

# Employment Committee

Minutes of the meeting held on Wednesday 21 March 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Mrs Bunker (Chairman); Councillors Barrott, Day, Doody, Mrs Evetts, Mrs Falp, Noone and Parkins.

## 55. **Apologies and Substitutes**

- (a) No apologies for absence were received.
- (b) No substitutes were appointed.

## 56. **Declarations of Interest**

### Minute 58 – Cultural Services – Programme Team

Councillor Mrs Falp declared an interest because part of the role would be to support the Whitnash Community Hub project.

## 57. **Minutes**

The minutes of the meetings held on 13 December 2017 at 2.00pm, 13 December 2017 at 6.00pm and 31 January 2018 were taken as read and signed by the Chairman as a correct record.

## 58. **Cultural Services – Programme Team**

The Committee considered a report from Cultural Services that requested approval to expand the Programme Team within Cultural Services by making the current fixed term posts of Programme Manager and Programme Officer permanent posts on the establishment, and establishing a fixed term Community Stadium Project Officer within this team. The report also recommended the creation of a new fixed term Project Officer within Cultural Services to coordinate the Council's work on the Commonwealth Games project.

The Leisure Development Programme (LDP) was established in 2015 when work commenced on Phase I of the Programme focussing on the leisure centre improvements at Newbold Comyn Leisure Centre and St Nicholas Park Leisure Centre, and the appointment of an external operator to manage the Council's leisure centres. The external operator was appointed in May 2017, and the Phase I leisure centre improvements would be completed in the first half of 2018. The delays experienced in the leisure centre construction projects, and the complexity of elements of these projects, led to the extension of the temporary Programme Manager position to September 2018 from February 2018, and the creation of a Project Officer post to support the work of the Programme Manager, which was due to end at the end of September 2018.

At the outset of the LDP it was agreed that Phase I would focus on provision in Warwick and Leamington, and once complete, attention would turn to Kenilworth and the north of the district and the implementation of

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

LDP Phase II. A report was considered by the Executive in February 2018 to outline the constituent parts of Phase II and approval given on the approach to be taken in delivering the various and complex projects that it comprised.

The proposal to add these two posts to the permanent establishment was based on a number of factors.

It was recognised that Phase II comprised of significant established projects and a number of proposed projects or projects which were directly related to the work of Cultural Services and were currently being scoped. Phase II involved close partnership with a number of external organisations which added a further level of complexity. Learning from the experiences of Phase I, it was clear that each project had its own challenges and would need careful management if the wider Phase II was to be delivered effectively. Phase I of the LDP (construction works and appointment of an external management partners) was managed effectively by the Programme Manager supported more recently by the Project Officer.

Looking ahead for the next four to five years, there needed to be appropriate resources, with the appropriate level of programme management skills, to enable the projects, listed at Appendix B to the report, to be delivered.

Looking beyond Phase II of the LDP, there were other strategic projects that were directly related to the work of the Cultural Services team.

It was proposed that the role of the Community Stadium Project Manager was established and became part of the Sports Programme team, reporting to the Programme Manager. Funding for this post was approved by the Executive in April 2017 in the Europa Way – Strategic Opportunity report. This would allow the team to benefit from a degree of skill and knowledge sharing, and would build in an element of resilience. In addition to potentially overseeing the construction phase of the stadium project, the Project Manager would hold a key role in influencing decisions around the facility mix that was incorporated in to the project and bringing sports organisations together to ensure that the final design was correct and that usage of this facility was maximised within the community. These latter elements of the project would be enhanced if the role was managed from within Cultural Services where experienced “sports and leisure officers” were on hand to advise and support as required.

A local Project Board had been established, for the Commonwealth Games in 2022, and the strategic objectives agreed, as outlined at Appendix C to the report. The Executive considered a report on this project at its March meeting, which referred to the resources required to ensure that the Council could deliver on its contributions to the Games in 2022. Confirmation from the Birmingham Commonwealth Games Organising Committee on the details of how it would work with other local authorities, including WDC, was awaited. However it was considered that this high profile “one off” project required a dedicated resource to bring the many and various strands together in the coming four years. It was proposed

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

that this post would be best placed within Cultural Services, reporting to the Programme Manager and working closely with officers on the Project Board and across the wider Council.

Other potential projects that were anticipated that would be led by the Programme team included: Future refurbishment or relocation of the athletics track; and future investment in and management of sports pavilions.

**Resolved** that the

(1) following posts be added to the Council's permanent staffing establishment with effect from September 2018

- a) Sports Programme Manager; and
- b) Sports Programme Officer;

(2) following fixed term posts are added to the Cultural Services establishment:

- a) Community Stadium Project Officer (until 2023 of final completion whichever is the later); and
- b) Commonwealth Games Project Officer (until the completion of the project in 2022).

### **59. People Strategy Update & Social Media Policy**

The Committee considered a report from Human Resources that provided an update on progress made on the People Strategy Action Plan as discussed at the People Strategy Steering group (PSSG).

The purpose of the People Strategy was to support the Council's Fit for the Future programme of work. Its aim was to ensure that the approaches to resourcing, learning and development, cultural change and organisational development were designed to deliver the workforce that the Council required. The People Strategy Action Plan underpinned the People Strategy and reported progress to Senior Management Team, Corporate Management Team, People Strategy Steering Group and Employment Committee.

The report also brought forward an update Social Media Policy for the Council, that was set out at Appendix 1 to the report.

The HR Manager informed the Committee that the Council's apprenticeships scheme had been launched for 14 roles across the Council. In addition the HR Manager provided an update with regard to those members of staff who were off on long term sick relating to stress. There were currently 10 officers off; three related to mental health issues, four for personal reasons and three work related. Each of these individuals would receive a

tailored response to respect their individual needs but all with a consistent aim of returning them to work as soon as possible.

**Resolved** that

- (1) the report be noted; and
- (2) the Social Media Policy as set out at Appendix 2 to the report be approved.

(Councillor Noone arrived at the meeting during this item.)

**60. Pay Policy Statement & Gender Pay Gap Reporting**

The Committee considered a report from HR that presented the Council's Pay Policy Statement for 2018-19, for the seventh year, as required under the Localism Act 2011, Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability.

It set 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 were not chief officers.

The report provided a definition of chief officers and lowest paid employees. It covered different elements of remuneration and outlined the guidelines and policies that governed remuneration.

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. It included mandatory gender pay gap information that must be reported to central government and published on the Warwick District Council website.

In response to questions from the Committee it was confirmed that a further more detailed report on the gender pay gap would be brought to the Committee in September. This report would look at the reasons behind the gender pay gap at the Council.

Following a question from the Committee, the HR Manager agreed to report back to all Councillors, ahead of Council, on if the final paragraph of the Termination Payments Section was required.

**Recommended** that subject to clarification, regarding the information regarding termination payments, Council approves the Pay Policy Statement, as set out at Appendix 1 to the minutes, as presented and agree for its publication for the 2018-19 financial year.

**Resolved** that the the Gender Pay Gap reporting as presented in Appendix 2, to the report, be approved and published.

**61. Creation of new Posts in Development Services and Health & Community Protection**

The Committee considered a report from Development Services & Health & Community Protection that sought approval for additional posts to be added to the Council's establishment within the respective service areas.

In January 2018, the Government introduced new regulations to increase Planning Fees by 20%. The guidance suggested that the additional funds arising from the fees increase should be spent "to support the delivery of an effective planning system". To reflect this the Executive agreed, on 1 June 2017 to increase income accordingly with a commensurate increase in expenditure. It was also agreed that budget apportionments from the planning fees increase should be determined by the Section 151 officer in consultation with the Senior Management Team.

In light of this decision and following consultation with the Senior Management Team on 14 February 2018, the Section 151 officer agreed that the following posts should be funded from the increase in planning fees, discharge of Conditions Officer (1FTE); Enforcement Officer (0.5 FTE); Development Monitoring Officer (1FTE); and a Senior Environmental Health Officer (1FTE from May 2018).

It should be noted that the increase in Planning Fees would support other changes to the establishment including a third Site Delivery Officer, a CIL Officer and a Green Spaces Officer. All these posts had previously been established through Employment Committee

In February 2018 the Executive and Council considered a report on the General Fund and Budget for 2018/19. This report included proposals to make the existing Projects Manager post (1FTE)(responsible for the Office Relocation Project) permanent. It proposed a new Project Officer (1FTE) post be created to provide additional capacity for a number of key corporate projects.

At present Warwick Building Control had a vacant post. The service was amending its approach to recruitment, whereby more emphasis was placed on growing talent within the service rather than recruiting direct in to senior roles. It was therefore proposed to use funding that was currently available for a Building Control Consultant to establish a new Trainee Building Consultant post.

**Resolved** that the following posts be established within:

- (1) Development Services:
  - Enforcement Officer, 0.5 FTE
  - Development Monitoring Officer, 1FTE
  - Discharge of Conditions Officer, 1FTE (existing temporary post to become permanent from 1<sup>st</sup> April 2018)
  - Project Officer, 1FTE

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- Project Manager, 1FTE (existing temporary post to become permanent from 1<sup>st</sup> April 2018)
- Trainee Building Consultant, 1FTE; and

(2) Health and Community Protection: - Senior Environmental Health , 1FTE, Temporary for 2 years from May 2018

### **62. Information Security & Conduct Policy**

The Committee considered a report from Democratic Services that updated the the current Information Security & Conduct Policy for Warwick District Council to ensure it complied with General Data Protection Regulation that would come into force in May 2018.

From 25 May 2018 the UK would be subject to the General Data Protection Regulations from the EU. These would replace the current Data Protection Act 1998 and would be supplemented (and in due course) replaced by the Data Protection Act 2018.

The Council would be required to abide by the regulations because of its need to handle personal data in order to carry out its functions as a local authority.

Under the regulations the Council had appointed a Data Protection Officer as part of an agreement with Stratford District Council in a two year agreement.

A revised Information Governance Framework would be brought to the Executive, along with relevant polices for consideration at its meeting in April. However the Information Security & Conduct Policy was the responsibility of Employment Committee.

The Policy had only had minor amendments to reflect the new regulations and forthcoming Data Protection Act within the UK, and included further details. The amendments were summarised at Appendix 1 with the revised Policy set out at Appendix 2.

**Resolved** that the revised Warwick District Council Information & Security Conduct Policy, as set out at Appendix 2 to the report, be approved.

### **63. Additional Resources in Democratic Services**

The Committee considered a report from Democratic Services that brought forward proposals for an additional post within Electoral Services and revised posts within the Corporate Support Team to enable an improved delivery of service.

The introduction of Individual Electoral Registration in 2014 changed the requirements on individuals to undertake electoral registration themselves. This presented a challenge with two specific areas Residential

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Care Homes and student accommodation, which had been nationally recognised.

Since 2014 Electoral Services had undertaken the canvass of residential care homes within the its current resources, however this had been intermittent and with varying levels of resource as the work needed to be undertaken based on other demands within the team.

The team had encountered difficulties in working with the care homes to ensure that the Electoral Register was updated and elector's democratic rights were maintained. The challenges were many, from getting care home managers to engage with the process, to recognising that some residents would not be able to easily provide the identification required to submit an application to register.

The Electoral Commission guidance advice was to separate Residential and Care establishments from Electoral Services other canvassing activity and engage with the Residential and Care establishments on an individual basis. This was because of the specific support that was required.

At present there were over 40 residential care homes within Warwick District with currently 900 residents registered to vote.

In addition the Electoral Services Team had an agreement in place working with Warwick University to enable students to share their details for electoral registration purposes before they started at the university. This had seen a significant number of students being registered to vote but this data needed to be processed correctly and the relationship with other universities and colleges needed to be expanded in a similar approach.

Therefore, it was proposed that the Electoral Services Support & IER Canvasser would provide this dedicated support and be the recognised point of contact to enable relationships to be built upon. The post would equate to 0.23fte, however when in operation it would see the individual working full time for a limited period of time quarterly to enable them to work with each care home. In addition it was envisaged that the post holder would support the team during elections through working longer hours. However this would be charged back to the relevant election(s). This would then help provide greater resilience within Electoral Services which had been identified by the Electoral Commission within all Electoral Services Teams.

The Corporate Support Team covered a number of core administrative functions across the Council. The Corporate Support Manager had reduced their working hours and it was proposed that the team should be taking over the management of a greater number of core contracts across the Council, including office supplies, all pay and capita along with migration of the PCSN compliance action plan.

The revisions proposed within the Corporate Support Team sought to introduce a new post at a more senior level within the team to support this work. While a post was deleted this post had not been advertised

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since it became vacant in abeyance of this proposal coming forward. This had resulted in the above contracts not being transferred to the teams and slowing the restructure of other teams within the Council.

The new post, which was supported by the officers within the team, would also enable a greater career development opportunity within the team. It was an intended outcome that from the revisions in the establishment there would be sufficient funding for an apprentice to be recruited within the team.

**Resolved** that

- (1) the additional post of Electoral Services Support & IER Canvasser, as illustrated at Appendix 1 to the report, be approved;
- (2) the Corporate Support Assistance Post WD00008 be deleted from the establishment; and
- (3) a new post of Corporate Support Officer be added to the establishment.

**64. Public & Press**

**Resolved** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute No.	Para Nos.	Reason
65	1	Information relating to an individual
65	2	Information which is likely to reveal the identity of an individual.

**65. Confidential Minutes**

The confidential minutes of the meetings held on 13 December 2018 at 6.00pm and 31 January 2018 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 7.16 pm)



**PAY POLICY STATEMENT 2018/19**

**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 by identifying:

- the detail and level of remuneration of its most senior staff i.e. 'chief officers', as defined by the relevant legislation
- the methods by which salaries of all employees are determined
- the Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council

Once approved by Full 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. This is the seventh Pay Policy Statement published; the first was for 2012/13.

**REMUNERATION PROVISIONS**

**Definition of Chief Officers**

The definitions of Chief Officer are taken from the Localism Act 2011 and set out in Article 12 of the Council's Constitution as:

Chief Executive  
Deputy Chief Executive  
Heads of Service  
Section 151 Officer  
Monitoring Officer

**Definition of Lowest Paid Employees**

These are employees in Grades J and I of the NJC grading structure which are the bottom two bands in the scheme. The grading and banding is underpinned by Hay job evaluation scheme. Currently those employees in Grade J account for a very small proportion of the workforce, therefore Grade I is also included.

In October 2014 the Living Wage Foundation rate (£8.45 wef 1.4.17) was introduced as a discretionary supplement to ensure that all staff paid below the Living Wage Foundation rate were uplifted to that rate.

A review of the Council's grading structure will be undertaken in conjunction with the NJC's National Review of the Local Government Salary Scales. In anticipation of the potential changes and impacts, the National Living Wage Foundation discretionary supplement has been frozen at the April 2017 rate of £8.45. A 2% pay increase will be applied to this rate subject to the NJC Pay Award agreement.

Apprentices are employed on a lower wage as they are considered to be on a training agreement with the Council, rather than a full employment contract.

The recommended pay rates should not be lower than the National Minimum Wage and the District Council has adopted a pay range for apprentices with accords with National Rates for apprentices.

## **Section 1- POLICY ON REMUNERATION OF CHIEF OFFICERS**

### **1. Levels of Pay for Each Chief Officer**

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 Executives, Heads of Service (which include the Monitoring Officer and the 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 A.

Employer contributions for LGPS for 2018/19 is 19.6% and Employee contributions can be found at [www.warwickshire.gov.uk/pensions](http://www.warwickshire.gov.uk/pensions)

These elements of remuneration for 2017/18 are set out below. With effect from 1<sup>st</sup> April 2018 these rates are subject to the JNC 2018/19 pay award. This has not yet been agreed at a National Level.

### **2. Elements of Remuneration for Each Chief Officer**

In addition to the basic salary outlined above, Chief Officers may claim business mileage as a Casual Car User; none of the Chief Officers are in receipt of an Essential Car User Allowance payment.

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 one of the Deputy Chief Executives as part of the current role; a separate payment for Monitoring Officer 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 authorised by the Chief Executive.

The majority of 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<sup>st</sup> April each year and incremental increase to their pay will be applied as follows:

- Chief Officers appointed between 1<sup>st</sup> October and 31<sup>st</sup> March will receive an increment on 1<sup>st</sup> October the following year and thereafter
- Chief Officers appointed between 1<sup>st</sup> April and 30<sup>th</sup> September will receive an increment on 1<sup>st</sup> April the following year and thereafter.

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 regularly 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. 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.

## **6. Termination Payments**

In the case of redundancy, a severance payment would be made to a Chief Officer in line with the current the Redeployment and Stability of Employment policies and as per the Redundancy Calculator, subject to Statutory Maximum (which takes account of all the costs of the termination).

Leavers 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, subject to Statutory Maximum.

In the case of termination due to Ill-health, a termination payment would not be applicable but a higher 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.

The Council may choose to make a payment under a Settlement Agreement to protect against compensation claims that could be expensive or bring the Council into disrepute. Typically such payments are less than a year's salary, and will be subject to Statutory Maximum. The approval for payments of this nature need to have the support of the Chief Executive who will then seek approval at Executive Committee.

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

Our definition of the lowest paid employees within the Council is determined by the grade for their post, which is underpinned by Hay job evaluation scheme. Market supplements may be given to some posts where there are recruitment and retention difficulties. Currently none of our lowest paid employees receive a market supplement on their salary.

The Council implemented a discretionary supplement in October 2014 for staff paid spinal column point 12 and below to bring their hourly rate in line with National Living Wage Foundation (NLWF). The NLWF rate was increased to £8.45 in October 2016 and it was agreed within the February 2017 Budget Report to implement with effect from 1<sup>st</sup> April 2017. In light of the implementation of the new statutory National Living Wage and the 2018/19 NJC National Pay negotiations it was agreed in September 2017 to freeze the NLWF rate at £8.45 with effect from 1<sup>st</sup> April 2018, and review a pay increase with a view to applying the nationally agreed pay award, potentially 2%.

Using the Hay Job Evaluation process, the Councils uses the nationally negotiated pay spine (further details can be found at [www.LGE.gov.uk](http://www.LGE.gov.uk)) as the basis for its local grading structure. This determines the salaries of the large

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majority of the workforce – apart from Chief Officers - together with the use of other nationally defined rates where relevant. The last increase to the national pay scheme was April 2017 and negotiations are currently underway in respect of a two year pay deal for 2018/19 and 19/20.

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 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. 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.

During 2012/13, the Council fulfilled its commitment to employ Apprentices and had two young people engaged under this scheme. Both apprentices secured employment within the Council. In 2014/15 two more Apprentices were recruited. There are currently three apprentices within the authority and funding has been agreed to support the recruitment of up to 8 more apprentices in supernumerary posts.

### **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.

Currently the average (mean) of the Chief Officers' pay is 2.9 times that of the rest of the employees. The highest earning Chief Officer earns 4.2 times the mean of the rest of the employees. The highest earning Chief Officer earns 12.1 times the lowest paid employees.

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Currently the median Chief Officers' pay is 2.7 times that of the rest of the employees. The highest earning Chief Officer earns 4.6 times the median salary of the rest of the employees.

These figures are accurate as of January 2018 and exclude any other payments or allowances.

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](http://www.Warwickdc.gov.uk).

### **Section 5 - RELATED DOCUMENTS**

Early Retirement	Flexible Retirement
Redeployment and Stability of Employment	Ill-Health Retirement Policy
Recruitment Policy	Honoraria Policy
Final Increment Scheme for Chief Officers	Capability Policy
Disciplinary Policy	Car Users guidelines
Hay Job Evaluation Scheme Outline	

Date of first issue:	March 2012
Date of Version 2:	March 2013
Date of Version 3:	March 2014
Date of Version 4:	January 2015
Date of Version 5:	March 2016
Date of Version 6:	March 2017
Date of Version 7:	March 2018
Date of next review:	January 2019

**APPENDIX A**

**WARWICK SENIOR MANAGERS GRADES 2017/18**  
(WSMG Scheme for Chief Officers excluding the Chief Executive)

**Basic Pay**

<b>Grade</b>	<b>Post</b>	<b>Starting Point</b>	<b>Mid Point</b>	<b>Max Point</b>
	Chief Executive	£98,652	-	£108,015
WSMG1	Deputy Chief Executive	£81,158	£84,540	£87,921
WSMG2	Head of Finance	£71,793	£74,655	£77,516
WSMG3	Head of Housing Services	£57,549	£59,949	£62,349
WSMG3	Head of Neighbourhood Services	£57,549	£59,949	£62,349
WSMG3	Head of Cultural Services	£57,549	£59,949	£62,349
WSMG3	Head of Development Services	£57,549	£59,949	£62,349
WSMG3	Head of Health and Community Protection	£57,549	£59,949	£62,349

*Chief Officers and Chief Executive will receive a pay award with effect from 1.4.18 which has not yet been agreed.*

**ELEMENTS OF REMUNERATION FOR CHIEF OFFICERS**

**Car Mileage Payments**

The accumulative mileage claim for the Chief Officer population for 2017/18 is approximately £1,783. It is estimated that the figure would be in the same region for 2018/19.

**Election Allowance for 2017/18 (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.

**Honorarium Payments**

None expected for Chief Officers in 2017/18

**Relocation Scheme**

None anticipated for 2017/18

**Mortgage Subsidy Scheme**

None currently