

BRECKLAND DISTRICT COUNCIL

Report of: Director of Commissioning

**To: General Purposes – 27 February 2013
Council – 28 February 2013**

(Author: Neil Fordham, Payroll & Reward Manager)

Subject: Localism Act 2011 – Pay Policy Statement

Purpose: To approve the Pay Policy Statement 2013/14

Recommendation: To note the Council's 'Pay Policy Statement 2013/14' which will be presented to Council for approval on 28 February 2013

1. INTRODUCTION

1.1 Background

The Localism Act received Royal Assent on 15th November 2011. A pay policy statement is required to be produced annually from 2012/2013 under section 38 of the Act. Regard is to be had to any guidance from the Secretary of State in producing this statement.

1.1.1 A pay policy statement for a financial year must set out the Authority's policies for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest paid employees
- the relationship between chief officers remuneration and that of other officers

1.1.2 The Pay Policy Statement for 2013/14 must be approved by Council and in place by 31 March 2013. The Authority may amend the policy during the period that the policy covers.

1.1.3 The statement must include the authority's policies relating to:

- a) the level and elements of remuneration for each chief officer
- b) remuneration of chief officers on recruitment
- c) increases and additions 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 payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
- g) the publication of and access to information relating to remuneration of chief officers.

1.1.4 The term 'remuneration' covers:

- a) the chief officers salary or, in the case of chief officers engaged by the authority under a contract for services,

- b) payments made by the authority to the chief officers for those services
- c) any bonuses payable by the authority to the chief officers
- d) any charges, fees or allowances payable by the authority to the chief officers
- e) any benefits in kind to which the chief officers are entitled as a result of the chief officer's office or employment
- f) any increase in or enhancement of the chief officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
- g) any amounts payable by the authority to the chief officers on the chief officers ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

1.1.5 A pay policy statement for a financial year may also set the Authority's policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

1.1.6 For the purpose of this Policy Statement, the approach taken regarding the post of Chief Executive has been to base remuneration details on what would be expected of a permanent appointment into that position, whilst still stating the arrangement in place with an interim Chief Executive at the time of publication.

1.1.7 'The Code of Recommended Practice for Local Authorities on Data Transparency', published by the Secretary of State, enshrines the principles of transparency and asks councils to follow three principles when publishing data they hold; responding to public demand; releasing data in open formats available for re-use; and, releasing data in a timely way. This includes data on senior salaries and the structure of their workforce. The pay policy statement has been written using these principles.

1.1.8 Since this a factual statement rather than a traditional HR policy (i.e. not a process or an approach that the Council is wishing to consult upon), there is a reduced need for it to be presented, scrutinised and discussed through the standard committee approval process. The Pay Policy statement has however been provided to the chair of LJCC and included as an agenda item at General Purposes committee. Trade Unions officials have been consulted and have made no comment.

1.2 **Issues**

1.2.1 None

1.3 **Reasons for recommendations**

1.3.1 To comply with Localism Act 2011 requirements.

2. **IMPLICATIONS**

2.1 **Risk**

2.1.1 None

2.2 Financial

2.2.1 None

2.3 Legal

2.3.1 The Council's Pay Policy Statement must be approved by the Authority in advance of the financial year to which it relates.

2.4 Equality and Diversity

2.4.1 Ensuring Fair Pay in the public sector.

3. Alignment to Council Priorities

3.1 The matter raised in this report falls within the following Council priorities:

- Building safer and stronger communities
- Entrepreneurial Council

4. Wards/Communities Affected

4.1 None

Background papers:- None

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Key Decision

This is not a key decision

Appendices attached to this report:

Pay Policy Statement 2013/14