

**Summary Sheet**

**Staffing Committee Report**

**Title**

**Pay Policy Statement 2018**

**Is this a Key Decision and has it been included on the Forward Plan?**

No

**Officer Approving Submission of the Report**

Head of Human Resources – Sue Palfreyman

**Ward(s) Affected**

None

**Executive Summary**

This report provides detail of the Pay Policy Statement for 2018-19 that the Council is obliged publish under Chapter 8 of the Localism Act 2011

**Recommendations**

Staffing Committee is asked to accept the Pay Policy Statement for 2018-19 (Appendix 1) and recommend approval by full Council.

**List of Appendices Included**

Appendix 1 Pay Policy Statement 2018-19

**Background Papers**

Local Government Association

CIPFA Best Value Accounting Code of Practice

Freedom of Information

Localism Act 2011

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

Previous Staffing Committee Reports

Local Government Transparency Code 2015

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

The annual Pay Policy Statement has to be approved by full Council on recommendation of the Staffing Committee.

**Council Approval Required**

Yes

**Exempt from the Press and Public**

No

## **Pay Policy Statement 2018**

### **1. Recommendations**

- 1.1 Staffing Committee is asked to accept the Pay Policy Statement for 2018 - 19 (Appendix 1) and recommend approval by full Council

### **2. Background**

#### **2.1 Pay Policy Statement**

2.1.1 The Localism Act 2011, Chapter 8 Pay Accountability, made it a legal requirement for authorities to produce and publish a Pay Policy Statement by the 31<sup>st</sup> March each year. This must be agreed by full Council and detail the remuneration of its Chief Officers.

2.1.2 The Council must then comply with the Pay Policy Statement for the financial year in making any determination.

2.1.3 The statement must state:

- Policies relating to remuneration of Chief Officers (definition includes Directors)
- Remuneration of its lowest paid employees
- Relationship between remuneration of Chief Officers and employees who are not Chief Officers
- The remuneration of its Chief Officers
- Remuneration of Chief Officers on appointment
- Increases and additions to remuneration for each Chief Officer
- Use of performance related pay for Chief Officers
- Use of bonuses for Chief Officers
- Benefits in kind to which the Chief Officer is entitled
- Any increase of enhancement to Chief Officer pension entitlement
- Approach to payment of Chief Officers and their ceasing to hold office
- Any amounts payable upon the Chief Officer ceasing to hold office other than that payable by virtue of any enactment
- Approach to publication and access to information relating to remuneration of Chief Officers

2.1.4 In addition full Council should be offered the opportunity to approve salary packages offered for new appointments and exit packages for leavers where the value of either is £100,000 or more.

2.1.5 The Council's Scheme of Delegation has empowered the Staffing Committee to determine conditions of service, employment policies and procedures and remuneration relating to the Chief Executive and Chief Officers, in line with the Pay Policy Statement.

2.1.6 In line with usual practice, Staffing Committee is asked to review the Pay Policy Statement for 2018/19 (Appendix 1) and make recommendation to full Council.

### **3. Key Issues**

3.1 It is a legal requirement for the Council to publish a Pay Policy Statement each year which has been agreed by full Council.

### **4. Options considered and recommended proposal**

4.1 The format and content of the Pay Policy is in line with previous practice and in accordance with guidance previously issued by the regional Local Government Employers Association. It is therefore felt to reflect good practice and it has not been considered appropriate to deviate from this.

### **5. Consultation**

5.1 Consultation has taken place with the Assistant Director of legal Services.

### **6. Timetable and Accountability for Implementing this Decision**

6.1 Approval of decisions will be taken to the meeting of full Council scheduled to take place on 28<sup>th</sup> February, 2018.

### **7. Financial and Procurement Implications**

7.1 None

### **8. Legal Implications**

8.1 It is a legal requirement that the Council publishes a Pay Policy Statement.

### **9. Human Resources Implications**

9.1 An appropriately rewarded workforce motivates employees and meets standards of fairness and equality required by employment legislation.

### **10. Implications for Children and Young People**

10.1 Employees working in Children's and Young People's Services will be covered by the Pay Policy Statement.

### **11. Equalities and Human Rights Implications**

11.1 Fair pay structures are a requirement of employment and equalities legislation.

### **12. Implications for Partners and Other Directorates**

12.1 The Pay Policy Statement applies to employees across the Council.

### **13. Risks and Mitigation**

13.1 The pay policy needs to conform to requirements stipulated by Central Government. In developing the pay policy, account has been taken of advice and guidance issued by the National Local Government Employers and Regional Employers Organisation.

### **14 Accountable Officer(s)**

14.1 Chief Executive Sharon Kemp.

**Report author(s):**

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Approvals Obtained from:-

Chief Executive – Sharon Kemp

Assistant Director of Legal Services:- Dermot Pearson

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