



Bristol City Council

Pay Policy Statement

Note: in this policy reference to governing board or governors refers to the management committee and its members.

Where contextually appropriate for school read service.

Date adopted: [Click here to enter a date](#)

HISTORY OF POLICY CHANGES

Date	Page	Details of Change
May 2023	All	Policy added to BHES format

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1. Introduction

- a. It is essential that the Council attracts and keeps people with the right talents and commitment to lead and deliver great services to Bristol's citizens. At the same time the Council has to get the best value for the taxpayer.
- b. This Statement explains the Council pay policies for its highest and lowest-paid employees. It is written and published in line with the Localism Act 2011 (the Act) and guidance issued by the Secretary of State (the Guidance).
- c. The Guidance is clear that decisions on pay policies should be made by councillors. The Council is committed to making sure that all councillors have a say on how pay decisions are made, especially about its highest-paid employees. To achieve this, the Statement is reviewed every year. The Mayor is consulted, and any proposals made are taken into account. The draft statement is considered by the Human Resources Committee and approved by full Council. Both meetings are open to the public.
- d. In line with the law (the Local Authorities (Elected Mayor and Mayor's Assistant) (England) Regulations 2002), the pay of the Mayor's Assistant is set as the Mayor thinks fit, within the financial resources available to the Council. The Mayor's Assistant is currently paid at Director (Level 1).
- e. As recommended by the Guidance, this Statement sets out clearly and separately its policies on each of the requirements listed in the relevant sections of the Act. The Guidance says that this is to help enable taxpayers to decide whether they are getting value for money in the way that public money is spent on local authority pay and reward.
- f. The Council is committed to equal pay for all its employees and to removing any bias in its pay systems related to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. Equal pay applies to all contractual terms and conditions as well as pay.
- g. The Council became an accredited Living Wage Employer with effect from 5th November 2018. The Council has paid its own employees no less than the Real Living Wage since 1st October 2014.
- h. Apprentices aged 18 years and over are paid the Real Living Wage (as set by the Living Wage Foundation); those under 18 are paid 80% of the Real Living Wage.

2. Development priority

- a. The Council aims to ensure we have a competitive offer to attract and retain the best talent. As a key priority in our Workforce Strategy, we will support our managers to develop and implement their workforce and succession plans, forecasting the type and number of roles, skills and pay needed for the future. We will also continue to remove any unfair barriers which staff may face and work to address the under-representation of staff groups, including senior roles.

3. Pay of the Council's highest-paid employees

- a. The Council's highest-paid employees are the Chief Executive, Executive Directors and Directors. These roles are graded using the Hay methodology and the salaries are informed by market data and annual pay awards. For the period covered by this Statement the salary range for the Chief Executive will be £174,073 to £185,238 with a mid-point of £179,655.
- b. Executive Director roles will range from £140,794 to £172,081 with a mid-point of £156,437.
- c. The salary for Director (Level 2) roles will range from £98,034 to £124,135 with a mid-point of £111,592. The salary for Director (Level 1) roles will range from £88,648 to £109,506 with a mid-point of £99,077.

4. Pay of the Council's lowest-paid employees

- a. The Council's lowest-paid employees are those who are paid the Real Living Wage. The Council has adopted this definition because it has decided that none of its employees should be paid less than the Real Living Wage. The Real Living Wage is £9.90 per hour with effect from 1st April 2022, which equates to a minimum salary of £19,100 (based on a full-time week of 37 hours). The rate of the Real Living Wage is refreshed each November, and the Council applies the new rate from the following 1st April.
- b. From 1st April 2020 apprentice pay levels increased to the Real Living Wage rate for apprentices 18 years old and over and 80% of the Real Living Wage for apprentices under 18 years old. An additional allowance of £25 per week is paid to apprentices who have left local authority care, and this is paid throughout their apprenticeship for as long as they live in independent accommodation.
- c. Interns, student placements and trainees will be paid at least the Real Living Wage.

5. Relationship between the pay of the Council's highest and lowest-paid employees

- a. Will Hutton's 2011 Review of Fair Pay in the Public Sector recommended that all public service organisations publish their top to median pay ratio to allow the public to hold them to account. The Government's terms of reference for the Hutton review suggested that no public sector manager should earn more than 20 times the lowest paid person in the organisation.
- b. The Council policy is that the pay of the highest paid employee should be no more than 10 times that of the lowest full time equivalent paid employee. This will be reviewed annually by the Human Resources Committee.

- c. The change in these ratios at the Council over recent years is shown in the following table:

Date	Top to median pay ratio	Top to lowest salary ratio
31 st March 2014	6.68:1	12.87:1
31 st March 2015	6.29:1	11.85:1
31 st December 2015	6.75:1	11.33:1
31 st December 2016	6.23:1	10.05:1
31 st December 2017	5.24:1	8.34:1
31 st December 2018	6.03:1	9.77:1
31 st December 2019	5.89:1	9.50:1
31 st December 2020	5.73:1	9.45:1
31 st December 2021	5.63:1	9.36:1

6. Pay of Chief Executive, Executive Directors and Directors when they start

- a. Pay on commencement of employment will be within 10% of the minimum of the range unless otherwise agreed by the Selection Committee. Payment above the mid-point is reserved for roles where there is clear evidence that the market rate is significantly higher than the mid-point.
- b. The Guidance says that full Council or a meeting of Members should have the opportunity to vote before salary packages totaling £100,000 or more are offered for new appointments. Through its Constitution full Council delegates this to the Selection Committee.

7. Increases and additions to pay for Chief Executive, Executive Directors and Directors

- a. The salary ranges for Chief Executive, Executive Director and Director roles will be reviewed each year through this Pay Policy Statement. The Council will apply national pay settlements agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities and the Joint Negotiating Committee for Chief Officers of Local Authorities to the Chief Executive, Executive Directors and Directors as appropriate.
- b. With the exception of the above, any other changes to the pay of the Chief Executive will be determined by the Human Resources Committee. Any other requests for increases in pay for, Executive Directors and Directors during employment that are within 10% of the minimum of the pay range can be approved by the Chief Executive and Director: Workforce & Change. All other increases above this will require Human Resources Committee approval.

8. Performance-related pay for Chief Executive, Executive Directors and Directors

- a. There is no performance-related pay for Chief Executive, Executive Directors and Directors.

9. Bonuses for Chief Executive, Executive Directors and Directors

- a. There are no bonuses for Chief Executive, Executive Directors and Directors.

10. Pay of Chief Executive, Executive Directors and Directors when they leave

- a. When a Chief Executive, Executive Director or Director leaves they will be paid in line with what they are entitled to under their contract of employment (their notice period is three months) and the Council's policies.
- b. The Public Sector Exit Payments Regulations 2020 which came into force on 4 November 2020, were revoked on 12 February 2021. This Pay Policy Statement will be updated to reflect any new legislation which may be introduced to replace these regulations. The Council's constitutional arrangements in relation to any exit payments will continue to apply as set out below.
- c. The dismissal and/or compensation for loss of office of Chief Executive, Executive Directors and Directors is determined by the Human Resources Committee (except for the Head of Paid Service, Chief Finance Officer and Monitoring Officer, where this is a matter for Full Council).
- d. Employees who leave due to voluntary severance will not be re-employed by the Council in a paid job or engaged directly or through a company on an "off-payroll" basis for 12 months after they leave. (Off-payroll means a person who is paid via a company rather than through the payroll as an employee). Employees who leave due to compulsory redundancy are free to apply for re-employment with the Council at any point after they've left.

11. Paying Chief Executive, Executive Directors and Directors "off-payroll"

- a. Any Executive Director or Director appointed on an interim basis and supplied by a third party are regarded as employees for tax purposes.

12. Returning Officer fees

- a. The Council's Returning Officer for elections and referenda is appointed by full Council. Fees are paid for these duties. They vary depending on the type of poll and are published prior to each election. Fees for most polls (including national elections and referenda) are set and paid by the Government (rather than the Council).

13. More information about the pay of Chief Executive, Executive Director and Directors

- a. The Council is committed to being open about its policies on pay. Approved pay policy statements are published on the Council's website at www.bristol.gov.uk/council-spending-performance/senior-officers-pay. Other information that the Council has to publish under the Local Government Transparency Code 2015 is available via that webpage.

14. More information about Pay Gap Reporting

- a. We publish our gender, ethnicity and disability pay gap every 12 months on the Council's website at <https://www.bristol.gov.uk/people-communities/measuring-equalities-success>