

**Committee:** Council

**Date:**

**Title:** Pay Policy Statement

25 February 2020

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## Summary

1. There is a requirement under the Localism Act 2011 for councils to publish an annual Pay Policy Statement which sets out the pay and remuneration of its employees for the forthcoming year.
2. The policy also includes data on the gender pay gap. Publication of this data is required by the Equalities Act 2010 (Specific Duties and Authorities).

## Recommendations

3. Council is recommended to:

Approve the Pay Policy Statement

Give delegated authority to the Assistant Director – Corporate Services to update the Pay Policy Statement and associated documents with pay multiple figures as at 31 March 2020 and with revised salary information once the 2020/21 national pay award is agreed.

## Financial Implications

4. There are no implications for the Council's budget beyond those approved as part of the 2020/21 budget setting process

## Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

## Impact

- 6.

Communication/Consultation	None
Community Safety	None
Equalities	None

Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	The policy sets out the council's remuneration scheme for staff

## Situation

7. The Localism Act 2011 put in place a requirement for Councils to approve a Pay Policy Statement before the start of each financial year. The Pay Policy Statement will be used for the forthcoming year to determine recruitment, retention and reward for existing and new staff.
8. All relevant legislation, government directives and guidance notes have been used to compile this Pay Policy Statement.
9. In accordance with the Council's wish to demonstrate transparency, and to comply with the requirements of the Localism Act, the Pay Policy Statement and associated documents will be published on the Council's website.
10. Delegated authority is sought to update figures in two sections of the Pay Policy Statement during the 2020/21 year without the need to bring the policy back to Full Council for further approval:

## Pay Multiple

11. Under the Localism Act the Council is required to publish pay multiple data. This is the ratio between the highest paid taxable earnings and the median earnings figure of the Council's workforce and is in section 6 of the Pay Policy Statement. The Act specifies the Pay Multiple should be calculated using figures as at 31 March. Given the need to approve the Pay Policy Statement before 1 April and the logic in presenting the Pay Policy Statement alongside the budget for the forthcoming year at the February Full Council meeting, it is not possible to include the data.
12. The Pay Policy Statement attached to this report instead contains the pay multiple based on figures as at 31 December 2019. If Full Council grants the request to delegate responsibility to update this figure, the Pay Policy Statement will be republished in early April 2020 with the calculation as at 31 March 2020.

## Salary Information

13. At the time of publishing the Pay Policy Statement, there has been no agreement regarding the 2020/2021 annual cost of living increase, which is negotiated on behalf of councils between the Local Government Association and Trade Unions. If Full Council grants the request to delegate responsibility to update these figures, the Pay Policy Statement and associated documents will be republished when agreement is reached.

## Risk Analysis

14.

Risk	Likelihood	Impact	Mitigating actions
Council does not approve the Pay Policy by 31 March deadline	1 – the Pay Policy Statement is presented in advance of the deadline. It summarises established schemes and practices and contains data that is mandated by Government	3 – the council would be in breach of the Localism Act and Equalities Act	The Pay Policy Statement is presented well ahead of the deadline for publication

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.