

Council  
16 February 2021

## **EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT**

**Head of Service:** Shona Mason, Head of HR & Organisational Development

**Wards affected:** (All Wards);

**Urgent Decision?(yes/no)** No

**If yes, reason urgent decision required:**

**Appendices (attached):** 1: draft Pay Policy Statement 2021/2022  
2: Scale of Returning Officer Fees 2021/22

### **Summary**

**This report seeks approval of the draft Epsom & Ewell Borough Council Pay Policy Statement 2021/2022.**

### **Recommendation (s)**

**The Council is asked to:**

**(1) That the Council approves the Pay Policy Statement for 2021/2022.**

## **1 Reason for Recommendation**

- 1.1 The Council's has a statutory duty to publish an annual Pay Policy Statement.
- 1.2 The draft Pay Policy Statement needs approval from the Strategy & Resources Committee before being presented to Full Council for approval prior to publication on the Council's website. The Strategy & Resources Committee approved the draft Pay Policy Statement on 28 January 2021.

## **2 Background**

- 2.1 The Localism Act requires each local authority to publish a statement which identifies the Council's approach to pay and in particular sets out pay arrangements for the senior chief officer posts. Under Section 38(1) of the Localism Act 2011 the Council is required to prepare a Pay Policy Statement, for the financial year, which is approved by full Council.
- 2.2 The statement sets out the levels of remuneration for the Council's senior officers as well as a general approach to pay which is lifted from the Council's HR Employee Pay & Reward Procedure 2020-2024.

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- 2.3 Once agreed by the Council, the Pay Policy Statement will form part of the basis on which the Council remunerates employees particularly those at the senior officer level, as required by Section 41 of the Localism Act 2011.
- 2.4 The information set out in the pay policy statement meets the requirements of the legislation and details the relationship between those employees who are lowest paid and Chief Officers.
- The policy statement outlines the following key areas:
  - Level and elements of remuneration for each senior officer
  - Remuneration of chief officers on recruitment
  - Increases and additions to remuneration for each chief officer
  - The use of performance related pay for chief officers
  - The approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority
  - The publication of and access to information relating to remuneration of chief officers
  - Pay multiple (ratio) between Chief Officers' pay and all other employees
  - Election fees
  - Policy on employing someone who has taken redundancy
  - Policy on employing someone who is also drawing a pension
  - Policy on lowest paid
- 2.5 The Pay Policy Statement, which is prescribed in terms of content, sets out the Council's policies in respect of remuneration. The statement is simply a summary of the key provisions as required by the Localism Act.
- 2.6 The Council is therefore not being asked to approve the policies, but simply approve the statement which sets out existing policies.
- 2.7 The proposed draft Pay Policy Statement is attached at Appendix 1, and Appendix 2 sets out the draft Returning Officer fees and charges.
- 2.8 It should be noted that the figures within the Pay Policy Statement are based on 2021/22 pay figures which includes the proposed pay award of 0.5% from April 2021. The proposed pay award is in line with the Council's Employee Pay & Reward procedure and is based on CPI from September 2020.
- 2.9 Senior salary information is also published as part of the Final Statement of Accounts. However the Localism Act 2011 (Section 38) requires the Council to publish an annual Pay Policy Statement.

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- 2.10 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 (in force from 31 March 2017) require public sector employers operating in England to provide gender pay reports by 30 March each year detailing the mean gender pay gap in hourly pay as at 31 March the previous year.
- 2.11 Although Gender Pay Gap data is also required to be published publicly on the Government website, this requirement was suspended by the Government for the 2019-20 reporting year due to the pandemic.
- 2.12 Due to other priorities the HR team did not submit the Council's Gender Pay Gap data for 2019/20 but will be completing reporting for both 2019/20 and 2020/21 in the New Year ready for submission.
- 2.13 In the meantime HR have provided the headline statistic within the Gender Pay Gap Information for the purpose of this report. The mean hourly rate for 2019-20, shows a positive picture in favour of women of 8.1% and positions the Council positively in terms of women's mean pay. Gender pay illustrates the differences in the average pay between men and women.
- 2.14 Only full Council can approve the Pay Policy Statement before it can come into effect.
- 2.15 Once approved by Full Council the pay policy statement will be published on the Council's website

### **3 Risk Assessment**

#### Legal or other duties

##### 3.1 Impact Assessment

3.1.1 None arising from the contents of this report.

##### 3.2 Crime & Disorder

3.2.1 None arising from the contents of this report.

##### 3.3 Safeguarding

3.3.1 None arising from the contents of this report.

##### 3.4 Dependencies

3.4.1 None arising from the contents of this report.

##### 3.5 Other

3.5.1 None arising from the contents of this report.

### **4 Financial Implications**

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- 4.1 The 0.5% cost of living increase for 2021/22 is based on CPI inflation for September 2020, in accordance with the Council's agreed Pay Policy for 2020-24.
- 4.2 Annual cost of living adjustments linked to CPI inflation have been the Medium Term Financial Strategy for 2020-24.
- 4.3 **Section 151 Officer's comments:** None arising from the contents of this report.

### 5 Legal Implications

- 5.1 These are contained with the body of the report.
- 5.2 **Monitoring Officer's comments:** None arising from the contents of this report.

### 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** The following Key Priorities are engaged:
  - Effective Council.
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.
- 6.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.
- 6.5 **Partnerships:** None arising from the contents of this report.

### 7 Background papers

- 7.1 The documents referred to in compiling this report are as follows:

#### **Previous reports:**

- Epsom & Ewell Borough Council Pay Policy Statement 2021/22, Strategy & Resources 28 January 2021
- Epsom & Ewell Borough Council Pay Policy Statement 2020/21, Council, 13 February 2020

#### **Other papers:**

- Openness and accountability in local pay: guidance under section 40 of the Localism Act 2011

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<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-guidance>

- Openness and accountability in local pay: guidance under section 40 of the Localism Act 2011: supplementary guidance  
<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-supplementary-guidance>