

# Cabinet



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>West Suffolk Joint Pay Policy Statement 2016/17</b>	
<b>Report No:</b>	<b>CAB/SE/16/041</b>	
<b>Report to and dates:</b>	<b>Cabinet</b>	6 September 2016
	<b>Council</b>	27 September 2016
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<b>Lead officer:</b>	Karen Points Head of HR, Legal & Democratic Services <b>Tel:</b> 01284 757015 <b>Email:</b> karen.points@westsuffolk.gov.uk	
<b>Purpose of report:</b>	<p>Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement annually.</p> <p>A Joint Pay Policy Statement for 2016/17 has been produced, reflecting the shared workforce, and the single Pay and Reward Strategy now in place for the two West Suffolk Councils.</p> <p>The Joint Pay Policy Statement for 2016/17 being recommended for adoption by both Councils is attached at Appendix 1. This incorporates the outcomes of the 2013 collective agreement which established a modern reward framework for our integrated workforce.</p>	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that subject to the approval of full Council, the West Suffolk Joint Pay Policy Statement for 2016/17, as contained in Appendix 1 to Report No: CAB/SE/16/041, be approved.</b>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The decisions made as a result of this report will usually be published within <b>48 hours</b> and cannot be actioned until <b>five clear working days of the publication of the decision</b> have elapsed. This item is included on the Decisions Plan.</i>			
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>Whilst there is no requirement to consult on this statement, it has been shared with Unison</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>None as the Localism Act 2011 requires local authorities to produce a Pay Policy Statement annually</li> </ul>	
<b>Implications:</b> None			
<i>Are there any <b>financial</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any <b>equality</b> implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Legal Risk of non-compliance	Low	Formal approval by Cabinet 2016	Low
Transparency/reputational risk	Low	Formal approval as above, annual reviews, and transparency through website	Low
<b>Ward(s) affected:</b>		N/A	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		N/A	
<b>Documents attached:</b>		<b>Appendix 1:</b> West Suffolk Joint Pay Policy Statement	

## **1. Key issues and reasons for recommendation**

- 1.1 The Act and supporting guidance provides details of matters that must be included in this statutory pay policy, but, also, emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be approved formally by full Council each year. The statement can be amended in year, must be published on the Council's website and must be complied with when setting the terms and conditions of Chief Officers.
- 1.2 This Pay Policy Statement includes a policy on:-
  - (a) the level and elements of remuneration for Chief Officers (senior staff);
  - (b) the remuneration of the lowest paid employees;
  - (c) the relationship between the remuneration of the highest and lowest paid employees; and
  - (d) other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.
- 1.3 This Pay Policy Statement is a joint statement with Forest Heath District Council, which covers our integrated workforce and Leadership Team.
- 1.4 The Code of Practice for Local Authorities on Data Transparency provides guidance on good practice in this area. The Council's approach to data transparency is to establish the Council as an open and transparent Council that, in time, not only embraces the principles of the Code, but, publishes all information that is likely to be of benefit to the communities and economy of our area.
- 1.5 Data can already be accessed through the "open data" [link](#) on the West Suffolk Councils' website. The Pay Policy Statement is published in that section annually.