

This Report will be made public on 17 January 2024



Report Number **P/23/06**

To: Personnel Committee
Date: 25th January 2024
Status: Non-executive Decision
Chief Officer: Andrina Smith, Chief Officer – People & Customer Services

SUBJECT: PAY POLICY STATEMENT 2024/25

SUMMARY: This report presents the revised pay policy statement for 2024/25 for approval and recommendation to council.

REASONS FOR RECOMMENDATIONS:

Personnel Committee is asked to consider the contents of the report as the policy is required to be adopted by Full Council annually.

RECOMMENDATIONS:

1. To receive and note Report P/23/06.
2. To recommend to council that it approve, under S38(1) Localism Act 2011, the Pay Policy Statement appended to this report for 2024/25.

1. INTRODUCTION

- 1.1 All local authorities are required to annually publish, and present to Full Council for adoption, a Pay Policy Statement in accordance with the Localism Act 2011. Folkestone & Hythe District Council's Pay Policy Statement was first approved in January 2012.
- 1.2 The council's Pay Policy Statement was completely refreshed for April 2022 and approved for 2023/24 by Council (report A/22/33) on 29th March 2023. Therefore, the revised Statement for 2024/25 only has minor updates to ensure the data is correct for publication.

2. PAY POLICY

- 2.1 The Pay Policy Statement for 2024/25 has been updated and is attached as **Appendix A**. This document is based on:

- The Department of Communities and Local Government's (DCLG)** Statutory Guidance Under Section 40 of the Localism Act, Openness and Accountability in Local Pay, published at February 2012; and
- The Department of Communities and Local Government's (DCLG) Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act 2011 – Supplementary Guidance, published February 2013.

** The Department of Communities and Local Government (DCLG) is now known as the Department for Levelling Up, Housing and Communities (DLUHC) however the guidance documents still bear the DCLG name.

- 2.2 The DCLG Guidance confirms that councils are not 'required to use the pay policy (statement) to publish specific numerical data on pay and reward' however it should be noted that the council is required to publish certain salary information under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011.
- 2.3 The Guidance further states that the Localism Act requires authorities to explain what they think the relationship should be between the remuneration of its Chief Officers and its employees who are not Chief Officers. The pay policy statement therefore explains the 'relationship' in terms of the grading systems used and by reference to the requirements set out in paragraph 2.2 above.
- 2.4 The only changes made to the content of the Pay Policy Statement for 2024/25 are updates to dates and data or salary information in the relevant sections. No substantial changes have been made.

- 2.5 The 2024/25 Pay Policy Statement is attached as **Appendix B** with tracked changes in order for members of the committee to identify where updates have been made.
- 2.6 At the time of writing this report no further updated guidance notes have been issued by the DLUCH, however should an update be issued that requires an amendment to the attached pay policy statement for 2024/25 then a revised statement will be presented to the Personnel Committee at a future meeting.

3. RISK MANAGEMENT ISSUES

- 3.1 A summary of the perceived risks are as follows:
- No perceived risks

4. LEGAL / FINANCIAL AND OTHER CONTROLS / POLICY MATTERS

4.1 Legal Officer's Comments (NM)

There are no legal implications arising directly out of this report, relevant issues having been addressed in each of the report and the Appendix.

4.2 Finance Officer's Comments (OO)

Any financial implications arising from any reward strategy will need to be considered within the council's medium term financial planning process.

4.3 Diversities and Equalities Implications (ASm)

There are no specific Diversities and Equalities Implications arising from this report.

5. CONTACT OFFICER AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Andrina Smith, Chief HR Officer
Tel: 01303 853405
Email: Andrina.smith@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None

Appendix

Appendix A – Draft Pay Policy Statement 2024/25

Appendix B – Pay Policy Statement 2023/24 with tracked changes for 24/25