

**REPORT OF THE LEADER OF THE COUNCIL****NOTTINGHAMSHIRE COUNTY COUNCIL'S PAY POLICY STATEMENT  
2023/2024****Purpose of the Report**

1. To seek the approval of the County Council to the updating and publishing of the authority's Pay Policy Statement as required by the Localism Act 2011 for the financial year 2023/24, which reflects the known situation as at 1<sup>st</sup> February 2024.

**Information****Background**

2. Nottinghamshire County Council is committed to good governance and openness to public scrutiny and accountability. As part of this commitment the Council wishes to demonstrate that decisions on the pay and reward packages for its Chief Executive and senior officers have been made in an open, transparent and accountable manner.
3. Under the terms of the Accounts and Audit Regulations 2015 the Council publishes on its website, and regularly updates information about its most senior officer's pay, including information relating to the Chief Executive and Corporate Directors.
4. Legislation and supporting Government guidance, identifies the statutory contents of a Pay Policy Statement and how it should be presented.
5. Section 38 of the Localism Act 2011 Act sets out the requirement for all Local Authorities in England and Wales to publish annual Pay Policy Statements with effect from the financial year 2012-13 onward.
6. Additional requirements contained in the Localism Act (Section 40), were set out in further national guidance issued in February 2013. This included a requirement relating to the approval of severance packages for senior officers of, or above, £100,000 to be approved by Full Council. There were no applicable instances in this Council in the 12 months between 1<sup>st</sup> February 2023 and the end of January 2024.

7. The core requirements of the provisions of the Localism Act are that a Pay Policy Statement (PPS) must set out the Authority's policies relating to senior salaries, remuneration and pay multiples, including the:
  - Remuneration of its lowest paid employees
  - Definition used for this group and the reason for adopting this definition.
  - Relationship between Chief Officer remuneration and that of other staff
  - Pay multiple relationship between the highest earnings and the lowest earnings and between the median earnings figure for the whole authority workforce.
8. The Act defines Chief Officer remuneration as the level and elements of remuneration for each Chief Officer, including salary, any bonuses/performance related pay, and charges/fees/allowances, benefits in kind, enhancement to pension at termination.
9. The definition of a Chief Officer adopted by the Act, as defined by the Local Government and Housing Act 1989, is any post that reports directly to the statutory Chief Officer or the Chief Executive. In the case of this Authority this currently applies to Corporate Directors and Service Directors (see top level structure chart **Appendix A1**).
10. The Transparency Code, published by the Department for Communities and Local Government (DCLG), contains legal requirements to publish specific legal, organisational and salary information as follows:
  - The Pay Multiple and median earnings information must reflect a particular date in the year (in this case the Council's annual Pay Policy Statement update as at 1<sup>st</sup> February each year), and include all elements of remuneration, not just taxable earnings. This includes base salary; variable pay allowances and any bonuses or payments in kind but excluding pension.
  - A list of the number of employees with remuneration above £50,000, presented within brackets of £5,000, with job title and the functions and the services for which they are responsible. This information is contained in the Appendix A3 to the Pay Policy Statement and is updated annually.
  - Any employees earning in excess of £150,000 must be named. In this Council this currently applies to the post of Chief Executive and the Corporate Director for Children and Families as reflected in the Council's updated Pay Policy Statement for 2023-24.
  - An organisation chart for the top 3 organisational tiers must be published. A chart reflecting the Council's current senior structure, indicating where posts are filled on a temporary rather than permanent basis and where these are vacant, is available on the public website.
11. The Pay Policy Statement must by law be approved by Full Council and must be published in the public domain on the Council's website by 1<sup>st</sup> April each year. This updated annual Statement reflects the situation as at 1<sup>st</sup> February 2024.

## **Pay Policy Statement**

12. All mandatory requirements of the relevant legislation as set out in both the Act and the Code have been reflected in the Council's updated Pay Policy Statement. The statement does not cover employees directly engaged in a school. The information provided is in line with the guidance published by the Department for Levelling Up, Housing and Communities.

13. The key principles underpinning the Pay Policy Statement are that the Council currently:

- Has the right to determine senior officer pay locally.
- Has ensured that senior officer pay, and terms and conditions are in line with those applicable to other employees.
- Needs sufficient flexibility to cope with a variety of changing circumstances such as market factor supplements to reflect recruitment and retention issues nationally and locally.
- Is committed to openness, transparency and public accountability.
- Needs to reflect local circumstances such as shortages of particular key skills.
- Is committed to equity and fairness of treatment across the whole workforce.

14. A copy of Nottinghamshire County Council's updated annual Pay Policy Statement 2023/2024, which sets out the position as at 1<sup>st</sup> February 2024, is attached as an **Appendix** to this report.

### **Other Options Considered**

15. The focus of the Pay Policy Statement is to ensure the Council complies with the requirement under the Localism Act to have a Pay Policy Statement; the content of which complies with all mandatory legal requirements and to publish this annually.

16. This Statement can be amended during the financial year as necessary to reflect the prevailing legislation at the time or as emerging practice or clarification of guidance necessitate.

### **Reason for Recommendation**

17. To ensure that Nottinghamshire County Council is legally compliant in terms of the publication of a Pay Policy Statement and accountable to the public of Nottinghamshire.

### **Statutory and Policy Implications**

18. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Data Protection and Information Governance**

19. There is a statutory requirement for the information contained in this annual Pay Policy Statement to be published on the Council's website prior to 1st April which overrides any individual's rights to confidentiality.

## Financial Implications

20. There are none arising directly as a result of the requirement to publish an annual Pay Policy Statement.

## Human Resources Implications

21. The HR implications and current workforce context are contained within the body of the report. The Pay Policy Statement reflects existing policies in relation to pay and terms and conditions, which have previously been agreed by the recognised Trades Unions and Elected Members. It sets out details of the remuneration of highest and lowest paid employees and meets other legislative requirements.

## Public Sector Equality Duty implications

22. The Council's pay and grading structure is based on a "points to pay" relationship determined through Job Evaluation as a mechanism to ensure the consistent evaluation of the relative value of job roles across the Council. This in turn ensures a fair, open and transparent pay and reward structure that is affordable and supports the equal treatment of all employees in respect of their pay, terms and conditions; is compliant with Equal Pay legislation and Single Status requirements. The Council's policies on pay and terms and conditions apply equally to employees at all levels of seniority across the authority.

## RECOMMENDATION

It is recommended that Full Council:

- 1) Approve the Pay Policy Statement, **as appended**, for publication on the Council's website in April 2024.

**Councillor Ben Bradley MP**  
**Leader of Nottinghamshire County Council**

### For any enquiries about this report please contact:

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## Human Resources Comments (HG 27/02/2024)

23. The Council is fulfilling its legal responsibilities in publishing a Pay Policy statement and associated policy documents. The recognised trades unions have been informed and have noted the information contained in the Pay Policy Statement. This statement includes the changes arising from the NJC National Pay Award applicable from 1 April 2023.
24. Pay continues to be an issue for recruitment and retention. A resourcing strategy and delivery plan is in place which considers local, regional and national implications and how we can continue to assure strong service delivery in a difficult labour market.

### **Constitutional Comments (HD 12/03/2024)**

25. The recommendations within the report are within the remit of Full Council to determine. It is a legal requirement for the Council to bring the pay policy statement annually.

### **Financial Comments (NS 10/03/2024)**

26. There are no specific financial implications arising directly from the publication of this report.

### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972:

- Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act – DCLG 17<sup>th</sup> February 2012
- Localism Act 2011- Chapter 8 “Pay Accountability” – 15<sup>th</sup> November 2011
- Code of Recommended Practice for Local Authorities on Data Transparency (DCLG) – September 2011
- The Hutton Report on Fair Pay in the Public Sector – 2011
- Transparency Code 2014 – DCLG 1<sup>st</sup> May 2014
- Local Government Transparency Code and Guidance 2015 – DCLG February 2015. 27 February 2015.

### **Electoral Division(s) and Member(s) Affected**

- All