

Committee Name and Date of Committee Meeting

Staffing Committee – 13 February 2023

Report Title

Pay Policy Statement 2023-24

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

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Ward(s) Affected

None

Report Summary

This report provides detail of the Pay Policy Statement for 2023-24 that the Council is obliged publish under Chapter 8 of the Localism Act 2011.

Recommendations

Staffing Committee is asked to:

1. Accept the Pay Policy Statement for 2023-24 (Appendix 1).
2. Recommend approval of the statement by Council.

List of Appendices Included

Appendix 1 Pay Policy Statement 2023-24

Background Papers

Local Government Association
CIPFA Best Value Accounting Code of Practice
Freedom of Information
Localism Act 2011
Hutton Review of Fair Pay in the Public Sector: Final Report March 2011
Previous Staffing Committee Reports
Local Government Transparency Code 2015

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

Yes

Exempt from the Press and Public

No

Pay Policy Statement 2023-24

1. Background

- 1.1 The Localism Act 2011, Chapter 8 Pay Accountability, made it a legal requirement for authorities to produce and publish a Pay Policy Statement by the 31 March each year. This must be agreed by Council and detail the remuneration of its Chief Officers.
- 1.2 The Council must then comply with the Pay Policy Statement for the financial year in making any determination.

The statement must state:

- Policies relating to remuneration of Chief Officers (definition includes Directors)
 - Remuneration of its lowest paid employees
 - Relationship between remuneration of Chief Officers and employees who are not Chief Officers
 - The remuneration of its Chief Officers
 - Remuneration of Chief Officers on appointment
 - Increases and additions to remuneration for each Chief Officer
 - Use of performance related pay for Chief Officers
 - Use of bonuses for Chief Officers
 - Benefits in kind to which the Chief Officer is entitled
 - Any increase of enhancement to Chief Officer pension entitlement
 - Approach to payment of Chief Officers and their ceasing to hold office
 - Any amounts payable upon the Chief Officer ceasing to hold office other than that payable by virtue of any enactment
 - Approach to publication and access to information relating to remuneration of Chief Officers
- 1.3 Council must approve any salary package, as defined in the Council's Pay Policy Statement, of £100,000 per annum or more before it is offered in respect of a new appointment.
 - 1.4 The Council's Scheme of Delegation has empowered the Staffing Committee to determine conditions of service, employment policies and procedures and remuneration relating to the Chief Executive and Chief Officers, in line with the Pay Policy Statement and to prepare and recommend for approval by the Council the annual Pay Policy Statement.
 - 1.5 Staffing Committee is asked to review the Pay Policy Statement for 2023-24 (Appendix 1) and make recommendation to Council.

2. Key Issues

- 2.1 It is a legal requirement for the Council to publish a Pay Policy Statement each year which has been agreed by Council.

3. Options considered and recommended proposal

- 3.1 The format and content of the Pay Policy is in accordance with guidance previously issued by the regional Local Government Employers Association and reflects good practice examples.

4. Consultation on proposal

- 4.1 Consultation has taken place with the relevant Cabinet Member.

5. Timetable and Accountability for Implementing this Decision

- 5.1 Staffing Committee's recommendation will go to Council at the meeting scheduled for the 1 March 2023.

6. Financial and Procurement Advice and Implications

- 6.1 The financial implications of the pay policy have been factored into the Council's budget position for 2023/24. This ensures that the Council's budgets overall and at a service level are appropriate to support the cost implications of the pay policy statement 2023/24.
- 6.2 The salary scales are based on the current financial year and will need to be adjusted once the 2023/24 pay award is finalised. Should any other salary base adjustments be agreed, the pay policy would need to be further amended and the financial implications of those adjustments considered.
- 6.3 There are no direct procurement implications arising from the details contained in this report.

7. Legal Advice and Implications

- 7.1 The report complies with the legislative requirements. Failure to provide this information could result in the Council being subject to court orders and fines.

8. Human Resources Advice and Implications

- 8.1 The Pay Policy Statement sets out the arrangements for the salary and related allowances paid to Chief Officers of the Council which have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or because of authority decisions, which are incorporated into contracts of employment.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no implications for children and young people or vulnerable adults.

10. Equalities and Human Rights Advice and Implications

10.1 In making any decision the Council is required to have due regard to its equalities duties and in particular with respect to the Equality Act 2010, section 149, part 11 of the public sector duty:

- a) eliminate discrimination, harassment, victimisation and eliminate any other conduct that is prohibited by or under the Act,
- b) advance equality of opportunity between persons who are a protected characteristics and persons who do not share it and to
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

10.2 The recommendation before the Council will not have any adverse impact on anyone with one or more protected characteristics, namely age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

11. Implications for CO₂ Emissions and Climate Change

11.1 There is no impact on emissions.

12. Implications for Partners

12.1 There are no implications for partners.

13. Risks and Mitigation

13.1 There is a risk that the authority would face legal action if it failed to comply with legislative requirements to publish the pay policy statement.

Accountable Officer(s)

Jo Brown, Assistant Chief Executive

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