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**Meeting:** General Purposes Committee  
**Date:** 6 December 2012  
**Subject:** Pay Policy  
**Report of:** Deb Clarke, Assistant Chief Executive, People & Organisation  
**Summary:** The report sets out details of the Pay Policy Statement 2013/14 which is a requirement for the Council to adopt by 31 March 2013.

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**Advising Officer:** Catherine Jones, Head of HR Policy & Development  
**Contact Officer:** Catherine Jones, Head of HR Policy & Development  
**Public/Exempt:** Public  
**Wards Affected:** N/A  
**Function of:** Council

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

- This report and the attached Pay Policy does not directly support the Council's priorities but meets the requirements of the Localism Act. The Pay Policy sets out how the Council pays and rewards its employees in a fair and equitable manner taking account of market pressures so that the Council is able to attract and retain the resources required to support the delivery of its priorities.

### **Financial:**

1. There are no direct financial implications from this report or the attached Pay Policy.

### **Legal:**

2. The attached Pay Policy complies with Sections 38-43 of the Localism Act, which require that all authorities publish a Pay Policy to enable greater transparency towards Chief Officer pay.

### **Risk Management:**

3. There are no risks for the Council arising from this report as it brings together into one document previously published information. There are reputational risks that may arise from not complying with the requirements of the Localism Act 2011.

### **Staffing (including Trades Unions):**

4. The attached Pay Policy has been shared with the Trade Unions although the Pay Policy brings together a number of other policies already published which have previously been the subject of trade union consultation. Any feedback from trade union consultation will be presented to the Committee.

**Equalities/Human Rights:**

5. The Pay Policy will apply to all employees regarding of age, disability, gender, race, sexual orientation, religion/belief (or any other protected characteristic) as appropriate to their level in the organisation and the relevant terms and conditions of employment.
6. The Pay Policy brings together information from existing policies and documents. These documents have previously been scrutinised to ensure that they comply with the Council's equalities duties.
7. Where the recommendations under the Localism Act regarding the disclosure of data relates to individuals, this is permitted by Article 8 (2) of the Human Rights Act and Section 35 (1) of the Data Protection Act. The Council will not publish more data than is required to comply with legislation.

**Community Safety:**

8. Not Applicable.

**Sustainability:**

9. Not Applicable.

**Procurement:**

10. Not applicable.

**RECOMMENDATION(S):****The Committee is asked to:**

1. **Approve the attached Pay Policy for 2013/14 and recommend to Full Council that the Pay Policy be adopted and published on the Council's web site with effect from 1 April 2013.**

**Background**

11. In November 2011, the Localism Act received Royal Assent. Sections 38-43 of this legislation, sets out a requirement for all Local Authorities to publish a comprehensive Pay Policy Statement.
12. This legislation extends further the existing requirements under the Code of Transparency to publish Chief Officer remuneration on the website. The Council already complies with this requirement.
13. The legislation draws on Will Hutton's Fair Pay Review in the Public Sector introducing requirements to compare the policies on remuneration of chief officers and other employees in the authority and set out a policy on the lowest paid. The Act does not apply to local authority schools.

## **Pay Policy 2012/13**

14. The attached draft Pay Policy 2013/14 (Appendix A) reflects existing policies and terms and conditions that have been agreed either through the Shadow Executive in the year prior to the establishment of Central Bedfordshire Council, or subsequently agreed by the General Purposes Committee or Corporate Management Team where applicable.

## **Responsibility for decisions on remuneration**

15. The provisions of the Act bring together three strands of increasing accountability, transparency and fairness in settling local pay. Councillors are required to take a greater role in determining pay, ensuring that decisions are taken by those who are directly accountable to local people.
16. Under the existing terms of reference for the General Purposes Committee the attached policy would be approved by the Committee and adopted by the Council. Details of Chief Officer pay is covered by the Appointments Committee at the time of appointing to the post.
17. However one of the requirements of the bill is that the Pay Policy and any subsequent amendments must be approved by Full Council and this should be in time for publication to be from 31<sup>st</sup> March 2013.
18. The recommendation set out in this report deals with this requirement.
19. Alongside the existing Code on transparency, the Act's provisions will ensure that communities have access to the information they need to determine whether remuneration, particularly senior remuneration, is appropriate and commensurate with responsibility.
20. The Act ensures that policies and decisions on the pay and reward of the most senior staff are set clearly within the context of the pay of the wider workforce.

## **Appendices:**

Appendix A – Draft Pay Policy 2013/14

## **Background Papers:** (open to public inspection)

The Localism Act 2011

Communities and Local Government – Code of Recommended Practice for Local Authorities on Data Transparency