



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL



## Council

Date 25 January 2024

Report of Councillor Rhea Rayside,  
Cabinet Member for People and  
Communities

# Pay Policy Statement 2024-25

## Report Author

Jane Jenkinson, Senior HR Officer

 Jane.Jenkinson@southkesteven.gov.uk

## Purpose of Report

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 presented each year to Council as part of the budget setting and approval process.

## Recommendations

**It is recommended that Council approves the Pay Policy Statement 2024-25**

## Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Growth and our economy Housing that meets the needs of all residents Healthy and strong communities Clean and sustainable environment High performing Council
Which wards are impacted?	All

## 1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance and Procurement***

- 1.1 The financial considerations of the Pay Policy Statement are incorporated into the budget setting proposals for 2024-25. 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.

Reviewed by: Richard Wyles, Deputy Chief Executive and s151 Officer

### ***Legal and Governance***

- 1.2 The information in the Pay Policy Statement requires approval by Full Council in order that it can be published. This is a requirement under the Localism Act 2011.
- 1.3 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.

Reviewed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

## **2. Background to the Report**

- 2.1 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.
- 2.2 A review of the Pay Policy Statement by the Employment Committee has been carried out to ensure compliance with the requirements of the Localism Act 2011.
- 2.3 The key changes include the updating of the posts included under the definition of officers covered by the Pay Policy Statement (paragraph 3.3).
- 2.4 National Minimum Wage and National Living Wage rates have been updated to reflect the increased rates that are effective from 1 April 2024 (paragraph 9.2).
- 2.5 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.
- 2.6 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.
- 2.7 The Real Living Wage rate has been updated to reflect the increased rate that is anticipated to be implemented in April 2024 (paragraph 7.6).
- 2.8 As a result of the Real Living Wage rate increase from April 2024 a further review of the lower grades will need to be carried out to ensure that sufficient differentiation between the grades is maintained.
- 2.9 A review of pay and reward arrangements was completed during the year 2023/24. This included:
- The development of a career development policy
  - A review of the lower range of pay grades to ensure that there is clear differentiation between the grades, based on the 2023 Real Living Wage rate.
  - The development of a revised job evaluation procedure and market supplement procedure
- 2.10 A standby and call out policy was implemented during 2023/24. This policy sets out a separation of 'on-call' and 'standby' to recognise the difference and ensure a clearly defined compensation structure.

- 2.11 The Pay Policy Statement 2024-25 was presented to the Employment Committee on 17 January 2024. The Committee recommended that the Pay Policy Statement 2024-25 be submitted to Full Council for approval.

### **3. Key Considerations**

- 3.1 The recommendation is to meet a legislative requirement that the Council publishes an annual Pay Policy Statement.

### **4. Other Options Considered**

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

### **5. Reasons for the Recommendations**

- 5.1 The reason for the recommendation is to meet a legislative requirement.

### **6. Background Papers**

- 6.1 Pay Policy Statement 2023-24:  
[https://www.southkesteven.gov.uk/sites/default/files/2023-08/Pay\\_Policy\\_Statement\\_2023-24.pdf](https://www.southkesteven.gov.uk/sites/default/files/2023-08/Pay_Policy_Statement_2023-24.pdf)

### **7. Appendices**

- 7.1 Appendix A – Draft Pay Policy Statement 2024-2025.