

Committee: Council
Date: 23 February 2017
Title: Pay Policy
Portfolio Holder: Cllr Simon Howell

Agenda Item

14

Item for decision

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 out the criteria for the forthcoming year.

Recommendations

2. The Council is recommended to approve the Pay Policy as set out in Appendix A.

Financial Implications

3. There are no implications for the Council's budget beyond those approved as part of the 2017/18 budget setting process.

Background Papers

4. None

Impact

- 5.

Communication/Consultation	Staff have been made aware of the requirement to publish this information. Unison has been provided with a copy of the document
Community Safety	None
Equalities	No change from 2016/17
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None

Ward-specific impacts	None
Workforce/Workplace	No specific implications as the policy only combines into one document policies already in place

Situation

6. 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.
7. All relevant government directives and guidance notes have been used to compile this policy.
8. It is possible to amend the policy during the year but any amendments must be approved by Full Council.
9. In accordance with the Council's wish to demonstrate transparency, and to comply with the requirements of the Act, the policy and associated documents will be published on the internet.
10. An Equalities Impact Assessment has been completed and is attached as Appendix B.

Changes

11. The policy for 2017/18 contains a number of changes (as opposed to updates) from the current version and these are summarised below:
12. The names of all pay scales/grades have been changed to reflect the new proposed pay structure from April (e.g. Scale 3 becomes Grade 3; PO1-4 becomes Grade 8, etc.). Also, the proposed pay structure is included in the Pay Policy (Appendix A) at point 10 for ease of reference. It should be noted that the pay scales will be the subject of a formal staff consultation.
13. The 'Standby and Recall to Work Payments' section has been updated and renamed 'Overtime, Standby and Recall and Emergency Response Payments'. This revised section makes it clearer that there are payments for these different circumstances but does not introduce any new payment.
14. The Severance section has been updated to ensure there is proper oversight by a senior manager (in addition to the legal Department) of settlement agreements; it has also been updated to include the requirement that any settlement sum over £100,000 (or any settlement agreed with the Chief Executive) must be approved by Full Council.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The policy is not approved by 31 March	1 – the report is being presented to council well ahead of the deadline; in the event that members do not approve the revised pay structure as part of the budget, a revised recommendation will be agreed enabling a pay policy to be adopted	2 – failure to comply with the Localism Act	Policy is before Members in advance of the deadline

- 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.