

Pay Policy Statement 2024/25

Strategy & Resources Committee Tuesday, 30 January 2024

Report of: Chief Executive

Purpose: For decision

Publication status: Open

Wards affected: All

Executive summary:

The draft Pay Policy Statement provides the framework for decision making on pay and in particular, senior pay. Preparing and publishing this statement is a requirement under the Localism Act 2011.

The Council is required to publish an annual statement which is to be ratified by Full Council. Pay Policy Statements must be published by 31 March each year to apply to pay decisions during the next financial year.

The information is set out under headings which have been prescribed by the Localism Act 2011 and relates to the 2024/25 financial year unless otherwise stated.

This report supports the Council's priority of: Building a better Council

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Recommendation to Committee:

That the Committee recommends the annual Pay Policy Statement for 2024/25 (attached at Appendix A) to Full Council for adoption from 1st April 2024.

Introduction and background

1. The requirement for local authorities to produce Pay Policy Statements was introduced under the section 38(1) of the Localism Act 2011 ('the Act'). This stated that "A relevant authority must prepare a pay policy statement for the financial year 2012-2013 and each subsequent financial year".
2. The Council (TDC) is required to publish an annual statement which has been considered and approved by Full Council. The information is set out under headings which have been prescribed by the Localism Act and relates to the 2024/25 financial year unless otherwise stated.
3. The Council has opted out of the terms and conditions of employment operated by the National Joint Council (NJC) for Local Government Services and has local terms and conditions of employment.
4. The local pay scales cover all employees of the Council, including, from financial year 2024/25, Chief Officers as follows:
 - Head of Paid Service (Chief Executive Officer)
 - Statutory Officer, Monitoring Officer (Head of Legal Services)
 - Statutory Officer, Section 151 Officer (Director of Resources)
 - Non-Statutory Officer, reporting to Head of Paid Service (Deputy Chief Executive)
5. As required by law, the Council auto-enrols all eligible employees into a pension scheme - the Local Government Pension Scheme (LGPS).
6. Relative to most other parts of the country, the district is expensive to move to and live in.
7. Competition for some specialist posts remains high nationally with our neighbouring local authorities competing for the same skills and experience.
8. The proposed Pay Policy Statement at Appendix has been updated as follow (shown in tracked changes within the appendix):
 - Throughout – update to refer to 2024/25 Financial Year
 - 3.2.1 – Amendment to job title of the Section 151 Officer to Director of Resources to reflect current management structure.
 - 3.3.1 – Replacement with 'National Living Wage' to 'Real Living Wage' correcting terminology used in previous years. This is a terminology correction only and does not reflect a change in practice. Confirmation of 2024/25 Real Living Wage and reference to Unison who have now been recognised by the Council.

- 4.2 – Amend reference from 'Executive Head of Service' to 'Head of Service' to reflect current management structure.
 - 5 and 5.1 - Amendment to heading to make it clear that the following paragraphs apply to all officers, with a new subheading added before section 5.4.
 - 6.1 – Removal of reference to Staff Conference, now replaced by Unison as the negotiating body.
 - 6.2 – Additional reference to the reinstated appraisal process and the requirement to significantly achieve objectives.
 - 6.3 – Reference to job titles updated to latest management structure.
 - 10.1 – Updated amounts to reflect current pay scales.
 - 11.1 – 'Our' replaced by 'The Council's'.
 - 11.2 – Removal of word 'several'.
 - 15.1 – Rewording to reflect change of terminology to the 'Real Living Wage' and updates to amounts.
 - 15.3 – Wording change from 'job's to 'roles'
 - 17.0 – Wording change from 'Authority' to 'Council'.
9. To meet the requirements of the Localism Act 2011, the Council must agree and publish a Pay Policy Statement before each financial year. This report sets out why the Council's Statement is set out in the way it is and contains the information it does. However, it may be necessary to amend this Pay Policy Statement at a later date to reflect any decisions made by this Committee and in particular, to reflect changes such as pay awards agreed for 2024/25.
10. It is proposed that any revised Pay Policy Statement for 2024/25, incorporating any changes, be presented to the Committee at its next meeting.

Key implications

Comments of the Chief Finance Officer

The 2024/25 proposed budget for the Council has been built on the basis of robust costing for pay items, consistent with the contents of this report. The budget includes an allocation for a pay award for 2024/25 and further discussions will take place on how this is to be distributed.

The report updates the policy to reflect changes to pay and other elements of the reward package which have taken place since the equivalent statement for 2023/24.

Comments of the Head of Legal Services

Section 38 of the Localism Act (2011) requires Local Authorities to produce a Pay Policy Statement by 31st March on an annual basis. Regard continues to be

given to any guidance from the Secretary of State in producing this statement and the Local Government Transparency Code (2015).

This report and the accompanying Pay Policy Statement, once approved and adopted ensures that the Council complies with these requirements.

Equality

The proposed pay policy statement would comply with sections 38 to 43 of the Localism Act 2011 which requires such statements to identify:

- the remuneration of the Council's chief officers relative to that of its lowest paid employees; and
- the Council's policies relating to the remuneration of its chief officers.

The Act also requires annual pay policy statements to be ratified by full Council prior to 31st March of each preceding year.

Climate change

There are no significant environmental/sustainability implications associated with this report.

Appendices

Appendix A – Tandridge District Council – Pay Policy Statement 2024/25 (amendments from the current Statement shown in tracked changes)

Background papers

None

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