

Pay Policy Statement 2025 - 2026	
Executive Summary	Section 38 of the Localism Act 2011 (“The Act”) required the Council to produce an annual pay policy statement (“the statement”)for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2025/2026. It is a legal requirement the Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.
Options considered	There are no other options to consider as part of this paper.
Consultation(s)	No consultation is required.
Recommendations	To adopt the attached Pay Policy Statement and to publish the statement for 2025/2026 on the NNDC Website.
Reasons for recommendations	To comply with the requirements of the Localism Act.
Background papers	Pay Policy Statement 2025/2026

Wards affected	N/A
Cabinet member(s)	Cllr Tim Adams
Contact Officer	Susan Sidell, HR Manager, susan.sidell@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	Pay Policy Statement

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	N/A

1. Purpose of the report

- 1.1. To achieve sign off for the pay policy statement in order to comply with Section 30 (1) of the Localism Act 2011.

2. Introduction & Background

- 2.1. Section 38 (1) of the Localism Act 2011 (“the Act”) requires English and Welsh local authorities to produce a pay policy statement (“the statement”) for each financial year. The statement is signed off by Full Council immediately before the commencement of the year to which it relates.

3. Proposals and Options

- 3.1. The statement must set out:

- The local authority’s policy on the level and elements for remuneration for each Chief Officer
- A local authority’s policy on the remuneration of its lowest-paid employees (together with its definition of “lowest-paid employees” and its reasons for adopting that definition)
- A local authority’s policy on the relationship between the remuneration of its Chief Officers and other officers
- A local authority’s policy on other specific aspects of Chief Officer’s remuneration, remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

- 3.2. With regard to the processes for approving the statement, it must:

- Be approved formally by Full Council and cannot be delegated to any sub-committee. This includes any amendments in each financial year
- Be approved by the end of March each year
- Be published on the authority’s website and in any other manner that the Council thinks appropriate as soon as it is reasonably practicable after it is approved or amended
- Be complied with when the authority sets the terms and conditions for a Chief Officer

- 3.3. For the purpose of the statement the term ‘Chief Officer’ in a local authority context is defined as set out in the Local Government and Housing Act 1989 as:

- The Head of Paid Service (Chief Executive Officer)
- The Monitoring Officer
- A Statutory Chief Officer and non-statutory Chief Officer (Section 2 of that Act)
- The deputy Chief Officer (section 2 of that Act)

- 3.4. This definition of Chief Officer is wider than that contained within the Constitution when the term ‘Chief Officer’ indicates the senior posts which sit on Corporate Leadership Team i.e. the Director of Resources (S151), Director for Place and Climate Change and Director for Communities.

4. Living Wage Supplement

4.1 The Council has paid a living wage supplement to affected posts since 1 January 2015 and the Joint Consultative Committee recommended reviewing this payment on an annual basis. The supplement currently paid reflects the latest published rate for the 'real' living wage.

5. Travel Policy

5.1 The travel policy is attached at Appendix A. No permanent changes have been made since the last update, which was reviewed in August 2023.

6. Financial Implications and Risks

6.1 There are no increased risks as a result of setting and publishing the Pay Policy Statement. The report and the statement outline arrangements for 2024/2025, subject to any national pay award.

Comments from the S151 Officer:

The S151 Officer (or member of the Finance team on their behalf) will complete this section.

7. Legal Implications

7.1. Not agreeing to the statement may amount to a breach of contract in terms of the nationally agreed pay increase.

Comments from the Monitoring Officer

The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.

8. Risks

8.1. Please see 7.1 above

9. Net ZeroTarget

9.1. There are no net zero implications arising from this statement.

10. Equality, Diversity & Inclusion

10.1 The Equality Act 2010 places requirements upon the public sector bodies to ensure that its policies and procedures promote equality, this document supports that requirement.

11. Community Safety issues

11.1. There are no Community Safety Issues arising from this statement.

Conclusion and Recommendations

The statement meets the statutory requirements of the Localism Act and it is therefore recommended that the statement be approved.