

**Committee:** Full Council  
**Date:** 28 February 2013  
**Title:** Pay Policy  
**Lead Officer:** John Mitchell

**Agenda Item**

**13**

Item for information

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### Summary

1. There is a requirement under the Localism Act 2011 for authorities to publish a pay policy and to review it annually. The policy sets out the pay and remuneration schemes in place and sets the criteria for the forthcoming year.

### Recommendations

2. It is recommended that Members approve the Pay Policy as set out in Appendix One.

### Financial Implications

3. There are no implications for the council's budget beyond those approved as part of the 2013/14 budget setting process.

### Background Papers

4. None

### Impact

Communication/Consultation	Staff have been made aware of the requirement to publish this information. Unison have been provided with a copy of the document
Community Safety	No specific implications
Equalities	No change from 2012/13
Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	No specific implications as the policy only combines in to one document polices already in place

## Background

5. The Localism Act 2011 put in place a requirement for councils to approve a Pay Policy before the start of each financial year. The policy will be used for the forthcoming year to determine recruitment, retention and reward for both existing and new staff.
6. All relevant government directives and guidance notes have been used to compile this policy.
7. It is possible to amend the policy during the year but any amendments must be approved by Full Council.
8. In accordance with the councils wish to demonstrate transparency, and to comply with the requirements of the Act, the policy and associated documents will be published on the internet.
9. An Equalities Impact Assessment has been completed and is attached as Appendix Two.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The policy is not approved by 31 March	1 The report is being presented at Full Council in advance of the deadline	2 Failure to comply with the Localism Act	Policy is before Members in advance of the deadline
The policy hinders recruitment during the forthcoming year	1 The policy reflects the current employment criteria	2 The council may lose suitable staff	It is possible to amend the policy subject to Full Council approval.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.