council operates an Honoraria and Acting Up Payments Policy, the application of which for Chief Officers requires prior Cabinet approval. Cabinet approval for Heads of Services will also be required if not within the Head of Paid Services' delegated financial limits.

## **10. Expenses**

In accordance with nationally agreed terms, the Council pays reasonable out-of-pocket expenses actually incurred.

## **11. Market Related Pay**

The grading structures that were introduced for all employees in 2011 were aimed at meeting the current and/or market position for most jobs. The Council introduced a Market Supplement Policy on 29 June 2021 to replace the scarcity rating system. The Market Supplement Policy allows the Council flexibility in meeting the current market value for different job roles, ensuring any issues with the retention or recruitment of employees are minimised.

## **12. Recruitment of Chief Officers**

In accordance with Chapter 2 Parts 1&2 within the Council's Constitution, where any vacancy occurs in the post of Chief Executive, Monitoring Officer, Chief Financial Officer (Section 151), Chief Officer, the Council will determine the appointment. In accordance with Chapter 2 Part 13 the Senior Officer Employment Committee will shortlist and interview candidates for the post of Head of Paid Service and Chief Officers including Monitoring Officer, Section 151 Officer and any other Chief Officers.

## **13. Remuneration of Officers on Recruitment**

Recruitment to the Council will normally be to the first point of the relevant scale designated to the Officer post or will reflect a level commensurate with a candidate's existing skills and experience in the job. This practice applies to all new employees at the Council.

## **14. Levels and Elements of Remuneration for each Chief Officer and Head of Service**

The table at appendix 3 provides a breakdown of the elements of remuneration for each Chief Officer and Head of Service at the Council.

## **15. Chief Officers and Heads of Service Leaving Service**

### **i) Redundancy payments:**

The Council's Redundancy and Re-organisation Policy applies equally to all employees across the organisation, including Chief Officers. The Council's policy operates in accordance with section 220 of the Employment Rights Act 1996. A week's pay is therefore calculated in accordance with the statutory maximum redundancy amount. Approval for any Chief Officer post under the Redundancy Policy must be given by Cabinet.

In a report approved by Cabinet on 23 September 2014, a temporary enhancement of the Council's Voluntary Redundancy (VR) Scheme was again extended for the period 1 October 2014 and 30 September 2015 and further extended to March 2016. A report to Committee in May 2016 confirmed these arrangements would remain in place until changes in governing exit packages has been agreed.

The temporary enhancement allows for successful VR applications to be based on actual week's pay rather than statutory entitlement at all levels of employee up to and including Chief Executive. However, the payback of any pension strain and redundancy costs must be covered by savings within three years. The enhancement is aimed at providing employees with greater flexibility and give the Council the opportunity to restructure the workforce around the VR application providing additional opportunities for career development.

In February 2021 HMRC announced the regulations regarding exit payments would be revoked. If the cap on exit payments is reinstated, the enhanced VR Scheme will be reviewed.

### **ii) Severance Payments – Regulation 6 of the Local Government (Early Termination of Employment/Discretionary Compensation) (England and Wales) Regulations 2006.**

The Council may apply discretion on the use of severance payments for employees leaving the Council where criteria such as ill-health retirement or early retirement cannot be met, for example termination on the grounds of efficiency, or where employees have long service and there is a financial and organisational benefit to the Council. Posts at Chief Officer level would need to be determined by the Senior Officers Employment Committee whilst posts at Head of Service level will be determined by Cabinet.

### **iii) Flexible Retirement (Regulation 18, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007**

The Council operates a flexible retirement scheme which is available for all employees to apply for, including Chief Officers, subject to the appropriate criteria being met. Under this policy Cabinet is required to provide approval for posts at Chief Officer level.

iv) Early Retirement – Members of the Local Government Pension Scheme

Employees, including Chief Officers, may apply to the Council for consideration of early retirement if they are over the age of 55. Any pension and lump sum which may be payable has to be reduced by percentages decided by an actuary.

If, in the Council's opinion, there are grounds of compassion which are fair and justifiable. Any request by an employee (at any level) for the discretion to be exercised must clearly establish real and ongoing reasons to substantiate why the discretion should be allowed. The cost of approval must be given proper weight and all applications would be considered by Cabinet.

v) Augmentation of Scheme Membership on Termination of Employment (Regulation 12, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

Applications from Officers at all levels (including Chief Officers) will only be considered under this discretion in circumstances that are exceptional or specifically determined by Cabinet.

**16. Additional Payments Made to Chief Officers and Heads of Service – Election Duties**

The Chief Executive is nominated as the Returning Officer. In accordance with the national agreement, the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

The role of Deputy Returning Officer will be assigned to the required Officers working on the election. Deputy Returning Officers will receive payment in accordance with appendix 4.

Payments to the Returning Officer are governed as follows:

- for national elections, fees are prescribed by legislation;
- for local elections, fees are determined within a local framework used by other district councils within the county. This framework is applied consistently and is reviewed periodically by lead Electoral Services Officers within Nottinghamshire.

As these fees are related to performance and delivery of specific elections duties, they are distinct from the process for the determination of pay for Chief Officers and Heads of Service.

**17. Payments made in connection with Electoral Services Functions**

Fees for all employees employed in connection with the electoral services function are reviewed and approved by Cabinet or full Council as and when appropriate. The proposed employee fees for electoral services is shown in appendix 4.

## **18. Publication of and Access to Information Relating to Remuneration of Chief Officers and Heads of Service**

The Council publishes information relating to the remuneration of its Chief Officers and Heads of Service on its website and which it updates annually. The Council also publishes each year within its annual Statement of Accounts, the salary and fees of all Chief Officers and Heads of Service whose earnings exceed £50,000.

## **19. Definition of Lowest Paid Employee**

In April 2020 grade 2 and grade 3 were reduced to one spinal point within the grade. This provided balance to both grades 2 and 3. The lowest evaluated score in accordance with the GLPC job evaluation scheme remains the post of cleaner with 202 points and this falls within grade 2 of the Broxtowe Local Pay Scale.

On 31 March 2023 the salary difference between the lowest paid employee and the highest paid employee will be £100,409.

## **20. Ratio of Pay**

The ratio of the pay of the Council's top earner (Chief Executive) to that of its median earner is currently 4.91:1. This calculation of the pay multiple is based on base salary as at 30 November 2023.

The median pay for employees has increased over the past year in large part due to the job evaluation panel's review of posts at the Council. As a result, posts have increased by a total of 75 grades.

## **21. Relationship Between Remuneration of Chief Officers and Heads of Service compared with all other employees**

The Council implemented Single Status for all employees of the Council on 1 March 2011 following Cabinet approval of a new pay and grading structure for Chief Officers and Heads of Service on 10 March 2009 and all other employees on 29 June 2010.

The continuing evaluation of posts at all levels demonstrates non-discriminatory pay practices and that the Council pays equally for work of equal value.

## **22. Gender pay Gap**

Although Broxtowe Borough Council has produced Gender Pay Gap information for a number of years, from April 2017 this is now a mandatory requirement. The rate is now expressed as the difference by hourly rate of pay rather than full time equivalent annual pay as produced previously.

The gender pay gap is calculated as the average difference between male and female earnings as a percentage of male earnings.

Note: The mean is an average. It is the grand total divided by the number of data points. The median is the middle value in a sample sorted into ascending order. If the sample contains an even number of values, the median is defined as the mean of the middle two.

The Gender Pay Gap for 2022/2023 as published on GOV.UK and the Council's website by hourly rate is as follows:

<b>All Employees</b>		<b>All Employees</b>	
Mean male hourly rate	14.9537	Median male hourly rate	13.5221
Mean female hourly rate	14.4064	Median female hourly rate	12.5575
<b>Gender Pay Gap</b>	<b>3.66%</b>	<b>Gender Pay Gap</b>	<b>7.13%</b>
<b>Full Time Employees</b>		<b>Full Time All Employees</b>	
Mean male hourly rate	15.1079	Median male hourly rate	13.5221
Mean female hourly rate	15.9142	Median female hourly rate	13.9772
<b>Gender Pay Gap</b>	<b>-5.34%</b>	<b>Gender Pay Gap</b>	<b>-3.37%</b>
<b>Part Time Employees</b>		<b>Part Time All Employees</b>	
Mean male hourly rate	13.0949	Median male hourly rate	12.3196
Mean female hourly rate	12.8341	Median female hourly rate	12.5575
<b>Gender Pay Gap</b>	<b>1.99%</b>	<b>Gender Pay Gap</b>	<b>-1.93%</b>

### **23. Real Living Wage**

The Real Living Wage provides an hourly rate of pay based on the cost of living for employers inside and outside of London. This Real Living Wage can be paid voluntarily by organisations to show their commitment to meeting the 'real living wage' as it is referred to by the Living Wage Foundation.

The Real Living Wage for 2023/24 was £10.90 for employers outside of London and £11.95 for employers in London. The Broxtowe Local Pay Scales for 2023/24 show that Broxtowe Borough Council paid above the Real Living Wage as the lowest hourly rate in 2023/24 was £11.78. The Real Living Wage for 2024/25 was announced in November 2023 as £12.00 for employees outside of London and £13.15 for employers in London. The pay award for Local Government has not yet been announced for 2024/25. A pay award of 2%, or a fixed amount above £414, for 2024/25 would result in the Council continuing to pay above the Real Living Wage.

### **24. Pension Discretions Policy**

The Local Government Pension Scheme (LGPS) regulations require employers who participate in the LGPS to draw up and publish a discretions policy. This policy should then be kept under review by the Council. Discretions are powers that enable employers to choose how to apply the scheme in respect of certain provisions. The Pension Discretions Policy is the Council's policy statement detailing all mandatory employer discretions. This policy was brought into effect in September 2020.

**APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR CHIEF OFFICER  
AND HEAD OF SERVICE POSTS EVALUATED USING HAY SCHEME.**

**From April 2024**

<b>Grade</b>	<b>SCP</b>	<b>2023/24</b>	<b>Hourly Rate</b>
<b>15 0-499</b>	-	-	
	71	£49,795	25.8101
	72	£50,419	26.1335
	73	£51,038	26.4544
	74	£51,514	26.7011
<b>CO1 HoS 500-629</b>	75	£50,492	26.1713
	76	£51,707	26.8011
	77	£52,912	27.4257
	78	£54,131	28.0575
	79	£55,338	28.6832
<b>CO2 HoS 630-759</b>	80	£57,007	29.5482
	81	£58,382	30.2609
	82	£59,759	30.9747
	83	£61,136	31.6884
	84	£62,507	32.3990
<b>CO3 Dir 760-939</b>	85	£74,380	38.5533
	86	£76,186	39.4894
	87	£78,005	40.4320
	88	£79,813	41.3692
	89	£81,619	42.3053
<b>CO3a Dir. 901-939</b>	85a	£83,911	43.4931
	86b	£86,201	44.6803
	87c	£88,493	45.8680
	88d	£90,784	47.0558
	89e	£93,077	48.2440
<b>CO4 DCEO 940-1119</b>	90	£94,660	49.0648
	91	£96,976	50.2654
	92	£99,294	51.4666
	93	£101,610	52.6672
	94	£103,921	53.8651
<b>CO5 CEO 1120+</b>	95	£108,868	56.4292
	96	£113,044	58.5937
	97	£117,214	60.7551
	98	£119,052	61.7078
	99	£123,147	63.8304

**Subject to the National Joint Council Chief Officer & Chief Executive Pay Award for 2024/25**

**APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME.**

From April 2024

JE Score [points]	Grade	SCP	April 2023	Rate
184-240	Grade 2	12	£22,738	11.7857
		-	-	
241-285	Grade 3	15	£23,146	11.9972
		-	-	
286-324	Grade 4	16	£23,426	12.1423
		17	£23,893	12.3844
		18	£24,255	12.5720
		19	£24,600	12.7508
325-365	Grade 5	21	£24,775	12.8415
		22	£25,234	13.0795
		23	£25,693	13.3174
		24	£26,152	13.5553
		-	-	
366-401	Grade 6	26	£26,669	13.8233
		27	£27,117	14.0555
		28	£27,566	14.2882
		29	£28,013	14.5199
402-439	Grade 7	31	£28,635	14.8423
		32	£29,147	15.1077
		33	£29,659	15.3731
		34	£30,170	15.6379
		-	-	

Subject to the National Joint Council Pay Award for 2024/25

JE Score [points]	Grade	SCP	April 2023	Rate
440-469	Grade 8	36	£30,851	15.9909
		37	£31,381	16.2656
		38	£31,909	16.5393
		39	£32,437	16.8130
470-500	Grade 9	-	-	
		41	£33,381	17.3023
		42	£33,957	17.6008
		43	£34,534	17.8999
		44	£35,111	18.1990
501-533	Grade 10	-	-	
		46	£36,350	18.8412
		47	£36,989	19.1724
		48	£37,624	19.5015
		49	£38,261	19.8317
534-563	Grade 11	-	-	
		51	£39,166	20.3008
		52	£39,774	20.6159
		53	£40,381	20.9305
		54	£40,989	21.2457
564-593	Grade 12	-	-	
		56	£41,791	21.6614
		57	£42,441	21.9983
		58	£43,092	22.3357
		59	£43,743	22.6732
594-622	Grade 13	-	-	
		61	£44,659	23.1479
		62	£45,262	23.4605
		63	£45,866	23.7736
623-653	Grade 14	64	£46,469	24.0861
		-	-	
		66	£47,159	24.4438
		67	£47,642	24.6941
		68	£48,122	24.9429
654+	Grade 15	69	£48,605	25.1933
		-	-	
		71	£49,795	25.8101
		72	£50,419	26.1335
		73	£51,038	26.4544
		74	£51,514	26.7011
		-	-	

## **APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES**

### **Broxtowe Borough Council Local Allowances (Subject to the National Joint Council Pay Award for 2024/25)**

	<b>2024/25</b>
<b>Relocation</b>	
Lodging Allowance - per week	81.73
Settling in Allowance	417.80
<b>Mileage Allowances</b>	
Car Mileage Allowance (per mile) - (HMRC Rate)	0.45
Car PSV Rate (Training and Out of County Mileage over 50 miles)	0.22
<b>Motor cycles - per mile</b>	
not exceeding 500cc - (HMRC Rate)	0.24
Exceeding 500cc - (HMRC Rate)	0.24
Pedal cycles - per mile (HMRC Rate)	0.20
<b>Voluntary Reliable Call Out</b>	
Calls initiated between 11.00 pm and 6.0 am	17.41
Calls initiated at other times	12.56
<b>Standby</b>	
Per weekday session	13.60
Per day at weekend or bank holiday	40.79
Emergency Standby Enhancement	28.34
First Aid - per month	14.92
First Aid (Mental Health) - per month	14.92
<b>Travel and Subsistence Allowances</b>	
Breakfast	6.94
Lunch	9.53
Tea	3.80
Evening Meal	11.75
<b>Out of pocket expenses (Residential Courses)</b>	
per night	5.49
per week	21.89
<b>Long Service / Retirement Awards</b>	
25 Years	492.84
Additional Years	21.32

**APPENDIX 3 - CHIEF OFFICERS AND HEAD OF SERVICE REMUNERATION**  
**TABLE**

<b>Post</b>	<b>Salary Grade</b>	<b>Designated Car User Allowance</b>	<b>Professional Fees</b>	<b>BBC Pension Contribution</b>
Chief Executive	CO5	Y	Y	19.0%
Deputy Chief Executive and Section 151 Officer	CO4	Y	Y	19.0%
Executive Director	CO3a	Y	Y	19.0%
Director of Legal and Democratic Services (Monitoring Officer)	CO3	Y	Y	19.0%
Head of Housing	CO2	Y	Y	19.0%
Head of Finance	CO2	Y	Y	19.0%
Head of Environment	CO2	Y	Y	19.0%
Head of Asset Management & Development	CO2	Y	Y	19.0%
Head of Planning & Economic Development	CO2	Y	Y	19.0%
Head of Revenues, Benefits and Customer Services	CO2	Y	Y	19.0%
Head of Legal Services (Deputy Monitoring Officer)	CO1	Y	Y	19.0%
Head of Democratic Services (Deputy Monitoring Officer)	CO1	Y	Y	19.0%
Head of Administration	CO1	Y	Y	19.0%
Head of ICT & Corporate Services	CO1	Y	Y	19.0%
Head of Communities	CO1	Y	Y	19.0%
Head of Health, Safety & Emergency Planning	CO1	Y	Y	19.0%
Head of Environmental Health, Licensing & Private Sector Housing	CO1	Y	Y	19.0%

**APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS****1. Elections**

All fees listed below are with effect from 1 April 2024. The Council may make additional payments for roles and tasks undertaken which are not listed below. These additional payments will be funded solely by the Council.

**Polling Station Employees Fees**

<b>Fee</b>	<b>Scale</b>
Presiding Officer 20% uplift for combination no matter how many polls are combined	*£17.49 per hour
Poll Clerk 20% uplift for combination no matter how many polls are combined	*£11.44 per hour
Polling Station Inspector	*£17.49 per hour
Training fee: face to face and test face to face or test only	*£44.94 *£21.20
Delivery of training, fee per session	£168.54

**Verification & Count Employees Fees**

<b>Fee</b>	<b>Scale</b>
Deputy Returning Officer	*£28.09 per hour
Chief Counting Officer	*£33.71 per hour (up to 10pm) *£50.57 per hour (after 10pm)
Count Manager	*£33.71 per hour (up to 10pm) *£50.57 per hour (after 10pm)
Verification & Count Supervisor	*£19.66 per hour (up to 10pm) *£29.49 per hour (after 10pm)
Verification & Count Team Leader	£17.80 per hour (up to 10pm) £26.71 per hour (after 10pm)
Verification & Count Assistant	*£14.05 per hour (up to 10pm) *£21.08 per hour (after 10pm)
Verification of ballot paper accounts	*£14.05 per hour *£21.08 per hour (after 10pm)
Count Set Up	£11.44 per hour
Door Supervisor	£14.05 per hour (up to 10pm) £21.08 per hour (after 10pm)

**Postal Voting Employees Fees**

<b>Fees for issue or receipt of Postal Votes</b>	<b>Scale</b>
Deputy Returning Officer	£28.09 per hour
Postal Vote Co-ordinator	£22.47 per hour (up to 10pm) £33.71 per hour (after 10pm)
Postal Voting Supervisor	£16.85 per hour (up to 10pm) £25.28 per hour (after 10pm)
Postal Voting Assistant	£14.05 per hour (up to 10pm) £21.08 per hour (after 10pm)

**Returning Officer Fees (District / Borough / City)**

Fee	Scale
Returning Officer's fee for the 1st 1,000 local electors within each ward for which an election is held	£114.61
Returning Officer's fee for each additional 1,000 electors or part thereof per ward	£38.20
Returning Officer's fee for an uncontested Election	£46.63
Returning Officer's clerical fee per 1,000 electors	£9.43
Returning Officer's fee for postal voting (issue and receipt)	£185.39

**Returning Officer Fees (Parish)**

Fee	Scale
Returning Officer's clerical fee per 1,000 electors	£9.43
Returning Officer's fee for postal voting (issue and receipt)	£185.39
For one parish	£140.70
For each additional parish up to 10 in total	£98.34
For each additional parish over 10 in total	£69.77
Additional payment where a parish is divided into wards, payment per ward	£23.37

**Returning Officer Fees (Parish when combined with District / Parish)**

Fee	Scale
Returning Officer's clerical fee per 1,000 electors	£9.43
Returning Officer's fee for postal voting (issue and receipt)	£185.39
For one parish	£112.15
For each additional parish up to 10 in total	£94.08
For each additional parish over 10 in total	£56.67
Additional payment where a parish is divided into wards, payment per ward	£13.92

**Returning Officer Fees (Parish where uncontested)**

Fee	Scale
For one parish	£27.97
For each additional parish up to 10 in total	£27.97
For each additional parish over 10 in total	£13.81
Additional payment where a parish is divided into wards, payment per ward	£13.92

**Deputy Returning Officer and other Fees**

Fee	Scale
Deputy Returning Officer's fee or Acting Deputy Returning Officer's fee for other duties (excluding count), e.g.: processing nominations	£179.78
General clerical staffing per 100 electors	£9.11
Media/Comms Lead	£19.66 per hour (up to 10pm) £29.49 per hour (after 10pm)

Media/Comms Assistant	£14.05 per hour (up to 10pm) £21.08 per hour (after 10pm)
Ballot box preparation/filling	£14.05 per hour
Ballot book checking	£14.05 per hour
Ballot box logistics	£17.80 per hour
Poll card hand delivery per poll card	20p
Mobile Phone Use (Maximum per PO)	£3.18

## Notes

- \*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).
- Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.
- Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the Election not already included in this scale.
- Payment to core Elections Team working additional time, such as overtime rates, is at discretion of the Returning Officer.
- All Fees are increased annually by the previous year's Local Authority Pay Award. The exception to this will be polling station staff. Poll clerks will be paid as a minimum the National Minimum wage. Presiding Officer fees are to be increased by the same percentage increase as poll clerks to ensure the differential between the two fees is retained owing to the difficulty in recruiting Presiding Officers and their differing levels of responsibility.
- Payment for use of personal mobiles phones to any staff member is at the discretion of the Returning Officer.

## 2. Electoral Registration

Fee	Scale
<b>Canvass</b>	
For each visit	£11.44 per hour
Training – online course only	£10
Training – face to face and online course	£20
Mileage	45p per mile