

 <b>Employment Committee 21<sup>st</sup> March 2018</b>		<b>Agenda Item No. 7</b>
<b>Title</b>	Pay Policy Statement & Gender Pay Gap Reporting	
<b>For further information about this report please contact</b>	Elaine Priestley Senior HR Officer 01926 456682  Mike Snow Head of Finance 01926 456800  Tracy Dolphin HR Manager 01926 456350	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	None	
<b>Background Papers</b>	None	

<b>Contrary to the policy framework:</b>	Yes/No
<b>Contrary to the budgetary framework:</b>	Yes/No
<b>Key Decision?</b>	Yes/No
<b>Included within the Forward Plan? (If yes include reference number)</b>	Yes/No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	Yes/No (If No state why below)

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	2.3.18	Chris Elliott/Bill Hunt/Andy Jones
Head of Service	2.3.18	Chris Elliott
CMT	2.3.18	As above
Section 151 Officer	2.3.18	Mike Snow
Monitoring Officer	2.3.18	Andy Jones
Finance	2.3.18	Mike Snow
Portfolio Holder(s)	5.3.18	Cllr Mobbs
<b>Consultation &amp; Community Engagement</b>		
<b>Final Decision?</b>	Yes/No	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. SUMMARY

- 1.1 The report presents the Council's Pay Policy Statement for 2018-19 as required under the Localism Act 2011, 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.
- 1.3 It includes mandatory gender pay gap information that must be reported to central government and published on the Warwick District Council website

## 2. RECOMMENDATION

- 2.1 That Full Council approve the Pay Policy Statement – Appendix 1 – as presented and agree for its publication for the 2018-19 financial year.
- 2.2 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.
- 2.3 That the Employment Committee and Full Council note the Gender Pay Gap reporting as presented in Appendix 2.

## 3. REASONS FOR THE RECOMMENDATION

- 3.1 A Pay Policy Statement is requirement under the Localism Act 2011 and needs to be formally adopted by the Council each year; this is the seventh annual statement.
- 3.2 In accordance with the Equality Act 2010 with effect from 30<sup>th</sup> March 2018 it is a requirement to report and publish specific gender pay gap information.

## 4. POLICY FRAMEWORK

### 4.1

<b>FFF Strands</b>		
<b>People</b>	<b>Services</b>	<b>Money</b>
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment

	ASB	and income levels
<b>Impacts of Proposal</b>		
None	None	None
<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
<b>Impacts of Proposal</b>		
To ensure we are monitoring and reviewing management information associated with Effective staffing	None	None

#### 4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies. 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. Monitoring data related to pay and management information are key measurements aligned to the People Strategy.

4.1 **Fit for the Future** – The report is not contrary to the aims of the Fit for the Future programme of work.

#### 5. **BUDGETARY FRAMEWORK**

5.1 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**

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

6.2 Reporting and publishing the attached gender pay gap information is a legal requirement. By complying, this should remove any risk of external challenge to the Council.

## **7. ALTERNATIVE OPTION(S) 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 Reporting and publishing the attached gender pay gap information is a legal requirement. This is the first year it has been in place

### **8.3 Main Points from the Pay Policy**

8.3.1 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.

8.3.2. The statement must contain details of the authority's policies in relation to remuneration for its chief officers

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

8.3.4 It must include the relationship in remuneration between chief officers and chief officers and lowest paid workers; this has been illustrated by ratios.

8.3.5 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.

8.3.6 The statement must be published once it has been approved in a matter that is fitting – this will be on the Council's website.

### **8.4 Main Points from the Gender Pay Gap Reporting (Appendix 2)**

- The WDC gender pay reporting figures have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. The data includes the following types of staff: Employees with a contract of employment (part time, full time, permanent and fixed term), Casuals/Workers.
- WDC Mean Gender Pay Gap is 7.9%/Median Gender pay gap 6.4%. The small gender pay gap demonstrates that WDC are not paying men and women differently for the same or equivalent work.
- It should be noted that as this snapshot was taken at 31 March 2017, it includes a number of staff and casuals employed in the Leisure Centres, prior to the TUPE.