



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Employment Committee

19 January 2022

Report of: Councillor Annie Mason

Cabinet Member for People & Safer Communities



Pay Policy Statement 2022-23

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

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Corporate Priority:	Decision type:	Wards:
Administrative	Administrative	All Wards

Reviewed by:	Alan Robinson (Deputy Chief Executive)	17 December 2021
Approved by:	Karen Bradford (Chief Executive)	5 January 2022
Signed off by:	Councillor Annie Mason (Cabinet Member for People & Safer Communities)	6 January 2022

Recommendation (s) to the decision maker (s)

1. That the Employment Committee agrees the Pay Policy Statement 2022/23, 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 Plan.
- 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 details the Council's decision to adopt the Real Living Wage in March 2021 and sets out the pay increase arrangements for our lowest grade and a number of other lower grades which are impacted by the Real Living Wage increase. It also sets out that these pay increases are an alternative to the annual cost of living pay award and not in addition to.
- 1.6 The Pay Policy Statement makes reference under paragraph 8.11 to a review of pay and reward arrangements that is taking place. There were some management staffing changes within the HR team which has had an impact on the progress of the pay review work. The HR Manager post has proved difficult to recruit to and a specialist recruitment agency is currently supporting the Council to recruit to this vacant post. It is expected that the role will be filled in the early part of 2022, and this will provide the capacity to progress the pay review work. Work has commenced on the scoping of the review to ensure that all relevant matters are considered.
- 1.7 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 2022/23 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 2022/23 and these proposals will be presented to Council for approval on 3 March 2022. Employee costs are the largest financial element of the budget and it is important that salary budgets and staffing resourcing requirements are kept under regular review. The Pay Policy Statement references that two senior posts are

currently subject to pay protection following the corporate restructure (approved October 2020) and these are budgeted accordingly.

Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance & s151 Officer

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 is 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: Graham Watts, Deputy 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 2021-22:

<http://www.southkesteven.gov.uk/CHttpHandler.ashx?id=26281&p=0>

- 10.2 Employee Handbook Secondment Factsheet

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

11 Appendices

- 11.1 Appendix 1 – Draft Pay Policy Statement 2022-2023

- 11.2 Appendix 2 – Definitions of Chief Officer

Report Timeline:	Date of Publication on Forward Plan (if required)	Not required
	Previously Considered by:	Not applicable
	Final Decision date	3 March 2022