

## **Report of the Assistant Director: Prevention**

### **Pay Policy Statement 2023-2024**

#### **Purpose of report**

1. To present the Pay Policy Statement for 2023-2024 for approval and publication on the Authority's website.
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#### **Recommendation**

***It is recommended that the Pay Policy Statement for 2023-2024 be approved and published on the Authority's website.***

#### **Introduction and Background**

2. The Localism Act 2011 places a requirement on the Authority to approve and publish an annual Pay Policy Statement prior to the commencement of each financial year.
3. Pay Policy Statements must articulate an Authority's policy towards a range of issues relating to the pay of its workforce, particularly its senior staff (or "Chief Officers") and its lowest paid employees. Pay Policy Statements must be prepared and approved by the Authority by 31 March in each year and be published as soon as reasonably practicable thereafter. Publication can be in such a manner as the Authority considers appropriate but must include publication on the Authority's website.

#### **Pay Policy Statement 2023-2024**

4. The Pay Policy Statement sets out the Authority's policies for the financial year 2023-2024 relating to:
  - The level and elements of remuneration of its Chief Officers;
  - The remuneration of its lowest paid employees; together with its definition of "lowest paid employees" and its reasons for adopting that definition;
  - The relationship between the remuneration of its Chief Officers and other employees;
  - Other aspects of Chief Officers' remuneration namely:
    - Remuneration range for Chief Officers on recruitment;
    - Methodology for increases and additions to remuneration for each Chief Officer;
    - The use of performance-related pay for Chief Officers;
    - The use of bonuses for Chief Officers;
    - The approach to the payment of Chief Officers on their ceasing to hold office under, or be employed by, the Authority; and

- Transparency, that is, the publication of and access to information relating to the remuneration of Chief Officers.
5. It also includes the Authority's policies for the financial year relating to other terms and conditions applying to its Chief Officers.
  6. The definition of Chief Officers (as set out in section 43(2)) is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them (non-statutory Chief Officers), and the people who report directly to them.
  7. The draft Pay Policy Statement for 2023-2024 is attached as Appendix 1 of this report.

## Conclusion

8. The Localism Act requires the Authority to adopt, prior to the commencement of each financial year, a Pay Policy Statement to operate for the forthcoming financial year. This Statement sets out, amongst other items, the Authority's policy towards a range of issues relating to the pay of its workforce and in particular the senior staff and the lowest paid employees.

## Corporate Considerations

<b>Resource Implications</b> (identify any financial, legal, property or human resources issues)	<ul style="list-style-type: none"> <li>• Financial implications as a result of national pay awards.</li> <li>• Producing and publishing an annual Pay Policy Statement is a requirement of the Localism Act 2011.</li> </ul>
<b>Strategic Policy Links</b> (identify how proposals link in with current priorities and policy framework and align to the Core Code of Ethics)	<ul style="list-style-type: none"> <li>• CRMP</li> <li>• Core organisational strategies</li> <li>• People Strategy</li> <li>• Acts in line with the Core Code of Ethics</li> </ul>
<b>Risk Management / Health &amp; Safety</b> (identify any risks, the proposed control measures and risk evaluation scores)	<ul style="list-style-type: none"> <li>• Failure to produce and publish an annual Pay Policy Statement by 31 March may attract public and political scrutiny and breach of section 38 of the Localism Act 2011.</li> </ul>
<b>Consultation</b> (identify any public or other consultation that has been carried out on this matter)	N/A

<p><b>Equalities</b> (has an Equalities Impact Assessment been completed? If not, why not?)</p>	<p>No – the general principle supports a common and transparent approach by linking Executive pay rises to that of the lowest paid employees.</p>
<p><b>Data Protection Impact Assessment</b> (where personal data is processed a DPIA must be completed to ensure compliant handling)</p>	<p>N/A. Data is published in line with the Local Government Transparency Code.</p>

**Supporting Information**

Appendix 1 – Pay Policy Statement 2023-2024