

Guildford Borough Council

Report to: Council

Date: 7 February 2024

Ward(s) affected: n/a

Report of Chief Executive (Head of Paid Service)

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Pay Policy Statement 2024-25

1. Executive Summary

1.1 Sections 38 to 42 of the Localism Act 2011 require that local authorities produce an annual policy statement that covers a number of matters concerning the pay of the authority's staff, in particular our approach to the pay of our senior management and our lowest paid employees, and the relationship between the two. The aim behind this Pay Policy Statement is to ensure that our approach to pay is transparent. This policy statement meets the requirements of the Localism 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 Act.

1.2 Following approval by full Council we will publish this Pay Policy Statement on our website at <http://www.guildford.gov.uk/transparencydata>. Any subsequent amendment to this statement made during the financial year will be similarly published.

1.3 Data on pay and rewards for staff is published on our website in line with the Code of Recommended Practice for Local Authorities on Data Transparency and the Accounts and Audit Regulations 2015.

2. Recommendation to Council

2.1 That the Pay Policy Statement for the 2024-25 financial year, attached at Appendix 1 to this report, be approved.

3. Reasons for Recommendation:

3.1 To comply with the Localism Act 2011 (Section 39)

4. Exemption from publication

4.1 No part of this report is exempt from publication.

5. Purpose of Report

5.1 Under Section 39 of the Localism Act 2011, 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 2024-25, which is set out in **Appendix 1**.

6. Strategic Priorities

6.1 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.

7. Background

7.1 The Localism Act 2011 (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 annual statements on 9 February 2012.

7.2 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.

7.3 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.

8. Equality and Diversity Implications

8.1 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.

9. Financial Implications

9.1 All of the financial elements of the Pay Policy Statement are included in the 2024-25 draft budget to be considered and approved by Council separately at its meeting on 7 February 2024.

10. Legal Implications

10.1 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 Act and all the associated statutory guidance.

- 10.2 During 2024-25, 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.

11. Human Resource Implications

- 11.1 The Pay Policy Statement clearly relates to human resource management issues. We have fully considered and planned for these during 2024-25. The application of this statement and its requirements will be applied to staff consistent to 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.

12. Conclusion

- 12.1 The Pay Policy Statement is required to comply with legislation and also supports our long-standing approach of openness and transparency about pay.
- 12.2 The Council is fulfilling its obligation by adopting and publishing the Pay Policy Statement 2024-25.

13. 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85886/Final_Supplementary_Pay_Accountability_Guidance_20_Feb.pdf)

14. Appendices

Appendix 1: Pay Policy Statement 2024-25

Appendix 2: Pay Benefits