

**Wiltshire Council**

**Full Council**

**25 February 2025**

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### **Pay Policy Statement 2025/2026**

#### **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 2012/2013 and this must be updated in each subsequent financial year.

The statement has been updated for 2025/2026 with minor revisions.

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

#### **Proposals**

That Council approve the updated pay policy statement set out in Appendix 1 ready for publication on the Wiltshire Council website.

#### **Reason for Proposals**

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.

**Lucy Townsend**  
**Chief Executive (Head of Paid Service)**

**Wiltshire Council**

**Council**

**25 February 2025**

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## **Pay Policy Statement 2025/2026**

### **Purpose of Report**

1. This report presents the updated pay policy statement for 2025/2026 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 healthy 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 2025.
5. The legislation requires that final approval of the pay policy statement is sought from Full Council.

### **Main Considerations for the Council**

6. There are minimal changes this year, with the main updates to the pay policy statement highlighted in appendix 1 and outlined below:
7. Throughout the policy, the total number of council employees, apprenticeships, statutory rates and pay rates and pay ratios where applicable have been updated.
8. The ratio for the highest to lowest paid has decreased slightly this year due to the appointment of the new Chief Executive and alongside this, the NJC pay award of £1,290 on all points regardless of salary resulting in the lowest point (Grade B) receiving a 5.7% increase compared with the 2.5% for HAY graded staff.
9. A revised introduction to include reference to the Employment Rights Bill and continued developments with the Oracle ERP system.
10. The pay policy statement will be updated with the annual budget once this has been agreed at Full Council.

11. At its meeting on 29 January 2025, Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by Full Council.

### **Safeguarding Implications**

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

### **Public Health Implications**

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

### **Procurement Implications**

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

### **Equalities Impact of the Proposal**

15. 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 2025/2026.

### **Environmental and Climate Change Considerations**

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

### **Workforce Implications**

17. 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**

18. The council is required to publish the pay policy statement in order to comply with the requirements of the Localism Act 2011.
19. 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**

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

## **Financial Implications**

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

## **Legal Implications**

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

## **Overview and Scrutiny Engagement**

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

## **Conclusions**

24. The council is required to update its pay policy statement in order to comply with the requirements of the Localism Act 2011.
25. Full Council is recommended to approve the pay policy statement 2025/2026.

## **Tamsin Kielb - Director HR&OD**

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## **Appendices**

Appendix 1 – Pay Policy Statement (2025/2026 update)

## **Background Papers**

None