

Pay Policy Statement

Council

Date: 23 February 2014

Author:	Cabinet Member for Customer Support and Corporate Services and Head of People and Development
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 2014/15 for approval by Council.
- 1.2 The report was endorsed by Cabinet at its meeting of 5 February 2014.

2. Recommendations

Council is recommended to:

- 2.1 Approve the updated Council's Pay Policy Statement for 2014/15, 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 2013/14 has been updated for 2014/15 and must be approved by the full Council before the 31st March 2014. 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.

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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They do however require councils to be open about their policies in relation to pay and how decisions are made.

- 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 2013/14, with the following changes and updates having been made:
- 3.4.1 Page 3: Structure Overview – this section gives an overview of the structure of the organisation. Some senior accountabilities and reporting lines are currently being reviewed and, as a result, this section may need to be updated before publication in April.
- 3.4.2 Pages 6 and 7: The pay figures shown are those for April 2013 and will be updated as at 1st April 2014, to reflect the actual figures at that time. Please note that ratios are not expected to significantly change from those in 2013/14, although there will be some impact due to the transfer in of staff from Swindon Commercial Services Ltd.
- 3.4.3 Page 8: Living Wage - a short statement has been included about our current position on the Living Wage.
- 3.4.4 Page 12: Auto-enrolment – information now included on auto-enrolment.
- 3.4.5 Page 13: Information has been included on the changes due to the Local Government Pension Scheme (LGPS) from 1 April 2014. This includes a table of pension contribution bands.
- 3.5 The proposed Pay Policy Statement 2014-15 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.
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- 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 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. A separate DIA of the statement has been undertaken which does not identify any adverse impact.

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 None

8. Appendices

- 8.1 Appendix A - Pay Policy Statement

9. Key Decision/Decision in Forward Plan

- 9.1