Cyd-bwyllgor Corfforedig De-Ddwyrain Cymru | South East Wales Corporate Joint Committee

Report for:	ACTION
Contains Confidential or Exempt Information	NO

For Consideration By	South East Wales Corporate Joint Committee
Report Title	Pay Policy Statement
Report of	Strategic Director of Resources
Contact Details	Liam.Hull@cardiffcapitalregion.gov.uk
Date to be Considered	10 March 2025
Implementation Date	Immediate
Affected Council Areas	All
Keywords / Index	Pay / Salary / Employees

Report Summary

1. The report below provides details of the South-East Wales Corporate Pay Policy Statement 2025/26.

Recommendations

2. It is recommended that SEWCJC:

(1) Approve the Pay Policy Statement 2025/26 included as Appendix 1;

(2) Note that agreement of the Pay Policy Statement 2025/26 will constitute agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April each year.

Reasons for Recommendations and Options Considered

3. In accordance with the requirements of the Localism Act 2011, the South East Wales Corporate Joint Committee must publish a Pay Policy Statement for the forthcoming year by 31st March.

Background

4. The Pay Policy statement provides the framework for decision making on pay and, in particular, decision making on senior officer pay within the CJC. In the interests of transparency and accountability the CJC has chosen to take a broader approach than that required by legislation and therefore the Pay Policy Statement 2025/26 included at Appendix 1 covers all employee groups currently employed by the CJC.

5. The Pay Policy Statement does not apply to Members of the CJC as they are not employees and are governed by separate legislation and the requirements of the Independent Remuneration Panel for Wales.

Key Considerations

6. The Pay Policy Statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.

7. To ensure these principles are embedded the CJC will ensure that there are clear and transparent processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.

8. The CJC recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, such as flexible working arrangements, access to learning and development, access to Health and Wellbeing initiatives and an Employee Assistance Programme.

9. The CJC agreed in May 2023 to replicate the pay and grading structure of Cardiff Council. This Pay and grading structure links the scores from the job evaluation process directly to the NJC pay structure. The national pay structure with effect from 1st April 2024 ranged from spinal column point (SCP) 1 to 43 which equates to £23,656 to £49,764. The pay award effective from 1st April 2025 is yet to be agreed.

10. Any new posts or transferees graded in the pay structure at Operational Manager and above are employed on Joint National Committee (JNC) Chief Officer terms and conditions and pay levels for these posts have been evaluated using the Korn Ferry Hay (formerly Hay) Job Evaluation Scheme.

11. The Chief Executive is employed on Joint National Committee for Chief Executives of Local Authorities (JNC for Chief Executives) terms and conditions.

12. Agreement of the Pay Policy Statement 2025/26 will constitute agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April each year.

Comments of the s.151 Officer

13. Agreement of the Pay Policy Statement 2025/26. will constitute agreement to implement the cost of living pay increases determined by the relevant negotiating body effective from 1st April each year.

14. An estimated budget for the cost of living pay award has been included in the 2025/26 revenue budget. If settlement is negotiated nationally at a higher level than budgeted, there would be an in-year budget pressure.

Comments of the Monitoring Officer

15. Under Section 38 of the Localism Act 2011, the CJC is required to prepare and publish a Pay Policy Statement for each financial year before the commencement of that year. The Pay Policy Statement 2025/26 must therefore be approved by the CJC by 31 March 2025.

16. The Act requires the Pay Policy Statement to cover certain specific matters and the Welsh Government has issued statutory Guidance in relation to Pay Policies. The proposed Pay Policy Statement for 2025/26 meets the requirements of the Act and Welsh Government Guidance.

17. The CJC must comply with its Pay Policy Statement when making any determination relating to the remuneration or other terms and conditions of its Chief Officers.

18. The Pay Policy must be published in such manner as the CJC thinks fit, which must include publication on the CJC's website.

Staffing Implications

19. Agreement of the Pay Policy Statement will constitute agreement to implement the cost of living pay increases for staff, determined by the relevant negotiating body, effective from 1st April each year.

Equality, Human Rights and Community Cohesion

20. No adverse equalities implications have been identified.

Well-being of Future Generations

21. Regard has been had to the well-being duty arising under the Well-Being of Future Generations (Wales) Act 2015.

Welsh Language Implications

22. None.

Background Papers

None

Report Author: **Liam Hull – Corporate Director Resources**
(Liam.Hull@cardiffcapitalregion.gov.uk)

Meeting Date: 10 March 2025

Appendices

Appendix 1 – Pay Policy Statement