



Title	Pay Policy Statement
For further information about this report please contact	Karen Warren
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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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	January 2013	CMT
Head of Service		
CMT		As above
Section 151 Officer	January 2013	Mike Snow
Monitoring Officer	January 2013	Andy Jones
Finance	January 2013	Mike Snow
Portfolio Holder(s)	February 2013	Cllr Doody, 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 2013-2014 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 2013/2014 financial year
- 2.2 That Full Council agree to publication 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 second year 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.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 None considered – it is required by law

7. **BACKGROUND**

7.1 **Main Points from the Pay Policy**

- 7.1.1 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.
- 7.1.2. 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 three years for the majority of staff and for four years for the Chief Executive.
- 7.1.3 It must also include a definition of its lowest paid workers and their remuneration policies.
- 7.1.4 It must include the relationship in remuneration between chief officers and chief officers and lowest paid workers; this has been illustrated by ratios.
- 7.1.5 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.
- 7.1.6 The statement must be published once it has been approved in a matter that is fitting – this will be on the Council's website.
- 7.1.7 The Pay Policy Statement for 2013/14 takes into account the supplementary guidance as published by the Secretary of State on 20th February 2013.