

<b>Title of Report:</b>	<b>Statutory Pay Policy Statement</b>
<b>Report to be considered by:</b>	Council
<b>Date of Meeting:</b>	3rd March 2015
<b>Forward Plan Ref:</b>	C2833

**Purpose of Report:** To present a Pay Policy Statement to be published from 1st April 2015, for approval.

**Recommended Action:** To approve the Pay Policy Statement attached at Appendix A.

**Reason for decision to be taken:** To comply with the requirements of s38 of the Localism Act 2011

**Other options considered:** n/a

**Key background documentation:** None

**Published Works:** The Localism Act Nov 11, s38-43 (legislation.gov.uk); Openness and accountability in local pay: Guidance under section 40 of the Localism Act Feb 2012, and supplementary guidance Feb 2013 (CLG); Localism Act: Pay Policy Statement Guidance for Local Authority Chief Executives Nov 11 (JNC for Chief Officers)

The proposals will also help achieve the following Council Strategy principle:

**CSP8 - Doing what's important well**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:  
complying with a statutory duty to publish information about the pay of its employees.

<b>Portfolio Member Details</b>	
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<b>Date Portfolio Member agreed report:</b>	19 January 2015

<b>Contact Officer Details</b>	
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## Implications

<b>Policy:</b>	The Council is required to publish a statement of its pay policy. The proposed statement does not involve a change of policy.
<b>Financial:</b>	none
<b>Personnel:</b>	none
<b>Legal/Procurement:</b>	This statement will ensure that the Council complies with the Localism Act 2011
<b>Property:</b>	none
<b>Risk Management:</b>	none

Is this item relevant to equality?	Please tick relevant boxes		Yes	No
Does the policy affect service users, employees or the wider community and:				
• Is it likely to affect people with particular protected characteristics differently?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at <a href="http://intranet/EqIA">http://intranet/EqIA</a>				<input type="checkbox"/>
Not relevant to equality				<input checked="" type="checkbox"/>

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

# Executive Summary and Report

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## 1. Introduction

- 1.1 Section 38 of the Localism Act ('the Act') of the Act requires local authorities to publish an annual pay policy statement, starting with 2012/13.
- 1.2 Council approved the annual publication of the statement, in principle, on 1st March 2012. This report seeks approval for the 2015 statement, for publication with effect from 1st April 2015.
- 1.3 In previous years, the Council has combined the statutory pay policy statement with publication of specific pay and terms and conditions related aspects of the Local Government Transparency Code. The latest version of the Code (published October 2014) includes additional items, such as publication of spending on trade unions. This year's pay policy statement will therefore cover only the requirements of s38 of the Localism Act. Publication of data required by the Transparency Code (which does not require approval from full Council) will instead be included on the Council's 'Transparency' pages on the website.

## 2. Localism Act Requirements

- 2.1 S38 of the Localism Act requires the local authority to prepare and publish a pay policy statement for the financial year 2012/13 and each subsequent year. The method of publication is at the discretion of the authority, but it is expected to comply with the principles set out in the Local Government Transparency Code. The statement must be approved by the full Council.
- 2.2 The statement should set out the policies in relation to;
  - (1) Remuneration of its chief officers
  - (2) The remuneration of its lowest paid employees (and our definition and reasons for defining it)
  - (3) The relationship between the remuneration of its chief officers and those who are not chief officers
- 2.3 The definition of chief officers includes the Chief Executive, the Monitoring Officer, the Section 151 Officer, Corporate Directors, as well as those who report directly to any of these post holders. Thus, in West Berkshire Council, this definition would include all Heads of Service.
- 2.4 Chief Officer remuneration includes salary, bonuses, performance-related pay, fees or allowances (including as returning officer), benefits in kind, etc. The policy should also state how chief officer salary will be determined on appointment and any arrangements for payments upon leaving office.

## 3. Proposals

- 3.1 It is recommended that the Personnel Committee recommends the Pay Policy Statement, at Appendix A, to full Council, for approval. This fits within its terms of reference which are to consider matters of personnel policy. Approval for the statement cannot be delegated to a committee.

- 3.2 A draft Pay Policy Statement 2015 is appended for consideration, which will be published on the Council's website once approved.

[For Corporate Board only, italic text is estimated and will be amended when the relevant information is available and in time for publication in April 2015.]

#### **4. Equalities Impact Assessment Outcomes**

- 4.1 This item is not relevant to equality.

#### **5. Conclusion**

- 5.1 Publication of the Pay Policy Statement will ensure that the Council complies with its duties under s38 of the Localism Act 2011.

### **Appendix**

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Appendix A - Draft Pay Policy Statement 2015

#### **Consultees**

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**Local Stakeholders:** n/a

**Officers Consulted:** Corporate Board

**Trade Union:** n/a