

Name of Committee:	HR Committee		
Committee Date:	31 January 2024		
Report Title:	Pay Policy Statement 2024/25		
Responsible Officer:	Matt Goodwin, Executive Head – Internal Services		
Cabinet Lead:	Cllr Neil Bowdell		
Status:	Non-Exempt		
Urgent Decision:	No	Key Decision:	No
Appendices:	Appendix 1: 2024/25 Officers Pay Scales Appendix 2: 2024/25 Senior Pay Scales		
Background Papers:	The Localism Act 2011 (Section 38): https://www.legislation.gov.uk/ukpga/2011/20/section/38/enacted Local Government Transparency Code 2015: https://www.gov.uk/government/publications/local-government-transparency-code-2015/local-government-transparency-code-2015		
Officer Contact:	David Fairall, Chief HR Officer		
Report Number:	HBC/073		

Corporate Priorities:

It is a statutory requirement for each Council to publish an annual Pay Policy Statement.

Executive Summary:

The 2024/25 Pay Policy Statement has been prepared and must be approved by Full Council in accordance with the Localism Act 2011 by 31 March 2024.

This is being presented to the HR Committee to recommend approval by Full Council.

Recommendations:

That the HR Committee recommends that Full Council approves the 2024/25 Pay Policy Statement.

1. Introduction

- 1.1. In accordance with the Localism Act 2011, each Council must publish an annual Pay Policy Statement and this must be approved by Full Council.

2. Background

- 2.1. The Localism Act 2011 and subsequent Local Government Transparency Code 2015 specifies that a Pay Policy Statement must be published annually, along with elements that must be considered and included within the document.
- 2.2. The 2024/25 Pay Policy Statement includes the information required and reflects current remuneration practice within the Council.
- 2.3. A paragraph is included to explain that the 2024/25 pay awards have yet to be agreed for the Chief Executive and Officers, meaning this paper will be resubmitted for noting once both of those amounts have been communicated. The remainder of the paper will remain unchanged until reviewed for 2025/26.

3. Options

- 3.1. The Council is required to publish its pay policy and there is no alternative option to be appraised. Failure to agree and publish a statement by 31 March 2024 would mean the Council fails to meet its statutory obligation. Therefore, a statement must be approved by the HR Committee and subsequently Full Council.
- 3.2. The HR Committee and/or Full Council may wish to pursue a different approach to remuneration in future. This statement, as required, reflects the policy and calculations as of the publication date, so any recommendations can be tabled and considered ahead of the next annual report.

4. Relationship to the Corporate Strategy

- 4.1. The publication of the Pay Policy Statement, as well as being a legal requirement, is part of the Council's approach to ensuring it has effective and transparent remuneration arrangements in place.

5. Conclusion

- 5.1. The 2024/25 adheres to the requirements of the Localism Act 2011 and Local Government Transparency Code 2015, including the latest calculations to show the relationship of the remuneration between the Chief Executive and Officers (subject to amendment when the 2024/25 pay awards are confirmed).

6. Implications and Comments

- 6.1. S151 Comments: Members should be content that there are no new financial implications arising from this report and that the pay policy statement is a key component of the Council's transparency requirements.
- 6.2. Financial Implications: No additional budget required or financial implications, as this reflects existing remuneration policy.
- 6.3. Monitoring Officer Comments: The Pay Policy Statement sets out clearly and concisely the Council's approach to pay. There are no legal implications in publishing the same, as this is a statutory requirement as detailed in the report. In the interest of openness and accountability, the approach taken in the statement is both clear and transparent.
- 6.4. Legal Implications: No direct legal implications, other than the requirement to meet the statutory requirement of publishing a statement by 31 March 2024. The policy meets the requirements of the Localism Act 2011 and all other relevant legislation.
- 6.5. Equality and Diversity: No material change to existing remuneration policy.
- 6.6. Human Resources: No material change to existing remuneration policy.
- 6.7. Information Governance: Policy checked and approved by Information Governance.
- 6.8. Climate and Environment: No Climate and Environment impact associated with this statement.

7. Risks

- 7.1. The Pay Policy Statement is a requirement of section 38 (1) of the Localism Act 2011 that sets a statutory duty on local authorities annually to publish a statement approved by Full Council by the end of the financial year and relating to the new financial year. Failure to comply could lead to a legal challenge to the Council and therefore it is important that the statement reflects the requirements of the Act and all the associated statutory guidance.
- 7.2. Risk of not meeting statutory requirement if statement not agreed by Full Council and published by 31 March 2024

8. Consultation

- 8.1. Prior to submitting to the HR Committee, this statement has been reviewed and agreed by Unison and ELT.

9. Communications

- 9.1. Once approved by Full Council, the policy will be updated on The Fountain (where all HR policies can be found) and on the Havant Borough Council website.

Agreed and signed off by:		Date:
Cabinet Lead:	Cllr Neil Bowdell	04/01/2024
Executive Head:	Matt Goodwin	27/12/2023
Monitoring Officer:	Jo McIntosh	29/12/2023
Section 151 Officer:	Steven Pink	22/01/2024

Appendix 1: 2024/25 Officer Pay Scales

Grade	SCP	Salary 22/23	Salary 23/24	Hourly Rate
A	3	£20,812	£22,737	£11.79
	4	£21,189	£23,114	£11.98
B	4a	£21,189	£23,114	£11.98
	5	£21,575	£23,500	£12.18
C	5a	£21,575	£23,500	£12.18
	6	£21,969	£23,893	£12.38
	7	£22,368	£24,294	£12.59
D	8	£22,776	£24,702	£12.80
	9	£23,195	£25,119	£13.02
	10	£23,620	£25,545	£13.24
	11	£24,055	£25,979	£13.47
E	12	£24,496	£26,421	£13.69
	13	£24,948	£26,873	£13.93
	14	£25,409	£27,334	£14.17
	15	£25,879	£27,803	£14.41
F	16	£26,357	£28,282	£14.66
	17	£26,846	£28,770	£14.91
	18	£27,344	£29,269	£15.17
	19	£27,852	£29,777	£15.43
	20	£28,370	£30,296	£15.70
G	21	£28,899	£30,825	£15.98
	22	£29,439	£31,364	£16.26
	23	£30,152	£32,076	£16.63
	24	£31,100	£33,024	£17.12
	25	£32,019	£33,945	£17.59
	26	£32,909	£34,834	£18.06
H	27	£33,819	£35,745	£18.53
	28	£34,723	£36,648	£19.00
	29	£35,411	£37,336	£19.35
	30	£36,299	£38,223	£19.81
	31	£37,262	£39,186	£20.31
I	32	£38,295	£40,221	£20.85
	33	£39,494	£41,418	£21.47
	34	£40,479	£42,403	£21.98
	35	£41,495	£43,421	£22.51
	36	£42,504	£44,428	£23.03
	37	£43,517	£45,441	£23.55
	38	£44,539	£46,464	£24.08
	39	£45,496	£47,420	£24.58
	40	£46,549	£48,474	£25.13
J	41	£47,573	£49,498	£25.66
	42	£48,588	£50,512	£26.18
	43	£49,590	£51,515	£26.70
	44	£50,570	£52,532	£27.23
	45	£51,650	£53,654	£27.81
K	46	£52,698	£54,743	£28.37
	47	£53,737	£55,822	£28.93
	48	£54,764	£56,889	£29.49
	49	£55,893	£58,062	£30.09
	50	£57,056	£59,270	£30.72
K	51	£58,262	£60,523	£31.37
	52	£59,511	£61,820	£32.04
	53	£60,799	£63,158	£32.74
	54	£62,110	£64,520	£33.44
	55	£63,756	£66,230	£34.33

(NB: The 2024/25 pay award has yet to be agreed and applied)

Appendix 2: 2024/25 Senior Pay Scales

Role	Minimum	Midpoint	Maximum
CEO	£111,178	£130,446	£149,714
Chief Officers (Executive Heads of Service and statutory officers)	£78,582	£92,554	£106,527
Senior Technical Officers (subject to Management team approval)	£72,373	£78,582	£84,792

(NB: The 2024/25 pay awards have yet to be agreed and applied)