

Wiltshire Council

Full Council

21 February 2023

Pay Policy Statement 2023/2024

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 2023/24 with minor revisions.

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

Proposals

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.

Terence Herbert
Chief Executive

Wiltshire Council

Full Council

21 February 2023

Pay Policy Statement 2023/2024

Purpose of Report

1. This report presents the updated pay policy statement for 2023/24 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 2023.
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 ten-year business plan, cost of living crisis and current candidate-driven jobs market. The introduction has also been amended to refer to the apprenticeship levy and apprenticeship statistics in a separate section further on in the policy.
 - b. removal of para 18 detailing the changes to the pay and grading structure in April 2019.
 - c. an addition to para 22 to clarify that candidates may be appointed to the next increment above their current salary, subject to not only the grade maximum but also to take account of the skills and experience offered by candidate.
 - d. an amendment to para 34 to state the April 2022 NJC pay award given to employees.
 - e. an amendment at para 35 to state that incremental progression is frozen for April 2022 and April 2023.
 - f. an addition to para 41 to state that an additional payment may be paid in exceptional circumstances with the authorisation of the Assistant Director HR&OD in conjunction with the Chief Executive. This ensures flexibility in the

Council's pay policies to respond to changes such as legislation or challenges impacting on a specific service as required.

- g. an amendment to para 53 to clarify the senior officers that fall within the Senior Officers' Employment Sub-Committee.
 - h. an amendment to para 62 to state that overtime is now paid at normal hourly rate as agreed as part of the terms and conditions review
6. Unsocial hours, 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 pay policy statement will be updated with the annual budget once this has been agreed at Full Council.
 8. The current ratio of highest to lowest paid employees is well within the guidelines and is 9.2:1.
 9. 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 6.3:1 which compares favourably with other councils in the South West.
 10. At its meeting on 5 January 2023 Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by Full Council.

Equalities Impact of the Proposal

11. 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 2023/24.

Risk Assessment

12. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.
13. 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

14. 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

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

Conclusions

16. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.
17. Full Council is recommended to approve the pay policy statement for 2023/24.

Tamsin Kielb
Assistant Director HR&OD

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Date of report: 6 February 2023

Appendices

Appendix 1 – Pay Policy Statement (2023/24 update)