

 Council 20 May 2020		Agenda Item No. 10(b)
Title	Pay Policy 2019-2020	
For further information about this report please contact	Elaine Priestley Senior HR Officer 01926 456682 Victoria Bamber Principal Accountant (Revenues) 01926 456800 Tracy Dolphin HR Manager 01926 456350	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	None	
Background Papers	None	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No
Equality & Sustainability Impact Assessment Undertaken	Yes/No (If No state why below)
Officer/Councillor Approval	
Officer Approval	Date Name
Chief Executive/Deputy Chief Executive	27.2.20 Chris Elliott/Bill Hunt/Andy Jones
Head of Service	27.2.20 Chris Elliott
CMT	27.2.20 As above
Section 151 Officer	27.2.20 Mike Snow
Monitoring Officer	27.2.20 Andy Jones
Finance	27.2.20 Mike Snow
Portfolio Holder(s)	27.2.20 Cllr Day
Consultation & Community Engagement	
Final Decision?	No
Suggested next steps (if not final decision please set out below)	
If this is approved it will form recommendation to Council in April.	

1. SUMMARY

- 1.1 The report presents the Council's Pay Policy Statement for 2019-2020 as required under the Localism Act 2011.

2. RECOMMENDATIONS

- 2.1 That Council ratifies the decision of the Chairman of the Council and Group Leaders on 25 March 2020 to approve the Pay Policy Statement for the 2019-20 financial year, as set out at Appendix A to the report for publication.

3. REASONS FOR THE RECOMMENDATIONS

- 3.1 The Council is required to publish a Pay Policy Statement which is a requirement under the Localism Act 2011. The statement needs to be formally adopted by the Council each year.
- 3.2 The Pay Policy Statement 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. It also 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.
- 3.3 The Pay Policy Statement had been due to be considered by Employment Committee on 24 March 2020. It was then moved to the 25 March Council, as the parent body of the Employment Committee, to reduce the need for Councillors to meet in light of the Coronavirus national health emergency. However, the 25 March Council meeting was also cancelled following tight controls on public movement. Therefore, to enable the Council to move forward and following legal advice, the Group Leaders and Chairman agreed to the decisions, subject to them being ratified by Council.

4. POLICY FRAMEWORK

- 4.1 **Fit for the Future (FFF)** - 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. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and	<u>Intended outcomes:</u> Becoming a net-zero carbon organisation by 2025 Total carbon emissions	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/

sports activities Cohesive and active communities	within Warwick District are as close to zero as possible by 2030 Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	productivity of local economy Increased employment and income levels
Impacts of Proposal		
None	None	None
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<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
Impacts of Proposal		
To ensure we are monitoring and reviewing management information associated with effective staffing	None	None

- 4.2 **Supporting Strategies** - The People Strategy, is a supporting Strategy of Fit for the Future, 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.
- 4.3 **Changes to Existing Policies** – The report does not bring forward any changes to proposed Council Policies as this is a formal statement of pay made by the Council.
- 4.4 **Impact Assessments** – No impact assessment has been undertaken because the reporting is required by law on a factual basis.

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.

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

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

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

8.6 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.

8.7 The statement must be published once it has been approved, this will be on the Council's website.

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