

Appendix A

Bristol City Council

Pay Policy Statement for the period 1 April 2023 to 31 March 2024

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 ensure best value for the taxpayer.
- b. This Statement explains the Council pay policies for its highest and lowest-paid employees. For the avoidance of doubt "employees" means those individuals who have a contract of employment with Bristol City Council. It therefore excludes agency workers and officeholders, etc.
- c. It is written and published in line with the Localism Act 2011 (the Act) and guidance issued by the Secretary of State (the Guidance). It is also in line with Guidance issued under Section 26 of the Local Government Act 1999. 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 determined by the Mayor, 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 5 November 2018. The Council has paid its own employees no less than the Real Living Wage since 1 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 priorities for 2023/24

The Council continuously reviews its pay offer to adapt to legislation changes and 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 £175,998 to £187,163.
- b. Executive Director roles will range from £142,718 to £174,006.
- c. The salary for Director (Level 2) roles will range from £99,959 to £127,075. The salary for Director (Level 1) roles will range from £90,573 to £111,431.

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 £10.90 per hour with effect from 1 April 2023, which equates to a minimum salary of £21,029 (based on a full-time week of 37 hours).
- b. From 1 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 who are 18 years old and over will be paid no less than 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. *"The Council's 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."*

- b. 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 March 2014	6.68:1	12.87:1
31 March 2015	6.29:1	11.85:1
31 December 2015	6.75:1	11.33:1
31 December 2016	6.23:1	10.05:1
31 December 2017	5.24:1	8.34:1
31 December 2018	6.03:1	9.77:1
31 December 2019	5.89:1	9.50:1
31 December 2020	5.73:1	9.45:1
31 December 2021	5.63:1	9.36:1
31 December 2022	5.46:1	8.93:1

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.
- 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 Council will apply national pay awards agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities and the Joint Negotiating Committee for Chief Officers of Local Authorities.
- b. Any other changes to the pay of the Chief Executive will be determined by the Human Resources Committee. Requests for increases in pay for Executive Directors and Directors that are within 10% of the minimum of the relevant range can be approved by the Chief Executive. Requests for any other changes to the pay of Executive Directors or Directors will be determined by the Human Resources Committee.

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

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

9. Bonuses for Chief Executive, Executive Directors and Directors

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 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 any dismissal is a matter for Full Council).

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

- a. Where individuals appointed to cover the roles of Chief Executive or Executive Directors or Directors are not employees of the Council, they will be engaged in line with the Council's financial and procurement regulations and the relevant tax legislation (e.g. IR35). Normally this will be via the Council's managed service provider (currently Guidant).
- b. The Council is fully compliant with the rules governing the prevention of tax evasion. In addition to this, the Council is committed to taking no part in the aiding of any form of tax avoidance. Council employees must take care not to engage in contractual arrangements which could be perceived as being primarily designed to reduce the rate of tax paid by any person or company.

12. Returning Officer fees

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 Directors and Directors

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. Pay Gap Reporting

We publish our gender, ethnicity, disability and LGB pay gap every 12 months on the Council's website here: [Pay Gap Report](#)