

**Wiltshire Council**

**Council**

**26 February 2019**

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## **Pay Policy Statement**

### **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 2019/20 with minor revisions. This includes the council's progress on apprenticeships, information about the new pay and grading model that will apply from 1 April 2019, a change to how annual pay awards are implemented for HAY graded staff and an amendment to the redeployment policy.

In addition, the total number of council employees and the latest pay ratios has been updated.

### **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 meet 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**

## **Pay Policy Statement**

### **Purpose of Report**

1. This report presents the updated pay policy statement for 2019/20 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 is required to publish an updated policy by 1 April 2019.
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 (appendix 1) has been updated to include:
  - A revised introduction providing an update on the council's progress with apprenticeships, as well as an overview of the new pay and grading model which has been subject to a collective agreement with the recognised trade unions and which will be implemented on 1 April 2019.
  - An amendment to cap annual pay awards for HAY graded staff in line with the NJC pay award unless market pay data identifies a significant drift or where difficulties are identified with recruitment and retention of staff at this level. This is in line with our market supplements policy.
  - A change to the redeployment procedure to include in exceptional circumstances, where there is a national shortage of skills and experience in a particular role, employees may be redeployed to a role more than one grade lower than their current role. This would be authorised by the Director HR&OD.
  - An updated total number of council employees, and the latest pay ratios.
6. The current ratio of lowest paid to highest paid employee within the council is 9.4:1 and is lower than last year at 10.1:1 which reflects the increase in pay

rates at the lower end of the pay scale due to increases in the national living wage.

7. 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 6.1:1 which compares favourably with other councils in the south west.
8. At its meeting on 9 January 2019 Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by Council.

### **Environmental and climate change considerations**

9. No environmental and climate change considerations have been identified.

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

10. The pay policy statement was equality impact assessed on 1<sup>st</sup> February 2012 and no negative impacts were identified. No significant changes have been made requiring a further assessment for 2019/20.

### **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 report sets out the council's pay policy statement for 2019/20 which is required by the Localism Act 2011.

### **Proposals**

16. That Council approve the pay policy statement for 2019/20.

### **Reason for Proposals**

17. To meet the legal duty under section 38 of the Localism Act 2011 to prepare and publish annually a pay policy statement.

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

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Date of report: 26 February 2019

## **Appendices**

Appendix 1 – Pay Policy Statement (2019/20 update)