

## HIGH PEAK BOROUGH COUNCIL

### Report to Council

21st February 2017

<b>TITLE:</b>	<b>Pay Policy Statement 2017/18</b>
<b>EXECUTIVE COUNCILLOR:</b>	<b>Councillor Emily Thrane – Executive Councillor for Finance and Corporate Services</b>
<b>CONTACT OFFICER:</b>	<b>Tanya Cooper – OD &amp; Transformation Officer</b>
<b>WARDS INVOLVED:</b>	<b>Non-Specific.</b>

### Appendices Attached:

#### **Appendix A – Pay Policy Statement 2017/18**

#### **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 to seek the approval of the Pay Policy Statement for 2017/18 in compliance with the provisions of the Localism Act (2011)

#### **2. Recommendation**

- 2.1 That the Council approves the Pay Policy Statement for 2017/18

#### **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 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 its staff.

6.3 Equality and Diversity/Equality Impact Assessment

This report has been prepared in accordance with the 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 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  
– DCLG (Feb 2013)

**Location**

OD & Transformation Office/Legal Office

**Contact details**

Tanya Cooper  
OD & Transformation Officer

## **7. Background and Detail**

- 7.1 Councils are required, in accordance with Sections 38 to 43 of the Localism Act 2011 to prepare a Pay Policy Statement for each financial year. In preparing this statement the councils are also required to have regard to the guidance issued by the Secretary of State under Section 40 of the Localism Act.
- 7.2 The Pay Policy Statement must be approved by full Council by the end of March prior to the commencement of the financial year. Councils must publish the statement in such manner as it thinks fit, which must include publication on the websites.
- 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. It is the expectation that discussion of Pay Policy Statements should take place in meetings which are open to the public, in particular, discussions should not engage the Data Protection Act 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 the Councils' 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 Authorities' 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 chief officers is not limited to the Head of Paid Service or statutory chief officers (i.e. the Section 151 Officer and Monitoring Officer). It also includes those officers who report directly to them as non statutory and

deputy chief officers. This definition, therefore, covers the Councils' Chief Executive, Executive Directors Heads of Service and Corporate & Operational Service Managers 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 of the Act and confirm the agreed policies of the Councils' and is recommended for approval on that basis.

## **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.