

 Employment – 23rd March 2016		Agenda Item No. 4
Title	Pay Policy Statement	
For further information about this report please contact	Elaine Priestley Senior HR Officer 01926 456682 Mike Snow Head of Finance 01926 456800	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	None	
Background Papers	None	

Contrary to the policy framework:	Yes/No
Contrary to the budgetary framework:	Yes/No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	Yes/No
Equality & Sustainability Impact Assessment Undertaken	Yes/No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	March 2016	CMT
Head of Service		
CMT		As above
Section 151 Officer	March 2016	
Monitoring Officer	March 2016	Andy Jones
Finance	March 2016	
Portfolio Holder(s)	March 2016	Cllr Mobbs
Consultation & Community Engagement		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 The report presents the Council's Pay Policy Statement for 2016-17 as required under the Localism Act 2011, 2011 Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability. It sets out the authority's policies for the financial year relating to the remuneration of chief officers, the remuneration of the lowest paid employees and the relationship between the remuneration of its chief officers and its employees that are not chief officers.
- 1.2 The report gives a definition of chief officers and lowest paid employees. It covers different elements of remuneration and outlines the guidelines and policies that govern remuneration.

2. **RECOMMENDATION**

- 2.1 That Full Council approve the Pay Policy Statement – at Appendix 1 – as presented and agree for its publication for the 2016-17 financial year
- 2.2 That Full Council agree to publication of the approved Pay Policy Statement on an annual basis with reviews and amendments in-year if required subject to agreement at Full Council.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 A Pay Policy Statement is requirement under the Localism Act 2011 and needs to be formally adopted by the Council each year; this is the fifth annual statement.

4. **POLICY FRAMEWORK**

- 4.1 **Policy Framework** – the report does not bring forward changes to the policies listed below:
 - Development Plan Documents
 - Fit for the Future
 - Food Law Enforcement Service Plan
 - The plan and strategy which comprise the Housing Investment Programme
- 4.2 **Fit for the Future** – The report is not contrary to the aims of the Fit for the Future programme of work.

5. **BUDGETARY FRAMEWORK**

- 5.1 There is not an impact on the Budgetary Framework, including the process set out in the Budget and Policy Framework Procedure Rules within the Constitution. The costs of the Pay Policy are all reflected within the Council's agreed Budget.

6. **RISKS**

- 6.1 Agreeing and publishing the Pay Policy Statement is a legal requirement. By complying, this should remove any risk of external challenge to the Council.

7. ALTERNATIVE OPTION(S) CONSIDERED

7.1 None considered – it is required by law

8. BACKGROUND

8.1 Agreeing and publishing the Pay Policy is a legal requirement. This is the fourth year this has been in place.

8.2 Main Points from the Pay Policy

8.2.1 The Pay Policy Statement must be prepared on an annual basis beginning with 2012-2013 financial year and each subsequent year as set out in the Localism Act 2011.

8.2.2. The statement must contain details of the authority's policies in relation to remuneration for its chief officers. It should be noted that the pay scales have not increased for five years for Chief Officers and the Chief Executive.

8.2.3 It must also include a definition of its lowest paid workers and their remuneration policies.

8.2.4 It must include the relationship in remuneration between chief officers and chief officers and lowest paid workers; this has been illustrated by ratios.

8.2.5 The statement also includes levels and elements of remuneration for chief officers, remuneration for the recruitment of chief officers, increases and additions to chief officers, performance related or other bonuses for chief officers, the approach to chief officer remuneration if they cease to hold office or cease employment and the publication of and access to information relating to chief officer remuneration.

8.2.6 The statement must be published once it has been approved in a matter that is fitting – this will be on the Council's website.