



**Council**

27<sup>th</sup> March 2014

Cabinet Member for Finance, Performance & Customer Services

## **Pay Policy 2014/15**

### **Summary**

1. The purpose of the report is to present the council's Pay Policy Statement for 2014/15 for approval.
2. To note that Annex A reflects the Chief Officer structure in existence at the time of adoption of the Policy.

### **Background**

3. Section 38 – 43 of the Localism Act 2011 introduced a requirement for the council to produce and publish an annual policy statement that covers a number of matters concerning the pay of the council's senior staff, principally Chief Officers and relationships with the pay of the rest of the workforce.
4. Further guidance was issued in February 2013 by the Secretary of State for Communities. This guidance has been followed in the production of the Pay Policy Statement.

### **Consultation**

5. Approval of the Policy Statement is by full council, consultation with other management bodies is not required. However, where changes to policy are proposed that affect terms and conditions of employment appropriate consultation with the relevant parties will be carried out.

## **Options**

6. Option one - To endorse the Pay Policy Statement.
7. Option two - To reject / amend the Pay Policy Statement.

## **Analysis**

8. The Localism Act 2011 sets out specific details of what should be included in the Policy Statement. Local Government Yorkshire and Humber have provided guidance and templates which comply with these requirements. The council has adopted these templates as have many others in the region.
9. The salaries quoted in the documents are based on full time equivalent salaries and the median average has been used in calculating the pay multiple. It should also be noted that apprentices have been excluded from the statement as they are employed on training contracts, and paid outside of the council's grading structure.
10. New information is included in the Policy Statement this year to reflect the 2013 guidance and changes introduced by the council during 2013/14.
11. In accordance with the 2013 guidance, full council was given the opportunity to vote on any proposed severance payment over £100,000. On 18 July 2013 Council agreed to delegate this responsibility to the Staff Matters and Urgency Committee.
12. The adoption of a Living Wage Supplement as a permanent addition will be implemented in April 2014. This will lift the pay of individuals at the lowest grades, increasing the rate of pay to the equivalent of £7.65 per hour. An update on the Living Wage for employees has been included in the Policy Statement.
13. A market supplement policy was ratified by Council in October 2013 as part of a review of Chief Officer Terms and Conditions. This new development has been included in the Policy Statement and Annex C.
14. Responsibility for Public Health functions in York transferred to the council, together with the relevant staff on 1 April 2013. The policy statement and Annex D now makes reference to the senior staff who transferred under TUPE principals. The Director

of Public Health is also the Deputy Chief Executive and is on an interim basis covering Adult Social care responsibilities; the relationship between these roles is noted in the Annexes.

15. Further changes are also envisaged for the Policy Statement during 2014/15, as the council is currently consulting on changes to Chief Officer terms and conditions around a reduction in annual leave and performance related incremental progression. The relevant amendments will be made to the Policy Statement and Annex C as and when any new changes are agreed.
16. Salary information is already published for certain senior staff under the requirements of The Accounts and Audit (England) Regulations (2011). Information can also be found in the council's website at:  
<http://www.york.gov.uk/council/information/opendata/salaries/>.
17. The Pay Policy Statement and its Annexes will also be published in this section of the website.

## **Council Plan**

18. The production of this Policy Statement contributes to the Council's core capability of being a confident and collaborative organisation by meeting its legal obligations in a timely and effective way

## **Implications**

19.

### **(a) Financial**

There are no financial implications of the report.

### **(b) Human Resources (HR)**

There are no human resources implications for the report, other than this statement reflects current HR Policy in relation to senior pay in the council.

### **(c) Equalities**

There are no equalities implications for the report.

(d) **Legal**

The Pay Policy Statement meets the requirements of the Localism Act and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act.

(e) **Crime and Disorder**

There are no implications for crime and disorder.

(f) **Information Technology (IT)**

There are no implications for IT.

(g) **Property**

There are no implications for property.

(h) **Other**

Other implications are covered in the body of the report.

## **Risk Management**

20. There are no significant risks associated with production of the Policy.

## **Recommendations**

21. That in order to fulfil the requirements of Sections 38 - 43 of the Localism Act 2011:
- (i) Council approves the Pay Policy Statement for 2014/15 relating to the pay of the Council's senior staff.
  - (ii) Council notes that Annex A reflects the Chief Officer structure in existence at the time of adoption of the Policy.

- (iii) Council notes the requirement to review and approve an amended Pay Policy Statement following any changes made to policy during 2014/15.

### Contact Details

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	<b>Report Approved</b>	√	<b>Date</b>	14/3/13
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<b>Specialist Implications Officer(s)</b> AD Governance & ICT				
<b>Wards Affected:</b> None			<b>All</b>	√
<b>For further information please contact the author of the report</b>				

### Background Papers:

Communities & Local Government:  
‘Openness and accountability in local pay:  
Guidance under section 40 of the Localism Act’

### Annexes:

Annex A - City of York Council Pay Policy Statement 2014 to 2015  
Annex B - Chief Officer Remuneration Details  
Annex C - Chief Officer Remuneration Policies  
Annex D - Public Health Pay, Allowances & Policies  
Annex E - Publication Requirements