



Report to Council

Meeting Date – 6 March 2024

Key Decision – No

Public/Private – Public

Portfolio – Cllr Southward, PH for Digital Connectivity and Customer Focus

Directorate – Business Change and Transformation

Report Author – Claire Gierth, Assistant Director of HR and OD

Title – Pay Policy Statement 2024/25

Brief Summary:

The Localism Act 2011 requires Authorities to produce and publish a pay policy statement for Chief Officers and to review the policy on an annual basis. The Council's Pay Policy Statement for 2024/25 is attached to this report for members' approval (Appendix A).

Recommendations:

That Council approves the 2024/25 Pay Policy Statement on Chief Officers' pay.

Tracking

Staffing Committee:	8 February 2024
Scrutiny:	N/A
Council:	6 March 2024

1. Background

- 1.1. Sections 38 to 43 of the Localism Act 2011 introduced a requirement on all English and Welsh authorities to produce and review a pay policy statement for Chief Executives and Chief Officers on an annual basis.
- 1.2. The Pay Policy must set out the Council's policies in relation to:
 - 1.2.1. The remuneration of its Chief Officers;
 - 1.2.2. the remuneration of its lowest paid employees; and
 - 1.2.3. the relationship between -
 - 1.2.3.1. the remuneration of its Chief Officers; and
 - 1.2.3.2. the remuneration of its employees who are not Chief Officers.
- 1.3. It must also state the definition of 'lowest paid employees' along with the reasoning behind that definition. Policies in respect of Chief Officers must be included relating to:
 - 1.3.1. The levels and elements of remuneration;
 - 1.3.2. Remuneration on recruitment;
 - 1.3.3. Increases and additions to remuneration;
 - 1.3.4. The use of performance related pay;
 - 1.3.5. The use of bonuses; and
 - 1.3.6. The approach to any payments upon ceasing to hold office or being employed by the Council.
- 1.4. The pay policy must be approved annually by full Council, before 31st March, on the recommendation of Staffing Committee. The pay policy may be amended in year if necessary, subject to Council approval.

2. Proposals

- 2.1. Appendix A attaches the policy which provides the latest pay details and relevant ratios between Chief Executive, Chief Officers and other employees.
- 2.2. Staffing Committee is responsible for recommending matters relating to pay and conditions to Council. Staffing Committee met on 8th February and approved the 2024/25 Pay Policy Statement for recommendation to Council on 1st March 2022.

3. Alternative options considered

- 3.1. The Council is required to approve its pay policy.

4. Conclusion and reasons for recommendations

- 4.1. In accordance with its statutory responsibilities under the Localism Act 2011 it is recommended that Council approve the 2024/25 Pay Policy Statement on Chief Officers' pay.

Implications:

Contribution to the Cumberland Plan Priorities

Relevant Risks and explain how risks can be mitigated -

Consultation / Engagement -

Legal – As set out in the report, section 38 of the Localism Act 2011 requires the Council to publish each year a pay policy statement setting out its policies relating to:

- The remuneration of Chief Officers
- The remuneration of our lowest paid officers
- The relationship between the remuneration of the Chief Officers and employees that are not Chief Officers.

The Policy must state the Council's definition of 'lowest paid employees' together with its reasoning and has to explain:

- Chief Officer levels on appointment/progression and increases and additions
- Performance related pay
- Bonuses
- Payment on ceasing to hold office.

The Policy must be published in a manner deemed by the Council to be appropriate and this must include publication on the authority's website.

Finance – The costs of the Chief Officer's pay are contained within the Council's Revenue budget.

Information Governance – N/A

Impact Assessments –

Have you screened the decision for impacts using the Impact Assessment?

If you have not screened the decision using the Impact Assessment, please explain your reason – N/A

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Background papers:

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

Report to and minutes from Staffing Committee of 8 February 2024.

Appendices attached to report:

Appendix A: Chief Officers' Pay Policy Statement 2024/25