

**Wiltshire Council**

**Council**

**15 February 2022**

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**Pay Policy Statement 2022/2023**

**Summary**

Under section 38 of the Localism Act 2011 every local authority was required to prepare and publish a pay policy statement for the financial year 2012/13 and this must be updated in each subsequent financial year.

The statement has been updated for 2022/23 with minor revisions.

Workforce numbers such as total number of council employees have been updated where applicable.

**Proposal**

That Council approve the updated pay policy statement set out in Appendix 1.

**Reason for Proposal**

The proposals set out in the report and pay policy statement reflect the council's commitment to openness and transparency and meets the requirements of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency 2015.

**Joanne Pitt**  
**Director – HR&OD and Transformation**

## **Pay Policy Statement 2022/2023**

### **Purpose of Report**

1. This report presents the updated pay policy statement for 2022/23 which applies to all non-schools' employees of Wiltshire Council, except for centrally employed teachers who are covered by the teachers' pay policy.

### **Background**

2. Under section 38 of the Localism Act 2011 every local authority is required to update their pay policy statement each financial year.
3. Wiltshire Council published its first pay policy statement in February 2012 and has continued to publish them annually since then. The council is required to publish an updated policy by 1 April 2022.
4. The legislation requires that approval of the pay policy statement is sought from Full Council.

### **Main Considerations for the Council**

5. The pay policy statement has been updated to include:
  - a. a revised introduction referencing the council's new ten-year business plan which will be published in 2022 and continuation of the council's response to the Covid-19 pandemic.
  - b. an amendment to para 9 showing an increase in the number of Hay grades from 9 to 10. In March 2021, an additional Assistant Director grade was introduced to recognise the wider range and complexity of services managed compared with the head of service level but still focusing on short and medium-term service design and delivery, with long-term policy direction sitting at the Director level above.
  - c. an addition to para 33 to clarify that salary protection for a period of 12 months will apply where employees in exceptional circumstances are redeployed to a role more than one grade lower than their current role.
  - d. an addition to para 35 to state that the NJC pay award for April 2021 is still subject to agreement.
  - e. minor amendments to paras 38 and 40 to clarify that conduct as well as performance is taken into consideration with incremental progression.

- f. an amendment at para 61 to clarify that overtime must be agreed in advance with the line manager and be based on business critical need.
6. Unsocial hours, overtime, and standby and callout allowances are currently subject to negotiation with Trade Unions on changes to these allowances to ensure that they support new ways of working and service delivery. Once agreement on these changes has been reached, the pay policy statement will be updated to reflect the changes.
7. The current ratio of highest to lowest paid employees is well within the guidelines and is 10.1:1.
8. The Code of Data Transparency 2015 requires the ratio of median salary to the highest paid employee to be published for every local authority. This is currently 6.7:1 which compares favourably with other councils in the South West.
9. At its meeting on 5 January 2022 Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by Full Council.

### **Equalities Impact of the Proposal**

10. The pay policy statement was equality impact assessed on 1 February 2012 and no negative impacts were identified. No significant changes have been made requiring a further assessment for 2022/23.

### **Risk Assessment**

11. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.
12. The pay policy statement clearly outlines that the employment terms and allowances for senior staff are not more beneficial than those of the lowest paid staff.

### **Financial Implications**

13. The employment policies referred to within the pay policy statement (appendix 1) are already in existence and therefore there is no additional cost.

### **Legal Implications**

14. Legal services, upon reviewing the overriding legislation, confirm that there are no legal implications arising from the proposed pay policy statement.

### **Conclusions**

15. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.
16. Full Council is recommended to approve the pay policy statement for 2022/23.

**Joanne Pitt**  
**Director – HR&OD and Transformation**

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## **Appendices**

Appendix 1 – Pay Policy Statement (2022/23 update)