

PAY POLICY STATEMENT

Head of Service:	Geraldine Judge, Head of HR
Wards affected:	(All Wards);
Appendices (attached):	1: Draft Pay Policy Statement 2: Scale of Returning Officer Fees

Summary

This report introduces the draft Epsom & Ewell Borough Council Pay Policy Statement for 2024/25 and seeks approval of the Statement following the recommendation from Strategy and Resources committee. If approved the statement will be published on the Council's website.

Recommendation (s)

The Council is asked to:

- (1) Approve the draft Pay Policy Statement for 2024/25.

1 Reason for Recommendation

- 1.1 The Pay Policy Statement sets out the Council's policy regarding remuneration in accordance with the requirements of Section 38 of the Localism Act 2011 and associated statutory guidance. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees.
- 1.2 The Pay Policy Statement 2024/25 was approved by the Strategy & Resources Committee on 25 January 2024. In line with procedure, it is now being presented to Full Council for approval and subsequent publication on the Council's website.
- 1.3 Once approved by Full Council, the Pay Policy Statement will come into effect on 01 April 2024 and will be subject to annual review.

2 Background

- 2.1 Pay Policy Statement

Council

13 February 2024

- 2.1.1 The Pay Policy Statement is attached in Appendix 1. The information provided complies with the requirements of the Localism Act 2011.
- 2.1.2 The Pay Policy Statement is prescribed in terms of its content and therefore details the following key areas:
- Level and elements of remuneration for each Chief Officer
 - Remuneration of Chief Officers on recruitment
 - Increases and additions to remuneration for each Chief Officer
 - The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the authority
 - The publication of and access to information relating to remuneration of Chief Officers
 - Pay multiple (ratio) between Chief Officers' pay and all other employees
 - Election fees
 - Gender Pay Gap Information
 - Policy on employing someone who has taken redundancy
 - Policy on employing someone who is also drawing a pension
 - Policy on lowest paid
- 2.1.3 The information contained in the Statement is current as at 30 November 2023.
- 2.1.4 The Statement also contains reference to the agreed pay award of 6% from April 2024. The Council's Employee Pay and Reward Procedure has been updated to reflect the 2024/25 pay award which was agreed by Full Council on 12 December 2023.

2.2 Election Fees

- 2.2.1 The council is required to provide funding to the Returning Officer to discharge statutory functions relating to the administration of local government elections. The Returning Officer will make payments to those officers who undertake specific duties in relation to the elections (including to Chief Officers) in accordance with their role.
- 2.2.2 Appendix 2 sets out the current Returning Officer fees and charges for 2022/23.
- 2.2.3 The process for agreeing this fee structure is coordinated by Guildford Borough Council. Consultation is undertaken with Epsom & Ewell Borough Council before the proposed fee structure is passed to the Surrey Chief Executives for approval. A new fee structure is not due to be released until the end of January 2024 at the earliest and the 2022/23 fees therefore have been included for reference (Appendix 2).

3 Key Point to note/Summary of changes

Council

13 February 2024

- 3.1 The following changes have been made to the basic salaries for Chief Officers (defined as the Chief Executive and Directors):

The proposed 6% uplift from April 2024 has been applied to the 2024/25 figures below.

Post	2023/24: Bottom of salary range (£ per annum)	2024/25: Bottom of salary range (£ per annum)	2023/24: Top of salary range (£ per annum)	2024/25: Top of salary range (£ per annum)
Chief Executive	£123,600	£131,016	£143,376	£151,979
Director	£87,883	£93,156	£103,135	£109,323

3.2 Pay Multiples (ratios)

3.2.1 There has been no change to the pay multiple (ratio) between Chief Officers' pay and the pay of all other employees. The ratio between the bottom of the lowest pay scale and the top of the Chief Executive pay scale remains at 1: 7.

3.3 Gender Pay Gap

3.3.1 In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on 31 March 2017, employers with at least 250 employees are required to publish Gender Pay Gap information as at 31 March each year. This information is published on the Council's website no later than 30 March annually.

3.3.2 For the purpose of this report, the Council's mean Gender Pay Gap as at 31 March 2023 is -5.4%. As in previous years, the negative Gender Pay Gap is primarily due to the majority of front-line operatives being male and many senior management roles being held by females. This positions the council favourably in terms of women's pay.

3.4 Policy on lowest paid

Council

13 February 2024

- 3.4.1 The Government has confirmed that the national living wage will rise from £10.42 to £11.44 from April 2024. This represents an increase of 9.8% and it is acknowledged that this is significantly greater than the 6% increase which will be applied to our pay scales from April 2024.
- 3.4.2 Work is currently underway to assess the impact of the national living wage increase on our lowest pay scale. No employee will be paid below the UK national living wage.
- 3.4.3 There is currently no formal commitment within our Pay Policy to pay the Voluntary Living Wage (vLW) promoted by the Living Wage Foundation as the minimum hourly rate at which an employee should be paid. The 2024/25 vLW rate for outside of London is £12.00 per hour. This represents a 10% increase on the 2023/24 vLW rate of £10.90.

4 Risk Assessment

Legal or other duties

- 4.1 Equality Impact Assessment: None arising from the contents of this report
- 4.2 Crime & Disorder: None arising from the contents of this report
- 4.3 Safeguarding: None arising from the contents of this report
- 4.4 Dependencies: None arising from the contents of this report
- 4.5 Other: None arising from the contents of this report

5 Financial Implications

- 5.1 The 6% increase has been factored into the 2024/25 budget, as agreed at Full Council in December 2023.
- 5.2 **Section 151 Officer's comments:** None arising from the contents of this report.

6 Legal Implications

- 6.1 The key provisions concerning pay accountability are cited in the body of this report. Approval of the Pay Policy Statement for 2024/25 must be referred to Full Council for resolution.
- 6.2 The deadline for approval is 31 March 2024, this being the preceding financial year to which the Statement relates. The Localism Act also requires the Council to publish its approved Pay Policy Statement.

Council

13 February 2024

- 6.3 **Legal Officer's comments:** Under section 38 of the Localism Act 2011 the Council must prepare a pay policy statement for each financial year. The Pay Policy Statement must set out the Council's policies for the financial year relating to (a) the remuneration of its chief officers, (b) the remuneration of its lowest paid employees and (c) the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers (section 38(2) Localism Act 2011).
- 6.4 Section 39(1) of the Localism Act 2011 requires that the Pay Policy Statement must be approved by resolution before it comes into force. Each Pay Policy Statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates (section 38(3) Localism Act 2011). As soon as is reasonably practicable after approving or amending a pay policy statement, the Council must publish the statement or the amended statement in such manner as it thinks fit (which must include publication on the Council's website) (section 38(5) Localism Act 2011).

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** Effective Council
- 7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report
- 7.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report
- 7.5 **Partnerships:** None arising from the contents of this report

8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Epsom & Ewell Borough Council Pay Policy Statement 2023/24, Strategy & Resources 26 January 2023
- Epsom & Ewell Borough Council Pay Policy Statement 2023/24, Full Council 14 February 2023

Other papers:

- Openness and accountability in local pay: guidance under section 40 of the Localism Act 2011
<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-guidance>

Council
13 February 2024

- Openness and accountability in local pay: guidance under section 40 of the Localism Act 2011: supplementary guidance
<https://www.gov.uk/government/publications/openness-andaccountability-in-local-pay-supplementary-guidance>