

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

7 FEBRUARY 2023

Title:

Pay Policy Statement

Portfolio Holder: Cllr Paul Follows, Leader of the Council

Head of Service: Robin Taylor, Executive Head of Organisational Development

Key decision: No

Access: Public

1. Purpose and summary

- 1.1 The Localism Act 2011 (Section 39) requires all public authorities to publish an Annual Pay Policy Statement. The Council is required to adopt the Annual Pay Policy Statement each year and the Council is not legally permitted to depart from the policies set out in that statement when it considers actual decisions in relation to individuals' remuneration, including redundancy and/or severance.
- 1.2 The Annual Pay Policy Statement for the 2023/24 financial year is attached at Annexe 1. It has been updated in line with the requirements of the Localism Act 2011 and harmonised in terms of wording with the Guildford Pay Policy. The table below highlights the key changes.

Harmonisation

Please be aware that this Pay Policy is harmonised with Guildford Borough Council Pay Policy. This means that the policy is structured and formatted identically similar language. There are some local differences in policy and those differences are shown in the table below.

Policy section	Guildford policy	Waverley Policy
3	Pay progression is subject to satisfactory performance and behaviours that are assessed as part of the Council's performance review process.	Pay progression is subject to satisfactory performance and behaviours.
3	The Chief Executive in consultation with the Leader of the Council agrees the award provided it is within the available budget	The Joint Negotiating Committee meetings annually to agree the award provided it is within the available budget.

4	<p>Our policy is to make a payment to those management officers working within the Council who have additional responsibilities in respect of statutory roles as follows:</p> <p>Deputy Monitoring Officer - £1,500 per annum Deputy Section 151 Officer - £1,500 per annum Data Protection Officer - £3,000 per annum</p> <p>These payments will not be reduced where there is a requirement for two officers to share the responsibilities of Deputy Monitoring Officer and/or Deputy Section 151 Officer</p>	Waverley do not pay additional allowances for these roles and this section has been removed.
5	We pay above the Real Living Wage (for outside London) at the bottom of our pay scale.	Waverley pay at the Real Living Wage (for outside London) at the bottom of our pay scale
7		Waverley Policy has the following additional information: <ul style="list-style-type: none"> • Clean pay policy • Details of the pay structure
9	Guildford refer to the Market Supplement Policy	Waverley do not have a Market Supplement Policy but instead refer to Corporate Management Board and a Pay Panel as appropriate.

2. **Recommendation**

That the Executive recommends to Council that the Pay Policy Statement for the 2023/24 financial year, attached at Annexe 1, be approved.

3. **Reason for the recommendation**

To comply with the Localism Act 2011 (Sections 38 and 39).

4. **Relationship to the Corporate Strategy and Service Plan**

- 4.1 The publication of the Pay Policy Statement, as well as being a legal requirement, is part of the Council's approach to ensuring it has effective and transparent remuneration arrangements in place.

5. Implications of decision

5.1 Resource (Finance, procurement, staffing, IT)

The pay arrangements set out within the policy statement are reflected in the Council's Annual Budget.

5.2 Risk management

The Pay Policy Statement is a requirement of section 38 (1) of the Localism Act 2011 that sets a statutory duty on local authorities annually to publish a statement approved by Full Council by the end of the financial year and relating to the new financial year. Failure to comply could lead to a legal challenge to the Council and therefore it is important that the statement reflects the requirements of the Act and all the associated statutory guidance.

5.3 Legal

The policy meets the requirements of the Localism Act 2011 and all other relevant legislation.

5.4 Equality, diversity and inclusion

The Council's duty under section 149 of the Equality Act 2010 is to have due regard to the matters set out in relation to equalities when considering and making decisions. The Pay Policy Statement is designed to bring fairness and equality to the application of pay and remuneration within the Council. There are no direct equality impacts associated with agreeing the Pay Policy Statement itself.

5.5 Climate emergency declaration There are no direct climate change impacts associated with agreeing the Pay Policy Statement itself.

6. Consultation and engagement

6.1 N/a.

7. Other options considered

7.1 The Pay Policy Statement is a requirement of section 38 (1) of the Localism Act 2011 that sets a statutory duty on local authorities annually to publish a statement approved by Full Council by the end of the financial year and relating to the new financial year. Failure to comply could lead to a legal challenge to the Council.

8. Governance journey

8.1 The Pay Policy Statement must be approved by Full Council.

Annexes:

Annexe 1 – Pay Policy Statement

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

Name: Jon Formby

Position: HR Manager

Telephone: 0148 3523499

Email: jon.formby@waverley.gov.uk

Agreed and signed off by:

Legal Services: Stephen Rix – 26th January 2023

Head of Finance: NA

Head of Organisational Development: Robin Taylor – 25th January 2023

Strategic Director: Ian Doyle – 26th January 2023

Portfolio Holder: Paul Follows – 26th January 2023