

Report of the Employment Committee held on 1 February 2024 - Pay Policy Statement 2024

Timetable	
Meeting	Date
Employment Committee	1 February 2024
Council	21 February 2024

Wards affected	None
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Executive Summary

A Pay Policy Statement must be agreed by Full Council for publication by 31st March 2024. The Pay Policy Statement should set out the main aspects of the remuneration strategy of the Council.

The Council met the target to publish a Pay Policy Statement in previous years and the Statement has been updated to reflect changes during the year. The amended Statement is attached at Appendix 1.

Purpose of Report

Decision

This report makes the following recommendation to the Council:

1. That the proposed Pay Policy Statement 2024 set out at Appendix 1 to this report be approved.

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1. INTRODUCTION AND BACKGROUND

- 1.1 The requirement to publish an annual Pay Policy Statement is set out in Section 38 (1) of the Localism Act 2011. Publication also satisfies the requirements to publish certain data, set out in the Local Government Code on Transparency 2015.
- 1.2 The matters that must be included in the statutory Pay Policy Statement and the revised code of practice are as follows:
- a local authority's policy on the level and elements of remuneration for each chief officer;
 - a local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);
 - a local authority's policy on the relationship between the remuneration of its chief officers and other officers and in particular the pay multiple between the two;
 - a local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency;
 - an organisation chart or description of the number and grades of staff in the top three layers of the organisation, with information on the grades of all those with salaries in excess of £50,000;
 - details of trade union facility time including the trade union representatives for each of the recognised trade unions.
- 1.3 The reference to 'chief officer' refers to the statutory posts of Head of Paid Service, Monitoring Officer and Section 151 Officer plus any Deputy Chief Officers, which in our organisation includes anyone at Head of Service or above.
- 1.4 With regard to the process for approval, the Pay Policy Statement:
- Must be approved formally by the Council meeting
 - Must be approved by the end of March each year
 - Can be amended during the year
 - Must be published on the authority's website
 - Must be complied with when the authority sets the terms and conditions for a chief officer
- 1.5 The Act specifically mentions that the Pay Policy Statement may set out the authority's policies relating to other terms and conditions for chief officers and in the interest of open government there are recommendations that the Pay Policy Statement sets out as much information relating to employee terms and conditions as is practical.

- 1.6 Terms and conditions of employment for employees is a function for which the Employment Committee has delegated responsibility within the Constitution.
 - 1.7 The general approach of the Employment Committee has been to take the same approach to senior members of staff as that taken with all other employees in relation to the benefits available and the review processes followed. The Council has a thorough approach that applies best practice in the areas of remuneration and equal pay.
 - 1.8 Once the report is agreed by Full Council the information will be updated in the tables and organisation structures in Appendix 1(G) including the actual pay figures for the year ending March 2024 before it is uploaded to the Council's web site. These figures cannot be calculated until the March payroll is complete. The most up to date information will also be used for the pension contributions table and the election payments.
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2. ALTERNATIVES CONSIDERED AND WHY NOT RECOMMENDED

- 2.1 The Council could choose to publicise a reduced version of the Pay Policy Statement that meets the minimum requirements of the Act, but this is not recommended as it does not satisfy the need for transparency and means that the data is not seen in the context of the good work already undertaken by the Council.
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3. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Pay Policy Statement 2024
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4. BACKGROUND PAPERS

None