

Title: Pay Policy Statement 2022-23

Lead Officer: Tracy Dolphin tracy.dolphin@warwickdc.gov.uk

Portfolio Holder: Councillor Andrew Day

Wards of the District directly affected: None

Summary

The report presents the Council's Pay Policy Statement for 2022-2023 as required under the Localism Act 2011, Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability.

Recommendations

- (1) That the Employment Committee recommends that Full Council approve the Pay Policy Statement – Appendix 1 – as presented and agree for its publication for the 2022-23 financial year.
 - (2) That the Employment Committee recommends that Full Council agree to publication of the approved Pay Policy Statement on an annual basis with reviews and amendments in-year if required subject to agreement at Full Council.
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1 Background/Information

- 1.1 Agreeing and publishing the Pay Policy is a legal requirement. It sets out the authority's policies for the financial year relating to the remuneration of chief officers, the remuneration of the lowest paid employees and the relationship between the remuneration of its chief officers and its employees that are not chief officers. The statement must be published once it has been approved, this will be on the Council's website.
- 1.2 The report gives a definition of chief officers and lowest paid employees. It covers different elements of remuneration and outlines the guidelines and policies that govern remuneration.
- 1.3 The Pay Policy Statement must be prepared on an annual basis beginning with 2012-2013 financial year and each subsequent year as set out in the Localism Act 2011.
- 1.4 The statement must contain details of the authority's policies in relation to remuneration for its chief officers
- 1.5 It must also include a definition of its lowest paid workers and the policy in relation to their remuneration.
- 1.6 It must include the relationship in remuneration between chief officers and lowest paid workers; this has been illustrated by ratios.
- 1.7 The statement also includes 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.

2 Alternative Options available

2.1 None considered – it is required by law.

3 Consultation and Members' comments

3.1 The Portfolio Holder has been consulted on the content of this report and supports the proposals.

4 Implications of the proposal

4.1 Legal/Human Rights Implications

4.1.1 It is required by law to under the Localism Act 2011, Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability.

4.2 Financial

4.2.1 The adoption of the report will have no direct budgetary implications the Council.

4.3 Council Plan

4.3.1 In respect of the WDC Business Plan, the report only impacts on the internal elements of People – Effective Staff. In respect of People – Effective Staff, the report recommends publication of the report to support transparency and accessibility.

4.4 Environmental/Climate Change Implications

4.4.1 This report has no direct Environmental/Climate Change implications.

4.5 Analysis of the effects on Equality

4.5.1 This report supports transparency and accessibility of information that is key to supporting the Council's Equality Agenda. It does not however directly impact on any protected characteristics.

4.6 Data Protection

4.6.1 There are no employee data protection implications of this proposal as the publication and accessibility of this information is required by law.

4.7 Health and Wellbeing

4.7.1 The proposals support the overall wellbeing of staff by ensuring transparency and accessibility to employment policies and processes.

5 Risk Assessment

5.1 Agreeing and publishing the Pay Policy Statement is a legal requirement. By complying, this should remove any risk of external challenge to the Council.

6 Conclusion/Reasons for the Recommendation

6.1 Pay Policy Reporting – It is positive to note that the measures that Warwick District Council has undertaken to combat low pay has resulted in an incrementally decreasing ratio of highest to lowest earnings that is well within the tolerances recommended by the Hutton report (20x).

Background papers: None

Supporting documents: None

Report Information Sheet

Please complete and submit to Democratic Services with report

Committee / Date	Employment Committee 15 March 2022	
Title of report	Pay Policy Report 2022-23	
Officer / Councillor Approval *required	Date	Name
Ward Members(s)		N/A
Portfolio Holder	21/2/22	Andrew Day
Financial Services *	21/2/22	Mike Snow
Legal Services (*SDC)	1/3/22	Phil Grafton
Other Services		
Chief Executive(s)	21/2/22	Chris Elliott
Head of Services(s)*		Tracy Dolphin
Section 151 Officer	21/2/22	Mike Snow
Monitoring Officer	1/3/22	Phil Grafton
CMT (WDC)	21/2/22	
Leadership Co-ordination Group (WDC)		
Other organisations		
Final decision by this Committee or rec to another Cttee / Council?	Recommendation to Council	
Contrary to Policy / Budget framework?	No	
Does this report contain exempt info/Confidential? If so, which paragraph(s)?	No	
Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?	No	
Accessibility Checked?	Yes	