

# Sandwell Metropolitan Borough Council

## Annual Pay Policy Statement 2025/26

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## 1. Introduction

- 1.1 Sandwell MBC (the Council) is committed to ensuring that the organisation attracts, retains and develops a capable and motivated workforce, equipped to deliver high-quality services and support the Council's wider ambitions for the borough. Transparent, equitable and well-structured pay arrangements are an essential component of this commitment, supporting fairness for employees and value for money for local taxpayers.
- 1.2 Ss.38 to 43 of the Localism Act 2011 require the Council to prepare and publish an Annual Pay Policy Statement setting out its approach to pay for the workforce, particularly Chief Officers and the lowest-paid employees. This Statement must be approved by Full Council for publication and will take effect from 1 April 26, with an annual review and reapproval required by 31 March 27. Any mid-year amendments will also require Full Council approval.
- 1.3 The purpose of the Statement is to promote openness and accountability. It explains:
  - 1.3.1 how salary levels are determined for all employees
  - 1.3.2 the remuneration of Chief Officers
  - 1.3.3 the remuneration of the Council's lowest-paid employees
  - 1.3.4 the relationship between the remuneration of Chief Officers and that of the wider workforce
- 1.4 Once approved, the Statement will be published on the Council's website.

## 2. Pay and Grading Structure

- 2.1 The Council appoints officers on terms and conditions that it considers appropriate for the efficient discharge of its functions, in accordance with s.112 of the Local Government Act 1972. The Council complies fully with employment legislation, including the Equality Act 2010, and applies objective, equality-proofed systems to ensure fairness.
- 2.2 The Local Government Single Status Job Evaluation Scheme is used for most posts. This scheme ensures that pay differentials can be justified by reference

to the duties, responsibilities and requirements of each role. The national NJC pay spine underpins local grading arrangements.

- 2.3 A small number of senior or specialist posts are evaluated using the Hay Job Evaluation Scheme due to the nature and scope of their responsibilities.
- 2.4 The NJC pay structure applicable from 01 April 2025 is included at **Appendix 1**, showing all pay points, hourly rates and leave entitlements.

### **3. Determining Pay**

- 3.1 The Council participates in national pay bargaining through the NJC, JNC for Chief Officers and JNC for Chief Executives, applying national pay awards when agreed.
- 3.2 Pay-related allowances and enhancements follow national or locally negotiated arrangements. Market supplements are used only in exceptional, evidence-based circumstances and are subject to regular review.
- 3.3 New appointments are normally made at the minimum point of the grade unless justified otherwise by business need and supported by HR advice.
- 3.4 The Council ensures compliance with statutory requirements, including taxation, pensions legislation and IR35.

### **4. Chief Officer Remuneration**

- 4.1 Chief Officers are defined in accordance with the Localism Act 2011 and include:
  - 4.1.1 Chief Executive (Head of Paid Service)
  - 4.1.2 Executive Directors
  - 4.1.3 Assistant Chief Executive
  - 4.1.4 Directors
  - 4.1.5 Service Directors
- 4.2 Chief Officers provide strategic leadership, deliver the Council's priorities, uphold strong governance and provide professional advice to elected members.

- 4.3 Chief Officer terms and conditions are derived from the relevant JNC provisions, supplemented by local policies where appropriate.
- 4.4 Chief Officer salary ranges effective from 01 April 2025 or as specified are:
- 4.4.1 **Chief Executive:** £202,542 – £213,491 (inclusive of Returning Officer duties)
  - 4.4.2 **Executive Director:** £132,225 – £142,803
  - 4.4.3 **Assistant Chief Executive (03-Dec-25):** £114,000 – £124,000
  - 4.4.4 **Director:** £107,778 – £125,333
  - 4.4.5 **Service Director (01-Jul-25):** £95,000 - £110,000
- 4.5 Progression within Chief Officer grades is subject to annual performance assessment.

#### **Recruitment of Chief Officers**

- 4.6 Recruitment and appointment follow the Officer Employment Procedure Rules in the Council's Constitution, ensuring fairness, transparency and appropriate member involvement.

#### **Payments on Termination**

- 4.7 Discretionary termination payments are made in accordance with:
- 4.7.1 The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006; and
  - 4.7.2 Local Government Pension Scheme Regulations.
- 4.8 Any payments outside these provisions require approval by the Appointments and Disciplinary Committee.

### **5. Lowest Paid Employees**

- 5.1 The Council defines its lowest-paid employees as those remunerated at the minimum Spinal Column Point within the NJC grading structure.
- 5.2 Apprentices are not included, as they are paid in accordance with the National Apprenticeship Scheme.
- 5.3 The minimum full-time equivalent salary for 2025/26 is £24,413.

5.4 The median full-time equivalent salary as of 1 February 2026 is £36,363.

## **6. Pay Relationships**

6.1 The Council monitors pay relationships to ensure proportionality and transparency.

Current pay multiples are:

6.1.1 Chief Executive to lowest-paid employee: 1:9

6.1.2 Median Chief Officer to lowest-paid employee: 1:5

6.1.3 Chief Executive to median employee: 1:6

6.1.4 Median Chief Officer to median employee: 1:3

6.2 Ratios are rounded to the nearest whole number and reviewed annually.

6.3 The Council benchmarks remuneration levels against comparable authorities and relevant labour market data.

## **7. Policies Common to All Employees**

7.1 A range of employment policies applies universally across the workforce, supporting fairness and organisational consistency.

### **Incremental Progression**

7.2 Employees progress through their grade annually, subject to meeting performance and service expectations.

7.3 Acceleration of increments may be approved in exceptional cases, supported by HR.

### **Termination and Severance**

7.4 The Council's redundancy, discretionary compensation and pension policies govern termination payments and retirement arrangements.

### **Pensions**

7.5 Employees are contractually enrolled in the Local Government Pension Scheme, unless they choose to opt out.

## **Election Fees**

- 7.6 The Chief Executive receives Returning Officer fees in accordance with statutory provisions.

## **Salary Sacrifice Schemes**

- 7.7 The Council offers a range of salary sacrifice schemes including shared-cost AVCs, car leasing, cycle-to-work and additional leave purchase.

## **8. Accountability and Decision Making**

- 8.1 The Council's Constitution sets out responsibilities for decision-making on pay, including arrangements for Chief Officer employment matters.
- 8.2 Full Council approves the Pay Policy Statement each year.
- 8.3 Senior pay disclosures are published annually in the Council's Statement of Accounts.

## **9. Publication of the Statement**

- 9.1 Once approved, this Statement will be published on the Council's website.

## **Appendix 1 – NJC Pay Scales (April 2025)**

## **Appendix 2 – Hay Grades and Chief Officer Pay Scales (April 2025)**

## Appendix 1

### Local Government Services NJC Pay Scales – April 2025

Grade Band	Spinal Column Point	Annual Salary	Hourly Rates	Basic Leave (Less than 5 Years) in Hours	Additional Leave (after 5 Years Service) in Hours
Grade A	2	£24,413	12.65	207.5 hours (28 days)	229.5 hours (31 days)
Grade B	3	£24,796	12.85		
	4	£25,185	13.05		
Grade C	5	£25,583	13.26		
	6	£25,989	13.47		
	7	£26,403	13.69		
Grade D	8	£26,824	13.90		
	9	£27,254	14.13		
	11	£28,142	14.59		
	12	£28,598	14.82	215 hours (29 days)	252 hours (34 days)
	13	£29,064	15.06		
	14	£29,540	15.31		
	15	£30,024	15.56		
16	£30,518	15.82			
Grade E	17	£31,022	16.08		
	18	£31,537	16.35		
	19	£32,061	16.62		
	20	£32,597	16.90		
	21	£33,143	17.18		
	22	£33,699	17.47		
Grade F	23	£34,434	17.85		
	24	£35,412	18.35	229.5 hours (31 days)	266.5 hours (36 days)
	25	£36,363	18.85		
	26	£37,280	19.32		
	27	£38,220	19.81		
28	£39,152	20.29			
Grade G	29	£39,862	20.66		
	30	£40,777	21.14		
	31	£41,771	21.65		
	32	£42,839	22.20		
	33	£44,075	22.85		
Grade G	34	£45,091	23.37		
	35	£46,142	23.92		
	36	£47,181	24.46		
	37	£48,226	25.00		

Grade Band	Spinal Column Point	Annual Salary	Hourly Rates	Basic Leave (Less than 5 Years) in Hours	Additional Leave (after 5 Years Service) in Hours
Grade H	38	£49,282	25.54	229.5 hours (31 days)	266.5 hours (36 days)
	39	£50,269	26.06		
	40	£51,356	26.62		
	41	£52,413	27.17		
	42	£53,460	27.71		
	43	£54,495	28.25		
Grade I	44	£55,609	28.82		
	45	£56,730	29.40		
	46	£57,872	30.00		
	47	£59,027	30.59		
Grade J	48	£60,194	31.20		
	49	£61,392	31.82		
	50	£62,613	32.45		
	51	£63,832	33.09		

## Appendix 2

### Hay Grades and Chief Officers Pay Scales April 2025\*

Grade Band	Spinal Column Point	Annual Salary	Hourly Rate
<b>Head of Service Level 1</b> <i>(Hay Manager - Level 1)</i>	1	£74,454	£38.59
	2	£76,522	£39.66
	3	£78,589	£40.73
	4	£80,657	£41.81
	5	£82,725	£42.88
	6	£84,792	£43.95
<b>Assistant Director/ Head of Service Level 2</b> <i>(Hay Manager - Level 2)</i>	1	£87,234	£45.22
	2	£89,670	£46.48
	3	£92,111	£47.74
	4	£94,552	£49.01
	5	£96,988	£50.27
	6	£99,426	£51.54
<b>Service Director</b> *Effective from 1 July 2025	1	£95,000	£49.24
	2	£100,000	£51.83
	3	£105,000	£54.42
	4	£110,000	£57.01
<b>Director</b>	1	£107,778	£55.86
	2	£111,779	£57.94
	3	£115,783	£60.01
	4	£119,788	£62.09
	5	£123,858	£64.20
	6	£125,333	£64.96
<b>Assistant Chief Executive</b> * Effective from 03-Dec-25	1	£114,000	£59.09
	2	£119,000	£61.68
	3	£124,000	£64.27
<b>Executive Director</b>	1	£132,225	£68.54
	2	£137,514	£71.28
	3	£142,803	£74.02
<b>Chief Executive</b>	1	£202,542	£104.98
	2	£208,016	£107.82
	3	£213,491	£110.66