

Report to:	Council		
Date of meeting:	12 March 2025		
Report of:	Lee Fallows, Director of Corporate Resources	Report Number:	35189
Reporting Officer:	Jayne King, Assistant Director HR and OD		
Contact Officer:	Dawn Longworth, Head of Corporate HR		
Report title:	Pay Policy 2025		
<p><u>CONFIDENTIALITY</u></p> <p><u>Non- confidential</u></p> <p>This report does not contain information which means it should be considered without the press or members of the public being present.</p> <p>The starting point for all reports should be that they should be available to the public. As a public body there should be an aim for openness and transparency.</p> <p>Most reports will not be confidential and will be published on the Council's website which is publicly accessible.</p>			
Purpose:	Since 2011, under the provisions of the Localism Act, the council has been required to publish an annual pay policy statement. The statement, which is based on data from 31st March 2024, includes information including: •Salary scales • Chief Officer pay information • Gender pay gap figures (since 2018).		
<u>Recommendations:</u>	The Council is recommended to: <ul style="list-style-type: none"> • approve the updated Pay Policy Statement 		
<u>Decision:</u>			
<u>Background documents:</u>			
<u>Signed:</u>		Monitoring Officer	
<u>Date:</u>			

<u>Consultation with other officers</u>			
Finance	Y/N	Date	Insert name
Legal	Y/N	Date	Insert name
HR	Yes	Date	Dawn Longworth
Procurement	Y/N	Date	Insert name
Climate Change	Y/N	Date	Insert name
Information Governance	Y/N	Date	Insert name
Equality Impact Assessment	Y/N	Date	Insert name
Post consultation reports Please confirm that the consultation response has been taken into consideration in making the recommendations.			Y/N
Vision outcomes Please identify the appropriate Vision outcome(s) that this report relates or contributes to by putting a cross in the relevant box.			<u>1. Start Well</u> <input type="checkbox"/>
			<u>2. Live Well</u> <input type="checkbox"/>
			<u>3. Age Well</u> <input type="checkbox"/>
			<u>4. Prosperous</u> <input checked="" type="checkbox"/>
			<u>5. Clean and Green</u> <input type="checkbox"/>
			<u>6. Strong and Distinctive</u> <input type="checkbox"/>

1. INTRODUCTION & BACKGROUND

- 1.1. This document sets out Bolton Council's pay policy principles for the period 2024/25. The figures included are accurate as at 31st March 2024.
- 1.2. The policy has been produced in response to the Localism Act 2011, which requires each authority to produce an annual pay policy statement and supporting detail. The statement does not reflect the arrangements for teachers or pay to staff in schools.
- 1.3. Bolton Council recognises the complex and competing drivers underpinning public sector remuneration, especially at a senior level, including:
 - The financial constraints of the public purse and an imperative to transparently demonstrate value for money at all times.
 - The organisation's obligations under equal pay legislation
 - The importance of attractive terms and conditions to enable us to recruit and retain quality staff.
- 1.4. Within Bolton Council, all decisions relating to recruitment, pay, terms and conditions, severance arrangements and reward of Chief Officers are made by elected members, via the Chief Officer Appointments Panel and for all other employees of the council decisions are made by the Assistant Director Human Resources and Organisational Development. The role of this committee is to ensure that the complex considerations related to public sector pay are made.
- 1.5. The council is directly responsible for the employment of 4,920 staff. The council also provides services to a total population of 302,383 residents.

2. REPORT DETAILS

2.1. Pay and grading structures

- 2.1.1. In determining the pay and remuneration of its employees, the council will comply with all relevant employment legislation.
- 2.1.2. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the council ensures that all pay arrangements can be objectively justified through the use of Job Evaluation methods.
- 2.1.3. The council takes the following approach (or equivalent) to assessing individual and overall pay levels
- 2.1.4. The Council's pay and grading structures for NJC and Chief Officers were determined following comprehensive pay and grading reviews implemented in 2009. These involved:
 - The evaluation of all posts in scope using analytical job evaluation schemes to capture the full range of responsibilities for each post.
 - Determination of pay structures with the assistance of independent experts and approval of these pay structures through the Cabinet and Appointments Panel for NJC and JNC structures respectively.
- 2.1.5. The Council's pay and grading structures are subject to ongoing reviews for effectiveness and value for money. In previous years a series of improvements to the values of Grade A and B have been made, to take account of an increase in value expressed by the national campaign for a Living Wage and to maintain the gap between minimum council earnings and the value of the National

Living Wage. The nationally negotiated NJC pay offer for 2024/25 does not cover the increase in the new Living Wage Foundation rate applicable from April 2025 and a small supplement will be applied, pending the national pay award confirmation for 2025/26, should it not be agreed and implemented prior to 1st April 2025.

2.1.6. It should be noted that the Council also employs staff on Teachers, Soulbury and JNC for Youth Workers pay structures, whose terms, conditions and pay rates are determined by the relevant national negotiating body in accordance with the agreed collective bargaining machinery.

2.1.7. From time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with council policies. Such allowances are negotiated nationally or locally through collective bargaining arrangements and/or as determined by council policy.

This may include the following:

- market rate supplements in order to attract and retain employees with particular experience, skills and capacity, for example when there are skills shortages locally or nationally. This approach will only be adopted where there is clear evidence of recruitment difficulty, and any such payments will be time limited and in accordance with council policy.
- special payments where an employee has taken on additional duties and responsibilities for a defined period of time, for example covering a vacancy or taking on a special project

2.1.8. The council will ensure that the requirement for an additional allowance or supplement is objectively justified by reference to clear and transparent evidence and where market rate supplements are considered that this is with reference to data available from within and outside both local government and the private sector.

2.2. General remuneration policy principles

2.2.1. The Council agreed the principles of a core Pay Policy in 2004, which determined that pay levels should be based on analytical job evaluation outcomes and remuneration levels should be set with regard to the following criteria:

- To enable us to attract and retain the quantity and quality of staff we require to achieve our strategic and operational objectives.
- To achieve value for money, having regard to market forces and the Council's financial constraints
- To recognise the responsibility and accountability borne by employees and encourage the delegation of decision making to the lowest level, commensurate with effective service delivery.
- To recognise employee contribution and performance in achieving their objectives, including the acquisition of relevant skills and competencies, and displaying the knowledge, ability and commitment required.
- To be transparent and fair ensuring that all employees receive equal pay for work of equal value having particular regard to gender, race, age and disability.
- To support cost-effective flexible working, in meeting both customer/service requirements and work/life balance for employees.

2.3. Annual cost of living pay awards

- 2.3.1. All grades are subject to annual review and cost of living awards, as determined by the relevant national negotiating body.
- 2.3.2. The NJC pay offer at Bolton affects 3,222 departmental staff and 1,698 staff in community and voluntary controlled schools. The 2024/25 NJC pay award, confirmed in October 2024, increased all pay points (SCPs) up to SCP 43 by £1,290 per annum and pay points above this by 2.5%.
- 2.3.3. Other pay awards confirmed for the 2024/25 period are:
- Chief Executive's pay by 1.9% per annum.
 - Chief Officers pay by 2.5% per annum.
 - Soulbury pay has yet to be confirmed.
 - Youth JNC rates have increased by £1290.
 - STPCD increase of 5.5% for all teachers and leaders.

2.4. NJC pay and grading arrangements

- 2.4.1. All NJC posts have been assimilated on to a single pay spine. The NJC pay and grading structure covers the vast majority of posts within the Council and extends from Grade A (scp 2) posts such as Cleaners and General Assistants through to very senior management posts, largely Heads of Services for large and complex areas, which are paid up to Senior Head of Service Grade (scp 62). To encourage employees to develop in their role and to improve their performance the council has arranged for Grades to contain between two and five increments.
- 2.4.2. New employees will usually be appointed to the minimum pay level for the relevant grade. Managers have the discretion to recommend an employee for acceleration of increments within the grade when they have demonstrated exceptional performance or join us with significant skills, knowledge and/or experience in the role they are being appointed to. Bolton Council's pay and grading structure for NJC staff is available on the Council website. [pay-structure \(bolton.gov.uk\)](https://www.bolton.gov.uk/pay-structure)
- 2.4.3. As part of the Pay and Grading Review, the Council also reviewed the other terms and conditions where there is flexibility for local review, as prescribed in Part 3 of the National Green Book. The Part 3 local provisions for Bolton are published on our website and are summarised as follows:
- Standard payments for unsociable hours, including shift working, weekend and night work.
 - A defined process for determining the value of any honoraria and additional duties payments.
 - Robust criteria for market rate supplements. At present the Council is not paying any market rate supplements.
 - Clear criteria for allocation of essential car user allowance and regular review of all payments.
 - The Council does not pay for staff car parking fees within the Borough.
 - Employees who incur additional charges following an imposed relocation of work-base can claim an allowance payable for 4 years, in line with the provisions of the former Purple Book.
 - Relocation allowances at appointment can be paid by the Council. Any requests would be considered on a case-by-case basis up to a maximum amount of £3000.

2.5. JNC (Chief Officer) Pay and Grading Arrangements

2.5.1. Context

- 2.5.1.1. A review of Chief Officer pay for all staff employed on JNC terms and conditions, including the Chief Executive, was undertaken in 2009 and overseen and approved by the Appointment's Panel, with technical advice from the Hay Group.
- 2.5.1.2. The current Chief Officer Structure chart is shown on the Council website. Any changes to the Chief Officer structure are approved by the Appointments Panel.
- 2.5.1.3. When recruiting to all posts the council will take full and proper account of its own Policies. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.
- 2.5.1.4. Where the council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.
- 2.5.1.5. In exceptional circumstances, where the council remains unable to recruit to a Chief Officer or where there is a need for interim support to provide cover for a vacant post, the council may consider engaging an individual through a 'contracts for service'. Such arrangements can be advantageous because they can reduce employment costs and are flexible because they can be used for short periods of time without the need to pay termination payments. Where these arrangements are used the council will use relevant procurement processes to ensure that it can demonstrate value for money. Such arrangements will be kept under regular review

2.5.2. Remuneration for the Chief Executive

- 2.5.2.1. A review of pay for the post of Chief Executive was undertaken in 2006 and was included in the review of all Chief Officer remuneration in 2009, with advice from an independent advisor.
- 2.5.2.2. The basic grade of Chief Executive is based on 5 pay points (£185,288 - £196,743). Progression is conditional on satisfactory performance against objectives and the post-holder not being subject to any disciplinary or capability procedures.

2.6. Chief Officer Pay Grades (at 31/03/24)

- 2.6.1. The Chief Officer pay structure is as follows. At some levels there is both an upper and lower tier, dependent upon the scope and scale of particular roles:

Grade	Min	Bar	Titles	Number
5	£77,945	£90,215	Assistant Director, Consultant in Public Health	13
4	£90,215	£101,316	Deputy Director, Assistant Director, Borough Solicitor	5
2	£116,522	£128,008	Director	1
1	£128,008	£139,464	Director	4
Chief Executive	£185,288	£196,743	Chief Executive	1

- The grades described above are complete remuneration and inclusive of all additional allowances, including essential car user allowance and mileage.
 - All Chief Officer and Chief Executive roles are full time on permanent employment contracts.
- 2.6.2. Actual remuneration for individuals may be accessed via the Council website.

2.6.3. The legal basis for publishing this personal data information is provided in Article 6 (1) (c) of the General Data Protection Regulation in that it is a legal obligation for a Local Authority to comply with transparency rules concerning pay policies which must be open to public scrutiny.

2.7. Incremental progression and extended grades for Chief Officers

2.7.1. All Chief Officer grades are incremental. Incremental progression within the basic grade is subject to satisfactory performance over the previous twelve months, which is determined with regard to the following criteria:

- Satisfactory performance against objectives set as part of the annual appraisal process.
- No disciplinary action undertaken in the past 12 months including any relating to managing absence. Increments would be withheld until any pending disciplinary action was concluded.
- Not being subject to formal capability procedures.

2.8. Performance related pay for Chief Officers and access to extended grades

2.8.1. All Chief Officers have a fixed salary. At present there is no additional remuneration which is subject to performance, e.g. performance related pay or bonuses of any kind. This is because the nature of most Chief Officer roles would make the determination of outcome objectives, dependent upon their personal performance, difficult to articulate.

2.8.2. At the top of the grade there is, however, an extension to provide the flexibility to manage recruitment and retention issues and reward exceptional performance, subject to the agreement of the Chief Officer Appointments Panel. The value of the extension is as follows and may be applied as a series of up to 4 additional increments or a % payment:

- Chief Executive and CO Grades 1 and 2 – up to £17,615
- CO Grades 3-4 – up to £5,989
- CO Grade 5 – up to £8,385

2.8.3. The following criteria and processes apply to give access to this payment:

- The additional payment could be used as part of the recruitment to a vacant post along the lines of “more” available for an exceptional candidate. Any decision to apply a payment in this regard would need to be agreed by the Chief Officer Appointments Panel both prior to recruitment in respect of the principle that this was an option and to then agree this for a specific candidate.
- That if retention of a member of staff was deemed to be critical, evidence would usually need to be provided of an alternative job offer or similar. If agreed by the Chief Executive and relevant Director a report would be prepared on this basis, for approval by the Appointments Panel.
- If agreed by the relevant Director and Chief Executive that performance by a Chief Officer had been particularly outstanding and clearly evidenced, a report would be prepared on this basis for approval by the Chief Officer Appointments Panel.

2.8.4. For all three categories: recruitment, retention and exceptional performance, the additional payment above the basic grade is paid as a “retention allowance”. This means that at the end of the 12-month period the agreed payment (up to a maximum of the additional grade) would be paid on the condition that the member of staff was in post and not serving notice. This would then apply to each subsequent year in the same way.

2.9. Recruitment of Chief Officers

2.9.1. Due to the nature and responsibilities of their role Chief Officers are normally employed on full time permanent employment contracts. The council’s policy and procedures with regard to recruitment of

Chief Officers is set out within the Employment Procedure Rules as set out in Part 4 of the Constitution.

2.10. New appointments above £100,000

2.10.1. In line with Section 40 of the Localism Act, proposed new appointments to posts with remuneration exceeding £100,000 will be subject to a vote by Members.

2.11. Other allowances for additional responsibilities

2.11.1. An additional payment is made to the Chief Executive for Returning Officer Duties in accordance with the Representation of the People Act (1983).

2.11.2. The Returning Officer will make payments to those officers who undertake specific duties in relation to the elections, in accordance with their role.

2.11.3. It should be noted that normally fees payable for duties undertaken in connection with elections are funded by central government in accordance with Fees and Charges Orders made by Parliament.

2.12. Pay multiples (31 March 2024)

2.12.1. The pay multiples for the period are set out below. Two calculations are provided:

- The ratio between the highest paid salary (**£188,152**) and the median salary of the whole of the workforce (**£25,979**). This multiple is **1:7.24**
- The ratio between the highest paid salary (**£188,152**) and the lowest salary (**£22,366**). The pay multiple for 2023/24 is **1:8.41**

2.13. Gender Pay Gap (GPG)

2.13.1. The Equality Act 2010 (GPG Information) Regulations will require the Council to publish its 2024 gender pay gap data by April 2024. The regulations require 3 sets of data to be produced for the workforce as at 31st March 2024.

2.14. Mean GPG - this is the difference in average hourly rates and the figure used most frequently used:

2.14.1. Women's average hourly rate is **4.8%** lower than men.

2.14.2. This is equivalent to **£0.83** The average hourly rate for women being **£16.33** and for men **£17.15**.

2.15. Median GPG - this is calculated by finding the midpoint in all employees' hourly pay which is aimed to avoid any distortion of average rates by extremely high or low (following deduction of salary sacrifice) rates.

2.15.1. Women's median pay is **6.4%** lower than men. This is equivalent to **£0.95**. The median hourly rate for women being **£13.95** and for men **£14.90**.

2.15.2. The bonus data required does not apply at Bolton Council as bonus payments are not paid.

2.16. Quartile analysis

2.16.1. The council must show the proportion of male and female full-pay relevant employees in four pay bands. To do this, employees have been ranked from the highest to the lowest paid, divided them into 4 equal parts (known as quartiles), the percentage of male and female employees in each of the 4 parts then calculated:

- Lower quartile: Female 78.3%, Male 21.7%
- Lower middle quartile: Female 69.3%, Male 30.7%
- Upper middle quartile: Female 67.4%, Male 32.6%

- Upper quartile: Female 70.4%, Male 29.6%

2.16.2. The figures remain static compared to last years and the organisation's explanatory narrative can be seen on the Council website.

2.17. Pay for the lowest earners

2.17.1. The Council is committed to being a good employer and as part of this paying our lowest earners at the highest affordable hourly rate. The Council defines the lowest paid workers as those paid on the lowest pay points in use. The council employs apprentices who are not included within the definition of 'lowest paid employees' as they are paid the National Minimum Wage, are given paid time off from work for training or study as part of their apprenticeship and receive holiday pay and other employee rights/benefits i.e. sick pay.

2.17.2. The Council's strategy to pay for the lowest paid takes account of:

- The Council's approach to anti-poverty and cost of living challenges.
- The established intention to maintain a "gap" in earnings between the value of the National Minimum Wage and minimum pay at Bolton Council.
- The continued commitment to ensure all staff are paid a living wage.

2.17.3. Between 2013 and 2017 the Council made a number of improvements to its pay rates to take account of the above. In April 2015, changes were approved to remove the bottom spinal column points of the existing Grade 1 to make it a spot point grade at the highest point, scp 11.

2.17.4. In April 2017, the Council introduced a Living Wage Supplement (LWS) to any pay point paid less than £8.45 per hour, which increased the value of the bottom two scale points of the pay structure and meant that the lowest starting salary for any Council worker was £8.45 per hour. In April 2019, the LWS was no longer necessary because the increased pay rates were above the Living Wage rates. In 2020, a Living Wage Supplement of 5p per hour was again applied to point 1 to match the Living Wage Foundation rate of £9.30. Since 2021/22 the supplement has no longer been necessary as the lowest point of the pay structure was the same value or greater than the Living Wage Foundation rate. However a temporary uplift has been implemented each year due to the delay in the pay award being agreed, which has ceased at the point the pay award was agreed.

2.18. Our wider reward package

2.18.1. The Council is committed to providing a comprehensive employment package. In addition to salary, any associated allowances, leave entitlement and pension contributions, the Council also offers a number of optional opportunities* to staff:

- Occupational Health provision including access to physiotherapy, an EAP advice line and wellbeing support options.
- Salary sacrifice schemes – cycle to work, home & electronics and car lease.
- Discounted staff parking scheme.
- Healthcare cost options to be taken directly from wages.
- Other local discounts including preferential rates for gym membership.
- Lifestyle discounts via the Vivup app
- Flexible and hybrid working options.
- Training and development programmes including access to the Apprenticeship Scheme for existing staff.

**Some of these benefits are subject to eligibility and some subject to service requirements.*

2.18.2. In 2018 the council also signed up to the Greater Manchester Continuous Service Commitment which allows employees to transfer their continuous service between certain Local Authorities and GM NHS bodies.

2.19. Voluntary severance

2.19.1. The council does not currently have a voluntary severance offer. Redundancy payments are paid in line with the HR policy framework.

2.20. Voluntary early retirement (VER)

2.20.1. Staff aged 55 or over who are members of the Local Government Pension Scheme may apply to take voluntary early retirement. Under this scheme staff may apply for the early release of their existing pension benefits. Unless in exceptional circumstances pensions will not be enhanced (i.e. additional pension).

2.21. Flexible retirement

2.21.1. Staff aged 55 or over who are members of the Local Government Pension Scheme may apply to take a minimum of a 20% reduction in hours or grade and access their pension. The cost of the strain must be mitigated by the salary saving over a period determined by the council or an alternative means of meeting the cost must be identified by the service or department.

2.22. Pensions contributions

2.22.1. Where employees have exercised their statutory right to become members of the Local Government Pension Scheme the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund. This rate is reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate, set at 1st April 2023 through to 2026 is 19.8% for the LGPS. The employee contribution rates, which are defined by statute (as at 1st April 2023), are:

Band	Actual pensionable pay for an employment	Main section contribution rate for that employment	50/50 section contribution rate for that employment
1	Up to £16,500	5.50%	2.75%
2	£16,501 to £25,900	5.80%	2.90%
3	£25,901 to £42,100	6.50%	3.25%
4	£42,101 to £53,300	6.80%	3.40%
5	£53,301 to £74,700	8.50%	4.25%
6	£74,701 to £105,900	9.90%	4.95%
7	£105,901 to £124,800	10.50%	5.25%
8	£124,801 to £187,200	11.40%	5.70%
9	£187,201 or more	12.50%	6.25%

2.23. Policy of re-hire following termination

2.23.1. It is the council's policy that staff who have left under a severance arrangement or VER should not normally be re-hired or contracted by the Council. Any situation involving re-engagement, including as an employee, worker or as a provider of a service under a contract must be approved by the relevant Director and Chief Executive.

2.24. Tax avoidance

2.24.1. The Council is aware of arrangements whereby employees may be paid through a personal service company. In view of the value for money implications for the public sector as a whole, the council would not normally intend to implement such arrangements for the payment of its employees. The council has processes to ensure compliance with those providing services through an intermediary (the IR35 regulations).

2.25. Tax on termination payments - employee changes

2.25.1. The Council is compliant with the changes introduced in April 2018 whereby the difference in the tax treatment of contractual and non-contractual payments in lieu of notice (PILON) has been removed. Any unworked periods of notice are now subject to Tax and NI and the practice of applying the £30,000 tax exemption to non-contractual payments has ended. This change makes the tax and NI treatment of all post-employment payments consistent. Statutory redundancy payments remain exempt from Tax up to £30,000.

2.26. Annual review of this policy

2.26.1. Under the terms of the Localism Act this document is reviewed and approved by full council annually. The policy and supporting detail is also published on the Bolton Council website.

2.26.2. Links provided to the downloads published on the website at the following:

- [Part 3 Local Terms and Conditions Document](#)
- [NJC Pay Spine](#)
- [Chief Officer Structure](#)

2.27. Publication of Pay Statement

2.27.1 Upon approval by full council, this statement will be published on the council's website. In addition, for posts where the full time equivalent salary is at least £50,000, the council's annual statement of accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year
- any bonuses so paid or receivable by the person in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above.

3. IMPACTS AND IMPLICATIONS

3.1 Financial

3.1.1 N/A

3.2 Legal

3.2.1 Approval of this report ensures we comply with our requirements under the Localism Act.

3.3 HR

3.3.1 N/A

3.4 Climate Change

3.4.1 N/A

3.5 **Information Governance**

3.5.1 N/A

3.6 **Other**

3.6.1 N/A

4. **EQUALITY IMPACT ASSESSMENT (EIA)**

4.1. Under the Equality Act 2010, the council has a general duty to have due regard to the need to:

- 4.1.1. **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- 4.1.2. **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- 4.1.3. **foster good relations** between people who share a protected characteristic and people who do not share it.

4.2. It is important to consider how the proposals contained within this report may impact positively or negatively on protected characteristics.

4.3. It has been determined that due to the fact that there is no detrimental impact to any group/individual resulting from this report, it is not anticipated that the proposals within this report will have a differential impact on any of Bolton's diversity groups, including staff. A full EIA is therefore not required at this stage, however the EIA Screening Tool has been completed and is included at Appendix 1.

5. **VISION 2030**

5.1. This pay policy statement demonstrates that our employees earn a real living wage, supporting their financial independence by ensuring we pay enough money to live on. It demonstrates the organisations commitment to transparency, to meeting our obligations under equal pay legislation and to ensuring we offer attractive terms and conditions to enable us to recruit and retain quality staff.

6. **RECOMMENDATIONS**

6.1. The Council is recommended to:

- Approve the pay policy statement for publishing.

APPENDIX 1

Equality Impact Assessment

CONFIDENTIAL

Initial Screening for relevance: Details of Impact (Part 1)

Directorate:	Corporate		
Section:	Human Resources		
Person completing this form:	Dawn Longworth	Date:	01 November 2025

Title of report or proposal:		Report No	
Pay Policy Statement 2025		35189	
Brief details of proposal, including the aims, objectives and purpose (all strategies, policies, reviews, projects, existing proposals, etc will be referred to as 'proposal'):			
Since 2011, under the provisions of the Localism Act, the council has been required to publish an annual pay policy statement. The statement includes information including: •Salary scales • Chief Officer pay information • Gender pay gap figures (since 2018).			
'Proposal' status (please tick)	Proposed / New	<input checked="" type="checkbox"/>	Existing (i.e.: routine recommission) (If an EIA has previously been completed please include the date) Click or tap to enter a date.
Bolton Council Led	<input checked="" type="checkbox"/>	Partner Led (Please attach partner EIA, and complete section 3 - EIA sign off sheet, as screening not needed)	Click or tap here to enter text.

Public sector bodies need to be able to evidence that they have given due regard to the impact and potential impact on all people with 'protected characteristics' in shaping policy, in delivering services, and in relation to their workforce.

Under the Equality Act 2010, the council has a general duty to have due regard to the need to:

1. **eliminate unlawful discrimination, harassment**, victimisation and any other conduct prohibited by the Act;
2. **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
3. **foster good relations** between people who share a protected characteristic and people who do not share it.

By completing the following questions the three parts of the equality duty will be consciously considered as part of the decision-making process.

Details of the outcome of the Equality Impact Assessment must also be included in the main body of the report.

Initial Screening for relevance: Details of Impact (Part 1)

Which stakeholder groups will potentially be impacted?									
Residents	<input type="checkbox"/>	Partners	<input type="checkbox"/>	Workforce	<input checked="" type="checkbox"/>	Service users	<input type="checkbox"/>	Businesses	<input type="checkbox"/>
CVS Sector	<input type="checkbox"/>	Members	<input type="checkbox"/>	Other (please state)	Click or tap here to enter text.				

Anticipated Negative Impacts														
Protected Characteristics / Groups	N/A	Age	Armed Forces	Care Leavers	Caring Status	Disability	Gender Reassignment	Marriage / Civil Partnership	Pregnancy & maternity	Race	Religion / Belief	Sex	Sexual Orientation	Socio-economic
1) Will the 'proposal' potentially present any challenges / barriers to any protected groups?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Will any group be potentially excluded as a result of implementing your 'proposal'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Does the 'proposal' have the potential to worsen existing discrimination or inequality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Will the 'proposal' have a potential negative impact on community / partnership relations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Anticipated Positive Impacts

Protected Characteristics / Groups	N/A	Age	Armed Forces	Care Leavers	Caring Status	Disability	Gender Reassignment	Marriage / Civil Partnership	Pregnancy & maternity	Race	Religion / Belief	Sex	Sexual Orientation	Socio-economic
5) The 'proposal' could potentially reduce known inequalities , promoting equality of outcome or opportunity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6) The 'proposal' has the potential to support inclusion and engagement from protected groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) The 'proposal' has the potential to foster good relations between people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8) The proposal could reduce the potential for harassment or discrimination .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Consultation / engagement / research findings	Click or tap here to enter text.													

Brief bullet point summary of positive / negative impacts:

The Pay Policy Statement 2025 sets out the Council's pay policy principles for 2024/25, as required by the Localism Act.

Details of any cumulative impact

Click or tap here to enter text.

Decision:

* All reports to the Executive Member which propose a new policy / procedure or are a savings review should continue to undertake a full EIA (part 2).

No major adverse impact identified, therefore a full EIA is not required (complete sign off sheet in section 3 and send to your Departmental Equalities Lead)	<input checked="" type="checkbox"/>
Impacts identified in screening process, therefore a full EIA is required.	<input type="checkbox"/>
This is a new policy, business improvement review or savings review, therefore a full EIA is required.	<input type="checkbox"/>

CONFIDENTIAL

Equality Impact Assessment

EIA Sign Off

This EIA form and report has been checked and countersigned by the Directorate Equalities Officer before proceeding to Executive Cabinet Member(s)

Screening tool completed (please tick)	<input checked="" type="checkbox"/>	Full EIA completed (please tick)	Yes	N/A
			<input type="checkbox"/>	<input checked="" type="checkbox"/>
EIA review date (if applicable).		Click or tap to enter a date.		

Please confirm the outcome of this EIA:

Click or tap here to enter text.

Positive impact for one or more groups justified on the grounds of promoting equality - proceed	<input type="checkbox"/>
No major impact identified, therefore no major changes required – proceed	<input checked="" type="checkbox"/>
Adjustments to remove barriers / promote equality (mitigate impact) have been identified – proceed	<input type="checkbox"/>
Continue despite having identified potential for adverse impact/missed opportunities for promoting equality – this requires a strong justification	<input type="checkbox"/>
The EIA identifies actual or potential discrimination - stop and rethink	<input type="checkbox"/>

Report Officer	
Name:	Dawn Longworth
Date:	24 January 2025
Directorate Equalities Lead Officer	
Name:	Click or tap here to enter text.
Date:	Click or tap to enter a date.