

WEST NORTHAMPTONSHIRE COUNCIL COUNCIL

26 January 2023

Councillor Mike Hallam: Cabinet Member for HR & Corporate Services

Report Title West Northamptonshire Council Pay Policy Statement for 2023/24

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Contributors/Checkers/Approvers

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List of Appendices

Appendix A – 2023-24 Pay Policy Statement

1. Purpose of Report

- 1.1. The Pay Policy Statement, attached in Appendix One, is produced in accordance with the requirements of Section 38(1) of the Localism Act 2011. It must be updated and published annually but excludes schools as the Act does not apply to local authority schools.
- 1.2. The Pay Policy Statement covers the year 1 April 2023 to 31 March 2024 and reflects:
 - the implementation of the new job family architecture and pay structure for West Northamptonshire Council (WNC) (effective 1 April 2023).
 - the implementation of the full set of terms and conditions for WNC employees. These apply to those who have been employed or changed roles since 1st April 2021 and are therefore not on TUPE terms and conditions ('non-TUPE workforce').
- 1.3. The previous Pay Policy Statements adopted, the first by the West Northamptonshire Shadow Authority and the second in February 2022, were interim pay statements due to the activity to establish the new pay, terms and conditions of employment for the new authority. The 2023/24 Pay Statement is the first full pay statement for WNC (see section 5.4).
- 1.4. This report does not seek agreement to the terms and conditions of senior officers; it is a statement about senior officer pay policy and its relationship to the lowest paid in WNC, which is a legislative requirement.

2. Executive Summary

- 2.1 Each local authority is required to produce and publish an annual Pay Policy Statement under Section 38 (1) of The Localism Act 2011. The Act requires the pay policy statement to cover a number of aspects of remuneration policy.
- 2.2 The Pay Policy Statement sets out West Northamptonshire Council's approach to setting the pay of the directly employed workforce, in particular the remuneration of:
 - a) The Chief Officers
 - b) The 'lowest paid' employeesand the relationship between:
 - (i) The remuneration of its chief officers; and
 - (ii) The remuneration of its employees who are not chief officers.
- 2.3 The pay ratios in respect of these are provided within the Pay Statement. These have reduced since the first (interim) pay statement was published in 2021 which is positive. This is due to the fact that the council has uplifted the minimum rate of our lowest paid employees over the last two pay award periods and invested more in the lower pay points across all the TUPE pay scales.
- 2.4 Chief Officers are both statutory and non-statutory officers:

Statutory Officers

- Chief Executive (Head of Paid Service)
- Executive Director, Finance (Chief Finance Officer, S151)
- Director of Legal & Democratic (Monitoring Officer)
- Executive Director, People, and Deputy Chief Executive (Director of Children’s Services (DCS) & Director of Adults Services (DASS))
- Director of Public Health (DPH)

Non-Statutory Officers

- Executive Director, Place, Economy and Environment
- Executive Director, Corporate Services
- Director, Communities and Opportunities
- Assistant Chief Executive.

2.5 ‘Pay’ includes, in addition to basic salary, any charges, fees, allowances, benefits in kind, increases in or enhancements to pension entitlements and termination payments.

3. Recommendations

3.1 It is recommended that the Council approves the Pay Policy Statement for 2023-24.

4. Reason for Recommendations

4.1 It is a statutory requirement under the Localism Act 2011 for the Authority to approve and publish a Pay Policy Statement.

4.2 Due regard has been given to the requirements of the Localism Act 2011 and associated guidance issued or approved by the Secretary of State, in setting out this Pay Policy Statement.

4.3 The 2023/24 Pay Policy Statement reflects the new WNC terms and conditions of employment, job family architecture and proposed (as of 31 December 2022) pay structure.

5. Report Background

5.1 The Localism Act brought together strands of increasing accountability, transparency, and fairness in local government in the setting of local pay. This includes a requirement that the local authority pay statement is openly approved by democratically elected councillors on an annual basis.

5.2 The Act requires the pay statement to cover a number of disparate aspects of remuneration policy. For this reason, and in the interests of clarity and transparency, the Joint Negotiating Committee (JNC) recommends local authorities use the opportunity to set out more on the overall rewards strategy and not to limit themselves to matters specifically required by the Act and statutory guidance.

- 5.3 The Act extends to a requirement to publish the salaries of senior officials, to support the aim of helping residents better understand how public money is spent in their area.
- 5.4 The first Pay Policy Statement published by WNC (2021/22) was an interim statement, whilst further work was undertaken to design a new pay structure for the council and negotiate and consult on the full set of terms and conditions of employment. Collective agreement with the recognised Trade Unions has been reached on terms and conditions of employment however at the current time the new WNC local pay structure status is 'proposed', pending implementation (anticipated April 2023).
- 5.5 All new starters to WNC from 1 April 2021 and those who have changed roles, have been appointed on interim WNC pay, terms and conditions until the conclusion of the pay and grading project.
- 5.6 A report was taken to full council on 12 July 2022 to provide an update on the progress made on the Council's Pay and Grading Project, including budget implications and phase 2 implementation plan, and the outcome of the trade union consultation and negotiations.
- 5.7 This Pay Policy Statement for 2023/24 incorporates the WNC approach to pay and the job family architecture.

6. Issues and Choices

- 6.1.1 There are no direct additional resources or financial implications associated with the approval of the pay policy statement for publication under the Localism Act.

7. Implications (including financial implications)

7.1 Resources and Financial

- 7.1.1 Whilst the adoption of a Pay Policy Statement has no direct additional financial implications, there is a pay and grading growth requirement which is included in the draft budget proposals for 2023/24 which were published for consultation on 21 December 2022.

7.2 Legal

- 7.2.1 The adoption of a Pay Policy Statement is required of all relevant authorities pursuant to the Localism Act 2011. The Statement must reflect the requirements of the Act and have regard to any guidance issued or approved by the Secretary of State.

7.3 Risk

- 7.3.1 There are no significant risks arising from the proposed recommendations in this report in respect of publishing the pay statement.

7.4 Consultation

7.4.1 There is regular consultation (and negotiation) with our recognised Trade Unions regarding pay, terms and conditions and policies on the management of the workforce.

7.5 Consideration by Overview and Scrutiny

4.1.1 The Pay Policy Statement outlines the WNC's approach to remuneration. The pay and grading project is part of the WNC people strategy which has been to Overview and Scrutiny. It is going back to Overview and Scrutiny on 16 January 2023.

7.6 Climate Impact

7.6.1 It is not considered that there are any implications arising out of the publishing of the Pay Policy Statement.

7.7 Community Impact

7.7.1 The publication of the Pay Policy Statement increases transparency, accountability and fairness around pay to the local community.

7.8 Communications

7.8.1 Communication in respect to WNC's approach to pay is an ongoing critical focus of the Executive Leadership Team and HR, with all employees kept regularly informed and updated on these issues.

8. Background Papers

8.1 Local Government Association Pay Policy and Practice in Local Authorities: [guide-pay-and-rewards-mem-4b6.pdf \(local.gov.uk\)](#) [guide-pay-and-rewards-mem-4b6.pdf \(local.gov.uk\)](#)

8.2 Localism Act 2011 Chapter 8 Section 38 [Localism Act 2011 \(legislation.gov.uk\)](#)

Appendix One: Pay Statement 2023/24