

Waverley Borough Council

Report to: Executive

Date: 6 February 2024

Ward(s) affected: N/A

Report of Director: HR Manager

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Executive Portfolio Holder/ Lead Councillor responsible: Cllr Victoria Kiehl and Cllr Paul Follows

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Report Status: Open

Key Decision: No

Pay Policy Statement Financial Year 2024 - 2025

1. Executive 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 2024/25 financial year is attached at Appendix 1. It has been updated in line with the

requirements of the Localism Act 2011, resulting in minimal adjustments from last year.

2. Recommendation to Executive

- 2.1 That the Executive recommend to Council that the Pay Policy Statement for the 2024/25 financial year, attached at Appendix 1, be approved.

3. Reason(s) for Recommendation:

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

4. Exemption from publication

Not exempt from publication

5. Purpose of Report

- 5.1 To seek approval from the Executive to recommend adoption of the Waverley Pay Policy 2024/2025 to Council

6. Strategic Priorities

- 6.1 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.

7. Background

- 7.1 The Council is required under the Localism Act 2011 (Section 39) to publish an annual pay policy statement.

8. Consultations

N/A

9. Key Risks

- 9.1 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 and therefore it is important that the statement reflects the requirements of the Act and all the associated statutory guidance.

10. Financial Implications

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

11. Legal Implications

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

12. Human Resource Implications

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

13. Equality and Diversity Implications

13.1 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.

14. Climate Change/Sustainability Implications

14.1 There are no direct climate change impacts associated with agreeing the Pay Policy Statement itself.

15. Summary of Options

15.1 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.

16. Conclusion

16.1 Following recommendation by the Executive, the Pay Policy Statement must be approved by Full Council.

17 Background Papers

N/A

18. Appendices

Appendix One – Pay Policy Statement Financial Year 2024 to 2025

Please ensure the following service areas have signed off your report.
Please complete this box, and do not delete.

Service	Sign off date
Finance / S.151 Officer	23 rd January 2024
Legal / Governance	-
HR	23 rd January 2024
Equalities	23 rd January 2024
Lead Councillor	By email
CMB	23 rd January 2024
Executive Briefing/Liaison	By email
Committee Services	25/1/24