

**REPORT OF THE DEPUTY LEADER OF THE COUNCIL AND PORTFOLIO HOLDER FOR  
RESOURCES AND NEIGHBOURHOOD REGENERATION**

**PAY POLICY STATEMENT 2015/2016**

**1 SUMMARY**

- 1.1 This report introduces the Council's pay policy statement for 2015-16 as required by the Localism Act. The policy sets out information on pay and conditions for chief officers in comparison to the bulk of the workforce employed on 'Local Government Scheme' (LGS) terms and conditions.

**2 RECOMMENDATIONS**

- 2.1 To approve and endorse the Council's pay policy statement for 2015/16.
- 2.2 To note that the statement may need to be amended in-year for any necessary changes the Council may wish to adopt. Any such changes will be presented to Full Council for approval.

**3 REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)**

- 3.1 The pay policy statement is being presented to Full Council in order to demonstrate that decisions on pay and reward packages for chief executives and chief officers are made in an open and accountable way.

**4 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS**

- 4.1 As the production of a pay policy statement is a requirement under the Localism Act, no other options were considered.

**5 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)**

- 5.1 The Localism Act requires local authorities to prepare and publish pay policy statements.
- 5.2 The Act requires that the statement must be approved formally by the Council meeting itself (it cannot be delegated to a sub-committee); must be approved by the end of March each year and must be published on the Council's website. "Chief Officer" is widely defined through adopting the definitions in the Local Government and Housing Act 1989.
- 5.3 In more detail, the matters that must be included in the statutory pay policy statement are as follows:
- the Council's policy on the level and elements of remuneration for chief officers;
  - the Council's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);

- the Council's policy on the relationship between the remuneration of its chief officers and other officers;
- the Council's policy on other specific aspects of chief officers' remuneration, such as remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

- 5.4 The Act defines remuneration widely, to include not just pay, but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements, and termination payments.
- 5.5 The pay multiple of the average chief officer's pay (£93,126) to that of the non-chief officer average earner (£25,702) including guaranteed payments (see 5.9) is 1:4. The relationship between the Chief Executive's pay (£160,000) to that of the Council's non chief officer average earner excluding allowances (£22,032) is a pay multiple of 1:7.
- 5.6 The total sum of additional payments claimed by the Council's chief officers from 1 April 2014 to 31 October 2014 was £39,527. These related to claims for expenses and allowances, ranging from travel to relocation.
- 5.7 As at 31 October 2014, there were no chief officers in receipt of bonus payments; increments; pay awards; performance related pay; and other pay enhancement allowances (overtime, weekend, evening, night working, etc).
- 5.8 The pay gap between the Chief Executive and lowest paid employee has stabilised this year. The Council now pays a Living Wage supplement to all colleagues on Grade A and the majority of Grade B (£12,435-£14,013) the difference between their grade and £7.65 per hour, and is considering increasing the supplement in line with the Living Wage Foundation's annual announcement to raise the Living Wage (outside of London) to £7.85.
- 5.9 Guaranteed payments include basic FTE salary; pension – employer contribution on FTE basic pay; single status incentive payments; allowances; and enhancements paid between 01/04/2013 to 31/10/2014

## **6 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY)**

- 6.1 The pay policy statement will also assist chief officers in the discharge of their responsibilities relating to staffing numbers and payments to employees as set out in the Council's Financial Regulations and Corporate Financial Procedures.

## **7 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS, CRIME AND DISORDER ACT IMPLICATIONS AND EQUALITY AND DIVERSITY IMPLICATIONS)**

- 7.1 The statement proposed for approval has been prepared in accordance with Sections 38 to 43 of the Localism Act 2011 which require the City Council to prepare, approve and publish a pay policy statement in the terms described in this report.

## **8 EQUALITY IMPACT ASSESSMENT (EIA)**

- 8.1 An EIA is not required as the pay policy statement does not include proposals for new or changing policies, services or functions.

**9      LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE  
DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

9.1      None.

**10     PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

- 10.1    Communities and Local Government, Openness and accountability in local pay: Guidance under section 40 of the Localism Act.
- 10.2    Local Government Association and Association of Local Authority Chief Executives (ALACE), Localism Act: Pay Policy Statement Guidance for Local Authority Chief Executives.
- 10.3    Department for Communities and Local Government, 2013. Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011. Supplementary Guidance. London
- 10.4    Hutton, W., 2011. Hutton Review of Fair Pay. London
- 10.5    One Society, 2012. Leading the Way on Fair Pay: An Assessment of Principal Local Authorities in England & Wales. London

**COUNCILLOR GRAHAM CHAPMAN  
DEPUTY LEADER OF THE COUNCIL AND PORTFOLIO HOLDER FOR RESOURCES AND  
NEIGHBOURHOOD REGENERATION**