

Surrey Heath Borough Council
Employment Committee
14 July 2022

Updated Pay Settlement Procedure

Strategic Director/Head of Service	Louise Livingston
Report Author:	Julie Simmonds – HR Manager
Key Decision:	No
Wards Affected:	n/a

Summary and purpose

This report provides the Employment Committee with information regarding the proposed amendment to the Council's Pay Settlement Procedure.

Recommendation

The Committee is advised to RESOLVE that the amended Pay Settlement Procedure, as set out at Annex A to this report, be agreed.

1. Background and Supporting Information

- 1.1 As a result of the pay settlement for 22/23 it was recommended that the Pay Settlement Procedure used should be updated to ensure that everyone is clear about the role they take, the information to be provided, the consultation process that will be used and the timelines.
- 1.2 The new Pay Settlement Procedure can be found in Annex A, the key differences to the proposed procedure include:
 - Agreeing a pay settlement for a two year period rather than one year taking into consideration the Council's medium term financial strategy
 - Starting the process a lot earlier so it doesn't run into budget setting and the process is not rushed
 - The role that each party undertakes has been set out in the procedure
 - It is suggested that if 2 recommendations go to the employment committee as an agreement is not reached at the JSCG then staff representatives will attend this meeting.
- 1.3 The Current Pay Settlement Procedure can be found in Annex B

2. Reasons for Recommendation

- 2.1 The amended Pay Settlement Procedure sets out to improve the procedure ensuring there are clear roles and timelines so the procedure does not feel rushed.

3. Proposal and Alternative Options

- 3.1 It is proposed that the amended procedure is approved by the Employment Committee.
- 3.2 Alternatively, the current procedure (Annex B) could remain in place.

4. Contribution to the Council's Five Year Strategy

- 4.1 Surrey Heath Borough Council as set in its Five Year Strategy under the theme of 'Effective and Responsive Council that it will spend public money wisely and attract resources and investment into the borough. This amended procedure sets out a transparent procedure on how it will review pay.

5. Resource Implications

- 5.1 There are no additional resource implications arising from this report.

6. Section 151 Officer Comments:

- 6.1 The revised draft policy has been discussed with the S151

7. Legal and Governance Issues

- 7.1 The amended procedure improves the governance of the Pay Settlement Procedure. There are no legal issues.

8. Monitoring Officer Comments:

- 8.1 The revised draft policy has been discussed with the MO.

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 No direct impacts.

Equalities and Human Rights

- 9.2 The Pay Settlement procedure includes the need to equality impact assess the structure of the proposed pay settlement to ensure that its fair for all staff.

Risk Management

9.3 The procedure is more comprehensive so should reduce risk

Community Engagement

9.4 Not Applicable

Annexes

Annex A – New Pay Settlement Procedure

Annex B – Current Pay Settlement Procedure

Background Papers

n/a