

BRECKLAND DISTRICT COUNCIL

Report of: Maxine O'Mahony, Executive Director Strategy & Governance

To: Council, 25 February 2021

Author: Neil Fordham, Payroll & HR Systems Manager

Subject: Pay Policy Statement 2021/22

Purpose: To seek approval of the Pay Policy Statement

Recommendation:

- 1) That the Pay Policy Statement is recommended to full Council to be approved.

1.0 BACKGROUND

1.1 Under section 38 of the Localism Act, a pay policy statement is required to be produced annually. 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 financial year 2021/22 and can be seen in Appendix A.

1.4 The Pay Policy Statement for 2021/22 must be approved by Council hence the reason for this report. The Authority may amend the policy during the period that the policy 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 officer's 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 (non-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 The pay policy statement, once approved must be published on the Council's website as near to 31 March 2021 as possible.

2.0 The Pay Policy Statement includes a paragraph referring to a review which is taking place at the time of writing, of Breckland and South Holland Council's shared working arrangements. It therefore should be noted that for the purpose of meeting the statutory deadline of publishing the statement, the content of the Policy reflects the position at 31 March 2021. Therefore, the details in the Statement may change during the financial year 2021/22. The Policy Statement can be updated during the year if so desired.

2.1 The Pay Policy Statement also includes the 'Mean Gender Pay Gap' figure, based on the snapshot date of 31 March 2020. The full report to be published on the Council website by 31 March 2021.

3.0 OPTIONS

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

4.0 REASONS FOR RECOMMENDATION

4.1 To comply with the Localism Act 2011 requirements.

5.0 EXPECTED BENEFITS

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

6.0 IMPLICATIONS

6.1 Carbon Footprint/Environmental Issues

6.1.1 None

6.2 Constitution & Legal

6.2.1 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.

6.3 Contracts

6.3.1 None

6.4 Corporate Priorities

6.4.1 The pay decisions are made with the intention of supporting the Councils' corporate priority of providing the right services, at the right time, in the right way by ensuring the recruitment of high calibre individuals are in place to help deliver the corporate vision.

6.5 Crime and Disorder

6.5.1 None

6.6 Equality and Diversity/Human Rights

6.6.1 The pay decisions made are fair, equitable and transparent.

6.7 Financial

6.7.1. None

6.8 Health and Well-being

6.8.1 None

6.9 Reputation

6.9.1 None

6.10 Risk Management

6.10.1 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.

6.11 **Staffing**

6.11.1 None

6.12 **Stakeholders / Consultation / Timescales**

6.12.1 Not necessary.

6.13 **Transformation Programme**

6.13.1 None

7.0 WARDS/COMMUNITIES AFFECTED

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

8.0 ACRONYMS

8.1 None used.

Background papers:- None

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Key Decision: No

Appendices attached to this report:

Appendix A Pay Policy Statement 2021/22