



Report of the Cabinet Member for Corporate Services & Performance

Council – 21 March 2024

Pay Policy Statement 2024/25

Purpose:	To present to full Council for approval, the Pay Policy Statement for the City and County of Swansea for 2024/25.
Policy Framework:	None
Consultation:	Human Resources, Legal, Finance and Access to Services.
Recommendation(s):	It is recommended that; 1) The Pay Policy Statement 2024-2025 as attached at Appendix A of the report be approved and published.
Report Author:	Rachael Davies
Finance Officer:	Ben Smith
Legal Officer:	Debbie Smith
Access to Services Officer:	Rhian Millar

1. Introduction

- 1.1 Sections 38 to 43 of the Localism Act 2011 requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for each financial year, detailing:
- The Council's policies towards all aspects and elements of the remuneration of Chief Officers;
 - The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
 - The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
 - The relationship between the remuneration of its Chief Officers and other employees.

- 1.2 This Pay Policy statement sets out the Council's approach to Pay Policy in accordance with the requirements for the financial year 2024/25.
- 1.3 This Pay Policy statement is appended as Appendix A.

2. Key Points of Consideration

- 2.1 The Pay Policy reflects the 2023/24 pay awards for NJC employees, Soulbury paid officers, the Chief Executive and Chief Officers which were agreed during the 2023/24 year.
- 2.2 Pay awards for 2024/25 are yet to be determined but the pay scales attached to the policy will be updated as and when the national employers and trade unions agree the uplift.
- 2.3 The policy includes the 2023/24 gender pay gap analysis which shows the mean pay gap is 2.01% and the median pay gap is 3.73%. In 2022/23 the mean pay gap was 5.64% and the median pay gap was 12.64%. This closing of the gap is likely to be as a result of an increase in the proportion of female employees being employed in the upper quartile and a greater number of female employees working full time. Further information on the gender pay gap and its history in Swansea since mandatory reporting was introduced in 2017 is available on the [UK gender pay gap service](#).

3. Integrated Assessment Implications

- 3.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage
 - Consider opportunities for people to use the Welsh language
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 3.2 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

3.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.

3.4 An IIA screening has been undertaken (Appendix B) which demonstrates;

“All employees are directly affected by this policy, however the salary is set at UK national level. As such, it has been identified that there is a “Low Impact” on the Groups identified in Q2. It is a requirement that this Pay Policy is agreed at full Council, as a result, this has required consultation with Finance and Legal in its production (Q3) as well as consideration of the requirements of the WFG (Q4). There is “low risk” in adopting this policy relating to the impacts identified in Q5.

“The cumulative impact is to ensure that the Council has clearly outlined how employees and workers are paid, and the additional arrangements that are in place to provide remuneration and pension benefits. Overall the policy aims to ensure that how all employees and workers are paid for work, and also outlines the reasoning behind the policy, and to meet the guidance laid out by Welsh Government” (Q7).

4. Financial Implications

4.1 The costs arising from the Council’s Pay Policy Statement are reflected in the 2024/25 budget. An assumption for pay has been made for 2024/25 but details of any likely offer or scope for agreed settlement remain unknown.

5. Legal Implications

5.1 Under s 39(1) of the Localism Act 2011, the Council is required to approve its Pay Policy Statement by 31 March each year.

Background Papers: None

Appendices:

Appendix A	Pay Policy Statement 2024/25
Appendix B	IIA Annual Pay Policy Statement 2024/25