

Appendix E

HARLOW | BUILDING
HARLOW'S
FUTURE.

Pay Policy Statement 2026-27

Contents

Contents

1.1 Context	2
1.2 Information.....	2
1.3 Pay relativities within the authority.....	3
1.4 Chief Officer pay	3
1.5 Chief Officer pay on termination of contract or end of office	4
1.6 Benefits in Kind.....	4
1.7 Charges, fees and professional registrations.....	4
1.8 Increases and enhancement to pension entitlement	5
1.9 Terms and conditions	5
1.10 Pension contribution	5
1.11 Returning Officer Fees	5
1.12 Staffing resources	6
1.13 Remuneration of interim and temporary staff.....	6
1.14 Contract for services.....	6
1.15 Publication	6

1.1 Context

Harlow Council wishes to provide a transparent and fair approach to rewarding our employees through our pay, terms and conditions, and benefits offered to our employees. The council's pay and grading arrangements are underpinned by the principles of fairness and equality set out in the Equality Act 2010, the Public Sector Equality Duty and associated codes of practice.

The council's pay arrangements and policies reflect the need to recruit, retain and motivate skilled and committed employees to ensure high levels of performance, balanced with accountability to the public purse. They also recognise the importance of maintaining an approach to pay and reward that supports the high levels of flexibility and adaptability essential to the effective delivery of a diverse range of services in a challenging and rapidly changing environment.

The Localism Act 2011 requires Council to adopt a Pay Policy Statement containing prescribed information before the end of 31 March each year, in respect of the following financial year.

The Managing Director and Executive Directors are employed under the National Joint Negotiating Committee (JNC) for Chief Executives, and Chief Officers. As a broad principle, for these staff, the council adopts the terms and conditions of employment that apply to the National Joint Council (NJC) staff (Green Book) and the local variations as agreed from time to time.

The council has a requirement for all posts to be fairly evaluated to determine their salary levels within our agreed structures. The council uses the NJC Green Book job evaluation scheme. All staff must be appointed on merit, through fair, transparent and objective processes.

The Head of Paid Service is responsible for ensuring the council meets its duties in respect of the appointment of officers in accordance with applicable legislation, HDC's Constitution, terms and conditions of employment and other relevant policy requirements.

1.2 Information

The council's Management Structure is set out on its website.

Chief Officer bandings are determined using the Harlow Council agreed pay structure. A copy of the pay structure is set out on the council's website. "Chief Officer" for the purposes of this Pay Policy Statement means:-

- Managing Director (Head of Paid Service)
- The Executive Directors
- Directors (including the Section 151 Officer and Monitoring Officer)

1.3 Pay relativities within the authority

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton Report on Fair Pay. A public sector manager cannot earn more than 20 times that of the lowest paid person in the organisation. In addition, the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.

The Managing Director is the highest paid employee. The ratio between the lowest paid and highest paid employee will be 1:6.89 from 1 April 2026 (pay award pending).

The ratio between the median full time equivalent earnings and the highest paid is 1:4.9 (pay award pending).

The council continues to adopt the principles of the Real Living Wage, with the lowest paid worker earning £25,947.47 per FTE from 1 April 2025. National pay negotiations for 2026/27 are yet to conclude.

The council evaluates all roles through a defined evaluation method (NJC Green Book) to ensure parity and consistency of evaluation within the council's pay and grading structures.

1.4 Chief Officer pay

This section sets out the council's policy in relation to Chief Officer remuneration and benefits as set out in the Localism Act 2011, which is inclusive of the Head of the Paid Service in the definition of Chief Officer.

Each Chief Officer will receive a basic salary as defined by the council's pay and grading structures commensurate with their levels of responsibility.

Each Chief Officer role will be graded using the NJC Job Evaluation methodology (as well as the market) based on the published role profiles and organisational structures.

Each Chief Officer will receive the same local terms and conditions of employment as set out in the NJC (Green Book) employees, unless there are different provisions in the JNC for Chief Officers (for Executive Directors) and Chief Executives (for the Managing Director).

Chief and Deputy Chief Officers are appointed in accordance with the Officer Employment Procedure Rules set out in the Constitution and are remunerated within an evaluated banding for the role as set out above.

Increases to pay for Chief Officers on JNCs for Chief Executive and Chief Officers will occur through the national pay awards or the Appointments, Hearings and Determinations Committee.

Chief Officers are subject to an annual performance review.

1.5 Pay on termination of contract

All Officers, including Chief Officers, will receive their contractual entitlement for termination payments. These entitlements are the same for NJC staff (Green Book). Where the council is terminating the contract of employment, pay in lieu of notice (PILON) or paid leave may be granted dependent on the circumstances.

Any payments will be made in line with the Alternative Arrangement put in place by the Leader and be compliant with legislation.

1.6 Benefits in Kind

Officers do not receive any benefits in kind. Any benefits, gifts or hospitality must be properly authorised and recorded in accordance with the Officer's Code of Conduct.

1.7 Charges, fees and professional registrations

Professional fees and charges will be made on behalf of officers in respect of their requirement to be registered to practice with the relevant body only where it is a contractual requirement to hold such a professional qualification or membership.

1.8 Increases and enhancement to pension entitlement

The council's officers are entitled to become members of the Local Government Pension Scheme (LGPS). Payments and entitlements are subject to LGPS Regulations.

The council does not enhance pensions or provide added years to officers beyond their basic entitlements.

Pension strain costs are borne by the authority on the redundancy of a Chief Officer in line with all other employees.

1.9 Terms and conditions

Chief Officer terms and conditions will mirror those for NJC staff (Green Book). No more or less favourable terms or treatment shall be afforded to Chief Officers in respect of terms and conditions of employment save for the statutory appointment and dismissal procedures contained in the national terms and conditions for Chief Executives and the statutory procedures in respect of the Monitoring Officer and Chief Finance (s151) Officer.

1.10 Pension contribution

The rate of pension contributions is determined by the Local Government Pension Scheme Regulations.

Superannuation payments are made by the employer into the Local Government Pension Scheme (LGPS). The rate of contribution is defined by the LGPS and is applicable to all employees (including chief officers). The latest Local Government Pension Scheme Regulations were introduced from 1 April 2014. There are 9 employee contribution bandings between 5.5% and 12.5%.

1.11 Returning Officer Fees

The designation and duties of the Returning Officer are independent of the council. Officers undertaking these duties may claim for the appropriate fees. The council will designate the officer for these purposes.

1.12 Staffing resources

The council uses the following different staffing resources:

- Permanent staff on the establishment
- Temporary fixed term contracts to fill posts on the establishment
- Interims employed through service contracts to fill posts on the establishment
- Interims where there is no established post. For example, where temporary specialist skills are needed to undertake a time limited complex project

1.13 Remuneration of interim and temporary staff

When interim staff are required, the costs of these are subject to competitive marketplace processes and are compliant with IR35 legislation. The Director of HR and OD is involved in all such employment arrangements.

1.14 Contract for services

Where interim resources are determined to be required for a specific role within the council that cannot be met through the existing establishment, those resources are procured in accordance with the Finance and Contract Procedure Rules. The cost of such services is published in the relevant Statement of Accounts and in accordance with the Local Government Transparency Code 2015.

1.15 Publication

Upon approval by the Council, this statement will be published on the council's website and will also be available in additional formats by request.

Chief Officer remuneration (actual payments) will be reported in the council's Annual Statement of Accounts.

