

## PERSONNEL COMMITTEE - TUESDAY, 19 DECEMBER 2023

### Report of the Director Finance, Governance and Contracts

#### Part A

##### PAY POLICY STATEMENT 2024/25

##### Purpose of Report

To gain Personnel Committee approval on the Council's Pay Policy Statement covering the period 1 April 2024 to 31 March 2025.

##### Recommendation

That the Pay Policy Statement for 2024/25, attached at Appendix A, be agreed and proceed to Full Council for formal approval and adoption.

##### Reason

To ensure that the Council meets its obligations under Section 38 of the Localism Act 2011.

##### Policy Justification and Previous Decisions

Under Section 38 of the Localism Act 2011, local authorities in England and Wales are required to produce an annual Pay Policy Statement, which must be approved by Full Council and published on the Council's website before the commencement of each financial year.

##### Implementation Timetable including Future Decisions

The Pay Policy Statement will be submitted for consideration by Full Council at their next meeting following this Personnel Committee. If approved, the statement will be published on the Council's website either on or before 1 April 2024.

##### Report Implications

##### ***Financial Implications***

There are no immediate financial implications arising from this report.

##### ***Risk Management***

There are no specific risks associated with this decision.

##### ***Equality and Diversity***

None identified.

## **Climate Change and Carbon Impact**

None identified.

## ***Crime and Disorder***

None identified.

## **Publicity Arrangements**

Not applicable.

## ***Consultations***

Not applicable.

## **Links to the Corporate Strategy**

Caring for the Environment	No
Healthy Communities	No
A Thriving Economy	No
Your Council	No

Key Decision:

N

Appendix:

Pay Policy Statement 2024 - 25

Officer(s) to contact:

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## Part B

### Background

1. On 15 November 2011 the Localism Act received Royal Assent. Under Section 38 of the Act, local authorities in England and Wales are required to produce a Pay Policy Statement for each financial year, which must be approved by Full Council.
2. The statement must set out the Council's policies in relation to:
  - i. The remuneration of its chief officers;
  - ii. The remuneration of its lowest-paid employees; and
  - iii. The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
3. For the purposes of this statement, remuneration includes basic salary, bonuses and other allowances or entitlements related to employment.
4. This is the thirteenth Pay Policy Statement published by Charnwood Borough Council since the Localism Act was implemented. The Pay Policy Statement for 2024/25 will be consulted on and it will also be presented at a meeting of JMTUM and Personnel Committee before going to Full Council for final approval.
5. The Pay Policy Statement for 2024/25 has been updated to provide a comprehensive and up to date account of the Council's approach to the remuneration of its workforce.
6. The Council is required to publish the Pay Policy Statement for 2024/25 on or before 1 April 2024.

### Key Points

7. The proposed Pay Policy Statement attached sets out:
  - The Council's approach to job evaluation and grading of posts;
  - Additional payments that employees are eligible to receive, such as overtime, enhancements etc.
  - The Council's pay multiple (the ratio between the highest paid employee and the median average salary of the Council's workforce), is 5.82.
  - The Council's approach to pay progression, honorariums, market supplements, salary protection and the re-engagement of employees
  - That there is no distinction between chief officers and other employees in relation to pension benefits and severance payments.
  - Pension Scheme Discretionary Arrangements – Regulation 60 of the LGPS Regulations 2013 (as amended) require each scheme employer to publish and keep under review five policies explaining how it will apply certain discretions. The pension discretions have been published in accordance with pension requirements.
8. The following proposed additions have been made to the pay policy statement:

- A revised grading structure which includes new grades JNC F and JNC G. Spinal Column point 74 would be removed from the grading structure. This was previously used as a Deputy Chief Executive grade but has not been used since 2009.  
(NOTE – this is still subject to agreement on the Grading Structure submitted as an item to this Personnel Committee meeting).
- Remuneration on Appointment – clarification has been given that managers have discretion in some circumstances to appoint to a higher scale point, for example, in cases where recruitment incentives have been approved for “difficult to recruit to” posts, subject to the maximum of the grade.
- JNC Incremental Progression – clarification in line with working practice, that annual increments will be awarded on 1 April each year until they reach the maximum scale point for the grade. If agreed, removal of the JNC Spinal Column Point Progression Scheme policy from the Human Resources A – Z list of policy documents on the intranet.