



## **POLICY AND RESOURCES COMMITTEE**

**15 FEBRUARY 2023**

<b>REPORT TITLE:</b>	<b>PAY POLICY STATEMENT 2023-2024</b>
<b>REPORT OF:</b>	<b>DIRECTOR OF RESOURCES</b>

### **REPORT SUMMARY**

In line with the Localism Act 2011 (the Act), the purpose of the Council's Pay Policy Statement is to provide transparency with regard to the Council's approach to setting pay by identifying:

- The methods by which salaries of all employees are determined;
- The detail and level of the salary package of its most senior staff;
- The Head of Paid Service responsibility for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to Full Council.

The approval of the annual Pay Policy Statement is a key decision of the Council and affects all wards.

The Pay Policy Statement 2023-2024 supports the effective delivery of the Wirral Plan 2021-2026 by ensuring a fair and equitable approach to pay for all Council employees: Council's employees are here to help make the Council's ambitions a reality, to achieve the goals and priorities set out in the Wirral Plan.

### **RECOMMENDATION/S**

The Policy & Resources Committee is requested to recommend that Council approve the Pay Policy Statement for the financial year 2023/24.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

- 1.1 The Council is required by Section 38 of The Act to prepare a Pay Policy Statement for each financial year. The Act requires that the Pay Policy Statement:
- Includes details in relation to all aspects of Chief Officer's remuneration, increases and additions to remuneration, bonuses, termination payments and remuneration upon recruitment.
  - Includes information about the relationship between the remuneration of its highest paid officers ('chief officers') and lowest paid employees.
  - Is published as soon as is reasonably practicable, after approval and/or amendment (which must include publication on the authority's website).
- 1.2 It is essential that the Council's approach to pay, as set out in this pay policy statement, is accessible for citizens and enables local taxpayers to take an informed view of whether local decisions on all aspects of remuneration are fair and make best use of public funds.

### **2.0 OTHER OPTIONS CONSIDERED**

- 2.1 No other options were considered as the Pay Policy Statement is a requirement of the Act. There are a range of policies and discretions contained within the Pay Policy statement itself relating to pay and terms and conditions which are the most appropriate.

### **3.0 BACKGROUND INFORMATION**

- 3.1 The draft Pay Policy Statement details the Council's current arrangements, using the definitions contained in the Act and associated guidance.
- 3.2 The Act also requires the Council to have regard to statutory guidance entitled 'Openness and accountability in local pay' under the Transparency Agenda.
- 3.3 **Key Changes**  
The 2023/24 statement reflects key changes and updates that have occurred within the last financial year as follows:

#### **The Foundation Living Wage (FLW)**

The Council is committed to paying the Foundation Living Wage (FLW). The current FLW rate is £9.90, implemented in the Council's pay scales effective 1 April 2022. A new FLW rate was announced by The Living Wage Foundation in November 2022. The new Living Wage rate is £10.90 per hour, an increase of £1. This increased rate will be implemented on 1 April 2023.

### **New appointments**

The Council supports the use of apprenticeships and traineeships for new and existing employees to develop the capabilities needed for the Council to deliver now and in the future. The Pay Policy Statement has been updated to reflect the equitable application of pay for new appointments where an employee is required to undertake immediate formal training before they are fully qualified or fully competent to carry out the full duties of the role, for example through a traineeship or through utilisation of the apprentice levy.

## **4.0 FINANCIAL IMPLICATIONS**

- 4.1 The Council is committed to the Foundation Living Wage with implementation taking place on 1 April each year. The budget for salary, and associated oncosts are distributed across the directorates and informed by the Pay Policy.
- 4.2 An annual growth item is included within the Medium-Term Financial Plan for increases in pay, the total value will vary depending on inflation assumptions after accounting for the cost of the most recently agreed pay award.

## **5.0 LEGAL IMPLICATIONS**

- 5.1 Section 38 of the Act requires the Council to prepare a Pay Policy Statement for each financial year by 31 March.
- 5.2 The Council remains bound by relevant employment (and other) legislation as the employer and any changes which may be proposed by the policy must bear in mind the requirements of such legislation.
- 5.3 The Council can amend the pay policy on an annual basis as required by the Act but may also amend the policy as needed to take into account changing legislative requirements.

## **6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS**

- 6.1 There are no resource implications.

## **7.0 RELEVANT RISKS**

- 7.1 The Council is required to prepare and approve its Pay Policy Statement by 31 March each year. The Council will be at risk of not meeting the requirements of The Act if this is not achieved.

## **8.0 ENGAGEMENT/CONSULTATION**

- 8.1 The Pay Policy Statement for 2023/2024 has been shared with the Trade Unions.

## **9.0 EQUALITY IMPLICATIONS**

- 9.1 Wirral Council has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. An Equality Impact Assessment is a tool to help council services identify steps they can take to ensure equality for anyone who might be affected by a particular policy, decision or activity.
- 9.2 The Council operates all pay arrangements within the requirements of the Equality Act 2010. All pay arrangements are regularly reviewed to identify any equality issues applicable to the workforce.

## **10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS**

- 10.1 The content and recommendations contained within this report are expected to have no impact on emissions of greenhouse gases. The salary sacrifice scheme supports employees to buy bicycles through the cycle to work scheme. Employees can also lease electric cars through the car lease scheme. Over 50% of the car lease fleet is either pure electric or hybrid. Employees have the option to lease for up to 4 years to make EV/Hybrid vehicles more affordable and accessible to a larger part of the workforce.

## **11.0 COMMUNITY WEALTH BUILDING IMPLICATIONS**

- 11.1 The Pay Policy Statement and the Council's commitment to the Foundation Living Wage will increase spend in the local economy: 76% of Council staff reside in Wirral.

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## **APPENDICES**

Appendix 1 Pay Policy Statement 2023-2024

## **BACKGROUND PAPERS**

The Localism Act 2011 and Guidance

The Local Government Transparency Code 2015

The Accounts and Audit Regulations 2015

Pay Policy Statement 2022-2023

## **TERMS OF REFERENCE**

This report is being considered by Policy and Resources Committee in accordance with section 1.2(a) of its Terms of Reference, to formulate, co-ordinate and implement corporate policies and strategies.

The report is being referred to Council for decision in accordance with the Part 3(A) of the Constitution 'Functions Reserved to Council', specifically 2(b)(n) 'Approving the Annual Senior Officer Pay Policy Statement'.

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Council	18 March 2022
Policy & Resources Committee	16 March 2022
Council	22 March 2021
Policy & Resources Committee	17 March 2021
Council	16 March 2020
Employment & Appointments Committee	3 March 2020