

## **APPOINTMENTS & REMUNERATION COMMITTEE**

A meeting of the **Appointments & Remuneration Committee** will be held on **Tuesday, 10th February, 2026** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **11.00 am** or on the rising of the Executive meeting if later.

PHIL SHEARS  
Managing Director

### **Membership:**

Councillors Bullivant, Keeling (Chair), Clarence and Parrott

**Please Note:** Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. By entering the Council Chamber you are consenting to being filmed.

## **A G E N D A**

### **Part I**

#### **Appointments and Remuneration Committee Terms of Reference**

The Committee's Terms of Reference is attached to the agenda pack for reference.

#### **Public participation and attending meetings**

Information pertaining to public participation rules and attending Council and Committee meetings can be found on the following webpage: [Public participation and attending meetings - Teignbridge District Council](#)

1. **Apologies for Absence**

2. **Minutes**

(Pages 5 - 6)

To approve as a correct record and sign the minutes of the previous meeting on Tuesday 6 January 2026.

3. **Declarations of Interest**

Information pertaining to the Members' Code of Conduct and guidance relating to declaring interests can be found on the following webpage: [Teignbridge District Council – Councillor Conduct](#)

4. **Pay Policy Statement**

(Pages 7 - 14)

To consider the attached report

5. **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

It is considered that the Committee would be unlikely to exclude the press and public during consideration of the items on this agenda, but if it should wish to do so, the following resolution should be passed:-

**RECOMMENDED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting of the particular item(s) on the grounds that it involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A of the Act.

**Part II: Items suggested for discussion with the press and public excluded**

If you would like this information in another format, please telephone 01626 361101 or e-mail [info@teignbridge.gov.uk](mailto:info@teignbridge.gov.uk)

### Appointments and Remuneration Committee

**3.3.3** Although the vast majority of staff appointments are the responsibility of the Head of Service, the Council also appoints its Senior Leadership Team on the recommendation of the Appointments and Remuneration Committee. The latter's terms of reference are set out in Section 3.3.5 below. The Committee does not have any decision making powers, being advisory only. The Committee shall consist of four members appointed by full Council who shall be:

- (a) Leader of the Council who shall be the Chair of the Committee;
- (b) Group Leader of the political group with the largest number of councillors other than the group of which the Leader of the Council is a member;
- (c) Group Leader with next number of Councillors (again other than the group of which the Leader of the Council is a member);
- (d) Portfolio Holder which covers area of Corporate Resources.

Where such appointments are not possible, the Group Leader of the relevant group may nominate another member (and substitute) as they think fit.

**3.3.5. Appointment and Remuneration Committee:** The Committee will make recommendations to the Council on the discharge of its duties in relation to:

- (a) the appointment (including interim arrangements) of the Head of Paid Service, Monitoring Officer and s151 Officer ("Statutory Chief Officers") and the terms and conditions relating to such appointments;
- (b) the appointment (including interim arrangements) of any other Chief Officers of the Council (being those comprising the Senior Leadership Team);
- (c) disciplinary action against or the dismissal of Statutory Chief Officers, subject to legislative requirements regarding their appointment and dismissal and the views of such independent persons required to be appointed to investigate such matters;
- (d) the terms of any payments and other remuneration to any Officer where such payments and other remuneration would result in a total payment exceeding £100,000 per annum;
- (e) to decide upon and carry out the recruitment process leading to the recommendations for the appointments referred to in paragraph (a) and (b); including deciding upon whether such appointments are advertised externally or confined to internal applicants;
- (f) to make recommendations to the Council on the discharge of the Council's legislative requirements in to the adoption of a Pay Policy Statement.

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## **APPOINTMENTS & REMUNERATION COMMITTEE**

### **6 JANUARY 2026**

Present:

Councillors Bullivant, Keeling (Chair), Clarence and Parrott

Members in Attendance:

Councillors MacGregor

Apologies:

None

Officers in Attendance:

Phil Shears, Managing Director

Christopher Morgan, Assistant Democratic Services Officer

Charlie Fisher, Democratic Services Manager and Deputy Monitoring Officer

#### **1. MINUTES**

It was by PROPOSED by Councillor Keeling and SECONDED by Councillor Bullivant and

RESOLVED

that the minutes of the previous meeting on Tuesday 4<sup>th</sup> November 2025 be agreed as a correct record and signed by the Chair.

#### **2. DECLARATIONS OF INTEREST**

None.

#### **3. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - EXCLUSION OF PRESS AND PUBLIC**

It was PROPOSED by Councillor Keeling and SECONDED by Councillor Bullivant and

RESOLVED

That the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 and 2 of Schedule 12A of the Act.

#### **4. APPOINTMENT OF THE MONITORING OFFICER**

## Appointments & Remuneration Committee (6.1.2026)

The Democratic Services Manager and Deputy Monitoring Officer left the room for the remainder of the meeting.

The Committee were asked to consider the recommendation to Full Council of the appointment of the Democratic Services Manager and Deputy Monitoring Officer to the position of Interim Monitoring Officer following the resignation of the previous occupier of the role.

The Monitoring Officer is a statutory role which the Council must appoint to, as per section 5 of the Local Government and Housing Act 1989.

All Committee Members voiced their support for this appointment. It was considered that the appointee had fostered good relations with all Councillors, and that his role of Deputy Monitoring Officer had given him experience needed to undertake the role.

Following discussions on the possibility of the appointee remaining in the role, the Committee were informed by the Managing Director that there was a need to keep the position open in the long term to ensure that a wider pool of candidates could be considered for the appointment of the Head of Legal Services.

It was PROPOSED by Councillor Keeling and SECONDED by Councillor Bullivant and

RESOLVED

That the Committee recommends to Full Council the appointment of Charlie Fisher to the position of Interim Monitoring Officer, and that the Committee notes that should efforts to recruit for the role be unsuccessful that he continues in the role.

The meeting started at 10.36 am and finished at 10.59 am.

CLLR R KEELING  
Chairman

**Teignbridge District Council  
Appointments and Remuneration Committee (ARC)**

**Part i**

**Report Title**

Pay Policy Statement.

**Purpose of Report**

To agree updates to the Pay Policy Statement and recommend to Council for adoption.

**Recommendation(s)**

The Committee RECOMMENDS to Council that:

- (1) The updated Pay Policy Statement (2026/2027) is adopted.

**Financial Implications**

None.

Gordon Bryant  
Head of Finance & Audit and Deputy S151 Officer  
Email: [gordon.byant@teignbridge.gov.uk](mailto:gordon.byant@teignbridge.gov.uk)

**Legal Implications**

None.

Charlie Fisher  
Democratic Services Manager and Monitoring Officer  
[charlie.fisher@teignbridge.gov.uk](mailto:charlie.fisher@teignbridge.gov.uk)

**Risk Assessment**

TDC is required by the Localism Act 2011 to have a Pay Policy statement in place.

Tim Slater Head of HR & OD  
[tim.slater@teignbridge.gov.uk](mailto:tim.slater@teignbridge.gov.uk)

**Environmental/ Climate Change Implications**

None

**Report Author**

## **Appendices/Background Papers**

1. Pay Policy Statement 2026/2027

### **1. Introduction/Background**

TDC is required to have a Pay Policy Statement in place under provisions in the Localism Act 2011. The updated policy is attached as appendix one. The ARC, under its terms of reference, considers the Pay Policy and recommends to Council for adoption. Updates relate to the inclusion of the most current salary figures and ranges (based on 2025/26 salary data).

### **2. Implications, Risk Management and Climate Change Impact**

#### **2.1 Financial**

None

#### **2.2 Legal**

None

#### **2.3 Risks**

TDC is required under the Localism Act 2011 to have a Pay Policy statement in place.

#### **2.4 Environmental/Climate Change Impact**

None

## **Annual Pay Policy Statement – 2026/27**

### **1. Purpose and Scope of the Policy**

- 1.1 Section 38 (1) of the Localism Act 2011 requires the Council to prepare an Annual Pay Policy Statement for 2025/2026 and subsequent years.
- 1.2 Prior to the enactment of this legislation the Council has adopted an open approach to senior officer pay - publishing salary details of Managing Director, Director and Heads of Service on the Teignbridge website.
- 1.3 In dealing with staff pay it is the Council's strategy to ensure that our reward systems (pay and benefits) facilitate the recruitment and retention of staff with the skills and capabilities the Council needs.
- 1.4 Arrangements for staff pay must comply with legislation in delivering Equal Pay and should avoid being unnecessarily generous or otherwise excessive.
- 1.5 This Pay Policy applies to Chief Officers and addresses the legal requirement to set out how pay is determined for this group. The definition of Chief Officer includes the following posts at Teignbridge:
  - Managing Director
  - Director of Corporate Services
  - Director of Customer Experience & Transformation
  - Director of Place
  - Chief Finance Officer (Section 151 Officer)
  - Monitoring Officer
  - Other management posts that may be authorised in the future by the Executive; where the post reports to the Managing Director, or to a manager who reports to the Managing Director.

The term 'Chief Officers' is used throughout this policy and applies to all posts listed above.

- 1.6.1 Guidance from the Secretary of State refers to the Hutton Review of Fair Pay. This indicated that the most appropriate metric for pay dispersion is the multiple of chief executive pay to median earnings. Tracking this multiple will allow the Council to ensure that public services are accountable for the relationship between top pay and that paid to the wider workforce.

The annual pay policy statement will compare basic pay levels and record this multiple each year along with the following information:

- The level and elements of remuneration for each chief officer post

- The remuneration of the lowest paid adult employee

## **2. Arrangements for Chief Officer Pay**

- 2.1 The general terms and conditions of employment are governed by the following national agreements:
- Managing Director – Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities,
  - Directors - JNC for Chief Officers of Local Authorities,
  - Heads of Service and the other management posts who report to the Chief Executive or Directors – National Joint Council (NJC) for Local Government Services
- 2.2 In determining the salary scale for the Managing Director post the Leader will take independent advice. The Leader will make recommendations which will be subject to the approval of the Full Council.
- 2.3 The remuneration package payable to the Managing Director may be reviewed from time to time. Any changes in the remuneration package will be subject to Full Council approval.
- 2.4 The salary scale for the Senior Leadership Team (SLT) is set using the Local Government Association Senior Officer Job Evaluation Scheme. The scheme provides a points score for each post. Points scores for SLT are set out in appendix 1 of this policy.
- 2.5 All other salary scales are set using the Hay Job Evaluation scheme, which produces a points score for each post. The salary scale that corresponds to points scores for non SLT posts are set out in Appendix 1 of this policy.
- 2.6 Following significant changes in duties, posts will be re-evaluated. The evaluation will be based on a Job Evaluation Questionnaire which will be authorised by the Managing Director. This may result in a change to the salary payable.
- 2.7 Salary increases in relation to cost of living will be applied according to the awards made by the appropriate NJC as described in paragraph 2.1.
- 2.8 No additional payments are made to any Chief Officer in respect of:
- Bonus payments
  - Performance payments
  - Market forces supplements
- 2.9 Additional payments are made to Chief Officers who carry out duties at elections; these payments are calculated according to the approved scale or set by a government department - depending on the nature of the election.
- 2.10 In comparing Chief Officer pay with the wider workforce the Council will use the following definitions:

- The lowest-paid employee: the employee or group of employees with the lowest rate of pay (full-time equivalent) employed by the Council at the date of assessment. This includes all permanent employees who meet the criteria of the Adult National Minimum Wage (age 21 and over) or the Compulsory Living Wage (age 25 or over).
- The median: the mid-point salary when full-time equivalent salaries are arranged in order of size (highest to lowest). Based on salary levels of staff on the date of assessment. This includes all permanent employees who meet the criteria of the Adult National Minimum Wage (age 21 and over).

- 2.11 For new appointments to Chief Officer posts the starting salary will normally be the bottom point of the salary scale. In exceptional circumstances there may be grounds that warrant a higher starting salary within the salary scale for the post - in the case of the Managing Director that will be a decision approved by Full Council, for all other Chief Officer posts the decision will be made by the Managing Director in consultation with the Leader and Portfolio Holder.
- 2.12 Any termination payment made to Chief Officers will be in accordance with the relevant policy within the local conditions of service, i.e. Managing Change Policy.
- 2.13 Recruitment and selection procedures involve selecting the best applicant by reference to the Person Specification. A Chief Officer who has left the employment of the Council through redundancy, retirement or any other circumstance which involves the payment of a severance or termination payment will not be re-employed by the Council without the approval of the Managing Director in consultation with the relevant Executive Portfolio Holder. This provision will also apply to re-engagement under a contract for service.

### **3. Publication**

- 3.1 Once approved by Full Council, this Policy and any subsequent amendment will be published on the Council's website.
- 3.2 In accordance with the Code of Practice on Local Authority Accounting the annual Statement of Accounts includes pay details of Senior Officers reporting directly to the Managing Director and statutory posts whose salary is between £50,000 and £150,000 per year.

**Appendix 1 - Job Evaluation: How points relate to Salary**

**1. Chief Officers – SLT level:**

<b>Points Range</b>	<b>Salary £<sup>1</sup></b>
1349 - 1950	92,536 -133,418

**2. Heads of Service - SMT Level**

<b>Points Range</b>	<b>Salary<sup>2</sup></b>
750 -1199	68,399-81,780

**3. All other Officers below SMT level:**

<b>Points Range</b>			<b>Pay Scale</b>	<b>SCP</b>	<b>Salary Scale £<sup>3</sup></b>
1	-	134	A	2,3,4	24,413-25,185
135	-	175	B	6,7,8	25,989-26,824
176	-	207	C	10,12,14	27,694-29,540
208	-	246	D	17,20,22	31,022-33,699
247	-	295	E	24,26,27	35,412-38,220
296	-	378	F	29,31,32,33	39,862-44,075
379	-	470	G	35,36,38,40	46,142-51,356
471	-	548	H	42,43,44,45	53,460-56,533

<sup>1</sup> Salary values relate to 2025/26

<sup>2</sup> Salary values relate to 2025/26

<sup>3</sup> Salary values relate to 2025/26

## Appendix 2

### 1. Current remuneration and allowances for each Officer post whose salary is between £50,000 and £150,000 per year

Job Title	Grade	Salary Ceiling (£)	Allowances and Benefits
Managing Director	L	133418	Essential Car User Allowance
Director of Corporate*	KB	100549	
Director of Customer Experience & Transformation	KA	92536	
Director of Place	KA	92536	
Head of Legal & Democratic Services	JC	81780	
Head of Financial Services and Audit	JC	81780	
Head of HR & OD	JB	75807	
Head of Assets	JB	75807	
Head of Customer & Digital	JB	75807	
Head of Devon Building Control Partners	JB	75807	Essential Car User Allowance
Head of Environmental Services	JB	75807	Essential Car User Allowance
Head of Leisure	JB	75807	Essential Car User Allowance
Head of Neighbourhoods	JB	75807	
Head of Strategy & Partnerships	JB	75807	
Head of Housing	JA	70097	
Head of Development Management	JA	70097	
Audit & Information Governance Manager	I	63760	
Food and Health & Safety Manager	I	63760	Essential Car User Allowance
Chartered Legal Executive	I	63760	
Solicitor	I	63760	
Solicitor (generalist)	I	63760	
Digital & Data Lead	I	63760	
Area Team Manager	H	56533	Essential Car User Allowance
Climate, Coastal and Drainage Manager	H	56533	
Community Safety & Safeguarding Manager	H	56533	Essential Car User Allowance
Corporate Procurement Officer	H	56533	
Housing Needs Lead	H	56533	
Principal Planning Officer*	H	56533	
Customer Experience Lead	H	56533	
Economy & Delivery Manager	H	56533	
Finance Systems & Transaction Manager	H	56533	
Housing Enabling & Development Manager	H	56533	Essential Car User Allowance
Building Control Group Manager	H	56533	Essential Car User Allowance
Building Control Group Manager	H	56533	Essential Car User Allowance
Democratic Services Manager & Deputy Monitoring Officer	H	56533	
Estates Manager	H	56533	
Private Sector Housing Manager	H	56533	Essential Car User Allowance

Programme Manager	H	56533	
Communications and Marketing Manager	G	51356	
Electoral Services Manager	G	51356	
Group Building Surveyor	G	51356	
Programme Manager	G	51356	
Projects Manager	G	51356	
Waste Operations Manager	G	51356	

\* Essential User (E.U.) Car Allowance consists of a set monthly payment at the rate of £846 p.a. or £963 p.a. depending on the vehicle cc. Additional payments are made according to the number of miles travelled. Officers who do not receive the essential user allowance are paid 46.9p per mile when they use their car for business mileage.

**2. The remuneration of the lowest paid employee (full-time equivalent)**

Basic Pay (fte) <sup>4</sup>	Other Allowances (fte)	Pay multiple of Managing Director to lowest paid
£24,413	£0	1:5.47

Date of assessment: October 2025

**3. The median pay for all staff**

Highest Pay (£)	Median Pay (£)	Median Pay Ratio
133418	32597	1:4.09

Date of assessment: October 2025

<sup>4</sup> Basic pay value refers to 2025/26