

## **Report of the Director of Human Resources to the meeting of the Council to be held on 15 March 2022**

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### **Subject:**

**Pay Policy Statement for 2022/23**

### **Summary statement:**

In accordance with the Localism Act 2011 Local Authorities are required to produce and publish a Pay Policy Statement for each financial year. The Pay Policy Statement must be approved by full Council before publication.

### **Equality & Diversity:**

An Equality Impact Assessment is not required as the Pay Policy Statement does not include proposals for new or changing policies, services or functions.

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Anne Lloyd  
Director of Human Resources

### **Portfolio:**

Corporate

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### **Overview & Scrutiny Area:**

Corporate

## **1. SUMMARY**

- 1.1 Sections 38 – 43 of the Localism Act 2011 require the Authority to produce a policy statement that covers a number of matters concerning the pay of the Authority's staff, principally its Chief Officers and the Authority's lowest paid employees.
- 1.2 The Pay Policy Statement for the year 1 April 2022 to 31 March 2023 has been produced taking into account the relevant requirements of the Localism Act 2011 and having regard to the statutory guidance issued by the then Department for Communities and Local Government (DCLG) in February 2012 and the supplementary guidance issued in February 2013 both entitled 'Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011' ("the Guidance") together with the Local Government Transparency Code 2015 where applicable.
- 1.3 This report provides details of the proposed Pay Policy Statements for the financial year 2022/23.

## **2. BACKGROUND**

- 2.1 Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement for each financial year.
- 2.2 The Pay Policy Statement must:
  - Be produced annually in time for the start of each financial year and be approved by a resolution of full Council (the power cannot be delegated). The 2022/23 Pay Policy Statement must be prepared and approved before 31 March 2022. Any amendments required to the Pay Policy Statement in year must also be considered by full Council.
  - Be published which must include publication on the Council's website, as a minimum, soon after approval or amendment.
  - Set out the Authority's policies on a range of issues particularly relating to its chief officers and lowest paid employees.
  - Be complied with.

The Guidance also states that:

- Full Council be offered the opportunity to vote on salary packages of £100k pa or more in respect of new appointments and severance packages of £100k or more.
- 2.3 The Pay Policy Statement must set out the Authority's policy relating to:
    - The level and elements of remuneration for each Chief Officer, which includes salary, any charges, fees or allowances, benefits in kind, bonuses, the use of performance related pay, increases and additions to remuneration, remuneration on recruitment and the approach to the payment of Chief Officers ceasing to be employed by the Authority.

- The remuneration of the lowest paid employees in the workforce.
  - The relationship between the remuneration of Chief Officers and other employees.
  - The publication of and access to information relating to remuneration of Chief Officers.
- 2.4 The provisions of the Localism Act 2011 do not apply to employees of schools maintained by the Authority and therefore they are not within the scope of the Pay Policy Statement.
- 2.5 Chief Officers are defined in the Pay Policy Statement as the posts of Chief Executive, Strategic Directors, Directors, Deputy Directors and Assistant Directors.
- 2.6 The Pay Policy Statement must be approved by a resolution of the full Council before it comes into force.
- 2.7 The proposed **Pay Policy Statement for 2022/23** can be found at **Appendix 1**. The proposed Statement is based on the approved 2021/22 statement which has been updated and amended in relation to the following:
- 2.7.1 The pay multiple has been recalculated based on the pay awards effective from 1 April 2021 that have recently been agreed. The value of the 'pay multiple' between the highest paid salary and the median earnings figure of the whole of the Council's workforce has reduced from 8.8:1 to **8.5:1**
- NB. The pay multiple is **not** based on the lowest paid employee nor the simple average salary but it is based on the median earnings figure ie the 'mid-point'.*
- 2.7.2 The national pay awards effective from 1 April 2022 have not been agreed and therefore all salaries quoted in the pay policy statement are based on salary levels at 1 April 2021.
- 2.7.3 Revised salary bandings for the application of LGPS employee pension contribution rates have been updated from 1 April 2022 in Appendix A of the Pay Policy Statement.
- 2.8 The meeting of Staffing Committee on 7<sup>th</sup> February 2022 resolved to change the post title of the post of City Solicitor to Director of Legal & Governance. The Council's constitution will be amended to reflect that change.
- 2.9 The post of Programme Director Mental Health has been established to act on behalf of the Bradford District and Craven health & care system to direct the Mental Health transformation programme that will drive the overall clinical and service strategy for Bradford and Craven. The mental health transformation programme is a series of system wide programmes to transform outcomes and experiences for priority populations based on our population health insight and will develop a blue print for the future that, when combined with other programmes and our core business, will form our overall mental health strategy. This time limited part time post was approved

by the Chief Executive under delegated powers in accordance with article 14.20.3 of the Council's constitution. The costs will be met from existing budget provision. The post has been included in Appendix B of the Pay Policy Statement.

### **3. FULL COUNCIL CONSIDERATION**

- 3.1 Full Council will consider this report and the proposed Pay Policy Statement at **Appendix 1** on Tuesday 15 March 2022.

### **4. OTHER CONSIDERATIONS**

- 4.1 The Council may, by resolution of the full Council, amend this Pay Policy Statement during the course of the year to which it relates.

### **5. FINANCIAL & RESOURCE APPRAISAL**

There are no direct financial implications arising from this report.

### **6. RISK MANAGEMENT & GOVERNANCE ISSUES**

No significant implications have been identified.

### **7. LEGAL APPRAISAL**

- 7.1 The Authority is under a statutory duty to prepare and publish a Pay Policy Statement for the financial year 2022/23 and each subsequent financial year pursuant to the requirements set out in sections 38-43 of the Localism Act 2011. The Pay Policy Statement should be approved by a resolution of the Authority before it comes into force. The Authority must have regard to the Guidance referred to in this report in preparing and approving the Pay Policy Statement together with the provisions of the Local Government Transparency Code 2015 where applicable.

### **8. OTHER IMPLICATIONS**

#### **8.1 SUSTAINABILITY IMPLICATIONS**

Not applicable.

#### **8.2 GREENHOUSE GAS EMISSIONS IMPACTS**

Not applicable.

#### **8.3 COMMUNITY SAFETY IMPLICATIONS**

Not applicable.

#### **8.4 HUMAN RIGHTS ACT**

No implications arising from this report.

#### **8.5 TRADE UNION**

There is no formal requirement to consult about the Pay Policy Statement however it will be shared with the recognised Trade Unions for information.

The Pay Policy Statement brings together the Authority's existing policies which have been subject to consultation where required.

## **8.6 WARD IMPLICATIONS**

Not applicable.

## **8.7 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

Not applicable.

## **8.8 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

None

## **9. NOT FOR PUBLICATION DOCUMENTS**

None

## **10. OPTIONS**

- 10.1 The production and publication of a Pay Policy Statement is a statutory requirement under the Localism Act 2011 for the financial year 2022/23 and each subsequent financial year.

## **11. RECOMMENDATIONS**

That the Pay Policy Statement for the financial year 2022/23 as set out at Appendix 1 to this report, be approved.

## **12. APPENDICES**

Appendix 1: Proposed Pay Policy Statement 2022/23.

## **13. BACKGROUND DOCUMENTS**

- Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011, February 2012. [Openness & Accountability in Local Pay - Feb 2012](#)
- Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011 (Supplementary Guidance) February 2013. [Openness and Accountability in Local Pay - Feb 2013](#)
- Local government transparency code 2015  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/408386/150227\\_PUBLICATION\\_Final\\_LGTC\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/408386/150227_PUBLICATION_Final_LGTC_2015.pdf)