



Cabinet



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Report for:	Cabinet
Title of report:	Senior Officer Pay Policy
Date:	19 March 2024
Report on behalf of:	Councillor Ron Tindall, Leader of the Council
Part:	I
If Part II, reason:	N/A
Appendices:	<p>Appendix 1 – Pay Policy Statement 2024/2025</p> <p>Appendix 2 – Election fees for 2024/2025</p> <p>Appendix 3 – Pay scales 2023/2024 (subject to pay review for 24/25)</p> <p>Appendix 4 – Community Impact Assessment</p>
Background papers:	<p>Pay Policy Statement 2023/24</p> <p>Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act (November 2011)</p> <p>Localism Act 2011: local government senior officer pay accountability Impact assessment (November 2011)</p> <p>The Code of Recommended Practice for Local Authorities on Data Transparency (September 2011)</p> <p>The Local Government Transparency Code 2014</p> <p>Dacorum Borough Council Employee Handbook</p>
Glossary of acronyms and any other abbreviations used in this report:	<p>HR – Human Resources</p> <p>FTE – Full Time Equivalent (employee)</p> <p>SCP – Spinal Column Point</p> <p>NJC – National Joint Council</p> <p>LGE – Local Government Employers</p>

Report Author(s) / Responsible Officer(s)

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Corporate Priorities	A clean, safe and enjoyable environment Building strong and vibrant communities Ensuring economic growth and prosperity Providing good quality affordable homes, in particular for those most in need Ensuring efficient, effective and modern service delivery Climate and ecological emergency
Wards affected	All
Purpose of the report:	To set the Council's pay policy for the financial year 2024/25, as required by Section 38 of the Localism Act 2011.
Recommendation (s) to the decision maker (s):	(1) That Cabinet recommends to Council that it adopts the Pay Policy for 2024/25 as set out in Appendix 1 to this report. (2) That Cabinet agrees that any amendments to the Pay Policy throughout the financial year 2024/2025, which may be required as a result of legislative changes, can be approved by the Chief Executive in conjunction with the Council's Monitoring Officer.
Period for post policy/project review:	Annually

1. Background

- 1.1 Section 38 of the Localism Act 2011 ('The Act') requires local authorities in England to prepare, approve and publish a pay policy statement. The statement must detail the authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff ('Chief Officers', as defined in the Act) and its lowest paid employees.
- 1.2 The pay policy statement must be prepared for each financial year. As soon as reasonably practicable after approving the statement, it must be published in such manner as the Council thinks fit, which must include publication on the Council's website.
- 1.3 Specifically, the Act requires the publication of a pay policy statement for each financial year which must set out the authority's policies for the financial year relating to:
 - the remuneration of its chief officers
 - the remuneration of its lowest-paid employees, and
 - the relationship between:
 - (i) the remuneration of its chief officers, and
 - (ii) the remuneration of its employees who are not chief officers.
- 1.4 The statement must also provide:
 - the definition of "lowest-paid employees" and the authority's reasons for adopting that definition, and
 - a statement on the Council's policies relating to:
 - (i) the level and elements of remuneration for each chief officer
 - (ii) remuneration of chief officers on recruitment
 - (iii) increases and additions to remuneration for each chief officer
 - (iv) the use of performance-related pay for chief officers
 - (v) the use of bonuses for chief officers
 - (vi) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (vii) the publication of and access to information relating to remuneration of chief officers.
- 1.5 In respect of item (vi), the Council currently has no defined approach to the payment of chief officers on ceasing to hold office, and no statement is, therefore, made in the report in relation to this.
- 1.6 It remains the case that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. The Act only requires that authorities are more open about local pay policies and how their local pay decisions are made. It is not necessary to specify actual pay rates or terms and conditions. It also means that future decisions by a local authority relating to the pay and conditions of its chief officers must comply with the authority's approved pay policy statement.

- 1.7 Guidance relating to the statement of Pay Policy and related guidance on transparency make recommendations arising from the Hutton Review of Fair Pay in the Public Sector (final report published March 2011).
- 1.8 Members should also note that the Council is also required to publish, under the Accounts and Audit (England) Regulations 2011:
- the number of employees whose remuneration in that year was at least £50,000, and
 - details of remuneration and job title of certain senior employees whose salary is at least £50,000.
- 1.9 In addition, under the Local Government Transparency Code 2014, the Council is required to publish a list of responsibilities (including the service and functions they are responsible for, budget held and number of staff) for senior employees whose salary exceeds £50,000.
- 1.10 The Council is not required to include the information referred to in paragraphs 8 and 9 in its Pay Policy Statement, but it is required to place the information on its website.
- 1.11 The Senior Officer Pay Policy also includes a schedule of election fees.
- 1.12 The statutory Gender Pay Gap statistics forms part of the pay policy. This will also be reported on the Government's website.

2. Summary of Revisions

The Senior Officer Pay Policy has been reviewed and has required some minor amendments, which are summarised below:

- Revised job titles to reflect the latest Strategic Leadership Team structure.
- Amended CEO/median pay ratio.
- Amended employer pension contribution to 19.5%.
- Slight increase to evening meal subsistence rate.
- Revised wording to reflect new values and behaviours.
- New 2023/24 pay scales added following pay settlement, (pay award pending for 2024/25).
- Amended Deputy Chief Executive arrangements to reflect current position.
- Amended lowest pay rate to reflect new 2023/24 pay rates.
- Added latest gender pay gap summary.

3 Consultation

The Council's Strategic Leadership Team.

4 Financial and value for money implications:

There are no financial implications arising from this revised policy.

5 Legal Implications

There are no legal implications arising from this revised policy.

6 Risk implications:

There needs to be a robust procedure in place to ensure transparency of information and equality in staffing costs and remuneration and this policy provides this. There are no risks identified.

7 Equalities, Community Impact and Human Rights:

A Community Impact Assessment carried has been undertaken and is found in Appendix 4. The Pay Policy Statement adheres to national guidance on pay equality.

Human Rights – There are no Human Rights Implications arising from this report.

8 Sustainability implications (including climate change, health and wellbeing, community safety)

There are no sustainability implications arising from this revised policy.

9 Council infrastructure (including Health and Safety, HR/OD, assets and other resources)

The HR team will continue to ensure this policy is revised annually in line with the Localism Act and will ensure that the policy is consistently applied across the Council.

10 Statutory Comments

Monitoring Officer:

The Senior Officer Pay Policy is required by section 38 Localism Act 2011 and this Pay Policy complies with the requirement and associated guidance.

S151:

The 2024/25 budget was produced based on the remuneration policy included in this report.

11 Conclusions:

That Cabinet recommends to Council that it adopts the Pay Policy for 2024/25 as set out in Appendix 1 to this report.