

Arun District Council

REPORT TO:	Corporate Support Committee – 31 January 2024
SUBJECT:	Pay Policy Statement 2024 – 2025
LEAD OFFICER:	Jackie Follis, Group Head of Organisational Excellence
LEAD MEMBER:	Cllr Matt Stanley – Chair
WARDS:	N/A
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: It is a statutory requirement under the Localism Act 2011 for Local Authorities to prepare and publish their Pay Policy Statement and therefore a priority of the Council that this legal obligation is met. It is also important that the Council's pay policy is available and transparent to elected members, staff, staff representatives and the public.	
DIRECTORATE POLICY CONTEXT: The Pay Policy Statement reflects existing pay and reward policies and guidance as agreed by the Joint Consultation Panel where appropriate.	
FINANCIAL SUMMARY: The Pay Policy Statement outlines current pay policies. There have been no cost-of-living increases agreed yet for the year 2024/25 and the financial implications of national negotiations is unknown at the time of publication of this report.	

1.0 PURPOSE OF REPORT

- 1.1. The Localism Act 2011, section 38 (1) requires that local authorities prepare an annual Pay Policy Statement. This paper introduces the draft Pay Policy Statement for 2024/2025 (attached) and asks members to approve it.

2.0 RECOMMENDATIONS

- 1.2. The Committee is requested to:

- (a) Note the contents of the Pay Policy Statement 2024/25 as set out in Appendix 1.

And to recommend to Full Council to:

- (b) Approve the Pay Policy Statement 2024/2025 for publication on the Arun website by 1 April 2024; and

- (c) Give delegated authority to the Group Head for Organisational Excellence to make changes to the Pay Policy Statement should the need arise because of new legislation being introduced or changes to the pay structure resulting from national pay negotiations during the forthcoming year.

2. EXECUTIVE SUMMARY

- 2.1. The Council's Pay Policy Statement is reviewed and approved annually by Full Council and is published on the Council's website. The statement must be approved annually before 31 March each year prior to the financial year to which it relates.

4.0 DETAIL

- 2.2. The Localism Act 2011, Section 38(1) requires that local authorities prepare an annual Pay Policy Statement (The Statement). Each Local Authority is an individual employer and so the Statement should set out the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. This statement must be prepared for each financial year and must be approved by Full Council ready to be published by April 2024.
- 2.3. The Statement sets out our processes for determining remuneration and several related issues, including the use of bonuses, severance pay, enhancement of pension entitlement, allowances etc.
- 2.4. At this current time there has been no agreement regarding the 2024/2025 annual cost of living increases which are negotiated on behalf of councils between the Local Government Association and Trade Unions. Once agreement is reached, the Council's published pay scales, which are linked from the Pay Policy Statement, will be updated.
- 2.5. The Pay Policy Statement for 2024/ 2025 is attached with its two appendices: the Senior Management Structure, and the most up to date schedule of Elections Fees and Charges, which is the schedule for 2023-2024 as agreement has not been reached about the Elections Fees and Charges for 2024-2025.

5.0 CONSULTATION

- 2.6. The contents of the Statement are matters of fact and simply set out current practice therefore formal consultation is not required.

6.0 OPTIONS / ALTERNATIVES CONSIDERED

- 2.7. No other options were considered, this is part of our statutory duty under the Localism Act 2011.

7.0 COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

- 2.8. There are currently no direct financial implications arising from this report.

8.0 RISK ASSESSMENT CONSIDERATIONS

- 2.9. The requirement to review the Pay Policy Statement annually will be met for 2024/25 when the Statement is considered by Full Council and published on 1 April.

9.0 COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER

- 9.1 The Pay Policy Statement sets out the Council's policy regarding remuneration in accordance with the requirements of Section 38 of the Localism Act 2011 (The 'Act') and associated statutory guidance. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees. The Act requires that pay policy statements, and any amendments to them, are considered by a meeting of full council and cannot be delegated to any sub-committee.

10.0 HUMAN RESOURCES IMPACT

- 10.1 The Pay Policy Statement reflects existing policies and procedures on pay and reward.

11.0 HEALTH & SAFETY IMPACT

- 11.1 Not Applicable

12.0 PROPERTY & ESTATES IMPACT

- 12.1 Not Applicable

13.0 EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 The Pay Policy Statement reflects current policy in relation to pay and reward. The impact on the equality of these policies would have been assessed at the time they were adopted by the Council.

14.0 CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1 Not Applicable

15.0 CRIME AND DISORDER REDUCTION IMPACT

- 15.1 Not Applicable

16.0 HUMAN RIGHTS IMPACT

- 16.1 Not Applicable

17.0 FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 17.1 It is a requirement that the Council's Pay Policy Statement is published and accessible to the public. The Secretary of State has stated in guidance that they do not consider that they consider that pay policy statements engage the Data Protection Act, as they should contain the general principles underpinning the decisions on pay and not personal data. There should therefore be no reason to exclude the public from discussions about the statement on these grounds and such meetings should be open to the public and should not exclude observers.

CONTACT OFFICER:

Name: Karen Pearce

Job Title: Human Resources Manager

Contact Number: 01903 737807

BACKGROUND DOCUMENTS:

Appendix 1 – Pay Policy Statement

Appendix 2 - Scale of Returning Officer's expenditure for Local Government Elections, Polls and Referendums.

Appendix 3 – Management Structure