

Report of the Cabinet Member for Corporate Services & Performance

Council – 30 January 2025

Pay Policy Statement 2025-26



Executive Summary	
Purpose of Report:	
The Localism Act (2011) requires Council to adopt a Pay Policy Statement for each financial year. This report proposes the 2025-26 policy statement.	
Recommendation(s). It is recommended that:	
1)	Council approves the Pay Policy Statement 2025-26 attached at Appendix A of the report with effect from 1 April 2025
Decision-Making Authority www.swansea.gov.uk/constitution :	
Select from the list the constitutional basis www.swansea.gov.uk/constitution on which a decision is being sought (Please tick all that apply):	
<input checked="" type="checkbox"/> Article 4 “The Council Meeting”	<input type="checkbox"/> Financial Procedure Rules
<input type="checkbox"/> Scheme of Delegation	<input type="checkbox"/> Land Transaction Procedure Rules
<input type="checkbox"/> Terms of Reference	<input type="checkbox"/> Other “Please Specify”
<input type="checkbox"/> Contract Procedure Rules	<input type="checkbox"/> Not Applicable. Explain Why
Article 4: The Council Meeting, Section 3: Policy Framework (Resource Management)	
Corporate Plan Wellbeing Objectives:	
Select which Wellbeing Objectives are relevant to this report (Please tick all that apply): Corporate plan 2023 / 2028 - Swansea	
<input type="checkbox"/> Education & Skills	<input type="checkbox"/> Tackling Poverty & Enabling Communities
<input type="checkbox"/> Economy & Infrastructure	<input checked="" type="checkbox"/> Transformation & Financial Resilience
<input type="checkbox"/> Nature Recovery & Climate Change	<input type="checkbox"/> All
<input type="checkbox"/> Safeguarding	<input type="checkbox"/> Not Applicable
Relevance to Corporate Plan Wellbeing Objectives:	
The Pay Policy Statement 2025-26 is a cornerstone of the council’s strategic objectives, directly supporting workforce development, financial resilience, and community well-being. By fostering fair, transparent, and equitable remuneration practices, the policy enhances the council’s ability to attract and retain talent, contribute to local economic stability, and lead by example in reducing inequality. Through alignment with the Workforce Development Strategy 2022-27 and the Transformation and Financial Resilience Well-being Objective, the pay policy not only addresses internal organisational needs but also sets a benchmark for public accountability and community engagement.	
Reviewed and approved by:	
Access to Services, Finance, Legal & Cabinet Member for Corporate Services and Performance	
Report Author & Job Title:	Martin Nicholls, Chief Executive

1. **Introduction**

2. Sections 38 to 43 of the Localism Act 2011 require English and Welsh Local Authorities, by 31st March each year, to produce and publish a Pay Policy Statement for the financial year, detailing:

- a) The Council's policies towards all aspects and elements of the remuneration of Chief Officers;
- b) The approach to the publication of, and access to, information relating to all aspects of the remuneration of Chief Officers;
- c) The Council's policy on the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
- d) The relationship between the remuneration of its Chief Officers and other employees.

3. The Council recognises that there is public interest in the public sector pay and therefore the significance of being transparent in its decisions relating to pay. The context of managing resources effectively and appropriately is of importance to the Council and transparency on pay is relevant to publish for public scrutiny.

4. The Pay Policy Statement at Appendix A sets out the Council's approach to pay in accordance with the requirements for the financial year 2025-26.

5. **Advice**

6. The content of the Pay Policy Statement 2025-26 includes the most up to date pay rates for all workforce groups notwithstanding that annual uplifts are not usually agreed with trade unions in advance of the Pay Policy Statement needing to be approved locally. Therefore, the proposed Pay Policy Statement includes 2024-25 pay rates as the 2025-26 negotiations are not confirmed at the time of writing this report.

7. There is one change proposed in the Pay Policy Statement 2025-26.

8. Council approved a Chief Officer job evaluation scheme in March 2024 which has been implemented. All Chief Officers have been job evaluated independently by the Local Government Association (LGA) and placed in a rank order of score. Having been assimilated to pay bandings based on those scores, it is evident that the pay bandings do not align to the job evaluation outcomes.

9. As shown in the highlighted extract below, there is pay overlap between bands resulting in higher pay for lower graded roles, which conflicts with the purpose of job evaluation. A newly appointed Band 1 Head of Service would receive less pay than an existing Band 2 Head of Service despite being in a role which attracts a higher point score.

HEADS OF SERVICE BAND 1 £79,896 to £97,862 per annum						
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7
£79,896	£82,891	£85,884	£88,878	£91,872	£94,869	£97,862
HEADS OF SERVICE BAND 2 £67,919 to £85,884 per annum						
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7
£67,919	£70,913	£73,908	£76,901	£79,896	£82,891	£85,884

10. Whilst most of the bandings have a 7-point range, the Chief Officer range for the sole post of Monitoring Officer/Chief Legal Officer has a 9-point range – this is the largest range and spans a £22k pay progression when compared with circa £12k for all other pay bands.
11. Most Council employees are paid on the NJC pay structure with the majority on a 5-point range. Amending the Chief Officer pay structure to mirror the NJC pay bandings provides a consistent approach to pay progression across both workforce groups.
12. To address the disparity with pay overlap and the 9-point range, the proposed amendment is to move to a 5-point range for all Chief Officers by:
 - Removing pay points 1-2 for Directors
 - Removing pay points 1-2 from Heads of Service Bands 1 and 2
 - Reducing the number of pay points to 5 for the Chief Officer, deleting Points 1, 2, 8 and 9
13. The impact from approving this recommendation will not impact any substantive Chief Officer and there is no increase to pay for any permanent employees as a result.
14. There are two interim appointments which have been made by the Appointments Committee (Director of Social Services and Head of Adult Services and Tackling Poverty), with a third pending at the time of writing this report (Head of Building Services and Waste). Should the recommendation be approved, the lowest pay point for these post holders could increase.
15. The Chief Executive is not included in this proposal due to receiving a spot salary.
16. There would be a small financial saving by deleting points 8-9 from the Chief Officer post.

17. Council is therefore asked to approve the Pay Policy Statement 2025-26 to ensure ongoing compliance with the Localism Act 2011, including revised Chief Officer pay bandings for the reasons outlined in this report.
18. **Stakeholder Participation**
19. Chief Officers and trade unions have been consulted on the proposed changes to the pay bandings.
20. **Risk and Issues Assessment**
21. There are no risks associated with the report if the recommendation to adopt and publish the Pay Policy Statement 2025-26 is approved.
22. If the recommendations are not approved pay related risks could emerge given the job evaluation scores should reflect levels of pay i.e. salary should be determined by level of responsibility according to the rank order of job evaluation score.
23. **Integrated Assessment Implications**
24. 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. Further information is available at www.swansea.gov.uk/IIA
25. An Integrated Impact Assessment (IIA) screening has been undertaken (Appendix B) and no adverse implications have been noted.
26. **Financial Implications**
27. There are additional financial implications for the Council arising from the recommendations in this report. The cost of the existing interim arrangements is estimated to increase by less than £5,000, provided the term is not extended, this will be during 2024/25 only. The cost implications of the pending interim arrangement will need to be addressed during the process to appoint.
28. Whilst there is no immediate cost involved by removing the bottom points from each scale for the substantive posts, it should be borne in mind that removing the points will reduce the opportunity to make temporary savings in the future. There will be a small budgetary saving from removing the top two points of the Chief Officer grade, estimated at around £5,000 per annum.
29. The costs arising from the Council's Pay Policy Statement 2025-26 will be reflected in the 2025-26 budget. An assumption for pay has been made for 2025-26 but details of any likely offer or scope for agreed settlement remain unknown.

30. Legal & Governance Implications

31. There are no legal or governance implications associated with this report other than those identified within it.

Appendices:

Appendix A Pay Policy Statement 2025-26
Appendix B Integrated Impact Assessment Screening

Background Papers:

None