

**Wiltshire Council**

**Council**

**20 February 2018**

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## **Pay Policy Statement**

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### **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 2018/19 with minor revisions. This includes the impact of forthcoming legislation on pay arrangements, information regarding the trade union negotiations in early 2016 and the recommencement of annual increments from April 2018, updated job titles, amendments to the levels of authorisation for market supplements and the definition of a severance payment.

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.

**Dr Carlton Brand, Corporate Director**

## **Pay policy statement**

### **Purpose of Report**

1. This report presents the updated pay policy statement for 2018/19 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 2018.
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 revised introduction stating the forthcoming legislation that will impact on the council's pay arrangements. This includes the implications of the apprenticeship levy, the increase to the national living wage and the requirements for gender pay gap reporting.
  - Information regarding the trade union negotiations in early 2016 and the recommencement of annual increments from April 2018.
  - Some further clarification in a small number of areas such as updated job titles, the level of authorisation for market supplements and the definition of a severance payment.
  - 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 1:10.1 and is marginally lower than last year at 1:10.2 which reflects the increase in pay rates at the lower end of the pay scale due to increases in the national living wage.

7. At its meeting on 10 January 2018 Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by full council.

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

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

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

9. 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 2018/19.

### **Risk Assessment**

10. The council is required to publish their pay policy statement in order to comply with the requirements of the Localism Act 2011.
11. 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**

12. 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**

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

### **Conclusions**

14. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.
15. Full council is recommended to approve the pay policy statement for 2018/19.

**Joanne Pitt: Director – HR&OD**

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### **Appendices**

Appendix 1 – Pay Policy Statement (2018/19 update)