

Report to:	CHIEF OFFICER EMPLOYMENT COMMITTEE
Relevant Officer:	Linda Dutton, Head of Human Resources and Workforce Development
Relevant Cabinet Member:	Councillor Lynn Williams, Leader of the Council
Date of Meeting:	26 January 2021

PAY POLICY STATEMENT 2021/2022

1.0 Purpose of the report:

- 1.1 To consider the Council’s Proposed Pay Policy Statement which incorporates the annual Gender Pay gap data.

2.0 Recommendation(s):

- 2.1 To recommend to Council to approve the Proposed Pay Policy Statement, as attached at Appendix 4(a).
- 2.2 To recommend to Council to delegate to the Chief Executive in his role of Returning Officer, the revision of election fees to staff as set out in the report.

3.0 Reasons for recommendation(s):

- 3.1 The Council has a duty to agree a pay policy statement before 31 March each year. The statement attached at Appendix 4(a) meets the statutory requirements and the expectations of the guidance from the Ministry for Housing, Communities and Local Government. The statement also meets the requirements for mandatory gender pay gap reporting for public sector employers with 250 or more employees.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council’s approved budget? Yes

4.0 Council Priority:

- 4.1 The relevant Council priorities are “The economy: Maximising growth and opportunity across Blackpool” and “Communities: Creating stronger communities and increasing resilience”.

5.0 Background Information

5.1 The Council is required to produce a pay policy statement, which must be in place for the year 2021/2022 and have received full Council approval before the start of that financial year.

5.2 The statement must set out the Council's policy on:

- i. Chief Officer Remuneration (at recruitment, salary, bonus, performance related pay, charges, fees, allowances, benefits in kind, enhancement to pension at termination).
- ii. Remuneration of its lowest paid employees (elements as above), the definition used for this group and the reason for adopting that definition.
- iii. The relationship between chief officer remuneration and that of other staff. This however is a minimum requirement and Councils can do more if they so wish.

5.3 The guidance from the Department for Housing, Communities and Local Government has added that they expect the policy statement to cover:

- i. The opportunity for full Council to vote on senior remuneration packages with a value over £100,000 prior to an offer of appointment being made.
- ii. Policies should explain the planned relationship between Chief Officer remuneration and that of other staff and the ratio between the highest paid and median salary that the authority aims to achieve and maintain.
- iii. The value of the system of earn back pay with an element of their basic pay at risk each year to be earned back through meeting pre-agreed objectives.
- iv. Any decision that the Authority takes in relation to the award of severance to an individual Chief Officer.
- v. An explicit statement on whether or not they permit an individual to be in receipt of a pension in addition to receiving a salary.
- vi. Policies to deal with those who may have returned to the authority under a contract of service of any type having already received a severance or redundancy payment.

- 5.4 In addition to this guidance, it should be noted that the recommended practice for Local Authorities on data transparency states that the Council should disclose publicly:
- i. Employees salaries (that earn £50,000 and above). This includes disclosing their names, details of their remuneration, a list of responsibilities, for example, the services and functions they are responsible for, budget held and number of staff.
 - ii. An organisation chart.
 - iii. The pay multiple, which is the ratio between the highest paid salary and the median average salary of the whole authority's workforce.

5.5 The draft Pay Policy Statement for 2021/2022 has been considered by the Corporate Leadership Team at its meeting on 16 December 2020. Following approval by the Committee, the Pay Policy Statement will be submitted to full Council on 10 February for final approval

5.6 The Council has previously agreed a set of fees for staff employed by the Returning Officer at elections. This report seeks to delegate authority to the Chief Executive in his role as Returning Officer to vary the fees, in order to ensure the fees are updated appropriately and to allow for possible new job roles. Any decision regarding the Returning Officer's own fee (other than those set by government) would remain subject to Council approval.

5.7 Does the information submitted include any exempt information? No

5.8 **List of Appendices:**

Appendix 4(a) – Proposed Pay Policy Statement.

6.0 **Legal considerations:**

6.1 All legal duties have been complied with.

7.0 **Human Resources considerations:**

7.1 The Council' pay review process introduced two robust job evaluation schemes which are designed to ensure fairness and equity in pay.

8.0 **Equalities considerations:**

8.1 The Council's pay review process introduced two robust job evaluation schemes, which are designed to ensure fairness and equity in pay. These schemes and the

desire to ensure fairness and transparency around pay form the basis of the Council's Pay Policy Statement. The Council complies with the recommended practice for Local Authorities on data transparency already.

9.0 Financial considerations:

9.1 No changes to the Council's financial arrangements have been made as a result of the introduction of this statement.

10.0 Risk management considerations:

10.1 The most significant risks around pay relate to the increased costs of employment and balancing the need to pay an appropriate salary that will mean that the roles the Council needs to fill to discharge its duties as a Local Authority can be filled by skilled, appropriately qualified staff. To mitigate against the first risk the Council ensures that its budgets are managed effectively and to deal with the second risk, there is a policy to deal with market supplements if they can be objectively justified.

11.0 Ethical considerations:

11.1 The desire to ensure fairness and transparency around pay form the basis of the Council's Pay Policy Statement.

12.0 Internal/ External Consultation undertaken:

12.1 Consultation has previously taken place with Trade Union Representatives on the policies referred to in the pay policy statement. Any new areas, which could be added to the statement, will be discussed with the Trade Union representatives.

13.0 Background papers:

13.1 None.