

## WILTSHIRE COUNCIL

### STAFFING POLICY COMMITTEE

5 January 2022

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### Pay Policy Statement 2022/2023

#### Purpose of Report

1. To present an updated pay policy statement for the financial year 2022/2023 for approval by Staffing Policy Committee prior to agreement by Council and publication on the website.

#### Background

2. Under chapter 8 of the Localism Act 2011 every local authority must prepare a pay policy statement for the financial year 2012/2013 and each subsequent financial year.
3. Wiltshire Council originally published its pay policy statement in February 2012 and the updated policy is now required to be published on the website by 1<sup>st</sup> April 2022.

#### Main Considerations for the Council

4. The main updates to the policy are outlined below:
  - Throughout the policy
    - amendments to reflect the change of senior management structure and titles to include the new role of Assistant Director.
    - updated total number of council employees, apprenticeships, and pay rates and pay ratios where applicable.
  - A revised introduction referencing the council's new ten year business plan to be published in 2022 and continuation of the council's response to the Covid-19 pandemic.
  - 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.
  - 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.

- An addition to para 35 to state that the NJC pay award for April 2021 is still subject to agreement.
  - Minor amendments to paras 38 and 40 to clarify that conduct as well as performance is taken into consideration with incremental progression.
  - 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.
  - The annual budget will be set in January/February in time for approval at Full Council and the policy will be updated to reflect.
5. 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.

### **Consultation**

6. The pay policy will require Full Council approval prior to publication.

### **Recommendation**

7. That Staffing Policy Committee approve the updated pay policy statement for 2022/2023 to be presented at Full Council for approval on 15th February 2022.
8. That Staffing Policy Committee delegate authority to the Director HR&OD and Transformation to approve any amendments required to the pay policy statement prior to Full Council as a result of the Trade Union negotiations on changes to unsocial hours, overtime and standby and callout allowances. If agreement on changes to these policies is not reached prior to Full Council, the changes will be made to the pay policy statement for the following year for April 2023.

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

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**The following unpublished documents have been relied on in the preparation of this report:** None