

# **HIGH PEAK BOROUGH COUNCIL**

## **Council**

**21st February 2024**

<b>TITLE:</b>	<b>Pay Policy</b>
<b>EXECUTIVE COUNCILLOR:</b>	<b>Councillor Alan Barrow - Executive Councillor for Corporate Services and Finance</b>
<b>CONTACT OFFICER:</b>	<b>Lisa Bond, Tanya Cooper – Senior HR Business Partner, Head of Organisational Development and Transformation</b>
<b>WARDS INVOLVED:</b>	<b>Non-specific</b>

### **Appendices Attached**

#### **Appendix A – Pay Policy Statement 2024/2025**

#### **1. Reason for the Report**

- 1.1 The purpose of the report is to confirm the agreed policies for the remuneration of the Council's workforce and seek approval of the Pay Policy Statement for 2024/2025 in compliance with the provisions of the Localism Act (2011).

#### **2. Recommendation**

- 2.1 It is recommended that the Council approve the Pay Policy Statement for 2024/25.

#### **3. Executive Summary**

- 3.1 In accordance with Section 38 to 43 of the Localism Act 2011, local authorities are required to agree a Pay Policy Statement for each financial year. In preparing this statement, they are also required to have regard to the guidance issued by the Secretary of State under Section 40 of the Localism Act 2011.
- 3.2 The Pay Policy Statement must be approved by a resolution of full Council by the end of March prior to the commencement of each financial year. The Council must publish the statement in such a manner as it thinks fit, which must include publication on the website.

3.3 The proposed Pay Policy Statement attached at Appendix A complies with the statutory requirements of the act and confirms the agreed policies of the Council.

#### **4. How this report links to Corporate Priorities**

4.1 Production of a Pay Policy Statement is a statutory requirement.

#### **5. Alternative Options**

5.1 The report is a statement of fact. As such there are no options to consider.

#### **6. Implications**

6.1 Community safety, including safeguarding and prevention of terrorism  
None.

6.2 Workforce  
The proposed Pay Policy Statement confirms the policies previously agreed by Council for remuneration of staff.

6.3 Equality and Diversity/Equality Impact Assessment  
This report has been prepared in accordance with Diversity and Equalities policies.

6.4 Financial Considerations  
None arising directly from the report – the budget includes provision for the payment and remuneration of the Council's employees in accordance with agreed policies.

6.5 Legal  
The preparation of an annual Pay Policy statement is a statutory requirement under the Localism Act (2011).

The statement also takes into account guidance: Openness and accountability in local pay: Guidance under section 40 of the Localism Act which was issued by the DCLG in February 2012 and supplementary guidance issued in February 2013.

6.6 Climate Change  
None

6.7 Conservation and Enhancement of Biodiversity  
None

6.8 Consultation  
None

6.9 Risk Assessment  
Not applicable

**ANDREW P STOKES**  
**Chief Executive**

**Web Links and  
Background Papers**

Localism Act (2011)

Openness & accountability in local pay: Guidance under section 40 of the Localism Act – DCLG (Feb 2012)

Openness & accountability in local pay: Guidance under section 40 of the Localism Act – Supplementary guidance (Feb 2013)

**Contact details**

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## **7. Introduction & Background**

- 7.1 Local authorities are required, in accordance with Sections 38 to 40 of the Localism Act 2011, to prepare a Pay Policy Statement for each financial year. In preparing this statement there is a requirement to have regard to the guidance issued by the Secretary of State under Section 40 of the Localism Act.
- 7.2 The Pay Policy Statement must be approved by a resolution of full Council by the end of March prior to the commencement of each financial year. Councils must publish the statement in such a manner as it thinks fit, which must include publication on the website.
- 7.3 The statutory guidance confirms that nothing contained within the provisions in the Act or guidance is intended to supersede existing responsibilities and duties placed on authorities in their role as employers under relevant employment legislation, and authorities are required to bear in mind these responsibilities and duties when formulating their Pay Policy statement.
- 7.4 It is the expectation that any discussion in respect of Pay Policy Statements should take place in meetings which are open to the public, in particular, discussions should not engage the General Data Protection Regulations as the policy does not concern data relating to a particular individual but rather the Council's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.

## **8. Required Content of the Statement**

- 8.1 Section 38 of the Localism Act 2011 requires local authorities to set out its policies for the coming financial year relating to:
- a) The remuneration of its chief officers;
  - b) The remuneration of its lowest paid employees; and
  - c) The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 8.2 The statement must also include the Council's policies relating to:
- a) The level and elements of remuneration for each chief officer;
  - b) Remuneration of chief officers on recruitment;
  - c) Increases in addition to remuneration for each chief officer;
  - d) The use of performance related pay for chief officers;
  - e) The use of bonuses for chief officers;
  - f) The approach to the payments of chief officers on their ceasing to hold office or to be employed by the Authorities; and
  - g) The publication of and access to information relating to the remuneration of chief officers.
- 8.3 The definition of a chief officer is not limited to the Head of Paid Service or statutory chief officers (i.e. Section 151 Officer and Monitoring Officer). It also

includes those officers who report directly to them as a non-statutory and deputy chief officers. This definition, therefore, covers the Councils' Chief Executive, Executive Directors and Heads of Service and the relevant policies relating to their remuneration, as previously agreed by Council, are included within the attached Pay Policy Statement.

## **9. Pay Policy Statement**

- 9.1 The proposed Pay Policy Statement attached at **Appendix A** seeks to comply with the statutory requirements and confirms the agreed policies of the Council and is recommended for approval on this basis.

## **10. Strategic Alliance**

- 10.1 It should be noted that the workforce is shared between High Peak Borough Council and Staffordshire Moorlands District Council. The pay costs identified in this statement are the overall levels of remuneration received by the individual employees, the costs of which are shared between the two authorities.