

**To:** Council  
**Date:** 21 March 2022  
**Report of:** Head of Business Improvement  
**Title of Report:** Pay Policy Statement 2022/23

<b>Summary and recommendations</b>	
<b>Purpose of report:</b>	To approve the Annual Pay Policy Statement
<b>Key decision:</b>	No
<b>Cabinet Member with responsibility:</b>	Councillor Mike Rowley, Cabinet Member for Citizen Focused Services
<b>Corporate Priority:</b>	N/A
<b>Policy Framework:</b>	N/A
<b>Recommendation: That Council resolves to:</b>	
<ol style="list-style-type: none"> <li>1. <b>Approve</b> the Annual Pay Policy Statement 2022/23 as attached at Appendix 1</li> <li>2. <b>Note</b> and approve the elements of the Collective Agreement on Pay as referenced in this report.</li> <li>3. <b>Authorise</b> the Head of Business Improvement and any staff delegated by the Head of Business Improvement to make any changes to the Council's employment policies in accordance with the Collective Agreement.</li> </ol>	

<b>Appendices</b>	
Appendix 1	Annual Pay Policy Statement 2022/23
Appendix 2	Risk Register

## Introduction and background

1. The Council is required by legislation to approve and publish a Pay Policy Statement annually.

## **Overview**

2. The Pay Policy Statement attached at Appendix 1 reflects the Council's current agreements and arrangements with regard to pay.
3. The Chief Executive is authorised under the Council's constitution and delegated powers to determine pay on behalf of full Council, but the non-pay terms and conditions of employment of staff need to be approved by full Council.
4. The Council's latest collective agreement on pay was agreed by the Chief Executive and Council's recognised union representatives in December 2021 and will be signed following note and approval by full Council of the non-pay aspect in relation to the homeworking allowance which has also been referenced in the agreement.
5. The homeworking allowance will not be paid and will be suspended. The policy was designed for the context in which the majority of staff worked full time from the office. Post pandemic we are moving to a flexible working model where most staff will be able to work from home or the office or a mixture of both and the policy is no longer fit for the new arrangements. Only those with protected rights, currently receiving the allowance as at 31<sup>st</sup> March 2022 will continue to receive it. This approach has been agreed in principle with Unison and Unite.
6. It was also agreed with Unison and Unite that there will be a full review of pay, grading and progression looking ahead to 1<sup>st</sup> April 2024 onwards. This will include a review of related policies, including the homeworking policy.
7. The Council has completed union negotiations with Unison and Unite to agree a two year pay arrangement providing a cost of living pay award of 2% with effect from 1<sup>st</sup> April 2022 and 2.5% with effect from 1<sup>st</sup> April 2023. The arrangements in the local pay agreement for the period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2024 are reflected in the Pay Policy Statement 2022/23.
8. Following the revocation of the Public Sector Exit Payment Cap Regulations 2020 on 12 February 2021 the Government launched a consultation on Statutory Guidance on the making and disclosure of Special Severance Payments by local authorities which closed on 13<sup>th</sup> August 2020. The consultation proposes robust procedures and transparency when authorities make special severance payments. They do not, however, contain specific financial caps or constraints that the previous regulations had. At the time of writing there has not been any further announcement regarding the issue of the final version of the guidance.
9. Legislation on the recovery of exit payments for senior officers who return to work in the public sector within twelve months of receipt of an exit payment is still expected. There have not, however, been any developments since 2015 in relation to this and the legislation is therefore still pending. If the legislation is finalised, the Council will review and implement the new legislation.

## **Financial implications**

10. The financial implications of this Pay Policy Statement and the two year pay agreement have been included within the Council's Medium Term Financial Strategy.
11. It is worth noting that the Council includes the requirement for the Government's National Minimum wage to be taken into account in its standard procurement terms and conditions by any supplier, contractor or sub-contractor. The Oxford Living Wage is incorporated into the Council's contracts for temporary agency workers, and the requirement to pay the Oxford Living Wage as a minimum also covers its

Leisure Services partner and Oxford Direct Services Ltd, which is a Council owned company.

### Legal issues

12. The collective agreement on pay and other collective terms will be incorporated to form part of the terms and conditions of employment for Council staff. Contractual terms and conditions will be amended as appropriate.
13. The Council has a legal obligation to produce and publish a pay policy statement annually. In accordance with the Localism Act 2011, the Council is required to approve its Annual Pay Policy Statement by 31 March each year and to publish its Annual Pay Policy Statement as soon as reasonably practicable after it has been approved.

### Level of risk

14. A risk register can be found at Appendix 2.

### Equalities impact

15. The pay agreement has been subject to extensive negotiations and full consultation with staff via both Unison and Unite. As the pay increase agreed is the same rate across all grades, there is no change to the current pay differential.
16. The implementation of the new flexible working model will include the deployment of technology, training and support for staff and the development of bespoke principles for each team to ensure the model is optimised to suit particular requirements.

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<b>Background Papers:</b> None

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