

Pay Policy Statement - Lichfield City Council

1. Introduction and purpose

The purpose of the Pay Policy Statement is to ensure transparency and accountability with regard to the Council's approach to pay other matters in accordance with the requirements of section 38 of the Localism Act 2011.

2. Legislative framework

In determining the pay and remuneration of its employees, the council will comply with all relevant employment legislation. This includes, the equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010

3. Pay

The Council implements the pay scales as agreed by the National Joint Council for Local Government Services for all employees except the Town Clerk who is subject to the pay scales agreed by the National Association of Local Councils for full and part-time clerks. Changes arising from national negotiations linked to remunerations generally take effect from 1st April each year and on occasions when negotiations conclude after this day any amendments to pay become retrospective to 1 April.

In accordance with the terms and conditions of employment for Council employees it is the council's policy to implement national agreements regarding pay. In determining its grading structure and setting remuneration levels, the council takes account the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees.

4. Town Clerk

The Town Clerk is employed by the Council (under section 112 (1) of the Local Government Act 1972). The Town Clerk is the Chief Officer of, and principal advisor to, the Council and is employed on a permanent contract. The Town Clerk is the Council's "proper Officer" which is a title used in statute referring to the appropriate officer for the relevant function. In respect of financial matters, the proper officer is known as the Responsible Financial Officer (RFO), The Town Clerk is accountable to the Council for the effective control and management of all staffing and other resources within the council.

The Town Clerk is the Chief Officer of, and principal advisor to, the Council and is employed on a permanent contract. The Town Clerk is the Council's "Proper Officer" which is a title used in statute referring to the appropriate officer for the relevant function. In respect of financial matters, the proper officer is known as the Responsible Financial Officer. The Town Clerk is accountable to the Council for the effective control and management of all staffing and other resources within the council.

5. Pay Relationship

Section 38 of the Localism Act 2011 recommends the inclusion of a 'pay multiple' as a way of illustrating the authority's approach to pay dispersion. A 'pay multiple' figure is defined as the ratio between the highest paid taxable earnings for the given year and the median average salary of the whole of the authority's workforce. As at November 2018 the City Council's pay multiple is 3.4:1

6. Senior employee salaries

The Accounts and Audit Regulations 2015 require the publication, in bands of £5,000, salaries of all staff whose annual remuneration exceeds £50,000. Lichfield City Council has one qualifying employee:

Town Clerk of Lichfield City Council (salary band £60,000 - £65,000). The salary ceiling for the post is currently £62,779 with an additional increment payable on successful completion of the CiLCA qualification.

Lichfield City Council – Staff Structure and Reporting Lines – September 2021

