

Statutory Pay Policy 2026/27

Committee considering report: Personnel Committee

Date of Committee: Tuesday 13th January 2026

Portfolio Member: Councillor Vicky Poole

Date Portfolio Member agreed report: 4th December 2025

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1 Purpose of the Report

The Council is required, in accordance with section 38 of the Localism Act 2011, to publish an annual pay policy statement. This report seeks to secure compliance with that duty, by seeking approval of the Statutory Pay Policy Statement for publication.

2 Recommendation

2.1 It is recommended that Council adopt and approve the Statutory Pay Policy Statement for publication. It is further recommended that the Council delegate authority.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	None.
Human Resource:	The report details HR implications within it.
Legal:	This report satisfies the Localism Act 2011 in respect of a pay policy statement.
Risk Management:	None.
Property:	None.
Policy:	Localism Act 2011.

	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
Environmental Impact:		X		
Health Impact:		X		
ICT Impact:		X		
Digital Services Impact:		X		
Council Strategy Priorities:		X		
Core Business:		X		
Data Impact:		X		The Council is obligated to publish this anonymised salary data by the Localism Act 2011.
Consultation and Engagement:	Corporate Board, Executive Briefing, Personnel Committee			

4 Executive Summary

- 4.1 Section 38 of the Localism Act 2011 requires local authorities to publish an annual pay policy statement. The method of publication is at the discretion of the authority, but it is expected to comply with the principles set out in the Local Government Transparency Code. The statement must be approved by the full Council.
- 4.2 Council approved the annual publication of the statement, in principle, on 1st March 2012. This report seeks Council's approval, for publication of the 2026/27 pay Policy Statement.
- 4.3 The statement should set out the policies in relation to:
 - Remuneration of its chief officer
 - The remuneration of its lowest paid employees (and our definition and reasons for defining it)
 - The relationship between the remuneration of its chief officers and those who are not chief officers.
- 4.4 The definition of chief officers includes the Chief Executive, the Monitoring Officer, the Section 151 Officer, Executive Directors, as well as those who report directly to any of these post holders. Thus, in West Berkshire Council, this definition would include all Service Directors.
- 4.5 Chief Officer remuneration includes salary, bonuses, performance-related pay, fees or allowances (including as returning officer), benefits in kind, etc. The policy should also state how chief officer salary will be determined on appointment and any arrangements for payments upon leaving office.
- 4.6 This matter should be considered at Personnel Committee recommending this policy to Council for adoption.

5 Other Options Considered

- 5.1 The Council could determine not to publish a pay policy statement but this is not recommended as there is a legal duty to publish this information.

6 Conclusion

- 6.1 It is recommended that the Pay Policy Statement is submitted to Personnel Committee for approval, and once approved published on the Council website with effect from April 2026, to comply with our statutory duty under the Localism Act.

7 Appendices

- 7.1 Appendix A – Draft Statutory Pay Policy.