

Council Report

Ward(s) affected: n/a

Report of Chief Executive (Head of Paid Service)

Author: Francesca Chapman, Lead Specialist HR

Tel: 01483 444014

Email: francesca.chapman@guildford.gov.uk

Lead Councillor responsible: George Potter

Tel: 07411 005115

Email: george.potter@guildford.gov.uk

Date: 8 February 2023

Pay Policy Statement 2023-24

Recommendation to Council

That the Pay Policy Statement for the 2023-24 financial year, attached at Appendix 1 to this report, be approved.

Reasons for Recommendation:

To comply with the Localism Act 2011 (Section 39) and associated guidance.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 Under Section 39 of the Localism Act 2011 (“the Act”), the Council is required to consider and approve a pay policy statement for the financial year ahead. This report seeks approval for a statement covering 2023-24, which is set out in **Appendix 1**.

2. Strategic Priorities

- 2.1 The statement supports the Council’s mission and values to be efficiently run and to deliver value for money while also demonstrating that we have effective governance in place to manage pay and remuneration for all our staff.

3. Background

- 3.1 The Act includes a clear expression of the Government's desire that taxpayers can access information about how public money is spent on their behalf. It translates this into a requirement for improved transparency over both senior council officers' pay and that of the lowest paid employees. To support this, the Act requires us to publish an annual pay policy statement and Council approved the first of these statements on 9 February 2012.
- 3.2 The Act sets out specific information that we must include in our pay policy statement and also defines the process for a pay policy statement that:
- must be approved formally by Council
 - must be approved by the end of March every year for the following financial year
 - must be published on the Council's website as soon as it is approved
 - makes provision for Council to make in year amendments to the statement at any time and this function cannot be delegated.
- 3.3 The Chief Executive (who is employed by Waverley Borough Council but is shared by Guildford Borough Council) has delegated authority, in consultation with the Leader of the Council, to agree any pay award for Guildford Borough Council's staff so long as it is within the budget approved by Council.

4 Updates made to the current Pay Policy Statement

- 4.1 The Pay Policy Statement reflects the current structure in Guildford Borough Council following the creation of the shared Joint Management Team. The posts defined as senior management within the legislation are now employed by Waverley Borough Council, therefore all reference to these posts has been removed.
- 4.2 The Pay Policy Statements for Waverley and Guildford Borough Councils have been aligned where there are common aspects within the Policies. The new style of document retains the key elements required for both Councils within their Pay Policy with the additional information added in respect of each Council.
- 4.3 The relevant provisions of the statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England, which was published on 12 May 2022, have been incorporated into the Pay Policy Statement.

- 4.4 We will continue to pay at the Real Living Wage for outside London, as referred to in Section 5. This will aid recruitment difficulties in attracting and retaining key staff.

5 Equality and Diversity Implications

- 5.1 The Council's duty under section 149 of the Equality Act 2010 is to have due regard to the matters set out in relation to equalities when considering and making decisions. The Pay Policy Statement is designed to bring fairness and equality to the application of pay and remuneration within the Council. There are no direct equality impacts associated with agreeing the Pay Policy Statement itself.

6. Financial Implications

- 6.1 All of the financial elements of the Pay Policy Statement are included in the 2023-24 draft budget to be considered and approved by Council separately at its meeting on 8 February 2023.

7. Legal Implications

- 7.1 The Pay Policy Statement is a requirement of Section 38 (1) of the Localism Act 2011 that sets a statutory duty on Local Authorities annually to publish a statement approved by Council by the end of the financial year and relating to the new financial year. Failure to comply could lead to a legal challenge to the Council and therefore it is important that the statement reflects the requirements of the Act and all the associated statutory guidance.
- 7.2 During 2023-24, we will continue to monitor and review all aspects of the Pay Policy Statement in the light of relevant legislation, statutory guidance, best practice and the changing landscape of pay policy in local government and the wider public sector. This will ensure that future statements continue to meet the changing business needs and future challenges facing the Council.

8. Human Resource Implications

- 8.1 The Pay Policy Statement clearly relates to human resource management issues. We have fully considered and planned for these during 2023-24. The application of this statement and its requirements will be applied to staff consistent with the Council's HR policies and procedures and the relevant legislation applicable at the time. There are therefore no additional human resource implications to publishing the Pay Policy Statement itself.

9. Conclusion

- 9.1 The Pay Policy Statement is required to comply with legislation and also supports our long-standing approach of openness and transparency about pay.
- 9.2 The Council is fulfilling its obligation by adopting and publishing the Pay Policy Statement 2023-24.

10. Background Papers

Communities and Local Government Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5956/2091042.pdf

Communities and Local Government Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act Supplementary Guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85886/Final_Supplementary_Pay_Accountability_Guidance_20_Feb.pdf

11. Appendices

Appendix 1: Pay Policy Statement 2023-24

Appendix 2: Pay Benefits