

This Report will be made public on 6 April 2022

Report Number **P/21/09**

**To:** Personnel Committee  
**Date:** 14<sup>th</sup> April 2022  
**Status:** Non-executive Decision  
**Chief Officer:** Andrina Smith, Chief HR Officer

**SUBJECT: PAY POLICY STATEMENT 2022/23**

**SUMMARY:** This report presents the revised pay policy statement for 2022/23 for approval and recommendation to council.

**REASONS FOR RECOMMENDATIONS:**

Personnel Committee is asked to note the contents of the report.

**RECOMMENDATIONS:**

1. To receive and note Report P/21/09.
2. To recommend to council that it approve under S38(1) Localism Act 2011 the Pay Policy Statement appended to this report for 2022/23.
3. To recommend to council that Part 5/5 of the Constitution (Personnel Committee Terms of Reference) is updated at section 3.1(c) to state 'to make recommendations to Council on the appointment of Chief Officers as defined in Part 2/27 para 11.1.2(a)'.

## 1. INTRODUCTION

- 1.1 All local authorities are required to annually publish, and present to Full Council for adoption, a Pay Policy Statement in accordance with the Localism Act 2011. Folkestone & Hythe District Council's Pay Policy Statement was first approved in January 2012 and since then only minor amendments have been made to the document.
- 1.2 As it is now 10 years since the council's Pay Policy Statement was last fully revised it was considered appropriate to present a complete refresh. Several other local authority Pay Policy Statements were reviewed as part of the preparatory work in presenting this refresh, and as a result a newly worded Statement has been developed for Folkestone & Hythe District Council.

## 2. PAY POLICY

- 2.1 The Pay Policy Statement for 2022-23 has been redrafted and is attached as **Appendix A**. This document is based on:
- The Department of Communities and Local Government's (DCLG)\*\* Statutory Guidance Under Section 40 of the Localism Act, Openness and Accountability in Local Pay, published at February 2012; and
  - The Department of Communities and Local Government's (DCLG) Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act 2011 – Supplementary Guidance, published February 2013.

\*\* The Department of Communities and Local Government (DCLG) is now known as the Ministry of Housing, Communities & Local Government however the guidance documents still bear the DCLG name.

- 2.2 As part of the redrafting of the Pay Policy Statement additional information has been included to provide more context to our pay framework at Folkestone & Hythe District Council.
- 2.3 Information on the following areas have been added to the Pay Policy Statement:
- More detail on the definitions of Chief Officer (paragraphs 5-7);
  - Detail regarding the National Living Wage compared to the lowest hourly rate at the council paragraphs 9-10);
  - Salary scales for the main pay framework and the Chief Executive & Directors salary scales (paragraphs 16 and 18);
  - More detailed wording around salary packages in excess of £100,000 (paragraph 24);
  - Information on apprenticeships has been added (paragraph 27);
  - Contribution rates for the Local Government Pension Service have been included (paragraph 28);
  - The detail on employee benefits has been expanded (paragraphs 38-44);

- More detailed wording around exit packages in excess of £100,000 (paragraph 47); and
- Gender Pay Gap Reporting is now included (paragraphs 50-51).

2.4 At the Council meeting of 29<sup>th</sup> September 2021 an additional recommendation to report A/21/13 'Pay Policy – salary and severance packages' was proposed by Councillor McConville, seconded by Councillor Monk and agreed as part of the final resolution 'that the Personnel Committee be asked to consider the possibility of ensuring any staff employed at Grade L or above required the approval of Full Council'. As a result of this recommendation more detailed wording around salary packages in excess of £100,000 has been added to paragraph 24 of the Pay Policy Statement.

2.5 As salary packages for Directors and potentially Assistant Directors (points 63 and 64 within Grade L of the main pay framework) are in excess of £100,000 a recommendation of this report is to make a change to the Terms of Reference for Personnel Committee.

Part 5/5 of the Constitution sets out the Terms of Reference for Personnel Committee and section 3.1(c) currently states 'to appoint chief officers other than the Head of Paid Service'.

It is recommended that section 3.1(c) is updated to state 'to make recommendations to Council on the appointment of Chief Officers as defined in Part 2/27 para 11.1.2(a)'.

2.6 As the 2022-23 Pay Policy Statement has been completely rewritten, rather than present this committee with a tracked change document, the 2021-22 Pay Policy Statement is attached as **Appendix B** with comments against each paragraph to illustrate where the information can be found in the 2022-23 Pay Policy Statement. It was thought that cross-referencing would be easier for the reader to follow than present a single tracked changed version. It should however be noted that no paragraphs have been deleted from last years' Statement.

2.7 At the time of writing this report no further updated guidance notes have been issued by the DLUCH (as was MHCLG), however should an update be issued that requires an amendment to the attached pay policy statement for 2022-23 then a revised statement will be presented to the Personnel Committee at a future meeting.

### **3. RISK MANAGEMENT ISSUES**

3.1 A summary of the perceived risks are as follows:

- No perceived risks

### **4. LEGAL / FINANCIAL AND OTHER CONTROLS / POLICY MATTERS**

#### **4.1 Legal Officer's Comments (AK)**

There are no legal implications arising directly out of this report, relevant issues having been addressed in each of the report and the Appendix.

#### **4.2 Finance Officer's Comments (CS)**

Any financial implications arising from any reward strategy will need to be considered within the council's medium term financial planning process.

#### **4.3 Diversities and Equalities Implications (ASm)**

There are no specific Diversities and Equalities Implications arising from this report.

### **5. CONTACT OFFICER AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Andrina Smith, Chief HR Officer  
Tel: 01303 853405  
Email: [Andrina.smith@folkestone-hythe.gov.uk](mailto:Andrina.smith@folkestone-hythe.gov.uk)

The following background documents have been relied upon in the preparation of this report:

None

### **Appendix**

Appendix A – Draft Pay Policy Statement 2022-23

Appendix B – Pay Policy Statement 2021-22 cross referenced to the draft pay policy statement 2022/23