

**RIBBLE VALLEY BOROUGH COUNCIL  
REPORT TO POLICY & FINANCE COMMITTEE**

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DECISION

meeting date: TUESDAY, 7 NOVEMBER 2023  
title: BECOMING AN ACCREDITED LIVING WAGE EMPLOYER  
submitted by: CHIEF EXECUTIVE  
principal author: MARSHAL SCOTT, CHIEF EXECUTIVE

**1 PURPOSE**

- 1.1 To agree the implementation date for the Living Wage Foundation minimum rate of pay for Council employees.

**2 BACKGROUND**

- 2.1 At the Council meeting on 10 October 2023 the Council resolved to:

1. Adopt the Living Wage Policy for the lowest paid members of Council staff both full time and part time aged 18+.
2. To make appropriate steps to become accredited by the Living Wage Foundation as a Living Wage employer.

**3 IMPLEMENTING THE LIVING WAGE FOUNDATION PAY RATE**

- 3.1 On 24 October the Living Wage Foundation announced its new minimum hourly wage rate for employees outside London. The new rate is £12 per hour and whilst the Foundation say employers should implement the new wage rate as soon as possible, they state that all employees should be receiving the new rate of pay by May 2024.

3.2 We would recommend the Council adopt the 1 April 2024 as the implementation date for the new Living Wage rate and in subsequent years 1 April if the rate is amended.

3.3 This would bring the pay increase in line with the annual increase in all Council staff pay under National Joint Council conditions of service.

Note - The Living Wage rate will not apply to employees who are employed as apprentices, they will continue to be paid the National Living Wage rate for their age.

#### 4 ACCREDITATION

4.1 To be an accredited Living Wage Foundation employer, the Council needs to agree to:

1. Pay the current Living Wage rate to all directly employed staff.
2. Either pay the current Living Wage to all regular third party contracted staff or is committed to a phased implementation approach of paying all regular third party contracted staff the Living Wage rate as and when contracts are up for renewal.
3. Be committed to implementing the annual rise as soon as possible and within 6 months of the announcement each year.
4. Be committed to communicate becoming a Living Wage employer to all staff including announcing the annual rise each year.

4.2 We cannot complete the Accreditation Form until all the above terms are being met.

4.3 As far as point 2 above is concerned, the Living Wage provides examples of third party contracted staff as cleaners and catering staff.

4.4 Whilst we do not employ sub-contracted cleaning or catering staff, we do occasionally employ indirectly agency staff, CCTV monitoring staff and mechanical sweeper operatives. The agencies and contractors we use will need advising of our Living Wage rate.

## 5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications:

- Resources – The current rate of pay for the lowest paid Council staff and casual employees is currently £10.60, although this will increase to £11.60 once the 2023/24 pay settlement is agreed.

The budget forecast for 2024/25 assumes a 4% pay increase taking the rate for the lowest paid employee to £12.06 per hour. The actual rate will depend upon the negotiated pay settlement for next year.

Where sub-contracted staff are concerned any increased costs may be passed on to the Council.

- Technical, Environmental and Legal – Paying the Living Wage Foundation wage rate is a voluntary arrangement unlike the statutory National Living Wage.
- Political – N/A

- Reputation – The Council will be able to use the Living Wage Foundation logo once accredited.
- Equality & Diversity – The Living Wage Foundation believe their pay rate represents the most appropriate minimum pay rate for employees.

## 6 **RECOMMENDED THAT COMMITTEE**

- 6.1 Agree to implement the current Living Wage Foundation pay rate from 1 April 2024 and thereafter on 1 April each year when amended.

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Marshal Scott, extension 4400.