

London Borough of Waltham Forest

Report Title	Pay Policy Statement 2024/25
Meeting / Date	Full Council, 29 February 2024
Directorate	Chief Executive
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Wards affected	Non affected
Public access	Open
Appendices	<p>Appendix A: Pay Policy Statement 2024/2025 along with supporting documentation as follows:</p> <p>Annex 1: Non-Chief Officer Posts: Grades and Spinal Points</p> <p>Annex 2: London Borough of Waltham Forest Education Pay Scales (Soulbury, NEOST, Lecturers: excluding schools)</p> <p>Annex 3: Chief Officer Grades and Spinal Points</p> <p>Annex 4: Chief Officer Remunerated Posts</p> <p>Annex 5: Senior Pay at LBWF</p> <p>Annex 6: Senior Pay at LBWF, Salary Banding by Directorate</p> <p>Appendix B: Increment Policy</p>
1.	Summary
1.1.	This report seeks Council approval of the Pay Policy Statement for 2024/2025 in accordance with the Localism Act 2011 and the Local Government Transparency Code 2015.
2.	Recommendation
2.1	Council is recommended to:
2.1.1	adopt the Pay Policy Statement 2024/25 at Appendix A with supporting documents

2.1.2 note that the increment progression will be applied as outlined within the increment policy for April 2024 at Appendix B

3. Background

- 3.1 The Localism Act 2011 requires every local authority to prepare and publish a pay policy statement for the following financial year. The statement needs to set out the authority's policies relating to remuneration of chief officers in comparison to the non-chief officers within the organisation.
- 3.2 Under the Local Government Transparency Code 2015, the Council is also required to supply additional information regarding trade union representation and associated financial implications.
- 3.3 In addition, the Council also publishes details of all roles attracting an annual salary of £50,000 or more.
- 3.4 There are no substantive policy or financial changes to our pay policy

4.0 BUSINESS EFFICENCY VOLUNTARY REDUNDANCY SCHEME {BEVRS}

4.1 Given the financial challenges facing all Council's, the Council is offering employees the opportunity to apply for Voluntary Redundancy with an enhanced payment of £5,000 to all those accepted under the scheme. Employees will need to meet a set eligibility criteria. The [key details](#) of the offer are as follows:

- The application window: Monday 15.01.24 until Monday 12.02.24
- HR support is provided to employees via virtual drop ins, email helpline and, also available information via sharepoint pages,
- Each application will be considered by the appropriate directorate and recommendations made, the final decision being made by a corporate panel chaired by the Chief Executive.,
- There will be no right of appeal under this process,
- The final decisions will be made under the scheme in late March / early April 2024, with those applications accepted under the scheme will be leaving the Council following completion of required notice periods dependent upon grade/ or service dependent on the greater. Any employee whose contract of employment is terminated under the scheme will not be able to be re-employed or re-engaged with the council in any capacity during the period of 1 year immediately following termination of employment. Any exceptions to this must be approved by the Chief Executive.

The Council is committed to the redeployment and development for those employees impacted by compulsory redundancy.

5.0 Conclusion

5.1 The Pay Policy Statement for 2024/25 is attached in full at **Appendix A**. The statement includes details of the council's remuneration strategy for Chief Officer graded posts as well as the approach taken to non-Chief Officer roles.

6.0 Implications

Unlike Cabinet reports, there is not a requirement for a section 151 and legal commentary; HOWEVER, you should include this where it relates to a Cabinet decision or there are clear implications with respect to legal or financial considerations. You do not want implications that were known at the time but not included to become an issue at a later date.

Where there are no implications, you can say that is the case, but do include some reasoning why. For example, in the case where the committee is reviewing a pre-existing policy you could use:

"There are no implications as a result of this report going to the committee, as it covers an existing policy of the council, and no change is proposed."

6.1 Finance, Value for Money and Risk

The employment cost of all posts including Chief Officers are budgeted for within the Council's staffing costs.

6.1.2 Where the Council as an employer has a contractual obligation to pay an employee in line with its redundancy / severance policy, there will be no requirement to attend Full Council.

6.1.3 The updated Statutory guidance has added an approval mechanism for payments made between the sums of £20,000 and £100,000. This requirement is that the authorisation of both the Head of Paid Service and the Leader must be obtained for Special Severance Payments made above the sum of £20,000. Severance payments over £100,000 are matters to be approved by Full Council. The Council has implemented processes to ensure compliance with these requirements.

6.2 Legal

Section 38 of the Localism Act requires all local authorities to prepare an annual pay policy statement. This statement must be prepared each financial year and agreed by Full Council before 31st March. The Openness and Accountability in Local Pay guidance was issued by the Secretary of State in February 2012 and supplementary guidance with the same title was issued in February 2013 under these provisions. As it is statutory guidance, local authorities are required to have regard to it.

6.2.2 Section 38 of the Localism Act requires that pay policy statements contain a range of information, including the following:

- (a) the remuneration of its chief officers,
- (b) the remuneration of its lowest-paid employees, and
- I the relationship between—

- (i) the remuneration of its chief officers, and
- (ii) the remuneration of its employees who are not chief officers.

6.2.3 Section 112 of the Local Government Act 1972 provides that local authorities may employ staff and pay them such remuneration as they consider appropriate. However, those provisions are subject to the above requirements to have regard to the council's Pay Policy before setting any level of remuneration.

6.3 Equalities and Diversity

The Council is making progress in improving the experience of its employees and has launched the [Inclusion Action Plan](#) to further enhance this.

Latest organisational data shows the following key details:

- 69% of staff identify as being female,
- 47.8% of staff identifying as being female are in the top 5% of earners,
- 59% of staff identify as African, Caribbean, Asian or Mixed Heritage
- 26.1% of staff identifying as African, Caribbean, Asian or Mixed Heritage are in the top 5% of earners.

The Council continues to explore further actions and ways in which we can reduce our [Gender {GPG} and Ethnicity {EPG} Pay Gaps](#) working with the Racial Equality Network to improve the Ethnicity Pay gap and the Women's Network to improve the Gender Pay gap. Pay Gap details are available here and are summarised below:

- 2023/2024 GPG mean snapshot – 11.96% down from 13.59%, (2022/2023)
- 2023/2024 EPG mean snapshot – 16.69% down from 17.16% (2022/2023)

The Council is working hard to recruit, attract and retain those employees within statutory roles to ensure that we protect and empower our care leavers. The Council is also exploring ways in which we can proactively recruit care leavers.

6.4 Sustainability (including climate change, health, crime and disorder).

6.4.1 Not applicable

6.5 Council Infrastructure (e.g. human resources, accommodation or IT issues)

6.5.1 Not applicable

Background Information (as defined by Local Government (Access to Information) Act 1985)

