
Statutory Pay Policy 2016

Committee considering report:	Council
Date of Committee:	01 March 2016
Portfolio Member:	Councillor James Fredrickson
Date Portfolio Member agreed report:	28 January 2016
Report Author:	Jane Milone
Forward Plan Ref:	C2980

1. Purpose of the Report

- 1.1 To seek approval for publication of the Statutory Pay Policy Statement, effective from 1st April 2016.

2. Recommendation

- 2.1 That the policy statement attached as appendix C is approved for publication in accordance with s38 of the Localism Act 2011.

3. Implications

- 3.1 **Financial:** None
- 3.2 **Policy:** None
- 3.3 **Personnel:** None
- 3.4 **Legal:** None
- 3.5 **Risk Management:** None
- 3.6 **Property:** None
- 3.7 **Other:** None

4. Other options considered

- 4.1 Not applicable – this is a statutory requirement.

5. Executive Summary and Report

- 5.1 Section 38 of the Localism Act 2011 requires local authorities to publish an annual pay policy statement. 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.
- 5.2 Council approved the annual publication of the statement, in principle, on 1st March 2012. This report seeks approval for the 2016 statement, for publication with effect from 1st April 2016.
- 5.3 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
- 5.4 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.
- 5.5 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.
- 5.6 The Pay Policy Statement for 2016 has been updated to account for the impact of scoring performance under the corporate appraisal system, and the decision to pay a 'living wage supplement' to corporate employees who would otherwise be paid less than £8.25 per hour.
- 5.7 The statement will be further amended if there is a 'cost of living' increase awarded from April 2016. National negotiations are currently under way, although it is not clear whether agreement will be reached before 1st April 2016. If no agreement is reached by then, the Council will amend the three lowest scale points on the pay spine to make them equivalent to the National Living Wage (£7.20 per hour) with effect from 1st April 2016. This will then be amended if a different pay award is subsequently agreed.

6. Conclusion

- 6.1 The Pay Policy Statement attached as Appendix C should be published on the Council website with effect from 1st April 2016, to comply with our statutory duty under the Localism Act.
- 6.2 Data in the draft statement reflects available data at the time of the report submission. The draft statement will be updated following any pay award to ensure that the salary data and ratios are correct at the time of publication.

7. Appendices

- 7.1 Appendix A - Supporting Information
- 7.2 Appendix B – Equalities Impact Assessment
- 7.3 Appendix C –*draft Statutory Pay Policy 2016*