

STROUD DISTRICT COUNCIL
STRATEGY AND RESOURCES COMMITTEE

**AGENDA
ITEM NO**

11 FEBRUARY 2021

5

Report Title	THE FAIR PAY AND SENIOR PAY POLICY STATEMENT 2020/21			
Purpose of Report	The Council is required under the Localism Act 2011 to approve and publish a policy statement on Senior Pay.			
Decision(s)	The Committee RECOMMENDS to COUNCIL that the statement is approved.			
Consultation and Feedback	A copy of the statement has been provided to Unison.			
Report Author	Lucy Powell, HR Manager Email: lucy.powell@stroud.gov.uk			
Options	The Council is required to publish a statement by the 31 st March 2021 for the ensuing financial year. The nature and content must adhere to guidelines issued by the then Secretary of State for Communities and Local Government.			
Background Papers	Information on the Council's workforce was extracted from the Council's human resources/payroll system. The remuneration of individual senior officers is also published in the Council's Statement of Accounts and on the Council's website.			
Appendices	No appendices			
Implications (further details at the end of the report)	Financial	Legal	Equality	Environmental
	No	No	No	No

1. INTRODUCTION / BACKGROUND

- 1.1 This Pay Policy Statement is produced on an annual basis in accordance with Section 38 (1) of the Localism Act 2011. It is made available on the Council's website.
- 1.2 The Council has published information on senior pay for a number of years on its website and in its Statement of Accounts. It has also responded openly and in full to Freedom of Information Act requests for such details.
- 1.3 The Local Government Transparency Code 2015 places additional publication requirements on local authorities to publish data on their websites. This includes the requirement either to publish the data on their website or place a link on their website to such data. Additional requirements of the Code include the requirement for local authorities to publish:-
 - A list of responsibilities of senior staff
 - Details of bonuses and "benefits-in-kind" for all employees whose salary exceeds £50,000

- The pay multiple, defined as the ratio between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce.

This information is available on the Council's website.

2. Pay Accountability - Senior Pay Policy Statement for Stroud District Council 2020-21

- 2.1 Both the Localism Act 2011 and the Transparency Code 2015 require the definition and publication of data on the lowest paid employees, their remuneration and the clarification of the relationship of pay between the lowest and highest paid groups of employees.
- 2.2 The lowest paid employees of the Council are on the Apprentice grade and have a salary at 01/01/2021 of £12,444.00. The highest paid employee on Stroud 12 has a salary at 01/01/2021 of £118,437.00. This is calculated as a ratio of 1:10 between the lowest and the highest paid employees of the Council. The Government's view is that the salaries ratio in the public sector should not exceed 1:20, so the Council is well within these guidelines.
- 2.3 There is only a requirement by the Government to pay Apprentices £4.15 per hour. However, the Apprentice grade at the Council has been based on the National Minimum Wage for 18-20yr olds of £6.45.
- 2.4 The pay multiple, defined as the ratio between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority's workforce was 4.44.
- 2.5 Since 2013, the Council has paid the Living Wage Foundation (LWF) living wage to staff on Stroud 1 by way of a supplement to basic pay. As a result of Local Government pay award the STR1 salary is now above the LWF salary and therefore no supplement is required. The Council will continue to monitor the STR1 salary and LWF salary.

3. Level and Elements of Remuneration in 2020-21

The Council pays 'spot' salaries to all employees. There are 13 spot salaries:

Stroud Grade	Salary	FTE	Headcount	FTE Nov 2019	Headcount Nov 2019
STR APP	£12,444.00	1.00	1	7.00	7
STR1	£18,198.00	3.96	28	1.37	4
STR2	£19,698.00	25.52	51	35.68	50
STR3	£22,183.00	72.60	83	63.85	76
STR4	£27,041.00	71.81	79	65.14	75
STR5	£32,234.00	63.28	70	56.77	67
STR6	£37,890.00	37.78	40	40.34	43
STR7	£43,857.00	22.58	23	21.53	22
STR8	£50,745.00	11.19	12	11.80	12
STR9	£57,096.00	7.80	8	8.80	9
STR10	£75,174.00	0.00	0	0.00	0
STR11	£82,200.00	4.00	4	3.00	3
STR12	£118,437.00	1.00	1	1.00	1
TOTAL		323.11	401* Actual = 366	316.28	369* Actual = 357

* This figure shows employees with contracted hours at each Stroud grade. The 'actual' figure indicates exact headcount, as some employees have more than one post at different grades.

- 3.1 There are no bonuses, annual increments or performance related payments. A salary supplement or honorarium can be paid when an employee carries out a substantial increase in duties and responsibilities.
- 3.2 The actual headcount has increased by 2.52% since last year.
- 3.3 The Chief Executive is employed under Chief Executives' Terms and Conditions. All other senior officers are employed under National Joint Council (NJC) for local government services. The Council publishes an Employee Handbook that sets out local terms and conditions of employment. This is available on the staff intranet.
- 3.4 The pay in relation to individual senior officers is shown below;

Chief Executive

- Salary of £118,437.00 subject to any national pay award. The Chief Executives' pay agreement of April 2020 increased Chief Executives' pay by 2.75 percent in April 2020.
- Employed under the Chief Executives' Terms and Conditions
- Election Fees as Returning Officer as set out in the Gloucestershire Scheme Scale of Fees for District and Parish Elections; Parliamentary, European Parliament, Referendum, Police Area Returning Officer Fees as specified by the Ministry of Justice, the Home Office or the Electoral Commission. The fees vary from year to year depending on the nature and number of elections. This is classed as a separate employment for superannuation purposes.
- Payment of membership of the Society of Local Authority Chief Executives (invoiced direct to the Council)

Strategic Directors (Resources, Place, Communities and Change & Transformation)

- Salary of £82,200 - £87,337.50 (subject to any national pay award)
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council)
- Election fees payable to officers as election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

Heads of Service

- Salary of £57,096 subject to any national pay award
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

Monitoring Officer

- The permanent post is currently vacant and there are interim arrangements in place to cover this role at present.
- Taxable mileage payable in line with HRMC reimbursement rates (for perm role)
- Payment of membership of one professional body (invoiced direct to the Council) (for perm role)
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees.

Section 151 Officer (This role is covered by Strategic Director of Resources)

- Salary of £85,282.50 (subject to national pay award)

- Taxable mileage payable in line with HRMC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees.

Service Managers

- Salaries in range from £37,890 to £50,745 subject to any national pay award
- Taxable mileage payable in line with HMRC reimbursement rates.
- Payment of membership of one professional body (invoiced direct to the Council).
- Election fees payable to officers as Deputy Returning Officer or election staff, as determined by the Returning Officer using the appropriate scale of fees prescribed nationally or under the Gloucestershire Scheme Scale of Fees

4. Remuneration on Recruitment

4.1 Chief Executive

The remuneration would be reviewed prior to advertisement by the Strategy & Resources Committee or its panel under delegated authority from the Council. The Committee's membership is agreed by the Council at its Annual General Meeting and is politically balanced.

The full Council appoints the Chief Executive based on a recommendation from the Committee.

4.2 Strategic Directors, Heads of Service, Service Managers, Monitoring Officer and S151 Officer

The remuneration and allowances are set out in the Employee Handbook and the published salary scales

5. Remuneration on ceasing to hold office/be employed by the Council

5.1 Chief Executive

The Committee would make a recommendation to the full Council.

5.2 Strategic Directors, Heads of Service, Service Managers, Monitoring Officer and S151 Officer

The terms of any redundancy or retirement are set out in the Employee Handbook (Section 3.3).

5.3 The Public Exit Payments Regulation 2020 caps exit payments in the Public Sector at £95,000. The total of all exit payments cannot exceed £95,000.

5.4 The cap will apply to any exit payment made on or after 4th November 2020

5.5 The cap applies to all payments related to exit, including redundancy, severance payments, settlement agreements, pay in lieu of notice and pension strain costs (additional employer pension fund contributions to enable an individual to take early retirement on an unreduced pension)

6. CONCLUSION

6.1 Publication and Access to Information Relating to Remuneration

6.2 This pay policy statement is published on the Council's website located under Open Data at <http://www.stroud.gov.uk/opendata>

6.3 The Council's Constitution and the Council's Statement of Accounts are published at www.stroud.gov.uk

7. IMPLICATIONS

7.1 Financial Implications

There are no financial implications arising directly from this report. All salary costs are budgeted for in the Medium term Financial Plan

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7.2 Legal Implications

There are no significant implications within this category.

One Legal

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7.3 Equality Implications

There are not any specific changes to service delivery proposed within this approval.

7.4 Environmental Implications

There are no significant implications within this category.