

Wiltshire Council

Council

20 February 2024

Pay Policy Statement 2024/2025

Executive Summary

Under section 38 of the Localism Act 2011 every local authority was required to prepare and publish a pay policy statement for the financial year 2012/13 and this must be updated in each subsequent financial year.

The statement has been updated for 2024/2025 with minor revisions.

Workforce numbers such as total number of council employees have been updated where applicable.

Proposal

That Council approve the updated pay policy statement set out in Appendix 1.

Reason for Proposal

The proposals set out in the report and pay policy statement reflect the council's commitment to openness and transparency and meets the requirements of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency 2015.

Terence Herbert

Chief Executive (Head of Paid Service)

Pay Policy Statement 2024/2025

Purpose of Report

1. This report presents the updated pay policy statement for 2024/2025 which applies to all non-schools' employees of Wiltshire Council, except for centrally employed teachers who are covered by the teachers' pay policy.

Relevance to the Council's Business Plan

2. An effective pay policy statement supports the workforce strategy and the Business Plan objective of having an efficient and health organisation.

Background

3. Under section 38 of the Localism Act 2011 every local authority is required to update their pay policy statement each financial year.
4. Wiltshire Council published its first pay policy statement in February 2012 and has continued to publish them annually since then. The council is required to publish an updated policy by 1 April 2024.
5. The legislation requires that final approval of the pay policy statement is sought from Full Council.

Main Considerations for the Council

There are minimal changes this year, with the main updates to the pay policy statement highlighted in appendix 1 and outlined below:

6. Throughout the policy, the total number of council employees, apprenticeships, statutory rates and pay rates and pay ratios where applicable have been updated.
7. A revised introduction to include reference to the move to the Oracle ERP system.
8. An addition following paragraph 55 to include arrangements for the agreement of special severance payments in line with the statutory guidance.
9. Additions to include arrangements for the agreement of Coroner pay.
10. The ratio for the highest to lowest paid has decreased slightly this year due to the NJC pay award of £1,925 on all points regardless of salary resulting in the lowest point (Grade B) receiving a 9.42% increase.
11. Unsocial hours and standby and callout allowances are currently subject to negotiation with Trade Unions on changes to these allowances to ensure that they support service

delivery. Once agreement on these changes has been reached, the pay policy statement will be updated to reflect the changes.

12. The pay policy statement will be updated with the annual budget once this has been agreed at Full Council.

13. At its meeting on 4 January 2024, Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by Full Council.

Safeguarding Implications

14. There are no safeguarding implications identified in relation to the pay policy statement.

Public Health Implications

15. There are no public health implications identified in relation to the pay policy statement.

Procurement Implications

16. There are no procurement implications identified in relation to the pay policy statement.

Equalities Impact of the Proposal

17. The pay policy statement was equality impact assessed on 1 February 2012 and no negative impacts were identified. No significant changes have been made requiring a further assessment for 2024/2025.

Environmental and Climate Change Considerations

18. There are no environmental or climate change considerations in relation to the pay policy statement.

Workforce Implications

19. The employment policies referred to within the pay policy statement are already in existence and therefore there are no additional workforce implications.

Risks that may arise if the proposed decision and related work is not taken

20. The council is required to publish the pay policy statement in order to comply with the requirements of the Localism Act 2011.

21. The pay policy statement clearly outlines that the employment terms and allowances for senior staff are not more beneficial than those of the lowest paid staff.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

22. There are no risks identified in relation to the pay policy statement.

Financial Implications

23. The employment policies referred to within the pay policy statement are already in existence and therefore there are no financial implications.

Legal Implications

24. The employment policies referred to within the pay policy statement are already in existence and there are no legal implications.

Overview and Scrutiny Engagement

25. There is no requirement for engagement with overview and scrutiny in relation to the pay policy statement.

Conclusions

26. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.

27. Full Council is recommended to approve the pay policy statement for 2024/2025.

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Appendices

Appendix 1 – Pay Policy Statement (2024/2025 update)