

## Annual Pay Settlement Procedure

### Authorisation

The Head of Paid Service for Surrey Heath Borough Council will authorise the annual pay settlement and inform Full Council as part of the budget setting process.

### Definition

This procedure is to determine the value of the annual pay settlement that will be paid to all staff when determined on/or backdated to 1<sup>st</sup> April each year.

A pay settlement will be determined for the year running from 1<sup>st</sup> April until 31<sup>st</sup> March.

### Procedure

As part of annual budget setting, consideration will be given to the Annual Pay Settlement.

In relation to the annual pay settlement the considerations will include (but not be limited to) the following:

- Results of benchmarking:
  - to ensure the Council is able to recruit and retain appropriately experienced and qualified employees; that it remains competitive and an employer of choice within Surrey
  - to be undertaken as and when required.
  - local and South East regional data (both public and private sector) accessed from a variety of sources as agreed by Management and Staff representatives
- Recruitment and retention trends – e.g. turnover and identification of skill types or service areas where recruitment is difficult.
- The nature and level of other benefits (i.e. non-salary) provided to staff.
- The level of the Living Wage.
- The wider economic environment and affordability, in the context of service delivery and staff recruitment and retention matters.

There will be 3 meetings held to determine the final proposal for the Annual Pay Settlement:

1. Management Board will inform Staff Representatives of the proposed annual pay settlement. Staff Representatives will assess the offer by canvassing staff and gathering their own data.
2. Staff Representatives can feedback on proposals and put forward counter proposals for consideration.
3. Management Board will confirm with staff representatives the Annual Pay Settlement to be put forward as part of the Council's budget.

## **Timeline**

In November of each year at Star Chamber, consideration will be given to the Annual Pay Settlement.

In January meetings to take place between Management Board and Staff Representatives.

At Full Council in February the budget including the proposed pay settlement will be put forward for agreement.

If the pay settlement is not agreed as part of the budget setting at Full Council in February, it should be noted that this could delay the payment of any agreed pay settlement as Full Council does not meet again until April.