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| Signed off by | Mari Roberts-Wood, Managing Director |
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| To | Employment Committee |
| Date | Tuesday, 12 September 2023 |
| Executive Member | Deputy Leader and Portfolio Holder for Finance, Governance and Organisation |

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| Key Decision Required | N |
| Wards Affected | N/A |

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| Subject | Draft Pay Policy Statement for 2024/25 |
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| Recommendations |
| (i) That the Employment Committee note the draft (ultimately for final recommendation to Council in February 2024) Pay Policy Statement, for the year 2024/2025 and provide any feedback. |
| Reasons for Recommendations |
| To ensure that the Council complies with the requirement in the Localism Act 2011, to approve and publish an annual Pay Policy Statement, in advance of the financial year to which it relates |
| Executive Summary |
| <ul style="list-style-type: none"> • The Pay Policy Statement sets out how the Council determines appropriate employee remuneration, in terms of salary and performance related pay. • Statistical information provided within the statement demonstrates the relationship of remuneration between different levels of employees, such as Chief Officers and the lowest paid employees. |

- The Pay Policy Statement reaffirms the Council's ongoing commitment to paying a fair and real living wage to all employees and workers, above national minimum wage levels.

The above recommendations are subject to approval by Full Council.

Statutory Powers

1. The Localism Act 2011 ('the Act') provisions in relation to 'Pay Accountability' set out the requirements for Councils to determine and publish annual pay policy statements.
2. Relevant authorities are required by section 38(1) of the Act to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.
3. The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, increases, enhancements of pension entitlements etc, and termination payments.
4. The guidance, "Openness and accountability in local pay: Guidance under section 40 of the Localism Act" (plus any supplementary guidance issued from time to time) sets out the key policy principles that underpin the pay accountability provisions in the Act.
5. Pay policy statements must be prepared for each financial year and must be approved by the Council.

Background

6. The pay policy statement must be approved by the Council in advance of the financial year to which it relates.
7. The Council must publish the statement on its website and may choose to expand the publication in other ways as part of its approach towards transparency.

Key Information

8. The pay policy statement must set out the Council's policies relating to:
 - Chief Officer remuneration,
 - Remuneration of its lowest paid employees plus the definition used for this group and the reason for adopting that definition,
 - The relationship between Chief Officer remuneration and that of other staff

9. For the purposes of the statement, 'Chief Officer' includes a total of four positions; Statutory Chief Officers (Head of Paid Service, Monitoring Officer and Section 151 Officer) and Non-Statutory Chief Officers (Director(s) - who report directly to the Head of Paid Service).
10. The pay policy statement sets out the Council's commitment to paying a fair wage for all, regardless of employment status.
11. Statistical and salary data will be updated with the correct figures as at 1 January 2024.

Legal Implications

12. There are no adverse legal implications arising from this policy statement other than those set out in the body of this report or the Statement itself.

Financial Implications

13. There are no financial implications arising from this policy statement other than those set out the Statement itself.

Equalities Implications

14. There are no adverse equalities implications arising from this policy statement, which confirms that the Council's approach to pay helps to mitigate equal pay issues.
15. Equality Impact Assessments are considered at every stage of reviewing the Council's approach to pay, or policy impact on remuneration.

Communication Implications

16. Once approved, the report is published annually on the Councils website and internal intranet.

Environmental Sustainability Implications

17. The Council is committed to taking action to address environmental sustainability and climate change issues. There are no environmental implications in issuing this Pay Policy Statement.

Risk Management Considerations

18. The Council's strategic risk register risks SR1 Financial sustainability and SR4 Organisational capacity and culture have associated impact on delivery of this Pay Policy Statement.

Consultation

19. Representatives from the two Unions the Council recognises (Unison and GMB), will be consulted on the draft Pay Policy Statement.

20. Employment Committee will be consulted on the draft Pay Policy Statement – September 2023 with a final draft version being presented at the December 2023 Employment Committee meeting.

Policy Framework

21. The Pay Policy Statement helps to ensure that talented high performing employees are attracted and retained.

22. This directly and indirectly supports the Council's Corporate Plan, by ensuring that the Council (councillors and officers) has the right skills to deliver the plan, through attraction, retention and reward.

Background Papers

None

Annexes

1. Draft Pay Policy Statement 2024/25