

REMUNERATION COMMITTEE

15 January 2025

Pay Policy Statement 2025 / 26

Report of Director of Human Resources and Cultural Change

RECOMMENDATION

1. The Committee is RECOMMENDED to:

- a) Approve the 2025 / 26 pay policy statement

The Committee is RECOMMENDED to RECOMMEND TO COUNCIL to:

- b) Adopt the 2025 / 26 pay policy statement and agree to its publication on the council website and intranet.

Executive summary

2. In 2012 Remuneration Committee was set up to report directly to Council on an annual basis. Its remit includes making recommendations regarding the council's pay policy statement.
3. The Localism Act 2011 (the Act) requires all councils to agree and publish a pay policy statement every financial year. The Act lays down requirements on the content of the statement. This requirement is supplemented by detailed guidance from the Department for Communities and Local Government entitled 'Openness and Accountability in Local Pay: Guidance under Section 40 of the Act.
4. In addition, the Code of Recommended Practice for Local Authorities on Data Transparency (updated in 2014) requires that councils publish prescribed information on senior pay, jobs, and organisational structures.
5. Full details will be published on the council's website and intranet, and will also be made available on request, as required by the Act and Code of Practice.

Pay policy statement

6. The pay policy statement at Annex 1 contains remuneration data as at 1 January 2025 and fulfils the requirements set down by the relevant legislation and Codes.

7. The pay policy statement is reviewed by the Council annually and is recommended by Remuneration Committee to Council for approval.
8. It is considered that the statement has been produced both in the spirit and requirements of the Act.
9. The pay policy statement must contain the following:
 - The ratio between the highest paid Chief Officer and the lowest paid employees of the council, and the highest paid Chief Officer and the median pay point at the council.
 - The ratio between the average salary of all Chief Officers and the lowest paid employees, and the average salary of all Chief Officers and the median pay point at the council.
 - The appointment arrangements for all Chief Officers at the council.
 - Pay strategy, design, structures, and arrangements including job evaluation methods and arrangements for pay progression.
 - Pay arrangements on termination of employment.

Cost of living pay awards 2024/25

10. Colleagues employed under the NJC Local Government Services (Green Book) conditions of service and associated pay structure up to spinal column point 43 received a nationally negotiated annual cost of living pay award of £1,290 in April 2024. In accordance with the national agreement, all locally determined pay points above the maximum of the pay spine but graded below deputy chief officer have been increased by 2.5% for 2024 / 25. The pay award was implemented in December 2024, backdated to 1 April 2024.
11. Colleagues employed under the JNC for Chief Officers terms and conditions of employment received a pay increase of 2.5% in August 2024, also backdated to 1 April 2024.
12. The Chief Executive, employed under the JNC for Chief Executives terms and conditions of employment, received a pay increase of 2.5% with effect from 1 April 2024. The pay award was implemented in December 2024, backdated to 1 April 2024.

Senior leadership pay structure

13. To ensure the council's senior leadership pay structure is aligned to its strategic priority of being an employer of choice, is affordable, and represents value for money to local tax-payers, a new pay structure was agreed with the recognised trade unions in November 2024 and implemented in December 2024. Further information on the council's senior leadership pay arrangements are detailed in the pay policy statement.

Financial implications

14. There are no direct financial implications arising from the report. Pay awards are budgeted for on an annual basis as part of the Budget & Business Planning process. Where pay awards exceed the budgeted increase, the difference is met from corporate contingency.

Comments checked by: Lorna Baxter, Deputy Chief Executive / Executive Director of Resources and S151 Officer

Lorna.Baxter@oxfordshire.gov.uk Lorna.Baxter@oxfordshire.gov.uk

Legal implications

15. In submitting this report to Remuneration Committee and Council in January and February 2025 respectively, the council will ensure it meets its statutory obligation under the Localism Act 2011 to publish its annual pay policy statement by 31 March 2025.

Comments checked by: Anita Bradley, Director of Law & Governance and Monitoring Officer Anita.Bradley@oxfordshire.gov.uk

Staff Implications

16. The Our People and Culture Strategy has been designed with the council's strategic priority of being an employer of choice in mind, of which pay, reward, and recognition form key elements.

Equality & Inclusion Implications

17. Equality and inclusion are fundamental principles of the council's pay policy and its modernisation programme which includes reviewing the organisation structure and the associated pay and reward packages.

Cherie Cuthbertson
Director of Human Resources and Cultural Change

Annex 1: Pay policy statement 2025 / 26

Background papers:

- 1 Report to Remuneration Committee and Full Council / pay policy statement 2024 / 25 – January 2024
- 2 Relevant legislation

Contact Officer: Jo Pitman, Strategic Lead, Pay and Reward (She / Her)
January 2025