

# Revised Pay Policy Statement

Date: 7<sup>th</sup> February 2019  
Contact Officer: Christie Tims/Cathy Pepper  
Tel Number: 01543 308100/308112  
Email: [christie.tims@lichfielddc.gov.uk](mailto:christie.tims@lichfielddc.gov.uk)  
[cathy.pepper@lichfielddc.gov.uk](mailto:cathy.pepper@lichfielddc.gov.uk)  
Key Decision NO  
Local Ward None  
Members

*Lichfield*  
district council  
[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)

## EMPLOYMENT COMMITTEE

### 1. Executive Summary

- 1.1 To inform the Committee of the Council's duties under Section 38 of the Localism Act 2011 to prepare and publish a Pay Policy Statement for 2019/2020.
- 1.2 To approve publication of the updated Pay Policy Statement, subject to Full Council approval.

### 2. Recommendations

- 2.1 It is recommended that Employment Committee approves the contents of the updated Pay Policy Statement as set out in **Appendix A** and recommends the policy for approval by Full Council on 19<sup>th</sup> February 2019.

### 3. Background

- 3.1 Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit".
- 3.2 The Pay Policy Statement (attached at **Appendix A**) sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying;
  - the methods by which salaries of all employees are determined;
  - the detail and level of remuneration of its senior managers i.e. 'chief officers', as defined by the relevant legislation;
  - the relationship between the remuneration of its chief officers, those who are not chief officers and the lowest paid;
  - the most recent gender pay gap figures available.
- 3.4 This statement is required to be submitted to Full Council for approval and will then be published on the Council's website. In addition, for posts where the full time equivalent salary is £50,000 p.a. or more, the Council's Annual Statement of Accounts will include a note setting out the total amount of :-
  - salary, fees or allowances paid to or receivable by the person in the current and previous year;
  - any bonuses so paid or receivable by the person in the current and previous year;
  - any sums payable by way of expenses allowance that are chargeable to UK income tax;
  - any compensation for loss of employment and any other payments connected with termination;
  - any benefits received that do not fall within the above

### 3.5 Legislative Framework

In determining the pay and remuneration of all of our employees, we will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

### 3.6 Pay Structure

The basis for the Council's pay structure is on having a job evaluation system in place which ensures that all employees are rewarded according to the demands and responsibilities of their job and that there are no discriminatory elements.

3.7 The Council's pay structure is largely based on the Council's Single Status Agreement and on the National Joint Council for Local Government Services job evaluation scheme which has the support of both trade unions and employees. Any changes to jobs or new jobs go through a job evaluation process to ensure that there is consistency and fairness in place. The salaries are set according to the national pay grading scale (pay grades attached at **Appendix 1 within the Pay Policy Statement**. The senior management structure is at **Appendix 2 within the Pay Policy Statement**

3.9 The detailed information regarding pay and conditions is set out in the statement attached at **Appendix A**. (Pay Policy Statement) This will be updated at least annually in accordance with the legislative requirements.

## 4. Additional information on new Pay Spine April 1st 2019

- 4.1 Pay negotiations for Lichfield District Council employees (below Chief Officer level) are conducted at a national level on our behalf by National Joint Council (NJC). As part of our collective agreement with Unison, we participate in national bargaining and therefore any negotiated settlement reached at a national level is mandatory and must be applied to our employees, unless reach a separate agreement locally.
- 4.2 As part of the 2018 -2020 National pay bargaining the NJC agreed a new pay spine which will be implemented from 1st April 2019. **Appendix 1 – within the Pay Policy Statement**
- 4.3 The national negotiated settlement has taken account to future proof the pay spine for National Minimum Wage (NMW) and increases the new starting point for Lichfield District Council evaluated posts to a rate of £9.00 per hour (£17,364 per annum).
- 4.4 Work has been undertaken with the finance team and Unison to understand the impact of the 2019 Pay Spine since the guidance was issued in the summer of 2018. This culminated in a joint impact assessment on 20th November 2018 to consider the equality impact assessment of changing the grading structure to accommodate the new pay spines. **Appendix 3 - Equality Impact Assessment within the Pay Policy Statement.**
- 4.5 Collective agreement has been reached locally on the assimilation process we will apply to our employees.

Alternative Options	None
Consultation	Employee Representatives have been consulted with regard to this report requirement.
Financial Implications	This report sets out the existing financial obligations regarding pay policy which have been built in to the revised MTFS.

<b>Contribution to the Delivery of the Strategic Plan</b>	The revised Pay Policy ensures that we have a Council that is fit for the future, by maintaining an up to date and relevant pay structure that helps to retain and attract skilled officers.
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<b>Equality, Diversity and Human Rights Implications</b>	There are no implications for anyone with protected characteristics as this policy applies to all employees equally.
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<b>Crime &amp; Safety Issues</b>	There are no implications.
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	<b>Risk Description</b>	<b>How We Manage It</b>	<b>Severity of Risk (RYG)</b>
A	Non - compliance with legislation or challenges on equal pay	Through the publication of an annual pay policy statement and maintaining a consistent approach to conducting Job Evaluation.	Green
B	Failure to adopt new pay spine	Through timely consultation	Green

**Background documents**