

**CABINET MEETING: 21 MARCH 2024**

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**PAY POLICY 2024/2025**

**FINANCE, MODERNISATION AND PERFORMANCE  
(COUNCILLOR CHRIS WEAVER)**

**AGENDA ITEM: 14**

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**Reason for this Report**

1. To ask Cabinet to review the Pay Policy Statement for 2024/25 and recommend to Council for approval in accordance with the requirements of the Localism Act 2011.

**Background**

2. Cardiff Council understands the importance of having a clear written policy on pay for employees. The policy statement provides a framework to ensure that employees are rewarded fairly and objectively without discrimination.
3. The Council also has a statutory requirement under the Localism Act 2011 to prepare a Pay Policy Statement on an annual basis. The first statement was in place by 31<sup>st</sup> March 2012, and they have been produced annually since then. Agreement (and subsequent publication) of the 2024/25 Pay Policy Statement will ensure continued compliance with this legislation.

**Issues**

4. Under section 38 of the Localism Act 2011, a relevant authority's pay policy statement must include the authority's policies relating to:
  - the level and elements of remuneration for each chief officer
  - remuneration of chief officers on recruitment
  - increases and additions to remuneration for each chief officer
  - the use of performance-related pay for chief officers
  - the use of bonuses for chief officers
  - the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority; and
  - publication of and access to information relating to remuneration of chief officers.

5. The focus of the legislation is about transparency of pay for Chief Officers and how their pay compares with lower paid employees in the Council. However, in the interests of transparency and accountability the Council has chosen since 2011 to take a broader approach and produce a Pay Policy Statement (**Appendix 1**) covering all employee groups except for teachers (as the remuneration for this latter group is set by Welsh Government Ministers and therefore not in local authority control). This policy also excludes Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

#### Voluntary Redundancy Scheme

6. The legislation also requires the Council to provide information about redundancy payments that are made to employees who leave the organisation, and this is set out in the Council's Local Government Pension Scheme Discretions Policy which was agreed by Cabinet on 14<sup>th</sup> July 2022 and replaced Appendix 1 of the Voluntary Redundancy Policy. The introduction of the Local Government Pension Scheme Discretions Policy was a mandatory requirement but did not result in any change to the Voluntary Redundancy Scheme. There will be no further changes for the 2024/25 financial year.
7. Redundancy payments made under the Policy are calculated with reference to a week's pay up to a maximum of £643.00. Since 13<sup>th</sup> June 2017, as a result of a ruling by an Employment Appeal Tribunal (EAT) in the case of *University of Sunderland v Drossou*, in June 2017, employers must ensure that a week's pay includes remuneration 'payable by the employer under the contract of employment' and that this value should not be limited by what the employee directly receives. The rationale offered by the EAT was that employer's pension contributions formed part of the overall package of 'remuneration' offered to an employee in return for their services. The result of this is that where appropriate, the employer's pension contributions are included in the calculation of an employee's weekly pay, subject to the maximum weekly rate, and updated on an annual basis.

#### Chief Officer Pay

8. The Standing Orders (Wales) Amendment Regulations 2014 introduced a requirement that: "*The relevant authority must determine the level, and any change in the level, of the remuneration to be paid to a Chief Officer*". The impact of this amendment was that *all* changes to Chief Officer pay had to be voted on by full Council, not just those which are determined locally. This included any pay rises which had been nationally negotiated by the JNC for Chief Officers and that they could not be paid, unless and until, they had been agreed by full Council.
9. As Chief Officers of this authority are employed under JNC terms and conditions which are incorporated into their contracts of employment, they are contractually entitled to any JNC pay rises. A decision to withhold payment (unless preceded by action to effect appropriate changes to

contracts) could result in claims against the authority of 'unlawful deduction from wages' or 'breach of contract'.

10. Taking account of the contractual obligations, and the potential time delays resulting from local determination to pay JNC nationally agreed pay rises, the WLGA pursued the matter with Welsh Government on behalf of local authority employers. As a result, it was agreed that the requirement for full Council to determine nationally agreed contractually entitled pay rises for Chief Officers could be met by full Council voting on an appropriate resolution to insert a suitable clause in their Pay Policy Statements to cover this issue.
11. As a result, in agreeing the 2015/16 Pay Policy Statement, Council resolved that the authority's Pay Policy Statement, from 2015/16 onwards, would include the following paragraph:

*The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC pay rises. This Council will therefore pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.*
12. Should the Council at any time decide that it does not wish to implement nationally negotiated JNC pay increases then that would need to be a decision of Full Council, and the Pay Policy Statement would need to be amended to reflect that decision.
13. This report recommends that the resolution continues to be applied provided that such pay increases are in line with those accounted for in the Budget set and agreed by Council on 7<sup>th</sup> March 2024. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's Revenue Budget will be referred to Council for consideration and decision.

#### Local Government Services Pay Award 2024

14. The NJC pay agreement effective from 1<sup>st</sup> April 2024 will be implemented once agreed by the national employers. Until then the Council will continue to apply the NJC 2023 pay agreement in line with those accounted for in the Budget set and agreed by Council on 7<sup>th</sup> March 2024. Any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's Revenue Budget will be referred to Council for consideration and decision.

#### Gender Pay Gap

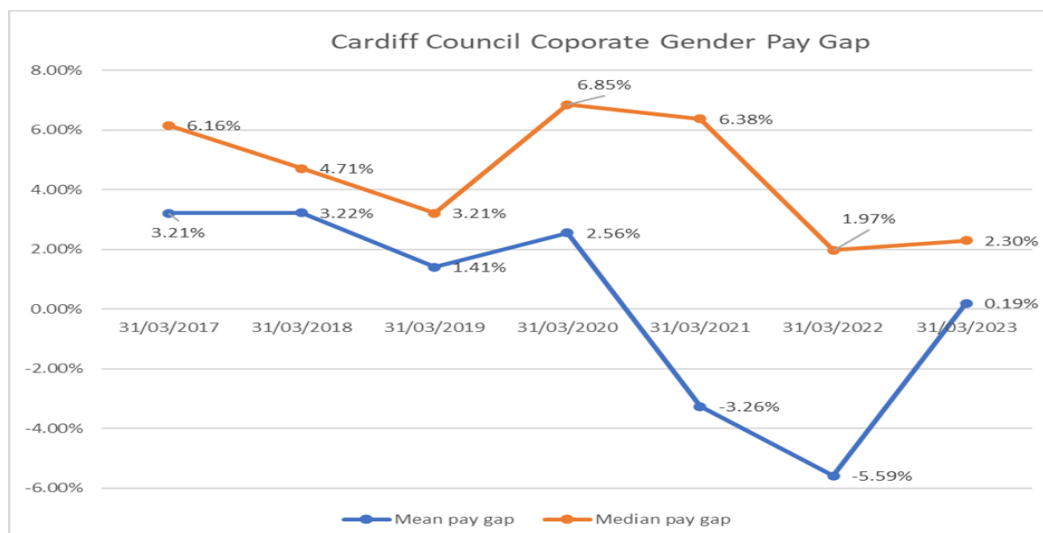
15. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which relate to public sector employers in England and Wales, requires the publication of gender pay gap data based on a 'snapshot' date of 31<sup>st</sup> March.

16. Since the publication of the regulations it has been clarified that local authorities in Wales are not covered by the requirement to formally publish a Gender Pay Gap report, but instead must manage gender pay differences.
17. With more public sector employers being required to report on their Gender Pay Gap, and in line with the Council's commitment to fairness and transparency, it is proposed that the Council continues to voluntarily publish its Gender Pay Gap report as part of the annual Pay Policy Statement, to be published by 31<sup>st</sup> March 2024.
18. The Council's Job Evaluation Scheme using the Greater London Provincial Council's Job Evaluation (GLPC) Scheme is used to determine the Grades of posts and ensures that men and women receive equal pay for work of equal value.
19. The Pay Policy Statement reports a change in the Gender Pay Gap from 2022 to 2023. The following table highlights the actual monetary change in pay between the two years:

	<b>31.3.2022</b>	<b>31.3.2022</b>	<b>31.3.2023</b>	<b>31.3.2023</b>
	<b>Mean Hourly Rate</b>	<b>Median Hourly Rate</b>	<b>Mean Hourly Rate</b>	<b>Median Hourly Rate</b>
<b>Male</b>	15.37 Grade 6	13.71 Grade 6	16.11 Grade 6	14.78 Grade 6
<b>Female</b>	16.22 Grade 6	13.44 Grade 6	16.08 Grade 6	14.44 Grade 6
<b>Pay Gap</b>	<b>-5.59%</b> <b>(£+0.85)</b>	<b>1.97%</b> <b>(-£0.27)</b>	<b>0.19%</b> <b>(-£0.03)</b>	<b>2.30%</b> <b>(-£0.34)</b>

20. A positive percentage figure reveals that typically, or overall, employees who are female have lower pay than male employees. According to the national government's Gender Pay Gap information at [www.gov.uk](http://www.gov.uk), this is likely to be the situation for most employers.
21. For 2023, the mean hourly pay rates for male and female employees remained within Grade 6 of the Council's Pay & Grading Structure.
22. This year the Mean Gender Pay Gap % is a positive figure which means that the mean average for female employees is lower than that for male employees, with a gap of £0.03. This is a change from 2022. Contributing factors to this are a reduction in payments to females compared to males, higher value of allowances paid to men, a reduction of the number of women receiving allowances compared to 2022, a reduction of full-time female employees, and a reduction of female social workers (who would also have been in receipt of market supplement allowances).
23. The graph below demonstrates Cardiff Council's Gender Pay Gap trend between 2017 – 2023. The graph demonstrates that whilst there has

been an expected fluctuation in the % gap between years, the gap has remained relatively constant with the overall trend demonstrating that the gap is narrowing for both mean and median methods of calculation around 0%. A gender pay gap of 0% would demonstrate that pay for males and females is the same; this graph shows the overall positive progress Cardiff Council is making towards that goal.



24. When compared to those Core Cities and local authorities in Wales that have published their Gender Pay Gap, the Council's position compares favourably, however so far, very few have published their data for 31<sup>st</sup> March 2023.

### Non-Guaranteed Working Hours

25. In December 2016 the Welsh Government issued principles and guidance on the appropriate use of non-guaranteed hours arrangements in the devolved public services in Wales. These principles and guidance were developed by the Public Services Staff Commission in social partnership with the Welsh Government's Partnership Council and its sector groups. The Council is committed to the principles determined by Welsh Government which apply to those employees who are employed on a relief, 'casual' or sessional basis. These employees are used in services within the Council where there is either a need to bring in an additional workforce to cover peaks in workload, or where the workload is on a one-off basis, such as Events.

### **Reason for Recommendations**

26. To respond to the legal requirement under the Localism Act 2011 by agreeing the Pay Policy Statement, the publication of which will also provide openness and accountability in how the Council rewards its employees.

## **Financial Implications**

27. The rates of pay and conditions set out in the Pay Policy Statement (Appendix 1) are reflected in the Council's budget for 2024/25.

## **Legal Implications**

28. Under Section 38 of the Localism Act 2011 the Council must prepare a Pay Policy Statement for each financial year before the commencement of that year. The Pay Policy Statement for 2024/25 must therefore be approved by full Council by 31<sup>st</sup> March 2024.
29. The Act requires the Pay Policy Statement to cover certain specific matters and the Welsh Government has issued statutory Guidance in relation to Pay Policies, to which the Council must have regard: [Pay accountability within local government \[HTML\] | GOV.WALES](#).
30. Legal Services is instructed that the proposed Pay Policy Statement for 2024/2025 meets the requirements of the Act and the Welsh Government Guidance.
31. The Pay Policy Statement must be published in such manner as the Council thinks fit, which must include publication on the Council's website.
32. The Council's pay structures are considered to be compliant with Equalities legislation.

## **HR Implications**

33. The Pay Policy recommendation does not impact on employees across the Council as it merely outlines in one policy, existing and agreed arrangements for pay and remuneration of employees.
34. The trade unions have been consulted on the Pay Policy Statement.

## **Property Implications**

35. There are no further specific property implications in respect of the Council Report Pay Policy 2024/25. Where there are any relevant property management matters, property transactions or valuations required to deliver any proposals, they should be done so in accordance with the Council's Asset Management process and in consultation with Strategic Estates and relevant service areas.

## **RECOMMENDATIONS**

Cabinet is recommended to recommend that Council:

1. confirm that the decision to agree the Pay Policy Statement constitutes agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April 2024, as

accounted for in the Budget set and agreed by Council on 7th March 2024.

2. determine that any additional financial implications arising from the national pay agreements determined after this date that cannot be met within the Council's Revenue Budget will be referred to Council for consideration and decision.
3. approve the attached Pay Policy Statement (2024/25) Appendix 1.

<b>SENIOR RESPONSIBLE OFFICER</b>	<b>Chris Lee</b> <b>Corporate Director Resources</b>
	15 March 2024

*The following appendix is attached:*

*Appendix 1: Pay Policy Statement 2023/24, together with Annex 1*