

STAFFING COMMITTEE**Meeting Date: 9 FEBRUARY 2023****Issue Title: PAY POLICY STATEMENT FINANCIAL YEAR 2023/2024****Report of: Chief Executive****Confidentiality: Non Exempt****PURPOSE OF REPORT**

1. Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year. This report seeks approval from Staffing Committee for a statement covering 2023/24 to be recommended to Council.

RECOMMENDATION

2. That the Pay Policy 2023/2024, attached as Appendix 1 to this report, be recommended to Council for approval.
3. That the staff numbers and vacancies provided in Appendix 2 are noted.

BACKGROUND

4. Under the Localism Act 2011, the Council is required to consider and approve a pay policy statement for the financial year. The Council's pay policy statement for 2023/24 is set out in Appendix 1.
5. The Act sets out specific information that must be included in the Pay Policy Statement:
 - a) The remuneration of all employees, including "lowest paid employees"
 - b) the remuneration of its Chief Officers
 - c) the relationship between the remuneration of its Chief Officers and of all other employees (Section 5)
6. The draft Pay Policy for 2023/24 is attached to this report as Appendix 1. At the time of preparing this report, no decision has been made by the National Joint Council (NJC) or UNISON regarding a 2023/24 pay award. Chief Officers' pay is negotiated under Joint Negotiating Council for Chief Officers and Chief Executives.

DETAILS OF THE STATEMENT

7. The Pay Policy Statement contains two main components. It sets out the framework within which pay is determined in the Council and it provides an analysis comparing the remuneration of the Chief Executive with other employees of the authority.
8. The lowest, median and highest Full Time Equivalent salaries as at 31st January 2023 are as follows:
Lowest: £20,258
Median £ 35,079
Highest £120,000

9. The recommendation of the Hutton Report (2010) is that public sector organisations should comply with a maximum multiple of 20:1. This is calculated by measuring the ratio between the highest paid employee and the median earnings across the organisation as a multiple. On this basis, the remuneration for the highest paid employee (Chief Executive) is 3.4 times the median earnings across the organisation.

OTHER MATTERS.

10. In addition to the Pay Policy itself Members have previously asked for a further background information relating to:

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

This information is attached at Appendix 2.

ACTION

11. Subject to any comments of the Staffing Committee, to recommend to Full Council adoption of the Council's Pay Policy for 2023/24

Contact: Daryl Phillips, Chief Executive

HART DISTRICT COUNCIL

Appendix 2 – Background Information for Staffing Committee 9 February 2023

1. As part of updating the Pay Policy Statement for 2023/24 there is additional information which is not part of the statement but will assist in providing background and context to the statement.
2. Detail on the following items are provided:
 - a) The number of New Starters in 22/23
 - b) Recruitments in progress
 - c) Number of Full Time Equivalent Employees
 - d) The salary budget for all employees
 - e) The outcome of the Market Supplement Review
 - f) Details of the Apprentice Scheme and pay in relation to the National Living Wage and National Minimum Wage
3. The follow table shows the role and date of new starters joining the organisation in 2022/23:

Role Start date

Committee Services Officer Apr-22
 Apprentice Countryside Ranger (FTC) Apr-22
 Climate Change Communications and Engagement Officer May-22
 Facilities & Maintenance Officer May-22
 Business Support Officer - Finance May-22
 Civil Enforcement Officer (FTC) Jun-22
 Committee Services Manager (Secondment) Jun-22
 Business Support Officer - Finance Jun-22
 Civil Enforcement Officer (FTC) Jun-22
 Biodiversity Officer Jul-22
 Countryside Ranger Aug-22
 Community Projects Officer (FTC) Aug-22
 Community Projects Officer (FTC) Aug-22
 Senior Ranger - Maternity cover Aug-22
 Communications Officer Aug-22
 Senior Finance Business Partner Oct-22
 Senior Finance Business Partner Oct-22
 Communications Officer Oct-22
 Estate Surveyor Oct-22
 Content Designer (FTC) Oct-22
 Executive Director Corporate Services and S151 Officer Nov-22
 People & OD Business Partner Nov-22
 Business Support Officer - Housing (FTC) Nov-22
 Business Support Apprentice (FTC) Nov-22
 Business Support Officer Dec-22

Business Support Officer Dec-22
 Private Sector Housing Manager Dec-22
 Finance Business Partner Jan-23
 Senior Elections Officer Jan-23
 Housing Solutions Officer Jan-23
 Finance Business Partner Jan-23
 Elections & Information Manager Jan-23
 Principal Environmental Health Practitioner Jan-23
 Committee Services Officer Feb-23
 Digital Marketing Apprentice (FTC) Mar-23
 Community Safety Support Officer Mar-23

4 The table below shows current recruitments in progress as at 31 January

Recruitment in progress Start date

Environmental Health Practitioner (Food Hygiene and Commercial Premises) TBC
 Disabled Facilities Grant (DFG) Caseworker TBC
 Community Partnerships and Projects Manager TBC
 Senior Tree Officer TBC
 Assistant Conservation Officer TBC
 Assistant Enforcement Officer TBC
 Team Leader (Development Management) TBC
 Team Leader (Development Management) TBC
 Team Leader (Development Management) TBC
 Community Projects Assistant (FTC) TBC
 Private Sector Housing Officer TBC
 Environmental Health Practitioner – Environmental Protection TBC
 Principal Policy Planner TBC
 Environmental Health & Housing Officer TBC

5. The number of Full Time Equivalent Employees (FTE) on 31 January 2023 was 114 (headcount 124). For comparison, in January 2022, the Council's FTE was 113.65 and total headcount was 125. It should be noted that the current headcount is likely to increase following the successful appointment to the above posts. This increase has been expected and budgeted for as part of the Budget setting and Service Planning process.
6. For the year 2023/24, the salary budget (excluding on costs) is set as £5,220,700
7. The Market supplement review was undertaken as part of the tier 2 savings plan this financial year. As of 1 April 2023, there will be 5 staff with a Market Supplement, compared to 9 at the same time last year and will be reviewed on 2 yearly basis.
8. The lowest paid employee employed by Hart earn above the living wage, which in April 2023 will rise to £10.42. In addition, Apprentices employed by Hart, earn at least £10.50 per hour, which is above national minimum for all age groups.