



<b>REPORT TO:</b>	Council
<b>DATE:</b>	28 March 2024
<b>SUBJECT:</b>	Updated Pay Policy Statement for 2023/2024 and Pay Policy Statement for 2024/2025
<b>PURPOSE:</b>	To seek approval for the updated Pay Policy Statement for 2023/2024 and approval of the Pay Policy Statement for 2024/2025
<b>PORTFOLIO HOLDER:</b>	Councillor Jim Astill, Portfolio Holder Corporate, Governance and Communication
<b>REPORT OF:</b>	Rob Barlow, Chief Executive
<b>REPORT AUTHOR:</b>	Aileen Whatmore – Head of HR & OD, PSPS
<b>WARD(S) AFFECTED:</b>	n/a
<b>EXEMPT REPORT</b>	No

### **SUMMARY**

Under section 38 of the Localism Act 2011, a Pay Policy Statement is required to be produced annually and must be approved by Council. This has been a requirement since 2012/13.

The Pay Policy Statement, once approved, must be published on the Council's website by 31 March 2024.

This report presents an updated Pay Policy Statement for 2023/2024 and the policy for 2024/2025.

### **RECOMMENDATIONS**

- That the updated Pay Policy Statement 2023/2024, at Appendix A, be approved.
- That the Pay Policy Statement 2024/2025, at Appendix B, be approved.

### **REASONS FOR RECOMMENDATIONS**

To comply with the Localism Act 2011 requirements.

## **OTHER OPTIONS CONSIDERED**

None – this is a legal requirement.

### **1. REPORT**

- 1.1.** Under Section 38 of the Localism Act 2011, a Pay Policy Statement is required to be produced annually by the Council. This has been a requirement since 2012/13.
- 1.2.** The Pay Policy Statement includes the information that is identified within the Localism Act 2011 as being required.
- 1.3.** A Pay Policy Statement for a financial year must set out the Authority's policies for the financial year relating to;
  - The remuneration of Chief Officers
  - The remuneration of the lowest paid employees
  - The relationship between the Chief Officers' remuneration and that of other officers.
- 1.4.** A Pay Policy Statement for a financial year may also set the Authority's policies for the financial year relating to the other Terms and Conditions applying to the authority's Chief Officers.
- 1.5.** The Pay Policy Statement at Appendix A is updated policy for the financial year 2023/2024.
- 1.6.** The Pay Policy Statement at Appendix B is for the financial year 2024/2025.
- 1.7.** The Pay Policy Statement must be approved by Council at least annually and the Council may update the policy during the period the policy covers.
- 1.8.** Both Pay Policy Statements, the updated 2023/2024 Policy and the 2024/2025 Policy, once approved, will be published on the Council's website.
- 1.9.** The Pay Policy Statement includes details of the South & East Lincolnshire Councils Partnership and includes the remuneration information for the Chief Executive and Chief Officers shared across the Partnership, including those who are not directly employed by this Council.
- 1.10.** The Pay Policy Statements accurately reflect the pay policy framework of the Councils. This has been done across the Partnership so there is shared benefit and a direction of travel which supports the further alignment of Terms and Conditions.
- 1.11.** The current Pay Policy Statement agreed by Council in March 2023 is backward looking and appears to apply to the 2022/2023 year. This is confusing and to remedy this an updated Pay Policy Statement for 2023/2024 is attached to this report for approval by Council (Appendix A).

**1.12.** The Pay Policy Statement for 2024/2025 includes councils agreed approach to automatically applying the NJC pay awards at all levels. The updated 2023/2024 Pay Policy Statement includes details of the NJC Pay award applied at December 2023 and backdated to 1 April 2023.

**1.13.** With the advent of the Partnership, and the focus on aligning Terms and Conditions of employment, there have been several other changes for inclusion in the revised Pay Policy Statement for 2023/2024 and the new Policy for 2024/2025 up to date.

- Updated definition of lowest pay worker in line with the Regulations.
- The employer Pension contribution rate following tri-annual evaluation has been adjusted and the amended report reflects the change.
- During the year, each Council has amended its Essential Car User Policy. This was agreed by Council at South Holland District Council and through a delegated decision at Boston Borough Council and East Lindsey District Council. This change is reflected within the Pay Policy Statements.
- During October 2023, East Lindsey District Council, as the employing Council, considered and approved a pay review for the Chief Executive (the officer responsible for this report for transparency). This resulted in a revised pay band and the introduction of performance related pay which removes automatic pay progression. This change is captured in the revised Pay Policy Statement 2023/2024. The Pay Policy Statements appended to this report reflects this, noting that East Lindsey District Council is the employing Council of the Chief Executive, but he is a shared Officer across Boston Borough Council and South Holland District Council under Section 113 of the Local Government Act 1972
- The Chief Executive's pay review was dealt with by his employing in order that the Head of Paid Service would be able to undertake the Chief Officer pay review, which was a contractual commitment made to those officers in October 2021. The pay review was agreed by Council in its 2023/24 Pay Policy Statement. This review has been concluded and the outcomes captured within the 2024/2025 Pay Policy Statement.

**1.14.** The alignment of pay for Shared Officers and alignment of Terms and Conditions for the wider workforce is expected to develop during 2024/2025. Both these matters were approved in principle by Council when it approved the Alignment and Delivery Plan for 2024/2025 at the last meeting of Council. The timeframe of these reviews will span more than 12 months; however, the Pay Policy Statement should reflect the intent for full disclosure and allow Officers to proceed with the work.

## **2. CONCLUSION**

**2.1.** To ensure compliance with the Localism Act 2011 the Council must approve and publish its Pay Policy Statement by 31 March 2024. The Statement at Appendix A and B meets the requirements of the Localism Act 2011.

#### **EXPECTED BENEFITS TO THE PARTNERSHIP**

It is a legal requirement for a Local Authority to have a published Pay Policy Statement.

#### **IMPLICATIONS**

##### **SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP**

Chief Officer salaries across the Partnership have been included in the Pay Policy Statement, including those who are not directly employed by the Council.

##### **CORPORATE PRIORITIES**

The pay decisions are made with the intention of supporting the Council's corporate priority of providing the right services at the right time in the right way by ensuring the recruitment of high calibre individuals to help deliver the corporate vision.

##### **STAFFING**

This report is a statement of facts with regards to matters relating to pay.

##### **WORKFORCE CAPACITY IMPLICATIONS**

None

##### **CONSTITUTIONAL AND LEGAL IMPLICATIONS**

It is a legal requirement to ensure that the Council has a pay Policy Statement and that it is approved by 31 March each year.

##### **DATA PROTECTION**

All remuneration information is published in accordance with the Local Government Transparency Code 2015 and the Localism Act 2011.

##### **FINANCIAL**

None

##### **RISK MANAGEMENT**

It is a legal requirement to ensure that the Council has a Pay Policy Statement and that it is published by 31 March each year.

##### **STAKEHOLDER / CONSULTATION / TIMESCALES**

No consultation undertaken.

##### **REPUTATION**

None

##### **CONTRACTS**

None

**CRIME AND DISORDER**

None

**EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

The pay decisions made are fair, equitable and transparent.

**HEALTH AND WELL BEING**

None

**CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

None

**LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER**

None

**ACRONYMS**

None

<b>APPENDICES</b>	
<i>APPENDIX A</i>	<i>Pay Policy Statement SHDC 2023/2024</i>
<i>APPENDIX B</i>	<i>Pay Policy Statement SHDC 2024/2025</i>

<b>BACKGROUND PAPERS</b>
N/a

<b>CHRONOLOGICAL HISTORY OF THIS REPORT</b>
N/a

<b>REPORT APPROVAL</b>	
Report author:	Aileen Whatmore, Head of OD, PSPS
Signed off by:	Rob Barlow, Chief Executive
Approved for publication:	Councillor Jim Astill, Portfolio Holder