

## EPSOM & EWELL BOROUGH COUNCIL PAY POLICY STATEMENT

<b>Head of Service:</b>	Sarah Conlon, Head of HR & Organisational Development
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision? (yes/no)</b> <b>If yes, reason urgent decision required:</b>	No
<b>Appendices (attached):</b>	1: Draft Pay Policy Statement 2022/2023 2: Scale of Returning Officer Fees 2020/21

### Summary

This report introduces the draft Epsom & Ewell Borough Council Pay Policy Statement for 2022/23 and seeks approval of the Statement prior to its presentation to Full Council and subsequent publication on the Council website.

### Recommendation (s)

The Committee is asked to:

- (1) Approve the draft Pay Policy Statement for 2022/23
- (2) Agree that the draft Pay Policy Statement for 2022/23 is referred to Full Council for approval.

## 1 Reason for Recommendation

- 1.1 The Pay Policy Statement sets out the Council's policy regarding remuneration in accordance with the requirements of Section 38 of the Localism Act 2011 and associated statutory guidance. The purpose of the statement is to provide transparency regarding the Council's approach to setting the pay of its employees.
- 1.2 The Pay Policy Statement 2022/23 requires approval from the Strategy & Resources Committee prior to being presented to Full Council for approval and subsequent publication on the Council's website.
- 1.3 Once approved by Full Council, the Pay Policy Statement will come into effect on 01 April 2022 and will be subject to annual review.

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### 2 Background

#### 2.1 Pay Policy Statement

2.1.1 The Pay Policy Statement is attached in Appendix 1 and the information therein complies with the requirements of the Localism Act 2011.

2.1.2 It is prescribed in terms of its content and therefore outlines the following key areas:

- Level and elements of remuneration for each Chief 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

2.1.3 The salaries cited as current within the Statement are as at 30 November 2021.

2.1.4 The Statement also includes reference to the proposed pay award of 3% (capped) from April 2022 in line with the Council's Employee Pay and Reward procedure 2020-2024 (previously agreed by S&R Committee and Full Council in January and February 2021 respectively) and is based on CPI at September 2021.

2.1.5 Senior salary information is also published as part of the Council's Annual Statement of Accounts.

2.1.6 The Committee is not being asked to re-approve the previously agreed Employee Pay and Reward Procedure 2020-2024; just the Statement itself that sets out the existing policies

#### 2.2 Election Fees

2.2.1 The Council is required to provide funding to the Returning Officer to discharge statutory functions relating to the administration of local government elections. The Returning Officer will make payments to those officers who undertake specific duties in relation to the elections (including to chief officers) in accordance with their role. The Chief Executive does not receive any additional payment

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for the role of Returning Officer for local government elections.

2.2.2 Appendix 2 sets out the current Returning Officer fees and charges for 2020/21.

2.2.3 This fee structure is organised by Guildford Council. Once issued, consultation is undertaken with Epsom and Ewell Borough Council and then passed by the Surrey Chief Executives. A new fee structure is not due to be released until February 2022 at the very earliest, hence why only the current fees are included.

### 4. Key points to note/Summary of changes

#### 4.1 Base Salaries

4.1.1 The base salaries for the 'Chief Officers' (Chief Executive and Directors) have changed. They will now include the proposed 3% uplift in April 2022.

Post	2021/22: Bottom of salary range per annum	2022/23: Bottom of salary range per annum	2021/22: Top of salary range per annum	2022/23: Top of salary range per annum
Chief Executive	£103,157	£106,252	£120,967	£124,596
Director	£82,838	£85,323	£97,215	£100,131

#### 4.2 Pay Multiples (ratio)

4.2.1 The pay multiple (ratio) between Chief Officers' pay and all other employees has not changed - the lowest pay scale and the top of the Chief Executive scale remains as 1: 6:3.

#### 4.3 Gender Pay Gap

4.3.1 In accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, which came into force on the 31 March 2017, employers with at least 250 employees are required to publish annual information as at 31 March each year. This information is published on the Council's website and on the Government Gender Pay Gap website no later than 30 March each year.

4.3.2 For the purpose of this report, the headline statistic is that the Council's median Gender Pay Gap data for 2021/22 is -17.3%. The negative gender pay gap is primarily due to the majority of front-line operatives being male, and where line management and

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senior management roles are held by a significant proportion of women.

4.3.3 According to the ONS, for full time employees as at 01 April 2021 the gap is 7.9%; a slight increase from 7% as at 01 April 2020. Nevertheless, ONS are citing that this is still part of a downward trend as in April 2019, the gap was 9%.

4.3.4 Therefore, in comparison to the ONS statistics, the Council is positively positioned.

### 5. Risk Assessment

Legal or other duties:

5.1 Impact Assessment: None arising from the contents of this report

5.2 Crime & Disorder: None arising from the contents of this report.

5.3 Safeguarding: None arising from the contents of this report.

5.4 Dependencies: None arising from the contents of this report.

5.5 Other: None arising from the contents of this report.

### 6 Financial Implications

6.1 The 3% cost of living increase for 2022/23 is based on CPI inflation for September 2021, in accordance with the Council's agreed Pay Policy for 2020-24.

6.2 Annual cost of living adjustments linked to CPI inflation have been the Medium-Term Financial Strategy for 2020-24.

6.3 **Section 151 Officer's comments:** None arising from the contents of this report.

### 7 Legal Implications

7.1 The key provisions concerning pay accountability are cited in the body of the report. The recommendations make clear this is an *in principle* decision and resolution must be passed by Full Council. The deadline for approval is 31 March 2022 preceding financial year to which the statement relates. The Localism Act also requires the Council to publish its approved pay policy statement.

7.2 **Legal Officer's comments:** None arising from the contents of this report.

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### 8 Policies, Plans & Partnerships

- 8.1 **Council's Key Priorities:** Effective Council.
- 8.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 8.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.
- 8.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.
- 8.5 **Partnerships:** None arising from the contents of this report.

### 9 Background papers

- 9.1 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 2021/22, Council 16 February 2021

**Other papers:**

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