

Appendix 2 - Four steps of accreditation and beyond

Step 1: Local Authority decides to become an accredited Living Wage Employer

Action	Achieved By	Action For
Ensure there is political buy-in to become an accredited Living Wage Employer	Paper taken to Employment Committee/ Full Council	Members of Employment Committee
Ensure that all directly employed staff are paid at least the FLW rate	Consultation with Local Authority (LA) Maintained Schools and their Governing Bodies. Discussions with Academies and Free Schools encouraging them to become accredited Living Wage Employers.	HR/ Education/ Finance
Nominate an individual to be a lead officer on the real Living Wage to liaise with the Living Wage Foundation and document progress	Identify an individual within HR, as it is a pay related issue.	HR
Initiate an internal working group to plan and manage the Living Wage on an ongoing basis	Directorates identifying individuals to sit on the internal working group	HR/Procurement/ Care Commissioners/ Communication/ Finance/ Education/ Trade Unions
Enquire with the Living Wage Foundation to begin process and receive guidance.	Further discussions with Living Wage contact	Lead Officer

Step 2: Making a plan for procurement

Action	Achieved By	Action For
Identify all relevant contracts that need the Living Wage embedded, with target dates for implementation		Procurement
Build Living Wage into all terms and conditions, pre-qualification questionnaires and future supplier communications		Procurement
Plan how this will be managed and reported annually to the Living Wage Foundation		Procurement

Step 3: Approval and accreditation

Action	Achieved By	Action For
Submit completed licence application and approved milestones to the Living Wage Foundation	Completing necessary consultation processes, contract work and application process	Internal working group
Display the Living Wage Foundation Mark, Living Wage Foundation plaque, and appear on the Living Wage Foundation's interactive map of accredited employers	Look at ways and places the Council could display the Living Wage Foundation Mark e.g. website Identify a place to display plaque e.g. reception area	Internal working group
Internal working group to monitor progress and agree reporting schedule with Living Wage Foundation	Work with the Living Wage Foundation to understand what reporting is required and plan a reporting schedule	Internal working group, with specific groups taking lead
Plan how the Council will celebrate its accreditation and best promote the FLW rate to other Local Businesses	Internal and External Communications, potential events, annual FLW week celebrations	Identified Members and Internal Working Group Members

Step 4: After accrediting, a local authority can:

Action	Achieved By	Action For
Promote itself as an accredited Living Wage Employer	The Council will be expected to demonstrate that they are encouraging other organisations to become an accredited Living Wage Employer. For example academies within its boundaries	Internal working group
Display the Living Wage Employer mark on the council website, vehicles, recruitment advertisement and display the Living Wage plaque in all buildings	Making a corporate decision where the Council wants to display the 'mark' then working with relevant teams to identify how this can be achieved	Internal working group
Receive merchandise and digital assets from the Living Wage Foundation	No action- Just for information	N.A
Feature in the Living Wage Foundation's Living Wage Business Directory	No action- Just for information	N.A