

**Title: Pay Policy Statement 2020-21**

**Lead Officer: Tracy Dolphin/Stephen Leathley/Elaine Priestley**

**Portfolio Holder: Councillor Day**

**Public report / Confidential report: Public**

**Wards of the District directly affected: All**

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: No

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement: No

Final Decision: Yes

Accessibility checked: Yes

**Officer/Councillor Approval**

<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		Chris Elliot
CMT		Chris Elliott, Andrew Jones, Dave Barber
Section 151 Officer		Mike Snow
Monitoring Officer		Andrew Jones
Portfolio Holder(s)		Andrew Day

### **1. Summary**

- 1.1 The report presents the Council's Pay Policy Statement for 2020-2021 as required under the Localism Act 2011, Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability. 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.
- 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.

### **2. Recommendations**

- 2.1 That the Employment Committee recommends that Full Council approve the Pay Policy Statement – Appendix 1 – as presented and agree for its publication for the 2020-21 financial year.
- 2.2 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.

### **3. Reasons for the Recommendations**

- 3.1 A published Pay Policy Statement is a requirement under the Localism Act 2011 and needs to be formally adopted by the Council each year.

### **4. Policy Framework**

#### **4.1 Fit for the Future**

- 4.1.1 The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit.
- 4.1.2 The FFF Strategy has 3 strands, People, Services and Money, and each has an external and internal element to it, the details of which can be found on the Council's website.

#### **4.2 FFF Strands**

- 4.2.1 External impacts of proposal(s)

People - Health, Homes, Communities – The proposal could assist with the attainment of the Council's objectives across all its policy priorities.

Services - Green, Clean, Safe – The proposal could assist with the attainment of the Council's objectives across all its policy priorities.

Money- Infrastructure, Enterprise, Employment – The proposal could assist with the attainment of the Council’s objectives across all its policy priorities.

### 4.2.2 Internal impacts of the proposal(s)

People – Right People with Right Skills – The proposals will help to address further review of SMT and how we can deliver our services effectively

Services - Maintain or Improve Services -. It will enable the Council to further align its services

Money - Firm Financial Footing over the Longer Term – This would help the Council to address the unfolding financial issue arising from the Covid 19 emergency on top of the underlying pressures

### 4.3 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here.

#### 4.3.1 People Strategy

The People Strategy outlines the future needs of our workforce to enable us to attract, recruit and retain the right people; provide the development they need to allow them to grow and progress; manage potential and plan for the future. The way in which we lead and support our people is key to the successful delivery of quality services.

#### 4.3.2 The report is not contrary to the aims of the Fit for the Future programme of work.

### 4.4 **Changes to Existing Policies**

None

### 4.5 **Impact Assessments**

This has been reviewed and is not necessary at this stage.

## 5. **Budgetary Framework**

There is not an impact on the Budgetary Framework. The costs of the Pay Policy are all reflected within the Council’s agreed Budget.

## 6. **Risks**

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

**7. Alternative Option Considered**

- 7.1 None considered – it is required by law

**8. BACKGROUND**

- 8.1 Agreeing and publishing the Pay Policy is a legal requirement. This is the seventh year this has been in place.

**8.2 Main Points from the Pay Policy (Appendix 1)**

- 8.2.1 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.
- 8.2.2 The statement must contain details of the authority's policies in relation to remuneration for its chief officers
- 8.2.3 It must also include a definition of its lowest paid workers and the policy in relation to their remuneration.
- 8.2.4 It must include the relationship in remuneration between chief officers and lowest paid workers; this has been illustrated by ratios.
- 8.2.5 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.
- 8.2.6 The statement must be published once it has been approved, this will be on the Council's website.

**9. Conclusion**

- 9.1 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).