

**COMMITTEE:** COUNCIL REF NO: C/17/20  
**DATE:** 21 MARCH 2018  
**SUBJECT:** PAY POLICY STATEMENT 2018/19  
**PORTFOLIO HOLDER:** COUNCILLOR MARTIN COOK  
**HEAD OF SERVICE:** HELEN PLUCK

**Short description of report content and the decision requested:**

Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for 2018/19 by 31<sup>st</sup> March 2018.

***List of Appendices included in this report:***

a) *Appendix 1 – Pay Policy statement and appendices*

*This report has been prepared by*

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*This report was prepared after consultation with:*

*Chief Executive*

*Chief Operating Officer*

*Portfolio Holder for Resources*

*The following policies form a context to this report:*

*(all relevant policies must also be referred to in the body of the report)*

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(papers relied on to write the report but which are not published and do not contain exempt information)*

**OTHER HELPFUL PAPERS**

*(papers which the report author considers might be helpful – this might include published material)*

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## **1. Introduction**

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- 1.1 Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement each year. This is the revised version for 2018/2019 and reflects pay as currently set. It does not reflect any prospective changes that may be applied through the national pay award negotiations nor the work of the Council's own Human Resources Panel which is considering senior officer pay and the impact of the Living wage on Grades 1-3.
- 1.2 It is not known when the national employers' representatives and the national trades unions will reach agreement on an uplift for employees. The employer's side has offered an average increase of 2% but at the time of writing this has not been accepted by the trades unions. Any nationally agreed pay award will be implemented by Ipswich Borough Council and (unless the national agreement states otherwise) be back dated to 1<sup>st</sup> April 2018.
- 1.3 The Council's Human Resources (HR) Panel was set up in January 2018 to review a number of pay matters affecting the Council including recruitment and retention in senior posts and the impact of the Living Wage on Grades 1-3 of the Council's grading structure. The Panel has consulted the workforce on its proposals and is seeking to reach "collective" agreement with the Council's recognised Trades Unions, in order to implement its proposals. At the time of writing, it is known that Unite the Union has begun to ballot their members on the proposal; while Unison has yet to determine its next steps.
- 1.4 Once the outcomes of the national pay negotiations are known, this and any changes implemented via collective agreement locally, will be incorporated into a revised Pay Policy Statement.
- 1.5 The 2018/19 Pay Policy Statement being recommended for adoption is attached at Appendix 1.

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## **2. Background**

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- 2.1 This Pay Policy Statement includes a policy on:-
- (a) the level and elements of remuneration for each Chief Officer;
  - (b) the remuneration of the lowest paid employees;
  - (c) the relationship between the remuneration of Chief Officers and other officers; and
  - (d) other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.
- 2.2 A summary of changes within this Pay Policy Statement which has changed from 2017/18 includes:-

(a) the Living Wage Foundation rate with effect from 1 April is £8.75 per hour rather than £8.45 in 2017/18

(b) Spinal column point (SCP) changes to reflect the Living Wage Foundation value at spinal column points 13 and 14 i.e. these are now £8.75. It should be noted that no employee is on Grade 1 or scp 13. Details of all spinal column points and grades can be found in the appendix to this Policy.

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### **3. Relevant Policies**

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- 3.1 IBC's Recruitment policy
- 3.2 IBC's Market Supplement Policy
- 3.3 Statutory Officers Allowance policy

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### **4. Options Considered / Under Consideration**

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- 4.1 This is a statutory requirement under the Localism Act and there are no other options available.

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### **5. Consultations**

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- 5.1 Given that this is a statutory requirement, there is no formal requirement to consult but the policy has been shared with all the recognised Unions.

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### **6. Risk Management**

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<b>Risk Description</b>	<b>Consequence of risk</b>	<b>Risk Controls</b>	<b>Probability of risk occurring taking account of controls (scale 1-6) 6 – very likely 1 – almost impossible</b>	<b>Impact of risk, if it occurred taking account of actions (scale 4 – catastrophic; 1 – negligible)</b>	<b>Actions to mitigate risk</b>
1. Legal Risk of non-compliance	Potential Judicial review	Formal approval by Council	2	3	Reviewed Annually

2. Lack of Transparency if not published/	Reputation risk	Formal approval as above & annual reviews	1	2	Published on website following Council approval
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## **7. Environmental Impact Assessment**

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7.1 There is no environmental impact.

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## **8. Equalities and Diversity Implications**

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8.1 The publication of the Pay Policy Statement will support the Council in delivering its equality duty, in particular, its duty to publish workforce data.

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## **9. Financial Considerations**

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9.1 The Council's pay budget is included in the Medium Term Financial Plan agreed by Council in February 2018.

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## **10. Legal Considerations**

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10.1 This policy is a statutory requirement.

10.2 The Equalities Act 2010 has also imposed a duty to take steps to remove the gender pay gap and additional duties have been imposed in relation to adjustments that might be necessary to accommodate workers with protected characteristics.

10.3 The council has adopted a number of human resources policies to deal with the requirements of employment legislation and provided those policies are complied with there should be no legal issues arising.

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## **11. Performance Monitoring**

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11.1 This policy will be reviewed on an annual basis by 31st March each year unless there is a vacancy at the Chief Officer level.

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## **12. Conclusions**

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12.1 The Council has a statutory requirement to draft and publish an annual pay policy.

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**13. Recommendations**

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**13.1 Council is asked to approve the Pay Policy Statement for 2018/2019.**