

**Committee:** Council

**Date:**

**Title:** Pay Policy Statement

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**Report Author** Richard Auty, Assistant Director – Corporate Services

[rauty@uttlesford.gov.uk](mailto:rauty@uttlesford.gov.uk)

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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:
  - I. Approve the Pay Policy Statement
  - II. Grant delegated authority to the Assistant Director – Corporate Services to update the Pay Policy Statement and associated documents with pay multiple and average salary figures as at 31 March 2022 and with revised salary information once the 2021/22 & 2022/23 national pay awards are agreed.
  - III. Decide whether it wishes to debate the Pay Policy Statement at this meeting or defer debate until all figures are updated as per paragraphs 11 and 12 below.

## Financial Implications

4. There are no implications for the Council's budget beyond those approved as part of the 2022/23 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 three sections of the Pay Policy Statement during the 2022/23 year without the need to bring the policy back to Full Council for further approval:

## Pay Multiple, Average Salaries and Cost of Living Increases

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. There is also a requirement to publish average salary data as at 31 March as in section 10 of the statement. 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 current year's data. Instead, the statement includes last year's data which at the time of submitting the report is the most recent available.

12. At the time of publishing the Pay Policy Statement, there has been no agreement regarding the 2021/2022 and 2022/23 annual cost of living increases, which are negotiated on behalf of councils between the Local Government Association and Trade Unions. Once agreement is reached, the Council's published pay scales, which are linked from the Pay Policy Statement, will be updated.
13. Full Council is therefore requested to approve The Pay Policy Statement as attached and delegate responsibility to the Assistant Director – Corporate Services to update the published Pay Policy Statement with this year's Pay Multiple and average salary figures as at 31 March 2022. The pay scale information on the Council's website will also be updated when possible.
14. Members are invited to indicate if they would like to set aside time in a future Council meeting once the figures have been updated to discuss the revised Pay Policy Statement.

## Risk Analysis

15.

| 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.