

FULL COUNCIL	AGENDA ITEM No. 13d
20 MARCH 2024	PUBLIC REPORT

Report of:	Cecilie Booth, Executive Director of Corporate Services	
Cabinet Member(s) responsible:	Cllr John Howard, Deputy Leader and Cabinet Member for Corporate Governance and Finance	
Contact Officer(s):	Mandy Pullen, Service Director for People, Transformation & Business Intelligence	Tel. 07483975362

ANNUAL PAY POLICY STATEMENT

RECOMMENDATIONS	
FROM: Executive Director of Corporate Services	Deadline date: March 2024
It is recommended that Council approve the Pay Policy Statement for 2024 included at Appendix 1 to the report.	

1. ORIGIN OF REPORT

1.1 This report is submitted to Full Council for approval following approval by the Corporate Leadership team.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to ask Full Council to approve the Pay Policy Statement for 2024. The policy is attached at the Appendix 1 to the report.

2.2 This report is for Council to consider under Part 3, Delegations Section 1 - Functions Reserved to the Council 1.1.4.

To adopt, approve and revoke the following plans and strategies, which comprise the Council's Major Policy Framework:

Plans reserved to Council by Law
(g) Pay Policy Statement

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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4. BACKGROUND AND KEY ISSUES

- 4.1 Council is required by Section 38 (1) of the Localism Act 2011 (the Act) to approve a Pay Policy Statement for each financial year.
- 4.2 The Act requires the council to approve a pay policy statement that sets out the authority's policies for the financial year relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 4.3 The Act contains specific items that must be included in the Pay Policy, and the statement recommended to council is compliant with those requirements. It has also been drafted having regard to all relevant government guidance.
- 4.4 The requirement to approve, publish and comply with a Pay Policy Statement builds on the Code of Recommended Practice for Local Authorities on Data Transparency that has led to the council already publishing data on senior salaries and the structure of the council's workforce.
- 4.5 The Act and government guidance recognises that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The Act does not impose policies, and only requires that authorities are open about how their own policies and local decisions are made.
- 4.6 Should the pay policy be amended during the financial year the Council would be required to approve such amendments and publish the amended policy accordingly.
- 4.7 The pay policy statement at Appendix 1 demonstrates that between January 2023 - January 2024 the median salary in the council increased from £34,723 to £36,648. This is determined where the full-time equivalent salaries of every employee are listed in order of value, and the value of the employee in the middle is used. The mean salary increased from £37,575 to £40,102. This is where the full-time equivalent salary packages of every employee are added together and then divided by the total number of employees. It should be noted that adding the salaries together is not the same as calculating the total pay bill. This is because full time equivalent salaries are used for these figures, but in the council a significant number of staff have part time contracts.
- 4.8 The Act requires the council to state the relationship between the remuneration of chief officers and those who are not chief officers and leaves the council the flexibility to determine how to express this.
- 4.9 The Chief Executive's remuneration is currently 8.36 times the remuneration of the lowest paid employees. This has slightly decreased since last year's figure of 8.5 times. This may be due to a decrease in the quantity of staff in the lower pay bands despite an increase in the salary of the Chief Executive. The average salary of the bottom 10% of staff increased from £21,143 to £23,528.

5. CORPORATE PRIORITIES

- 5.1 The Pay Policy links to the following Council's Corporate Priority

1. Sustainable Future City Council
 - How we Work
 - How we Serve
 - How we Enable

6. CONSULTATION

- 6.1 All changes to terms and conditions of employment are subject to consultation with the trade unions.

7. ANTICIPATED OUTCOMES OR IMPACT

7.1 For council to approve the Pay Policy Statement.

8. REASON FOR THE RECOMMENDATION

8.1 The Council is required by the Act to approve the Pay Policy Statement for each financial year and for the policy to be published on the Council's website.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1 As the Council is required by the Localism Act 2011 to pass a resolution approving the Pay Policy Statement for each financial year there are no other alternatives to this document.

10. IMPLICATIONS

Financial Implications

10.1 The pay policy has been checked and approved by the Executive Director of Corporate Services with all costs factored into the Financial Strategy.

Legal Implications

10.2 The statutory requirements set out in the Localism Act 2011 are summarised in the report and the pay policy statement. The pay policy statement complies with the statutory requirements. The approved pay policy statement must be published on the Council's website as soon as reasonably practicable after being approved.

Equalities Implications

10.3 An initial equality impact assessment (IEQIA) has not been carried out on the pay policy itself. However, IEQIA's are carried out on any changes that are proposed that impact on pay.

11. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11.1 The following have been used to prepare this report:-

- Openness and accountability in local pay under section 40 of the Localism Act and supplementary guidance
- Section 38 (1) of the Localism Act
- Section 40 (1) of the Localism Act
- Repayment of Public Sector Exit Payments Regulations 2015
- Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

12. APPENDICES

12.1 Appendix 1 – Pay Policy 2024

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