

# Pay Policy Statement: 2019 / 2020

**Cabinet**

**Date: 6<sup>th</sup> February 2019**

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Author: Cabinet Member for Corporate and Customer Services  
Director of Performance, Organisational Improvement and Communications

Wards: All

Parishes Affected: All

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## **1. Purpose and Reasons**

- 1.1 The Localism Act 2011 requires local authorities to agree and publish a Pay Policy Statement by 1<sup>st</sup> April each year. This report sets out the Council's Pay Policy Statement for 2019 / 2020 for consideration by Cabinet, prior to referral to Full Council for approval.
- 1.2 The Council's policies in respect of pay and terms and conditions support the Council's strategic objectives as part of ensuring that services to the community can be delivered to the required standards and with due regards to economy, efficiency and effectiveness.

## **2. Recommendations**

Cabinet is recommended to:

- 2.1 Review the Council's Pay Policy Statement for 2019 / 2020, as set out in Appendix 1 to the report.
- 2.2 Recommend the Pay Policy Statement to the Council for approval, and, if approved, authorise the Director of Performance, Organisational Improvement and Communications to update the salary information on 1<sup>st</sup> April 2019 prior to publication.

## **3. Detail**

- 3.1 Section 38 of the Localism Act 2011 placed a requirement on local authorities to prepare a Pay Policy Statement for each new financial year. The Pay Policy Statement for 2018 / 2019 has been updated for 2019 / 2020 and must be approved by Full Council before 31<sup>st</sup> March 2019. It must be published as soon as is reasonably practicable after approval and this must include publication on the authority's website. The Statement must set out the Council's policies relating to the following:
  - 3.1.1 Remuneration of its Chief Officers;
  - 3.1.2 Remuneration of its lowest paid employees; and
  - 3.1.3 The relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.

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Further information on the subject of this report can be obtained from Sam Mowbray, Direct Dial Telephone Number: 07823 525337, E-mail: smowbray@swindon.gov.uk.

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- 3.2 The Pay Policy Statement does not cover or include school employees and is not required to do so.
- 3.3 Each Council is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for tax payers. The provisions of the Localism Act do not seek to change this or determine what decisions on pay should be taken. They do, however, require Councils to be open about their policies in relation to pay and how decisions are made.
- 3.4 The proposed Swindon Pay Policy Statement has been put together, taking into account the relevant sections within Chapter 8 “Pay Accountability” of the Localism Act 2011. In its development, considerations has also been given to the guidance produced by the Department for Communities and Local Government – Openness and Accountability in Local Pay (February 2012) – guidance under Section 40 of the Localism Act” and the Code of Recommended Practice for Local Authorities on Data Transparency.
- 3.5 The Pay Policy Statement is broadly the same as that published for 2018 / 2019 with the following changes and updates having been made:
- 3.5.1 **Pages 3 – 6: Structure Overview** – this section has been amended to reflect the changes to the organisation.
- 3.5.2 **Page 9: Highest to Lowest Paid Employees** - this section has been amended to reflect the changes in the ratios. The main change is the ratio of highest to lowest paid employees. In April 2018 it was 1:10.9 and for October 2018 it is 1:10.1.
- 3.6 The proposed Pay Policy Statement 2019 – 2020 is attached at Appendix A. The Statement sets out the Council’s policies in relation to pay of its workforce, particularly its Chief Officers. The figures are based as at 1<sup>st</sup> October 2018, but will be amended on 1<sup>st</sup> April 2019 prior to the Statement being published on the internet.
- 3.7 The Statement aims to ensure the Council’s approach to pay and reward attracts and retains a high performing workforce whilst ensuring value for money. The Council has previously published information on pay as part of its responsibilities under the Code of Practice for Local Authorities on Data Transparency.
- 3.8 The Council is required to approve the Statement before 31<sup>st</sup> March each year and as soon as possible publish it on its website demonstrating an open and transparent approach to pay. The Statement may be amended by resolution of Full Council during the year to which it relates.
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- 3.9 The Pay Policy Statement references a number of existing policies and other information that will be linked to the Statement on the Council's website. These links will be made available as soon as the Statement is made available on the Council's website in April. The majority of these are already available to Members and employees on the intranet.

## **4. Alternative Options**

- 4.1 As this is a requirement under the Localism Act, there are no alternative options being put forward.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 There are no direct financial implications arising from this report as the Pay Policy Statement sets out the Council's policies relating to remuneration. It does not serve to set or agree specific rates or numerical amounts.

### Legal and Human Rights Implications

- 5.2 The attached Pay Policy Statement complies with Section 38 – 43 of the Localism Act 2011. All other legal and human rights implications have been considered in the preparation of this report. It is considered that the report and its recommendations are compatible with Convention Rights.

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no other implications arising from this report.

### Diversity Impact Assessment

- 5.4 The Pay Policy Statement is not a policy in its own right but brings together and references existing policies. All these existing policies have all been through the DIA process and have not identified any adverse equality impact for existing or future employees.

### Risk Management

- 5.5 No other risks have been identified other than those mentioned in the body of the report.

## **6. Consultees**

- 6.1 The Director of Finance (Section 151 Officer) and the Interim Director of Law (Monitoring Officer) are consulted in respect of all Cabinet reports.

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- 6.2 the Director of Performance, Organisational Improvement and Communications are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 LGA and ALACE Pay Policy Statement Guidance including Supplementary Note 1 and Note 2.

## **8. Appendices**

- 8.1 Appendix 1: Pay Policy Statement

## **9. Key Decision/Decision in Cabinet Work Programme and Forward Plan**

- 9.1 This is not a Key Decision and is included in the Cabinet Work Programme and Forward Plan for January 2019.