

NON-CONFIDENTIAL



Borough of Tamworth

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APPOINTMENTS AND STAFFING COMMITTEE

5 September 2022

Dear Councillor

A meeting of the Appointments and Staffing Committee will be held in **Town Hall, Market Street, Tamworth on Tuesday, 13th September, 2022 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

CHIEF EXECUTIVE

A G E N D A

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1 Apologies for Absence

2 Minutes of the Previous Meeting (Pages 3 - 4)

3 Declarations of Interest

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

4 Shared Prosperity Resource (Pages 5 - 16)

(Report of the Assistant Director - Growth & Regeneration)

5 Pay Policy 2022 (Pages 17 - 48)

(Report of the Head of Human Resources & Organisational Development)

6 Exclusion of the Press and Public

To consider excluding the Press and Public from the meeting by passing the following resolution:-

“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and/ or 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public

7 Partnership Teams Re-designation (Pages 49 - 74)

(Report of the Assistant Director Partnerships)

8 Creation of a Full Time Licensing Officer Post (Pages 75 - 80)

(Report of the Assistant Director, Growth and Regeneration)

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail democratic-services@tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

To Councillors: J Oates, S Doyle, R Pritchard, M Summers and J Wadrup



MINUTES OF A MEETING OF THE APPOINTMENTS AND STAFFING COMMITTEE HELD ON 26th JULY 2022

Present: Councillor J Oates (Chair), Councillors R Pritchard and J Wadrup

The Following Officers were present: Anica Goodwin (Executive Director Organisation), Zoe Wolicki (Assistant Director People) and Jackie Noble (Head HR and Organisational Development)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Doyle and M Summers

2 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21st April were approved as a correct record.

(Moved by Councillor R Pritchard and seconded by Councillor J Oates)

3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4 HR POLICIES

Report of the Head of HR & Organisational Development to update members regarding the development of two HR policies; SMART Working and Disclosure and Barring Service (DBS).

RESOLVED: That the committee

Approved the SMART Working Policy and Disclosure and Barring Service policy for immediate implementation

(Moved by Councillor J Wadrup and seconded by Councillor R Pritchard)

5 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and/ or 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

(Moved by Councillor J Wadrup and seconded by Councillor R Pritchard)

6 SUMMARY OF HR CHANGES 1ST OCTOBER 2021 - 31ST MARCH 2022

Report of the Head of HR & Organisational Development to detail a summary of employment changes made to the Council's staffing structure by officers under the scheme of delegation and in line with prevailing policies. The time is 1st October 2021 – 31st March 2022.

This report is for information only

7 REVIEW OF DEMOCRATIC SERVICES

RESOLVED: That the two recommendations in the report be approved

(Moved by Councillor R Pritchard and seconded by Councillor J Wadrup)

Chair _____

Tuesday, 13 September 2022

Report of the Assistant Director - Growth & Regeneration

Shared Prosperity Resource

Exempt Information

None

Purpose

To agree a new post associated solely with the day to day delivery of the UK shared Prosperity Fund (SPF) allocation to Tamworth.

RECOMMENDATIONS

That the Committee:

1. Approves the creation of the following post:
 - Shared Prosperity Officer – Grade G – Up to the end of March 2025
2. Authorises the Head of Paid Service to implement the changes.

Executive Summary

The UK Shared Prosperity Fund is part of the wider Levelling Up agenda and aims to deliver significant support for all areas of the UK. It seeks to invest in domestic priorities and targeting funding where it is most needed. The primary focus of SPF is on the following high level objectives:

- Building pride in place
- Supporting high quality skills training
- Supporting pay, employment and productivity growth
- Increasing life changes.

The SPF is defined in Government terms as a structural fund and therefore, is seen as a replacement for European Structural Investment Funds (ESIF), which primarily came in two forms – ESF (European Social Funds – people and skills) and ERDF – European regional Development fund – business and place).

Tamworth Borough Council (The Council) has been defined as a lead authority and will be directly accountable for setting up the fund framework; commissioning and awarding projects; ensuring programme delivery; ensuring spend is on target and conducting monitoring and evaluation of the whole programme.

The Council will receive a direct allocation of **£2,328,244** to deliver the programme over three financial years over, starting from April 2022, up until the end of March 2025.

SPF is primarily a revenue fund with limited ability to spend capital. In order to secure these funds, the Council had to produce a high-level investment plan, which was submitted at the end of July. The Council will be notified in October 2022 if the submitted investment plan has been approved and can commence spend.

The Council must allocate funding both in collaboration and partnership with key stakeholders and manage this through a local partnership group. This means that the Council cannot make decisions in isolation or based solely on its own needs. It also means that Council based projects / interventions submitted to the local partnership group are not guaranteed to be successful.

Additional resource is essential to ensure that all relevant processes to meet the requirements of the new fund can be met and that the funding can be best allocated to achieve the most impact locally.

Options Considered

1. Use existing officer resources

Capacity across the organisation, with regards the skills and experience needed to deliver SPF, is highly limited. Options have been explored based on current skills within the Community partnerships and Economic Development teams, however due to the fund timescales, its complexity and amount of funding to disperse, using officers from existing services would mean other planned activity would have to completely stop. Capacity within these existing teams is can only deliver current planned activity, and therefore it is not possible to deliver SPF in addition.

2. Appoint external consultancy support

An external organisation could be appointed to support the day to day operations of the programme, however the budget allocated by government, currently 4% of fund allocation (c£93,100) is very limited and would not stretch very far, with current commercial day rates. Additionally the delivery of the fund requires relationships to be built with internal departments and external stakeholders, with a strong understanding of council processes particularly around monitoring, audit, finance and procurement. An externally appointed organisation is unlikely to be able to meet these needs to the quality expected.

3. Appoint an interim temporary officer

Similar to the above, appointing an interim member of staff through an agency would be slightly cheaper than appointing an external agency, but not considerably so, as day rates for experienced officers have increased considerably in the last few years, based on growing market demand. The Council would not be able to afford an interim officer on a full time basis, more likely up to 3 days a week. Whilst this could be mitigated, dependent upon the quality of the person hired, the delivery of SPF requires at least 4 days a week, especially in the short term. This option has not been dismissed and should be seen as a backstop, if recruitment under the proposed route is not successful.

4. Create a new role on the establishment

A new role could be added to the establishment focusing purely on SPF. Whilst the current round of SPF is only until March 2025, Government, have currently indicated there will a total of 6 years of funding across two rounds. Based on current circumstances this could change, however, having an internal resource in place, who by March 2025 will have a strong understanding of SPF would be a considerable benefit, if SPF is indeed extended as planned. The requirements of the role also add considerable skills and experience to the Council in terms of future sustainability and succession planning. The role requires in depth engagement with stakeholders, a strong grasp of procurement and commissioning and the ability to monitor, evaluate and review funded projects with the ability to apply for more funding. Based on the current Government approach, more and more funding is being devolved to local authorities, therefore the retention of these skills within the Council will be vital to support future delivery opportunities.

Proposal

Based on the options appraisal above it is therefore proposed to create a role new to the establishment of Shared Prosperity Officer.

This role will be initially offered as a full time post up until the end of March 2025, with flexibility being given for the right candidate to work no less than 4 days, (29.6 hours).

This role has been job evaluated at grade G and will be funded through a top slice from the overall allocation from Government, see the resource implications section for more details.

The Head of Economic Development and Regeneration (HEDR) is the lead officer for UKSPF for the Council and will be the line manager of the post.

The role will focus on the following key activity:

- Organising and managing all aspects of the SPF Governance board
- Commissioning and procuring contracts in order to deliver the local objectives of Tamworth SPF investment plan.
- Monitoring, evaluating, and reporting on all aspects of performance to multiple audiences, including Councillors, committees, stakeholders and Government.
- Manage all contracts put in place to deliver SPF.

Resource Implications

The costs for the officer based upon a start date of December are as follows:

Shared Prosperity Officer					
37 hours	Salary		28 months temporary		Total
SCP – 29 (G)			On costs		
2022/23 - 4 months	£	11,441	£	3,060	£ 14,501
2023/24	£	36,113	£	9,660	£ 45,773
2024/2025	£	38,052	£	10,179	£ 48,231
TOTAL	£	85,606	£	22,900	£ 108,506

The Council is currently allowed to use 4% of the overall allocation towards administering the delivery of the fund. As part of the process to complete the SPF investment plan, the Council was allowed to make a proposal for more money if a case could be made. A strong case was proposed for the admin fee to be raised to 5.5% for Tamworth. The Council will not know the outcome of this decision until sometime in October.

The top slice for administering the fund will look as following, dependent upon what is agreed by government.

- 4% topslice (current government guidelines) = £93,129.76
- 5.5% topslice (proposed amount by TBC) = £128,053.42

If the Council only receives a topslice of 4%, then the role will be advertised at 4 days a week. This will reduce the total officer salary and on costs to approximately £86,804, leaving a balance of c £6325 to cover any other expenses.

If the Council is able to recruit someone who is able to start slightly earlier than the estimated start date of 1st December, there is enough budget available, in both top slice scenarios to fund this change.

As the role is only up to March 2025 there is a potential liability for redundancy if the role is not extended at the end of the contract. This is estimated to cost a c. £2000, dependent upon on the age of the individual appointed. Costs can be met from both top slice scenarios.

Legal/Risk Implications Background

There are the following risks to the proposal:

1. The council only receives the statutory top slice of 4% for administration fees.

In this case, the role will only be advertised for 4 days a week, to ensure costs meet proposed budgets.

2. A suitable candidate is not recruited in the required time period.

Due to the timescales of the fund, immediate spend is required by the end of March 2023, as such an officer is required as soon as possible from October to support day to day delivery. It is proposed that the recruitment process will be started at risk before Government approval of the investment plan, sometime in October, with official appointment only after notification has been received. The Council knows it will receive at least 4% top slice, so risk is limited on this basis.

If this process is not successful, approval will be sought to appoint an interim officer through an agency to meet immediate need for the first 12 months, then review resource requirements for future delivery.

Equalities Implications

There are no equalities implications arising from the addition of this new role.

Environment and Sustainability Implications (including climate change)

There are no environment and sustainability implications arising from the addition of this new role.

Background Information

None – see executive summary and appendices.

Report Author

Matthew Fletcher – Head of Economic Development and Regeneration

List of Background Papers

None – see appendices

Appendices

Appendix One – Shared Prosperity Officer Job Profile

Appendix Two - UK Shared Prosperity Fund – Cabinet July 21st 2022.

JOB PROFILE: Shared prosperity Officer	Grade G
<p>Job Purpose</p> <ul style="list-style-type: none"> • Reporting to the Head of Economic Development and Regeneration (HEDR), proactively and effectively coordinate and lead the day to day operational activity in relation to the Council’s funding allocation from the UK Shared Prosperity Fund. (UKSPF) • Lead on the commissioning, monitoring, management and evaluation of all contracts and Government reporting requirements relating to UKSPF. • Liaise and create strong working relationships, with internal and external stakeholders to ensure maximum benefit of UKSPF to the community of Tamworth. • Support the HEDR in developing a UKSPF governance board. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience and evidence of partnership working in a multi-agency environment • Experience of delivering business plans and work plans within agreed parameters. • Experience of project management (leading or contributory role) • Experience of budget monitoring and effective use of resources • Experience of commissioning projects and performance monitoring
<p>Functional Responsibilities</p> <ul style="list-style-type: none"> • Oversee the procurement and commissioning of contracts in order to deliver against the targets set for UKSPF in Tamworth. • Proactively manage and monitor all awarded contracts to ensure they are performing to the agreed spend profile and meet the necessary outcomes and outputs. Coordinate and support the development of the Governance board for delivering UKSPF ensuring engagement and understanding by all involved. To represent the Council at relevant external meetings and ensure that UKSPF is delivering against its objectives. • Proactively engage with stakeholders to promote UKSPF and its delivery in Tamworth. • To monitor all budgets and expenditure relating to the delivery of UKSPF. • To develop and utilise data and other information to continually inform the development of evidence based decisions and approach to operational delivery relating to the Council’s approach to UKSPF and other external funding streams of a similar nature. • To ensure that all fund monitoring and evaluations requirements are collated, completed and returned within set timescales • To lead on consultation and engagement with stakeholders as required. • To work across service areas and the wider organisation to ensure efficient and effective delivery of the UKSPF • Advise and deliver the procurement / commissioning process for dispersing the UKSPF. • To undertake all corporate requirements on health and safety, equal opportunities, data protection, risk management and compliance with financial regulations 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Educated to degree level or proven relevant experience • Knowledge of relevant legislation and good practice including underlying concepts and principles • Ability to write and present clear and concise reports to enable decision making • Ability to create a climate where internal colleagues and partners are involved, empowered, and equipped with the necessary knowledge and information to deliver the requirements of external funding programmes. • Ability to communicate effectively and ensure staff across multiple teams are compliant with and up to date with legislation, guidance, good practice and relevant policies and procedures • Knowledge of public procurement and commissioning; the financial and legal regulations regarding procurement • Skilful negotiator and ability to positively influence the perceptions of people internally and externally • Excellent organisational and interpersonal skills • Excellent attention to detail • Ability to work on own initiative • Able to analyse data, solve problems and apply creative solutions, new concepts and untried ideas. • Ability to build positive working relationships with other colleagues and to foster a positive approach to collaboration amongst a wide range of partners.

<ul style="list-style-type: none"> • Represent the Council at external meetings as required • Deputise for the Head of Economic Development and Regeneration as required • Preparation and submission of relevant bids for external funding 	
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> • Contribution to the development of a UK SPF delivery approach. • Contribution to the development of policies around the delivery of external funding. 	<p>Attributes</p> <ul style="list-style-type: none"> • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of members, staff and partners • Excellent approach to customer service
<p>Other:</p> <ul style="list-style-type: none"> • Any other reasonable duties commensurate with the grade and general nature of the post. 	

Thursday, 21 July 2022

Report of the Portfolio Holder for Skills, Planning, Economy & Waste

UK Shared Prosperity Fund

Exempt Information

None.

Purpose

To update Cabinet on UK Shared Property Fund (UKSPF / SPF) and the approach recommended for the Council in order to submit an investment plan and develop a process for awarding funding for agreed interventions.

Recommendations

It is recommended that:

1. Cabinet approves the outline approach to delivering Shared Prosperity Fund (SPF), in order to invest in local priorities, targeting funding where it is needed most: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances.
2. Cabinet delegates authority to the Assistant Director Growth and Regeneration in consultation with the Leader of the Council, the Chief Executive and the Section 151 Officer, to submit the investment plan to HM Government by the submission deadline.
3. That a report be brought back to Cabinet setting out detailed resource requirements, governance including scrutiny, monitoring and evaluation processes and an update on the SPF programme by the end of 2022.

Executive Summary

The Shared Prosperity Fund (SPF) is part of the wider Levelling Up agenda and aims to deliver significant support for all areas of the UK. It seeks to invest in domestic priorities and targeting funding where it is most needed. The primary focus of SPF is on the following high level objectives:

- Building pride in place
- Supporting high quality skills training
- Supporting pay, employment and productivity growth
- Increasing life changes.

The SPF is defined in Government terms as a structural fund and therefore, is seen as a replacement for European Structural Investment Funds (ESIF), which primarily came in two forms – ESF (European Social Funds – people and skills) and ERDF – European regional Development fund – business and place). Please see **appendix one** for the Government prospectus giving in depth detail about the Shared Prosperity Fund.

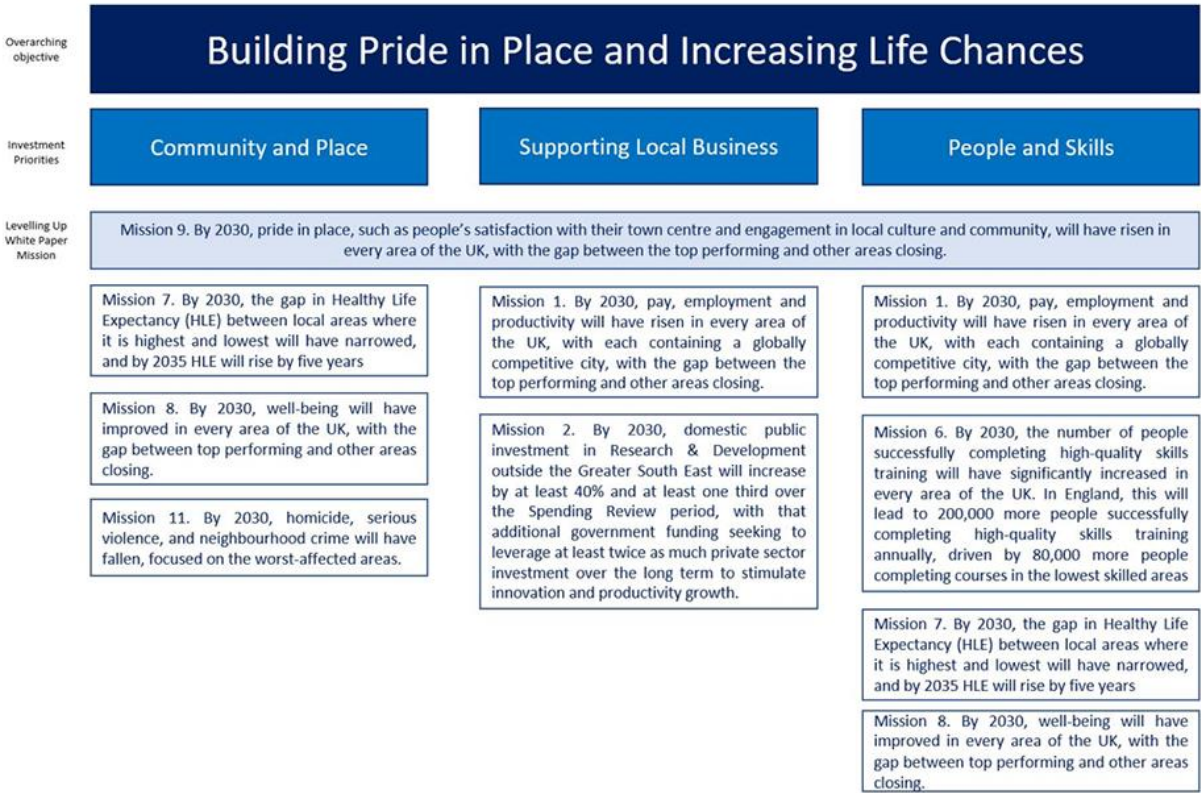
Tamworth Borough Council (The Council) has been defined as a lead authority and will be directly accountable for setting up the fund framework; commissioning and awarding projects; ensuring programme delivery; ensuring spend is on target and conducting monitoring and evaluation of the whole programme.

The Council will receive a direct allocation of **£2,328,244** to run the programme over three financial years over, starting from April 2022, up until the end of March 2025. Please see the resource implications section for more detailed financial information.

SPF is primarily a revenue fund with limited ability to spend capital. In order to secure these funds, the Council must produce a high-level investment plan, to be submitted by the 1st of August. This must be signed off by the Chief Executive, Section 151 officer and Leader of the Council. A template of the investment plan can be found at **appendix two**, with further information in the options considered section below. The Council will be notified in October 2022 if the submitted investment plan has been approved and can commence spend.

The Council must allocate funding both in collaboration and partnership with key stakeholders and manage this through a local partnership group. This means that the Council cannot make decisions in isolation or based solely on its own needs. It also means that Council based projects / interventions submitted to the local partnership group are not guaranteed to be successful.

Shared Prosperity has three core pillars around which delivery is focused, as per the diagram below:



Government has stated that the main focus of SPF must be on the Community and Place and Supporting Local Business pillars in the first two years of the scheme, with People and Skills being a more significant focus from April 2024 onwards only. The Council cannot award funding for projects and interventions on People and Skills until this point in time. More detailed information on each pillar with objectives and rationale can be found in **appendix one**.

Under each “pillar” the Government has given a list of intervention types it requires projects to deliver, see **appendix three**, and the outcomes these projects should realise, see **appendix four**.

Options Considered

The Council has two primary options at this current moment in time with regards the completion and submission of the investment plan.

- 1. Complete a detailed investment plan by proactively engaging partners and stakeholders in the development of live projects, collating and assessing these to be submitted as worked up ideas for the investment plan.**

Some authorities are currently taking this approach; however this comes with a very high level of risk. Until the investment plan is approved by Government, the Council does not have authority to spend or commit monies until October 2022. It is therefore unwise to agree or identify any project at this stage without having the investment plan approved by Government.

Based on extensive experience of Government schemes of a similar nature over the last 3 years, there are often regular or last-minute changes to guidance, criteria and monitoring requirements that cannot be predicted, increasing uncertainty about decision making.

As a lead authority the council will also have a requirement to ensure that all projects are commissioned correctly; with a contract; have the right outcomes and the right spend profile, or SPF funds can be clawed back by the Government at the end of each financial year. There is not enough time during this application window to ensure a robust process is established.

- 2. Complete the investment plan, by providing the only the high-level information Government required at this stage, then develop a commissioning, assessment and evaluation framework whilst waiting for notification of approval of the investment plan.**

This approach ensures that the Council takes its time to ensure it has the right processes and criteria in place to both generate a pipeline of appropriate projects but also award and monitor them in stages, and is the approach recommended. The investment plan will be completed to the quality required to satisfy Government, then further work will commence in detail between August and the end of October 2022. This approach also allows for resourcing to be established to support the workload.

Further detailed reports will be brought to Cabinet and relevant governance committees once the initial investment plan has been submitted and more in-depth work on processes and actual resources commitments has been decided.

Resource Implications

There will be the following resource implications:

The Council will be given a fixed amount £20,000 to contribute to the development of the bid. This will only be paid to the Council when it receives its first SPF allocation, in October. As such the Council is using existing budgets to fund development up until this point.

Of this development funding £10,000 has already been committed to support an evidence-based highlighting what the local challenges and opportunities are that the funded projects and interventions will seek to address. This is a critical piece of work as without a baseline position the Council cannot justify its rationale for funding and successfully complete the

investment plan by the submission date. This has been procured through an existing contractual agreement with AspinallVerdi using agreed economic data experts. Any underspend on the £20k development funding will be used to support additional administration duties and staffing costs during delivery.

To deliver the SPF priorities, as set out by Government, the Council has been allocated **£2,328,244 million** to spend over the next three financial years.

4% of the total amount allocated to Tamworth, or in cash terms £93,130, can be used specifically for administration duties as detailed below:

- Project assessment
- Contracting
- Monitoring and evaluation
- Ongoing stakeholder engagement

The Council has the ability to ask for a larger % top slice. The current top slice allows just enough funding for an officer at the starting at the bottom of grade 6 full time, however it does not take into consideration any other costs. It is proposed to ask for 7% of the overall allocation to be top sliced for administration. This has been based on that fact that the Borough Council has limited capacity within its existing teams and significant existing commitments in terms of workstreams that it cannot change. 7% or c. £163,000, would allow the Council to cover the cost of a relevant graded and experienced officer dedicated solely to the project and a small proportion of additional existing officer time to support the process. Practical experience on other projects in the past, albeit funded by ESIF monies, have had a top slice of anywhere between 7% and 15%.

The Head of Economic Development and Regeneration has been appointed to lead this process corporately with the support of the Assistant Director Growth and Regeneration, however it is recognised that the delivery of this fund will require input from most parts of the Council in one way or another and as it develops, some areas may have to incorporate SPF projects into their day-to-day operations.

Further details on roles and responsibilities will be developed by the end of September, however this will be subject to Government approving the uplift in top slice from 4% to 7% or by £70,000. Whilst these decisions are being made the project will be supported from officers across the wider Economic Development and Regeneration Team and the Community and Partnerships Team, including the Assistant Director for partnerships. Other officers, dependent upon their skill set may be required to support.

The total allocation of SPF in Tamworth to spend solely on interventions would be different dependent upon the top slice.

See below:

Top slice for administration	SPF project allocation
4%	£ 2,235,114.24
7%	£ 2,165,266.92

The Council also must follow these spend profiles as stated by Government:

- Fy 2022 / 2023: 15% of allocation
- Fy 2023 / 2024: 27% of allocation
- Fy 2024 / 2025: 58% of allocation

The revenue cashflow profile as detailed above, is currently being verified with Government as guidance may have recently changed to allow Councils to set their own profile. This will be updated verbally at the Cabinet meeting.

Capital expenditure caps are as follows.

- Fy 2022 / 2023: 10% of annual cashflow profile
- Fy 2023 / 2024: 13% of annual cashflow profile
- Fy 2024 / 2025: 20% of annual cashflow profile

Please see **appendix five** for modelling of cashflow at 4% top slice and 7% top slice.

Legal/Risk Implications Background

With the support of externally appointed advisors, Officers are currently preparing a thorough, high level programme risk register that will be submitted as an appendix to Government with the investment plan. This will be shared with the Leader, CEO and Section 151 officer for approval before submission.

At this current stage of implementation there are a number of key risks to be aware of:

- Any underspend on SPF at the end of each financial year has to be paid back to Government. There is a risk to reputation if the Council does not spend all of its allocation each year and dependent upon performance may attract in depth audit of its processes by government above and beyond standard practices. The mitigation for this is to ensure that the process for selecting projects is transparent, thorough and based on them being able to prove delivery within set timescales, with regular monitoring and evaluation.
- The SPF requires strong collaboration and partnership working across local authority areas, due to capacity across authorities and differing local priorities there is a risk that this is not fully realised. The mitigation for this is to ensure relevant officers are connected to other relevant authorities and the selection process for projects reflects this needed.
- As with similar schemes the Council is currently and has been involved with, Future High Streets Fund and the Levelling Up Fund Round 2, the monitoring and evaluation requirements of this fund have not yet been made clear, other than stating it will be less arduous than ESIF. There is a risk that the monitoring requirements for the fund will take up significant resource. The mitigation for this is to ensure staff with key experience of this type of work are utilised correctly on the project and that during the project selection process and during commissioning projects evidence and detail how they will monitor, report and evaluate on their agreed outcomes.
- Linked to the point the above, the level of detail required by government on overall programme monitoring and delivery is yet unclear, as such the resource impact with regards staffing is difficult to predict. To mitigate the impact of this, it is proposed to increase the top slice ask for administration from 4% to 7%. In the gap between now and when the investment plan has been approved and an dedicated officer has been appointed, staff with existing relevant skills and experience will be used to develop the project selection process. These staff will be drawn primarily from the Economic Development and Regeneration Team and the Community and Partnerships Team, but support from other services may be needed.

Equalities Implications

As an essential criteria in the investment plan, the Council must evidence how it will consider the public sector equality duty both in designing the plan and implementing it by selecting projects. For the purpose of submitting the investment plan an equality impact assessment will be conducted to ensure where possible it surpasses the requirements of the duty and other connected legislation.

Whilst the process for selecting and implementing projects has not yet been designed, equality assessments will form a critical part of an embedded process for all proposals. Further details on equalities implications will be submitted in future more detailed Cabinet and governance reports.

Environment and Sustainability Implications (including climate change)

All three pillars of SPF have strong connections through their interventions to sustainability and the environment.

Whilst the process for selecting and implementing projects has not yet been designed and projects not identified, environment and sustainability implications will form a critical part of an embedded process for all proposals. Further details on this will be submitted in future more detailed Cabinet and governance reports.

Background Information

None – see appendices.

Report Author

Matthew Fletcher – Head of Economic Development and Regeneration

List of Background Papers

None – see appendices

Appendices

- Appendix 1 – UKSPF Prospectus
- Appendix 2 – UKSPF Investment Plan template
- Appendix 3 - UKSPF Interventions list
- Appendix 4 - UKSPF Outcomes and Outputs
- Appendix 5 – TBC SPF cashflow profiles

Tuesday, 13 September 2022

Report of the Head of HR & OD

Pay Policy 2022

Exempt Information

None.

Purpose

The report details Tamworth Borough Council's Pay Policy Statement so that statutory guidance as set out in Section 38 of the Localism Act is adhered to.

Recommendations

It is recommended that:

The Committee approve the Policy Statement 2022 to be presented to Full Council for adoption and publication in line with the Localism Act 2011.

Executive Summary

Under Section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as authority thinks fit". The Pay Policy Statement (Appendix 1) sets out the Council's approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regards to the Council's approach to setting the pay of its employees by identifying:

- The methods by which salaries of all Tamworth Borough Council employees are determined,
- The detail and level of remuneration of Tamworth Borough Council's most senior staff i.e. 'Chief Officers', as defined by the relevant legislation,
- The Committees responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to Full Council.

Once approved by Full Council, this policy statement will come into effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

The Equality Act 2019 (Specific Duties and Public Authorities) Regulations 2017 require Tamworth Borough Council to calculate and publish the pay gap between male and female employees each year. The data is based on the pay situation as at 31st March each year and is published on Tamworth Borough Council's and the Government's website.

Options Considered

Not applicable.

Resource Implications

There are no resource implications association with this report. All pay is accounted for within the approved Council budget; current salaries are budgeted at £12,974,730 for 2022/23.

Legal/Risk Implications Background

Section 38 of the Localism Act must be complied with, therefore, so as to minimise the risk this report must be approved by full Council.

Equalities Implications

The Localism Act was subject to consideration in terms of compatibility with the European Convention of Human Rights and contains a statement by the then Secretary of State that the provisions are compatible with equalities legislation. The Pay Policy Statement is now part of a wider transparency and equalities framework alongside gender pay gap reporting requirements.

Environment and Sustainability Implications (including climate change)

Not applicable

Background Information

The Council has published a pay policy on an annual basis, in line with legislation, since 2012. The first annual Gender Pay Gap report was published in 2018 to meet new legislative requirements.

Report Author

Jackie Noble – Head HR and Organisational Development

List of Background Papers

Pay Policy 2021

Appendices

Appendix 1 Pay Policy Statement 2022

Appendix 2 Salary Scales

Appendix 3 Gender Pay Gap 2021

Appendix 4 Gender Pay Gap 2022

Gender Pay Gap Report 2022

Background

Tamworth Borough Council (TBC) has published its Gender Pay Gap since 2018 to meet government requirements that employers with 250 or more employees must publish information each year to show the difference in average pay between male and female employees.

This is TBC’s sixth annual report and provides data as at a “snapshot” date of 31st March 2022.

The gender pay gap report sets out Tamworth Borough Council’s results in relation to 6 calculations:

Mean Gender Pay Gap	The difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.
Median Gender Pay Gap	The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.
Mean Bonus Gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female full pay relevant employees.
Median Bonus Gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.
Bonus proportions	The proportions of male and female relevant employees who were paid a bonus during the relevant period.
Pay Quartile	The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

The Council must publish its result both on its own website and the government gender pay gap service website. The data analysed relates to all employees of Tamworth Borough Council employed in temporary or permanent contracts on the reporting snapshot date (known as relevant employees). It includes those under an apprenticeship or contract to provide a service which falls under the IR35 regulations. Pay is based on ordinary pay which includes basic pay (hourly rate), contractual enhancements (such as stand by or essential car user) and sick pay. Pay excludes expenses, overtime pay, pay in lieu of leave, benefits in kind and redundancy pay.

How does Tamworth Borough Council’s gender pay gap compare to previous years?

Headcount:

Tamworth Borough Council’s headcount was 338 as at 31 March 2022.

215 (63.6%) of employees are female and 123 (36.4%) of employees are male. This is an increase in headcount of 31. The proportion of female employees has decreased by 0.23%.

Mean Hourly Pay:

The mean hourly pay for female employees is £14.64 and for male employees it is £15.57. The mean gender pay gap is 0.93p per hour or 5.96%. The mean hourly pay gap has **decreased** by 1.46% from 7.42% in 2021 to 5.96% in 2022.

Median Hourly Pay:

The median hourly pay for female employees is £13.41 and for male employees it is £14.16. The mean hourly pay gap is 0.75p per hour or 5.3%. The mean hourly pay gap **decreased** from 7% in 2021 to 5.3% in 2022.

Breakdown by quartile:

The breakdown of genders in each quartile shows a small reduction of female employees in the top quartile; 58.43% female employees compared to 59.49% in the previous year. 41.57% of employees in this quartile are male compared to 40.51% in the previous year. Despite this slight reduction of females in the upper quartile, the percentage remains reflective of the organisation's overall gender profile with 63.61% of females making up the workforce. There has been significant progress in this quartile, with an increase of 9.11% of female employees within this quartile since reporting commenced in 2018.

The upper middle quartile is 68.75% female and 31.25% male. The percentage of females in this quartile increased by 9.54% from the previous year. The number of females within this quartile is now higher than the organisation's overall gender profile.

The lower middle quartile is 54.44% female and 45.56% male. The percentage of females in this quarter decreased by 7.76% from the previous year which demonstrates that females have moved from this lower middle quartile to the upper middle quartile.

The lower quartile is 74.68% female and 25.32% male. This has slightly improved since last year by 1.03% and continues to reflect a disproportionate number of females in this quartile compared against the overall gender breakdown of the organisation.

How does Tamworth Borough Council's gender pay gap compare with that of other organisations?

Nationally, amongst all employees, in 2021 the median gender pay gap was 15.4%. In 2020 it was 14.9% and in 2019 it was 17.4%. For full time employees, the median gender pay gap in April 2021 was 7.9%, 7% in April 2020 and 9% in April 2019.

The gender pay gap has been declining slowly over time, falling approximately a quarter over the last decade.

With a median gender pay gap of 5.3% for all employees, Tamworth Borough Council is significantly below the national average.

However, it should be noted that the Office of National Statistics (ONS) advise that interpreting average earnings data is difficult at this moment in time as the data for 2020 was affected by both the coronavirus (COVID19) pandemic, in terms of wages and hours worked in the economy, and also the disruption to the collection of data from businesses. This means that comparisons need to be treated with caution.

Gender Pay Gap Outcomes

The results of the 6 required calculations are outlined below, based on data for the snapshot date of 31st March 2020 and are also compared with the data from previous years.

Gender	Full pay relevant employee count					
	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	215 (63.61%)	196 (63.84%)	206 (64.58%)	216 (62.42%)	217 (63.26%)	214 (61.85%)
Male	123 (36.39%)	111 (36.16%)	113 (35.42%)	130 (37.58%)	126 (36.67%)	132 (38.15%)
Total	338	307	319	346	343	346

Mean Gender Pay Gap

The mean (average) gender pay gap is the difference between the mean hourly pay rate of relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Mean hourly rate					
	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	14.64	14.63	13.92	13.60	13.11	13.11
Male	15.57	15.80	14.87	15.29	15.00	14.79
Mean Average	14.98	15.05	14.26	14.24	13.80	13.75
% mean hourly rate is lower for women	5.96%	7.42%	6.41%	11.03%	12.6%	11.37%

Therefore, at Tamworth Borough Council the mean hourly rate for female employees is 5.96% lower than for male employees.

Median Gender Pay Gap

The median (middle value) gender pay gap is the difference between the median hourly pay rate of the relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Median Hourly Rate					
	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	13.41	13.03	12.59	12.08	11.98	12.18
Male	14.16	14.01	13.63	13.19	13.05	12.97
Median Average	13.42	13.44	12.99	12.66	12.70	12.8
% median hourly rate is lower for women	5.3%	7%	7.63%	8.45%	8.2%	6.05%

Therefore, at Tamworth Borough Council the median hourly rate for female employees is 5.3% lower than for male employees.

Bonus Pay Gap

Tamworth Borough Council does not pay bonus payments to employees in line with the criteria within the scope of the data requirements and therefore we are unable to report on this element.

Quartile Pay Bands

The proportions of male and female relevant employees in the four quartiles for the current and previous submissions:

Proportion of male and female by quartile:

	2022	2021	2020	2019	2018	2017
Lower Quartile	79	70	128	71	69	61
Lower Middle Quartile	90	82	92	102	102	109
Upper Middle Quartile	80	76	83	84	86	103
Upper Quartile	89	79	78	89	86	73

Proportion of males in each quartile

	2022	2021	2020	2019	2018	2017
Lower Quartile	20 25.32%	17 24.29%	42 32.81%	18 25.35%	13 18.84%	14 22.95%
Lower Middle Quartile	41 45.56%	31 37.80%	33 35.87%	42 41.17%	41 40.20%	44 40.37%
Upper Middle Quartile	25 31.25%	31 40.79%	31 37.5%	27 32.14%	29 33.72%	37 35.92%
Upper Quartile	37 41.57%	32 40.51%	33 42.31%	43 48.31%	43 50%	37 50.68%

Proportion of females in each quartile

	2022	2021	2020	2019	2018	2017
Lower Quartile	59 74.68%	53 75.71%	86 67.19%	53 74.65%	56 81.16%	47 77.05%
Lower Middle Quartile	49 54.44%	51 62.20%	59 64.13%	60 58.82%	61 59.80%	65 59.63%
Upper Middle Quartile	55 68.75%	45 59.21%	52 62.65%	57 67.86%	57 66.28%	66 64.08%
Upper Quartile	52 58.43%	47 59.49%	45 57.69%	46 51.69%	43 50%	36 49.32%

The above charts shows Tamworth Borough Council's workforce divided into four equal-sized groups based on hourly pay rates, the lowest paid 25% of employees (the lower quartile) rising to the highest paid 25% (the upper quartile).

Within the Council, 74.68% of the employees in the lower quartile are women and 24.53% are men. A disproportionate number of women are within this quartile, which is known as occupational segregation, where more women than men are concentrated in certain occupations. Historical societal factors, such as gender stereotypes, affect career choices. In TBC's case roles such as Cleaners and Customer Service Assistants (i.e. grade B - the lowest pay grade within the Council) are still predominantly female.

What are the underlying causes of Tamworth Borough Council's gender pay gap?

Under employment legislation, men and women must receive equal pay for:

- The same or broadly similar work;
- Work related as equivalent under a job evaluation scheme; or
- Work of equal value.

Tamworth Borough Council is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women choose to apply for within the organisation and the salaries that these roles attract.

Across the UK economy as a whole, men are more likely than women to be in senior roles (especially very senior roles at the top of organisations), while women are more likely than men to be in front line roles at the lower end of the organisation. Women are more likely than men to have had breaks from work that have affected their career progression, for example to bring up children. They are also more likely to work part time, and many of the jobs that are available across the UK on a part time basis are relatively low paid.

What is Tamworth Borough doing to address its gender pay gap?

Whilst Tamworth Borough Council's gender pay gap compares favourably with that of organisations across the whole UK economy, this is not a subject about which Tamworth Borough Council is complacent, and it is committed to doing everything that it can to reduce the gap.

Tamworth Borough Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, job roles are evaluated to determine pay grades irrespective of the post holder's gender.

To date, Tamworth Borough Council has taken steps to promote gender diversity in all areas of its workforce. The Council has considered all aspects of the employee life cycle; attraction, recruitment, on boarding, development, retention and separation, including the following:

- All vacancies are eligible for part time and full time staff.
- Recruitment is standardised with a structured interview and often with tasks to reduce bias.
- Recruitment adverts ensure inclusivity and are not gender biased.
- Applicants are shortlisted with their details anonymised.
- Governance is in place to ensure starting salaries above the minimum spinal column point for the grade are fair and equitable.
- All job roles are evaluated via nationally recognised mechanisms.
- The executive levels of the organisation are appointed to spot a salary which limits the opportunity to negotiate and thus removes bias.
- A leave policy promoting flexible working; including part time, job share, flexible start and finish times for all staff and new entrants.
- TBC supports parents with maternity leave, shared parental leave and adoption leave.
- Male and female employees receive the same enhancements for overtime and allowances.
- Employees with caring responsibilities are supported with carers leave
- Training and development (including professional qualifications) is available to all staff.
- We will continue to encourage and monitor the take up of mandatory Diversity and Inclusion training to further minimise discrimination.
- We will provide a leadership and management development programme to establish a talent pipeline for leaders and managers of the future.
- Performance is not linked to pay awards. Research has proven men are more successful at negotiating higher performance ratings.
- Exit interviews are carried out and any areas of concern are examined.

Future actions

None of these initiatives, will, of itself, remove the gender pay gap – and it may be several years before some have any impact at all. In the meantime, TBC is committed to reporting on an annual basis on what it is doing to resolve the gender pay gap and the progress it is making. Furthermore, TBC policies are impact assessed to minimise unfavourable treatment on staff.

Summary

In conclusion, Tamworth Borough Council recognises that last year's significant reduction in the gender pay gap was attributed to the new pay structure. Tamworth Borough Council's gender pay gap remains lower than the national average and lower than the average for the public sector. Tamworth Borough Council continues to be committed to report on an annual basis on what it is doing to reduce the gender pay gap will continue to embed equality and diversity within everything we do.

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Gender Pay Gap Report 2021

Background

Tamworth Borough Council (TBC) has published its Gender Pay Gap since 2018 to meet government requirements that employers with 250 or more employees must publish information each year to show the difference in average pay between male and female employees.

This is TBC's fifth annual report and provides data as at a "snapshot" date of 31st March 2021.

The gender pay gap report sets out Tamworth Borough Council's results in relation to 6 calculations:

Mean Gender Pay Gap	The difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.
Median Gender Pay Gap	The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.
Mean Bonus Gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female full pay relevant employees.
Median Bonus Gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.
Bonus proportions	The proportions of male and female relevant employees who were paid a bonus during the relevant period.
Pay Quartile	The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

The Council must publish its result both on its own website and the government gender pay gap service website. The data analysed relates to all employees of Tamworth Borough Council employed in temporary or permanent contracts on the reporting snapshot date (known as relevant employees). It includes those under an apprenticeship or contract to provide a service which falls under the IR35 regulations. Pay is based on ordinary pay which includes basic pay (hourly rate), contractual enhancements (such as stand by or essential car user) and sick pay. Pay excludes expenses, overtime pay, pay in lieu of leave, benefits in kind and redundancy pay.

How does Tamworth Borough Council's gender pay gap compare to previous years?

Headcount:

Tamworth Borough Council's headcount was 307 as at 31 March 2021. 196 (63.84%) of employees are female and 111 (36.16%) of employees are male. This is a decrease in headcount of 12 from 2020 and the proportion of female employees has decreased by 0.74%.

Mean Hourly Pay:

The mean hourly pay for female employees is £14.63 and for male employees it is £15.80. The mean hourly pay gap has **increased** from 6.41% in 2020 to 7.42% in 2021. However, since reporting commenced in 2018, this has decreased by 3.95%.

Median Hourly Pay:

The median hourly pay for female employees is £13.03 and for male employees it is £14.01. The mean hourly pay gap **decreased** from 7.63% in 2020 to 7% in 2021.

Breakdown by quartile:

The breakdown of genders in each quartile continues to show improvement in the top quartile as the gender split is now 59.49% female and 40.51% male, an improvement of 1.8% from last year. Therefore, the percentage of females in the top quartile continues to move towards reflecting the organisation's overall gender profile. There has been significant progress in this quartile, increasing by 10.17% since reporting commenced in 2018.

The upper middle quartile is 59.21% female and 40.79% male. The percentage of females in this quartile decreased by 3.44% from last year and is no longer as reflective of the organisation's overall gender profile.

The lower middle quartile is 62.2% female and 37.80% male. The percentage of females in this quarter decreased by 1.93% from last year but has improved overall by 2.57% since reporting began in 2018. It is still reflective of the organisation's overall gender profile.

The lower quartile is 75.71% female and 24.29% male. This has worsened since last year and continues to reflect a disproportionate number of females in this quartile compared against the overall gender breakdown of the organisation.

How does Tamworth Borough Council's gender pay gap compare with that of other organisations?

The median gender pay gap for the whole economy (according to the Annual Survey of Hours and Earnings (ASHE) figures 2020) was 14.9% for all employee and 7% for full time employees .

At 7% for all employees Tamworth Borough Council's median gender pay gap for all employees is significantly below the whole economy.

The median gender pay gap for the public sector is 11.2% meaning Tamworth Borough Council remains significantly lower than other public sector employers.

It should be noted that the Office of National Statistics (ONS) advise that interpreting average earnings data is difficult at this moment in time as the data for 2020 was affected by both the coronavirus (COVID19) pandemic, in terms of wages and hours worked in the economy, and also the disruption to the collection of data from businesses. This means that comparisons need to be treated with caution.

Gender Pay Gap Outcomes

The results of the 6 required calculations are outlined below, based on data for the snapshot date of 31st March 2020 and are also compared with the data from previous years.

Gender	Full pay relevant employee count				
	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	196 (63.84%)	206 (64.58%)	216 (62.42%)	217 (63.26%)	214 (61.85%)
Male	111 (36.16)	113 (35.42%)	130 (37.58%)	126 (36.67%)	132 (38.15%)
Total	307	319	346	343	346

Mean Gender Pay Gap

The mean (average) gender pay gap is the difference between the mean hourly pay rate of relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Mean hourly rate				
	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	14.63	13.92	13.60	13.11	13.11
Male	15.80	14.87	15.29	15.00	14.79
Mean Average	15.05	14.26	14.24	13.80	13.75
% mean hourly rate is lower for women	7.42%	6.41%	11.03%	12.6%	11.37%

Therefore, at Tamworth Borough Council the mean hourly rate for female employees is 7.42% lower than for male employees.

Median Gender Pay Gap

The median (middle value) gender pay gap is the difference between the median hourly pay rate of the relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Median Hourly rate				
	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	13.03	12.59	12.08	11.98	12.18
Male	14.01	13.63	13.19	13.05	12.97
Median Average	13.44	12.99	12.66	12.70	12.8
% median hourly rate is lower for women	7%	7.63%	8.45%	8.2%	6.05%

Therefore, at Tamworth Borough Council the median hourly rate for female employees is 7% lower than for male employees.

Bonus Pay Gap

Tamworth Borough Council does not pay bonus payments to employees in line with the criteria within the scope of the data requirements and therefore we are unable to report on this element.

Quartile Pay Bands

The proportions of male and female relevant employees in the four quartiles for the current and previous submissions:

Proportion of male and female by quartile:

	2021	2020	2019	2018	2017
Lower Quartile	70	128	71	69	61
Lower Middle Quartile	82	92	102	102	109
Upper Middle Quartile	76	83	84	86	103
Upper Quartile	79	78	89	86	73

Proportion of males in each quartile

	2021	2020	2019	2018	2017
Lower Quartile	17 24.29%	42 32.81%	18 25.35%	13 18.84%	14 22.95%
Lower Middle Quartile	31 37.80%	33 35.87%	42 41.17%	41 40.20%	44 40.37%
Upper Middle Quartile	31 40.79%	31 37.5%	27 32.14%	29 33.72%	37 35.92%
Upper Quartile	32 40.51%	33 42.31%	43 48.31%	43 50%	37 50.68%

Proportion of females in each quartile

	2021	2020	2019	2018	2017
Lower Quartile	53 75.71%	86 67.19%	53 74.65%	56 81.16%	47 77.05%
Lower Middle Quartile	51 62.20%	59 64.13%	60 58.82%	61 59.80%	65 59.63%
Upper Middle Quartile	45 59.21%	52 62.65%	57 67.86%	57 66.28%	66 64.08%
Upper Quartile	47 59.49%	45 57.69%	46 51.69%	43 50%	36 49.32%

The above charts shows Tamworth Borough Council's workforce divided into four equal-sized groups based on hourly pay rates, the lowest paid 25% of employees (the lower quartile) rising to the highest paid 25% (the upper quartile).

Within the Council, 75.71% of the employees in the lower quartile are women and 24.29% are men. A disproportionate amount of women are within this quartile, which is known as occupational segregation, where more women than men are concentrated in certain occupations. Historical societal factors, such as gender stereotypes, affect career choices. In TBC case roles such as Cleaners and Customer Service Assistants (i.e. grade B - the lowest pay grade within the Council) are still predominantly female.

The percentage of female employees decreases throughout the remaining Quartiles, with 62.20% in the lower middle quartile and 59.21% in the upper middle quartile. These quartiles are still comparable with the gender breakdown of the whole organisation, as 63.84% of the organisation are female.

The percentage of women and men in the upper quartile is not as reflective of the organisation's gender profile; 59.49% are female and 40.51% are male. However, improvement continues to be made with an increase of female employees in this quartile of 1.8% from the previous year.

What are the underlying causes of Tamworth Borough Council's gender pay gap?

Under employment legislation, men and women must receive equal pay for:

- The same or broadly similar work;
- Work related as equivalent under a job evaluation scheme; or
- Work of equal value.

Tamworth Borough Council is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women choose to apply for within the organisation and the salaries that these roles attract.

Across the UK economy as a whole, men are more likely than women to be in senior roles (especially very senior roles at the top of organisations), while women are more likely than men to be in front line roles at the lower end of the organisation. Women are more likely than men to have had breaks from work that have affected their career progression, for example to bring up children. They are also more likely to work part time, and many of the jobs that are available across the UK on a part time basis are relatively low paid.

What is Tamworth Borough doing to address its gender pay gap?

Whilst Tamworth Borough Council's gender pay gap compares favourably with that of organisations across the whole UK economy, this is not a subject about which Tamworth Borough Council is complacent, and it is committed to doing everything that it can to reduce the gap.

The introduction of the new pay structure, effective from 1 April 2019, made a positive impact on the gender pay gap, reducing the mean percentage gap significantly from 11.03% to 6.41%. An increase to 7.42% still means an overall improvement of 3.61%.

Tamworth Borough Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, job roles are evaluated to determine pay grades irrespective of the post holder's gender.

To date, Tamworth Borough Council has taken steps to promote gender diversity in all areas of its workforce. The Council has considered all aspects of the employee life cycle; attraction, recruitment, on boarding, development, retention and separation, including the following:

- All vacancies are eligible for part time and full time staff.
- Recruitment is standardised with a structured interview and often with tasks to reduce bias.
- Shortlisting is undertaken with candidate information anonymised.
- Recruitment adverts ensure inclusivity and are not gender biased.

- Governance is in place to ensure starting salaries above the minimum spinal column point for the grade are fair and equitable.
- All job roles are evaluated via nationally recognised mechanisms.
- The executive levels of the organisation are appointed to spot a salary which limits the opportunity to negotiate and thus removes bias.
- An agile working policy promoting flexible working; including part time, job share, flexible start and finish times for all staff and new entrants.
- TBC supports parents with maternity leave, shared parental leave and adoption leave.
- Employees with caring responsibilities are supported with carers leave
- Male and female employees receive the same enhancements for overtime and allowances.
- Training and development (including professional qualifications) is available to all staff.
- We will continue to encourage and monitor the take up of mandatory Diversity and Inclusion training to further minimise discrimination.
- We will provide a leadership and management development programme to establish a talent pipeline for leaders and managers of the future.
- Performance is not linked to pay awards. Research has proven men are more successful at negotiating higher performance ratings.
- Exit interviews are carried out and any areas of concern are examined.

Future actions

None of these initiatives, will, of itself, remove the gender pay gap – and it may be several years before some have any impact at all. In the meantime, TBC is committed to reporting on an annual basis on what it is doing to resolve the gender pay gap and the progress it is making. Furthermore, TBC policies are impact assessed to minimise unfavourable treatment on staff.

Summary

In conclusion, Tamworth Borough Council recognises that last year's significant reduction in the gender pay gap was attributed to the new pay structure. Tamworth Borough Council's gender pay gap remains lower than the national average and lower than the average for the public sector. Tamworth Borough Council continues to be committed to report on an annual basis on what it is doing to reduce the gender pay gap will continue to embed equality and diversity within everything we do.

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PAY POLICY STATEMENT 2022

Document Status: draft

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Originator: Jackie Noble

Owner: Zoe Wolicki/ Anica Goodwin

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Date: August 2022

For Approval by Full Council

Classification: SEC1 - Routine

Document Location

This document is held by Tamworth Borough Council, and the document owner is Anica Goodwin. Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

Revision History

Revision Date	Version Control	Summary of changes
17.01.13	2013	Update figures and spinal column points
09.01.14	2014	Reviewed & updated with 2013 pay settlement
10.02.15	2015	Updated following 2015 settlement
04.03.15	2015	Finalised figures based on recommendations of Leader & Appointments & Staffing Committee 26.2.15
17.02.16	2016	Reviewed & Updated
16.02.17	2017	Reviewed and updated
20.03.17	2017 final	Finalised for Full Council Approval
13.04.18	2018	New format, reviewed information and updated with 2018 pay settlement Addition of gender pay information
04.04.19	2019	Reviewed information and updated with 2019 new grade structure and gender pay information
24.08.20	2020	Reviewed and updated
07.09.20	2020	Updated to take into account 2020 pay settlement
17.05.21	2021	Reviewed and updated
23.05.22	2022	Reviewed and Updated

Key Signatories

Approvals Creation and Major Change

Name	Title	Approved
Appointments & Staffing	Head of Paid Service	
Full Council	Leader of the Council	

Approval Path

Major Change

Anica Goodwin
Andrew Barratt
Trade Union Liaison Group
Appointments & Staffing
CMT / Cabinet
Full Council

Action

Submission
Sponsor
Consultative Group
Approval
Corporate Approval
Council Approval

Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be published on our internet site.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

1. Purpose and Scope of the Policy Statement

- 1.1 Section 38 (1) of the Localism Act 2011 requires the Council to prepare an Annual Pay Policy Statement.
- 1.2 The purpose of this statement is to provide transparency about the Council's approach to setting the pay of its employees by identifying:
- The detail and level of salary for each of the Chief Officers as defined by relevant legislation
 - The salary of the lowest paid employee
 - The relationship between the salaries of Chief Officers and other employees
 - The methods by which salaries and grades of employees are determined
 - The committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the council and recommending any amendments to full council
- 1.3 In determining the pay of all employees, the Council will comply with all relevant employment legislation. This includes the:
- Equality Act 2010 (incorporating the Gender Pay Gap Regulations 2017)
 - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000,
 - Agency Workers Regulations 2010 (amended 2020)
 - Transfer of Undertakings (Protection of Earnings) Regulations 2006
 - National Minimum Wage (Amendment) Regulations 2018
- 1.4 This Pay Policy Statement applies to the Council's Chief Officers. It addresses the legal requirement to set out how pay is determined for this group. This includes the following posts within Tamworth Borough Council:
- Chief Executive
 - Executive Directors
 - Assistant Directors
- 1.5 This Pay Policy Statement is a supplement to Tamworth Borough Council's overarching pay and associated policies which form part of the terms and conditions of employees. These include but are *not limited to*:
- Tamworth Borough Council Pay Policy
 - Job Evaluation Scheme
 - NJC Terms and Conditions of Employment (Green Book)
 - JNC Terms and Conditions for Chief Executives (Chief Executive and Deputy Chief Executive are appointed to these terms and conditions)
 - JNC Terms and Conditions for Chief Officers (Executive Directors & Assistant Directors within Tamworth Borough Council are appointed to these Terms and Conditions).
 - Honorarium, Acting Up and Exgratia Policy
 - Travel, Subsistence & Expenses Policy
 - Flexible retirement Policy
 - Additional Payments Policy
 - Other Payments Policy
 - Employer Pension Discretion Policy

1.6 Once approved by full council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis.

2. Arrangements for Officer Pay

- 2.1 The general terms and conditions of employment are governed by the following national agreements:
- Chief Executive, Executive Directors and Assistant Directors - JNC for Chief Officers of Local Authorities,
 - All other Employee Groups - NJC for Local Government Services
- 2.2 The Council uses two forms of Job Evaluation to identify officer pay. This is either through the Council's Gauge Job Evaluation Scheme or the Hay Evaluation Scheme. The Hay Job Evaluation scheme is used to evaluate the following roles within the Council:
- Chief Executive
 - Executive Directors and Assistant Directors
 - Heads of Service are evaluated under Gauge and Hay (this is due to the cross over point of the two schemes).

All other posts within the Council are evaluated under the Gauge evaluation scheme in accordance with the agreed policies.

TBC conforms with the Local Government Association "Diverse by Design Guide" which provides a range of steps to positively influence a culture of equality and inclusion. In order to have a transparent and fair reward and recognition scheme, the Job Evaluation Scheme brings equity and fairness to the way TBC values and rewards jobs, it brings pay transparency and reduces pay inequality by providing a framework which is applied consistently. Job Evaluation evaluates the job and not the person and judges the demands of the job in a way that is as objective as possible. Furthermore, it removes any element of discretion, which can introduce bias.

- 2.3 Based on the application of the relevant Job Evaluation process; the Council uses the nationally negotiated pay spine as the basis for its local grading structure. The Council remains committed to adherence with national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated within this.
- 2.4 The pay award, effective from 1st April 2022 has not yet been agreed and is subject to ongoing negotiation between the recognised Trade Unions and National Employers for Local Government Services. **Appendix 1** details the Council's pay scales for 1st April 2021 to 31st March 2022 which was agreed in February 2022.
- 2.5 In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.
- 2.6 The Executive Director Organisation (Head of Paid Service) under the general scheme of

delegation within the Council will determine the terms and conditions of employment of all officers.

- 2.7 The Council also recognises that it may need to make additional payments to individuals taking on temporary assignments and responsibilities as a honorarium or acting up payment using the Job Evaluation Scheme to measure the additional responsibilities. Where the level of remuneration cannot be determined using the job evaluation framework, this may be a discretionary payment as an exgratia payment. The Council retains the right to make payments not set within the pay scale, where these can be objectively justified.
- 2.8 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy. The Acting Up, Honoraria and Exgratia Payments Policy specify such payments that may be made.
- 2.9 Additional payments are made to any Council Officers who act as Returning Officers and carry out duties at elections. These payments are calculated according to the approved scale or set by a government department depending on the nature of the election. For the year commencing 1st April 2022 the annual payment has been calculated as £4,329.13, with 70% of this amount paid to the Deputy Returning Officer.
- 2.10 New appointments will normally be made at the lowest point of the relevant grade, although this can be varied where necessary to secure the best candidate with approval from the Head of Paid Service and will be subject to an equality impact assessment. Employees who transfer within the organisation to a job of the same grade will transfer on their current spinal column point.
- 2.11 Tamworth Borough Council employees enjoy the benefit of a company paid healthcare cash plan at a cost of £4.33 per month per employee.
- 2.12 In exceptional circumstances the Council may make a payment to an individual under a Settlement Agreement. Such agreements protect the Council where there is a risk of compensation and/or damages claim, which could have high financial impact and/or damage the Council's reputation. Payments for all officers would be authorised by the Head of Paid Service. In the event a Settlement Agreement involving the Chief Executive or Head of Paid Service, the decision would be made by Full Council.

3. Chief Officer Remuneration

- 3.1 For the purposes of this statement, senior management means Chief Officers as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary and allowances as at 1st April 2022.

Job Type / Allowance	Scale Point	Salary	Car Allowance
Chief Executive Returning Officer Fee	CE1	£119142.36 £4,329.13	£963
Executive Director, Head of Paid Service and Deputy Chief Executive	EX1	£97,866.96	£963
Executive Director	EX2	£92,548.08	£963
Executive Director	EX2	£92,548.08	£1239
Assistant Director	AD4	£69,145.08 Plus £11,000 exgratia payment	£963
Assistant Director	AD4	£69,145.08 Plus £11,000 exgratia payment	£1239
Assistant Director	AD4	£69,145.08	£963
Assistant Director	AD4	£69,145.08	£1239
Assistant Director	AD4	£69,145.08	£1239
Assistant Director	AD1	£63,826.20	£0
Assistant Director	AD4	£69,145.08 plus £11,500 exgratia payment	£963

4. Additions to Salary of Chief Officers

- 4.1 In the event that a Chief Officer vacancy is covered by the distribution of duties to other Chief Officers ex gratia payments will be made.
- 4.2 The salary details given in **3.1** also provides details of additional payments made to Chief Officer

salaries including:

- Essential Car User Allowances as determined by the Council's Travel, Subsistence & Expenses Policy and reviewed and updated in line with NJC rates.
- Returning Officer/Registration of Electors duties are determined by Electoral Registration Officer Section 8 Representation of the People Act 1983 and Returning Officer Section 35 Representation of the People Act 1983. They are based on the size of the electorate multiplied by a figure set by County Council on an annual basis.

4.3 The council does not apply any bonuses to its Chief Officers.

5. Relationship between the Remuneration of Chief Officers and others

5.1 In comparing the Chief Executive pay with the wider workforce the Council will use the following definitions:

- The lowest-paid employee: the employee or group of employees with the lowest salary (full-time equivalent) employed by the Council at the date of assessment.
- The median: the mid -point salary when full-time equivalent salaries are arranged in order of size (highest to lowest). Based on salary levels of staff on the date of assessment.
- This excludes those employed on casual contracts of employment, but includes part time employees where their salaries are normalised to the full-time equivalent. It also excludes Apprentices who are employed on the Tamworth Borough Council apprentice pay grade, which mirrors age related national minimum wage.

Statutory guidance recommends that the most appropriate metric for measuring the relationship between pay rates as a multiple of Chief Executive pay to median salary. Tracking this multiple will allow the Council to ensure that public services are accountable for the relationship between top pay and that paid to the wider workforce.

	Annual Salary	Ratio to Highest
Highest Salary	£119,142	
Median (Mid-point) value	£25,419	1:4.7
Lowest full time salary	£18,333	1:6.5

6. Lowest Paid Employee

- 6.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time 37 hours equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1st April 2022, the lowest spinal column point is spinal column point 1 (£18,333).

The Council employs Apprentices who are not included within the definition of 'lowest paid employees' as they are paid the age related Apprenticeship rate. From 1st April 2022 the National Living Wage (for 23 and over) and National Minimum Wage rates paid are:

23 and over	21 to 22	18 to 20	Under 18	Apprentice
£9.50	£9.18	£6.83	£4.81	£4.81

7. Recruitment of Chief Officers

- 7.1 The Council's policy and procedures with regard to recruitment of Chief Officers is set out within the Officer Employment Procedure Rules as detailed in Part 4 / Schedule 8 of the Constitution. When recruiting to all posts the Council will take full and proper account of its own Equality and Diversity, Recruitment and Selection, Employment Stability and Re-engagement Policies. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure.
- 7.2 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilize engaging individuals under 'contracts for service' (subject to the relevant tests for compliance with IR35 Intermediaries Regulations). These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

8. Payments on Termination - Chief Officers

- 8.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. We have chosen not to adopt Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
- 8.2 Any other payments falling outside the provisions (such as Settlement Agreements) or the relevant periods of contractual notice shall be subject to a formal decision made by the Chief Executive and Head of Paid Service with delegated authority to approve such payments. With regards to any proposed payment to the Chief Executive or Head of Paid Service, to prevent a conflict of

interest, it is expected that the payment should be approved by a panel including at least two independent persons.

9. Special Severance Payments (Exit Pay Cap)

- 9.1 Payments of £100,000 and above must be approved by a vote of full Council, as set out in the Localism Act 2011.
- 9.2 Payments of £20,000 and above, but below £100,000 must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment.
- 9.3 Payments below £20,000 must be approved according to the scheme of delegation.

10. Gender Pay Gap Reporting

- 10.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 require Tamworth Borough Council to calculate and publish the gender pay gap between male and female employees each year.
- 10.2 The data based on the pay situation as at 31st March 2021 and indicates a . mean hourly gender pay gap of 7.42% and a median hourly gender pay gap of 7%. **Appendix 2** details the 2021 Gender Pay Gap report.
- 10.3 Data based on the pay situation as at 31st March 2022 indicates a mean hourly pay gap of 5.96% and a median hourly pay gap of 5.3%. This indicates a reduction by 1.46% (mean) and 1.7% (median). The report for 2022 can be found in **Appendix 3**.

11. Accountability and Decision Making

- 11.1 In accordance with the Constitution of the Council, the Appointments and Staffing Committee are responsible for decision making in relation to employment policies including recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council. Where appropriate, implementation of these policies may be delegated to the Chief Executive or Head of Paid Service in accordance with the the scheme of delegation.

12. Publication

- 12.1 Once approved by full Council, this policy statement and any subsequent amendment will be published on the Council's website. Human Resources will be responsible for the annual review to ensure an accurate pay policy is published each financial year and that the Council remains complaint with legislation.
- 12.2 In accordance with the Code of Practice on Local Authority Accounting, the annual Statement of Accounts must include pay details of Senior Officers (as defined by the Accounts and Audit (England) Regulations 2015) where the salary is above £50,000 per annum. The following aspects must be included:

- Salary, fees or allowances paid to or receivable by the person in the current and previous year;
- Any sums payable by way of expenses allowance that are chargeable to UK income tax;
- Any compensation for loss of employment and any other payments connected with termination;
- Any benefits received that do not fall within the above – including contribution to the person's pension.

The Council complies with this requirement and publishes the data on the Tamworth Borough Council website.

Tamworth Borough Council Grade Structure from 01/04/2021			1.75 % Increase	Implemented March 22
Grade	Spinal Column Point		Monthly	Hourly rate rounded to 4 decimal places
A	1	18333	1527.75	9.5025
	1	18333	1527.75	9.5025
B	2	18516	1543.00	9.5973
	3	18887	1573.92	9.7896
C	4	19264	1605.33	9.9850
	5	19650	1637.50	10.1851
	6	20043	1670.25	10.3888
D	7	20444	1703.67	10.5967
	8	20852	1737.67	10.8081
	9	21269	1772.42	11.0243
	10	21695	1807.92	11.2451
	11	22129	1844.08	11.4700
	12	22571	1880.92	11.6991
	13	23023	1918.58	11.9334
Not used	14	23484	1957.00	12.1724
	15	23953	1996.08	12.4155
	16	24432	2036.00	12.6638
E	17	24920	2076.67	12.9167
	18	25419	2118.25	13.1753
	19	25927	2160.58	13.4387

	20	26446	2203.83	13.7077
	21	26975	2247.92	13.9819
	22	27514	2292.83	14.2612
F	23	28226	2352.17	14.6303
	24	29174	2431.17	15.1217
	25	30095	2507.92	15.5990
	26	30984	2582.00	16.0598
	27	31895	2657.92	16.5320
	28	32798	2733.17	17.0001
G	29	33486	2790.50	17.3567
	30	34373	2864.42	17.8164
	31	35336	2944.67	18.3156
	32	36371	3030.92	18.8521
H	33	37568	3130.67	19.4725
	34	38553	3212.75	19.9830
	35	39571	3297.58	20.5107
	36	40578	3381.50	21.0327
Not used	37	41591	3465.92	21.5577
	38	42614	3551.17	22.0880
I	39	43570	3630.83	22.5835
	40	44624	3718.67	23.1298
	41	45648	3804.00	23.6606
	42	46662	3888.50	24.1862
	43	47665	3972.08	24.7060
J	44	48856	4071.33	25.3234

	45	50096	4174.67	25.9661
	46	51329	4277.42	26.6052
Assistant Director	AD1	63,826.20	5318.85	33.0828
	AD2	65,421.96	5451.83	33.9099
	AD3	67,017.48	5584.79	34.7369
	AD4	69,145.08	5762.09	35.8397
Executive Director	EX2	92,548.08	7712.34	47.9701
Executive Director - Head of Paid Service	EX1	97866.96	8155.58	50.7270
Chief Executive	100	119,142.36	9928.53	61.7546

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