

Bristol City Council

Pay Policy Statement
for the period
1 April 2024 to 31 March 2025

Introduction

1. It is essential that the Council attracts and keeps people with the right talents and commitment to lead and deliver great services to Bristol's citizens. At the same time the Council must ensure best value for the taxpayer.
2. This Statement explains the Council pay policies for its highest and lowest-paid employees. For the avoidance of doubt "employees" means those individuals who have a contract of employment with Bristol City Council. It therefore excludes agency workers, interims and officeholders.
3. This statement is written and published in line with the Localism Act 2011 (the Act) and guidance issued by the Secretary of State (the Guidance). It is also in line with Guidance issued under Section 26 of the Local Government Act 1999. The Guidance is clear that decisions on pay policies should be made by councillors. In practice, decisions on pay policies relating to the Council's highest-paid employees (chief officers) are recommended by the Human Resources Committee to the Full Council through this statement. The pay of each chief officer is decided on their appointment by the Selection Committee and is set within the grade for the post taking into account relevant market factors. Exceptionally, pay of a chief officer can be adjusted by the Human Resources Committee on request, subject to having the support of the Chief Executive (for example, where changes to a director post result in a change of grade). All decisions on pay for chief officers must be in line with the pay policies set out in this statement.
4. This Statement is reviewed every year, the Mayor is consulted, and any proposals made are considered by the Human Resources Committee, which then recommends the statement to the Full Council for approval. Meetings of the Full Council and the Human Resources Committee are open to the public. Selection Committee meetings are not open to the public.
5. In line with the law (the Local Authorities (Elected Mayor and Mayor's Assistant) (England) Regulations 2002), the pay of the Mayor's Assistant is determined by the Mayor, within the financial resources available to the Council. The Mayor's Assistant is currently paid at Director (Level 1). The position of Mayor's Assistant will cease to exist when the office of Mayor ends in May 2024.

6. As recommended by the Guidance, the Statement sets out clearly and separately its policies on each of the requirements listed in the relevant sections of the Act.
7. The Council is committed to equal pay for all its employees and to removing any bias in its pay systems related to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. Equal pay applies to all contractual terms and conditions as well as pay.

Development priorities for 2024/25

8. The Council's forthcoming Workforce Strategy will include the aim to resolve pay compression issues, particularly at the lower end of the pay scale. Consideration will be given to undertaking an equal pay audit, reviewing the approach to job evaluation and what if any relationship there should be between performance and pay, particularly in relation to the Council's highest-paid employees.

Pay of the Council's highest-paid employees

9. The Council's highest-paid employees are the Chief Executive, Executive Directors and Directors. These roles are evaluated using the Hay methodology. The salary ranges are set from time to time by the Human Resources Committee, informed by independent recommendations and market data. The Council increases the salary ranges and salaries of the Chief Executive, Executive Directors and Directors in line with pay awards agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities and the Joint Negotiating Committee for Chief Officers of Local Authorities (the JNCs). The salary ranges are currently:

Role	Minimum	Maximum
Chief Executive	£175,998	£187,163
Executive Director	£150,096	£180,096
Director Level 2	£111,522	£131,522
Director Level 1	£95,331	£115,331

Pay of the Council's lowest-paid employees

10. The Council's lowest-paid employees are those who are paid the Real Living Wage (as set by the Living Wage Foundation). The Council has adopted this definition because it has decided that none of its employees should be paid less than the Real Living Wage. The Council became an accredited Living Wage Employer with effect from 5 November 2018. The Council has paid its own employees no less than the Real Living Wage since 1 October 2014. The Real Living Wage is £12 per hour with effect from 1 April 2024, which equates to a salary of £23,151 (based on a full-time week of 37

hours).

11. Since 1 April 2020 apprentices, interns, student placements and trainees aged 18 years and over have been paid no less than the Real Living Wage. Apprentices aged under 18 years are paid no less than 80% of the Real Living Wage. An additional allowance of £25 per week is paid to apprentices who have left local authority care, and this is paid throughout their apprenticeship for as long as they live in independent accommodation.

Relationship between the pay of the Council's highest and lowest-paid employees

12. Will Hutton's 2011 Review of Fair Pay in the Public Sector recommended that all public service organisations publish their top to median pay ratio to allow the public to hold them to account. The Government's terms of reference for the Hutton review suggested that no public sector manager should earn more than 20 times the lowest paid person in the organisation. The Council's policy is that the pay of the highest paid employee should be no more than 10 times that of the lowest full time equivalent paid employee. The change in these ratios at the Council over the years is shown in the following table:

Date	Top to median pay ratio	Top to lowest salary ratio
31 March 2014	6.68:1	12.87:1
31 March 2015	6.29:1	11.85:1
31 December 2015	6.75:1	11.33:1
31 December 2016	6.23:1	10.05:1
31 December 2017	5.24:1	8.34:1
31 December 2018	6.03:1	9.77:1
31 December 2019	5.89:1	9.50:1
31 December 2020	5.73:1	9.45:1
31 December 2021	5.63:1	9.36:1
31 December 2022	5.46:1	8.93:1
31 December 2023	5.38:1	8.58:1

Pay of Chief Executive, Executive Directors and Directors when they start

13. Starting pay is agreed by the Selection Committee.
14. The Guidance says that Full Council or a meeting of members should have the opportunity to vote before salary packages totalling £100,000 or more are offered for new appointments. Through its Constitution Full Council delegates this to the Selection Committee.

Increases and additions to pay for Chief Executive, Executive Directors and Directors

15. As stated above, the Council increases the salaries of the Chief Executive, Executive Directors and Directors in line with pay awards agreed by the JNCs.

16. Any other changes to the pay of the Chief Executive, Executive Directors and Directors are determined by the Human Resources Committee except for changes within 10% of the minimum of the salary ranges for Executive Directors and Directors and seeking re-evaluation of Director roles, which can be approved by the Chief Executive.

17. The Chief Executive, Executive Directors and Directors are not eligible for market pay supplements or any other additions to pay.

Performance-related pay for Chief Executive, Executive Directors and Directors

18. There is currently no performance-related pay for Chief Executive, Executive Directors and Directors.

Bonuses for Chief Executive, Executive Directors and Directors

19. There are no bonuses for Chief Executive, Executive Directors and Directors.

Pay of Chief Executive, Executive Directors and Directors when they leave

20. When the Chief Executive, Executive Director or Director leaves they will be paid in line with what they are entitled to under their contract of employment (their notice period is three months) and the Council's policies.

21. The dismissal/compensation for loss of office of the Chief Executive, Executive Directors and Directors is determined by the Human Resources Committee, except for the Head of Paid Service, Chief Finance Officer and Monitoring Officer, where any dismissal is a matter for Full Council.

Paying Chief Executive, Executive Directors and Directors "off-payroll"

22. Where individuals appointed to cover the role of Chief Executive, Executive Director or Director are not employees of the Council, they will be engaged in line with the Council's financial and procurement regulations and the relevant tax legislation (eg, IR35).

23. 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 and Council employees are required to take

care not to engage in contractual arrangements that could be perceived as being primarily designed to reduce the rate of tax paid by any person or company.

24. The Council aims to ensure that the pay of the highest paid interim is no more than 10 times that of the lowest paid employee. The top to lowest pay ratio for those interims included in the Council's published accounts for the 2022/23 financial year was 9.41:1.

Returning Officer fees

25. The Council's Returning Officer for elections and referenda is appointed by Full Council. Fees are paid for these duties. The fees vary depending on the type of poll and are mostly set and paid by the Government. The fees payable for local polls are in line with those set by the Government for Police and Crime Commissioner elections.

More information about the pay of Chief Executive, Executive Directors and Directors

26. The Council is committed to being open about its policies on pay. Approved pay policy statements are published on [the Council's website](#). Other information that the Council must publish under the Local Government Transparency Code 2015 is available via the same webpage.

Pay gap reporting

27. The Council publishes data on its pay gaps on [the Council's website](#).