

Leicester
City Council

Democratic and Civic
Support
City Hall
115 Charles Street
Leicester
LE1 1FZ

9 February 2021

Sir or Madam

I hereby summon you to a SPECIAL meeting of the LEICESTER CITY COUNCIL to be held at the Town Hall, on WEDNESDAY, 17 FEBRUARY 2021 at 6.00 PM OR ON THE RISING OF THE BUDGET COUNCIL MEETING, whichever is the later, for the business hereunder mentioned.

Monitoring Officer

AGENDA

LIVE STREAM OF THE MEETING

A live stream of the meeting can be followed on this link:
https://www.youtube.com/channel/UCddTWo00_gs0cp-301XDbXA

1. LORD MAYOR'S ANNOUNCEMENTS

2. DECLARATIONS OF INTEREST

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 19 March 2020 are available to view at:

<http://www.cabinet.leicester.gov.uk:8071/ieListDocuments.aspx?CId=81&MId=9388&Ver=4>

Copies are also available from Democratic Support on (0116) 454 6350 or

committees@leicester.gov.uk

4. PETITIONS

- Presented by Members of the Public
- Presented by Councillors
- Petitions to be debated

5. STATEMENTS BY THE CITY MAYOR/EXECUTIVE

6. QUESTIONS

- From Members of the Public
- From Councillors

7. MATTERS RESERVED TO COUNCIL

a) **ANNUAL PAY STATEMENT INCLUDING GENDER PAY GAP** **Appendix 7 (a)**

b) **APPOINTMENT OF CHIEF OPERATING OFFICER** **Appendix 7 (b)**

8. EXECUTIVE AND COMMITTEES

- To note any changes to the Executive
- To vary the composition and fill any vacancies of any Committee of the Council.

9. NOTICES OF MOTION

(i) ADOPTION OF UNITED NATION'S SUSTAINABLE GOALS

Proposed by Deputy City Mayor Councillor Clarke and seconded by Deputy City Mayor Councillor Russell

This Council is asked to resolve:

Leicester City Council values the importance of the United Nation's 17 Sustainable Development Goals (SDGs) that address the global challenges we face including poverty, inequality, climate, environmental degradation and prosperity.

The Council recognises that we have a decade of action if we are to deliver the Goals by 2030.

The Council believes that all levels of government work together and that local government is a key component to successful domestic implementation of the SDGs.

Council notes that in 2019 the cross-party Local Government Association unanimously adopted a motion recognising the vital role that councils could play in planning, implementation and monitoring the UK's progress on meeting the ambitions of the Agenda 2030.

Leicester City Council will lobby central government for them to recognise the vital role local government must play in terms of the planning, implementation and monitoring in local areas, and fully resource councils to do that work, to deliver the UK's progress on meeting the ambitions of the 2030 Agenda.

Recognising that we will only be able to achieve the Goals by working with local partners, The Council recommits to engaging our areas through local partnerships and with our citizens to share research and engagement with our networks, partners and citizens, particularly given our sector's continuing funding pressures.

That this Council believes it is right to formalise our commitment to the Goals and therefore adopts the Sustainable Development Goals (SDG), agreeing to pursue the Goals in the work undertaken by the Council. That this council resolves to begin work by mapping which targets are relevant using the LGA and UKSSD Sustainable Development Guide.

*More on the SDGs can be found here:

<https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

10. ANY OTHER URGENT BUSINESS

Information for members of the public

PLEASE NOTE that any member of the press and public may view or listen in to proceedings at this 'virtual' meeting via a weblink which is included in this agenda. It is important, however, that Councillors can discuss and take decisions without disruption. The only participants in this virtual meeting therefore will be Council members, the officers advising the Council and any members of the public who have registered to participate in accordance with the Council's rules relating to petitions and to questions, representations, or statements of case.

Attending meetings and access to information

You have the right to attend, view, or listen to (as appropriate) formal meetings such as full Council, committee meetings & Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

Dates of meetings and copies of public agendas and minutes are available on the Council's website at www.cabinet.leicester.gov.uk, or by contacting us using the details below.

Making meetings accessible to all

Braille/audio tape/translation - If you require this please contact the Democratic Support Officer (production times will depend upon equipment/facility availability).

Further information

If you have any queries about any of the above or the business to be discussed, please contact:

Matthew Reeves, Democratic and Civic Support Manager on 0116 4546352.

Alternatively, email matthew.reeves@leicester.gov.uk.

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**

Executive Report

Pay Policy Statement 2021/2022
Gender Pay Gap Report 2020

Decision to be taken by: Full Council on 17 February 2021
Lead director: Miranda Cannon



City Mayor
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Useful information

- Ward(s) affected: None
- Report author: Miranda Cannon, Director of Delivery, Communications and Political Governance
- Author contact details: 37 0102
- Report version number: 1

1. Summary:

Section 38 of the Localism Act 2011 places a requirement on all local authorities to prepare and publish a Pay Policy Statement for each financial year in order to achieve public accountability, transparency, and fairness in the setting of local pay. The Statement must be approved by Full Council and published by 1 April each year.

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 require public sector employers, as part of their public sector equality duty, to publish specific details of their gender pay as at 31 March each year.

This report seeks approval of the Council's Pay Policy Statement for 2021/22 and asks Council to note the Gender Pay Gap Report for 2020.

2. Recommendations:

- a) That Council approves the Pay Policy Statement for 2021/22 (Appendix A)
- b) That Council notes the Gender Pay Gap Report for 2020 (Appendix C)

3. Supporting information including options considered:

Pay Policy Statement

The Pay Policy Statement is required to focus on the pay of senior staff and to set this in the context of the pay of the wider workforce. The Statement must cover the Council's approach to a number of elements of pay for senior staff including salary scales, any performance related pay, bonuses or additional elements of pay, termination payments and approach to pensions. Similar information must be included in relation to the wider workforce and the remuneration of the lowest paid employees must be specified.

After approval by Full Council, the Pay Policy Statement must be published on the Council's website by 1 April for public scrutiny. The intention is to ensure that Members consider how they pay their senior staff and can justify their policy on senior pay in the light of potential public scrutiny.

The Statement includes the ratio between the top earner's salary and the median salary which is 5.3:1, a marginal decrease on last year when it was 5.4:1. This remains significantly lower than our neighbouring councils – Nottingham City Council, Derby City Council and Coventry City Council – who all had ratios of more than 6.1:1.

As of 1 April 2020, following an increase in the UK Living Wage (UKLW), the council has paid a 'living wage supplement' to those whose hourly rate falls below £9.30. In November 2020, the 'UK Living Wage' rate was increased to £9.50. The Council will implement this increase from 1 April 2021 with a revised 'living wage supplement' paid to those whose hourly rate falls below this.

Gender Pay Gap Report 2020

This is the Council's fourth Gender Pay Gap Report. It is important to note that gender pay gap reporting is not about men and women being paid differently for the same job but about the differences between the overall average pay of men and women within an organisation. The key figures to be published are the median and mean gender pay gaps, i.e. the percentage difference between the median and mean hourly rates for men and women. The table below compares these figures over the last two years as at 31 March.

Year	Mean pay gap %	Women mean hourly rate	Men mean hourly rate	Median pay gap %	Women median hourly rate	Men median hourly rate
2019	0.1%	14.55	14.57	0	13.76	13.76
2020	0.9%	14.68	14.80	0	14.03	14.03

The council's median gender pay gap remains at 0% for the third year - i.e. the median hourly rate is the same for both men and women which can be regarded as the ideal situation.

At 31 March 2020 the council's mean gender pay gap was 0.9%, with the mean hourly rate being slightly higher for men (£14.80) than women (£14.68). This is the second year where, using this average, men's pay has been slightly higher than women's pay. Possible reasons for this are being explored and may be due to a slight increase in the percentage of women working in the lowest paid jobs (61% in 2020 compared to 57.9% in 2019). The council will continue to monitor the mean gender pay gap and consider any additional actions which may be required to move this closer to 0%.

The council's figures continue to compare very positively, however, against median and mean gender pay gaps for the public sector as a whole (11.2% and 11.4% respectively) – i.e. average pay for men being significantly higher than for women.

At 31 March 2019 the Council was one of only three out of 29 local authorities in the same employee headcount band (5000–19,999) with a zero median pay gap. The Council's mean pay gap was also the closest to zero for a second year i.e. we had the smallest difference in average pay between men and women. It should be noted however, that in March 2020, the Government Equalities Office (GEO) and the Equality and Human Rights Commission (EHRC) suspended the requirement for organisations to publish their 2019 Gender Pay Gap data due to the coronavirus pandemic. As such, the comparative data available for 2019 was slightly less than in previous years.

It is not yet possible to compare our 2020 figures with other local authorities as this data does not need to be published until 30 March 2021.

4. Details of Scrutiny

The Pay Policy Statement is essentially a statement of existing policy. Pay Policy Statements from previous years remain available for public scrutiny on the Council's website.

The Gender Pay Gap Report is a statement of fact. Reports must remain on the Council's website for a minimum of three years for public scrutiny. Data must also be uploaded to a Government portal, where the public can access the data.

5. Financial, Legal and Other Implications

5.1 Financial Implications

The Pay Policy Statement sets out the framework for the Council's employees' pay with a particular focus on senior staff (Head of Paid Service and Directors) in the context of the wider workforce. The Council's budget for 2021/22 includes an estimate of pay costs which will be incurred.

There are no financial implications associated with the gender gap report.

Colin Sharpe
Deputy Director of Finance

Ext: 374081

5.2 Legal Implications

The Localism Act 2011 requires local authorities to prepare a Pay Policy Statement each year. This document must set out the Council's approach to the remuneration of chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration of chief officers and employees who are not chief officers. In preparing a Pay Policy Statement, local authorities must have regard to any guidance issued or approved by the Secretary of State. Guidance was issued by the Department for Communities and Local Government initially in November 2011 and supplementary guidance was issued in February 2013. Each year's Pay Policy Statement must be approved by Full Council before it comes into force.

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 place a duty on public authorities with more than 250 employees to publish their gender pay gap statistics by no later than 31 March every year.

The statistics that must be published are the mean and median differences in the hourly full pay between male and female employees; the mean and median differences in bonus pay between male and female employees; the proportion of male and female employees who have received bonus pay and finally the proportion

of male and female employees in the lower quartile, lower middle quartile, upper middle quartile and upper quartile of the pay scales.

Paul Holmes
Head of Law, City Barrister & Head of Standards

Ext 371428

5.3 Climate Change and Carbon Reduction Implications

No climate change implications.

5.4 Equality Impact Assessment

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations place a duty on public authorities with more than 250 employees to publish their gender pay gap statistics by no later than 31 March every year.

The statistics that must be published are the mean and median differences in the hourly full pay and the mean and median differences in bonuses between male and female employees. The proportion of male and female employees who have received bonus pay and the proportion of male and female employees in the lower quartile, lower middle quartile, upper middle quartile, and upper quartile of the pay scales must also be published.

The pay policy statement must explain what an authority's policies are on a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees. Although there are no equalities implications arising for people with protected characteristics directly related to the pay policy statement itself, the purpose of the pay policy statement is to increase accountability, transparency, and fairness in the setting of local pay.

Surinder Singh
Equalities Officer

Ext 37 4148

5.5 Other Implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply.)

No other implications.

6. Background information and other papers:

'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act'

'Localism Act: Pay Policy Statements – Guidance for Local Authority Chief Executives'

'Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act – Supplementary Guidance'

7. Summary of appendices:

Appendix A: Proposed Pay Policy Statement 2020/21 and supporting documents (1–4)

Appendix B: Gender Pay Gap Report 2019

Appendix C: Gender Pay Gap Report 2020

8. Is this a confidential report? (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)

No.

9. Is this a “key decision”?

No.

APPENDIX A

Leicester City Council

Pay Policy Statement 2021/22

1 Introduction and Purpose

- 1.1 Section 38(1) of the Localism Act 2011 requires all local authorities in England and Wales to produce and publish a Pay Policy Statement for each financial year. The principle behind this requirement is to ensure transparency and accountability in local approaches to public sector pay, particularly in respect of senior staff, by enabling public scrutiny.
- 1.2 As specified in the Act this requirement does not extend to schools and, therefore, the Statement does not include school-based employees. Leicester City Council's Pay Policy Statement is set out in accordance with the mandatory requirements of the Localism Act and also takes account of The Local Government Transparency Code 2015. It sets out information on the council's pay and conditions of service for its chief officers and the wider workforce.
- 1.3 The Pay Policy Statement is designed to enable communities to access the information they need to determine whether remuneration, particularly senior remuneration, is appropriate and commensurate with responsibility. It also helps ensure that policies on pay and reward for the most senior staff are set clearly within the context of the pay of the wider workforce.
- 1.4 The Act recognises that each local authority has the right to determine its own policy towards pay in order to address local priorities, the local marketplace and its own economic circumstances. There is a requirement for the Pay Policy Statement to be approved by Full Council. Councils are encouraged to set up Remuneration Committees to oversee pay policy; councillors are also encouraged to have a significant role in determining pay. At Leicester City Council, decisions on terms and conditions are made by Employees Committee or the Executive.

2 Context

- 2.1 Leicester City Council is a unitary authority serving the largest city in the East Midlands region with a population of 354,200¹ in 2019. It is one of the largest employers in the city with a current workforce headcount of 5,840 and a full-time equivalent workforce of 5,003 excluding schools.
- 2.2 The Council operates under a Mayoral model of governance and provides a comprehensive set of local authority services to the population of the city encompassing; education, social services, environmental services, highways, economic regeneration, planning, libraries, museums, revenues and benefits, housing, parks and open spaces amongst others.

¹ Source: Office of National Statistics - <http://www.nomisweb.co.uk/reports/lmp/la/1946157130/report.aspx?town=leicester>

- 2.3 Since 2010, the Council has faced the most severe period of spending cuts we have ever experienced. We know from reports from the Institute of Fiscal Studies, and our own analysis, that Government cuts have disproportionately affected deprived authorities (such as Leicester). Government grant cuts between 2010 and 2020 exceed £100m. Our financial planning difficulties have been compounded by the coronavirus pandemic, which has required us to set aside reserves which could otherwise be used for budget planning. It has also added considerable uncertainty to an already complex picture. The budget for this year is a stop gap, where we have largely brought forward plans from last year, with a view to review in depth for 2022/23. This review will reflect the changing need for our services post pandemic, the economic outlook and the inevitable need to make further cuts.
- 2.4 A key requirement of the Localism Act is to set senior pay in the context of pay of the wider workforce, and specifically its lowest paid staff. The pay of most staff covered by this Pay Policy Statement is governed primarily by a pay structure and associated terms and conditions of service which were implemented in March 2011 for all staff covered by the National Joint Council for Local Government Services (LGS). A revised version of this pay structure took effect from 1 April 2019, as the LGS national pay spine was restructured.

3 Scope and Definitions

- 3.1 This Pay Policy Statement covers all Leicester City Council employees except those employed in schools, apprentices and casual workers.
- 3.2 There are a number of employees who are on terms and conditions from their previous employer, which they have retained under the Transfer of Undertakings (Protection of Employment) Regulations. For this reason, some or all of this Pay Policy Statement may not apply to those employees.
- 3.3 Although the Leicester and Leicestershire Enterprise Partnership (LLEP) is a separate legal entity, Leicester City Council is the employing body on behalf of that entity. The Director of the LLEP is employed by the Council on the same conditions of service as its Strategic and Divisional Directors, and the LLEP Director and its staff are covered by this Pay Policy Statement.
- 3.4 The Statement includes policies on:
- a) The level and elements of remuneration for Chief Officers
 - b) The remuneration of lowest paid employees
 - c) The relationship between the remuneration of Chief Officers and other officers.
- 3.5 Remuneration in the context of the Localism Act is defined widely to include; salary, bonuses, performance related pay, allowances, fees, benefits in kind and contractual arrangements relating to any possible future severance payments.

- 3.6 The definition of Chief Officer includes Head of Paid Service², Strategic Directors, and Divisional Directors.
- 3.7 In line with the Local Government Transparency Code 2015, the Council publishes information showing the top three tiers of its structure, on its website: <https://www.leicester.gov.uk/your-council/how-we-work/performance-and-spending/senior-salaries-and-job-descriptions>

4. Senior Pay

- 4.1 Under the mayoral model, the Council retains a statutory role of Head of Paid Service, who is also the Chief Operating Officer. The overall purpose of this post is to support the City Mayor, and work with the Corporate Management Team, Council and Executive to deliver the Council's vision, strategic aims and objectives. The salary range for this post is £143,661 - £148,300 pa. There are no additional performance, bonus or ex gratia payments applicable to this role.
- 4.2 Appendix one details each Chief Officer's substantive salary range and current salary. The pay scale for Chief Officers increased by 2.75% on 1st April 2020.

On 25 November 2020, the Government published [Spending Review 2020](#) within which the Chancellor announced that, in response to the economic impact of the COVID-19 pandemic, public sector pay will be "paused" for 2021/2022. National negotiations regarding the 2021/2022 pay award are expected to commence in early 2021.

- 4.3 The conditions of service for Chief Officers are in accordance with the Joint Negotiating Committee for Chief Officers agreement and the local terms and conditions which apply to other staff. Directors do not receive additional performance, bonus or ex gratia payments.
- 4.4 Officers at this level are expected to work those hours necessary to fulfil their duties without additional pay. They receive no additional payments for overtime, standby etc.
- 4.5 Chief Officers who are eligible for a council owned mobile device but in common with other staff, those who choose instead to use their personal device for business purposes, e.g. for voice calls, SMS and data, receive a 'Bring Your Own Device Scheme' allowance. The allowance at the time of writing was £15 per month and has been paid to 3 Officers since 1 April 2020. The allowance is treated as normal income for tax purposes. The scheme is open to all council employees who are eligible for a council owned mobile device.

Placing on Grades and Incremental Progression

- 4.6 Appointments to both Strategic and Divisional Director grades are normally made on the minimum point of the salary range, unless an appointee is already on a higher salary in which case placing on the grade will reflect this. The only other

² The Council does not have a post of Chief Executive but is still legally required to have a Head of Paid Service.

factor normally considered where necessary, is market forces. Market supplements above the grade of the post are not however, normally awarded at this level. Decisions on placement within the grade are normally taken by the most senior manager involved in the selection process who may, if required, consult the relevant member of the Executive.

- 4.7 Progression through the grade is by one increment on 1 April each year, subject to satisfactory performance, until the maximum of the grade is reached.

Fees

- 4.8 The only Chief Officer who receives fees is the Returning Officer who receives payment in accordance with the relevant legislation set by Government for each election. The Returning Officer is the Director of Delivery, Communications and Political Governance.

Termination Payments

- 4.9 The Restriction of Public Sector Exit Payments Regulations came into force on 4 November 2020 and these regulations cap the total exit payments payable to individual public sector employees at £95,000. This applies to all payments described within the regulations made to employees upon termination of employment including redundancy payments and pension strain costs. The Ministry for Housing and Communities and Local Government has consulted on amendments to the impacted pension scheme, and at the time of writing we are awaiting the outcome.
- 4.10 Redundancy payments are based on the number of weeks' pay staff are entitled to in accordance with statute, with reference to their age and length of service, using an actual week's pay. The Council does not pay enhanced redundancy payments for any staff under the discretionary payments regulations.
- 4.11 In terms of early retirement, the Council's normal position is not to top up pension benefits, but it will consider requests to do so on a case by case basis. This approach applies to all employees and there are no special arrangements for senior staff. The Council reserves the right however, to enter into settlement agreements for staff in exceptional circumstances.
- 4.12 Where the cost of redundancy pay, plus the capital cost associated with the early release of pension is £60k or more, early retirement is subject to approval by the Head of Paid Service in consultation with the City Mayor.
- 4.13 The Council has provisions for flexible retirement and for early retirement on compassionate grounds where the employee needs to provide care for a family member for two years or more. The Council does not award additional membership under regulation 31.
- 4.14 The Council has in place a policy on re-engagement after redundancy or early retirement. This sets out the circumstances in which an employee who has left the council on the grounds of redundancy and/or early retirement may, or may not, be re-engaged by the council.

Comparison of Senior Pay with Similar Authorities

- 4.15 Geographically, the nearest unitary councils are Derby, Nottingham and Coventry City Councils. A comparison of Leicester's Chief Officer salary ranges against the salary ranges for similar posts in these authorities is shown in the table below.

It should be noted that actual posts and structures vary between authorities and none of these other City Councils is a Mayoral authority. One key difference is that Leicester does not have a Chief Executive and the Head of Paid Service is undertaken by the Chief Operating Officer (who, in effect, also acts as the Strategic Director for Corporate Resources and Support). The most senior role in the other three Councils (as their Head of Paid Service) is the Chief Executive.

Authority	Most senior role - Head of Paid Service	Top tier - Strategic Directors	Second tier - Divisional Directors
Leicester	£143,661 - £148,300	£129,751 - £139,023	£85,343 - £98,467
Coventry	£190,838 - £196,289	£110,977 - £135,544	£83,998 - £109,049
Derby	£174,480	£117,866 - £129,650	£75,291 - £88,966
Nottingham	£169,537 - £190,087	£130,860 - £153,669	£103,445 - £114,448

- 4.16 The comparison table shows Leicester's Head of Paid Service is paid considerably less than the three nearest unitary authorities. This reflects the fact that we do not have a Chief Executive and instead, have combined the Head of Paid Service with our Chief Operating Officer role.

The maximum salary for Leicester's Strategic Directors is broadly comparable to the maximum salary for post holders at Coventry City Council. Derby pay slightly less with the maximum salary for these post holders being comparable to the minimum salary paid to Strategic Directors at Leicester, and Nottingham have a pay scale which at the top pays significantly higher.

Leicester's Divisional Director salaries are comparable with Coventry. Derby pay less and Nottingham pay significantly more.

Value for Money

- 4.17 One of the key issues underlying the requirement to produce a Pay Policy Statement is consideration of whether senior pay levels represent value for money.
- 4.18 Both Strategic and Divisional Directors have significant responsibilities for the delivery of the services under their control using the workforces and budgets they are responsible for. They advise the City Mayor and elected members on Council decisions and on the future direction of the authority, guide major projects, plan and deliver a wide range of council services, are responsible for the effective performance of their service areas, lead on complex changes, make tough day

to day decisions on 'doing more with less' and commission services from others. All these activities are delivered against a challenging economic environment of cutbacks, which is likely to be exacerbated by the coronavirus pandemic.

- 4.19 Most Directors are responsible for large numbers of staff or manage highly complex technical areas with smaller staff complements. The numbers of staff managed are included in Appendix 1. Some senior roles hold statutory responsibilities, such as the Head of Paid Service, Section 151 Officer role (in charge of the Council's finances), Electoral Registration Officer, Local Returning Officer and the Monitoring Officer role, or responsibilities for safeguarding vulnerable adults or children.
- 4.20 The Chief Operating Officer and the two Strategic Directors, with the City Mayor and the Executive, are responsible for setting out a strategic vision for the way forward for the service areas under their control and providing clear leadership to the organisation. They also provide effective management for their departments. Some senior roles focus around partnership working and relationship management with external partners to integrate strategy, maximise effective use of resources or to facilitate/deliver a shared agenda.
- 4.21 Strategic Directors are responsible for overseeing large departments and Divisional Directors manage the divisions within departments. The size of budgets varies according to the nature of the service. Details of divisional budgets are attached at Appendix 2.
- 4.22 The job descriptions for all these roles are available on the Council's website: <http://www.leicester.gov.uk/your-council/how-we-work/performance-and-spending/senior-salaries-and-job-descriptions/>
- 4.23 The council's leadership qualities, which set out the behaviours expected of all leaders, are at Appendix 3.

5 The Wider Workforce

- 5.1 Senior pay needs to be set in the context of the pay policy in relation to the rest of the workforce. The Council's current pay structure for all staff covered by the National Joint Council for Local Government Services and the Joint Negotiating Committee for Local Authorities Craft and Associated Employees, results from a pay and grading review which was implemented in March 2011, with effect from 1 July 2010, and revised from 1 April 2019 as a result of the national pay spine being restructured. The grading of jobs is determined through job evaluation, using a scheme which is compliant in terms of equal pay for work of equal value principles.
- 5.2 The pay structure, which covers the majority of non-school staff including most Heads of Service³, has 15 grades. The overall salary range is £17,842 - £68,827

³ There are ten senior officers paid on 'city officer' grade, which sits outside of this structure. Pay for the city officer grade is between £71,128 and £79,314 at 1 April 2020 and pay awards are determined in line with the Joint Negotiating Committee for Chief Officers Agreement.

per annum. The bottom three grades have two increments and the remainder have four increments (Appendix 4).

On 25 November 2020, the Government published [Spending Review 2020](#) within which the Chancellor announced that in response to the economic impact of the COVID-19 pandemic, public sector pay will be “paused” for 2021/2022. Whilst this will not directly apply to the pay structure which covers the majority of non-school staff, the 2021 national pay award will depend upon the funding local government receives through the financial settlement. National negotiations regarding the 2021/2022 pay award are expected to commence in early 2021.

- 5.3 Employees are normally appointed to the minimum point of the grade and progress through the grade by one increment on 1 April each year, subject to satisfactory performance, until the maximum of the grade is reached. Sometimes, for market reasons, employees are appointed above the minimum point. Accelerated increments may also be awarded for exceptional performance.
- 5.4 The Council has made a positive commitment to support lower paid staff and their families. As such, the Council adopted the ‘UK Living Wage’, to provide a better standard of living for lower paid employees. The Council therefore pays a supplement to employees whose hourly rate falls below the ‘UK Living Wage’. At the time of writing, the Council paid this supplement to 10 employees on point 1 of the LGS pay scale.
- 5.5 In November 2020, the ‘UK Living Wage’ rate was increased to £9.50. The Council intends to implement this increase from 1 April 2021 however, at the time of writing, it is unclear which employees will be eligible for the supplement, as the 2021 pay award is yet to be agreed.
- 5.6 The following local provisions for staff are in place for certain posts:
- Overtime payment at plain time or time and a third
 - Payment at time and a third for work at night, on Saturday, Sunday or Bank Holiday
 - Standby allowance of £111.46 per week.
- 5.7 Employee career development is encouraged, and the Council offers apprenticeships and training to assist staff to progress in their careers. Managers are encouraged to develop career ladders linked to achieving relevant competencies; work of the relevant level and financial provision being available. A framework is also in place for appraising employees.
- 5.8 In addition to those staff covered by the pay and conditions described above, a small proportion of the non-school workforce is covered by national pay scales for teachers, educational improvement professionals, educational psychologists, young people’s/community service managers and youth and community workers.

Market Pay

- 5.9 Sometimes job evaluation results in a salary range which is below the market rate for a particular role. Where there is significant difficulty with recruitment and retention because of this, the manager may put forward a business case to the Market Pay Panel. This panel will consider both the recruitment and retention issues and independent market pay data to determine whether it is appropriate to award a market supplement. Market supplements are based, depending on the evidence, on lower, median or upper quartile market pay data figures (or a level between these values) and are reviewed every two years.
- 5.10 The use of market pay is subject to robust governance and control procedures. The number of posts in receipt of market pay, and the associated cost, has reduced significantly since 2013.

6 Relationship of Senior Pay to the Pay of the Wider Workforce

- 6.1 The Hutton Report on fair pay recommended that local authorities should publish the ratio of top earner to the median earner in the authority (excluding school staff and apprentices). At Leicester City Council the ratio, based on the top earner's salary of £143,661 and a median full-time equivalent salary of £27,041, is 5.3:1. The ratio has decreased slightly from last year (5.4:1) when the median salary was £25,729.

The ratio is also significantly lower compared to our neighbouring unitary councils, Nottingham City Council and Coventry City Council, which had a ratio of 8:1 and 7:1 respectively in 2020/21, whilst Derby's pay ratio is 6.2:1.

7 Pension

- 7.1 All staff belonging to the Local Government Pension Scheme (LGPS) make contributions to the scheme based on their salary level as follows:

Contribution Band	Salary Range	Contribution Rate
1	Up to £14,600	5.5%
2	£14,601 to £22,800	5.8%
3	£22,801 to £37,100	6.5%
4	£37,101 to £46,900	6.8%
5	£46,901 to £65,600	8.5%
6	£65,601 to £93,000	9.9%
7	£93,001 to £109,500	10.5%
8	£109,501 to £164,200	11.4%
9	More than £164,201	12.5%

- 7.2 As at January 2021 the Council makes employer's contributions to the scheme at a rate of 25.7%.
- 7.3 The Council's approach to termination payments is set out in paragraphs 4.9 to 4.14 and is the same for staff at all levels.

- 7.4 If a former employee in receipt of a pension re-joins the council, their pension is not normally abated. The only exception is when added years were awarded when the member previously retired. In this case, if new earnings plus existing pension exceed previous salary, then abatement applies.

8 Review

- 8.1 The Pay Policy Statement will be updated annually as required by the Localism Act.

Name	Post Title	Employees (FTE)		Salary Range		Salary at 01/01/21
		Central	Schools	Minimum	Maximum	
Head of Paid Service						
Andrew Keeling	Chief Operating Officer	5003	3914	143,661	148,300	143,661
Strategic Directors						
Richard Sword	Strategic Director City Dev & Neighbourhoods	2543		129,751	139,023	129,751
Martin Samuels	Strategic Director Social Care and Education	1390		129,751	139,023	134,384
Divisional Directors						
Tracie Rees	Director for Adult Social Care & Commissioning	262		85,343	98,467	98,467
Ruth Lake	Director of Adult Social Care & Safeguarding	491		85,343	98,467	98,467
Vacant	Director of Capital Programmes	144		85,343	98,467	0
Caroline Tote	Director Social Care & Early Help	552		85,343	98,467	98,467
Kamal Adatia **	City Barrister & Head of Standards	97		85,343	98,467	79,838.11
Miranda Cannon	Director Delivery Comms & Political Governance	266		85,343	98,467	98,467
Matthew Wallace	Director Estates & Building Services	216		85,343	98,467	98,467
Alison Greenhill	Director of Finance	487		85,343	98,467	98,467
Christopher Burgin	Director of Housing	912		85,343	98,467	98,467
Mandip Rai*	Director of LLEP	27		85,343	98,467	98,467
John Leach	Director Neighbourhood & Environmental Services	605		85,343	98,467	98,467
Andrew L. Smith	Director Planning, Development & Transportation.	383		85,343	98,467	98,467
Mike Dalzell	Director Tourism, Culture & Inward Investment	256		85,343	98,467	98,467
Ivan Browne	Director of Public Health	192		85,343	98,467	98,467

*The Leicester and Leicestershire Enterprise Partnership (LLEP) is a separate legal entity, however, Leicester City Council is the employing body on behalf of that entity. The Director of the LLEP is employed by the Council on the same conditions of service as its Strategic and Divisional Directors

** 0.8 fte

DEPARTMENTAL BUDGET CEILINGS 2021/22

	(£'000s)
City Development and Neighbourhoods	
Neighbourhood & Environmental Services	31,755.5
Tourism, Culture & Inward Investment	4,382.6
Planning, Development & Transportation	13,873.8
Estates & Building Services	6,092.1
Housing Services	3,341.8
Departmental Overheads	1,021.0
DEPARTMENT TOTAL	60,466.8
Social Care and Education	
Adult Social Care & Safeguarding	135,898.7
Adult Social Care & Commissioning	(16,501.3)
Strategic Commissioning & Business Support	1,296.0
Learning Quality & Performance	14,098.3
Children, Young People and Families	65,612.3
Health and Wellbeing	22,724.5
Departmental Resources	1,042.6
DEPARTMENT TOTAL	224,171.10
Corporate Resources and Support	
Delivery, Communications & Political Governance	6,945.1
Financial Services	11,492.9
Human Resources	3,952.3
Information Services	9,137.3
Legal Services	3,214.2
DEPARTMENT TOTAL	34,741.8
Total Service Budget Ceilings	319,379.7
<i>less public health grant income</i>	(26,599.0)
<i>Add provision for pay award</i>	700.0
Total Service Budget Ceilings	293,480.7

Enabling our best work

Leadership Qualities



Leicester City Council's Leadership Qualities underpin the Vision and Values and outline the behaviours we expect our leaders to demonstrate in the workplace. These behaviours are what our people say enables and inspires them to do their best work.

People Centred

Be fair, put people at the centre of what we do

- ✓ Takes time to understand individual's views and feelings and adapts their own behaviour and style as appropriate.
- ✓ Shows respect for the views of others and gives recognition for their contributions; valuing diversity.

Achieve

Be Accountable and outcome focused

- ✓ Agrees clear outcomes / objectives and holds the individual and team to account.
- ✓ Involves team in creating a shared purpose to help them develop and achieve results.

Reflect

Be clear, making time to reflect, analyse and develop.

- ✓ Encourages and enables team to reflect and act on evaluation and feedback.
- ✓ Creates a culture of continuous improvement: sees successes and setbacks as opportunities to learn and develop.

Inspire

Be confident, igniting creativity, supporting development and role modelling

- ✓ Creates space and time for the team to be innovative and creative.
- ✓ Supports team development and encourages autonomy and freedom to enable team to do their best work.

Connected

Be respectful, build impactful relationships

- ✓ Has regular quality conversations, speaks honestly and challenges constructively.
- ✓ Proactively develops positive trusting relationships within the team.

Leicester City Council will operate with creativity and drive for the benefit of Leicester and its people.

Be confident | Be clear | Be respectful | Be fair | Be accountable

LGS pay scale WEF 1 April 2020

Grade	SCP	Annual £	Monthly £ p	Hourly Rate £ p
1	1	£17,842	1,486.79	9.25
	2	£18,198	1,516.50	9.43
2	3	£18,562	1,546.82	9.62
	4	£18,933	1,577.73	9.81
3	5	£19,312	1,609.32	10.01
	6	£19,698	1,641.52	10.21
4	7	£20,092	1,674.31	10.41
	8	£20,493	1,707.79	10.62
	9	£20,903	1,741.96	10.83
	10	£21,748	1,812.34	11.27
5	11	£22,183	1,848.56	11.50
	12	£23,080	1,923.31	11.96
	13	£23,541	1,961.75	12.20
	14	£24,491	2,040.96	12.69
6 (1 month notice)	15	£25,481	2,123.41	13.21
	16	£25,991	2,165.88	13.47
	17	£27,041	2,253.39	14.02
	18	£27,741	2,311.79	14.38
7 (2 month notice)	19	£28,672	2,389.37	14.86
	20	£29,577	2,464.72	15.33
	21	£30,451	2,537.58	15.78
	22	£31,346	2,612.16	16.25
8 (2 month notice)	23	£32,234	2,686.14	16.71
	24	£32,910	2,742.48	17.06
	25	£33,782	2,815.18	17.51
	26	£34,728	2,894.04	18.00
9 (2 month notice)	27	£35,745	2,978.72	18.53
	28	£36,922	3,076.85	19.14
	29	£37,890	3,157.51	19.64
	30	£38,890	3,240.82	20.16
10 (3 month notice)	31	£39,880	3,323.36	20.67
	32	£40,876	3,406.33	21.19
	33	£41,881	3,490.08	21.71
	34	£42,821	3,568.42	22.20

11 (3 month notice)	35	£43,857	3,654.73	22.73
	36	£44,863	3,738.56	23.25
	37	£45,859	3,821.62	23.77
	38	£46,845	3,903.73	24.28
12 (3 month notice)	39	£48,038	4,003.14	24.90
	40	£49,230	4,102.47	25.52
	41	£50,417	4,201.45	26.13
	42	£51,614	4,301.20	26.75
13 (3 month notice)	43	£52,914	4,409.52	27.43
	44	£54,220	4,518.35	28.10
	45	£55,517	4,626.40	28.78
	46	£56,822	4,735.15	29.45
14 (3 month notice)	47	£58,247	4,853.91	30.19
	48	£59,681	4,973.44	30.93
	49	£61,117	5,093.06	31.68
	50	£62,545	5,212.08	32.42
15 (3 month notice)	51	£64,046	5,337.18	33.20
	52	£65,603	5,466.90	34.00
	53	£67,195	5,599.62	34.83
	54	£68,827	5,735.59	35.67

Leicester City Council

Gender Pay Gap Report 2018/19



About this report

This report is based on the 'The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017' which came into force on 31 March 2017 and which require public sector employers to publish specific details of their gender pay.

Scope

This report covers all employees of Leicester City Council except those based in schools. (Under the regulations the governing body of a maintained school is treated as the employer.) Included are all staff permanently and temporarily employed on the reporting 'snapshot date' (31 March 2019). This includes those on casual contracts that worked during the pay period ending 31 March 2019.

Definition of Pay

Under the regulations, and therefore in this report, 'pay' includes: basic pay, paid leave (including annual leave, sick leave, maternity, paternity, adoption and parental leave (except where an employee is paid less than usual because of being on leave)), allowances, shift premium pay and bonus pay. 'Pay' does not include: overtime pay, expenses, the value of salary sacrifice schemes (however the reduction to salary is included), benefits in kind, redundancy pay and tax credits.

Gender pay gap and equal pay

The gender pay gap is defined as the difference between the pay of men and women. While there are many ways of presenting this data, under the regulations and in this report there are only two measures: median hourly pay and mean hourly pay. Each is represented as the percentage of the difference with men's pay being the divisor. Therefore, where men are paid more than women, the pay gap will be 'positive' (i.e. with a 3% pay gap women earn 97p for every £1 a man earns). Negative pay gaps are represented as minus percentages (i.e. with a negative pay gap of minus 3% women earn £1.03 for every £1 a man earns). Gender pay gap is not about men and women being paid differently for the same job which has been prohibited by equal pay legislation since 1975. Even with this legislation, historically certain occupations have attracted greater pay due to the value placed on typical masculine and feminine skills.

To comply with equal pay legislation, as well as to mitigate unconscious gender-biased skill appraisal, we operate a recognised job evaluation scheme which covers the majority of posts within the council. This is supported by periodic equal pay audits to ensure that our pay structure remains transparent and free from gender bias.

Summary

The following summary has been prepared in line with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This page covers all aspects of the mandatory reporting requirements under these regulations.

At Leicester City Council, **women earn £1** for every £1 that men earn when comparing median hourly wages. Women's median hourly wage is **0% lower** than men's.

1. The mean pay for women is **£14.55** per hour, and mean pay for men is **£14.57** per hour. Therefore the mean gender pay gap is **0.1%**.
2. The median pay for women is **£13.76** per hour, and the median pay for men is **£13.76** per hour. Therefore median gender pay gap is **0.0%**.

At Leicester City Council, women occupy **61.2%** of the highest paid jobs and **57.9%** of the lowest paid jobs.

Top quartile (highest paid)



Upper-middle quarter



Lower-middle quarter



Lower quarter (lowest paid)



Bonus pay gap

No bonuses were paid.

Leicester City Council

Gender Pay Gap Report 2019/20



Leicester City Council will operate with creativity and drive for the benefit of Leicester and its people

Be confident | Be clear | Be respectful | Be fair | Be accountable

About this report

This report is based on the 'The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017' which came into force on 31 March 2017 and which require public sector employers to publish specific details of their gender pay.

Data has been gathered in line with ['The gender pay gap data you must gather'](#) guidance (published December 2020).

Scope

This report covers all employees of Leicester City Council except those based in schools. (Under the regulations the governing body of a maintained school is treated as the employer.) Included are all staff permanently and temporarily employed on the reporting 'snapshot date' (31 March 2020). This includes those on casual contracts that worked during the pay period ending 31 March 2020.

Definition of Pay

Under the regulations, and therefore in this report, 'pay' includes: basic pay, paid leave (including annual leave, sick leave, maternity, paternity, adoption and parental leave (except where an employee is paid less than usual because of being on leave)), allowances, shift premium pay and bonus pay. 'Pay' does not include: overtime pay, expenses, the value of salary sacrifice schemes (however the reduction to salary is included), benefits in kind, redundancy pay and tax credits.

Gender pay gap and equal pay

The gender pay gap is defined as the difference between the pay of men and women. While there are many ways of presenting this data, under the regulations and in this report there are only two measures: median hourly pay and mean hourly pay. Each is represented as the percentage of the difference with men's pay being the divisor. Therefore, where men are paid more than women, the pay gap will be 'positive' (i.e. with a 3% pay gap women earn 97p for every £1 a man earns). Negative pay gaps are represented as minus percentages (i.e. with a negative pay gap of minus 3% women earn £1.03 for every £1 a man earns). Gender pay gap is not about men and women being paid differently for the same job which has been prohibited by equal pay legislation since 1975. Even with this legislation, historically certain occupations have attracted greater pay due to the value placed on typical masculine and feminine skills.

To comply with equal pay legislation, as well as to mitigate unconscious gender-biased skill appraisal, we operate a recognised job evaluation scheme which covers the majority of posts within the council. This is supported by periodic equal pay audits to ensure that our pay structure remains transparent and free from gender bias. The last equal pay audit was completed in 2014. The overall finding of the audit was that there were no significant areas of concern, the independent author of the report found that 'the JE scheme used by the council, and the method of operation, should provide reliable and consistent job evaluation results. The use of the ongoing moderation process is good and is something that is not very often seen in other organisations. There were no concerns raised about the operation of our scheme and there were no recommendations for any changes.

Summary

The following summary has been prepared in line with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This page covers all aspects of the mandatory reporting requirements under these regulations.

At Leicester City Council, **women earn £1** for every £1 that men earn when comparing median hourly wages. Women's median hourly wage is **0% lower** than men's.

1. The mean pay for women is **£14.68** per hour, and mean pay for men is **£14.80** per hour. Therefore the mean gender pay gap is **0.9%**.
2. The median pay for women is **£14.03** per hour, and the median pay for men is **£14.03** per hour. Therefore median gender pay gap is **0.0%**.

At Leicester City Council, women occupy **60%** of the highest paid jobs and **61%** of the lowest paid jobs.

Top quartile (highest paid)



Upper-middle quarter



Lower-middle quarter



Lower quartile (Lowest paid)



Bonus pay gap

No bonuses were paid.

Appointment of Chief Operating Officer

Decision to be taken by: Council

Date of meeting: 17th February 2021

Lead director/officer: Monitoring Officer

Useful information

- Ward(s) affected: All
- Report author: Kamal Adatia
- Author contact details: Kamal.Adatia@leicester.gov.uk

1. Summary

This report sets out the process that has been followed to recruit to the post of Chief Operating Officer/Head of Paid Service, and recommends the appointment of Alison Greenhill as the Council's new Chief Operating Officer/Head of Paid Service with effect from 1 March 2021 in accordance with the requirements of Section 4 of the Local Government and Housing Act 1989.

2. Recommended actions/decision

The Council is requested to:

2.1 RESOLVE that Alison Greenhill be appointed as the Council's Chief Operating Officer and Head of Paid Service with effect from 1 March 2021, in accordance with the recommendation of the Employees Committee made on 3rd February 2021.

3. Detailed report

3.1 Background

Members will be aware that the Chief Operating Officer, Andy Keeling, has secured an alternative position with the Falkland Islands Government and the post of Chief Operating Officer becomes vacant with effect from 1st April 2021.

It is therefore necessary for the Council to make arrangements for the recruitment of a Chief Operating Officer/Head of Paid Service in accordance with the statutory requirement as set out within Section 4 of the Local Government and Housing Act 1989 to appoint a Head of Paid Service.

3.2 Governance

The Council's Constitution and Officer Employment Procedure Rules (Part 41 of the Constitution) state that the Employees Committee of the Council is responsible for undertaking the recruitment of, and overseeing the appointment of, the post of Chief Operating Officer/Head of Paid Service. It is also responsible for recommending to Council the appointment of the preferred candidate.

Those Officer Employment Procedure Rules also state that “*The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a committee or sub- committee of the Council*”

3.3 Procedure

The following timetable was adopted:

- 18th January 2021 - closing date for applications. Twenty seven applications were received.
- 19th January 2021 - Shortlisting was undertaken by Employees Committee (Appointments). Six candidates were shortlisted.
- Online Assessments
- 28th January 2021 - Assessment Centre comprising (i) technical interview (undertaken by Andy Keeling and Kamal Adatia) and (ii) Executive Member presentation. Four candidates were taken forward.
- 3rd February 2021 - Final Member interview undertaken by the Council’s’ Employees Committee (Appointments). They will formally recommend a candidate to Full Council
- 17th February 2021 - Full Council will be invited to endorse the selected candidate.

4. Financial, legal, equalities and other implications

4.1 Financial implications

There are no financial implications arising directly from this report. – Colin Sharpe, Deputy Director of Finance, ext. 37 4081

4.2 Legal implications

The Council has a statutory duty to appoint a Head of Paid Service under Section 4 of the Local Government and Housing Act 1989, this role is fulfilled for the Council by the Chief Operating Officer. Kamal Adatia, City Barrister & Head of Standards ext 1401

4.3 Equalities implications

There are no equality implications arising directly from this report.
Surinder Singh, Equalities Officer ext. 37 4148

4.4 Climate change and carbon reduction implications

There are no significant climate change implications associated with this report.
Aidan Davis, Sustainability Officer, Ext 37 2284

4.5 Other implications (You will need to have considered other implications in preparing this report. Please indicate which ones apply?)

None.

5. Background information and other papers:

None

6. Summary of appendices:

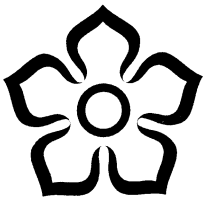
Appendix 1 – Recommendation of Employees Committee dated 3rd February 2021

7. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

No

8. Is this a “key decision”? If so, why?

No



Leicester
City Council

Minutes of the Meeting of the
EMPLOYEES COMMITTEE

Held: WEDNESDAY, 3 FEBRUARY 2021 at 10:00 am

P R E S E N T :

City Mayor (Chair)

Councillor Clair

Councillor Clarke

Councillor Russell

* * * * *

1. APPOINTMENT OF CHAIR

RESOLVED:

That the City Mayor be appointed Chair for the meeting.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. DECLARATIONS OF INTEREST

Members were asked to declare any interests they might have in the business to be discussed. No such declarations were made.

4. ANY OTHER URGENT BUSINESS

There were no items of Any Other Urgent Business.

5. PRIVATE SESSION

RESOLVED:

that the press and public be excluded during consideration of the following item in accordance with the provisions of Section 100A(4) of the Local Government Act 1972, as amended, because it involves the likely disclosure of exempt information, as

defined in Paragraph 1 of Part 1 of Schedule 12A of the Act, namely information relating to an individual, and taking all the circumstances into account, it is considered that the public interest in maintaining the information as exempt outweighs the public interest in disclosing the information.

INTERVIEWS – CHIEF OPERATING OFFICER

Paragraph 1

Information relating to an individual.

6. INTERVIEWS - CHIEF OPERATING OFFICER

The Committee interviewed 4 candidates for the post of Chief Operating Officer.

RECOMMENDATION:

That the Council approve the appointment of Alison Greenhill to the post of Chief Operating Officer in accordance with the Officer Employment Procedure Rules in Part 4 of the Constitution.