

Employment Committee

Minutes of the meeting held on Tuesday 4 March 2025 at Town Hall, Royal Leamington Spa, at 6.00pm.

Present: Councillor Sinnott (Chair), Councillors Davidson, Gorman, Kennedy, Melrose, Hales, Margrave, Payne, and Syson.

17. Apologies and Substitutes

- (a) There were apologies for absence from Councillors King and Yellapragada; and
- (b) Councillor Kennedy substituted for Councillor Davison.

18. Declarations of Interest

There were no declarations of interest made.

19. Minutes

- (a) The minutes of the meeting held on 19 November 2024 were taken as read and signed by the Chairman as a correct record; and
- (b) The minutes of the sub-Committee meeting held on 12 December 2024 were taken as read and signed by the Chairman as a correct record.

20. Pay Policy Statement 2024-25

The Committee considered a report from the Head of People and Communications which presented the Council's Pay Policy Statement for 2024-25 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 needed to be published once it had been approved, and this would be on Warwick District 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 governed remuneration.

The Pay Policy Statement needed 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 needed to contain details of the authority's policies in relation to remuneration for its Chief Officers.

It also needed to include a definition of its lowest paid workers and the policy in relation to their remuneration.

It needed to also include the relationship in remuneration between Chief Officers and lowest paid workers, and this had been illustrated by ratios.

In summary, both the mean and median average were measured, because 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.

Whilst a range of measurements to track the data were given, 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.

The data attached to the report 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 got better. This could be attributed to the Warwick Award and National agreements as it had increased the lower Spinal Column Point (SCP). It was important to note that the National Joint Council (NJC) awards had a weighting towards the lower paid grades, and Warwick District Council (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, increased and additions to Chief Officers, performance related or other bonuses for Chief Officers, the approach to Chief Officer remuneration if they ceased to hold office or ceased employment and the publication of and access to information relating to Chief Officer remuneration.

In terms of alternative options, there were no alternative recommendations in respect of the Pay Policy Report as a legal requirement.

The Employment Committee noted the comments from the Members Trade Union Joint Consultation & Safety Panel (MTUJC&SP) which stated that the panel had agreed with the recommendations in the report.

In response to questions from Members, the HR and Payroll Manager, and Head of People and Communications explained that:

- apprentices at WDC were not included in the report as their wages would create unnecessary variance in the averages;
- WDC had contingency reserves meaning that funds were available to cover early retirement;
- the Honorarium Scheme was used when a member of WDC staff was:
 - acting up;
 - working on a special project; or
 - taking on a colleague's workload in their absence;
- the Honorarium scheme was helpful to use for situations that could not be planned for;
- an Honorarium was last paid out in February 2025; and
- Honorariums were awarded on a case-by-case basis.

It was proposed by Councillor Melrose, seconded by Councillor Kennedy, and

Recommended to Council that the Pay Policy Statement at Appendix 1 to the report, be approved as presented and agreed for its publication for the 2024-25 financial year.

21. **Public and Press**

It was proposed by Councillor Hales, seconded by Councillor Syson, and

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

22. **Minutes**

The Minutes of the Sub-Committee meeting held on 31 January 2025 were taken as read and signed by the Chair as a correct record.

Members discussed the options that had been considered and noted the option selected to address the candidate for the Strategic Director role withdrawing their interest. Despite English Devolution and the proposed changes to Local Government being considered a factor in the candidate withdrawing their interest, there was a commitment to support all WDC staff with regards to the uncertainty that Devolution had created. This commitment was supported by the Committee. It continued to be business as usual and staff continued to be valued for their hard work, especially during uncertain times.

(The meeting ended at 6.43pm)

CHAIRMAN
2 July 2025