

## BRECKLAND DISTRICT COUNCIL

**Report of:** Executive Member People & Information  
**To:** Full Council – 31 March 2016  
**(Author:** Neil Fordham, Payroll & Reward Manager)  
**Subject:** Pay Policy Statement 2016/17  
**Purpose:** To seek approval of the Pay Policy Statement

### **Recommendation:**

- 1) That the Pay Policy Statement is approved.

### **1.0 BACKGROUND**

- 1.1 Under section 38 of the Localism Act, a pay policy statement is required to be produced annually. The statement must be approved by 31 March each year. This has been a requirement since 2012/13.
- 1.2 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
- 1.3 The Pay Policy Statement is for the financial year 2016/17 however, the financial aspects describe 2015/16 figures.
- 1.4 The Pay Policy Statement for 2016/17 must be approved by Council – S39 Localism Act 2011. The Statement is correct at the time of writing. If necessary, the authority may amend the policy during the period that it covers.
- 1.5 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.
- 1.6 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.

1.7 The definition of chief officers (as set out in section 43(2)) is not limited to heads of paid service or statutory chief officers. It also includes those who report directly to the head of paid service or statutory chief officers and to those who report directly to non-statutory chief officers.

1.8 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.

1.9 This report has been 'factually updated' to reflect the changed make-up of Chief Officer posts since the 2015/16 statement, as well as updated mileage rates (advisory fuel rates) and 'pay floor' figure.

1.9 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.

## 2.0 **OPTIONS**

2.1 A Pay Policy Statement must be published. However, amendments may wish to be made to the Policies adopted.

## 3.0 **REASONS FOR RECOMMENDATION**

3.1 To comply with the Localism Act 2011 requirements.

## 4.0 **EXPECTED BENEFITS**

4.1 It is a legal requirement to ensure that a Local Authority has a published Pay Policy Statement.

## 5.0 **IMPLICATIONS**

### 5.1 **Constitution & Legal**

5.1.1 It is a legal requirement to ensure that the Authority has a Pay Policy Statement and that this is published as near to 31 March as possible. The Localism Act makes this a non-executive (Full Council) function.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 It is the opinion of the Report Author that there are no areas within the community which will be affected by the recommendation

7.0 **ACRONYMS**

7.1 None used in this report.

---

Background papers:- None

---

**Lead Contact Officer**

Name and Post: Maxine O'Mahony, Director of Strategy and Governance  
Telephone Number: 01362 656209  
Email: maxine.omahony@breckland-sholland.gov.uk

**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Discretionary Service**

**Appendices attached to this report:**

Appendix A Pay Policy Statement 2016/17