

Employment Committee

Minutes of the meeting held on Tuesday 19 March 2024 at Shire Hall, Warwick at 5.32pm.

Present: Councillor Sinnott (Chair), Councillors Aizlewood, K Dickson, Gorman, J Harrison, Noonan, Payne, Phillips, and Syson.

9. Apologies and Substitutes

- (a) Apologies for absence were received from Councillors King and Yellapragada.
- (b) Councillor J Harrison substituted for Councillor Dray.

10. Declarations of Interest

Councillor Payne declared an interest because he was a member of Unite.

11. Minutes

The minutes of the meetings held on 14 March 2023, 17 May 2023 and 21 November 2023 were taken as read and signed by the Chairman as a correct record.

12. Minutes of the Sub-Committee

The minutes of the Sub-Committee meeting of 9 June 2023 were taken as read and signed by the Chairman as a correct record.

13. Update to Scheme for Voluntary Early Retirement by Reason of Interests of the Efficiency of the Service

The Committee considered an annual report from the Head of People and Communications which provided an update to the Scheme for Voluntary Early Retirement by Reason of Interest of the Efficiency of Service.

The Scheme for Early Retirement on the Grounds of Efficiency of the Service was last updated in 2008 and this was outlined in Appendix 1 to the report. Delegations had been updated and the Scheme had been revised to reflect these delegations. There was no change to the scheme other than the delegations to officers as detailed below being reflected in the wording:

“The Head of People & Communications shall have authority to:

PC (1) Exercise the Council’s powers relating to people management in accordance with the policies agreed by the Employment Committee.

The Chief Executive shall have the authority to:

CE (9) make all changes to the establishment/structure of the council below the level of Chief Officers, as defined in Article 12 of the Constitution”, in accordance with the Council’s agreed budget.

CE (16) approve severance payment, up to the equivalent of 12 months’ salary for the post, which is, in their opinion, in the Council's interests.

(With notification to Group Leaders and relevant Portfolio Holders of the decision)”

The Head of Finance and Chief Executive had responsibility for the authorisation of expenditure from the Service Transformation Reserve as agreed at Cabinet/Council February 2023. This was carried out in consultation with relevant Portfolio Holders and reported in subsequent budget reports.

The updated policy was attached as Appendix 2 to the report and it reflected those changes and provided further clarity on the process and criteria.

No alternatives had been considered as the policy had been updated in line with agreed delegations of the Council to provide clarity.

In answer to questions from Members, the Head of Governance advised that the Scheme of Delegations set out all delegations, including that the HR policies were made through the Head of People and Communications.

Resolved that the revised wording and changes to the scheme attached at Appendix 2 to the report reflecting the revised delegations, be updated for clarity.

14. **Pay Policy Statement 2023-24**

The Committee considered an annual report from the Head of People and Communications which presented the Council's Pay Policy Statement for 2023-2024 as required under the Localism Act 2011, Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability.

Agreeing and publishing the Pay Policy was a legal requirement. The statement had to be published once it had been approved, and this would be on the Council's website.

The report gave a definition of Chief Officers and lowest paid employees. It covered different elements of remuneration and outlined the guidelines and policies that govern remuneration.

The Pay Policy Statement had to be prepared on an annual basis beginning with 2012-2013 financial year and each subsequent year as set out in the Localism Act 2011. The statement had to contain details of the authority's policies in relation to remuneration for its Chief Officers. It also had to include a definition of its lowest paid workers and the policy in relation to their remuneration. It had to include the relationship in remuneration between Chief Officers and lowest paid workers; this had been illustrated by ratios.

In summary, the Council measured both the mean and median average, as the mean average could be affected by a small number of high earners, whereas the median considered the distribution of pay across the workforce and was less affected by a small number of high earners. As the gap got smaller, it showed evidence WDC were improving.

Whilst the Council gave a range of measurements to track the data, including both reference to the 'mean' and 'median' the 'Hutton Report' concluded that median earnings was a more relevant measure and the

Government's 'Code of Recommended Practice on data transparency' recommended the publication of the ratio, between the highest salary and median average salary, of the whole of the Council's workforce.

| Dates | 16/17 | 22/23 | 23/24 |
|--|--------------|--------------|--------------|
| The ratio between the highest salary (Chief Officer) and median average salary of the whole of the Council's workforce. | 4.6 | 4.27 | 3.92 |
| Highest earning Chief Officer (CX) against the lowest Pay scale Officer i.e. in 16/17 the highest paid officer earned 12.1 times the lowest paid employee. | 12.1 | 5.72 | 5.53 |

The data in the table demonstrated that there had been greater increases in median salary rates and the lowest paid employment than at the most senior level – therefore in conclusion the 'gap' had gotten better. It was important to note that the NJC awards had a weighting towards the lower paid grades and WDC were aligned to national pay bargaining.

The statement also included levels and elements of remuneration for Chief Officers, remuneration for the recruitment of Chief Officers, increases and additions to Chief Officers, performance related or other bonuses for Chief Officers, the approach to Chief Officer remuneration if they cease to hold office or cease employment and the publication of and access to information relating to Chief Officer remuneration.

No alternatives had been considered as this was a legal requirement.

In answer to questions from Members, the Head of People and Communication advised that:

- in relation to the Local Government apprenticeship scheme was being used by Warwick District Council, and she would provide the exact remuneration figures to the Committee in due course;
- with regards to section 1.8 in the report, the gap between the highest earning Chief Officer against the lowest pay scale officer was because there was a greater pay increase in the lowest paid employment. This was because the NJC awards had a weighting towards the lower paid grades and the Council was aligned to national pay bargaining;
- there was not a target on what the ideal ratio would be that she was aware of, but concerns had been raised by others too around the differentials and how these were affecting the grades within the local government evaluation schemes; and
- Warwick District Council was not able to establish a target, because this was out of its control. The Council was not allowed to go outside of the national bargaining scheme and the pay awards were dictated to the Council.

Recommended to Council that the Pay Policy Statement attached at Appendix 1 be approved, and

its publication for the 2023-24 financial year, be agreed.

(Councillor Noonan arrived during this item.)

15. **Gender and Ethnicity Pay Gap Reporting as at 31.3.23**

The Committee considered an annual report from the Head of People and Communications which presented the mandatory gender pay gap information that had to be reported to Central Government and published on the Warwick District Council website. It also presented the Ethnicity Pay Gap reporting and recommended its publication by the Council.

In accordance with the Equality Act 2010, with effect from 30 March 2018 it was a requirement to report and publish specific gender pay gap information; this was the sixth annual statement.

Although this was not a legal requirement in June 2020, the Council decided that "in order to support its consideration of the report and the monitoring of the action plan, the Council requires the publication of relevant annual data, including an Ethnicity Pay Gap report alongside the current Gender Pay Gap report".

The WDC gender pay, and ethnicity pay gap reporting figures had been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. The data included the following types of staff: Employees with a contract of employment (part time, full time, permanent and fixed term) and Casuals/Workers (Glossary - Appendix 1 to the report).

Under the Equal Pay Act 1970, men and women had to receive equal pay (Appendix 2 to the report) for:

- the same or broadly similar work;
- work rated as equivalent under a job evaluation scheme; or
- work of equal value.

WDC had a clear policy of paying employees equally for the same or equivalent work, regardless of their sex or ethnicity. In order to achieve this WDC:

- operated job evaluation methodology to grade all jobs, using the Hay Job Evaluation Scheme to ensure that jobs were paid fairly;
- ensured that allowances were awarded fairly and consistently across the Council; and
- re-evaluated job roles and pay grades as necessary to ensure a fair structure.

For the purposes of pay gap reporting, as at 31.3.23 Warwick District Council employed 479 people, 274 females (57%), 205 male (43%). The table below, taken from the report showed the WDC Gender Pay Gap figures as at 31.3.2023, together with a comparison of the 31.3.2022 figures and the earliest recorded figures at 31.3.2018.

| | 31.3.2018 | 31.3.2022 | 31.3.2023 |
|---|------------------|------------------|------------------|
| Mean Gender Pay Gap | 15.3% | 12.9% | 10.2% |
| Median Gender Pay Gap | 10.9% | 11.9% | 8.8% |
| Mean Gender Bonus Pay Gap | -89.4% | 29.1% | 0.6% |
| Median Gender Bonus Pay Gap | -68% | 51.6% | 0.0% |
| % of Women in lower pay quartile | 63% | 68.5% | 67.5% |
| % of Women in lower middle pay quartile | 64% | 64.6% | 59.2% |
| % of Women in upper middle pay quartile | 61% | 53.5% | 58.3% |
| % of Women in upper pay quartile | 38% | 39.2% | 43.7% |

In summary, relating to the Mean and Median gender pay gap, a positive trend had been identified since 2018.

An analysis of WDC Gender Pay Gap Data on 31 March 2023 can be found below:

- The Mean Gender pay gap was 10.2%
 - a decrease of 2.7% since 31.3.2022
 - a decrease of 5.1% since 31.3.2018
- The Median Gender pay gap was 8.8%
 - a decrease of 3.1% since 31.3.2022
 - a decrease of 2.1% since 31.3.2018
- The Mean Gender Bonus pay gap was 0.6% and the Median bonus pay gap was 0% This was attributable to the majority of staff receiving the £500 Applause payment, only those who had not completed a probationary period did not receive the payment.
- The percentage of women in the lower quartile was 67.5%
 - an increase of 1% since 31.3.2022
 - an increase of 4.5% since 31.3.2018
- The percentage of women in the lower middle quartile was 59.2%
 - a decrease of 5.4% since 31.3.2022
 - a decrease of 4.8% since 31.3.2018
- The percentage of women in the upper middle quartile was 58.3%
 - an increase of 4.8% since 31.3.2022
 - a decrease of 2.7% since 31.3.2018
- The percentage of women in the upper quartile was 43.7%
 - an increase of 4.5% since 31.3.2022
 - an increase of 5.7% since 31.3.2018

The team had compared the Council's gender pay gap results for the mean and median hourly pay to the Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) provisional earnings data for October 2023 for jobs in the United Kingdom and geographical areas in

the table below:

| Description | Mean | Median |
|-----------------------------|--------------|---------------|
| United Kingdom total | 13.2 | 14.3 |
| Public Sector | 11.5 | 14.0 |
| Private Sector | 15.6 | 18.9 |
| West Midlands | 14.1 | 14.4 |
| Public Sector | 11.0 | 14.4 |
| Private Sector | 18.2 | 18.4 |
| Warwickshire | 27.0 | 15.8 |
| Warwick | 18.4 | 18.5 |
| Stratford upon Avon | 13.5 | 13.3 |
| Warwick District Council | 10.2% (2023) | 8.8 (2023) |

In relation to the Ethnicity Pay Gap reporting data analysis, recent analysis (January 2024) had shown a modest increase of 2.3% (59.41%) from September which was an encouraging trend. This did pose a significant challenge in accurately assessing the Ethnicity Pay Gap and might mask disparities and hinder targeted interventions to address inequities. Encouraging greater transparency in self-reporting ethnicity was crucial for a comprehensive understanding of workforce composition.

It was not possible to give meaningful comparison ethnicity data prior to the year ending 31.3.2022 as in April 2021 the Council moved to a combined HR & Payroll system – I-Trent, from its previous payroll system, Resourcelink. Equality and diversity information could not be automatically transferred due to the updated ethnicity categories on I-Trent (in line with Census ethnicity categories).

Warwick District Council was addressing this challenge by implementing communication strategies to educate employees about the importance of ethnicity disclosure and the impact on fostering an inclusive workplace. This had been a continuous action of the Council and one we consider a priority.

Furthermore, it was not possible to provide a more detailed breakdown or categorisation of data held. Ethnicity was a special category of personal data. If raw/more detailed figures were provided, this could constitute personal data and directly identify an individual.

This data was now collected as part of the recruitment process (where provided as part of the application). However, it was still voluntary to provide.

The data currently held was stated in the report as below:

| | 2022 | 2023 |
|------------------------------------|-------------|-------------|
| Not declared and prefer not to say | 246 | 213 |
| Not white | 29 | 32 |
| White | 231 | 234 |
| Total | 506 | 479 |

Advice received from the Warwickshire County Council Equality, Diversity and Inclusion Practitioner was that for the for the purposes of the

ethnicity Pay Gap reporting calculation 'not declared' should be included in the white British category. The data was therefore aligned to two categories:

1. not declared, prefer not to say, and white British; and
2. not white.

| Year | Not declared and White British | % | Not white | % | Total |
|-------------|--|----------|------------------|----------|--------------|
| 2023 | 447(213 not declared/prefer not to say) | 93.3% | 32 | 6.7% | 479 |
| 2022 | 477 (243 not declared/prefer not to say) | 94.3% | 29 | 5.7 | 506 |

The table below showed the WDC Ethnicity Pay Gap figures as at 31.3.2023, together with a comparison of the 31.3.2022 figures.

| | 31.3.2022 | 31.3.2023 |
|---|------------------|------------------|
| Mean Ethnicity Pay Gap | 13% | 7.7% |
| Median Ethnicity Pay Gap | 18.0% | 8.9% |
| Mean Ethnicity Bonus Pay Gap | 0.0% | 2.3% |
| Median Ethnicity Bonus Pay Gap | 56.6% | 0.0% |
| % of Not-White employees in lower pay quartile | 8.7% | 7.6% |
| % of Not-White employees in lower middle pay quartile | 5.5% | 10% |
| % of Not-white Employees in upper middle pay quartile | 4.7% | 11% |
| % of Not-white employees in upper pay quartile | 3.1% | 19.7% |

A summary of WDC Ethnicity Pay Gap Data on 31 March 2023 (based on the considerations identified in above) can be found below:

- The Mean Ethnicity pay gap was 6.7%
 - a decrease of 6.3% since 31.3.2022
- The Median Ethnicity pay gap was 8.8%
 - a decrease of 9.2% since 31.3.2022
- The Mean Bonus pay gap was 2.3% and the Median bonus pay gap was 0% this was attributable to most staff receiving the £500 Applause payment, only those who had not completed a probationary period did not receive the payment.
- The percentage of Not-white employees in the lower quartile was 9.2%
 - an increase of 0.5% since 31.3.2022

- The percentage of Not-white employees in the lower middle quartile was 7.5%
 - an increase of 2% since 31.3.2022
- The percentage of Not-white employees in the upper middle quartile was 3.3%
 - a decrease of 1.4% since 31.3.2022
- The percentage of Not-white employees in the upper quartile was 6.7%
 - An increase of 3.6% since 31.3.2022

As Ethnicity Pay Gap reporting was not mandatory, it was not possible to give a national picture for comparison. However, in this period the not-white profile at the Council, comparing the percentage of white British and not declared, showed a lower representation of not-white employees (6.6%) compared with the general Warwickshire population (approximately 11% - 2021 Census).

Further analysis and actions would be undertaken as part of the review of the EDI agenda. It should be noted that addressing the underlying causes of a gender pay and ethnicity pay gap, as well as developing an effective action plan, was an ongoing and iterative process, and the data should not be reviewed in isolation. Time was required to both consider in detail the approach to adopt, and to refine the content as well as consider comparative data to be able to benchmark best practice both internally and externally.

WDC continued to promote and review the benefits of working for Warwick District Council through its 'family friendly' policies, for example maternity 'pay back' scheme withdrawn; health and well-being scheme; agile working; continued development of flexible working options that support effective work life balance; development opportunities including an increased promotion of 'work apprenticeship' training.

No alternatives had been considered as it was a legal requirement.

In answer to questions from Members, the Head of People and Communication advised that:

- the hourly or annual rate of pay was what was being compared;
- in regards to section 1.14 in the report, it was still to be decided if the data could be used at all, given that only 59.31% had declared their ethnicity;
- most other Councils had a similar issue with ethnicity not being declared;
- the aim was to encourage staff to declare, either by stating their ethnicity, or stating "prefer not to say";
- the Council had six campaigns over the last few years to encourage individuals to update their records;
- following the local elections, Councillors were provided an "Equal Opportunities" form which gathered ethnicity data;
- the terminology used in the forms was the same as the one used for the census; and

- breaking down the data further would potentially make individuals identifiable, given the small amount of responses.

Recommended to Council that

- (1) the publication of the Gender Pay Gap reporting as of 31 March 2023, as detailed above and in the report, be approved; and
- (2) the publication of the Ethnicity Pay Gap reporting as of 31 March 2023, as above and in the report, be approved.

This item was withdrawn from the 20 March 2024 Council agenda following a discrepancy in the figures. A revised version was considered by the Employment Committee at its meeting on 15 July 2024, to be brought forward to Council at its meeting on 2 October 2024.

16. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972 that the Public and Press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraph 1 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

17. **Confidential Minutes**

The confidential minutes of the meeting of 14 March 2023 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 5.55pm)

CHAIRMAN
17 September 2024

PAY POLICY STATEMENT 2023/24

Introduction and Purpose

Warwick District Council aims to have a comprehensive remuneration package that is appropriate and fair for all levels of role and responsibility; ensuring that transparency and equality underpins any rewards.

Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as authority thinks fit".

This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the setting of pay for its employees.

The Pay Policy must set out the authority's policies relating to:

- The remuneration of its key Chief Officers (this includes Chief Executive, Deputy Chief Executive, Programme Director for Climate Change, Heads of Service, Section 151 Officer and Monitoring Officer)
- The remuneration of its lowest paid employees
- The relationship between
 - (i) the remuneration of its Chief Officers, and
 - (ii) the remuneration of its employees who are not Chief Officers

The Pay Policy Statement must include:

- The definition of 'lowest paid employees' for the purposes of this statement
- The Authority's reason for adopting this definition

The Pay Policy Statement must also include the Council's Policy in relation to each of the following:

- Remuneration on recruitment
- Increases and additions to remuneration
- The use of performance related pay
- The use of bonuses
- The approach of payment on their ceasing to be employed by the authority
- The publication of and access to information relation to their remuneration

Once approved by Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

In support of improvements in transparency, and mindful of additional requirements of the Local Government Transparency Code 2015, the Pay Policy Statement signposts to the central point of information on the Warwick District Council website for Data Transparency.

REMUNERATION PROVISIONS

Definition of Chief Officers

For the purposes of this Pay Policy Statement, all references to Chief Officer include Statutory Officers, Chief Officer and Deputy Chief Officers, as defined within Section 43 of the 2011 Localism Act, apart from clerical and administrative posts. In accordance with the Council's Constitution these include:

- Chief Executive
- Deputy Chief Executive
- Programme Director for Climate Change
- Heads of Service
- Section 151 Officer
- Monitoring Officer

The Council's Chief Officer Structure is set out within Article 12 of the Constitution of the Council and published in accordance with the Transparency Code.

Chief Officer grades and salaries are determined using the Hay Evaluation criteria.

For the purposes of the Pay Policy Statement, the Council is required to define and set out the relationship and definition of the lowest paid employee.

Definition of Lowest Paid Employees

For the purpose of this pay policy statement, the definition of the lowest-paid employees, excluding apprentices who are employed on a training contract, is as follows:

'The lowest paid persons employed under a contract of employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. According to the pay scales, the lowest pay that employees receive is at Grade I, Spinal Point 2, which is the lowest standard pay point'.

This equates to £22,737pa or £11.79 per hour as at 1.4.2023.

This places a ratio between the lowest paid and highest paid employee at 5.53:1 at 1 April 2023.

The Council considers this to be the most appropriate definition as this is the lowest contractual pay point and pay level on its substantive pay structure and which normally applies to new entrants to the lowest graded jobs within the organisation.

The exception is employees who are employed on a Government sponsored apprenticeship programme that allows for them to be paid at nationally agreed apprenticeship rates. The recommended pay rates for apprentices should not be lower than the National Minimum Wage and the District Council has adopted a pay range for apprentices that exceeds National Rates for apprentices.

A copy of the Council's pay scales can be found at the end of this statement.

Section 1- POLICY ON REMUNERATION OF CHIEF OFFICERS

1. Levels of Pay for Chief Officers

The Chief Executive as head of the paid service is employed on the JNC terms and conditions of service and paid a salary that is a spot payment, commensurate with the role.

The Deputy Chief Executive, Heads of Service (which include the Monitoring and Section 151 Officer) are paid within the Warwick Senior Management Grades (WSMG) on a salary which is considered a market rate within the local government sector. There are 3 salary scale incremental levels; the current levels of pay for each Chief Officer are set out in Appendix 1.

Employer contributions for LGPS for 2023/24 is 20.2% and Employee contributions can be found at

<https://www.lgpsmember.org/toj/thinking-joining-how.php#:~:text=Contributions%20table%202021,guaranteed%20by%20law.>

These elements of remuneration for 2023/24 are set out below:

2. Elements of Remuneration for Chief Officers

In addition to the basic salary outlined above, Chief Officers may claim business mileage as HRMC guidelines.

The Chief Executive is the Council's Returning Officer and receives an Election Allowance. This allowance is set by central government and it varies each year depending on the number and type of elections held in each year.

The Council's Monitoring Officer role is carried out by the Head of Governance, an additional payment for Monitoring Officer duties is not made.

For an exceptional piece of work or an exceptional achievement, a Chief Officer may be awarded an honorarium. The Chief Executive can approve this for any employee and this is either paid as a one off payment or can be a monthly allowance for a temporary period.

3. Pay Levels on Recruitment

The pay level offered on recruitment is typically the bottom point of the salary grade for all roles including Chief Officers. In situations, however, where the individual recruited has a high level of knowledge or skills, and/or previous relevant experience, a higher salary up to the maximum salary for that post, may be authorized.

Chief Officers are appointed by the Employment Committee (which reflects all political parties) exercising their delegated powers as outlined in the officer employment procedures.

This excludes the appointment to the role of Head of Paid Service (Chief Executive) and any other posts where the salary is greater than £100,000 where the Employment Committee recommends the appointment to Full Council for approval.

4. Increases to Pay

Any cost of living increases agreed through JNC are applied to Chief Officers pay. This is typically on 1 April each year and incremental increase to their pay will be applied 12 months after the date of appointment.

There are 3 levels of increment; the first is the recruiting salary, the second level is automatic but the final level is subject to a satisfactory performance as signed off by their line manager. It may be withheld if the Chief Officer is deemed to not have a satisfactory performance appraisal or has a live formal written warning for conduct or performance issues.

Where a Chief Officer has given exceptional performance then they may be awarded additional increments outside of the normal incremental timescale as detailed above - subject to their pay not exceeding the maximum salary for their post. This would be authorised by the Chief Executive.

Chief Officers' pay will be benchmarked when required against the market to ensure consistency is maintained both in the peer local authorities and nationally if relevant. Where there are significant changes in market rates then a pay benchmarking assessment will be carried out for Chief Officers.

Where a Chief Officer is temporarily working in a higher level role, (duration of 3 months or more) this may be recognised by payment of an honorarium or the higher salary relevant to that role on a temporary basis.

5. Market Forces Supplement

The Council updated their Market Forces Supplement Scheme in 2017. It is the Council's policy to pay temporary and reviewable 'market forces supplement' to posts where there is clear and demonstrable evidence that the salary level attached to the post creates substantial recruitment and retention difficulties. Any supplement will be automatically withdrawn at the end of two years unless an application for extension is agreed.

6. Performance Related Pay or Bonuses

Exceptional performance of Chief Officers is recognised by either accelerated increments or an honorarium as detailed previously. Poor performance may result in an increment being withheld.

7. Termination Payments

In the case of redundancy, a severance payment would be made to a Chief Officer in line with the current the Discretionary Compensation Policy and as per the Redundancy Calculator. Pension benefits, on termination of employment, prior to reaching normal retirement age, would be calculated in accordance with the Local Government Pension Scheme regulations.

Employees who wish to apply for Early Retirement or Flexible Retirement may do so in accordance with the associated policies for early retirement and flexible retirement.

In the case of termination due to Ill-health, a termination payment would not be applicable but an early pension benefit may be awarded by the pension scheme. The pension benefit may include a lump sum in addition to an on-going pension payment.

On termination of employment, if it is not possible or desirable for the Chief Officer to serve their contractual or statutory notice period, then a payment may be made in lieu of the notice period.

Any contractual payments such as outstanding annual leave are usually included in payments on termination of employment. Similarly, any monies owing to the Council would be deducted from payments made on termination.

In exceptional circumstances the Council may choose to make a payment under a Settlement Agreement. Such circumstances could include minimising the risk of uncertainty or disruption to the authority. The Chief Executive has delegated authority to approve a severance payment, up to the equivalent of 12 months' salary for the post, which is, in their opinion, in the Council's interests. This decision will be notified to Group Leaders and relevant portfolio holders.

Any severance package that exceeds £100,000 must be approved by Council. The components of which may include pay in lieu of notice, redundancy compensation, payment made in accordance with a Settlement Agreement, pension entitlements, holiday pay and any fees or allowances paid.

It is not the Council's policy to re-employ or to contract with senior managers who have been made redundant from the council unless there are exceptional circumstances where their specialist knowledge and expertise is required.

Section 2 - POLICY ON REMUNERATION OF ALL EMPLOYEES AND IDENTIFICATION OF OUR LOWEST PAID EMPLOYEES

In 2023/24 the lowest paid persons employed under a contract of employment has the full time equivalent salary of £22,737 based on spinal column point 2, Grade I. This is the evaluated rate for the job in accordance with the Hay job evaluation scheme and the Council's agreed grading structure.

Using the Hay Job Evaluation process, the Councils uses the nationally negotiated pay spine (further details can be found at www.LGE.gov.uk) as the basis for its local grading structure. This determines the salaries of the large majority of the workforce – apart from Chief Officers - together with the use of other nationally defined rates where relevant. The Council is committed to adherence to the national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated in the pay spine.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by the Council. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality

services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied within the grade where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity and this would be done in accordance with the Market Forces Supplement Scheme. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

Section 3 - THE RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND OTHER EMPLOYEES

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers (as included within the Hutton 'Review of Fair Pay in the Public Sector' 2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay – in that a public sector manager cannot earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's 'Code of Recommended Practice on Data Transparency' recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Council's workforce.

| Salary Information 2023/24 | |
|--|----------|
| | £ |
| Highest Chief Officer Salary | 125,885 |
| Median Chief Officers Salary | 73,524 |
| Median Officers Salary | 32,076 |
| Lowest Officer Salary | 22,737 |
| | |
| | 2023/24 |
| Comparison of the Chief Officers Mean £84,398 / Officer Mean £34,083 | 2.47 |
| Highest earning Chief Officer/ Pay scale Officer Mean | 3.69 |
| Highest earning Chief Officer/ Lowest Pay scale Officer | 5.53 |
| Median Chief Officer/ Median Pay scale Officer | 2.2 |
| Highest Chief Officer/ Median Pay scale Officer | 3.92 |

These figures are accurate as of December 2023 data and exclude any other payments or allowances. The tolerances are well within the limits recommended by the Hutton report.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

Section 4 - PUBLICITY AND ACCESS TO INFORMATION

This policy including Appendices will be available on our web site www.warwickdc.gov.uk.

Section 5 - RELATED DOCUMENTS

Early Retirement
Redeployment Policy
Recruitment Policy
Final Increment Scheme for Chief Officers
Disciplinary Policy
Market Forces Supplement Scheme
Hay Job Evaluation Scheme

Flexible Retirement
Ill-Health Retirement Policy
Honoraria Policy
Capability Policy

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| Date of first issue: | March 2012 |
| Date of next review: | January 2025 |

WARWICK SENIOR MANAGERS GRADES 2023/24

Basic Pay

| Grade | Post | Starting Point £ | Mid Point £ | Max Point £ |
|--------------|--|-------------------------|--------------------|--------------------|
| CX | Chief Executive | 115,149 | - | 125,885 |
| WSMG1 | Deputy Chief Executive | 95,091 | 98,979 | 102,845 |
| WSMG1 | Programme Director for Climate Change | 95,091 | 98,979 | 102,845 |
| WSMG2 | Head of Finance (S151) | 84,458 | 87,633 | 90,914 |
| WSMG3 | Head of Governance and Monitoring Officer | 68,020 | 70,771 | 73,524 |
| WSMG3 | Head of Housing, Health and Communities (1) | 68,020 | 70,771 | 73,524 |
| WSMG3 | Head of Place, Arts and Economy | 68,020 | 70,771 | 73,524 |
| WSMG3 | Head of People and Communications | 68,020 | 70,771 | 73,524 |
| WSMG3 | Head of Customer and Digital Services | 68,020 | 70,771 | 73,524 |
| WSMG3 | Head of Neighbourhood and Assets | 68,020 | 70,771 | 73,524 |
| WSMG3 | Head of Safer Communities, Leisure and Environment | 68,020 | 70,771 | 73,524 |

1 = In receipt of a Market supplement

ELEMENTS OF REMUNERATION FOR CHIEF OFFICERS

Car Mileage Payments

The accumulative mileage claims for the Chief Officer population for 2022/23 was approximately £141.

Election Allowance for 2023/24 (Chief Executive only)

The fee paid to the Returning Officer is determined by legislation and the recovery of the costs for the Returning Officer duties at a UK or European Election is met from Central Government funds and as such does not constitute a cost the Council.

Market Forces Payments

The Head of Housing, Health and Communities post is currently in receipt of a £6,455 market supplement in accordance with the Market Forces Supplement Scheme.

Honorarium

None anticipated for 2023/24

Relocation Scheme

None anticipated for 2023/24

Mortgage Subsidy Scheme

None currently

Salary Grades 1 APRIL 2023

| Grade | SCP | Salary | Hourly Rate |
|--------------|------------|---------------|--------------------|
| I | 2 | £ 22,737 | £ 11.79 |
| | 3 | £ 23,114 | £ 11.98 |
| H | 4 | £ 23,500 | £ 12.18 |
| | 5 | £ 23,893 | £ 12.38 |
| G | 6 | £ 24,294 | £ 12.59 |
| | 7 | £ 24,702 | £ 12.80 |
| | 8 | £ 25,119 | £ 13.02 |
| | 9 | £ 25,979 | £ 13.47 |
| | 10 | £ 26,421 | £ 13.69 |
| | 11 | £ 27,334 | £ 14.17 |
| F | 12 | £ 27,803 | £ 14.41 |
| | 13 | £ 28,770 | £ 14.91 |
| | 14 | £ 29,777 | £ 15.43 |
| | 15 | £ 30,296 | £ 15.70 |
| E1 | 16 | £ 31,364 | £ 16.26 |
| | 17 | £ 32,076 | £ 16.63 |
| | 18 | £ 33,024 | £ 17.12 |
| | 19 | £ 33,945 | £ 17.59 |
| | 20 | £ 34,834 | £ 18.06 |
| E2 | 21 | £ 35,745 | £ 18.53 |
| | 22 | £ 36,648 | £ 19.00 |
| | 23 | £ 37,336 | £ 19.35 |
| | 24 | £ 38,223 | £ 19.81 |

| Grade | SCP | Salary | Hourly Rate |
|--------------|------------|---------------|--------------------|
| | 25 | £ 39,186 | £ 20.31 |
| D | 26 | £ 40,221 | £ 20.85 |
| | 27 | £ 41,418 | £ 21.47 |
| | 28 | £ 42,403 | £ 21.98 |
| | 29 | £ 43,421 | £ 22.51 |
| C | 30 | £ 44,428 | £ 23.03 |
| | 31 | £ 45,441 | £ 23.55 |
| | 32 | £ 46,464 | £ 24.08 |
| | 33 | £ 47,420 | £ 24.58 |
| | 34 | £ 48,474 | £ 25.13 |
| B | 35 | £ 49,498 | £ 25.66 |
| | 36 | £ 50,512 | £ 26.18 |
| | 37 | £ 51,515 | £ 26.70 |
| | 38 | £ 52,572 | £ 27.25 |
| | 39 | £ 53,630 | £ 27.80 |
| | 40 | £ 54,706 | £ 28.36 |
| A | 41 | £ 55,779 | £ 28.91 |
| | 42 | £ 56,852 | £ 29.47 |
| | 43 | £ 58,047 | £ 30.09 |

WARWICK SENIOR MANAGER GRADES
Salary Grades 2023/24

| Grade | WSMG Point | 1.4.23 Salary £ |
|---------------|-------------------|--------------------------------|
| WSMG3 | 1 | 68,020 |
| | 2 | 70,771 |
| | 3 | 73,524 |
| WSMG2 | 4 | 84,458 |
| | 5 | 87,633 |
| | 6 | 90,914 |
| WSMG1 | 7 | 95,091 |
| | 8 | 98,979 |
| | 9 | 102,845 |
| C Exec | 1 | 115,149 |
| | 2 | 125,885 |