

Committee: Council

Date:

Title: Pay Policy Statement

Tuesday, 24
February 2026

Lead Member: Councillor Neil Hargreaves, Portfolio Holder for Finance and the Economy

Report Author: Nicola Roberts, Director of Business Performance and People
nroberts@uttlesford.gov.uk

Summary

1. There is a requirement under the Localism Act 2011 for councils to publish an annual Pay Policy Statement which sets out the pay and remuneration of its employees for the forthcoming year.
2. The policy also includes data on the gender pay gap. Publication of this data is required by the Equalities Act 2010 (Specific Duties and Authorities).

Recommendations

3. Council is recommended to:
 - i. Approve the Pay Policy Statement
 - ii. Give delegated authority to the Director – Business Performance and People to update the Pay Policy Statement and associated documents with:
 - a. Pay multiple and average salary figures as at 31 March 2026.
 - b. Revised salary information once the 2026/27 national pay award is agreed.
 - iii. Decide whether it wishes to debate the Pay Policy Statement at this meeting or defer debate until all figures are updated as per paragraphs 11 & 12 below.

Financial Implications

4. There are no implications for the Council's budget beyond those approved as part of the 2025/27 budget setting process.

Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

-
-

None

Impact

6.

Communication/Consultation	The policy must be published.
Community Safety	None
Equalities	The Council has a legal obligation to comply with the Equality Act 2010, and to ensure equal pay for work of equal value, for men and women.
Health and Safety	None
Human Rights/Legal Implications	As set out in the body of the report the Localism Act 2011 requires local authorities to adopt annually a statutory pay policy statement which must then be published pursuant to the Local Government Transparency Code 2015 (including on the Council's website), 'to help local people understand how public money is being spent in their area and to hold the Town Hall to account'.
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	The policy sets out the council's remuneration scheme for staff

Situation

7. The Localism Act 2011 put in place a requirement for Councils to approve a Pay Policy Statement before the start of each financial year. The Pay Policy Statement will be used for the forthcoming year to determine recruitment, retention and reward for existing and new staff.
8. All relevant legislation, government directives and guidance notes have been used to compile this Pay Policy Statement.
9. In accordance with the Council's wish to demonstrate transparency, and to comply with the requirements of the Localism Act, the Pay Policy Statement and associated documents will be published on the Council's website.

10. Delegated authority is sought to update figures in the Pay Policy Statement during the 2026/27 year without the need to bring the policy back to Full Council for further approval as outlined in paragraphs 11 & 12.

Pay Multiple, Average salaries and Cost of Living increases

11. Under the Localism Act the Council is required to publish pay multiple data. This is the ratio between the highest paid taxable earnings and the median earnings figure of the Council’s workforce and is in section 6 of the Pay Policy Statement. The Act specifies the Pay Multiple should be calculated using figures as at 31 March. There is also a requirement to publish average salary data as at 31 March as in section 10 of the statement. Given the need to approve the Pay Policy Statement before 1 April, it is not possible to include the current year’s data. Instead, the statement includes last year’s data which at the time of submitting the report is the most recent available.
12. At the time of publishing the Pay Policy Statement, there has been no agreement regarding the 2026/27 annual cost of living increases, which is negotiated on behalf of councils between the Local Government Association and Trade Unions. Once agreement is reached, the Council’s published pay scales, which are linked from the Pay Policy Statement, will be updated.
13. Members are invited to indicate if they would like to set aside time in a future Council meeting once the figures have been updated to discuss the revised Pay Policy Statement.

Risk Analysis

14.

Risk	Likelihood	Impact	Mitigating actions
Council does not approve the Pay Policy by 31 March deadline	1 – the Pay Policy Statement is presented in advance of the deadline. It summarises established schemes and practices and contains data that is mandated by Government	3 – the council would be in breach of the Localism Act and Equalities Act	The Pay Policy Statement is presented well ahead of the deadline for publication

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.