



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# Employment Committee

27 January 2021

**Report of:** Councillor Kelham Cooke  
The Leader of the Council



## Pay Policy Statement 2021-22

It is a requirement of the Localism Act 2011 that the Council produces an annual pay policy statement. This statement summarises current policies and arrangements already in place relating to pay – as such the Pay Policy Statement is one of fact. The Pay Policy Statement is approved each year by Council as part of the budget setting and approval process.

### Report Author

Jane Jenkinson, Senior HR Officer

Tel: 01476 406137

Email: [j.jenkinson@southkesteven.gov.uk](mailto:j.jenkinson@southkesteven.gov.uk)

Corporate Priority:	Decision type:	Wards:
<b>Administrative</b>	<b>Administrative</b>	<b>All Wards</b>

<b>Reviewed by:</b>	Elaine Pepper, Head of Organisational Development	13 January 2021
<b>Approved by:</b>	Shahin Ismail, Director of Law and Governance	20 January 2021
<b>Signed off by:</b>	Councillor Kelham Cooke, The Leader of the Council	21 January 2021

### Recommendation (s) to the decision maker (s)

1. That the Employment Committee agrees the Pay Policy Statement 2021/22, to be submitted to full Council for approval

## **1 The Background to the Report**

- 1.1 The Council's Pay Policy Statement is reviewed annually to ensure that it accurately reflects the Council's position and is aligned with the outcomes and objectives of the Council's Corporate Strategy.
- 1.2 A review of the Pay Policy Statement has been carried out to ensure compliance with the requirements of the Localism Act 2011.
- 1.3 The key changes include the updating of the posts included under the definition of officers covered by the Pay Policy Statement (paragraph 4).
- 1.4 The Pay Policy Statement refers to the collective agreement that the Council has in place for local cost of living pay awards and the fact that we determine these pay awards locally for all staff, based on this agreement.
- 1.5 The Pay Policy Statement makes reference under paragraph 8.7 to a review of pay and reward arrangements that is taking place. Initial work has commenced and is ongoing. The purpose of the review is to ensure that our approach to pay and reward supports the objectives of the People Strategy to ensure that we can deliver "a flexible, innovative organisation" that has the "skills, resilience and motivation to deliver and achieve the Council's objectives".

## **2 Available Options Considered**

- 2.1 It is a requirement that the Council publishes an annual Pay Policy Statement and no other options have been considered.

## **3 Reasons for the Recommendation (s)**

- 3.1 The reason for the recommendation is to satisfy a legislative requirement

## **4 Next Steps – Communication and Implementation of the Decision**

- 4.1 Following its approval by Employment Committee, the Pay Policy Statement 2021/22 will be submitted to full Council for approval.

## **5 Financial Implications**

- 5.1 The financial considerations of the Pay Policy Statement are incorporated into the budget setting proposals for 2021/22 and these proposals will be presented to Council for approval on 1 March 2021. Employee costs are the largest financial element of the budgets and it is important that salary budgets and staffing resourcing requirements are kept under regular review.

**Financial Implications reviewed by: Richard Wyles, Interim Director of Finance**

## **6 Legal and Governance Implications**

- 6.1 Article 13.4.4(vi) of the Council's Constitution, which sets out the remit of the Employment Committee states one of its functions as the review of the annual Pay Policy and recommending it to Council for approval in order that it can be published. The Council is required to produce and publish a pay policy statement for each financial year under Sections 38-39 of the Localism Act 2011. The Council must have regard to guidance issued by the Secretary of State under Section 40 of the Localism Act 2011.

**Legal Implications reviewed by: Shahin Ismail, Monitoring Officer**

## **7 Equality and Safeguarding Implications**

7.1 Council is asked to agree a factual statement. Any changes that affect the substance of the Pay Policy Statement would be subject to equality analysis.

## **8 Risk and Mitigation**

8.1 There are no significant risk implications associated with the proposals.

## **9 Community Safety Implications**

9.1 There are no crime and disorder implications associated with the proposals above.

## **10 Background Papers**

10.1 Pay Policy Statement 2020-21:

<http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=26478&p=0>

10.2 Employee Handbook Secondment Factsheet

<http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=24541&p=0>

## **11 Appendices**

11.1 Appendix A – Draft Pay Policy Statement 2021-2022

<b>Report Timeline:</b>	Date of Publication on Forward Plan (if required)	Not required
	Previously Considered by:	Not applicable
	Final Decision date	1 March 2021