

# Pay Policy Statement - Cotswold District Council 2026/27

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## 1. **Background**

1.1. This statement is intended to meet the requirements of:

- s 38 (1) of the Localism Act 2011 which requires the council to approve a Pay Policy Statement annually prior to the commencement of the financial year.
- the council's obligations under the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act (original guidance 2012, supplementary guidance 2013 and additional guidance 2015) together with the Local Government Transparency Code 2015.

1.2. On 1<sup>st</sup> November 2017, the majority of Cotswold District Council employees TUPE transferred to the newly created wholly owned Local Authority (Teckal) Company, Publica Group (Support) Limited. On 1<sup>st</sup> November 2024, 62 employees within Publica TUPE transferred back into Cotswold District Council and on 1<sup>st</sup> July 2025 a further TUPE transfer of nine staff from Publica to the council took place.

## 2. **Scope of this Policy Statement**

2.1 To avoid confusion and provide transparency this statement will only apply to all officers that are employees of Cotswold District Council.

2.2 Details of pay for staff employed by Publica are found within Publica's statement of accounts.

2.3 The current statement sets out the following elements:

- pay for each of the in-scope officers
- remuneration of lowest paid officer
- the pay relationship between the highest paid officers and other officers
- performance related pay and bonuses, termination payments, transparency
- other aspects of remuneration.

## 3. **Officers Covered by the Policy Statement**

3.1 Below is a list of those officers covered by the policy statement:

- Chief Executive (Head of Paid Service)
- Deputy Chief Executive (s 151 officer)
- Director- Governance and Development (Monitoring Officer)
- Director- Communities and Place
- Other officers of the council.

3.2 The council is a member of the local government employer's association for national collective bargaining in respect of Chief Executives, Chief Officers, and all other employees.

3.3 Listed below are the separate negotiations and agreements in respect of each of these three groups.

- **Chief Executives** - Joint Negotiating Committee for Local Authority Chief Executives (ALACE is normally the negotiating body for pay, unless varied locally).
- **Chief Officers** – Joint Negotiating Committee for Chief Officers of Local Authorities
- **All other employees** – National Joint Council for local Government Services. In addition to pay, the national agreements cover other terms and conditions such as:
  - Pension
  - Occupational sickness scheme
  - Maternity scheme
  - Overtime

#### 4. **Grading Framework**

4.1 The council has a range of Human Resources policies that apply equally to all officers across the council from the highest paid to the lowest paid. These policies cover a wide range of Human Resources issues including annual leave arrangements and sickness arrangements.

4.2 As part of the formation of Publica, the council determined that directly employed staff should adopt similar policies as Publica employees in the interests of fairness and equity.

4.3 Subsequent to Publica merging its multiple pay and grading structures in 2020 and adopting a new comprehensive job evaluation scheme to ensure equal pay compliance, the council adopted a scheme built on similar principles in line with previous council resolutions. Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public.

4.4 This pay and grading structure, known as Evaluate, was designed in consultation with the Trade Unions and seeks to provide flexibility for the council to adapt to changes in pay pressures and market conditions whilst retaining equal pay protection. The scheme ensures that different jobs having the same value are paid at a similar rate. Job evaluation is carried out for all new roles, where there is a significant change of duties or as a result of an equal pay audit. The scheme also provides for local pay increases in addition to the national (cost of living) pay award.

4.5 This pay and grading structure was implemented in June 2022 (pay back dated to 1st April 2021). This structure does not cover statutory or chief officer roles where the former remains subject to the previous benchmark approach as agreed by council, and the latter subject to evaluation by South West Councils using the LGA Senior Managers scheme.

## 5. **Policy on Remuneration of Senior & Other Officers**

5.1 The policy for the year 2026/2027 in respect of statutory and chief officers is to maintain the level of pay in the same bands as the current year subject to any cost-of-living award, that may be agreed nationally in relation to year 2026/2027.

5.2 The value of the Chief Executive's pay will be increased by the pay awards notified by the Joint Negotiating Committee for Chief Executives of Local Authorities. The value of the two statutory officers (Section 151 Officer and Monitoring Officers) and Chief Officers' pay will be increased by the pay awards notified by the Joint Negotiating Committee for Chief Officers of Local Authorities.

**Statutory Officers** – individual posts graded via benchmark exercise.

- Chief Executive (Head of Paid Service) £140,000 per annum
- Deputy Chief Executive (s 151 officer) £ 108,000 per annum
- Director – Governance and Development (Monitoring Officer) £96,918 per annum

**Chief Officer** – individual post evaluated by South West Councils' job evaluation scheme.

- Director - Communities and Place £102,168 per annum

5.3 In respect of all other officers pay, these salary bands are also subject to the national pay award as notified by the 'National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services' (commonly known as the 'Green Book').

5.4 The pay & grading scheme for all other employees is made up of four levels based upon the nature of the role with each level sub divided into generic job groups and specific comparable pay peer groups. Senior Officers, such as Heads of Service/Business Managers, fall within the translate pay level. The pay levels are:

|           |                             |
|-----------|-----------------------------|
| Core      | £25,949 - £40,256 per annum |
| Implement | £30,419 - £54,916 per annum |
| Guide     | £45,441 - £68,162 per annum |
| Translate | £57,436 - £86,153 per annum |

- 5.5 Employees new to the council will normally be appointed to the first point of the salary range for their grade. Where the candidate's current employment package would make the first point of the salary range unattractive or where the employee already operates at a level commensurate with a higher salary, a higher salary point within the pay grade for the post may be considered by the recruiting manager. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range. These arrangements apply to all posts up to the level of Chief Officer.
- 5.6 At the time of publication of this policy statement no annual pay awards have been agreed for 2026/2027. These pay levels will be automatically upgraded by the nationally agreed pay award once negotiations have concluded.
- 5.7 Other factors relating to pay:
- Officers are generally placed upon the bottom pay point on appointment, but this can be varied by hiring manager in consultation with Human Resources.
  - A local pay award can be made annually to allow progression within job groups typically to the mid-point. The Local Award, also known as Pay Levelling, is any Cotswold District Council (CDC) pay award over and above the Local Government Pay Award (which is also known as the Cost-of-Living Award or the NJC Pay Award). To be eligible for Pay Levelling your salary must be below the Job Group Midpoint or the average of your Peer Group. The pay levelling process provides a mechanism for people to increase their salary within their Peer Group or Job Group if they are below the average and midpoint.
  - Pay levels above the mid-point need to be supported by special factors such as market forces.
  - No performance related pay exists for any officer.
  - No bonuses are available for any officer.
  - Termination benefits payable will be in line with that available to all other officers as set out in the Redundancy and Retirement Policies in line with Employment Rights Act tables.
  - Full council will retain the decision to make any new appointment of an officer where the pay (incorporating all payments and benefits in kind) exceeds £100,000.
  - Full council will retain the decision to approve any severance payments where the compensation payments exceed £100,000

The details of the payments in respect of all officers are set out in the [Transparency page](#) of the councils website. No senior officers are entitled to receive overtime payments for time worked beyond the contracted hours and out of ordinary working hours.

## 6. **Shared Posts**

- 6.1 Where these are agreed and set in place, the costs of any role are appropriately apportioned and recharged via the employment/secondment/management agreement. Such roles, where the council is the employer, are evaluated according to the council's existing job evaluation scheme.

## 7. **Electoral Registration & Returning Officer**

- 7.1 The Returning Officer for election purposes also receives a payment for the statutory duties undertaken by virtue of the specific, additional appointment to that role in addition to other responsibilities. For national elections and referenda, the amount is set and is payable by the government. For District and Town/Parish Council elections, the fees are payable by the District Council in accordance with an approved scale.

- 7.2 The scale of fees for this role is approved by the Gloucestershire Elections Fees Working Party for local elections, or the relevant scales of fees prescribed by a Fees Order in respect of national or regional elections, polls or referendums.

<https://www.legislation.gov.uk/uksi/2024/693/schedule/made>

(The Parliamentary Elections (Returning Officers' Charges) Order 2024)

- 7.3 The fees constitute payments for separate employment and in most cases are eligible for pension purposes.

- 7.4 The fees are paid as part of the election account for each election and all costs, including employer pension costs, are recovered from the body responsible for the assembly to which candidates are being elected, or for which a poll or referendum is being carried out.

Payments are made to individuals who may also be council employees in respect of election duties and constitute separate employment. Such payments are calculated in accordance with the relevant guidance and legislation as referenced in paragraph 7.2 of the report and are subject to authorisation by the Returning Officer in consultation with the Section 151 Officer.

- 7.5 The Electoral Registration and Returning Officer for the council is the Chief Executive Officer.

## 8. **Tax Avoidance**

- 8.1 The council does not and will not employ senior managers in permanent positions via service companies that could be construed as avoiding tax and national insurance contributions. From time to time the council may employ

individuals via service companies to cover interim or short-term project roles. However, the council will comply with its responsibilities regarding the application of HMRC regulations on payments made to personal service companies (known as IR35) by applying income tax and national insurance deductions to the payment.

## 9. **Relationship with Other Officers' Pay**

9.1 Statutory officers' positions are benchmarked by the Head of HR using external data and are subject to an annual increase in line with the annual cost of living awards for staff covered by JNC Terms and Conditions.

9.2 A full list of the job groups and associated pay ranges are at the end of this policy.

## 10. **Market Forces Supplement**

10.1 Evidence from our market and recruitment data shows that for some professions a higher salary may be necessary to attract and retain staff. Our most recent market data indicates that for some professions this could be as high as 15% above the midpoint and this is already built into the grading structures that have been proposed utilising the in-built flexibility above mid-point.

## 11. **Re-engagement of Former Employees**

11.1 The council's policy is that there is no general restriction on any future re-employment of an employee who has been made redundant or who is in receipt of a Local Government or other public sector pension.

11.2 In fact, to adopt policies to the contrary could be subject to challenge under equalities legislation. However, re-employment must be on merit and should be unconnected with the redundancy, except where alternative employment is found, and pension and redundancy payments are returned in accordance with the relevant legislation ([Redundancy Payments \(Continuity of Employment in Local Government, etc.\) \(Modification\) Order 1999](#))

11.3 The council does not approve of redundancy or early retirement due to redundancy and immediate re-employment of staff either as direct employees, via an agency, or on a consultancy basis. If there are any exceptional circumstances that might appear to justify such arrangements, these must be agreed with the council's Statutory Officers.

## 12. **Lowest Paid Employees**

12.1 Lowest paid employees of the council are defined as those employees (excluding Apprentices) who are in a full time or part time role, who are above the age of 21, and are paid within the Process and Internal Support category of the Job Evaluation scheme (the lowest band). From 1st April 2025 the lowest Core Grade was £25,349. This has been updated to reflect the real living wage and as of 1<sup>st</sup> November 2025 was £ 25,949. This amount is subject to a pay award pending in respect of April 2026.

12.2 The pay differential between the highest paid officer and the median officer is set out below:

|                 |          |
|-----------------|----------|
| Highest         | £140,000 |
| Median Employee | £41,182  |
| Multiple        | 3.40     |

This is currently within the limits recommended by The Hutton Review of Fair Pay in the Public Sector (2011) and will be monitored and recorded annually.

## 13. **Pay Protection**

13.1 The council seeks to ensure that all employees receive equal pay for work of equal value. To be consistent with equal pay principles the council's protection arrangements will not create the potential for pay inequalities (e.g., open-ended protection).

13.2 There may be times when the grade for an individual's role changes for reasons unrelated to their performance e.g., restructures. In such cases the protection arrangements outlined will apply for 3 years from the date of the change.

## 14. **Severance Payments**

14.1 The council has a consistent method of calculating severance payments which it applies to all employees without differentiation. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.

14.2 In line with the statutory redundancy payment scheme, the council calculates redundancy severance payments using the following calculation. The calculation is based on an employee's age and length of continuous local government service (please note that employees must have a minimum of 2 years' continuous service to qualify for a redundancy payment) the multiplier for the number of weeks is then applied to the employee's actual weekly earnings.

14.3 The amount of redundancy pay will be calculated as:

- 0.5 week's pay for each full year of service where age at time of redundancy is less than 22 years of age.
- 1 week's pay for each full year of service where age at time of redundancy is 22 years of age or above, but less than 41 years of age.
- 1.5 weeks' pay for each full year of service where age at time of redundancy is 41+ years of age.

14.4 The maximum number of service years taken into account is 20. The maximum number of weeks' pay is 30 for anyone aged 61 years of age or older with 20 years or more service.

## 15. **Honorarium Payments**

15.1 Payment of honoraria is a method by which the council may reward an employee who has temporarily undertaken the duties and responsibilities of a higher graded post, or who has worked excessive hours whilst not being entitled to overtime payments.

## 16. **The Foundation (Real) Living Wage**

16.1 The council and Publica are committed to paying the Real Living Wage (RLW). The RLW rate from October 2025 is:

- £13.45 per hour across UK (except London - £14.80) for workers 18 years and older.

16.2 The Foundation (real) Living Wage is a voluntary benchmark set independently by the Living Wage Foundation to ensure that workers earn enough to meet their basic needs and cover the true cost of living.

16.3 For council employees whose substantive post is less than the RLW they will automatically receive the rate set out in 16.1 above.

## 17. **Other Pay & Conditions in Operation**

- Stand by and call out payments
- Long service award
- Training fees reimbursement (post entry training scheme)
- Employee Assistance Programme
- Health Cash Plan
- Car Lease Scheme (Green Scheme)
- Cycle to work
- Will Provider

- Lasting Power of Attorney Provider
- Home Electronics
- Annual Leave Trading
- Gym discounts
- Agile Working
- Learning & Development
- Volunteering Days
- Enhanced Maternity & Paternity Pay
- Sick Pay & Critical Illness

## 18. **The Local Government Pension Scheme (LGPS)**

18.1 Pension provision is an important part of the remuneration package. All employees may join the LGPS. The LGPS is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the LGPS please visit the following web page: <http://www.lgps.org.uk>

18.2 For district councils in Gloucestershire, the LGPS is administered by Gloucestershire County Council. For information, please visit the following web page: <http://www.gloucestershire.gov.uk>

18.3 The LGPS provides for the exercise of discretion that allow for retirement benefits to be enhanced. The council will consider each case on its merits but has determined that it does not normally enhance pension benefits for any of its employees, nor does it operate any discretions under the Local Government (Discretionary Payments) (injury Allowances) Regulations 2011.

18.4 The LGPS provides for flexible retirement. The LGPS requires a minimum reduction in working hours and/or that there is a reduction in grade and that any consequential payments to the pension fund are recoverable within a set payback period.

## 19. **The Performance & Appointments Committee (PAC)**

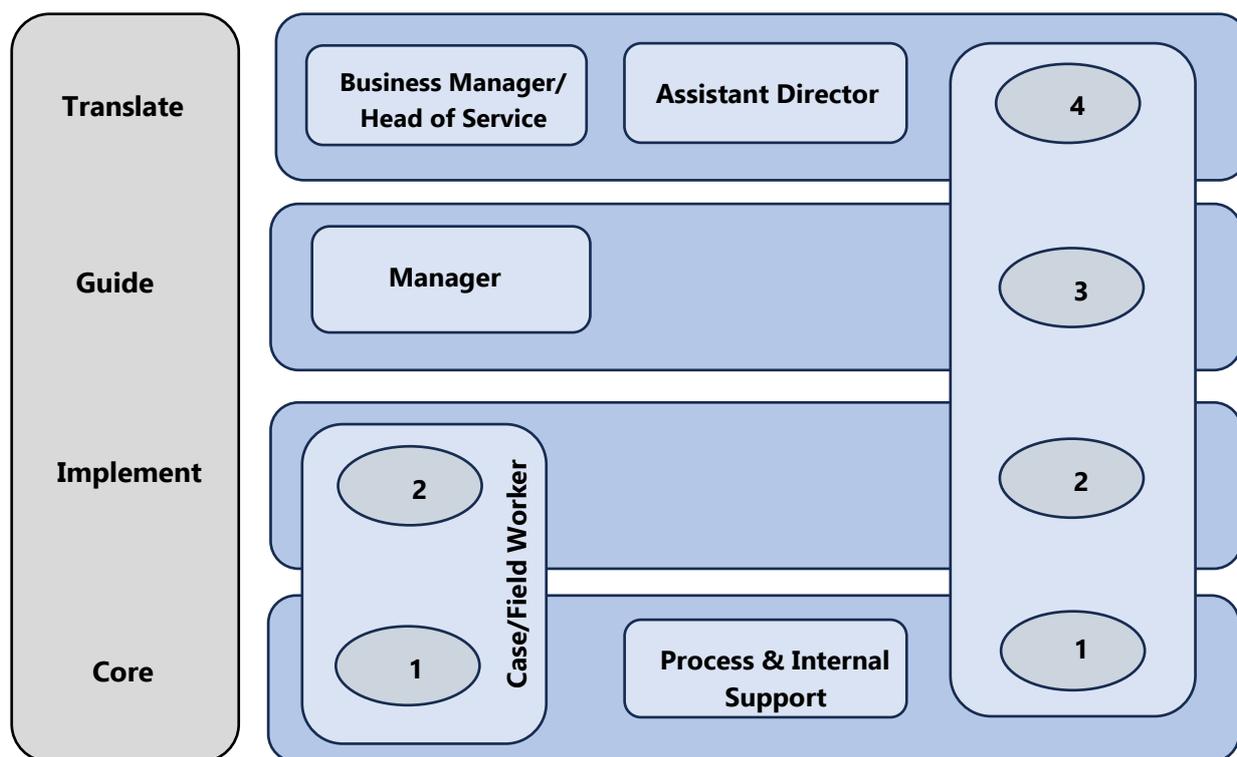
19.1 The PAC is responsible for:

- The salaries and contractual terms and conditions of the three statutory officers (Chief Executive, Section 151 Officer and Monitoring Officer).
- Retirement/redundancy issues relating to the Chief Executive Officer,
- Any grievance and/or disciplinary matters in respect of the statutory officers.

20. **Publication of & Access to Information Relating to Pay**

20.1 The council publishes information about pay in accordance with statutory requirements, and the guidance of the Information Commissioner's Office and the Ministry of Housing, Communities and Local Government. Information is published on the council's website in the council's annual accounts.

## Evaluate Framework Job Groups:



| Job Groups                       | From (£) * | Mid-Point (£) * | Top (£) * |
|----------------------------------|------------|-----------------|-----------|
| Assistant Director/Multi client  | £57,436    | £71,794         | £86,153   |
| Business Manager/Head of Service | £57,436    | £71,794         | £86,153   |
| Level 4 Specialist               | £57,436    | £71,794         | £86,153   |
| Manager                          | £45,441    | £56,801         | £68,162   |
| Level 3 Specialist               | £45,441    | £56,801         | £68,162   |
| Level 2 Specialist               | £36,611    | £45,763         | £54,916   |
| Level 2 Case/Field Worker        | £30,419    | £38,024         | £45,629   |
| Level 1 Specialist               | £26,837    | £33,546         | £40,256   |
| Level 1 Case/Field Worker        | £25,949    | £29,986         | £35,984   |
| Process/Internal support         | £25,949    | £29,472         | £35,404   |