



# Pay Policy Statement 2026

## Introduction

This pay policy statement covers the posts of chief executive, chief operating officer, joint director, deputy director and heads of service.

The Localism Act 2011 ('the Act') requires English local authorities to produce a pay policy statement for each year. The Act states that the policy must include the council's approach to pay and a comparison of remuneration between colleagues.

The Act defines remuneration widely, to include pay, charges, fees, allowances, benefits in kind, pension and termination payments.

The pay policy statement:

- must be approved formally by Full Council by the end of March each year
- can be amended during the year

## Scope

The Pay Policy Statement applies to the following posts at South Cambridgeshire District Council:

- Chief Executive (Head of the Paid Service)
- Chief Operating Officer
- Joint Director (Greater Cambridge Shared Planning Service)
- Deputy Director (Greater Cambridge Shared Planning Service)
- Heads of Service
- Monitoring Officer

## Part 1 - Pay and Benefits

### 1.1 Salary

The 2025/2026 salary scales for the above posts are presented in the table below:

	Pay point £	Pay point £	Pay point £	Pay point £	Pay point £	Pay point £
Chief Executive	£133,473	£137,154	£140,832	£144,514	£148,194	£151,875
Executive Director – including Chief Operating Officer and Joint Director	£108,936	£112,617	£116,296	£119,974	£123,657	£127,337
Grade 11 - Deputy Director/ Head of Service	£88,042	£91,276	£94,511	£97,748	£100,981	£104,219
Grade 10 - Head of Service/ Monitoring Officer	£75,461	£77,979	£80,494	£83,010	£85,527	£88,042

### 1.2 Pay Awards

The council has local arrangements for the negotiation of annual pay awards with trade unions formally recognised by the council, namely GMB and Unison.

Reference is made to the nationally negotiated pay award for chief executives, chief officers and other local government employees. The national negotiating bodies are:

- Joint Negotiating Committee for Chief Executives (JNC)
- Joint Negotiating Committee for Chief Officers (JNC)
- National Joint Committee for Pay and Conditions of Service for Local Government (NJC)

The council will also have regard to the Living Wage Foundation hourly rate when it agrees annual pay awards for its colleagues each year. The council, however, does not intend to seek formal accreditation from the Living Wage Foundation.

The council, as part of annual pay negotiations in 2025, agreed a minimum hourly rate of £13.50 based on the National Living Wage per hour and adjustments to pay for the lowest paid were made at this time to reflect the minimum of £13.50 per hour. Therefore, the annual salary for the lowest paid colleague (including apprentices) is currently £26,238 per annum (pro rata for part time).

### 1.3 Terms and Conditions of Employment

Terms and conditions of employment for the chief executive are determined in accordance with collective agreements, negotiated by the Joint Negotiating Committee for Chief Executives.

Terms and conditions of employment for the chief operating officer are determined in accordance with collective agreements, negotiated by the Joint Negotiating Committee for Chief Officers.

Terms and conditions of employment for the joint director, deputy director, heads of service and all other colleagues are determined in accordance with collective agreements, negotiated by the National Joint Committee for Pay and Conditions of Service for Local Government.

These are supplemented by local collective agreements reached with trade unions formally recognised by the council and by the rules of the council.

#### **1.4 Remuneration on Recruitment**

The Council will approve the appointment of the Head of the Paid Service, Chief Finance Officer (Section 151) and Monitoring Officer (statutory appointments) following a recommendation by the Employment and Staffing Committee or sub-committee of the council, which must include at least one member of the Executive. Full Council may only make or approve the appointment of these posts where no well-founded objection has been made by any member of the Executive. The salary on recruitment will be within the current salary range of these posts at that time.

Employment and Staffing Committee or Sub-Committee of the Council, which must include at least one member of the Executive, will appoint a chief operating officer and joint director. An offer of employment as chief operating officer or joint director can only be made where no well-founded objection from any member of the Executive has been received. The salary on recruitment will be within the current salary range of these posts at that time.

Appointment of deputy directors and heads of service is the responsibility of the chief executive or his/her nominee and may not be made by councillors. The salary on recruitment will be within the current salary range of these posts at that time.

Rules governing the recruitment of the chief executive, chief operating officer, joint director and all other colleagues are set out in the Council's constitution in section: Part 4 Rules of Procedure - Officer Employment Procedure Rules.

#### **1.5 Bonus Payments**

There are no bonus arrangements payable to the chief executive, chief operating officer, joint director, deputy director or heads of service.

#### **1.6 Progression through Pay Grades**

The salary of colleagues within the scope of this policy rises by increments to the top point of their salary grade. If they are not performing to the requirements of their job description and they receive a formal warning for capability their increment will be

withheld.

## **1.7 Salaries over £100,000**

The posts of chief executive, chief operating officer and joint director are the only posts that carry salaries of over £100,000. Heads of Service (Grade 11) only at the top of the salary scale.

## **1.8 Publication of salary data**

Salary data for the chief executive, chief operating officer, joint director, deputy director and heads of service is published on the council's website.

For the chief executive, chief operating officer and joint director this includes name, job title, actual salary, expenses and any election fees paid. For deputy directors and heads of service this includes salary by post title. This pay policy statement once approved by Full Council is published on the council's website under Senior Colleagues salaries.

## **1.9 Expenses**

The expenses which may be payable to the chief executive, chief operating officer, joint director, deputy director or head of service (and all other colleagues) are as follows:

- 1.9.1 Car/Motorcycle/Bicycle/Passenger allowance – these are stated in the Council's Sustainable Travel policy (HMRC rates)
- 1.9.2 Re-imbursment of travel and subsistence – this is in accordance with the council's stated policy
- 1.9.3 Payments under the eye test scheme as stated within the council's health and safety policy
- 1.9.4 One professional subscription per annum.

## **Part 2 - Recruitment and Retention Policies**

### **2.1 Market Factor Supplements, retention payments and Golden Hellos**

There are occasions when the salary determined by the grading for a post result in an inability to successfully recruit to or retain colleagues in specific posts or occupational areas. This may be due to fluctuations in the job market supply.

These recruitment and retention problems can affect ability to deliver services to our residents. In rare occasions it may be appropriate to pay a Golden Hello, retention payment and/or market supplement in addition to the salary where there is evidence to justify that market factors are the "material reason" for the post attracting a higher rate of pay than other posts graded similarly. Any retention payment ~~will be~~ in accordance with the council's Recruitment and Retention Framework.

### **2.2 Relocation scheme**

The council has an agreed relocation scheme (based on HMRC rates and guidance). The scheme is aimed at enabling recruitment to reach a wide pool of talent and to assist successful job applicants to relocate to the area.

### **2.3 Other Benefits**

The council's childcare voucher scheme was closed to new members from October 2018. The scheme has been replaced by a Government tax-free childcare scheme. Colleagues who were members of the childcare voucher scheme prior to the closing date will remain able to use the scheme until such time as they change job or employer or the council stops supporting the scheme. This scheme is delivered in conjunction with Vivup/Fideliti as the provider.

Colleagues within the scope of this policy are entitled to participate in the council's Cycle for Work scheme whereby colleagues can sacrifice part of their salary to lease cycles for travel to work. The amount sacrificed is exempt for income tax and national insurance contributions and therefore represents a saving for participating colleagues.

Colleagues within the scope of this policy are entitled to participate in the council's Green Car scheme whereby colleagues can sacrifice part of their salary to lease an electric or hybrid car for travel to work. The amount sacrificed is exempt for income tax and national insurance contributions and therefore represents a saving for participating colleagues.

All officers at the Council are able to sign up to a Productivity Policy which enables the working of a four-day week as long as performance is maintained. This policy allows officers to produce 100% of their work in 86.5% of the time for 100% of the pay.

## **Part 3 - Severance Payments and Support**

### **3.1 Severance payments**

Severance payments are made in accordance with the council's Organisational Change and Redundancy policy and are calculated in the same way for all colleagues.

Colleagues with more than two years' continuous service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where the colleague is entitled to a redundancy payment, the calculation is based on the colleague's actual weekly pay (in line with maximum salary limits).

The council provides career counselling and out placement support for colleagues facing redundancy, this includes job search and interview skills and other individual support.

Settlement agreements will only be used in exceptional circumstances where they represent best value for the council.

## **Part 4 - Pension and Pension Enhancements**

### **4.1 Local Government Pension Scheme**

All colleagues within the scope of this policy are entitled to and receive pension contributions from the Local Government Pension Scheme (LGPS). This is a contributory scheme and colleagues contribute between 5.5 and 12.5% of their salary to the scheme. Changes to the LGPS regulations were implemented in April 2014. This amended Pay Policy Statement 2026

contribution rates and changed the scheme from a final salary scheme to a career average (CARE) scheme.

The employer contribution rate from 1 April 2026 is 18.6% the council contributes 17% of pensionable pay to the pension of a colleague within the pension scheme. The rate of 18.6% is the same for all colleagues. The rate is reviewed every 3 years following a valuation of the fund by the appointed actuaries.

## **Part 5 - Election Fees**

### **5.1 The Returning Officer**

The Returning Officer is the person who has the overall responsibility for the delivery of elections. The Returning Officer is an officer of the council who is appointed under the Representation of the People Act 1983. Although appointed by the council, the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the council. Elections fees are paid for these additional duties and they are paid separately to salary.

The chief executive is the council's Returning Officer.

Fees for District elections are set locally and are currently £372.72 per contested ward and £55.20 per uncontested ward. These amounts are unchanged since last year.

The fees for Parliamentary, Police Commissioner and national referendums are set by the Government.

The fees for County Council elections are set by the County Council. The fees for the Combined Authority Mayoral election are set by the combined authority.

Fees for Parliamentary and district elections are pensionable.

Other officers, including senior officers within the scope of this policy, may receive additional payment for specific election duties.

## **Part 6 - Pay Gap Reporting – 2024/2025**

### **6.1 Relationship to Lowest Paid Colleagues**

The lowest pay grade of the council's pay structure is Grade 1. For this reason, we have chosen colleagues employed (excluding apprentices) in Grade 1 as our definition of the 'lowest paid' for the purposes of this policy. Ratios are based on base salary and do not include other payments such as overtime.

Grade 1 pay values range from £21,045 to £24,181 per annum.

The council, as part of annual pay negotiations in 2024, agreed a minimum hourly rate of £12.00 based on the National Living Wage per hour and adjustments to pay for the lowest paid were made at this time to reflect the minimum of £12.00 per hour. Therefore, the annual salary for the lowest paid colleague (including apprentices) at that time was £23,151.43 per annum (pro rata for part time).

The chief executive's salary grade range in 24/25 was from £129,334 to £147,166.

The current ratio between the chief executive's salary and the lowest paid colleague is 7:1. The ratio when considering the lowest actual paid employee is 6.3:1.

The council does not have a policy on maintaining or reaching a specific pay ratio between the lowest and highest paid colleagues.

The gender balance of the highest grades (colleagues in post at 31 March 2025) of SCDC earners is 55.85% females to 44.15% males.

## 6.2 Gender Pay Gap Reporting

In 2017 equality regulations were introduced on Gender Pay reporting. South Cambridgeshire District Council is required to publish information under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. The definitions and types of information to be reported are defined in the regulations and to aid understanding the definitions are shown below, together with the data. The council's data was last reported in February 2025 for the year 2023/2024. The mean gender pay gap for 2023/2024 was 8.57% in favour of females whilst the median was 16.77% in favour of females.

### Mean Gender Pay Gap based on 2025 figures

This is the difference between the mean hourly rate of pay of male full-pay relevant colleagues and that of female full-pay relevant colleagues. This is shown as a percentage.

The mean gender pay gap is **6.24%** in favour of females.

A **mean** average involves adding all the numbers and dividing the result by how many numbers were in the list.

### Median Gender Pay Gap based on 2025 figures

This is the difference between the median hourly rate of pay of male full-pay relevant colleagues and that of female full-pay relevant colleagues. This is shown as a percentage.

The median gender pay gap is **12.99%** in favour of females.

A median average involves listing all the numbers in numerical order. If there is an odd number of results, the median average is the middle number. If there is an even number of results, the median will be the mean of the two central numbers.

### Median Bonus Gender Pay Gap

The median bonus gender pay gap is not applicable as we do not pay bonuses.

### Proportion of Males and Females in Each Quartile Pay Band Based on 2025 figures

This calculation requires an employer to show the proportions of male and female full-pay relevant colleagues in quartile pay bands, which is done by dividing the workforce into four equal parts.

There are four sections (called quartiles) with an equal number of colleagues in each section (or as close as possible to this). The quartiles (from the lowest to highest) are called the lower quartile, the lower middle quartile, the upper middle quartile, and the upper quartile.

Quartile	Female	Male	Grand Total	Female %	Male %
Lower Quartile	48	129	177	27.12%	72.88%
Lower Middle Quartile	101	59	160	63.13%	36.88%
Upper Middle Quartile	113	76	189	59.79%	40.21%
Upper Quartile	105	83	188	55.85%	44.15%

Differences between the mean and median figures suggest that role distribution and grade concentration are key drivers of the pay gap, rather than unequal pay for equal work. The higher median gap indicates that a greater proportion of female employees occupy roles at or above the organisation’s mid-range pay levels, whereas male employees are more concentrated in lower-paid roles such as the council directly employs refuse operatives and drivers in a shared service for two Councils (SCDC and Cambridge City Council).

Since last year, the mean gender pay gap has decreased marginally, likely accounted for by pay award increase and incremental rises and an increase in headcount in the higher pay quartiles compared to last year.

The median (ie the mid-point on the hourly rate) has increased for both females and males, slightly more for males, perhaps a reflection on the lower pay rates being increased in line with national living wage and thereby pushing the male mid-point up at a more accelerated rate.

The organisation remains confident that any differences identified are not related to gender-based pay discrimination but instead reflect workforce composition, occupational distribution, and levels of seniority across roles

We consider our practices and policies towards promoting equality in employment based on these gender pay gap figures.

### 6.3 Ethnicity Pay Gap Reporting

As part of our commitment to Equality and Inclusion the Council agreed to introduce at Ethnicity Pay Gap Reporting ahead of the proposed compulsory reporting. While it is not best practice to combine disparate ethnicity groups, owing to the lower numbers of colleagues across ethnic categories that aren’t white, we are unable to breakdown the data into smaller categories for reporting as the data may become identifiable. The organisation will review the data in line with the recommended categories and monitor the results for outliers and well as looking to improve the number of colleagues in the not known category.

The mean pay gap was in favour of white 3.32%, which shows a small overall difference when average earnings are considered across all roles. This is broadly similar to the figures from 23/24.

The median gap was 6.10% in favour of White, the larger gap compared to the mean

suggest workforce composition is likely to be a key factor influencing these results as White colleagues are more highly represented in higher paying roles. This gap has narrowed from 23/24 when it was at 9.43% for the comparable data.

Quartile	Ethnic minorities	Not Known	White	Grand Total	Ethnic Minority %	Not Known %	White %
Lower Quartile	19	11	147	177	10.73%	6.21%	83.05%
Lower Middle Quartile	18	6	136	160	11.25%	3.75%	85.00%
Upper middle Quartile	16	10	163	189	8.47%	5.29%	86.24%
Upper Quartile	14	4	170	188	7.45%	2.13%	90.43%
<b>Grand Total</b>	<b>67</b>	<b>31</b>	<b>616</b>	<b>714</b>			

The Council already uses inclusive recruitment practices such as anonymised applications and is reviewing recruitment policies will continue to seek to encourage diverse interview panels and broaden where recruitment is advertised to attract a diverse candidate pool. We will continue to develop and enhance our workforce data to provide insights to help us further understand opportunities to address the pay gaps and assess the impact of interventions. We will also continue to address actions identified in initiatives such as the anti-racism charter action plan to support equality objectives into wider inclusion and wellbeing strategies and objectives.

## 7.0 Tax Avoidance

The Council takes tax avoidance seriously and will seek to appoint individuals to vacant positions using normal recruitment procedures on the basis of contracts of employment and, apply direct tax and national insurance deductions from pay through the operation of PAYE.

Where consultants are recruited, the council will seek to avoid contractual arrangements which could be perceived as being primarily designed to reduce significantly the rate of tax paid by that person, such as paying the individual through a company effectively, controlled by him or her.

These principles will be embedded in contract clauses and guidance for managers when employing consultants.

## 8.0 Re-engagement of former South Cambridgeshire District Council colleagues within the scope of this policy

### 8.1 Recruitment

All permanent or fixed term posts are advertised in accordance with the council's recruitment policies and appointment is made on merit, in accordance with the rules

governing the recruitment of the chief executive, chief operating officer, joint director, deputy director and heads of service set out in the council's constitution in section:Part 4 Rules of Procedure - Officer Employment Procedure Rules.

Interim management appointments are made in accordance with the council's procurement policies and the provisions for contract for services.

## **8.2 Chief Executive, Joint Director, Deputy Director**

The council will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Council and, on ceasing to be employed, is in receipt of a severance or redundancy payment or agreement which includes the early release of pension.

## **9.0 Apprentices**

The council engages a number of apprentices. The apprentice roles are either:

- Existing posts within service area structures for colleagues who are identified for development in their current or future roles.
- Fixed term posts funded specifically for apprenticeships.

The range of apprenticeships offered are as follows:

- Level 2 - Accounts/Finance Assistant; Housing and Property Management Assistant
- Level 2 & 3 - Business Administration
- Level 3 - Customer Service Practitioner; Data Technician; HR Support; Multi-Channel Marketer; Team Leader/Supervisor
- Level 4 - Business Analyst; Commercial Procurement and Supply; Corporate Responsibility and Sustainability; Data Analyst
- Level 5 - Department/Operations Manager
- Level 6 - Chartered Manager
- Level 7 - Chartered Town Planner

## **10.0 Publication of the Pay Policy Statement**

This pay policy statement once approved by Full Council will be published on the council's website.