



**MANCHESTER  
CITY COUNCIL**

**Pay Policy Statement:**

**2024/25**

## **1. Introduction and Purpose**

The Pay Policy Statement sets out the Council's policy regarding remuneration in accordance with the requirements of Section 38 of the Localism Act 2011 (The 'Act') and associated statutory guidance. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees and includes:

- The methods by which salaries of all employees are identified
- The detail and level of remuneration of the most senior employees
- The detail and level of remuneration of the lowest paid employees
- The relationship between the remuneration of the highest paid and other employees
- Information in response to the requirement to provide 'Gender Pay Reporting' information in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

The Personnel Committee of the Council is responsible, on behalf of the full Council, for ensuring the provisions set out in this Statement are applied consistently throughout the Council. The Personnel Committee will also refer to Council any decisions affecting newly graded posts or regraded posts where the salary becomes £100,000 or more.

### ***Scope of this Policy***

This Pay Policy Statement relates to staff employed by Manchester City Council whose remuneration, including rate of pay and terms and conditions, are determined by and within the control of the authority. It therefore does not apply to:

- Staff employed by a third party contracted to work for the authority (although the comments under the sections below on *interim support* and *preventing tax avoidance* should be noted).
- Staff on secondment to or from the authority, where their rates of pay or terms and conditions are not determined by the Authority. The Authority's approach to secondments sets how pay with regard to individuals in this group is managed.
- All staff employed in schools, including temporary teaching staff, support staff and agency staff.
- Staff employed through the authority on behalf of a third party where remuneration and some or all of the other conditions of employment are not determined by the authority.
- Unpaid volunteers or individuals on work experience placements. Such placements are intended to give students and and/or individuals from the Council's social value priority groups experience of working in the public sector. These roles would not normally be expected to last longer than six weeks.

Once approved by the full Council, the Pay Policy Statement will come into effect on 1<sup>st</sup> April 2024 and will be subject to annual review.

### ***Legislative framework***

In determining pay the Council will comply with all relevant employment legislation. The Council is also bound by collective agreements and contractual arrangements which cannot be unilaterally altered.

Relevant legislation includes the Employment Rights Act 1996, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended), Agency Workers Regulations 2010, and the Children & Families Act 2014.

The Council has taken steps to ensure there is no discrimination within its pay structures and that all pay differentials can be objectively justified. Where relevant, legislative obligation will supersede the approach and principles outlined in this statement, for example where terms and conditions are preserved as a result of contracts of employment transferring under TUPE.

## **2. Determining pay**

Salary levels for the workforce are set via analytical mechanisms. The Council operates a job evaluation scheme for officers at Grade 12 and below and a senior job evaluation scheme for roles at Grades SS1 – SS5 including Deputy Chief Executive (DCX) and Chief Executive (CEX) spot points. The pay and main contractual conditions of all employees of the Council are linked to a national pay bargaining structure relevant to the role (see *Collective Bargaining* below).

Pay can include elements applicable only to a specific group of employees, for example contractual arrangements and terms of the relevant national agreement. This includes, for example, specific allowances and additions to pay (e.g. overtime, flexibility payments, honoraria, which can be time limited and are subject to approval). In limited circumstances, time and cash limited pay protection may be applicable, arrangements for which have been agreed in accordance with relevant local negotiating arrangements.

Other additions to the salary of officers may be made in accordance with the Council's Constitution and stated policies (e.g. car user allowance). Such payments will be made in accordance with the principles of this statement and with approval by the delegated budget holder or approver. All such payments are made in order to support the delivery of effective services and adhere to the principle of value for money.

### ***Collective Bargaining***

The Council has a strong commitment to collective bargaining based on national salary structures and to full and open engagement with its workforce.

There is a continuing challenge to ensure the NJC pay spine can absorb the impact of significant annual increases to the statutory National Living Wage which are forecast to continue. The organisation's overarching strategy will continue to ensure the cost of its workforce falls within the budget allocation agreed by the Council in March 2024 as part of the organisation's overall budget for 2024/25 whilst working to ensure the pay structure is able to absorb National Living Wage increases in future years.

The Council remains committed to the national pay structure and the relevant national agreements including those for the National Joint Council (NJC) for local government services, the Joint National Council for Chief Executives and the Joint National Council for Chief Officers. Details of the pay awards agreed to date for 2023/24 are provided below.

For employees within the scope of the National Joint Council (NJC) for local government services, the following pay agreement has been reached, with effect from 1 April 2023:

1. An increase of £1,925 on NJC pay points up to and including SCP 43.
2. An increase of 3.88% on pay points from SCP 44 to SCP 51.
3. An increase of 3.88% for SS Grades 1 and 2 (SCP 11 to 24 inclusive)

Appendix A sets out the new pay and grading structure for 2024/25 (subject to the agreement of the pay award).

For officers falling within the scope of the Joint National Council for Chief Officers, and for Chief Executives a pay award of 3.5% on individual basic salaries has been agreed with effect from 1 April 2023.

Discussions with all national negotiating bodies are yet to begin for the 2024/25 period. However, as and when any national agreement is reached, this will be reflected in the Council's pay and grading structure appended to this statement.

The Authority will continue to consult with the trade unions representing its workforce on the impact of any changes in pay.

### ***Policy on Remunerating Chief Officers***

The Council's Chief Officers are the Strategic Management Team which includes the Chief Executive and those officers directly responsible for the key functions of the organisation. This information is currently available on the *Open Data* pages of the Council's website and will be updated on at least an annual basis to reflect changes to pay and the organisational structure and to support the Council's aim of enhancing transparency and clarity. Additional information, in accordance with the [Accounts and Audit \(England\) Regulations 2015](#), is also included within the Council's Annual Statement of Accounts.

The Personnel Committee is responsible for making appropriate recommendations to Council in relation to decisions affecting the remuneration of any newly established or upwardly regraded post whose remuneration is or is proposed to be or would become £100,000 p.a.

Relevant Chief Officers are responsible for determining pay for senior roles alongside the Director of HR, OD & T. Salary levels are proposed in accordance with an analytical job evaluation process within four pay bandings for SS1-3 and SS5, five bandings for SS4 and additional spot salary levels for the Deputy Chief Executive and City Treasurer, and Chief Executive as set out within the appendix to this Statement.

Since 2018/19 progression through the incremental points within these grades has been dependent upon individuals demonstrating overall annual improvements in performance, measured by delivery against a set of corporate and directorate objectives which is set at the start of each year and covers a range of operational and strategic indicators which are monitored throughout the year.

Employment arrangements for Chief Officers are linked to the relevant national agreements including the Joint National Council for Chief Executives and the Joint National Council for Chief Officers, and salary values are increased in accordance with any nationally agreed pay awards as determined by the appropriate national Joint Negotiating Committee.

### ***Bonus, Performance and Earn Back***

The Council does not pay bonuses for Chief Officers within the scope of this statement (notwithstanding the link between incremental progression and pay noted above) as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.

The detail of any bonus payments will also be published in accordance with the [Accounts and Audit Regulations 2015](#) and the [Local Government Transparency Code 2015](#) respectively.

### ***Election Fees***

The Council is required to provide funding to the Returning Officer to discharge statutory functions relating to the administration of local government elections. The Returning Officer will make payments to those officers who undertake specific duties in relation to the elections (including to chief officers) in accordance with their role. The Chief Executive does not receive any additional payment for the role of Returning Officer for local government elections.

It should be noted that any fees which may be payable for duties undertaken in connection with national elections and referenda (such as Parliamentary General Elections or national referenda) or elections undertaken on a regional basis (Greater Manchester Combined Authority Mayoral Election) are not funded by the Council.

### ***Recruitment and Retention***

The Council's policy regarding the recruitment of all officers including senior officers is set out within the Recruitment and Selection Policy (this includes information relating to re-engagement). As indicated above, the Council aims to set appropriate pay levels, balancing costs with the need to attract and retain employees who contribute the appropriate skills, behaviours and experience needed to deliver its functions. From time to time, it is necessary to make additional payments within the Council's remuneration framework in order to secure or retain staff, with the appropriate skills, notably in roles where there is a national or regional shortage of such skills. Payments will be made in line with the Market Rate Supplement Policy.

Statutory posts including the Chief Executive and Chief Officers can only be appointed to by a sub-committee of the Personnel Committee.

Non statutory posts are appointments by officers of the Council. In some cases, consultation with relevant Executive Members may be appropriate.

When an individual is appointed to a role remunerated at a higher grade with multiple scale points, whether through internal or external recruitment, the individual will be appointed to the

bottom point of the relevant grade. In exceptional circumstances, appointment at a higher scale point can be considered and agreed by the relevant Chief Officer.

### ***Interim Support***

Where the Council is unable to recruit officers, or there is a need for interim support to undertake essential work or provide cover for a substantive post, the Council will engage individuals on a temporary basis.

Such individuals will be sourced through a relevant procurement process in line with legal requirements, financial regulations and standards and the Council's agreed processes. This will ensure the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service and full compliance with legal requirements. The Council has made and implemented all the necessary adjustments required to assure compliance with the changes in relation to off-payroll working in the public sector (IR35).

### ***Preventing Tax Evasion and Tax Avoidance***

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.

### ***Living Wage Employer***

The Council aims to ensure that wages (salaries) in the City can sustain families and individuals and underpin a thriving economy. In 2015 the Council adopted a Living Wage Policy with the overarching aim to:

*Ensure that Manchester City Council employees, current and potential contractors and suppliers, and Manchester based employers are fully aware of the City Council's commitment to the Living Wage. The City Council firmly believes that increasing the number of people being paid at least the Living Wage will make a significant contribution to supporting residents out of poverty and reducing dependence on in-work benefits.*

The Manchester Living Wage (MLW) embodies the Council's commitment to the Living Wage Policy noted above. The Council is formally accredited by the Living Wage Foundation as a 'Living Wage Employer' and the Manchester Living Wage aligns to Living Wage Foundation's real living wage – referred to as the Foundation Living Wage in the remainder of this statement.

In October 2023, the Living Wage Foundation announced the new Foundation Living Wage hourly rate for the coming year of £12.00 per hour, an increase of £1.10 per hour. Accredited Living Wage Employers are required to implement the rise by 1 May 2024. The Manchester Living Wage will therefore be aligned to the new Foundation Living Wage rate from 1 April 2024.

### ***Lowest Paid Employees***

The lowest hourly rate of pay for a Council employee will be £12.26 per hour from 1 April 2024 following implementation of the NJC pay award for 2023/24.

### ***Pay Award for 2024/25***

Pay awards have been agreed for 2023/24 for Chief Executives, Chief Officers and all officers covered by National Joint Council (NJC) terms and conditions as detailed above. Discussions with all national negotiating bodies are also yet to begin for the 2024/25 period. As and when any national agreement is reached, this will be reflected in the Council's pay and grading structure appended to this statement.

### **3. Employee Cost and Salary Ratios**

The Council does not have a target for the ratio between the pay of the highest earners and other employees. It does not propose to set one, accepting the judgement of the Hutton Report, that such targets serve no useful purpose. However, it will monitor this relationship to ensure that the remuneration of the highest paid is not excessive and remains consistent with the needs of the Council as expressed in this policy statement.

As of November 2023, the salary multiple between the highest paid officer (the Chief Executive) and the median rate for all officers within the scope of this policy is 6.9:1.

This ratio results from the detailed implementation of the pay policies set out in this document and will vary with time dependent on the structure of nationally agreed pay awards and as the shape of the organisation and roles change.

### **4. Payments on Termination**

The Council's approach to severance and discretionary payments on termination of employment is set out within its policy on [the Local Government \(Early Termination of Employment\) \(Discretionary Compensation\) Regulations 2000 and 2006 and the Local Government Pension Scheme Regulations 2007](#) as agreed by the Council's Personnel Committee. The Council applies this policy to all employees and in all cases. Any changes to this policy, whether permanent or time limited, will be agreed by the Personnel Committee.

In addition to the Council's Severance and Early Retirement (Efficiency) Policy Statement the City Solicitor has the authority to settle, if appropriate and in the interests of the Council, any actual or threatened legal proceedings as set out in Part 3 Section F of the Council's Constitution.

Any severance packages with a value in excess of £100,000 (including any Pension Strain costs) will be approved by Council before they are agreed. This policy applies to severance packages pursuant to a settlement agreement. However, it does not apply in relation to the cost of early access to, and/or enhancement of a retirement pension, where the employee's employment is terminated on grounds of ill health.

The Council has adopted [the statutory guidance on Special Severance Payments](#) where non-contractual exit payments above certain thresholds are subject to additional scrutiny,

approval and disclosure processes. This is to comply with our best value duty as set out in [section 3 of the Local Government Act 1999](#). Further details will be set out in the Special Severance Payments Guidance.

Provisions in the Finance (No.2) Act 2017 changed the rules on the taxation of termination payments to remove the distinction between contractual and non-contractual payments in lieu of notice, effective from April 2018. The Council continues to comply with these requirements.

Employers are liable to pay Class 1A national insurance contributions on termination payments above £30,000 that are subject to income tax by the employee. The Council is fully compliant with this requirement.

### ***Exit Pay Cap and Pension Reforms***

Following revoke of the Restrictions of Public Sector Exit Payments Regulations 2020, it has been expected that further changes will be presented for consultation. There remains no timeframe for this at present, and requirements will be incorporated into this statement at the appropriate time.

## **5. Gender Pay Reporting**

The Council is required by law to carry out Gender Pay Reporting on an annual basis in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. Reporting is based on a 'snapshot' date of 31 March 2023 and must include:

- the difference between the mean and median hourly rate of pay of male and female employees.
- the difference between the mean and median bonus pay received by male and female employees.
- the proportions of male and female employees who were paid a bonus, and
- the proportions of male and female employees in the lower, lower middle, upper middle, and upper quartile.

It is worth emphasising that a 'Gender Pay Gap' is not the same as an issue of 'Equal Pay'. The Council has a long-standing commitment to equality and a sound analytical approach to pay and grading in line with the Single Status Agreement as well as an analytical approach to the evaluation of senior roles. As a result, the Council is confident employees receive remuneration within the same grade when carrying out the same or equivalent work. The gender pay gap therefore does not stem from paying men and women differently. Rather, it is the result of the roles in which men and women work within the organisation and the salaries that these roles attract.

The tables below provide the information the Council is required to publish in line with the legislation cited above and is based on the snapshot date of 31 March 2023.

Table A: Gender Pay Gap

Gender Pay Gap (difference in hourly pay)
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	Mean	Median
Hourly Pay	3.6%	1.1%

The table above shows the percentage difference between the mean (average) and median (middle value) hourly rate of pay of male and female employees. A positive percentage shows that, on average, female employees are paid less than male employees. The closer to 0 the lower the Gender Pay Gap.

Table B: Bonus Pay

The Council does not make any Bonus Payments which fall within the definition of Bonus for the purpose of Gender Pay Gap reporting.
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Table C: Pay Quartiles by Gender

Gender Split within each Pay Quartile		
Hourly Pay Quartile	Male	Female
Upper Quartile	38.0%	62.0%
Upper Middle Quartile	34.0%	66.0%
Lower Middle Quartile	36.7%	63.3%
Lower Quartile	32.7%	67.3%

The table above shows the percentage of male and female employees in the lower, lower middle, upper middle and upper quartile pay bands. These quartiles have been calculated by working out the hourly pay for each employee and then ranking them in order from lowest to highest paid. This list is then divided (as equally as possible) into four sections to provide the above.

The Council's mean gap of 3.6% (*previous year: 4.6%*) and median gap of 1.1% (*previous year: 3.1%*) remains significantly below the mean and median gap for the UK of 13.2% and 14.3%<sup>1</sup> respectively. However, the Council is committed to reducing its pay gap even further.

The gender pay gap within the Council reflects the disproportionately high level of female employees within the lower quartile pay band. Roles within this quartile are often part-time or term-time-only and follow the national trend of being predominantly female. Female employees account for c.65% of the overall employees falling within the scope of the gender pay calculations but this increases to 67% of employees falling within the lower quartile pay band. Conversely, there is a disproportionately low level of female employees within the upper quartile pay band where 62% of employees are female.

Whilst, as noted above, the key factors here align with the national trend, the Council is committed to undertaking action which will support a positive reduction in the gender pay gap (i.e. through increasing the average pay of women and not reducing overall pay or removing lower paid roles from the organisational structure). Key activities in support of this include:

- The Women's Equality Network have identified the Gender Pay Gap as their key priority – HR, OD & T will work with the Network to produce a plan which sets out how we will continue to reduce the Gender Pay Gap.

<sup>1</sup> All employees as per ONS, Gender Pay Gap in the UK: November 2023 - Provisional

- Developing a mentoring programme for women and working with the Pregnancy and Parenting Network to focus particularly on those returning from maternity leave.
- To review our Senior Recruitment offer to ensure that we are attracting women to leadership posts and identify any barriers that women face.
- The Health & Wellbeing Plan has a focus on improving Women’s Health and is aligned to the Government’s Women’s Health Strategy.
- All workforce policies are subject to Equality Impact Assessment as part of the review process. This ensures that any potential impacts relating to gender are identified at an early stage and addressed to ensure employment approaches are fair for all and specific requirements are built into policy and guidance.
- The review of ways of working (Our Ways of Working programme) across the organisation to identify and promote increased flexibility is ongoing, supporting employees to more effectively balance home and work commitments, and driving increased flexibility as the norm in roles at all levels of the organisation.
- Apprenticeships are available to new and existing employees with qualifications starting from level 2 (NVQ/GCSE equivalent) to level 7 (post-graduate degree). They are available to people at any stage of their career looking to further develop skills and knowledge.

A Government consultation took place which closed on 8<sup>th</sup> April 2022 and aimed to inform how we approach disability pay gap reporting in future. The outcomes of the consultation are yet to be published.

## 6. Ethnicity Pay Gap Reporting

There is no legal requirement for employers in the UK to publish ethnicity pay gap information – it remains a voluntary disclosure. Ethnicity pay gap reporting is much more complex than gender pay gap reporting. While gender pay analysis only involves a comparison between 2 groups, ethnicity pay analysis involves a number of ethnic groups. However, the government issued guidance in May 2023 on how to voluntarily analyse and report on ethnicity pay and the Council believes that publishing this data will help to build transparency and trust.

In preparation for the reporting, we have realigned equalities classifications and resurveyed all staff. However, unlike gender, the Council’s ethnicity disclosure rate is not 100% (as at March 2023, it was 89%) as not all employees have provided us with this data. Therefore, any employees with undisclosed ethnicities are excluded from the calculations.

The tables below are again based on the snapshot date of 31 March 2023.

Table D: Ethnicity Pay Gap

<b>Ethnicity Pay Gap (difference in hourly pay)</b>		
	<b>Mean</b>	<b>Median</b>
Black	12.1%	13.0%
Asian	7.4%	9.8%
Mixed	4.6%	2.8%
Other Ethnic Groups	12.1%	12.4%
<b>Overall Ethnicity Pay Gap</b>	<b>9.6%</b>	<b>10.8%</b>

The table above shows the percentage difference between the mean (average) and median (middle value) hourly rate of pay of White and Black, Asian and Minority Ethnic employees. A positive percentage shows that, on average, Black, Asian and Minority Ethnic employees are paid less than White employees. The closer to 0 the lower the Ethnicity Pay Gap.

Table E: Bonus Pay

The Council does not make any Bonus Payments which fall within the definition of Bonus for the purpose of Ethnicity Pay Gap reporting.

Table F: Pay Quartiles by Ethnicity

Ethnicity Split within each Pay Quartile							
Hourly Pay Quartile	White	Black	Asian	Mixed	Other Ethnic Group	Prefer not to say	Undisclosed
Upper Quartile	74.4%	6.9%	5.1%	3.3%	0.3%	2.6%	7.4%
Upper Middle Quartile	67.1%	10.4%	6.8%	3.4%	0.4%	3.3%	8.6%
Lower Middle Quartile	66.3%	13.6%	6.8%	3.2%	0.8%	3.5%	5.8%
Lower Quartile	60.8%	15.2%	7.2%	3.2%	0.7%	4.7%	8.2%
<b>Council Wide</b>	<b>67.2%</b>	<b>11.5%</b>	<b>6.5%</b>	<b>3.3%</b>	<b>0.5%</b>	<b>3.5%</b>	<b>7.5%</b>

The table above shows the percentage of White and Black, Asian and Minority Ethnic employees in the lower, lower middle, upper middle and upper quartile pay bands. These quartiles have been calculated by working out the hourly pay for each employee and then ranking them in order from lowest to highest paid. This list is then divided (as equally as possible) into four sections to provide the above.

The overall percentage of Black, Asian and Minority Ethnic employees within the population under consideration for the purposes of the ethnicity pay gap calculations is 21.8% when “prefer not to say” and “undisclosed” responses are included (24.5% when they are excluded). The table demonstrates that the relative proportion of Black employees in particular but also Asian employees notably decreases as the pay bands increase and that they are therefore relatively under-represented in higher pay bands. The notable under representation of Black, Asian and Minority Ethnic employees as a whole, within the upper quartile pay band is a significant factor driving the Council’s current ethnicity pay gap. Work, such as the Leadership Pathway programme for Black, Asian and Minority Ethnic employees, is underway to start to address this. Updates will be included in future reports for completeness.

The Council is committed to reducing the ethnicity pay gap and increasing the representation of Black, Asian and Minority Ethnic employees at all levels which is reflected in the Workforce Equality Strategy (which includes the Race Review Action Plan) and Talent Plan. Key activities to support this include:

- Positive action leadership development programmes for Black, Asian and Minority Ethnic employees

- Leadership pathway programme – delivered 4 programmes. 54 employees attended. 20% have secured promotions.
- The six-month LeadHERship Development coaching programme has been designed specifically to better equip Black, Asian, and Minority Ethnic women to develop their critical skills and confidence to lead, influence and achieve their ambitions. The wider Leadership Development programme also aims to support all employees to develop into leadership positions.
  - LeadHERship programme – delivered 2 programmes. 38 women have attended. 37% have secured a promotion.
- Inclusive leadership training - Inclusive leadership is designed to equip our leaders with the confidence and skills to enhance inclusion in the workplace, as well as role model inclusive behaviours in their everyday interactions.
- Let's Talk About Race which is a race awareness tool and is designed to show learners that racism is not just about explicit racist language, or individual abuse or discrimination. The programme forms part of the Council's ambition to improve race equality and build an inclusive workplace. The programme covers: understanding the nature of systemic racism, racial micro-aggressions, tokenism, white privilege.
- Mentoring and reverse mentoring programmes for Black, Asian and Minority Ethnic employees and senior leaders.
- New Recruitment & Selection Training which is designed to equip line managers with the knowledge and tools to develop inclusive recruitment processes which enable candidates to be their best selves.
- Diverse recruitment panels – all recruitment panels should be diverse in terms of Race & Gender.
- Talent Plan sets out that we will attract, develop and retain diverse talent at all levels of the Council and has a specific focus on increasing the representation of Black, Asian & Minority Ethnic employees.
- Introduced and socialised our zero tolerance statement which makes clear that we do not tolerate any form of discrimination or unwanted behaviour.

## 7. Publication

This Statement will be published on the *Open Data* pages of the Council's Website once it has been approved by Council.

In addition, details of senior posts are available on the Council's website together with information on the organisation's structure and the roles and responsibilities of individual officers. This information will be updated on at least an annual basis.

In order to comply with the regulations in relation to gender pay gap reporting, the Council figures will, in addition to publication in this Statement, also be submitted via the dedicated government portal for publication on the designated government website.

Additional information on the organisation's workforce expenditure is set out in the [Council's Annual Statement of Accounts](#).

Detailed information on the [equality make-up of the organisation's workforce](#) is also available on the Council's website.

## **Glossary of Terms**

### ***Chief Officer (statutory definition)***

Section 43(2) of the Localism Act defines a 'Chief Officer' for the purposes of the Pay Policy Statement as meaning the following:-

- (a) the Authority's Head of Paid Service
- (b) the Authority's Monitoring Officer
- (c) the Authority's Director of Children's Services
- (d) the Authority's Director of Social Services
- (e) the officer having responsibility for the administration of the Authority's financial affairs
- (f) any officer for whom the Authority's Head of Paid Service is directly responsible; or who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the Authority's Head of Paid Service; or who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to the Authority itself or any committee or sub-committee of the Authority.
- (g) any officer who, as respects all or most of the duties of his post, is required to report directly or is directly accountable to one or more of the officers listed at points (a) to (f) above.

The definition of 'Chief Officers' excludes any officer 'whose duties are solely secretarial or clerical or are otherwise in the nature of support services'.

### ***Employer Pension Contributions***

Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate is 17.2% but will be subject to revision at the direction of the pension fund.

### ***Flexibility Payment***

A flexibility payment is paid for roles where an employee is contractually required to work a regular pattern involving a non-standard rota, working 'over and beyond' normal working hours on a regular five, six or seven days out of seven pattern which includes late and weekend working. A graduated allowance will be included as part of the basic salary for the job, depending on the degree of inconvenience.

### ***Foundation Living Wage***

Also known as the 'real' Living Wage. This is a voluntary rate of pay announced annually by the Living Wage Foundation and is based on an independent assessment of the real cost of living based on a number of indicators, including goods and services, which represent what people need to meet their basic everyday needs.

### ***FTE - Full Time Equivalent***

This term stands for full-time equivalent (not full-time employee) and translates the total hours worked by part-time employees into the number of equivalent full-time employees.

### ***Honorarium***

An honorarium is a payment made to an individual in a structured, funded role for specific, time-limited additional duties undertaken on top of their substantive role. This can be a way of developing staff whilst maintaining service delivery. An approval process is in place for any payments made. Any honorarium payment made to an employee at Grade 12, SCP 51 or above, or where the honorarium is ongoing for over 12 months, requires approval by the relevant Chief Officer and the Director of HR, OD and T.

### ***Manchester Living Wage***

The Council's commitment to paying a living wage is reflected by the Manchester Living Wage. The Council is formally accredited by the Living Wage Foundation as a 'Living Wage Employer' and the Manchester Living Wage aligns to the Foundation's 'real' Living wage (also known as the Foundation living wage).

### ***Median Salary***

The authority's median salary is based on the salary which is the numerical 'mid-point' when the organisations salaries are arranged from top to bottom in order of size. It is based purely on the actual salary assigned to the post (assuming the post is worked at 1 FTE). Salaries of vacant posts, casual members of staff, contractors, and other non-employees are not used for the purposes of this calculation. The current median salary is £32,076.

### ***National Living Wage***

The National Living Wage is the statutory hourly rate of pay for those aged 21 and over.

### ***On costs***

These are the additional costs of employment, over and above what is paid (or provided) to the employee by way of remuneration. There are two types of on cost, *direct*, which for the purpose of this Statement is deemed to be employer's National Insurance and pension costs and *indirect* which include items such as premises costs, the cost of support functions etc and are not applicable to this Statement.

### ***Pay / Remuneration***

For the purpose of this Statement 'pay' is referred to as remuneration and is consistent within the definition contained within the Localism Act.

### ***Pay Bill***

The total sum paid by the organisation inclusive of salary and on-costs.

### ***Salary / Spot Salary***

For the purpose of this Pay Statement, salary refers to its normally accepted meaning i.e. monetary pay.

A spot salary is a salary set at a specific sum, does not form a part of a pay band or contain increments to which the employee is entitled. Spot salaries are normally subject to increase in line with contractual provisions with regard to inflation.

### ***Senior Manager (Senior Officer)***

Any Officer in receipt of a basic salary in **excess** of Spinal Column Point 51.

### ***Severance Package***

Severance packages can comprise of a number of different payments or benefits made in relation to the termination of a person's employment, which include (but are not limited to):

- lump sum severance payments
- redundancy compensation
- termination payments on grounds of business efficiency
- early access to, and/or enhancement of, pension benefits (in respect of this the value is defined as the capital cost to the Council of the early release / enhancement).
- salary paid in lieu of notice

### ***Special Severance Payment***

Special Severance Payments are payments made to employees, officeholders, workers, contractors, and others outside of statutory, contractual or other requirements when leaving employment in public service.

Appendix A: Pay & Grading Structure 2024/25 (subject to pay award)

Grade	SCP	Basic Pay	Grade	SCP	Basic Pay	Grade	SCP	Basic Pay	
Grade 1	2	£22,366	Grade 8	31	£39,186	SS2**	21	£76,422	
Grade 2	3	£22,737		32	£40,221		22	£77,913	
Grade 3	4	£23,114		33	£41,418		23	£79,430	
	5	£23,500		34	£42,403		24	£82,558	
	6*	£23,893		35*	£43,421	31	£86,959		
Grade 4	7	£24,294	Grade 9	36	£44,428	SS3**	32	£88,658	
	8	£24,702		37	£45,441		33	£90,391	
	9	£25,119		38	£46,464		34	£96,135	
	10	£25,545		39	£47,420	SS4**	41	£105,566	
	11*	£25,979		40*	£48,474		42	£107,636	
Grade 5	13	£26,873	Grade 10	41	£49,498	SS4**	43	£109,750	
	14	£27,334		42	£50,512		44	£111,906	
	15	£27,803		43*	£51,515		45	£116,346	
	17	£28,770	Grade 11	44	£52,882	SS5*	51	£135,976	
	19*	£29,777		45	£53,977		52	£139,464	
Grade 6	21	£30,825	Grade 12	46	£55,301		SS5*	53	£145,192
	22	£31,364		47*	£56,451			54	£155,898
	23	£32,076		48	£57,720	DCX		£167,144	
	24	£33,024		49	£58,919	CEX		£220,982	
	25*	£33,945		50	£60,142				
Grade 7	26	£34,834	SS1**	51*	£61,379				
	27	£35,745		11	£68,094				
	28	£36,648		12	£69,407				
	29	£37,336		13	£70,754				
	30*	£38,223		14	£73,532				

\* Progression subject to competency review

\*\* Progression dependent on individuals demonstrating overall annual improvements in performance