

# WIRRAL COUNCIL

## EMPLOYMENT AND APPOINTMENTS COMMITTEE

14 FEBRUARY 2013

<b>SUBJECT:</b>	<b>PAY POLICY STATEMENT 2013/14</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>ACTING DIRECTOR OF LAW, HR AND ASSET MANAGEMENT</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>EXECUTIVE MEMBER CORPORATE RESOURCES</b>
<b>KEY DECISION?</b>	<b>YES</b>

### 1. EXECUTIVE SUMMARY

- 1.1. The purpose of this report is for the Employment and Appointments Committee to note The Council's Pay Policy Statement for the financial year 2013/14.

### 2. BACKGROUND AND KEY ISSUES

- 2.1. The Localism Act received Royal Assent on 15 November 2011. Chapter 8 of the Act refers to 'Pay Accountability' and sets out the requirements for Councils to determine and publish annual pay policy statements. The requirements of The Localism Act include:
- The Pay Policy statement to be approved by The Full Council, in advance of the financial year to which it relates.
  - The Pay Policy Statement to be published on the Council website.
- 2.2. The Pay Policy Statement is required to set out the Council's policies relating to the following:
- Chief Officer remuneration, including salary, allowances, and enhancements at termination.
  - Remuneration of its lowest paid employees.
  - The relationship between Chief Officer remuneration and that of other employees.

### 3. THE PAY POLICY STATEMENT

- 3.1. The Pay Policy Statement 2013/14 is attached at Appendix One for the consideration of the Employment and Appointments Committee.
- 3.2. The Pay Policy can be amended by resolution. This includes in-year amendments.

### 4. THE LIVING WAGE

- 4.1. The introduction of the Living Wage was approved by Full Council on 1 March 2012 as part of the Council's Pay Policy Statement 2012/13.
- 4.2. The proposed Pay Policy Statement 2013/14 includes a revised pay structure to take account of the Living Wage increase (November 2012). The revised pay structure will ensure that all Council employees are paid at a rate equal to or higher than the Living Wage hourly rate of £7.45.
- 4.3. The implementation of the Living Wage increase will make the following changes to the Council's pay structure:
  - The entry level grade: scp 9 at Band A will change from £7.20 an hour (£13,516 per annum) to £7.45 an hour, equivalent to £13,985 per annum.
  - Scp 10 at Band B will change from £7.39 an hour (£13,874 per annum), to the locally agreed rate of £7.64, equivalent to £14,360 per annum.

The current salary rates and the proposed salary rates are attached at Appendix Two and Appendix Three respectively.

## 5. CHIEF OFFICER GRADING STRUCTURE

- 5.1. The Council's grading structure for Chief Officers has been amended to take account of the salary for the Director of Public Health and the Strategic Director grade. The Chief Officer grade titles have been re-designated as follows:

Chief Officer grade title:	Re-designated to:
Chief Executive (CE)	Chief Executive (CE)
Deputy Chief Executive	Strategic Director (SD)
Chief Officer	Director 1 (D1)
New	Director 2 (D2)
Deputy Chief Officer (DCO3)	Head of Service 1 (HS1)
Deputy Chief Officer (DCO3a)	Head of Service 2 (HS2)

- 5.2. The Chief Officer grading structure is attached at Appendix Four.

## 6. RELEVANT RISKS

- 6.1. The Council is required to prepare and approve its Pay Policy Statement 2013/14 before 31 March 2013. The Council will be at risk of not meeting the requirements of The Localism Act 2011 if this is not achieved.

## 7. OTHER OPTIONS CONSIDERED

- 7.1. No other options were considered as The Pay Policy Statement is a requirement of The Localism Act 2011.

7.2. The Council is committed to being a Living Wage employer.

## **8. CONSULTATION**

8.1. The Trade Unions have been invited to comment on The Council's Pay Policy Statement 2013/14, including the revised pay structure.

## **9. IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

9.1. None

## **10. RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

10.1. The cost of introducing The Living Wage is £18,000 including on-costs. This will be built into departmental budgets under the provision for pay growth.

10.2. The changes to the Chief Officer grading structure were included in the Senior Management Restructure, approved by Cabinet on 20 December 2012.

## **11. LEGAL IMPLICATIONS**

11.1. The Council is required to meet the requirements of The Localism Act 2011.

## **12. EQUALITIES IMPLICATIONS**

12.1. The EIA is attached, and is available at:

<https://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments>

## **13. CARBON REDUCTION IMPLICATIONS**

13.1. Not applicable for this report.

## **14. PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

14.1. Not applicable for this report.

## **15. RECOMMENDATION/S**

15.1. It is recommended that The Employment and Appointments Committee:

- Review the appropriateness of the Council's Pay Policy Statement 2013/14, and recommend its approval to Full Council.
- Note the increase of The Living Wage, effective 1 November 2012.
- Note the responsibility of The Employment and Appointments Committee to ensure the provisions set out in the Pay Policy are applied consistently throughout the Council, and recommend any amendments to The Full Council.

## **16. REASON/S FOR RECOMMENDATION/S**

- 16.1. The Council is required by Section 38 of The Localism Act 2011 to prepare a Pay Policy Statement for each financial year.
- 16.2. The draft statutory guidance on The Localism Act 2011 recommends that a Committee be given responsibility to coordinate a collective review of the appropriateness of the Pay Policy Statement at least annually, and to make a recommendation to The Full Council.

**REPORT AUTHOR:** **Chris Hyams**  
Head of Human Resources & Organisational Development  
telephone: (0151) 691 8590  
email: [chrishyams@wirral.gov.uk](mailto:chrishyams@wirral.gov.uk)

## **APPENDICES**

- Appendix One: The Pay Policy Statement 2013/14
- Appendix Two: The Current Salary Rates
- Appendix Three: The Proposed Salary Rates (Living Wage increase, effective 1 November 2012)
- Appendix Four: The Chief Officer Grading Structure

## **REFERENCE MATERIAL**

None

## **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Council	1 March 2012
Employment and Appointments Committee	28 February 2012
Cabinet	21 July 2011