

# HR Committee

14 December 2023



**Report of:** Director: Workforce & Change

**Title:** The Council's Pay Policy Statement for the period 1 April 2024 to 31 March 2025

**Ward:** City Wide

**Officer Presenting Report:** James Brereton (Head of Human Resources)

**Contact Telephone Number:** 0117 92 22000

## Recommendation

That (subject to amendments agreed at its meeting) the Committee recommends to Full Council the Pay Policy Statement 2024/25 to take effect from 1 April 2024.

## Summary

The purpose of the report is to consider the Pay Policy Statement for 2024/25.

## 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.



## 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

2. **Internal**  
Deputy Mayor – City Economy, Finance & Performance.
3. **External**  
None required.

## Context

4. The Pay Policy Statement explains the Council 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.
5. The draft Pay Policy Statement reflects the rate of the Real Living Wage in the recent announcement from the Living Wage Foundation. 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 per hour with effect from 1 April 2024. Until a national pay award is agreed for 1 April 2024 onwards, all those in jobs graded between BG1 and the first point of BG5 will be paid £12 per hour. Finding an affordable and sustainable way to overcome the compression in our pay system will be a priority in our forthcoming Workforce Strategy.
6. We have revalorised the rates of pay for the Chief Executive, Executive Directors and Directors in light of recent national pay awards. Please note these rates are those that apply for the current (ie, 2023/24) financial year. This is because we will not know the rates/pay awards applicable from 1 April 2024 until the conclusion of national negotiations, which usually takes many months. We will update the rates and pay multiples (we call them ratios) shown in the published statement whenever the pay awards have been confirmed. We are also taking the opportunity to trim the breadth of the ranges to bring them back into line with those recommended in the previous Korn Ferry reviews.
7. One change we are recommending to the Committee this year for ease of payroll administration is the reinstatement of specific spinal column points for the Chief Executive, Executive Directors and Directors. Since 2017, we have used broad ranges within which each postholder is placed (by the Selection Committee) on appointment (up to the maximum of the grade). If agreed, we would propose to place all current postholders on the nearest spinal column point to their current "spot" salary (which may be the maximum of the grade, in which case they would remain on that maximum) with effect from 1 April 2024. No-one would suffer a detriment through this approach.
8. There are options as to how these spinal column points could be used. Progression from one spinal column point to the next (up to the maximum of the grade) could be based on time served to recognise deepening experience in role. Alternatively, given these are the Council's most

senior officers, the spinal column points could be used to form the basis of a performance-related approach. Or the current situation could be maintained in which progression is on request to the HR Committee (though this is not recommended, for the reasons stated above). The Committee's terms of reference may need to be updated, depending upon the which option is recommended.

9. Recent discussions with the Committee have indicated a desire to expand paragraph 11 of the statement to include some more explicit expectations around the use of interims to cover vacant chief officer positions. The Council's existing guidance has been in place since late 2018. It sets out key points of process. The Committee may wish to consider encapsulating some of this in the statement: for example, how interim chief officers should be appointed, and how extensions to their appointments should be approved. The cost of an interim chief officer is almost always greater than their directly employed equivalents so the Committee may wish to stipulate some parameters around pay and/or overall cost.
10. 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 is asked to consider this for its Pay Policy Statement for 2024/25.

### **Proposal**

11. That (subject to amendments agreed at its meeting) the Committee recommends to Full Council the Pay Policy Statement 2024/25 to take effect from 1 April 2024.

### **Other Options Considered**

12. None.

### **Risk Assessment**

13. None.

### **Public Sector Equality Duties**

- 14a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
  - i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --

- remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
  - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
  - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
- tackle prejudice; and
  - promote understanding.

14b) An Equality Impact Assessment has not been completed as no major change to policy is proposed by this report.

## **Legal and Resource Implications**

### **Legal**

“The Pay Policy Statement 2024/25 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, 6 December 2023

### **Financial**

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

“The Pay Policy Statement is developed within the organisational context and the constraints of the 2024/25 budget and 5 year MTFP. It sets out the direction of travel in relation to pay for Bristol’s officers for the year ahead. The changes to National Living Wage and implications to the Real Living Wage are highlighted, along with the potential impact to pay scales and pay offer that is still to be confirmed for 2024/25. The MTFP and budget development captures assumptions around pay in line with this.”

Sarah Chodkiewicz (Head of Financial Management / Deputy s.151 Officer), 6 December 2023

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

Not applicable

### **Land**

Not applicable.

### **Personnel**

“The HR implications of the recommendation are set out in the body of the report above.”

James Brereton (Head of Human Resources), 6 December 2023

**Appendices:**

A – Draft Pay Policy Statement 2024-25

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

**Background Papers:** None.