

# Human Resources Committee (Extraordinary) Agenda



**Date:** Wednesday, 1 March 2023

**Time:** 5.00 pm

**Venue:** City Hall, College Green, Bristol, BS1 9NE

## **Distribution:**

**Councillors:** Lesley Alexander, Kerry Bailes, Sarah Classick, Amirah Cole, Richard Eddy, Lorraine Francis, Farah Hussain, Mohamed Makawi and Tim Wye

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**Date:** Tuesday, 21 February 2023



# Agenda

## 1. Welcome, Introductions and Safety Information

(Pages 4 - 6)

## 2. Apologies for Absence

## 3. Declarations of Interest

## 4. Public Forum

*NB. up to 30 minutes is allowed for this item*

Please note that petitions, questions, and statements will be accepted only if they relate to the business for which the extraordinary meeting has been arranged.

Any member of the public or councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Please note that the following deadlines will apply in relation to this meeting:

**Questions** - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by 5 pm on 23 February 2023.

**Petitions and Statements** - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by 12.00 noon on 28 February 2023.

## 5. Trade Union Forum

A total of **15 minutes** is permitted for Trade Union Forum.

Please note that petitions, questions, and statements will be accepted only if they relate to the business for which the extraordinary meeting has been arranged.

Each Trade Union will be allowed up to 5 minutes to speak to their submitted statements or raise a supplementary question arising from a submitted question. If only one trade



union is in attendance a 5-minute time slot will be allowed.

All statements and questions must be in writing and meet the deadlines as set out below

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Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by 5 pm on 23 February 2023.

Written statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by 12.00 noon on 28 February 2023.

## **6. The Council's Pay Policy Statement for the period 1 April 2023 to 31 March 2024**

This item was considered at the HR Committee of 16 February 2023 but was deferred to allow for further consideration of points raised at that meeting.

**(Pages 7 - 14)**



# Public Information Sheet

## Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at [www.bristol.gov.uk](http://www.bristol.gov.uk).

## Public meetings

Public meetings including Cabinet, Full Council, regulatory meetings (where planning and licensing decisions are made) and scrutiny will now be held at City Hall.

Members of the press and public who plan to attend City Hall are advised that you may be asked to watch the meeting on a screen in another room should the numbers attending exceed the maximum occupancy of the meeting venue.

## COVID-19 Prevention Measures at City Hall (from March 2022)

When attending a meeting at City Hall, the following COVID-19 prevention guidance is advised:

- promotion of good hand hygiene: washing and disinfecting hands frequently
- while face coverings are no longer mandatory, we will continue to recommend their use in venues and workplaces with limited ventilation or large groups of people.
- although legal restrictions have been removed, we should continue to be mindful of others as we navigate this next phase of the pandemic.

## COVID-19 Safety Measures for Attendance at Council Meetings (from March 2022)

Government advice remains that anyone testing positive for COVID-19 should self-isolate for 10 days (unless they receive two negative lateral flow tests on consecutive days from day five).

We therefore request that no one attends a Council Meeting if they:

- are suffering from symptoms of COVID-19 or
- have tested positive for COVID-19

## Other formats and languages and assistance for those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.

Committee rooms are fitted with induction loops to assist people with hearing impairment. If you require any assistance with this please speak to the Democratic Services Officer.



## Public Forum

Members of the public may make a written statement ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee Members and will be published on the Council's website before the meeting. Please send it to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk).

The following requirements apply:

- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **5pm three clear working days before the meeting**.

Any statement submitted should be no longer than one side of A4 paper. If the statement is longer than this, then for reasons of cost, it may be that only the first sheet will be copied and made available at the meeting. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.

By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated to the Committee and published within the minutes. Your statement or question will also be made available to the public via publication on the Council's website and may be provided upon request in response to Freedom of Information Act requests in the future.

We will try to remove personal and identifiable information. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

### During the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- The Chair will call each submission in turn. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions. **This may be as short as one minute.**
- If there are a large number of submissions on one matter a representative may be requested to speak on the groups behalf.
- If you do not attend or speak at the meeting at which your public forum submission is being taken your statement will be noted by Members.
- Under our security arrangements, please note that members of the public (and bags) may be searched. This may apply in the interests of helping to ensure a safe meeting environment for all attending.



- As part of the drive to reduce single-use plastics in council-owned buildings, please bring your own water bottle in order to fill up from the water dispenser.

For further information about procedure rules please refer to our Constitution <https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

### Webcasting/ Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all Full Council and Cabinet meetings and some other committee meetings are now filmed for live or subsequent broadcast via the council's [webcasting pages](#). The whole of the meeting is filmed (except where there are confidential or exempt items). If you ask a question or make a representation, then you are likely to be filmed and will be deemed to have given your consent to this. If you do not wish to be filmed you need to make yourself known to the webcasting staff. However, the Openness of Local Government Bodies Regulations 2014 now means that persons attending meetings may take photographs, film and audio record the proceedings and report on the meeting (Oral commentary is not permitted during the meeting as it would be disruptive). Members of the public should therefore be aware that they may be filmed by others attending and that is not within the council's control.

The privacy notice for Democratic Services can be viewed at [www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services](http://www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services)



# HR Committee

1 March 2023



**Report of:** Director: Workforce & Change

**Title:** The Council's Pay Policy Statement for the period 1 April 2023 to 31 March 2024

**Ward:** City Wide

**Officer Presenting Report:** James Brereton (Head of Human Resources)

**Contact Telephone Number:** 0117 92 22000

## Recommendation

That the Committee recommends to Full Council the Pay Policy Statement 2023/24 to take effect from 1 April 2023.

## Summary

The purpose of the report is to consider the Pay Policy Statement for 2023/24.

## The significant issues in the report are:

- The Localism Act 2011 requires local authorities to agree and publish a pay policy statement annually before the start of the financial year to which the statement relates.



## Policy

1. The Localism Act 2011 requires local authorities (the Full Council) to agree and publish a pay policy statement annually before the start of the financial year to which the statement relates. It is recommended to Full Council by the HR Committee.

## Consultation

2. **Internal**  
Director of Finance, Chief Executive and the Mayor/Deputy Mayor.
3. **External**  
None required.

## Context

4. The Pay Policy Statement explains the Council pay policies for its highest and lowest-paid employees. It is written and published in accordance with the Localism Act 2011 and guidance issued by the Secretary of State.
5. The draft Pay Policy Statement has been updated to remove reference to mid points which are no longer used; to clarify that the Chief Executive is the decision maker in relations to any requests to increase pay of Chief Officers by up to 10% above the minimum of the relevant range; and to tidy up the explanation in section 11 ("off payroll").
6. From 1 April 2023 pay of our lowest paid workers will be increased to £10.90 per hour (£1 increase), which equates to a minimum salary of £21,029 (based on a full-time week of 37 hours).
7. Full Council at its meeting of 17 March 2022 approved the following addition to its Pay Policy Statement for 2022/23: *"The Council's policy is that the pay of the highest paid employee should be no more than 10 times that of the lowest full time equivalent paid employee."* This clause was to be reviewed annually and the Committee is asked to consider this for its Pay Policy Statement for 2023/24.
8. Our development priority is to continue to review our pay offer to adapt to legislation changes to ensure we have a competitive offer and retain the best talent, there are no other specific development priorities at this time.

## Proposal

9. That the Committee recommends to Full Council the Pay Policy Statement 2023/24 to take effect from 1 April 2023.

## Other Options Considered

10. None.

## Risk Assessment



11. None.

### **Public Sector Equality Duties**

- 12a) Before making a decision, section 149 Equality Act 2010 requires that each decision-maker considers the need to promote equality for persons with the following “protected characteristics”: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision-maker must, therefore, have due regard to the need to:
- i) Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010.
  - ii) Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to --
    - remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
    - take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);
    - encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
  - iii) Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to –
    - tackle prejudice; and
    - promote understanding.
- 12b) An Equality Impact Assessment has not been completed as no major change to policy is proposed by this report.

### **Legal and Resource Implications**

#### **Legal**

The Pay Policy Statement 2023/24 fulfils the legal requirement placed on the Council by s.38(1) of the Localism Act 2011 to produce an annual pay policy statement.

Husinara Jones, Solicitor/Team Leader, 19 January 2023

#### **Financial**

##### **(a) Revenue**

“The Pay Policy Statement is cognisant of the organisational context and the constraints of the 2023/24 budget. It sets out the direction of travel in relation to pay for Bristol’s officers for the year ahead and has no financial implications for the revenue and capital budgets.”

Denise Murray (Director Finance), 25 January 2023

**(b) Capital**

Not applicable

**Land**

Not applicable.

**Personnel**

“The HR implications of the recommendation are set out in the body of the report above.”

James Brereton (Head of Human Resources), 18 January 2023

**Appendices:**

A – Draft Pay Policy Statement 2023-24

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:** None.

## Appendix A

### Bristol City Council

#### Pay Policy Statement for the period 1 April 2023 to 31 March 2024

##### 1. Introduction

- a. It is essential that the Council attracts and keeps people with the right talents and commitment to lead and deliver great services to Bristol's citizens. At the same time the Council has to ensure best value for the taxpayer.
- b. This Statement explains the Council pay policies for its highest and lowest-paid employees. For the avoidance of doubt "employees" means those individuals who have a contract of employment with Bristol City Council. It therefore excludes agency workers and officeholders, etc.
- c. It is written and published in line with the Localism Act 2011 (the Act) and guidance issued by the Secretary of State (the Guidance). It is also in line with Guidance issued under Section 26 of the Local Government Act 1999. The Guidance is clear that decisions on pay policies should be made by councillors. The Council is committed to making sure that all councillors have a say on how pay decisions are made, especially about its highest-paid employees. To achieve this, the Statement is reviewed every year. The Mayor is consulted, and any proposals made are taken into account. The draft statement is considered by the Human Resources Committee and approved by full Council. Both meetings are open to the public.
- d. In line with the law (the Local Authorities (Elected Mayor and Mayor's Assistant) (England) Regulations 2002), the pay of the Mayor's Assistant is determined by the Mayor, within the financial resources available to the Council. The Mayor's Assistant is currently paid at Director (Level 1).
- e. As recommended by the Guidance, this Statement sets out clearly and separately its policies on each of the requirements listed in the relevant sections of the Act. The Guidance says that this is to help enable taxpayers to decide whether they are getting value for money in the way that public money is spent on local authority pay and reward.
- f. The Council is committed to equal pay for all its employees and to removing any bias in its pay systems related to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. Equal pay applies to all contractual terms and conditions as well as pay.
- g. The Council became an accredited Living Wage Employer with effect from 5 November 2018. The Council has paid its own employees no less than the Real Living Wage since 1 October 2014.
- h. Apprentices aged 18 years and over are paid the Real Living Wage (as set by the Living Wage Foundation); those under 18 are paid 80% of the Real Living Wage.

## 2. Development priorities for 2023/24

The Council continuously reviews its pay offer to adapt to legislation changes and ensure we have a competitive offer to attract and retain the best talent. As a key priority in our Workforce Strategy, we will support our managers to develop and implement their workforce and succession plans, forecasting the type and number of roles, skills and pay needed for the future. We will also continue to remove any unfair barriers which staff may face and work to address the under-representation of staff groups, including senior roles.

## 3. Pay of the Council's highest-paid employees

- a. The Council's highest-paid employees are the Chief Executive, Executive Directors and Directors. These roles are graded using the Hay methodology and the salaries are informed by market data and annual pay awards. For the period covered by this Statement the salary range for the Chief Executive will be £175,998 to £187,163.
- b. Executive Director roles will range from £142,718 to £174,006.
- c. The salary for Director (Level 2) roles will range from £99,959 to £127,075. The salary for Director (Level 1) roles will range from £90,573 to £111,431.

## 4. Pay of the Council's lowest-paid employees

- a. The Council's lowest-paid employees are those who are paid the Real Living Wage. The Council has adopted this definition because it has decided that none of its employees should be paid less than the Real Living Wage. The Real Living Wage is £10.90 per hour with effect from 1 April 2023, which equates to a minimum salary of £21,029 (based on a full-time week of 37 hours).
- b. From 1 April 2020 apprentice pay levels increased to the Real Living Wage rate for apprentices 18 years old and over and 80% of the Real Living Wage for apprentices under 18 years old. An additional allowance of £25 per week is paid to apprentices who have left local authority care, and this is paid throughout their apprenticeship for as long as they live in independent accommodation.
- c. Interns, student placements and trainees who are 18 years old and over will be paid no less than the Real Living Wage.

## 5. Relationship between the pay of the Council's highest and lowest-paid employees

- a. Will Hutton's 2011 Review of Fair Pay in the Public Sector recommended that all public service organisations publish their top to median pay ratio to allow the public to hold them to account. The Government's terms of reference for the Hutton review suggested that no public sector manager should earn more than 20 times the lowest paid person in the organisation. *"The Council's policy is that the pay of the highest paid employee should be no more than 10 times that of the lowest full time equivalent paid employee."*

- b. The change in these ratios at the Council over recent years is shown in the following table:

<b>Date</b>	<b>Top to median pay ratio</b>	<b>Top to lowest salary ratio</b>
31 March 2014	6.68:1	12.87:1
31 March 2015	6.29:1	11.85:1
31 December 2015	6.75:1	11.33:1
31 December 2016	6.23:1	10.05:1
31 December 2017	5.24:1	8.34:1
31 December 2018	6.03:1	9.77:1
31 December 2019	5.89:1	9.50:1
31 December 2020	5.73:1	9.45:1
31 December 2021	5.63:1	9.36:1
31 December 2022	5.46:1	8.93:1

## **6. Pay of Chief Executive, Executive Directors and Directors when they start**

- a. Pay on commencement of employment will be within 10% of the minimum of the range unless otherwise agreed by the Selection Committee.
- b. The Guidance says that full Council or a meeting of Members should have the opportunity to vote before salary packages totaling £100,000 or more are offered for new appointments. Through its Constitution full Council delegates this to the Selection Committee.

## **7. Increases and additions to pay for Chief Executive, Executive Directors and Directors**

- a. The Council will apply national pay awards agreed by the Joint Negotiating Committee for Chief Executives of Local Authorities and the Joint Negotiating Committee for Chief Officers of Local Authorities.
- b. Any other changes to the pay of the Chief Executive will be determined by the Human Resources Committee. Requests for increases in pay for Executive Directors and Directors that are within 10% of the minimum of the relevant range can be approved by the Chief Executive. Requests for any other changes to the pay of Executive Directors or Directors will be determined by the Human Resources Committee.

## **8. Performance-related pay for Chief Executive, Executive Directors and Directors**

There is no performance-related pay for Chief Executive, Executive Directors and Directors.

## **9. Bonuses for Chief Executive, Executive Directors and Directors**

There are no bonuses for Chief Executive, Executive Directors and Directors.

## **10. Pay of Chief Executive, Executive Directors and Directors when they leave**

- a. When a Chief Executive, Executive Director or Director leaves they will be paid in line with what they are entitled to under their contract of employment (their notice period is three months) and the Council's policies.
- b. The dismissal and/or compensation for loss of office of Chief Executive, Executive Directors and Directors is determined by the Human Resources Committee (except for the Head of Paid Service, Chief Finance Officer and Monitoring Officer, where any dismissal is a matter for Full Council).

## **11. Paying Chief Executive, Executive Directors and Directors "off-payroll"**

- a. Where individuals appointed to cover the roles of Chief Executive or Executive Directors or Directors are not employees of the Council, they will be engaged in line with the Council's financial and procurement regulations and the relevant tax legislation (e.g. IR35). Normally this will be via the Council's managed service provider (currently Guidant).
- b. The Council is fully compliant with the rules governing the prevention of tax evasion. In addition to this, the Council is committed to taking no part in the aiding of any form of tax avoidance. Council employees must take care not to engage in contractual arrangements which could be perceived as being primarily designed to reduce the rate of tax paid by any person or company.

## **12. Returning Officer fees**

The Council's Returning Officer for elections and referenda is appointed by full Council. Fees are paid for these duties. They vary depending on the type of poll and are published prior to each election. Fees for most polls (including national elections and referenda) are set and paid by the Government (rather than the Council).

## **13. More information about the pay of Chief Executive, Executive Directors and Directors**

The Council is committed to being open about its policies on pay. Approved pay policy statements are published on the Council's website at [www.bristol.gov.uk/council-spending-performance/senior-officers-pay](http://www.bristol.gov.uk/council-spending-performance/senior-officers-pay). Other information that the Council has to publish under the Local Government Transparency Code 2015 is available via that webpage.

## **14. Pay Gap Reporting**

We publish our gender, ethnicity, disability and LGB pay gap every 12 months on the Council's website here: [Pay Gap Report](#)