

Guildford Borough Council

Report to:	Council
Date:	5 February 2025
Ward(s) affected:	n/a
Report of:	Chief Executive (Head of Paid Service)
Report Author:	Francesca Chapman, Lead Specialist HR
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Lead Executive Member:	Carla Morson
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Status:	Open
Key decision:	No

Pay Policy Statement 2025-26

1.0 Executive Summary

- 1.1 The Localism Act 2011 requires local authorities to publish an annual pay policy statement which must be formally approved by the Council.

2.0 Recommendation to Council

- 2.1 That the Pay Policy Statement for the 2025-26 financial year, attached as Appendix 1 to this report, be approved.

3.0 Reasons for Recommendations

- 3.1 To comply with the requirements of Sections 38 and 39 Localism Act 2011.

4.0 Status of Report

- 4.1 Open

5.0 Strategic Priorities

- 5.1 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.

6.0 Background

6.1 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 in 2012.

6.2 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.

6.3 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.

7.0 Options

7.1 None

8.0 Consultation

8.1 Joint Chief Executive – Pedro Wrobel
Leader of the Council – Councillor Julia McShane
Lead Councillor – Councillor Carla Morson

Lead Specialist Finance – Jo Knight
Climate Change Officer – Nat Prodger
Lead Specialist Legal – Michael Elford

9.0 Key Risks

- 9.1 Non-compliance with the requirements of Sections 38 and 39 Localism Act 2011.

10.0 Legal and Governance 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 2025-26, 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.

11.0 Financial Implications

11.1 All of the financial elements of the Pay Policy Statement are included in the 2025-26 draft budget to be considered and approved by Council separately at its meeting on 5 February 2025.

12.0 Human Resources Implications

12.1 The Pay Policy Statement clearly relates to human resource management issues. We have fully considered and planned for these during 2025-26. 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.

13.0 Equality and Diversity Implications

13.1 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.

14.0 Climate Change and Sustainability Implications

14.1 There are no climate change or sustainability implications arising from this report.

15.0 Next Steps

15.1 If the Council approves the Policy, it will be used as guidance for the management of staff pay related matters for the municipal year 2025-2026.

16.0 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)

17.0 Appendices

Appendix 1: Pay Policy Statement 2025-26

Appendix 2: Pay Benefits