

SHOULD YOU REQUIRE THIS DOCUMENT IN AN ALTERNATIVE FORMAT PLEASE
CONTACT THE COUNCIL AND SEE OUR ACCESSIBILITY STATEMENT

Guildford Borough Council

Report to:	Full Council
Date:	8 October 2024
Ward(s) affected:	All
Report of Assistant Director of:	Strategy & Corporate Services
Report Author:	Robin Taylor, Assistant Director of Strategy and Corporate Services
Email:	robin.taylor@guildford.gov.uk
Lead Executive Member:	Carla Morson
Email:	carla.morson@guildford.gov.uk
Status:	Open
Key decision:	No

Update to Pay Policy Statement

1. Executive Summary

- 1.1 Guildford Borough Council (GBC) and Waverley Borough Council (WBC) recently approved a restructure in Legal and Democratic Services. This restructure included the introduction of Joint Posts and noted that there was a dependency on a salary benchmarking exercise to confirm what salary uplift should be applied to these new joint posts.
- 1.2 This restructure took place alongside an ongoing review of the Transformation and Collaboration Programme. A key component of that programme is a review of the harmonisation of working practices. The restructure in Legal and Democratic Services is not the only restructure that provides an opportunity for the implementation of joint posts.

- 1.3 Whilst the creation of joint posts presents a further enhancement in the collaborative working across both councils, it does present some risks. Officers are actively working on scoping a programme of work around the harmonisation of working practices and a separate report will come to both Executives later in the year.
- 1.4 To assist this related work the Council's Corporate Leadership Board agreed a number of key principles in July 2024 as follows:
- That all future joint posts should be created using Waverley terms and conditions of employment. This updates previous papers and decisions and aligns with the structure of JLT posts.
 - That there should be updated interim policies and processes that will underpin the creation of new joint posts and they will remain valid only until the conclusion of the broader terms and conditions of employment programme.
 - That the additional payment made would be a 'Special Responsibility Payment'. This definition will only be used in the context of new joint posts as under normal circumstances an honorarium payment is made for special responsibilities for an agreed period of time.
- 1.5 The proposed changes to the Council's pay policy statement in light of this will be considered by the Executive at its meeting on 3 October together with other proposals to ensure that the Council has robust systems in place to create joint posts on an interim basis. The Executive's comments and recommendations in respect of the proposed amendments to the pay policy statement will be reported to the Council in the Supplementary Agenda Pack.

2. Recommendation

- 2.1 That the revised Pay Policy Statement at Appendix 1 be adopted.

3. Reasons for Recommendation

- 3.1 We need to ensure that the GBC Pay Policy statement reflects arrangements for Joint Posts.

4. Status

4.1 There is no exempt information contained in this report.

5. Strategic Priorities

5.1 This work supports the Council's strategic priority to be 'A Resilient and Well-Run Council'.

6. Background

6.1 The work set out in the paper is an additional suite of work that has been undertaken to ensure that both GBC and WBC are able to focus on the delivery of their current strategic priorities and operational requirements; but also ensure they have the infrastructure in place to enable the Corporate Leadership Board and officers to develop longer term approaches to working practices and terms and conditions that will deliver further on our Collaboration Partnership Principles.

6.2 This suite of work includes all relevant materials that enable the creation of a small number of Joint Posts. Corporate Leadership Board will ensure that only necessary posts will be created. All new posts will be created under WBC terms and conditions of employment, but it is necessary that the GBC Pay Policy Statement is updated.

Proposed changes to the Pay Policy Statement

6.3 Sections 38 to 42 of the Localism Act 2011 ("the 2011 Act") require that local authorities produce an Annual Pay Policy Statement that covers a number of matters concerning the pay of the authority's staff, including our approach to the pay of our senior management and our lowest paid employees, and the relationship between the two. Under Section 39(4) of the 2011 Act, an authority may, by resolution, amend its pay policy statement (including after the beginning of the financial year to which it relates).

6.4 The aim behind the GBC Pay Policy Statement is to ensure that our approach to pay is transparent. The proposed amended pay policy statement included in Appendix 1 meets the requirements of the 2011 Act in this regard, and also meets the requirements of guidance issued by the Secretary of State for Housing, Communities

and Local Government to which the authority is required to have regard under Section 40 of the 2011 Act.

- 6.5 For ease of reading, the Pay Policy Statement has been updated to include Joint Post terms and conditions of employment.

7. Financial Implications

- 7.1 It is not possible to quantify the total possible number or cost of new joint posts. This will be dependent on the needs of the service. However, any and all proposed new joint posts will be subject to rigorous CLB discussion, and will require the approval of Finance colleagues as demonstrating best value for money for both Councils.
- 7.2 The costs of new joint posts will be shared appropriately by both councils.

8. HR Implications

- 8.1 We recognise that we need to ensure that staff are aware of updates to the Pay Policy Statement. We intend that the current documents on the Internet will be updated accordingly.

9. Appendices

Appendix 1: Amended Pay Policy Statement