

Meeting name:	Council Assembly
Date:	17 July 2024
Report title:	Pay Policy Statement 2024-25
Ward(s) or groups affected:	All
Classification:	Open
From:	Constitutional Steering Panel

RECOMMENDATION

1. That Council Assembly agrees the annual pay policy statement at Appendix A

BACKGROUND INFORMATION

2. Under the Localism Act 2011, the council is required to prepare and publish an annual pay policy statement. The purpose of this statement is to promote transparency about the council's approach to paying its most senior officers, including how this compares to the pay of other council employees.
3. The pay policy statement must be approved by Council Assembly and published on the council's website. While the pay policy statement does not form part of the council's constitution, it is good practice for the statement to be reviewed by the Constitutional Steering Panel before it is presented to Council Assembly.
4. This year's pay policy statement was reviewed by the Constitutional Steering Panel on 19 June 2024.

KEY ISSUES FOR CONSIDERATION

5. Officers in the Human Resources (HR) service are undertaking a comprehensive review of the council's HR policies and procedures. This review has been designed to:
 - support the council's ambition to be an exemplary employer
 - promote fairness and consistency in people management practice across the council
 - reflect changes in legislation and guidance as well as best practice promoted by organisations such as the Chartered Institute for Personnel Development (CIPD), which is the professional body for HR

- ensure there is consistency and clarity across the council's full range of HR policies and procedures.
6. As part of this work, officers have updated the format and range of information included in the pay policy statement. These changes support the council's commitment to maximum transparency about its HR policies and practices, including those that relate to pay. However, it is important to note that the substance of the council's pay framework remains unchanged from previous years. The pay policy statement for 2024-25 is attached at **Appendix A**.

Policy framework implications

7. The pay policy statement is a means of explaining the council's policies about pay with a specific focus on the pay of senior officers. As such, the adoption and publication of the pay policy statement does not, in itself, represent the introduction of a new policy or the amendment of any existing policy. All amendments to the council's pay policies are made in line with the requirements of the council's constitution, HR policies and schemes of management.

Community, equalities (including socio-economic) and health impacts

Community impact statement

8. The proposals in this report do not have a direct community impact.
9. Once the pay policy statement has been approved by Council Assembly, it will be published on the open data pages of the council's website.

Equalities (including socio-economic) impact statement

10. Under section 149 of the Equality Act 2010, the council has a duty when exercising its functions to have due regard to:
- the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
 - the need to advance equality of opportunity between persons who share protected characteristics and those who do not
 - the need to foster good relations between those who have protected characteristics and those who do not.
11. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity status, race, religion or belief, sex and sexual orientation.
12. The proposals in this report are not anticipated to adversely impact on any of the duties defined in the Equality Act 2010.

Health impact statement

13. The proposals in this report do not have a direct health impact.

Climate change implications

14. The proposals in this report do not have a direct climate change impact.

Resource implications

15. The publication of the council's pay policy statement does not, in itself, generate any new resource implications.

Legal implications

16. Please refer to the supplementary advice provided by the Assistant Chief Executive – Governance and Assurance at paras. 19 – 22.

Financial implications

17. The publication of the council's pay policy statement does not, in itself, generate any new financial implications.

Consultation

18. There is no requirement to consult on the publication of the council's pay policy statement. Any changes to the council's pay policies are subject to consultation with trade unions.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Assistant Chief Executive – Governance and Assurance

19. Section 38 of the Localism Act 2011 ("the Act") requires any relevant authority (including all local authorities) to publish a pay policy statement every year. The pay policy statement must be approved by a resolution of the authority, and under the council's constitution, this is a matter reserved to Council Assembly.
20. The pay policy statement must set out an authority's policies across a range of issues related to the remuneration of the workforce including: the remuneration of senior managers; the remuneration of the lowest-paid employees; and the relationship between the remuneration of senior managers and that of other employees.
21. Section 39 of the Act states that an authority's pay policy statement must be approved by a resolution of the authority before it takes effect. Once approved, the statement must be published on the council's website and by any other means the council thinks fit. An authority may amend its pay policy statement, but any amendment must also be made by the resolution of Council Assembly.

22. The adoption and publication of the pay policy statement attached at Appendix A will enable the council to discharge its obligations under sections 38 to 43 of the Act.

Strategic Director of Finance (FC24/007)

23. This report requests Council Assembly agree the annual pay policy statement at Appendix A.
24. The Strategic Director of Finance notes that there are no immediate financial implications due to the implementation of the report’s recommendation.

BACKGROUND DOCUMENTS

Background Document	Held by and Contact
N/A	N/A

APPENDICES

No.	Title
A.	Pay Policy Statement 2024-25

AUDIT TRAIL

Lead Officer	Doreen Forrester-Brown, Assistant Chief Executive – Governance and Assurance	
Report Authors	Ben Plant, Director of People and Organisational Development	
Version	Final	
Dated	1 July 2024	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Assistant Chief Executive – Governance and Assurance	Yes	Yes
Strategic Director of Finance	Yes	Yes
Cabinet Member	Yes	Yes
Date final report sent to Constitutional Team	1 July 2024	