

Chichester District Council

THE CABINET

5 March 2024

Senior Staff Pay Policy Statement 2024-2025

1. Contacts

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2. Recommendation

- 2.1. That the Council be recommended to publish the Senior Staff Pay Policy Statement 2024-2025.**

3. Background

- 3.1. Since 2012 the Council has been required by section 38 (1) of the Localism Act 2011 (the Act) to publish an annual pay policy statement concerning its statutory and non-statutory Chief Officers and senior staff immediately reporting to them. This statement must be approved by Full Council in accordance with guidance published by the Ministry of Housing, Communities & Local Government under section 40 of the Act.

4. Outcomes to be Achieved

- 4.1. Complying with the employment requirements of the Act so as to demonstrate transparency in relation to pay policies affecting statutory and non-statutory Chief Officers and their deputies.

5. Proposal

- 5.1. That the Council publishes the Senior Pay Policy Statement (attached as Appendix A) and the associated appendices (1 to 11). Senior staff, for Localism Act purposes, constitutes the Chief Executive, four Directors including the Section 151 Officer, the Monitoring Officer and those senior officers reporting to them. The basis for pay and other forms of remuneration for the above staff, including at recruitment and in redundancy situations, are included in this Statement and its appendices. All the appendices will be published as part of the Statement but where they are unchanged (this applies to appendices 3, 4, 5, 6, 9, 10 and 11) since last year's approved report to Council on the 21 March 2023, they are not being re-printed here but can be viewed online on the Council's website: <http://www.chichester.gov.uk/article/24175/Transparency-of-Senior-salaries>

6. Alternatives Considered

6.1. Not applicable as this is a legislative requirement.

7. Resource and Legal Implications

7.1. None.

8. Consultation

8.1. Consultation with Staff and Employers Side representatives of the Joint Employee Consultative Panel (JECP) took place prior to the inaugural Statement. All officers within the scope of the statement have been advised of this.

9. Community Impact and Corporate Risks

None

10. Other Implications

	Yes	No
Crime and Disorder		No
Climate Change and Biodiversity		No
Human Rights and Equality Impact An impact assessment has been carried out by the HR section. The impact of the statement is neutral. However it will further ensure that all decisions made about senior staff pay and benefits are made in a fair, transparent and accountable way.	Yes	
Safeguarding and Early Help		No
General Data Protection Regulations (GDPR)		No
Health and Wellbeing		No
Other (please specify)		

11. Appendices

11.1. Appendix A: Senior Staff Pay Policy Statement (and its appendices 1 – 11 as listed below)

11.2. Appendix 1 to Statement: Chief Officers & Deputies Pay and Benefits Schedule

11.3. Appendix 2 to Statement: Salary tables for grades A to J

11.4. Appendix 3 to Statement: Hay Job Evaluation process – summary (viewable on website only – see para 5.1)

11.5. Appendix 4 to Statement: Payments Policy (Additional Staff Payments) (viewable on website only – see para 5.1)

11.6. Appendix 5 to Statement: Market Supplements Procedure (viewable on website only – see para 5.1)

11.7. Appendix 6 to Statement: Sales Commission Reward Scheme (viewable on website only – see para 5.1)

11.8. Appendix 7 to Statement: Car Allowances Table

11.9. Appendix 8 to Statement: Relocation Policy

11.10. Appendix 9 to Statement: Assisted House Purchase Scheme (viewable on website only – see para 5.1)

11.11. Appendix 10 to Statement: link to LGPS & Early Termination of Employment Discretions Policy (viewable on website only – see para 5.1)

11.12. Appendix 11 to Statement: link to Training & Development Policy section 12 Qualification Training (viewable on website only – see para 5.1)

12. Background Papers

12.1. Human Rights and Equality Impact Assessment