



**Melton  
Borough  
Council**

Pay Policy Statement  
April 2025 – March 2026

## 1.0 Introduction

- 1.1 As a responsible employer Melton Borough Council is committed to delivering a fair, equitable and transparent policy covering pay and other benefits. It aims to attract, motivate and retain people who will work in line with the core values and behaviours to deliver the Corporate Priorities through an appropriate pay and benefit package.
- 1.2 The Localism Act 2011 requires the Council to prepare a pay policy statement each year. The purpose of this statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying:
- the methods by which salaries of all employees are determined
  - the detail and level of remuneration of the Council's most senior employees
  - the remuneration of the Council's lowest-paid employees, and
  - the relationship between the remuneration of Chief Officers and other employees.
- 1.3 Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority think fit." This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of section 38 of the Localism Act 2011.

## 2.0 Scope

- 2.1 This statement applies to all employees of Melton Borough Council employed under the following conditions of service:
- National Joint Council (NJC) for Local Government Services
  - Joint Negotiating Committee (JNC) for Chief Officer of Local Authorities
  - Joint Negotiating Committee (JNC) for Local Authority Chief Executives

## 3.0 Definitions

- 3.1 For the purpose of this Pay Policy Statement the following definitions will apply:

### **Lowest paid employees**

This refers to employees on the lowest spinal pay point which is Band 2, national pay point 2 on the NJC pay spine. Appendix A . As at 1 April 2024 the hourly rate of pay at this point was £12.26. The National Living Wage on 1 April 2024 was £11.44 due to rise to £12.21 in April 2025.

Level one and two apprentices are not included on the NJC pay spine and are paid at the relevant rate determined by the National Minimum Wage (NMW). This is currently £6.40 which is due to increase to £7.55 on 1 April 2025.

## **Chief Officers**

Under the Localism Act 2011 a Chief Officer is defined as:

- The head of the Council's paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- Its monitoring officer designated under section 5(1) of that Act;
- A statutory chief officer mentioned in section 2(6) of that Act;
- A non-statutory chief officer mentioned in section 2(7) of that Act;
- A deputy chief officer mentioned in section 2(8) of that Act.

A list of the posts this definition applies to at Melton Borough Council is at Appendix B.

## **Remuneration**

This includes three elements:

- Basic salary
- Pension
- Any other allowances, bonuses or benefits in kind arising from employment

## **4.0 Pay and grading**

- 4.1 The Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

The Council uses the NJC Job Evaluation Scheme for posts covered by the NJC terms and conditions and pay benchmarking for those covered by JNC Chief Officer terms and conditions.

The salary paid to the Chief Executive and Deputy Chief Executive and Directors is determined by Cabinet and approved by Council. It takes into consideration guidance from the JNC National Framework and market forces through a benchmarking exercise.

- 4.2 The Council uses the NJC negotiated pay spine as the basis for its local pay structure, which determines the salaries of the large majority of its workforce. There is a separate structure for the Chief Executive and Directors.

The national pay spine ends at spinal column point (SCP) 43 but the Council has locally extended this to SCP 54. This pay spine is divided into 15 pay bands, which contain between two and five incremental points. Band 2 is the lowest and Band 16 is the highest of these pay grades.

- 4.3 The Council presently adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spine and pay of Chief Officers and the Chief Executive on JNC terms and conditions.

All other pay related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates.

- 4.4 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although this can be varied where necessary to secure the best candidate. Where the appointment salary is above the minimum point of the pay scale and is not affected by other council policies, for example promotion, redeployment or flexible retirement, this is approved in accordance with delegated powers.

- 4.5 Progression within each Band will normally be by annual increment at 1 April each year subject to;

- satisfactory performance
- the top of the band not being exceeded
- six months service in role

Directors have discretion to advance an individual employee's incremental progression within the band on the grounds of special merit.

Employees subject to a career grade will progress in line with the arrangements for that post.

## 5.0 Remuneration of Senior Officers

- 5.1 For the purpose of this statement Senior Officers are defined as the Chief Executive, Deputy Chief Executive, Directors and Statutory Officers.

- 5.2 The Chief Executive is the Council's Head of Paid Service. As at 1 January 2025 the annual full time equivalent (FTE) range for the grade of this post is £111,396 – £122,908. There are six incremental points in the grade and progression through the grade is by annual increment which normally happens on 1<sup>st</sup> April each year.

- 5.3 There are three Directors who report directly to the Chief Executive. One Director is appointed to deputise for the Chief Executive and designated Deputy Chief Executive. As at 1 January 2025 the annual FTE range for the grade of this post is £82,248 - £93,758. There are six incremental points in the grade and progression through the grade is by annual increment which normally happens on 1<sup>st</sup> April each year.

- 5.4 As at 1 January 2025 the annual FTE range for the Directors is £76,864 - £88,374. There are six incremental points in the grade and progression through the grade is by annual increment which normally happens on 1 April each year.

- 5.5 The Chief Executive also acts as Returning Officer for all elections run by the Council for which an additional allowance is payable in relation to the overall

supervision and ultimate responsibility for the conduct of Council elections. The fee payable is calculated jointly with Leicestershire Electoral Administrators Group, currently based on a set amount for the number of electors for each ward, £57.76 per 500 local government electors or part thereof in a contested election. Elections take place on a 4 year cycle although by-elections may take place at other times.

- 5.6 The role of “Section 151” Officer is currently being undertaken by Director for Corporate Services. There are no additional payments made for this role.

The Statutory Officer role of Monitoring Officer is currently being undertaken by the Assistant Director for Governance and Democracy on NJC pay terms and conditions. The Assistant Director’s role has been job evaluated at Band 16 of the pay spine (£62,822 - £65,119) and the Monitoring Officer responsibilities attract an additional payment of £7k pa.

The role of Deputy Monitoring Officer is undertaken by the Legal Services Manager which attracts an additional four increments on top of existing salary.

The Role of Deputy Section 151 Officer is undertaken by the Assistant Director for Resources which attracts an additional payment of £4k pa.

- 5.7 The Council’s policy and procedures for the appointment of chief and statutory officers is set out within the Constitution of the Council.

## 6.0 Performance related pay

- 6.1 Progression through the incremental pay grade is subject to satisfactory performance however the level of remuneration is not variable dependent upon the achievement of set targets. As such the Council does not operate performance related pay or any other additional bonus schemes.

## 7.0 Other terms and conditions on pay

- 7.1 Any temporary supplement to the salary scale, for example an **honorarium** or **acting up payment** for taking on additional duties or responsibilities will be justified and approved by a director in consultation with HR.

- 7.2 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified and approved with the Chief Executive in consultation with HR. Where a job has been evaluated through the job evaluation scheme and the resulting salary is proven to be out of step with the market rate for the job the **Market Supplement Policy** may be implemented.

- 7.3 Essential and casual **car user allowances** are paid in appropriate circumstances. These allowances are in accordance with NJC “Green Book” rates. **Subsistence** is paid at the rate agreed locally.

- 7.4 Employees who are required to work overtime are entitled to rates outlined in the **Overtime Policy**. This does not apply to employees paid at band 13 or above or Chief Officers.
- 7.5 Enhancements for **night work** and **bank holidays** are paid in accordance with NJC “Green Book” rates.
- 7.6 The Council will reimburse **professional fees** where it is an essential requirement of the job to be a member of a professional body or where they are being sponsored to undertake training leading to a professional qualification.
- 7.7 The Council acknowledges that pay is not the only means of rewarding employees for their work and will look to provide other non-financial incentives to support recruitment and retention of high quality people. This includes good working conditions, flexible/hybrid working, well being initiatives, generous annual leave and development opportunities.

## 8.0 Pension

- 8.1 The Council contributes to the Local Government Pension Scheme (LGPS) for its employees who are members of the Scheme. This rate of contribution is set by actuaries advising the Leicestershire Pension Fund. All employees under the age of 75 are eligible to join the scheme. Details of the pension scheme are available on the [Leicestershire County Council Pension website](#).
- 8.2 Individuals aged 55 years or over who reduce their hours or band (or both) may apply to receive all or part of their LGPS in line with the Flexible Retirement Policy.

## 9.0 Termination payments

- 9.1 On ceasing to be employed by the council, individuals will only receive compensation:
- In circumstances that are relevant i.e. redundancy
  - In accordance with our policy on employer discretions provided by the Local Government Pension Scheme (PGPS)
  - That complies with the specific term(s) of a settlement agreement.
- 9.2 The Council’s Redundancy and Redeployment Policy applies equally to all employees regardless of their grade. A redundancy payment will be paid to an employee when their post is made redundant and there are no suitable redeployment opportunities.

## 10.0 Financial Data

- 10.1 The Localism Act requires Councils to calculate the “pay multiple” between the highest and lowest earners. The median average pay of the Council’s workforce in January 2025 was £31,067 per annum which when compared to the salary of the most highly paid officer (Chief Executive) at £122,908 per

annum produces a pay multiple factor of 3.96 which remains unchanged from last year.

10.2 Officers earning in excess of £50,000 are published as part of the Council's access to public information on the website

Salary information is correct as at 1 January 2025.

## Melton Borough Council Pay Spine – April 2024

Pay Point	Annual Salary	Hourly rate	Band
2	£23,656	£12.26	Band 2
3	£24,027	£12.45	Band 3
4	£24,404	£12.65	Band 4
5	£24,790	£12.85	Band 4
6	£25,183	£13.05	Band 5
7	£25,584	£13.26	Band 6
8	£25,992	£13.47	
9	£26,409	£13.69	
10	£26,835	£13.91	
11	£27,269	£14.14	
13	£28,163	£14.60	Band 7
14	£28,624	£14.84	
15	£29,093	£15.08	
16	£29,572	£15.33	
17	£30,060	£15.58	
19	£31,067	£16.10	Band 8
20	£31,586	£16.37	
21	£32,115	£16.65	
22	£32,654	£16.93	
23	£33,366	£17.30	
24	£34,314	£17.79	Band 9
25	£35,235	£18.26	
26	£36,124	£18.73	
27	£37,035	£19.20	
28	£37,938	£19.67	Band 10
29	£38,626	£20.02	
30	£39,513	£20.48	
31	£40,476	£20.98	
32	£41,511	£21.52	Band 11
33	£42,708	£22.14	



34	£43,693	£22.65	
35	£44,711	£23.18	
36	£45,718	£23.70	
37	£46,731	£24.22	<b>Band 12</b>
38	£47,754	£24.75	
39	£48,710	£25.25	
40	£49,764	£25.80	<b>Band 13</b>
41	£50,788	£26.33	
42	£51,802	£26.85	
43	£52,805	£27.37	
44	£53,928	£27.95	<b>Band 14</b>
45	£54,926	£28.47	
46	£56,051	£29.05	
47	£57,130	£29.61	
48	£58,255	£30.20	<b>Band 15</b>
49	£59,392	£30.79	
50	£60,531	£31.38	
51	£61,689	£31.98	
52	£62,822	£32.56	<b>Band 16</b>
53	£63,960	£33.15	
54	£65,119	£33.75	

### **Chief Officer Pay**

The information below shows the pay received by Chief Officers (as defined by the Localism Act) for the financial year 2024/25

#### **Head of paid service**

Chief Executive - Salary range £111,396 to £122,908

#### **Monitoring officer**

Assistant Director for Governance and Democracy - Salary range £62,822 to £65,119 plus MO allowance of £7k

#### **Statutory chief officer**

Director of Corporate Services (Section 151 Officer) - Salary range £76,864 to £88,374

#### **Non-statutory chief officer**

Director for Housing and Communities and Deputy Chief Executive - Salary range £82,248 to £93,758

Director for Place and Prosperity - Salary range £76,864 to £88,374

#### **Deputy chief officer**

Assistant Director for Resources (Deputy Section 151 Officer) - Salary range £62,822 to £65,119 plus D151 allowance of £4k

Legal Services Manager (Deputy Monitoring Officer) - Salary range £58,255 to £61,689

Assistant Director for Housing, Quality, Development and Landlord Services - Salary range £62,822 to £65,119

Assistant Director for Customers and Communities - Salary range £62,822 to £65,119

Assistant Director for Planning - Salary range £62,822 to £65,119

Assistant Director for Growth, Regeneration and UKSPF - Salary range £62,822 to £65,119

Assistant Director for Organisational Development - Salary range £62,822 to £65,119

Waste and Environmental Services Manager - Salary range £53,928 to £57,130

Corporate Property and Asset Manager - Salary range £53,928 to £57,130

[Senior Leadership Team Structure](#)