

HIGH PEAK BOROUGH COUNCIL

Report to Council

20th February 2019

TITLE:	Pay Policy Statement 2019/2020
EXECUTIVE COUNCILLOR:	Councillor Emily Thrane – Executive Councillor for Finance & Operational Services
CONTACT OFFICER:	Tanya Cooper – OD and Transformation Manager
WARDS INVOLVED:	Non-Specific

Appendices Attached:

Appendix A – Pay Policy Statement 2019/2020

1. Reason for the Report

- 1.1 The purpose of the report is to confirm the agreed policies for the remuneration of the Council's workforce and seek approval of the Pay Policy Statement for 2019/2020 in compliance with the provisions of the Localism Act (2011)

2. Recommendation

- 2.1 That the Council approves the Pay Policy Statement for 2019/2020.

3. Executive Summary

- 3.1 In accordance with Sections 38 to 43 of the Localism Act 2011 the Councils are required to agree a Pay Policy Statement for each financial year. In preparing this statement, they are also required to have regard to the guidance issued by the Secretary of State under Section 40 of the Localism Act 2011.
- 3.2 The Pay Policy Statement must be approved by a resolution of full Council by the end of March and in each subsequent year. The Councils must publish the statement in such a manner as it thinks fit, which must include publication on the website.

- 3.3 The proposed Pay Policy Statement attached at Appendix A seeks to comply with the statutory requirements of the act and confirms the agreed policies of the Council.

4. How this report links to Corporate Priorities

- 4.1 Production of a Pay Policy Statement is a statutory requirement.

5. Options and Analysis

- 5.1 The report is a statement of fact. As such there are no options to consider.

6. Implications

- 6.1 Community Safety - (Crime and Disorder Act 1998)
None.

- 6.2 Workforce
The proposed Pay Policy Statement confirms the policies previously agreed by Council for remuneration of staff.

- 6.3 Equality and Diversity/Equality Impact Assessment
This report has been prepared in accordance with Diversity and Equalities policies.

- 6.4 Financial Considerations
None arising directly from the report – the budget includes provision for the payment and remuneration of its employees in accordance with agreed policies.

- 6.5 Legal
The preparation of an annual Pay Policy statement is a statutory requirement under the Localism Act (2011).

The statement also takes into account guidance: Openness and accountability in local pay: Guidance under section 40 of the Localism Act which was issued by the DCLG in February 2012 and supplementary guidance issued in February 2013.

- 6.6 Sustainability
None.

- 6.7 Internal and External Consultation
None.

6.8 Risk Assessment
Not applicable.

ANDREW P STOKES
Executive Director (Transformation) and Chief Finance Officer

**Web Links and
Background Papers**

Localism Act (2011)

Openness &
accountability in local
pay: Guidance under
section 40 of the
Localism Act – DCLG
(Feb 2012)

Openness &
accountability in local
pay: Guidance under
section 40 of the
Localism Act –
Supplementary guidance
(Feb 2013)

Location

OD & Transformation Office/Legal Office

Contact details

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7. Background and Introduction

- 7.1 Councils are required, in accordance with Sections 38 to 40 of the Localism Act 2011 to prepare a Pay Policy Statement for each financial year. In preparing this statement there is a requirement to have regard to the guidance issued by the Secretary of State under Section 40 of the Localism Act.
- 7.2 The Pay Policy must be approved by a resolution of full Council by the end of March each year. Councils must publish the statement in such a manner as it thinks fit, which must include publication on the website.
- 7.3 The statutory guidance confirms that nothing contained within the provisions in the Act or guidance is intended to supersede existing responsibilities and duties placed on authorities in their role as employers under relevant employment legislation, and authorities are required to bear in mind these responsibilities and duties when formulating their Pay Policy statement.
- 7.4 It is the expectation that any discussion in respect of Pay Policy Statements should take place in meetings which are open to the public, in particular, discussions should not engage the General Data Protection Regulations as the policy does not concern data relating to a particular individual but rather the Authorities' policies towards a range of issues relating to the pay of its workforce, particularly its senior staff and its lowest paid employees.

8. Required Content of the Statement

- 8.1 Section 38 of the Localism Act 2011 requires local authorities to set out its policies for the coming financial year relating to:
- a) The remuneration of its chief officers;
 - b) The remuneration of its lowest paid employees; and
 - c) The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 8.2 The statement must also include the Councils' policies relating to:
- a) The level and elements of remuneration for each chief officer;
 - b) Remuneration of chief officers on recruitment;
 - c) Increases in addition to remuneration for each chief officer;
 - d) The use of performance related pay for chief officers;
 - e) The use of bonuses for chief officers;
 - f) The approach to the payments of chief officers on their ceasing to hold office or to be employed by the Authorities; and
 - g) The publication of and access to information relating to the remuneration of chief officers.

- 8.3 The definition of a chief officer is not limited to the Head of Paid Service or statutory chief officers (i.e. Section 151 Officer and Monitoring Officer). It also includes those officers who report directly to them as a non-statutory and deputy chief officers. This definition, therefore, covers the Councils' Chief Executive, Executive Directors, Assistant Chief Executive and Heads of Service and the relevant policies relating to their remuneration, as previously agreed by Council, are included within the attached Pay Policy Statement.

9. Pay Policy Statement

- 9.1 The proposed Pay Policy Statement attached at **Appendix A** seeks to comply with the statutory requirements and confirms the agreed policies of the Councils' and is recommended for approval on this basis.
- 9.2 There have been changes to the management structure and associated grading following the approval of new arrangements in February 2019. There has also been an amendment with regard to the future performance appraisal arrangements for the Chief Executive.

10. Strategic Alliance

- 10.1 It should be noted that the workforce is shared between High Peak Borough Council and Staffordshire Moorlands District Council. The pay costs identified in this statement are the overall levels of remuneration received by the individual employees, the costs of which are shared between the two authorities.