



**EAST STAFFORDSHIRE BOROUGH COUNCIL**

**REPORT COVER SHEET**

<b>Title of Report:</b>	Statutory Annual Pay Policy Statement - 2021 update	To be marked with an 'X' by Democratic Services after report has been presented
<b>Meeting of:</b>	Corporate Management Team – 19 <sup>th</sup> October 2021	X
	Leader and Deputy Leaders 25 <sup>th</sup> October 2021	X
	Leader's / Leader of the Opposition's Advisory Group / Independent Alliance Advisory Group 3 <sup>rd</sup> & 4 <sup>th</sup> November 2021	x
	Council – 13 <sup>th</sup> December 2021	
	Scrutiny Audit and Value for Money Council Services Committee/ Scrutiny Community Regeneration, Environment and Health and Well Being Committee n/a	



Is this an Executive Decision:	NO	Is this a Key Decision:	[YES/NO]
Is this in the Forward Plan:	NO	Is the Report Confidential:	NO
If so, please state relevant paragraph from Schedule 12A LGA 1972:	[ ]		

**Essential Signatories:**

**ALL REPORTS MUST BE IN THE NAME OF A HEAD OF SERVICE**

Monitoring Officer:

Date ..... Signature .....

Chief Finance Officer: **Sal Khan**

Date ..... Signature .....

**EAST STAFFORDSHIRE BOROUGH COUNCIL**

**Report to Council**

**Date:** 13<sup>th</sup> December 2021

**REPORT TITLE:** Statutory Annual Pay Policy Statement - 2021 update

**PORTFOLIO:** Andy O'Brien

**HEAD OF SERVICE:** Andy O'Brien

**CONTACT OFFICER:** Linda McDonald Ext. No. x1577

**WARD(S) AFFECTED:** n/a

**1. Purpose of the Report**

1.1. To approve the changes to the Pay Policy Statement updated for 2020/21

**2. Executive Summary**

2.1 There is a legal requirement to produce and publish a Pay Policy Statement and review annually. Any amendments need to be recommended to full council. There are no major changes to the statement this year. The main 2020/21 Statement amendments are:

2.2 Updated pay rate figures and ratios for the lowest paid employees (including apprentices). The ratios are shown with and without apprentices, and there are no changes to the employee ratios. There is no change to the median pay point.

2.3 Updated pay rate figures for Chief Officers, following national pay award.

2.4 Please see appendix 1, which shows the Pay Policy Statement with tracked changes.

### 3. **Background**

- 3.1 The Pay Policy Statement is “a public document to be used as an information source to enable local taxpayers to hold their councillors to account on pay matters” (DCLG February 2013)
- 3.2 Through the Localism Act 2011 the Government introduced specific requirements on Councils and Councillors relating to pay. The aim was to bring increased accountability and transparency in setting local pay. This included identifying the methods by which salaries of all staff are determined; and the detail and level of remuneration of its most senior staff i.e. Chief Officers. The Localism Act required Local Authorities to produce a pay policy statement for 2012/13 and for each financial year after that. Any amendments need to be recommended to full council. ESBC produced and published the statement as required for 2012/13. Our Pay Policy Statement for 2013/14 was updated following the supplementary guidance issued by the Department for Communities and Local Government in February 2013; and it has been reviewed and published annually thereafter.
- 3.3 The Local Government Transparency Code 2015 requires us to publish our pay multiple on our website, defined as the ratio between the highest paid taxable earnings for the given year and the median earnings.
- 3.4 There has been no further guidance or new requirements affecting the production of this statement in 2020/21.

### 4. **Contribution to Corporate Priorities**

- 4.1 There is no Corporate Priority as such since this is a legislative requirement, but the Council’s Pay Policy Statement is consistent with the Corporate Priority to deliver Value for Money Council Services.

### 5. **Report**

- 5.1 There are no major changes to the statement this year. The statement includes the requirement to show the relationship between the lowest and highest pay rates in the organisation (as recommended by the Hutton Review of Fair Pay in the Public Sector 2010); and the relationship between the median pay rate and the highest pay rates.
- 5.2 The National Pay Award increases for both Chief Officers and NJC staff, has been included, i.e. 2.75% from 1<sup>st</sup> April 2020.
- 5.3 At 31<sup>st</sup> March 2021 the lowest paid apprenticeship was paid at the national apprenticeship rate for aged under 19 years at £4.15 per hour, this was increased by 6% from £3.90 per hour from April 2020. On 31<sup>st</sup> March 2020 this was an apprentice £3.90 per hour. The lowest paid employee is a

cleaning role at salary spinal column point 1, this remains the same for 2020/21 as the previous year.

5.5 Therefore at 31<sup>st</sup> March 2021:

5.5.1 There is no change to the ratio for the lowest paid (excluding those on national apprentice rates) and the Chief Executive's salary, at 1:7.33

5.5.2 There is no change to the ratio for the lowest paid (excluding those on national apprentice rates) and the average Heads of Service salary at 1:5.28.

5.5.3 Including apprentices, (with first year national apprentice pay rates) the ratio of Chief Executive's salary to the lowest paid employee has reduced from the 2020 figure of 1:16.93 to 1:16.34.

5.5.4 The ratio of the Heads of Service salary to the lowest paid employee (including apprentices) has also decreased from 1:12.17 to 1:11.76

5.5.5 The median salary point remains at the same point, denoted scp17 at 31<sup>st</sup> March 2021 and the ratio of this to the Chief Executive's salary has not changed from 1:5.34

5.5.6 The median salary point at scp17 and the ratio of this to the average Heads of Service salary (with incremental progression) has also not changed from 1:3.84.

5.6 The additions to salary of Chief Officers section has been updated to include electric and hybrid cars and new lowest reimbursement rate.

## **6. Financial Considerations**

*This section has been approved by the following member of the Financial Management Unit: Lisa Turner*

6.1. There are no financial issues arising from this Report.

## **7. Risk Assessment and Management**

7.1. The main risks to this Report and the Council achieving its objectives are as follows:

7.2. **Positive** (Opportunities/Benefits):

7.2.1. Continued transparency

7.3. **Negative** (Threats):

7.3.1. nil

7.4. The risks do not need to be entered in the Risk Register

## 8. **Legal Considerations**

*This section has been approved by the following member of the Legal Team:  
Caroline Elwood*

8.1. The main legal issues arising from this Report are as follows.

Section 38(1) of the Localism Act 2011 requires all Local Authorities to publish an annual pay policy statement to ensure transparency and accountability in relation to the Council's approach to setting pay. The Annual pay statement must be approved by full Council and published on the Council's website.

## 9. **Equalities and Health**

8.1 **Equality impacts:** The subject of this Report is a policy, strategy, function or service that is new or being revised. There are no changes to the previous equality and health impact assessment (2014/15).

8.2 **Health impacts:** The outcome of the health screening question does not require a full Health Impact Assessment to be completed.

## 10. **Human Rights**

10.1. There are no Human Rights issues arising from this report.

## 11. **Sustainability** (including climate change and change adaptation measures)

11.1. Does the proposal result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures) N/A

## 12. **Recommendation(s)**

12.1. To agree the Pay Policy Statement changes as presented

## 13. **Appendices**

13.1. Appendix 1: Pay Policy Statement with tracked changes