

**Report to:** Cabinet

**Date of Meeting:** 29<sup>th</sup> January 2024

**Report Title:** Pay Policy Statement 2024/25

**Report By:** Jane Hartnell – Chief Executive

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### **Purpose of Report**

The purpose of the report is for approval of the Pay Policy Statement for 2024/2025, as required by the Localism Act 2011.

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### **Recommendation(s)**

#### **1. Recommendation of the pay policy statement to full council for approval**

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### **Reasons for Recommendations**

The Localism Act 2011 requires Hastings Borough Council to prepare and publish an annual pay policy statement. The purpose of such a statement is to provide information about Council policies on a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. A Pay Policy must be prepared for each financial year and must be approved by Full Council, and published

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## Introduction

1. The Localism Act 2011 requires Hastings Borough Council to prepare and publish a pay policy statement for each financial year.
2. The attached statement (Appendix 1) sets out the key policy principles that underpin the Council's requirements to provide accountability under the Localism Act. It takes into account and has due regard to guidance issued by the Department for Levelling Up, Housing and Communities.
3. The majority of the statement reflects current policy, practice and procedures adopted by the Council and it is cross referenced to other documents including the Council's severance scheme and transparency requirements.

### Timetable of Next Steps

4. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
CAP	Tuesday 16 <sup>th</sup> January (3pm)	Wednesday 10 <sup>th</sup> January (2pm)	Verna Connolly
Cabinet	Monday 29 <sup>th</sup> January (6pm)	Friday 19 <sup>th</sup> January (12pm)	Verna Connolly
Budget Full Council	Wednesday 14 <sup>th</sup> February (6pm)	Tuesday 6 <sup>th</sup> February (12pm)	Verna Connolly
Publish on HBC website	Published	1 <sup>st</sup> April 2024	Verna Connolly

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## Wards Affected

Insert the list of wards affected:

N/A

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## Implications

Relevant project tools applied? No

Have you checked this report for plain English and readability? Yes

Climate change implications considered? Yes

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Yes
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	Yes
Local People's Views	No
Anti-Poverty	No

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### **Additional Information**

Appendix 1 – Pay Policy Statement 2023/2024

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### **Officer to Contact**

Officer Name	Verna Connolly
Officer Email Address	vconnolly@hastings.gov.uk
Officer Telephone Number	01424 451707

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