

## STAFFING

**DATE OF MEETING:** 10 FEBRUARY 2022

**TITLE OF REPORT:** PAY POLICY STATEMENT FINANCIAL YEAR 2022-23

**Report of:** Joint Chief Executive

**Confidentiality** Non Exempt

### 1 PURPOSE OF REPORT

1.1 To seek approval to the Council's Pay Policy for 2022/23.

### 2 OFFICER RECOMMENDATION

2.1 That the Pay Policy 2022/2023, attached as Appendix 1 to this report, be recommended to Council for approval.

2.2 That the staff numbers and vacancies provided in Appendix 2 are noted.

### 3 BACKGROUND

3.1 Section 38(1) of the Localism Act 2011 requires councils to produce a Pay Policy each financial year. The legislation stipulates that the policy must be approved by the full Council before 31 March in the preceding financial year. To comply with the legislation, therefore, councils must approve their Pay Policies for 2022/23 by 31 March 2022.

### 4.0 CONSIDERATION

4.1 The draft Pay Policy for 2022/23 is attached to this report as Appendix 1.

4.2 It is key to note that the draft policy is broadly unchanged from 2021/22 because, at the time of writing, no decision has been made by the National Joint Council (NJC) regarding a 2022/23 pay award. All staff, including Chief Officers' pay is negotiated by the Joint Negotiating Council for many Councils, including Hart District Council.

4.3 Staffing Committee has previously sought information, as part of the pay policy statement on the Council's

- Approach to market supplements.
- Turnover of staff
- Total headcount and
- Salary Budget

4.31 Approach to Market Supplements - The Council has sought opportunities to reduce the number of staff on market supplements during the year, with the level of market supplements reducing from 17 members of staff to 9 members of staff, over the past year. A full review of those remaining market supplements are anticipated as part of the Councils savings agenda in the coming year.

- 4.32 Turnover of Staff - Appendix 2 details the vacancies within the organisation on 31 January 2022 and the new starters for Staffing Committee to note.

The total number of vacancies, excluding those that are currently in the process of being recruited, is 3. There have been 17 new starters since April 2021, and 7 roles are in the shortlisting or offer stage, appendix 2 shows the roles that this relates to.

- 4.33 Total Headcount - Last year (January 2021) the Councils total headcount was 142 people, which equated to 129.4 full time equivalents (FTE's) accounting for the range of part time roles.

As the same point this year 2022, the headcount was 125 people and 113.6 FTE's with the difference primarily relating to the transfer of the Waste client service function to Basingstoke and Deane.

- 4.34 Salary Budget – Our staff are our biggest asset as well as the biggest charge to the authority. For the year 2022/23, the salary budget (excluding on costs) is £4,739,365, again recognising that the Joint Waste Client Team has been transferred.

## **5 CORPORATE GOVERNANCE CONSIDERATIONS**

### **5.1 Legal and Constitutional Issues**

- 5.11 As outlined above, Councils must have their Pay Policies for 2022/23 approved by Full Council by 31 March 2022.

### **5.2 Financial and Resource Implications**

- 5.21 There are limited financial implications arising from this report. No pay award has been made to the current 2021-22-year salaries however, an offer of 1.8% has been put forward by the LGA. This 1.8% has not been factored into the current year budget.

A 2.2% pay award has been factored into the 2022-23 budget.

### **5.3 Risk Management**

- 5.31 There is a robust vacancy control system in place, vacant posts can only be filled with sign off from both the Head of Paid Service and Section 151 Officer to ensure financial control. Under the current financial savings regime, this is currently also bolstered by the requirement for any recruitment to be carried out with the approval of the relevant Portfolio Holder

## **6 EQUALITIES**

- 6.1 Hart District Council wishes to provide a transparent and fair approach to rewarding our employees through our pay, terms and conditions and benefits offered to our staff. The Council's pay and grading arrangements are

underpinned by the principles of fairness and equality set out in the Equality Act 2010, the Public Sector Equality Duty and associated codes of practice.

- 6.2 The purpose of the statement is to provide an open and transparent framework that ensures clarity, fairness, and consistency in the remuneration of all officers including Chief Officers. This includes officers designated as Chief Executive, Statutory Chief Officers and Non-Statutory Chief Officers. It also ensures that employees at all levels of the council are paid on a fair and equitable basis in accordance with equality legislation.

## 7 ACTION

- 7.1 Subject to any comments of the Staffing Committee, to recommend to Full Council adoption of the Council's Pay Policy for 2022/23.

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### Appendices

*\*Add rows as required to box below*

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 1 of the Local Government Act 1972 by ticking the relevant</i>						
		1	2	3	4	5	6	7
A	Pay Policy Statement 2022/23							
B	Vacant Posts at HDC on 31 January 2022 and new starters							