

Report To: Council

Date of Meeting: 8 April 2014

**Lead Member / Officer: Cllr Barbara Smith
Mohammed Mehmet, Chief Executive Officer**

Report Author: Linda Atkin, Head of HR

Title: Pay Policy Statement

1. What is the report about?

- 1.1 The Localism Act 2011 requires local authorities to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce particularly its senior staff (or "chief officers") and its lowest paid employees. Pay Policy Statements must be approved by the Council on an annual basis, and published on the relevant website.

2. What is the reason for making this report?

- 2.1 This report has been prepared to satisfy the Council's legal obligations in respect of the Localism Act 2011.
- 2.2 To seek approval of the attached Pay Policy Statement which has been drafted in accordance with the requirements of 38 (1) of the Localism Act 2011 and incorporates all existing pay arrangements for the workforce groups within the Council, including Chief Officers and the lowest paid employees.

3. What are the Recommendations?

- 3.1 To approve the attached Pay Policy Statement so that the Council complies with its legal obligations under the Localism Act 2011.

4. Report details.

- 4.1 Under Section 112 of the Local Government Act 1972 the Council has 'the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit'. This Pay Policy statement sets out the Council's approach to Pay Policy in accordance with the requirements of 38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement every financial year, detailing:
- a) The Authority's Policies towards all aspects and elements of the remuneration of Chief Officers
 - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers

- c) The Authority's Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
- d) The relationship between the remuneration of its Chief Officers and other employees.

The pay policy is largely unchanged from last year, but it does reflect the 1% pay increase to NJC, Soulbury and Youth Staff; and Chief Officers' 0%. The pay settlement for 2014/15 is yet to be agreed.

5. How does the decision contribute to the Corporate Priorities?

5.1 Not applicable.

6. What will it cost and how will it affect other services?

6.1. There are no new financial implications for the Council arising from this report.

7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

7.1 EqIA attached. This is an annual statement of salaries which were subject to an equality impact assessment following the Single Status Pay and Grading Review. Equal Pay Audits are carried out annually to ensure this is continually monitored.

8. What consultations have been carried out with Scrutiny and others?

7.1. Consultation with the Head of Legal and Democratic Services, the Section 151 Officer and the Senior Leadership Team to ensure all requirements of s38 (1) of the Localism Act were incorporated into the first Pay Policy Statement for 2012/3.

7.2. Pay information has been updated by Payroll and Job Evaluation Specialist following NJC Pay Awards in April 2013 and Soulbury and Youth in September 2013. Senior Manager (JNC) pay rates remain as 2013/14 Pay Policy Statement as these have not increased since April 2008.

9. Chief Finance Officer Statement

9.1 There are no financial implications arising from this report

10. What risks are there and is there anything we can do to reduce them?

10.1 The Council will be in breach of its legal obligations in respect of the **Localism Act** if it fails to adopt the Pay Policy.

11. Power to make the Decision

- 11.1 s38 (1) of the Localism Act 2011 and section 112 of the Local Government Act 1972 covering the power to appoint officers