


DECISIONS DELEGATED TO OFFICERS

Decision title:	Decision to make a pay award to increase Oxford City Council staff's salaries by £500 per employee, to be backdated to 1 st February 2023. Such payment to be consolidated with basic salary.
Decision date:	09 March 2023
Source of delegation:	<p>Constitution Part 5.16:</p> <p>“Council sets collective terms and conditions ... other than pay which is delegated to the Chief Executive to implement in respect of all staff, other than that of any ... Executive Directors, in accordance with national or local pay award/review schemes”.</p> <p>Key decision procedures and call in procedures (Parts 15 & 17) will apply to any key decisions taken under this authorisation.</p> <p>However, this decision is considered to be urgent and therefore Part 15.17 of the Constitution applies. Before taking the decision, the matter was included in the forward plan for less than 1 day. It was not practicable to include the matter on the forward plan any earlier, nor to wait 28 days before taking the decision, due to the urgency. The urgency has arisen as there is a need to pay the backdated pay in the financial year 22/23 and to achieve that, the additional pay must be processed by Human Resources and payroll officers on 14th March 2023 at the latest. The Chair of Scrutiny has given his permission for the decision to be made by the Chief Executive after less than one day's notice, due to the urgency of the matter.</p> <p>The decision will still be subject to call in, in accordance with Part 17 of the Constitution.</p>
What decision was made?	To approve expenditure of c£1,000,000 per annum to fund an increase in salary of £500 per annum, to all staff employed directly by Oxford City Council from 1 st February 2023, other than Executive Directors and the Chief Executive. Such salary increase to be pro-rata for part time staff, it will not apply to contractors or those on day rates, but agency staff on equivalent Oxford City Council paypoints will receive the increase. The gross salary increase of £500 is to be consolidated with gross salary, to be paid on a monthly basis with salary payments, and to be backdated to 1 st February 2023.




	<p>The cost of this additional payment of £500 to council employees including those within ODS is approximately £1 million per annum inclusive of employers national insurance and superannuation. There will be an unbudgeted cost of around £170k in 2022-23 but an ongoing cost of £1 million per annum from 2023-24. The Council has sufficient budgetary provision within its medium term financial plan (MTFP) for 2023-24 to fund the cost relating to council staff, with ODS having agreed to fund the amount relating to ODS staff. Given that this payment is consolidated the financial impact will be ongoing, affecting future years of the MTFP. This ongoing cost will need to be considered against the pay assumptions made for future years in the MTFP.</p>
Purpose:	<p>The decision allows the Council to recognise the severe impact of the financial pressures facing staff, and provide assistance to staff arising from the current cost of living crisis.</p>
Reasons:	<p>The Council's staff resource is an asset of the Council. The increase to salary will allow the Council to provide support for its staff in the difficult financial climate.</p> <p>As the support is needed urgently, and to allow payment to be made in a timely way in the current financial year, the decision has been made by the Chief Executive under delegated authority, and with the agreement of the Chair of the Scrutiny Committee to enable the decision to be made without 28 days' notice on the forward plan.</p> <p>The decision has been made in consultation with Statutory Officers, all Group Leaders, and the Unions.</p>
Decision made by:	<p>Caroline Green, Chief Executive (Head of Paid Service).</p>
Other options considered:	<p>Not to make any increase to staff salaries. This option was rejected as it would not allow support to be provided to staff and could impact on recruitment and retention.</p>
Documents considered:	<p>None</p>
Key or Not Key:	<p>Key</p>
Wards significantly affected:	<p>None</p>
Declared conflict of interest:	<p>None – as payment doesn't apply to salary of Chief Executive which is within the remit of the Appointments Committee.</p>
This form was completed by:	<p>Susan Sale</p>

Name & title:	Head of Law & Governance
Date:	07 March 2023

Approval checklist

Approver	Name and job title	Date
Decision maker	Caroline Green, Chief Executive (Head of Paid Service) 	09 March 2023

Consultee checklist

Consultees	Name and job title	Date
Senior officer	Tom Hook, Executive Director (Corporate Resources) 	09 March 2023
Head of Financial Services	Nigel Kennedy, Head of Financial Services 	09 March 2023
Head of Law and Governance	Susan Sale, Head of Law and Governance 	09 March 2023
Group Leaders	Councillor Susan Brown Leader of the Labour Group Councillor Dr Christopher Smowton, Leader of the Liberal Democrat Group Councillor Chris Jarvis, Leader of the Green Group	09 March 2023