



Employment Sub-Committee

Title	Pay Policy Statement 2024/25
Date of meeting	Tuesday 23 January 2024
Report of	Anisa Darr, Executive Director of Strategy and Resources
Wards	N/A
Status	Public
Urgent	No
Appendices	Appendix A – Pay Policy Statement 2024/25
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Summary

Local Authorities are required to prepare and approve a Pay Policy Statement before the end of March each year. The Statement must be published as soon as is reasonably practicable after it has been approved. This report introduces a draft Pay Policy Statement for the consideration of the Employment Sub-Committee with a view to receiving approval by Full Council on 27th February 2024 for publication of the Statement in March.

Recommendations

1. That the Employment Sub-Committee considers the Pay Policy Statement as outlined in Appendix A and refers it to the next meeting of the Full Council on 27 February 2024 (Budget Council) for approval.

1. Reasons for the Recommendations

- 1.1 To comply with the Localism Act 2011 [Section 38(1) of which requires local authorities to produce an annual pay policy statement], associated statutory guidance, the transparency requirements on remuneration as set out in the Local Government Transparency Code 2015 issued by the Department for Communities and Local Government in February 2015 and the Council's Constitution.

<p>2. Alternative Options Considered and Not Recommended</p>
<p>2.1 The requirement to publish an annual Pay Policy Statement arises from the statutory obligation cited in section 1.1. Consequently, alternative options have not been considered in the context of this report.</p>
<p>3. Post Decision Implementation</p>
<p>3.1 The Pay Policy Statement requires endorsement by Full Council prior to publication. This is envisaged to happen at the Budget Council meeting of 27 February 2024.</p>
<p>4. Corporate Priorities, Performance and Other Considerations</p>
<p>Corporate Plan</p> <p>4.1 The Pay Policy Statement reflects the Council’s approach to officer remuneration, which is part of its ambition to be a Great Place to Work while remaining consistent with the financial responsibility principles set out in the Corporate Plan.</p> <p>Corporate Performance / Outcome Measures</p> <p>4.2 Not directly applicable, although the report does contain a number of remuneration metrics (Gender Pay Gap, pay ratio).</p> <p>Sustainability</p> <p>4.3 Not applicable.</p> <p>Corporate Parenting</p> <p>4.4 Not applicable.</p> <p>Risk Management</p> <p>4.5 Not applicable [other than effectively eliminating the risk of failure to comply with the provisions of the Localism Act 2011].</p> <p>Insight</p> <p>4.6 Appendices A1, A2, A3, and A4 to the Pay Policy Statement provide the reader with more granular information on various aspects of staff remuneration at the Council.</p> <p>Social Value</p> <p>4.7 Not directly applicable.</p>
<p>5. Resource Implications (Finance and Value for Money, Procurement, Staffing, IT and Property)</p>
<p>5.1 The costs of implementing the Pay Policy are provided for within existing approved Budgets.</p>
<p>6. Legal Implications and Constitution References</p>
<p>6.1 Section 38(1) of the Localism Act requires local authorities to produce an annual pay policy statement. The pay policy statement for a financial year must set out the authority's policies for the financial year relating to— (a) the remuneration of its chief officers, (b) the remuneration of its lowest-paid employees, and (c) the relationship between— (i) the remuneration of its chief officers, and (ii) the remuneration of its employees who are not chief officers.</p>

- 6.2 3) The statement must state—
- (a) the definition of “lowest-paid employees” adopted by the authority for the purposes of the statement, and
 - (b) the authority's reasons for adopting that definition.
- (4) The statement must include the authority's policies relating to—
- (a) the level and elements of remuneration for each chief officer,
 - (b) remuneration of chief officers on recruitment,
 - (c) increases and additions 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 payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (g) the publication of and access to information relating to remuneration of chief officers.
- 6.3 The pay policy has to be approved by full Council before 31 March preceding the financial year to which it relates and published as soon as reasonably practicable after approval (section 39 of the Localism Act 2011).
- 6.4 Under Part 2B, Terms of Reference & Delegation of Duties to Committees and Sub-Committees of the Council’s Constitution, the powers and duties of the Employment Sub-Committee powers and duties include:
- Staff matters generally including council wide contractual changes to salaries and terms and conditions;;
 - pay and reward strategy; and
 - developing the annual pay policy statement for Full Council approval
- Under Part 2A, Terms of Reference of Council one of the functions which can only be carried out by full Council is ‘approving the Pay Policy Statement’ (paragraph 1.3)

7. Consultation

7.1 Not applicable.

8. Equalities and Diversity

8.1 Not directly applicable.

9. Background Papers

- 9.1 Local Government Transparency Code 2015 (<https://www.gov.uk/government/publications/local-government-transparency-code-2015>)
- 9.2 Localism Act 2011 (<https://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>)
- 9.3 The Code of Recommended Practice for Local Authorities on Data Transparency ([The Code of Recommended Practice for Local Authorities on Data Transparency \(publishing.service.gov.uk\)](http://publishing.service.gov.uk))