

## **Governance Committee**

**11 July 2018**

### **Pay Policy Statement 2018/19**

#### **Report by Director of Human Resources and Organisational Change**

##### **Recommendation**

That the proposed revisions to the text of the Pay Policy Statement, as set out in Appendix 1, be endorsed for recommendation to the County Council.

#### **1. Background**

- 1.1 Each local authority must produce a Pay Policy Statement (the 'statement') explaining its approach to the pay of its staff and the relationship between the highest and lowest paid staff. The statement has to be published and accessible to the public. The statement must be approved annually before 31 March each year prior to the financial year to which it relates.
- 1.2 The current statement was approved by the Committee at its meeting in January and subsequently by the Council at its meeting in February. Very recently it has been identified that elements of the statement which relate to certain pay review and pay award arrangements are not aligned to Human Resources policies and arrangements, including the scheme of officer delegations. The purpose of the report is to seek the Committee's approval to changes to the previously published statement so as to ensure pay review arrangements are so aligned. It is proposed that the changes take effect from 1 April 2018 when the policy took effect.

#### **2. Changes required to the Pay Policy Statement**

##### **Grading Structure**

- 2.1 The revisions proposed are set out in a copy of the pay policy statement attached as Appendix 1. The changes are evident from the text of the appendix and the summary in this report is therefore kept to a minimum.
- 2.2 Section 4 sets out the grading structure and explains the approach to setting and reviewing salaries of the more senior officers. The changes provide more explanation of how this system works for each of the levels covered.
- 2.3 Section 5 deals with pay progression and these changes are also intended to provide better clarification and explanation of the arrangements in place for the different staff groups. Superfluous text has been removed.
- 2.4 Section 6 covers local pay awards and corrects the current description of how this is managed for the more senior appointments so as to be in line with the arrangements that have operated over the last year.

2.5 Sections 8 and 10 deal, respectively, with pay arrangements on appointment and promotion and on termination and the changes take account of some developments in these arrangements and the application of the associated redundancy policy. Some duplication is also removed.

### **3. Consultation**

The changes proposed have not been subject to any consultation prior to submission to the Committee as they are intended to ensure alignment with other HR policies and procedures rather than to amend those.

### **4. Resource Implications and Value for Money**

The pay policy will enable members and residents to see and understand the County Council's approach to pay and reward and the value for money this provides. The resources required to maintain the information have been taken into account in determining the content of the pay policy. Actual decisions on pay awards are not part of this proposal.

### **5. Risk Management Implications**

The County Council has a statutory responsibility to maintain and publish the Pay Policy Statement.

### **6. Other Considerations**

An Equality Impact Report is not required. However action has been taken to ensure that the Pay Policy statement is fully compliant with the Public Sector Equality Duty.

### **Heather Daley**

Director of Human Resources and Organisational Change

**Contact:** Heather Daley 033022 22430

### **Background Papers**

None