

 Employment Committee – March 27th 2012		Agenda Item No. 6
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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	Yes/No If yes state why	
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 2012	CMT
Head of Service	January 2012	Susie Drummond
CMT	January 2012	As above
Section 151 Officer	January 2012	Mike Snow
Monitoring Officer	January 2012	Andy Jones
Finance	January 2012	Mike Snow
Portfolio Holder(s)		Cllr Moira-Ann Grainger
Consultation & Community Engagement		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		
The policy will be referred to Council for approval.		

1. **SUMMARY**

- 1.1 The report presents the Council's Pay Policy Statement for 2012-2013 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 Employment Committee recommends to Council the approval of the Pay Policy Statement – at Appendix 1 – as presented and agree for its publication for the 2012/2013 financial year
- 2.2 That the Employment Committee recommend to Council publication of the Pay Policy Statement on an annual basis with reviews and amendments in-year if required subject to consideration at Employment Committee and approval by 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 before 31st March 2012. The Employment Committee of this Council is responsible for all policies relating to staff and matters relating to staffing cannot be determined by the Executive. However the CLG have provided guidance on this matter that the final decision on the policy needs to be taken by Council. Considering this it was considered by officers that Employment Committee should consider the report prior to Council approving the final version.

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 will enable the Committee to see the effect of the Fit for the Future programme on the current workforce.

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.
- 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.