

**Meeting of the Full Council**  
**Meeting to be held on Thursday, 25 February 2021**

Report submitted by: Head of Legal and Democratic Services

**Part A**

Electoral Divisions affected:  
None;

**The Localism Act 2011 - Pay Policy Statement 2021/22**  
(Appendix 'A' refers)

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**Executive Summary**

This report sets out the council's proposed 2021/22 Pay Policy Statement as required by the Localism Act 2011.

**Recommendation**

Full Council is asked to consider the recommendations of the Employment Committee and approve the 2021/22 Pay Policy Statement as set out at Appendix 'A'.

**Background and Advice**

The Localism Act 2011 requires local authorities to prepare a Pay Policy Statement each year. The Pay Policy Statement must articulate the council's approach to the remuneration of chief officers on appointment, subsequent progression and any use of bonus or performance related pay. In preparing Pay Policy Statements, local authorities must have regard to any guidance issued or approved by the Secretary of State. In preparing this statement, regard has also been given to guidance issued by the former Department for Communities and Local Government.

The purpose of the statement is to provide transparency with regard to the council's approach to setting pay for its employees (except staff in schools), in particular its chief officers. The Pay Policy Statement must be approved by a resolution of Full Council before it comes into force on 1 April each year and must then comply with the statement for the financial year to which it relates (although amendments may be made to the statement after the beginning of the financial year to which it relates).

Once approved the statement (or an amended statement) must be published in such manner as the local authority sees fit, which must include publication on the local authority's website.

The Pay Policy Statement must set out the local authority's policies for the financial year relating to the:

- remuneration of its chief officers;
- remuneration of its lowest-paid employees; and
- relationship between the remuneration of its –
  - chief officers, and
  - employees who are not chief officers.

The statement must set out the:

- definition of 'lowest-paid employees' adopted by the authority for the purposes of the statement; and
- authority's reasons for adopting that definition.

The statement must include the local authority's policies relating to the:

- level and elements of remuneration for each chief officer;
- remuneration of chief officers on recruitment;
- increases and additions to remuneration for each chief officer;
- use of performance-related pay for chief officers;
- use of bonuses for chief officers;
- approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority; and
- publication of and access to information relating to remuneration of chief officers.

A Pay Policy Statement for a financial year may also set out the local authority's policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

### **Updated Pay Policy Statement**

The Employment Committee considered the proposed 2021/22 Pay Policy Statement at its meeting on 8 February 2021. The considerations included the application of the national April 2021 uplift to the Foundation Living Wage rate. It was agreed that Full Council should be recommended to approve the Statement as presented at Appendix 'A'. It was also agreed that the pay increase, pension contributions, payable enhancements, allowances and expenses would be updated by Human Resources in the 2021/22 Pay Policy Statement once confirmed, effective from 1 April 2021.

The Pay Policy Statement also takes account of the recommendations within the Hutton Review of Fair Pay in the Public Sector (March 2011) that 'government should not cap pay across public services, but should require that from 2011/12 all

public service organisations publish their top to median pay multiples each year to allow the public to hold them to account'. The statement therefore sets out the council's aim that the pay multiple between the median full-time equivalent salary and that of the Chief Executive will not exceed 1:16.

The pay multiple between the 2020 median full-time equivalent salary and that of the Chief Executive and Director of Resources is 1:11.06, which represents a slight decrease from the figure (1:11.51) reported in the last Pay Policy Statement.

The guidance also provides that Full Council should be offered the opportunity to consider salary packages in excess of £100,000 before any new appointment is made. In this regard the Pay Policy Statement sets out the grading structure for all posts at Director 1 and above. All appointments are currently made in line with this grading structure and any proposal to make a new appointment otherwise than in accordance with it would first be referred to Full Council to consider.

The Employment Committee was also asked to note the intention to apply the uplifted Living Wage rate from 1 April 2021, subject to Full Council approval.

## **Consultations**

The proposed Pay Policy Statement for 2021/22 has been shared with the recognised trade unions at the Joint Negotiating and Consultative Forum.

## **Implications:**

This item has the following implications, as indicated:

## **Risk management**

The Full Council is under a statutory duty to agree an annual pay policy statement and this function cannot be delegated.

## **Financial**

There are no direct financial implications arising from the adoption of the pay policy statement.

## **Local Government (Access to Information) Act 1985**

### **List of Background Papers**

Paper	Date	Contact/Tel
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None		
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Reason for inclusion in Part II, if appropriate		
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