

Appendix A

Pay Policy Statement 2026/2027

February 2026

1.0 Introduction

1.1 A pay policy statement is required to be produced annually under Section 38 of the Localism Act 2011. Guidance from the Secretary of State has been considered when producing this statement.

1.2 Any decision under powers delegated in the council's Constitution with regard to remuneration from 1 April 2026 to 31 March 2027 will be bound by and must comply with this statement.

1.3 This statement supports the requirements under the Local Government Transparency Code to publish data on Senior Salaries and Pay Multiple.

1.4 The Chief Executive must be consulted prior to any decision impacting remuneration to ensure compliance with this pay policy statement.

2.0 Scope

2.1 This statement sets out the council's policy with regards to:

The remuneration of Chief Officers

The remuneration of the lowest paid employees

The relationship between Chief Officers' remuneration and that of other officers

"Remuneration" for the purposes of this statement includes three elements:

Basic salary

Pension

All other allowances arising from employment.

2.2 The council's constitution regards the following as its "Chief Officers".

Chief Executive

Director of Place

Director of Finance, Risk and Performance

Director of Communities

Director of Legal, Policy & Governance

Director of Commercial, Customer & Regeneration.

2.3 The council, also has Statutory officer roles (Head of Paid Service; S151 Officer; Monitoring Officer, Data Protection Officer).

In this policy statement the term “Chief Officers” refers to the Chief Executive and Directors in that where there are any differences in terms of the policy it is between this group and all other employees.

2.4 This policy statement applies to all Council employees, but not to other workers such as casuals, agency workers, etc.

2.5 This pay statement does not include the Returning Officer payment. The fees payable to the Returning Officer are set by statute for national elections and are paid by central government. Fees are, also, payable to the Councils’ Returning Officer for local elections. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Council. As Returning Officer, he/she is paid a separate fee, which includes expenses, for each election for which he/she is responsible. Regulations govern which election fee is pensionable and, if opted in, a separate pension will accrue in the Local Government Pension Scheme for each election type.

3.0 Objectives

3.1 East Herts Council recognises the importance of having a clear written policy statement on pay in order to ensure that employees are fairly rewarded and there is proper public accountability.

3.2 In respect of Chief Officers and all other employees the council’s policy is to set remuneration sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council’s priorities.

3.3 The council aims to be transparent on pay to its employees, prospective employees and the wider community and uses and maintains an effective job evaluation system and procedures to provide equity and consistency in pay, whilst adhering to the basic principles of the national Local government Single Status pay agreement.

4.0 Remuneration subject to national and local determination

4.1 The council is a member of the Local Government Employers’ Association for national collective bargaining in respect of Chief Officers and other employees.

4.2 Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April if agreements are finalised after 1 April. It is the council’s policy to implement national agreements.

4.3 The Chief Executive and Directors are under the Joint Negotiating Committee for Chief Officers (JNC) conditions of service including pay. All other employees are under the National Joint Council (NJC) national agreement on pay and conditions of service.

4.4 The national pay award (the NJC national agreement) for 2026-2027 has not yet been considered following delays in previous years. Currently the employers' side are awaiting the Trade Union Claim and regional pay consultation rounds are due to begin in February 2026. This Pay Policy Statement will therefore provide that the National Award will be implemented for both NJC and JNC once agreement is confirmed. East Herts will implement increments for applicable staff from the 1 April 2026, but the national pay award is not expected (due to the delay in negotiations/agreement) to be implemented in this (April) payroll and will instead be processed as a backdated payment once the award is agreed.

4.5 Previous Award 2025-26

The 2025/2026 award was agreed in August 2025 after negotiations and a ballot of its members by unions:

All staff received their increase in pay with backdated salary in August 2025

Pay negotiations for 2026/2027 have commenced and the Council will ensure that it timely implements the agreed increases.

5.0 General Pay Policy

5.1 All employees other than Chief Officers have their basic pay determined by a job evaluation scheme to ensure that different jobs which have the same value are paid on the same grade. Grades have between 4-7 spinal column points (increments) within them.

5.2 The Chief Executive is paid a fixed spot salary with no set incremental progression. Performance review is facilitated through the East of England Local Government Association.

5.3 The Directors' progression through the pay range (incremental points) is based on performance (measured through the LT 360° performance review process) rather than by annual time served increments and this can lead to a drop of one increment if poor performance has been established.

5.4 The Directors are paid on incremental scale points between a pay range of £90,457 to £96,649 base pay (as of February 2026), with set incremental progression also based on performance.

5.5 These senior staff are not paid additional remuneration in respect of overtime, flexitime, bank holiday working, stand-by payments, emergency call rota, etc., as

they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

5.6 Basic pay is calculated on a pro-rata basis for part-time employees.

5.7 All employees (except chief officers) receive local weighting which is called an outer fringe payment which is determined by the NJC, for 2024-2025 this was £706pa for a full-time employee and was raised to £729 as part of the 2025-2026 pay award.

5.8 Setting Salaries

For the posts of

Chief Executive

Directors

The council will use robust recruitment processes when making an appointment to these roles, ensuring the best candidate for the role is appointed. In determining the appropriate salary, market testing and bench marking from peer authorities will be considered.

5.9 Pay ceilings.

For 2026/27 the basic pay ceiling for Chief Executive post will be £137,706 per annum (excluding an additional payment of £10,000 for Head of Paid Service) plus the percentage or award agreed by the JNC.

As noted above national agreed pay settlements from the JNC will be applied to the Chief Officer posts with effect from 1 April 2026 once agreed.

5.10 Pay floor.

The pay floor is the remuneration of the lowest paid employees. "Lowest paid" is defined as the average pay of employees paid on grade 2. SCP8 in grade 2 are the lowest grades paid by the council. This year the figure is 0.33% (1 part-time employee) of the council's FTE employees. Where any employee is less than full time their pay is multiplied up to full time salary and the aggregate full time equivalent pay is determined.

At the time of writing this report this figure is £26,824 per annum (full time).

The council will not pay basic pay less than the amount applicable to the bottom point of the national pay scales as agreed from time to time by the Local Government Employers (apprenticeships are excluded). Employees in this group will be entitled to all other benefits – local weighting/fringe, pension, redundancy as all other employees.

5.11 Pay multiples.

The council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts.

In terms of overall remuneration packages, the council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities. This is done using a job evaluation process that is nationally approved.

The council would not expect the remuneration of its highest paid employee to exceed 10 times that of the lowest group of employees. In the case of East Herts Council, the pay of the Chief Executive is 5.13 times the value of the lowest paid employee (calculated using salaries as of 1st January 2026 that include the agreed uplifts for 1 April 2025 pay award).

CEO salary plus statutory post holder allowance = £137,706 divided by average of lowest paid employees: £26,824 = 5.13 This is a reduction in the 5.29 times in 2024/25.

5.12 Grade	Minimum £	Maximum £	Number of employees in the grade (FTE) *
2	£25,185	£26,824	0.27
3	£27,254	£29,064	8.43
4	£29,064	£31,022	33.26
5	£31,022	£34,434	63.58
6	£34,434	£37,280	22.01
7	£37,280	£40,777	45.01
8	£40,777	£44,075	23.99
9	£44,075	£47,181	22.92
10	£49,282	£53,460	15.97
11	£53,460	£59,818	19.16
12	£59,818	£68,919	10.00
13	£74,264	£86,329	0.61
14 (JNC)	£90,457	£96,649	5.00

Total: 270.21

6.0 Additional payments and Variations

6.1 Additional Payments

The council's general policy is not to pay any form of "signing on" fee or incentive payment when recruiting. Exceptions may occasionally be agreed for hard to recruit posts.

The statutory posts designated as the council's S151 Officer, Monitoring Officer and Head of Paid Service will receive a payment of £10,000 per year. No officer will receive more than one additional statutory post payment.

6.2 Acting up and Honorarium payments.

The council will ensure that acting up and honorarium payments are paid in a fair and consistent manner across the council.

Acting up payments can be made when an employee undertakes either some or all of the duties of a senior post, for a continuous period of four weeks or more (payment will then be backdated to the beginning of the cover).

Acting up payments do not apply for periods of less than four weeks or when an employee is providing cover for another employee's annual leave.

Honorarium payments (Responsibility Allowances) can be made where an employee is required to complete an important project or produce major work output to a high standard that is significantly above and beyond the scope of their normal duties or responsibilities, or for significant additional duties or responsibilities not commensurate with the employee's current job description/grade or for work which is exceptionally onerous (e.g. difficult and/or demanding situations or working to extremely tight timescales).

Where an Honorarium payment is determined to be appropriate for additional work, any additional work time spent on the additional duties/responsibilities for which the honorarium is being awarded should not be accounted for on the flexi-time sheet.

Permanent changes to job roles should be dealt with through the job evaluation process.

The Director in consultation with the Shared Senior HR Business Partner have the responsibility for implementing and monitoring these arrangements.

6.3 Professional fees and subscriptions

The council will meet the cost of a legal practicing certificate for all those employees where it is a requirement of their employment. No other professional fee or subscription is paid although consideration may be given to extending this to support recruitment and retention efforts.

7.0 Market Supplements

Market supplements are only paid in exceptional circumstances where several attempts have been made to recruit, and usual recruitment processes have not resulted in an appointment. Market rate will be established by reference to soft market testing, external advice and dialogue with peer authorities.

8.0 Pension

Pension provision is an important part of the remuneration package.

All employees (except those employees over the age of 75) may join the local government pension scheme. The scheme is a statutory scheme with contributions from the employee and from the employer.

All employees will automatically be enrolled into the LGPS pension scheme unless the contract of employment is less than 3 months' duration, although the employee does have the option to 'opt in'.

For more comprehensive details of the local government pension scheme see: <https://lgpsmember.org>

Neither the scheme nor the council adopt different policies with regard to benefits of employees, the same terms apply to the Chief Officers and other employees (although higher paid staff are required to pay a higher contribution in terms of the percentage of pay deducted as a pension contribution).

East Herts Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme ("the LGPS"). The scheme 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 its usual policy is not to enhance benefits for any of its employees. The Policy on Exercise of Employer Discretions reaffirms this in respect of Chief Officers and other employees.

The pension scheme provides for flexible retirement. In applying the flexible retirement provision no distinction is made between the Chief Officers and other employees. The scheme requires that a minimum permanent reduction in

working hours of 25% is made and/or there is a reduction in grade and that any consequential payments to the pension fund are recoverable in three years with the discretion to extend the three years in exceptional circumstances. The council's Human Resources Committee will consider requests from a Chief Officer and Leadership Team will consider requests from other employees where there is a cost to the council, if there are no costs the Director can approve in consultation with the Senior Shared HR Business Partner and OD.

9.0 Annual Leave

Annual leave entitlement is related to both an individual employee's spinal column points and length of continuous service in local government.

The council awards five days additional annual leave for employees that reach five years' local government service.

Spinal Column Point (SCP)	Annual leave entitlement	Annual leave entitlement after 5 years in continuous local government service
4-22	26 days	31 days
23-25	27 days	32 days
26-28	28 days	33 days
29-59	29 days	34 days
Chief Officers	30 days	35 days

Annual leave entitlement is calculated on a pro-rata basis for part-time employees.

10.0 Occupational Sick Pay

Entitlement to sick pay is related to continuous service, measured in complete months or years at the start of the period of absence. Any previous absences in the twelve months before the start of any absence are deducted from the entitlement.

Entitlement to sick pay is in accordance with the provisions of the NJC for Local Authorities, as follows:

During 1st Year	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd Year	2 months full pay and 2 months half pay
During 3rd Year	4 months full pay and 4 months half pay
During 4th and 5th Year	5 months full pay and 5 months half pay
After 5 Years	6 months full pay and 6 months half pay

11.0 Expenses

11.1 The council will meet or reimburse authorised travel, accommodation and subsistence costs for attendance at approved business meetings and training events in accordance with the council's Expenses policy. The council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to Chief Officers and other employees.

11.2 The council pays car mileage in accordance with HMRC approved rates which are the same for Chief Officers and other employees. The current rates are:

Mileage	HMRC Rates
Car/van (petrol or diesel) (first 10,000 business miles per annum)	45p per business mile
Car/van (after 10,000 business miles per annum)	25p per business mile
Car/van (electric)	45p per business mile
Car/van electric (after 10,000 business miles per annum)	25p per business mile
Motorcycle	24p per business mile

Bicycle	20p per business mile
Passenger (employee/member)	5p per passenger per mile

12.0 Redundancy payments and payments on termination

12.1 The council has a single redundancy scheme which applies to all employees without differentiation. The council does not provide any further payment to employees leaving the council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

12.2 The redundancy payment is based on the length of continuous local government service as set out in the employee contract, the council follows the statutory process in terms of age multipliers and a maximum of 20 years' service, however, no statutory cap is applied to weekly pay and actual weekly pay is used in all cases and the council then further enhances the redundancy payment by applying a multiplier of 2. Details of the full scheme can be found in the council's Redundancy Policy.

13.0 Future appointments

In the event of a vacancy to either a Chief Officer or other employee post the arrangements set out above in regard to pay will apply in respect of permanent appointments.

14.0 Publication and access to information

The publication of and access to information relating to remuneration of Chief Officers' is set out in this document and published on the council's website.