



<b>DIRECTOR</b>	Director of People
<b>AUTHOR</b>	Christine Smith, HR Manager
<b>TELEPHONE</b>	01737 276152
<b>EMAIL</b>	Christine.Smith@reigate-banstead.gov.uk
<b>TO</b>	Council
<b>DATE</b>	11 February 2021
<b>EXECUTIVE MEMBER</b>	Executive Member for Corporate Policy and Resources

<b>KEY DECISION REQUIRED</b>	No
<b>WARDS AFFECTED</b>	N/A

<b>SUBJECT</b>	<b>Pay Policy Statement 2021/22</b>
----------------	-------------------------------------

<b>RECOMMENDATIONS</b>
------------------------

<b>To approve the Pay Policy Statement, for the year 2021/22.</b>
---

<b>REASONS FOR RECOMMENDATIONS</b>
------------------------------------

To ensure that the Council complies with the requirement in the Localism Act 2011, to approve and publish an annual Pay Policy Statement, in advance of the financial year to which it relates.
---

<b>EXECUTIVE SUMMARY</b>
--------------------------

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. The Pay Policy Statement sets out how the Council determines appropriate employee remuneration, in terms of salary and performance related pay.</li> <li>2. Statistical information provided within the statement demonstrates the relationship of remuneration between different levels of employees, such as Chief Officers and the lowest paid employees.</li> <li>3. The Pay Policy Statement reaffirms the Council's ongoing commitment to paying a fair and real living wage to all employees and workers, above national minimum wage levels.</li> </ol> |
|---|

## **STATUTORY POWERS**

4. The Localism Act 2011 ('the Act') provisions in relation to 'Pay Accountability' set out the requirements for Councils to determine and publish annual pay policy statements.
5. Relevant authorities are required by section 38(1) of the Act to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.
6. The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, increases, enhancements of pension entitlements etc, and termination payments.
7. The guidance, "Openness and accountability in local pay: Guidance under section 40 of the Localism Act" (plus any supplementary guidance issued from time to time) sets out the key policy principles that underpin the pay accountability provisions in the Act.
8. Pay policy statements must be prepared for each financial year and must be approved by the Council.

## **BACKGROUND**

9. The pay policy statement must be approved by the Council in advance of the financial year to which it relates.
10. The Council must publish the statement on its website and may choose to expand the publication in other ways as part of its approach towards transparency.

## **KEY INFORMATION**

11. The pay policy statement must set out the Council's policies relating to:
  - Chief Officer remuneration,
  - Remuneration of its lowest paid employees plus the definition used for this group and the reason for adopting that definition,
  - The relationship between Chief Officer remuneration and that of other staff
12. For the purposes of the statement, 'Chief Officer' includes a total of six positions; the Head of Paid Service, Statutory Chief Officers (Monitoring Officer and Section 151 Officer) and Non-Statutory Chief Officers (Directors - who report directly to the Head of Paid Service).

13. The pay policy statement sets out the Council's commitment to paying a fair wage for all, regardless of employment status.

14. Statistical and salary data is correct as at 1 January 2021.

#### **LEGAL IMPLICATIONS**

15. There are no adverse legal implications arising from this policy statement other than those set out in the body of this report or the Statement itself.

#### **FINANCIAL IMPLICATIONS**

16. There are no financial implications arising from this policy statement other than those set out in the body of this report or the Statement itself.

#### **EQUALITIES IMPLICATIONS**

17. There are no adverse equalities implications arising from this policy statement, which confirms that the Council's approach to pay helps to mitigate equal pay issues.

18. Equality Impact Assessments are considered at every stage of reviewing the Council's approach to pay, or policy impact on remuneration.

#### **CONSULTATION**

19. Representatives from the two Unions the Council recognises; Unison and GMB, have been consulted on the Pay Policy Statement.

20. Employment Committee members have been consulted on the Pay Policy Statement, and recommend its approval by Council.

#### **POLICY FRAMEWORK**

21. The Pay Policy Statement helps to ensure that talented high performing employees are attracted and retained.

22. This directly and indirectly supports the Council's Corporate Plan, by ensuring that the Council (councillors and officers) has the right skills to deliver the plan, through attraction, retention and reward.

#### **BACKGROUND PAPERS**

23. None