



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Employment Committee

9 March 2022

Report of: Councillor Annie Mason

Cabinet Member for People &
Safer Communities



Pay Review Update

This report provides the Employment Committee with an update of the Pay Review project.

Report Author

Jane Jenkinson (Senior HR Officer)



01476 406137



j.jenkinson@southkesteven.gov.uk

Corporate Priority:	Decision type:	Wards:
High Performing Council	High Performing Council	All Wards

Reviewed by:	Alan Robinson (Deputy Chief Executive)	18 February 2022
Approved by:	Karen Bradford (Chief Executive)	23 February 2022
Signed off by:	Councillor Annie Mason (Cabinet Member for People & Safer Communities)	28 February 2022

Recommendation (s) to the decision maker (s)

- Notes the proposed actions and timescales for the implementation of the Pay Review.

1 The Background to the Report

- 1.1 A report was presented to the Employment Committee on 19th January 2022 on the scope of the Pay Review. This report was noted and endorsed by the Committee.
- 1.2 It was agreed that an update report on the Pay Review would be provided at the Employment Committee on 9th March 2022.
- 1.3 The following were agreed by the Employment Committee to be in scope for the pay review:
 - 1) The use of career grades to attract talent to the organisation and provide development opportunities and progression to develop and retain rising stars. This work will need to be linked to the training budget to ensure that we can deliver what is in career development plans.
 - 2) A review of the lower range of pay grades to ensure that there is clear differentiation between the grades, based on the 2022 Real Living Wage rate.
 - 3) Analysis of similar roles across the organisation to identify any inconsistencies between pay grades. Consideration to be given to the setting of salary bands for different levels e.g. senior officer, 1st line manager, team leader, service manager. This would help to demonstrate fairness and consistency between pay grades across the whole organisation. Salary bands are already in place for Head of Service roles and above.
 - 4) Develop a consistent process for the benchmarking of roles, particularly those which are hard to recruit to. Consideration could be given to using job evaluation in conjunction with salary benchmarking, and the use of external benchmarking tools. To provide meaningful evidence to support pay decisions.

2 Next Steps

- 2.1 An Equality Impact Assessment will be completed on the scope of the Pay Review.
- 2.2 A Pay Review Working Group will be set up to develop proposals and an action plan to deliver the agreed scope. This group will comprise of key stakeholders including Finance, a Project Lead from the Organisational Development team, management representatives from key service areas and members of the HR team.
- 2.3 The Deputy Chief Executive will be the project sponsor for the Pay Review and will ensure that the Corporate Management Team are regularly updated with progress of the review.
- 2.4 Details of the pay review and its proposed scope will be communicated to the Trade Unions through regular Joint Consultative and Negotiating Committee meetings which are led by Chief Executive.
- 2.5 Once proposals have been developed and agreed the impact of those proposals will need to be identified, including the financial impact, and the potential consultation needed to implement them.
- 2.6 Consultation will take place at regular points throughout the project with the Cabinet Member for People and Safer Communities, the Cabinet Member for Finance, Section 151 Officer and the Trade Unions.

- 2.7 Consultation with the Employment Committee will take place at relevant stages during the pay review project. Consultation will also take with relevant scrutiny committees.
- 2.8 A communications plan will be developed which will include a timetable of updates to the Employment Committee and all SK staff.

3 Timetable

- 3.1 It is proposed that the Employment Committee will be consulted and provided with quarterly updates on the progress of the Pay Review and approvals sought where relevant.
- 3.2 The following indicative timetable is divided into quarters throughout the financial year April 2022 to March 2023. The timetable will be updated and amended as the project progresses.
- 3.3 It is intended that prior to the start of the next financial year that the Equality Impact Assessment will have been completed and the Pay Review Working Group established.

Quarter 1 - April to June 2022
<ul style="list-style-type: none"> • Communication with the Trade Unions at the next JCNC meeting about the pay review project • Pay Review Group to develop an action plan to deliver the scope of the Pay Review • Communication with staff about the pay review project • Update report to Employment Committee
Quarter 2 - July to September 2022
<ul style="list-style-type: none"> • Pay Review proposals to be developed and costed • Consultation to take place with Cabinet Member for Finance and Waste and Section 151 Officer in respect of budget implications • Communication and consultation with the Trade Unions • Communications update to staff • Update report to Employment Committee
Quarter 3 - October to December 2022
<ul style="list-style-type: none"> • Communication and consultation with the Trade Unions • Communication update to staff • Update report to Employment Committee
Quarter 4 – January to March 2023
<ul style="list-style-type: none"> • Final Report to Employment Committee • Implementation of Pay Review from April 2023

4 Financial Implications

- 4.1 The pay review could have significant financial implications for the Council and so the review will need to be undertaken in the context of the financial framework. It is important

that any changes to the salary bandings are carefully considered prior to any implementation.

Financial Implications reviewed by: Richard Wyles, Assistant Director of Finance and s151 Officer

5 Legal and Governance Implications

- 5.1 There are no significant legal and governance implications arising from this report. The role of the Pay Review Working Group and the scope of the review is clearly defined, with consultation scheduled to take place at regular points throughout the project with key Members, Officers and the Trade Unions.

Legal Implications reviewed by: Graham Watts, Head of Democratic Services and Deputy Monitoring Officer

6 Equality and Safeguarding Implications

- 6.1 Any equality implications will be identified through completion of the Equality Analysis of the Pay Review and if any are identified these will be reported at the next Employment Committee update.

7 Risk and Mitigation

- 7.1 Any risks will be identified by the Pay Review Working Group and reported at the next Employment Committee update.

8 Community Safety Implications

- 8.1 There are no community safety implications relating to this report.