

STROUD DISTRICT COUNCIL

COUNCIL

THURSDAY 22 FEBRUARY 2024

Report Title	The Fair Pay and Senior Pay Policy Statement 2023/24			
Purpose of Report	The Council is required under the Localism Act 2011 to approve and publish a policy statement on Senior Pay.			
Decision(s)	The Council RESOLVES that this Statement is approved as recommended by the Strategy and Resources Committee.			
Consultation and Feedback	None			
Report Author	Lucy Powell, Head of HR & Nathan Reynolds, HRIS & Data Analyst Email: lucy.powell@stroud.gov.uk Email: nathan.reynolds@stroud.gov.uk			
Options	The Council is required to publish a statement by the 31 st March 2024 for the ensuing financial year. The nature and content must adhere to guidelines issued by the then Secretary of State for Communities and Local Government.			
Background Papers	Information on the Council's workforce was extracted from the Council's Human Resources/Payroll system. The remuneration of the individual senior officers is also published in the Council's Statement of Accounts and on the Council's website.			
Appendices	None			
Implications (further details at the end of the report)	Financial	Legal	Equality	Environmental
	Yes	Yes	No	No

1. INTRODUCTION / BACKGROUND

- 1.1 This Pay Policy Statement is produced on an annual basis in accordance with Section 38 (1) of the Localism Act 2011. It is made available on the Council's website.
- 1.2 The Council has published information on senior pay for a number of years on its website and in its Statement of Accounts. It has also responded openly and in full to Freedom of Information Act requests for such details.
- 1.3 The Local Government Transparency Code 2015 places additional publication requirements on local authorities to publish data on their websites. This includes the requirement either to publish the data on their website or place a link on their website to such data. Additional requirements of the Code include the requirement for local authorities to publish: -
 - A list of responsibilities of senior staff
 - Details of bonuses and "benefits-in-kind" for all employees whose salary exceeds £50,000
 - The pay multiple, defined as the ratio between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce.

This information is available on the Council's website.

2. **Pay Accountability - Senior Pay Policy Statement for Stroud District Council 2023-2024**

- 2.1 Both the Localism Act 2011 and the Transparency Code 2015 require the definition and publication of data on the lowest paid employees, their remuneration and the clarification of the relationship of pay between the lowest and highest paid groups of employees.
- 2.2 The lowest paid employees of the Council are on the Apprentice grade and have a salary at 01/12/2023 of £14,450.00. The highest paid employee has a salary at 01/12/2023 of £126,414.00. The ratio between the highest and lowest paid employees of the Council is 1:9. The Government's view is that the salaries ratio in the public sector should not exceed 1:20, so the Council is well within these guidelines. A comparison of Stroud 1 to Stroud 12 produces a ratio of 1:6.
- 2.3 There is only a requirement by the Government to pay Apprentices £5.28 per hour. However, the Apprentice grade at the Council has been based on the National Minimum Wage for 2023 18-20yr olds of £7.49, this rose from £6.83 on 01/04/2023.
- 2.4 Since 2013, the Council has paid the Living Wage Foundation (LWF) living wage to staff on Stroud 1 by way of a supplement to basic pay. The Council will continue to monitor the STR1 salary and LWF salary. The real living wage was increased to £12.00 an hour in October 2023. Guidance for application of the living wage following an increase is to apply within 6 months and our practice has been to increase the Living wage foundation rate on 1st April the following year, however due to the current cost of living, the decision was made again this year to implement this pay from 01st December 2023 to fully support our staff at the lower end of the pay scale.
- 2.5 The pay multiple, defined as the ratio between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce was 4.15, a reduction from last years figure of 4.37.

3 **Level and Elements of Remuneration in 2023-2024**

The Council pays 'spot' salaries to all employees. There are 13 spot salaries:

Stroud Grade	Salary	FTE 2023	Headcount 2023	FTE Nov 2022	Headcount Nov 2022
STR APP	£14,450	3	3	1	1
STR1	£22,366	10.57	35	3	25
STR2	£23,151	17.06	51	20.82	52
STR3	£26,421	80.57	96	73.89	88
STR4	£31,364	73.05	83	75.86	84
STR5	£36,648	72.52	78	71.73	77
STR6	£42,403	47.47	52	43.83	48
STR7	£48,474	22.65	24	25.46	26
STR8	£55,636	12.67	14	11.85	13
STR9	£62,439	8.51	9	7.85	9
STR10	£81,458	1	1	0	0
STR11	£88,884	4.92	5	5	5
STR12	£126,414	1	1	1	1
TOTAL		354.99	452* Actual = 444	341.28	429* Actual = 421

* This figure shows employees with contracted hours at each Stroud grade. The 'actual' figure indicates exact headcount, as some employees have more than one post at different grades.

- 3.1 There are no bonuses, annual increments or performance related payments. A salary supplement or honorarium can be paid when an employee carries out a substantial increase in duties and responsibilities.
- 3.2 The actual headcount has increased by 5.46% since last year.
- 3.3 The Chief Executive is employed under Chief Executives' Terms and Conditions. All other senior officers are employed under National Joint Council (NJC) for local government services. The Council publishes an Employee Handbook that sets out local terms and conditions of employment. This is available on the staff intranet.
- 3.4 The pay in relation to individual senior officers is shown below;

Chief Executive

- Salary of £126,414.00 (subject to any national pay award)
- Employed under the Chief Executives' Terms and Conditions
- Election Fees as Returning Officer as set out in the Gloucestershire Scheme Scale of Fees for District and Parish Elections; Parliamentary, European Parliament, Referendum, Police Area Returning Officer Fees as specified by the Ministry of Justice, the Home Office or the Electoral Commission. The fees vary from year to year depending on the nature and number of elections. This is classed as a separate employment for superannuation purposes.
- Payment of membership of the Society of Local Authority Chief Executives (invoiced direct to the Council)

Strategic Directors (Resources, Place, Communities and Change & Transformation, Corporate)

- Salary of £88,884 (subject to the national pay award)
- Directors are paid a market supplement between £3,135.96 - £5,226.84 per annum
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council)
- Election fees payable to officers as election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

Strategic Head of Housing

- Salary of £81,458 (subject to any national pay award)
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

Heads of Service

- Salary of £62,349 (subject to any national pay award)
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

Monitoring Officer (This role is covered by the Corporate Director)

- Salary of £88,884 (subject to any national pay award)
- The Monitoring Officer is paid a market supplement of £3,135.96 per annum as part of the Director role as detailed above.
- Taxable mileage payable in line with HRMC reimbursement rates (for perm role)
- Payment of membership of one professional body (invoiced direct to the Council) (for perm role).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees.

Section 151 Officer (This role is covered by Strategic Director of Resources)

- Salary of £88,884 (subject to any national pay award)
- The Section 151 Officer is paid a market supplement of £5,226.84 per annum as part of the Director role.
- Taxable mileage payable in line with HRMC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees.

Service Managers

- Salaries in range from £42,403.00 to £55,636.00 (subject to any national pay award)
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

4. Remuneration on Recruitment

4.1 Chief Executive

The remuneration would be reviewed prior to advertisement by the Strategy & Resources Committee or its panel under delegated authority from the Council. The Committee's membership is agreed by the Council at its Annual General Meeting and is politically balanced.

The full Council appoints the Chief Executive based on a recommendation from the Committee.

4.2 Strategic Directors, Heads of Service, Service Managers, Monitoring Officer and S151 Officer

The remuneration and allowances are set out in the Employee Handbook and the published salary scales.

The Monitoring Officer & Section 151 Officer are reserved by Law and appointed by Full Council.

5. Remuneration on ceasing to hold office/be employed by the Council

5.1 Chief Executive

The Committee would make a recommendation to the full Council.

5.2 **Strategic Directors, Heads of Service, Service Managers, Monitoring Officer and S151 Officer**

The terms of any redundancy or retirement are set out in the Employee Handbook (Section 3.3).

6. CONCLUSION

6.1 Publication and Access to Information Relating to Remuneration

6.1.1 This pay policy statement is published on the Council's website located under Open Data at: <http://www.stroud.gov.uk/opendata>

6.1.2 The Council's Constitution and the Council's Statement of Accounts are published at: www.stroud.gov.uk

7. IMPLICATIONS

7.1 Financial Implications

Salary budgets are considered as part of the annual budget setting process and there are no additional financial implications from this report.

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7.2 Legal Implications

The Localism Act 2011 requires relevant authorities to prepare and publish an annual Pay Policy Statement which outlines the local authority's approach to the pay of its workforce and in particular the pay of its senior staff.

The authority is also required to publish specific information on the pay and reward of senior staff earning more than £50,000 on its website in line with the guidance in the Local Government Transparency Code 2015.

One Legal

Tel: 01684 272012 Email: legalservices@onelegal.org.uk

7.3 Equality Implications

There are not any specific changes to service delivery proposed within this approval.

7.4 Environmental Implications

There are no significant implications within this category.