

Pay Policy Statement

Council

Date: 21 February 2013

Author:	Cabinet Member for Streetsmart and Corporate Services and Head of People and Change
Wards:	All
Locality Affected:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 The Localism Act 2011 requires local authorities to agree and publish a Pay Policy Statement by 1st April each year. This report sets out the Council's Pay Policy Statement 2013/14 for approval by Council.

2. Recommendations

Council is recommended to:

- 2.1 Approve the Council's Pay Policy Statement for 2013/14, as set out in Appendix 1 to the report.

3. Detail

- 3.1 Section 38 of the Localism Act 2011 placed a requirement on local authorities to prepare a pay policy statement for each new financial year. The Pay Policy Statement for 2012/13 has been updated for 2013/14 and must be approved by the full Council before the 31st March 2013. It must be published as soon as is reasonably practicable after approval and this must include publication on the authority's website. The Statement must set out the Council's policies relating to the:
- 3.1.1 Remuneration of its Chief Officers,
 - 3.1.2 Remuneration of its lowest paid employees,
 - 3.1.3 The relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers, and
 - 3.1.4 The Pay Policy Statement does not cover or include school staff and is not required to do so.
- 3.2 Each Council is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value money for local taxpayers. The provisions of the Localism Act do not seek to change this or determine what decisions on pay should be taken. They do however require councils to be open about their policies in relation to pay and how decisions are made.

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- 3.3 The proposed Swindon Statement has been put together taking into account the relevant sections within Chapter 8 “Pay Accountability” of the Localism Act 2011. In its development, consideration has also been given to the guidance produced by the Department for Communities and Local Government - *Openness and Accountability in Local Pay* (February 2012) - guidance under Section 40 of the Localism Act” and the Code of Recommended Practice for Local Authorities on Data Transparency.
- 3.4 The statement is broadly the same as that published for 2012/13, with the following changes and updates having been made:
- 3.4.1 Page 1: Transparency and autonomy – this section has been extended to include information on equalities and information on the provisions of the Redundancy Payments Modification Order.
- 3.4.2 Page 3: We have added further information about our lowest paid employees, including the ratio of lowest to highest and definitions of median pay.
- 3.4.3 Page 3: We have added a new section on how we apply pay increases.
- 3.4.4 Page 3: The pay figures shown are those for April 2012 and will be updated as at 1 April 2013, to reflect the actual figures at that time. Please note that ratios are not expected to significantly change from those in 2012/13.
- 3.4.5 Page 6: More information has been added on the Local Government Pension Scheme (LGPS). This includes a table of pension contribution bands, benefits of the LGPS and we have also included information about the NHS Pension Scheme.
- 3.5 The proposed Pay Policy Statement 2013-14 is attached as **Appendix A**. The Statement sets out the Council’s policies in relation to the pay of its workforce, particularly its Chief Officers.
- 3.6 The Statement aims to ensure the Council’s approach to pay and reward attracts and retains a high performing workforce whilst ensuring value for money. The Council has previously published information on pay as part of its responsibilities under the Code of Practice for Local Authorities on Data Transparency.
- 3.7 The Council is required to approve the Statement before 31st March each year and as soon as possible publish it on its website demonstrating an open and transparent approach to pay policy. The Statement may be amended by resolution of full Council during the year to which it relates.
- 3.8 The Pay Policy Statement references a number of existing policies and other information that will be linked to the statement on the internet. These links will be made available as soon as the statement is made available on the internet in
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Further information on the subject of this report can be obtained from Nicola Houwayek, Head of People & Development, 07824 550456, nhouwayek@swindon.gov.uk.

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April. The majority of these are already available to Members and staff via the intranet.

4. Alternative Options

- 4.1 As this is a requirement under the Localism Act, there are no alternative options being put forward.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

There are no direct financial implications arising from this report as the Pay Policy Statement sets out the Council's policies relating to remuneration. It does not serve to set or agree specific rates or numerical amounts.

Legal and Human Rights Implications

- 5.1 The attached Pay Policy Statement complies with Sections 38-43 of the Localism Act 2011. All other legal and human rights implications have been considered in the preparation of this report. It is considered that the report and its recommendations are compatible with Convention Rights.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.2 There are no other implications arising from this report.

Links to One Swindon, Strategic Objectives, Plans and Policies

- 5.3 The Council's policies in respect of pay and terms and conditions support the Council's strategic objectives as part of ensuring that services to the community can be delivered to the required standards and with due regard to economy, efficiency and effectiveness.

Diversity Impact Assessment (DIA)

- 5.4 The Pay Policy Statement is not a policy in its own right but brings together and references existing policies. All these existing policies have all been through the DIA process.

Risk Management

- 5.5 No other risks have been identified other than those mentioned in the body of the report.

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6. Consultees

- 6.1 The Board Director Finance, Revenues, Benefits and Property (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports. The Pay Policy Statement has been consulted on with the trade unions

7. Background Papers

- 7.1 Openness and accountability in local pay - guidance under section 40 of the Localism Act, Department for Communities and Local Government (DCLG, February 2012).
- 7.2 The Localism Act 2011 – chapter 8 “Pay Accountability.”
- 7.3 Code of Recommended Practice for Local Authorities on Data Transparency (DCLG, September 2011).
- 7.4 LGA and ALACE Pay Policy Statement Guidance.

8. Appendices

- 8.1 Appendix A - Pay Policy Statement

9. Key Decision/Decision in Forward Plan

- 9.1 This is not a Key Decision for the Cabinet (as adoption is by the Council) and is included in the Cabinet Work Programme / Forward Plan for March 2013.