

Public Report  
Staffing Committee

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**Committee Name and Date of Committee Meeting**

Staffing Committee – 10 February 2021

**Report Title**

Pay Policy Statement 2021-22

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

No

**Strategic Director Approving Submission of the Report**

Jo Brown, Assistant Chief Executive

**Report Author(s)**

Ian Henderson, HR Manager

01709 822467 or ian.henderson@rotherham.gov.uk

**Ward(s) Affected**

None

**Report Summary**

This report provides detail of the Pay Policy Statement for 2021-22 that the Council is obliged publish under Chapter 8 of the Localism Act 2011.

**Recommendations**

Staffing Committee is asked to:

1. Accept the Pay Policy Statement for 2021-22 (Appendix 1)
2. Recommend approval of the statement by Council.

**List of Appendices Included**

Appendix 1 Pay Policy Statement

**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**

No

**Council Approval Required**

Yes

**Exempt from the Press and Public**

No

## **Pay Policy Statement 2021-22**

### **1. Background**

- 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 31 March each year. This must be agreed by Council and detail the remuneration of its Chief Officers.
- 1.2 The Council must then comply with the Pay Policy Statement for the financial year in making any determination.
- 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
- 1.4 In addition, 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.
- 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.
- 1.6 The remuneration of Chief Officers reflects the latest pay award from April 2020 and will be adjusted for any pay award agreed for 2021/22.
- 1.7 In line with usual practice, Staffing Committee is asked to review the Pay Policy Statement for 2021-22 (Appendix 1) and make recommendation to Council.

## **2. Key Issues**

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

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

- 3.1 The format and content of the Pay Policy is in accordance with guidance previously issued by the regional Local Government Employers Association and reflects good practice examples.
- 3.2 It is recommended that Staffing Committee accept the Pay Policy Statement for 2021/22 and recommend the statement by Council.

## **4. Consultation on proposal**

- 4.1 Consultation has taken place with relevant officers in legal and finance.

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

- 5.1 Staffing Committee's recommendation will go to Council at the meeting scheduled for the 3<sup>rd</sup> March 2021.

## **6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)**

- 6.1 The financial implications of the pay policy have been factored into the Council's budget position for 2021/22. This ensures that the Council's budgets overall and at a service level are appropriate to support the cost implications of the pay policy statement 2021/22. The salary scales are currently based on the current year and latest pay award, should a further pay award or any other salary base adjustments be agreed the pay policy would need to be amended and the financial implications of those adjustments considered.
- 6.2 There are no direct procurement implications associated with the details contained in the report.

## **7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)**

- 7.1 As set out in the body of the report, the provision of this information complies with the requirements contained within the Localism Act 2011.

## **8. Human Resources Advice and Implications**

- 8.1 The policy statement sets out the arrangements for the salary and related allowances paid to Chief Officers of the Council which have been negotiated

and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, which are incorporated into contracts of employment.

## **9. Implications for Children and Young People and Vulnerable Adults**

9.1 There are no implications for children and young people or vulnerable adults

## **10. Equalities and Human Rights Advice and Implications**

10.1 In making any decision the Council is required to have due regard to its equalities duties and in particular with respect to the Equality Act 2010, section 149, part 11 of the public sector duty:

- a) eliminate discrimination, harassment, victimisation and eliminate any other conduct that is prohibited by or under the Act,
- b) advance equality of opportunity between persons who are a protected characteristics and persons who do not share it and to
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

10.2 The recommendation before the Council will not have any adverse impact on anyone with one or more protected characteristics, namely age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

10.3 Continued gender pay gap reporting and analysis will enable issues to be identified and mitigating actions to be put in place.

## **11. Implications for Partners**

11.1 There are no implications for partners.

## **12. Risks and Mitigation**

12.1 There is a risk that the authority would face legal action if it failed to comply with legislative requirements to publish the pay policy statement.

## **13. Accountable Officer(s)**

Jo Brown, Assistant Chief Executive

Lee Mann, Assistant Director Human Resources & OD

Approvals obtained on behalf of: -

	<b>Named Officer</b>	<b>Date</b>
Chief Executive		02/02/21
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	26/01/21
Assistant Director of Legal Services (Monitoring Officer)	Stuart Fletcher	19/01/21
Assistant Director of Human Resources (if appropriate)	Lee Mann	13/01/21
Head of Human Resources (if appropriate)		Click here to enter a date.

*Report Author: Ian Henderson, HR Manager  
01709 822467 or [ian.henderson@rotherham.gov.uk](mailto:ian.henderson@rotherham.gov.uk)  
This report is published on the Council's [website](#).*