

Report to the Cabinet

Report reference: ***C-061-2014/15***
Date of meeting: ***2 February 2015***



**Epping Forest
District Council**

Portfolio: **Technology and Support Services**

Subject: **Pay Policy Statement**

Responsible Officer: **Paula Maginnis** **(01992 564536).**

Democratic Services Officer: **Gary Woodhall** **(01992 564470).**

Recommendations/Decisions Required:

(1) That, subject to any further amendments or suggestions, the draft Pay Policy Statement for 2015/16 be recommended to the Council for approval.

Executive Summary:

Section 38 (1) of the Localism Act 2011 requires the Council to produce a Pay Policy Statement for each financial year setting out details of its remuneration policy. Specifically it should include the Council's approach to its highest and lowest paid employees.

It draws on the Review of Fair Pay in the Public Sector (Will Hutton 2011) and concerns over low pay.

Reasons for Proposed Decision:

To enable members of the Cabinet to comment on the Council's Pay Policy Statement before it is agreed by full Council.

Other Options for Action:

The content of the Statement could be amended.

Report:

1. The Localism Act 2011 requires the Council to publish a Pay Policy Statement setting out details of its remuneration policy. Specifically including the Council's approach to its highest and lowest paid employees.
2. The Council's Pay Policy Statement was first published on the Council's website in March 2012. This is updated on an annual basis.
3. The matters which must be included in the statutory Pay Policy Statement are as follows:
 - The Council's policy on the level and elements of remuneration for each chief officer;
 - The Council's policy on the remuneration of its lowest paid employee (together

with its definition of 'lowest paid employees' and its reasons for adopting that definition);

- The Council's policy on the relationship between the remuneration of its chief officers and other officers; and
- The Council's policy on specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

4. The Act defines remuneration in broad terms and guidance suggests that it is to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments.

5. The Council's Pay Policy Statement for 2015/16 has been amended to reflect:

- The Returning Officer fees paid in 2014/15; and
- The national pay award, 2014 - 2016.

6. The draft Pay Policy Statement for 2015/2016 sets out the Council's current practices and policies and is attached at Appendix 1 for comment. The amendments are highlighted bold.

7. Changes to the Policy Statement can be made through the year subject to full Council's agreement. Changes to the various policies and guidelines will continue to be agreed in accordance with current practices.

8. The Pay Policy Statement will be considered by the Joint Consultative Committee at its meeting on 22 February 2015. Any views expressed by the Committee will be reported to the Cabinet.

Resource Implications:

There are no resource implications as it is a statement of current practice and policies.

Legal and Governance Implications:

The Policy Statement ensures that the Council complies with its duty under the Localism Act 2011.

Safer, Cleaner and Greener Implications:

N/A.

Consultation Undertaken:

The Pay Policy Statement has been considered by the Joint Consultative Committee (22 February 2015).

Background Papers:

Hutton Review of Fair Pay in the Public Sector: March 2011.

Impact Assessments:

Risk Management

The Council would not comply with the Localism Act 2011 if it did not produce and publish a Pay Policy Statement.

Due Regard Record:

*This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.*

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

The Pay Policy Statement is a statement of fact and is not used to determine Policy.

Decisions on pay (apart from those agreed Nationally) are agreed by Council.