

# Pay Policy

Date: 31 March 2025 Author: Pay & Reward Manager



North  
Tyneside  
Council

## **1. Introduction**

This is North Tyneside Council's (the Authority's) annual Pay Policy for the period 1 April 2025 to 31 March 2026.

The purpose of the statement is to set out the Authority's policies on a range of pay matters relating to the workforce. The Authority understands the importance of openness and transparency in setting pay which is fair, consistent and equitable across the workforce. It is also vital that the Authority can demonstrate value for money, particularly around the role that senior leaders play in the organisation.

In accordance with the Localism Act 2011, the Authority is required to publish the pay policy for each financial year detailing:

1. the Authority's definition of lowest paid employees, and
2. the relationship between the remuneration of senior posts and that of other employees.

In determining the pay and remuneration of all its employees the Authority will comply with all relevant employment legislation including the Equality Act 2010, the Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006.

This pay policy statement has been approved at a meeting of full Council on 13 March 2025 and is available on the Authority's website. In line with the Local Government Transparency Code 2015 the Authority also publishes information related to the organisation and the salaries of senior posts on its website.

## **2. Definitions of senior posts and lowest paid employees**

For the purposes of this statement, the Authority considers its senior posts to be those with the definition of "Chief Officer" as set out in Section 43 of the Localism Act 2011.

A "Chief Officer" is defined as:

- the Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989;
- the Monitoring Officer designated under section 5(1) of that Act;
- a statutory chief officer mentioned in section 2(6) of that Act – this includes the person having responsibility for the administration of the authority's financial affairs (S151 Officer); or
- a non-statutory chief officer mentioned in section 2(7) of that Act; or
- a deputy chief officer mentioned in section 2(8) of that Act

From 1<sup>st</sup> April 2025 the lowest paid employees are defined by the Authority as those employed on Grades 2 and 3 as these are the first two grades on the Authority's pay and grading structure for roles covered by "Green Book" terms and conditions, see section 3. (Grade 1 is no-longer in use following changes to these terms and conditions made by the National Joint Council for Local Government Services in 2023.) This excludes apprenticeship roles as these are trainees not performing the full role.

### **3. How pay is determined in North Tyneside Council**

The Authority uses nationally negotiated pay spines as the basis for the majority its local pay structures. The pay scales currently in use in the Authority are set by the following:

- The National Joint Council for Local Government Services via the "Green Book". Green Book pay scales are negotiated nationally. Grading structures, which include those for senior posts, are then applied to this and implemented locally in the Authority following approval by full Council. See section 4 for further information.
- The Soulbury Committee via the "Blue Book" for posts such as Educational Psychologists and School Improvement professionals.
- The Joint Negotiating Committee for Craft Workers via the "Red Book"
- The Secretary of State via the National School Teachers' Pay and Conditions (the "Burgundy Book") and adopted through the Centrally

Employed Teachers' Pay Policy for the small number of teachers employed by the Authority.

- The Authority's Chief Executive is paid in accordance with the terms of the national conditions of service covered by the Joint Negotiating Committee for Chief Executives. (Please note pay arrangements for senior posts/Chief Officers are detailed in Section 7.)
- All other Chief Officers are covered by the Joint Negotiating Committee for Chief Officers of Local Authorities. (Please note pay arrangements for senior posts/Chief Officers are detailed in Section 7.)
- In addition, we have a local pay spine for Apprentices, the North Tyneside Council Apprentice Pay Model.

Employees on the above terms and conditions will receive a pay award where this is negotiated nationally by the relevant negotiating committee.

Any employee who has transferred into the Authority under the Transfer of Undertakings (Protection of Employment) Regulations 2006 will be paid according to their specific terms and conditions.

#### **4. The Green Book Terms and Conditions**

The majority of North Tyneside Council employees are covered by the Green Book terms and conditions; the current pay scale is contained in Appendix A. There will be a new pay scale effective from 1 April 2025, but this has not been agreed at the time of agreeing this policy statement. Negotiations at a national level are continuing but agreement has not yet been reached. Any increase will be back dated to 1 April 2025 when agreed.

As above, the Authority has a grading structure, that is applied to the Green Book pay spine. Each grade consists of spinal column points (SCP). Grades 3-11 have multiple SCPs to allow for incremental progression. All other grades are spot salaries with no incremental progression.

For Grades 3 to 11 new appointments are made at the bottom of the grade with incremental progression through the grade on an annual basis until the top SCP of the grade is reached. In exceptional circumstances, and

only if supported by clear objective evidence, appointment can be made to the mid or top of the grade. This could be appropriate for example where the person has directly applicable experience in a similar post.

## **5. Process for grading posts**

In order to determine which grade a new post should be established on

- Green Book terms and conditions
- Joint Negotiating Committee for Chief Executives terms and conditions
- Joint Negotiating Committee for Chief Officers in Local Authorities terms and conditions

the Authority uses a job evaluation scheme. This scheme is implemented via a locally agreed Job Evaluation Process which was agreed with full council prior to implementation.

Under the Job Evaluation Process posts are evaluated via the Gauge System, based on the knowledge, skills, demands and responsibilities required. The points received in the evaluation are aligned to the grades on the pay scale.

Where posts score points within the range of Grades 12 and above, these are then also evaluated using the HAY Evaluation Methodology to determine the final grade. This further considers the size and responsibility of the job role.

The job evaluation process is ongoing and continues to be developed at a national level with trades unions and then implemented in North Tyneside Council. Individual job roles are reviewed as they change. This includes changes as a result of the organisation design process and through organic changes in council plans and priorities. The Director of Resources is responsible for ensuring the job evaluation process remains both fair and effective in measuring jobs in the Authority.

Salaries for the posts are assigned using the North Tyneside Pay Scale which is set out in Appendix A.

## **6. The North Tyneside Council Living Wage**

Tackling low pay continues to be a priority for the Authority and measures have been implemented to support this over recent years. The Authority currently has a North Tyneside Council pay scale for Green Book posts which ensures the lowest point on the pay scale is at least the rate of the “Real Living Wage” as set by the Living Wage Foundation at the time of implementation. On 1<sup>st</sup> April 2024 this was £11.44 per hour.

When the outcome of the national pay negotiations for the pay scale from 1<sup>st</sup> April 2025 is known the Authority aims to continue to ensure the lowest point on the pay scale is at least the Real Living Wage, which will be £12.60 per hour from April 2025.

## **7. Remuneration of senior posts – Chief Officers (as defined under the Localism Act 2011)**

As above the Authority’s Chief Executive is paid in accordance with the terms of the national conditions of service covered by the Joint Negotiating Committee for Chief Executives. All other Chief Officers are covered by the Joint Negotiating Committee for Chief Officers of Local Authorities.

As set out above, all salary packages will accord with the requirements of the Authority’s pay and grading structures and will depend on the outcome of an evaluation of a post’s job role and responsibilities. The senior pay scale, which includes Chief Officers, is set out in Appendix B.

Chief Officers can also be engaged under a contract for services as a contractor. The engagement of Chief Officers under a contract for services is the responsibility of the Authority’s Cabinet.

In the procurement of a Chief Officer under a contract for services Cabinet will:

- comply with the Authority’s Standing Orders in relation to contracts and any other requirements of the public procurement regime; and

- ensure that any engagement will not cost more than the annual salary, with the relevant on-costs, of employing a Chief Officer in that role.

Where a Chief Executive, Assistant Chief Executive or Director is engaged under a contract for services by Cabinet, the Council will be informed of these arrangements.

## **8. Appointment of a Chief Officer**

The appointment of individuals to the posts of Chief Executive, Assistant Chief Executive and Directors are the responsibility of the Authority's Appointments and Disciplinary Committee. With Committee approval, at appointment Chief Officers are appointed to the evaluated grade which consists of a spot salary. There is no incremental progression for a Chief Officer.

## **9. Increases and additions to a Chief Officer's remuneration**

Increases to a Chief Officer's remuneration will only apply in the following circumstances:

- a pay award agreed through national pay bargaining arrangements;
- a change to the role and its responsibilities warrants a change in grade through the agreed job evaluation process;
- there is evidence of a recruitment and/or retention problem, at which point the Market Supplement Policy (which is applicable to all employees) will be applied in order to determine the appropriate payment;
- temporary additional duties and responsibilities warrant an honorarium or ex-gratia payment in line with the agreed policy for all employees;
- where a Chief Officer is engaged under a contract for services in accordance with provisions of the contract and the public procurement regime.

## **10. Payments to Chief Officers for election duties**

Fees for local election duties undertaken by Chief Officers on behalf of the Authority are included in their salaries.

Fees for the Returning Officer and Deputies and other electoral duties are identified and paid separately for elections to Parliament and other electoral processes such as referenda.

## **11. Performance related pay and bonuses for Chief Officers**

The Authority does not apply any performance related pay scheme or bonuses for its Chief Officers.

## **12. Termination payments**

The Authority has agreed policies and procedures in place that apply to all employees, including Chief Officers, leaving the Authority's employment including by way of early retirement (including on the grounds of efficiency of service) and redundancy (voluntary or otherwise). These policies are reviewed on a regular basis and consulted upon with trades unions. The North Tyneside Council redundancy scheme is not contractual and is varied from time to time.

Chief Officers who cease to hold office or be employed by the Authority will receive payments calculated using the same principles as any other employee. This is based on their contract of employment, nationally agreed terms and conditions and existing Authority policies.

Where special severance payments are made this is done in accordance with the Statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England published in May 2022. As such any payments are considered and approved by the Authority's Section 151 Officer and Monitoring Officer.

Chief Officers who cease to be engaged under a contract for services will receive any monies due to them in accordance with the provisions of the contract for services.



### **13. Re-engagement of Chief Officers previously employed by the Authority.**

Chief Officers who leave the Authority on the grounds of redundancy will not be re-employed by the Authority in any capacity without the approval of the Appointments and Disciplinary Committee.

### **14. Contracts for Services and IR35**

In some circumstances, for example where there is a need for interim support to provide cover for a substantive post, the Authority will consider if it is necessary to engage individuals under a 'contract for service'.

These are sourced through an appropriate procurement process, ensuring that the Authority is able to demonstrate the maximum value for money in securing the relevant service.

In accordance with the IR35 rules which determine off-payroll working rules for clients, workers and their intermediaries, where a worker is engaged via an intermediary personal service company, the responsibility for assessing their income tax and national insurance liability lies with the Authority, along with responsibility for deducting and paying the correct income tax.

### **15. The relationship between Chief Officers and lowest paid employees**

The grade, and therefore the pay, for the Authority's lowest paid employees (who are all covered by Green Book terms and conditions) and that of the Authority's Chief Officers is determined by the job evaluation process.

The pay multiple for the Authority is determined by comparing the remuneration for the highest paid employee against that of the median average earnings for the organisation as a whole. The pay multiple for the Authority is 1:6. This is based on median earnings of £30 071. The pay multiple was 1:6 last year.

## **16. Pay gap information and reporting**

North Tyneside Council is committed to reducing its gender pay gap and this is reported externally with an action plan. As part of the ongoing commitment to inclusion and transparency, the Authority has taken the decision to begin to review the disability and ethnicity pay gap and this is currently reported internally. It is anticipated that the Government will begin consultation on legislation to extend the statutory pay gap reporting to disability and ethnicity this year.

### **Gender Pay Gap**

The gender pay gap shows the difference in the average pay between all men and women in a workforce. The Authority is required to report and publish the following data:

- percentage of men and women in each hourly pay quarter
- mean (average) gender pay gap using hourly pay
- median (mid-point) gender pay gap using hourly pay

Mean and median gender pay gap figures are based on a comparison of men and women's hourly pay irrespective of grade, which means that the gap shows the difference in the average pay between all men and women in the organisation.

Gender pay gap reporting is also required to include bonus pay gap reporting, however North Tyneside Council does not pay bonuses.

The figures are produced in line with existing government guidance for the gender pay gap and based on a snapshot taken of employees on the 31st of March each year.

The report on the above data as at 31 March 2024 is included at Appendix C.

### **Ethnicity and Disability**

The ethnicity pay gap shows the difference in average pay between white and global majority colleagues in the organisation who have declared

their ethnicity. The term global majority refers to all ethnic groups except white British and other white groups, including white minorities.

The disability pay gap shows the difference in average pay between those who have declared a disability and those who have not.

At the snapshot date, 62% of colleagues had declared their diversity data.

An imbalance in sample size can affect the robustness of assumptions drawn as the statistical results can only be taken as approximate.

Over the last 12 months, we have worked to make improvements to data collection, management and analysis, allowing us to improve accurate pay gap reporting.

As collecting diversity data is voluntary, the Authority continues to work to improve the number of colleagues who are willing to declare personal details with the Authority. This has involved working to build trust and explain what the data will be used for and why it is important. We will strive to find ways to improve engagement with colleagues and encourage participation in this activity. The aim is to improve the data we receive from employees to improve reporting in anticipation of it becoming a statutory requirement.

## **17. Review and Publication**

This policy statement will be reviewed annually and, following approval by full Council, published on the Authority's website together with the Gender Pay Gap report.

## Appendix A

### North Tyneside Council Pay Scale April 2024

SCP	Salary	NI	Superannuation	Total (including oncosts)	Salary Scale
1	23473.00	1,983	4,296	29,752	Not Used
2	<b>23656.00</b>	2,009	4,329	29,994	LGGrade 2
3	<b>24027.00</b>	2,060	4,397	30,484	LGGrade 3
4	<b>24404.00</b>	2,112	4,466	30,982	
5	<b>24790.00</b>	2,165	4,537	31,492	LGGrade 4
6	<b>25183.00</b>	2,219	4,608	32,011	
7	<b>25584.00</b>	2,275	4,682	32,541	LGGrade 5
8	<b>25992.00</b>	2,331	4,757	33,080	
9	<b>26409.00</b>	2,389	4,833	33,630	
10	23247.00	1,952	4,254	29,453	Not Used
11	23673.00	2,011	4,332	30,016	
12	<b>27711.00</b>	2,568	5,071	35,350	LGGrade 6
13	<b>28163.00</b>	2,631	5,154	35,948	
14	<b>28624.00</b>	2,694	5,238	36,557	
15	<b>29093.00</b>	2,759	5,324	37,176	
16	26357.00	2,381	4,823	33,562	Not Used
17	26845.00	2,449	4,913	34,206	
18	27344.00	2,518	5,004	34,866	
19	<b>31067.00</b>	3,031	5,685	39,784	LGGrade 7
20	<b>31586.00</b>	3,103	5,780	40,469	
21	<b>32115.00</b>	3,176	5,877	41,168	
22	<b>32654.00</b>	3,250	5,976	41,880	
23	<b>33366.00</b>	3,349	6,106	42,821	LGGrade 8
24	<b>34314.00</b>	3,480	6,279	44,073	
25	<b>35235.00</b>	3,607	6,448	45,290	
26	<b>36124.00</b>	3,729	6,611	46,464	
27	<b>37035.00</b>	3,855	6,777	47,667	
28	<b>37938.00</b>	3,980	6,943	48,860	LGGrade 9
29	<b>38626.00</b>	4,075	7,069	49,769	
30	<b>39513.00</b>	4,197	7,231	50,941	
31	<b>40476.00</b>	4,330	7,407	52,213	
32	<b>41511.00</b>	4,473	7,597	53,580	
33	<b>42708.00</b>	4,638	7,816	55,161	LGGrade 10
34	<b>43693.00</b>	4,774	7,996	56,463	

35	<b>44711.00</b>	4,914	8,182	57,807	
36	<b>45718.00</b>	5,053	8,366	59,138	
37	<b>46731.00</b>	5,193	8,552	60,476	
38	<b>47754.00</b>	5,334	8,739	61,827	LGGrade 11
39	<b>48710.00</b>	5,466	8,914	63,090	
40	<b>49764.00</b>	5,612	9,107	64,482	
41	<b>50788.00</b>	5,753	9,294	65,835	
42	<b>51802.00</b>	5,893	9,480	67,175	
43	<b>52805.00</b>	6,031	9,663	68,500	
44	<b>53698.00</b>	6,155	9,827	69,679	LGGrade 12
45	<b>55344.00</b>	6,382	10,128	71,854	
46	<b>57111.00</b>	6,626	10,451	74,188	
47	<b>58879.00</b>	6,870	10,775	76,523	LGGrade 13
48	<b>60891.00</b>	7,147	11,143	79,181	
49	<b>64063.00</b>	7,585	11,724	83,371	LGGrade 14
50	<b>67538.00</b>	8,064	12,359	87,962	LGGrade 15
51	<b>71317.00</b>	8,586	13,051	92,954	LGGrade 16
52	<b>75709.00</b>	9,192	13,855	98,756	LGGrade 17
53	<b>80526.00</b>	9,857	14,736	105,119	LGGrade 18
54	<b>86196.00</b>	10,639	15,774	112,609	LGGrade 19
55	<b>94057.00</b>	11,724	17,212	122,993	LGGrade 20
56	<b>97853.00</b>	12,248	17,907	128,008	LGGrade 21
57	<b>101832.00</b>	12,797	18,635	133,264	LGGrade 22
58	<b>105467.00</b>	13,299	19,300	138,066	LGGrade 23
59	<b>109956.00</b>	13,918	20,122	143,996	LGGrade 24
60	<b>114689.00</b>	14,571	20,988	150,248	LGGrade 25
61	<b>119719.00</b>	15,265	21,909	156,893	LGGrade 26
62	142950.00	18,471	26,160	187,581	LGGrade 27
63	172307.00	22,523	31,532	226,362	LGGrade 28

## Appendix B

### North Tyneside Council Senior Pay Scale

<b>Job Role</b>	<b>Grade (Spinal Column Point)</b>	<b>Salary (per annum)</b>
Chief Executive	Grade 28 (63)	£ 172, 307.00
Assistant Chief Executive and Directors	Grade 23 (58) to 26 (61)	£ 105, 467.00 to £ 119, 719.00
Heads of Service and Senior Managers	Grade 14 (49) to Grade 22(57)	£ 64,063.00 to £ 101, 832.00

## **Appendix C**

### **Gender Pay Report**

#### **Introduction**

All public sector employers are required by law to publish information every year about gender pay gaps within their workforce. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 came into force on 31 March 2017.

The regulations require employers to publish a report based on a snapshot date of 31 March. Employers have 1 year in which to publish the report. The report below sets out North Tyneside Council's calculations in relation to:

- The mean gender pay gap in hourly pay
- The median gender pay gap in hourly pay
- The proportion of males and females in each pay quartile

The mean is the average hourly rate of pay, calculated by adding the hourly pay rate for employees then dividing by the number of employees. The median is the middle hourly pay rate when the pay rates are arranged in order from lowest to highest.

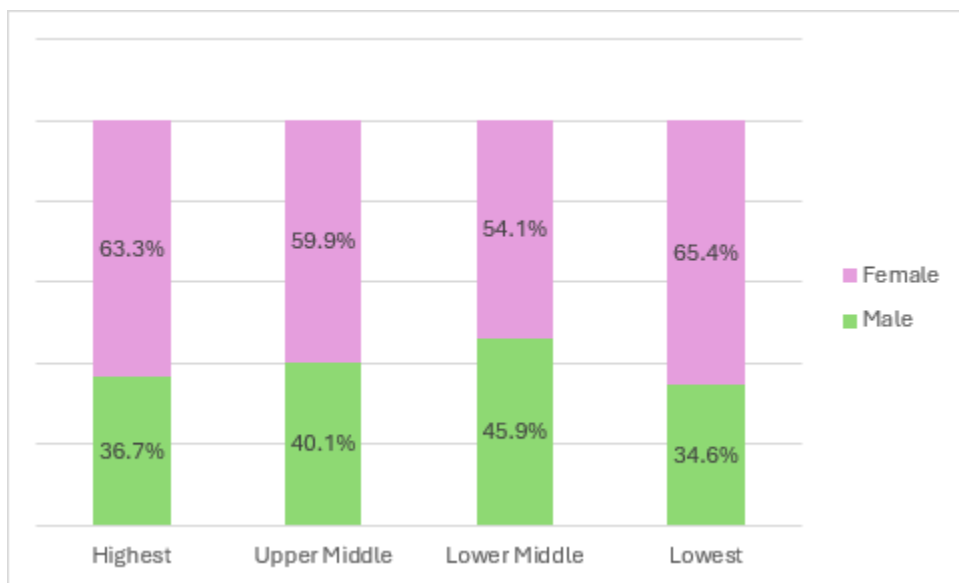
The table below shows overall mean and median gender pay gap based on hourly rates of pay. The Authority does not pay any bonuses.

#### **The gender pay gap as at 31 March 2024**

On the 31 March 2024 the mean gender pay gap was 1.2%, in favour of female employees and the median gender pay gap was 0.8% in favour of female employees. In contrast with the dynamic most organisations contend with, NTC is on average paying female staff more than male staff. This aligns with the direction of travel for the organisation in recent years. Based on an average of basic pay and allowances, there is a 21p difference for the mean average pay and 13p difference for the median pay.

	<b>Mean</b>	<b>Median</b>
Hourly fixed pay	-1.22%	-0.84%
Bonus paid	N/A	N/A

Gender Split of Pay Quartiles March 2024:



The Authority's gender pay gap information is published on the Government website ([gender-pay-gap.service.gov.uk](https://gender-pay-gap.service.gov.uk)) and is supported by a narrative explaining the position in the Authority and an action plan to address the gender pay gap.