

# Full Council

11 March 2025



**Report of:** Human Resources Committee

**Title:** The Council's Pay Policy Statement for the period 1 April 2025 to 31 March 2026

**Ward:** City Wide

**Member Presenting Report:** Councillor Kye Dudd (Chair)

## Recommendation

That Full Council adopts the Pay Policy Statement for 2025/26 to take effect from 1 April 2025.

## Summary

The purpose of the report is to consider the Pay Policy Statement for 2025/26.

## The significant issues in the report are:

- The Localism Act 2011 requires local authorities to agree and publish a pay policy statement annually before the start of the financial year to which the statement relates.
- In addition to the requirements of the Pay Policy Statement, the council has set out the procedure and pay ratios for "off-payroll" roles (agency and interim workers) as an appendix.



## Policy

1. The Localism Act 2011 requires local authorities (the Full Council) to agree and publish a pay policy statement annually before the start of the financial year to which the statement relates. It is recommended to Full Council by the HR Committee.

## Consultation

1. **Internal**  
The Leader.
2. **External**  
None required.

## Context

3. The Pay Policy Statement explains the Council's pay policies for its highest and lowest-paid employees. It is written and published in accordance with the Localism Act 2011 and guidance and supplementary guidance issued by the Secretary of State.
4. The Pay Policy Statement reflects the rate of the Real Living Wage announced in October 2024. It's the Council's longstanding policy to pay the new rate with effect from the 1 April following the announcement, so that means our lowest rate of pay will become £12.60 per hour with effect from 1 April 2025. Until a national pay award is agreed for 1 April 2025 onwards, all those in jobs graded BG1, BG2, BG3 and BG4 will be paid £12.60 per hour. Finding an affordable and sustainable way to overcome the compression in our pay system will be considered in the forthcoming Workforce Strategy.
5. The rates of pay for the Chief Executive, Executive Directors and Directors are those agreed for the current (ie, 2024/25) financial year. These will be updated in the published statement once the pay awards for 2025/26 have been confirmed following national negotiations.
6. Full Council at its meeting of 17 March 2022, approved the following addition to its Pay Policy Statement for 2022/23: "The Council's policy is that the pay of the highest paid employee should be no more than 10 times that of the lowest full time equivalent paid employee." This clause was to be reviewed annually, and the Committee continues to support the inclusion of this statement in the Pay Policy Statement for 2025/26.
7. To provide transparency on the use of agency and interim workers, an appendix to the main Pay Policy Statement has been introduced. This sets out the procedure for the approval and selection of interim roles, including the use of interims to cover vacant Chief Executive, Executive Director and Director roles, and the pay ratio calculation for "on payroll" and "off payroll" roles. This information is in addition to the requirements of the main Pay Policy Statement.
8. Pay ratios are usually calculated as a snapshot on 31 December each year. It should be noted that on 31 December 2024, there was no permanent Chief Executive in post, as the role was covered by an interim. This has impacted the "on payroll" and "off payroll" ratio calculations. To provide clarity, pay ratios have also been calculated for when the current Chief Executive started in post in

January 2025.

### **Proposal**

9. That Full Council adopts the Pay Policy Statement for 2025/26 to take effect from 1 April 2025.

### **Other Options Considered**

10. None.

### **Risk Assessment**

11. None.

### **Summary of Equalities Impact of the Proposed Decision**

An equality impact assessment has not been undertaken because no significant changes have been made to the Pay Policy Statement.

### **Legal and Resource Implications**

#### **Legal**

The Pay Policy Statement 2025/26 fulfils the legal requirement placed on the Council by s.38(1) of the Localism Act 2011 to produce an annual pay policy statement.

Husinara Jones, Solicitor/Team Manager, 20 February 2025

#### **Financial**

##### **(a) Revenue**

*“The Pay Policy Statement is cognisant of the organisational context and the constraints of the 2025/26 budget, with salary budget implications incorporated into the Council’s 2025/26 budget as approved by Full Council on 25 February 2025. The policy statement sets out the direction of travel in relation to pay for Bristol’s officers for the year ahead and has no financial implications for the revenue and capital budgets. The policy needs to have regard to Section 40 of the Localism Act 2011 and the supplementary guidance on openness and accountability. The Statement of Accounts will provide the retrospective assurance that this policy, including the interim rates, has been adhered to.”*

##### **(b) Capital**

*Not applicable.*

Andy Rothery, Director of Finance (S151 Officer), 28 February 2025

#### **Land**

*Not applicable.*

#### **Personnel**

*It's important that the Council has a clear statement of its pay policy for the period in question. Not doing so could lead to contractual and employee relations difficulties and potentially additional cost and service disruption.*

**(Personnel advice provided by James Brereton – Head of Human Resources)**

**Appendices:**

Proposed Pay Policy Statement for 2025-26

Appendix A - Procedure and paying interims "off-payroll"

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:** None.