



## General Purposes Committee

**Monday 30 January 2017 at 6.00 pm**

Board Room 2 - Brent Civic Centre, Engineers Way,  
Wembley HA9 0FJ

### Membership:

#### Members

Councillors:

Butt (Chair)  
McLennan (Vice-Chair)  
Colwill  
Farah  
Hirani  
Mashari  
W Mitchell Murray  
Southwood

#### Substitute Members

Councillors:

Bradley, Denselow, Kabir, Mahmood, Miller, Moher and  
Krupa Sheth

Councillors:

Davidson and Kansagra

**For further information contact:** Nikolay Manov, Governance Officer  
020 8937 1348, [nikolay.manov@brent.gov.uk](mailto:nikolay.manov@brent.gov.uk)

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**[democracy.brent.gov.uk](http://democracy.brent.gov.uk)**

**The press and public are welcome to attend part of this meeting**

# Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members

**Item** **Page**

**1 Declarations of personal and prejudicial interests**

Members are invited to declare at this stage of the meeting, any relevant personal and prejudicial interests and discloseable pecuniary interests in any matter to be considered at this meeting.

**2 Minutes of the previous meeting** 1 - 4

**3 Matters arising**

**4 Deputations (if any)**

**5 Localism Act 2011- Pay Policy Statement** 5 - 20

The report informs the General Purposes Committee of the arrangements that have been put in place in Brent Council to meet the requirements of the Localism Act 2011 which requires English and Welsh local authorities to produce a pay policy statement on an annual basis. The Act requires the pay policy statement to be approved by a meeting of Full Council and the statement will be reported to the meeting of the Full Council in February 2017.

**Wards Affected:**

All Wards

**Contact Officer:** David Veale, Director of Human Resources and Organisational Development

Tel: 0208 937 4565

David.Veale@brent.gov.uk

**6 Appointments to Sub-Committees / Outside Bodies**

**7 Exclusion of Press and Public**

The following item(s) is/are not for publication as they relate to the following category of exempt information as specified in the Local Government Act 1972 namely:

Paragraph 3

“Information relating to the financial or business affairs of any particular person (including the authority holding that information)”.

**8 Review of shared internal audit and investigation arrangements** 21 - 30

The review set out to examine the shared arrangements for the internal audit and investigation service.

**Wards Affected:**

All Wards

**Contact Officer:** Peter Gadsdon,  
Director, Performance, Policy and  
Partnerships

Tel: 020 8937 1400

[peter.gadsdon@brent.gov.uk](mailto:peter.gadsdon@brent.gov.uk)

**9 Any other urgent business**

Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before the meeting in accordance with Standing Order 64.



- Please remember to set your mobile phone to silent during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.

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## LONDON BOROUGH OF BRENT

### MINUTES OF THE GENERAL PURPOSES COMMITTEE Thursday 8 December 2016 at 6.00 pm

**PRESENT:** Councillor Butt (Chair), McLennan (Vice-Chair), Colwill, Hirani, Kabir (for Councillor W Mitchell Murray), Mashari and Southwood

#### **Apologies for Absence:**

Apologies for absence were received on behalf of Councillor W Mitchell Murray (with Councillor Kabir substituting)

#### **1. Declarations of Interests**

There were no declarations of interest received from Members.

#### **2. Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the previous meeting held on 31 May 2016 be approved as an accurate record of the meeting.

#### **3. Matters Arising**

There were no matters arising.

#### **4. Deputations (If Any)**

There were no deputations received.

#### **5. Calculation of Council Tax Base 2017/18**

Conrad Hall (the Council's Chief Finance Officer) presented the report which set out and explained in depth, the Council Tax Base calculations to be used for 2017/18. The Committee heard that the level of Council Tax Base set was a fixed formula of multiplying the number of Band D equivalent properties in the Borough by the estimated rate of collection. It was noted that the report had been prepared in line with regulations which required the Council Tax Base to be set by 31 January prior to the start of the financial year.

Conrad Hall highlighted that the Council's ability to collect Council Tax funds had continued to improve each year. He noted that this had allowed scope for the collection rate assumption to be increased slightly for 2017/18.

Members of the Committee welcomed the report and the continued improvement in the rate of collection. It was noted that the Council should aim to work with those residents having difficulty paying their Council Tax in full rather than take Court

action against them from the onset of the case. It was felt that the Council's plans for a new in-house bailiff service may assist with this and give the Council greater control over the level of enforcement action required.

It was **RESOLVED** that:

- (i) The content of the report be noted;
- (ii) The collection rate for the Council Tax for 2017/18 be set at 97.63%; and
- (iii) In accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992, the amount calculated by the Council as its Council Tax base for 2017/18 be set at £93,319.

## 6. Representation of Political Groups

Councillor Butt drew Members' attention to paragraph 3.7 within the Representation of Political Groups report and it was **RESOLVED** that seats on the General Purposes' Sub-Committees be allocated as follows:

Committee	Sub Committee	Size of Sub-Committee	Labour (88.88%)	Conservative (6.35%)	Brent Conservative (3.17%)
General Purposes	Pension Fund Sub-Committee	7	6	1	0
	Senior Staff Appointments Sub-Committee	5	4	1	0
	Staff Appeals Sub-Committee	5	4	1	0

## 7. Appointments to Sub-Committees / Outside Bodies

Councillor Butt drew Members' attention to the nominations for appointments on the General Purposes Committee and the General Purposes Sub-Committees and it was **RESOLVED** that:

- (i) Councillor Miller, Cabinet Member for Stronger Communities, be appointed as a substitute Member of the General Purposes Committee;
- (ii) Councillor Davidson be appointed as a substitute Member of the General Purposes Committee;
- (iii) Councillor Aden be appointed as a Member of the Pensions Sub-Committee;

- (iv) Councillor A Choudry be appointed as a Member of the Pensions Sub-Committee;
- (v) Councillor Davidson be appointed as a Member of the Pension Fund Sub-Committee;
- (vi) Councillor Miller, Cabinet Member for Stronger Communities, be appointed as a substitute Member of the Senior Staff Appointments Sub-Committee;
- (vii) Councillor Colwill, be appointed as a Member of the Senior Staff Appointments Sub-Committee; and
- (viii) Councillor Colwill, be appointed as a Member of the Staff Appeals Sub-Committee.

#### **8. Any Other Urgent Business**


There was no other urgent business.

The meeting was declared closed at 6.05 pm

COUNCILLOR MUHAMMED BUTT  
Chair

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 <p><b>Brent</b></p>	<p>General Purposes Committee 30<sup>th</sup> January 2017</p> <p><b>Report from the Director of Human Resources &amp; Organisational Development</b></p>
<p>For Information and approval</p>	<p>Wards affected: <b>ALL</b></p>
<p><b>Localism Act 2011 – Pay Policy Statement</b></p>	

## 1. Summary

- 1.1. Section 38 (1) of the Localism Act 2011 requires English and Welsh local authorities to produce a pay policy statement on an annual basis. The Act does not apply to local authority maintained schools.
- 1.2. The purpose of this report is to inform General Purposes Committee of the arrangements that have been put in place in Brent Council to meet the requirements of the Act. The Act requires the pay policy statement to be approved by a meeting of Full Council and the statement will be reported to the meeting of the Full Council in February 2017.
- 1.3. The pay policy statement for the council is attached. The statement is consistent with the specific requirements of the Act detailed in the body of this report and sets out all the factual pay information in relation to those requirements. The Act requires the statement to be produced, approved and published on an annual basis by the 31<sup>st</sup> March each year.

## 2. Recommendations

- 2.1. It is recommended that General Purposes Committee approve the draft Pay Policy Statement attached to this report as an accurate and factual representation of the council's pay arrangements for 2017/18 prior to consideration by Full Council in February 2017. Any amendments required during the year will be brought back to a future meeting of the General Purposes Committee and Full Council for approval.

### **3. Detail**

#### **Requirements of the Localism Act 2011**

- 3.1. The Localism Act 2011 sections 38-43 requires local authorities in England and Wales to publish a pay policy statement for each financial year beginning with 2012-13. This provision of the Act does not apply to staff in local authority maintained schools.
- 3.2. The Act sets out the matters which must be included in an authority's pay policy statement as follows:
  - the remuneration of its "chief officers";
  - the remuneration of its "lowest-paid employees" (together with the definition of lowest paid employees" adopted by that authority for the purposes of the statement, and the reasons for adopting that definition); and
  - the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 3.3. For the purposes of the statement the Act defines who is included under the term "chief officer". It includes the Head of Paid Services (Chief Executive, the Monitoring Officer, the statutory chief officers (directors) as well as non-statutory chief officers and deputy chief officers (managers who report directly to a chief officer).
- 3.4. Remuneration is also defined widely and includes not just basic pay/salary but also any bonuses, charges, fees e.g. election fees or allowances, benefits in kind, and increases enhancements of pension entitlements and termination/severance payments. Remuneration in relation to employees who are not chief officers is also similarly widely defined.
- 3.5. The statement must set out the authority's policy on a number of specific aspects of chief officer remuneration:
  - the level and elements of remuneration for each chief officer;
  - the remuneration of chief officers on recruitment;
  - increases and additions to remuneration for each chief officer;
  - the use of performance related pay for chief officers;
  - the use of bonuses for chief officers;
  - the approach to final payments to chief officers when they leave the authority; and
  - the publication of and access to information relating to remuneration of chief officers.
- 3.6. The policy statement must be published on the authority's website and in any other manner the authority considers appropriate. There is no requirement to include specific numerical data on pay and reward within the statement. However, it is necessary to consider how the information in the statement fits in relation to the information authorities are already required to publish. For example, The Local Government Transparency Code 2014.

## **Brent's Pay Policy Statement**

- 3.7. The policy statement for Brent has been prepared incorporating all of the above requirements. The statement is attached to this report. There are no new proposals or policy changes attached to the statement as the information reflects current practice and is strictly factual in nature.
- 3.8. The introduction to the statement refers to the HR and Workforce Strategy 2017 - 20 which sets out the overarching objective of having the right people, with the right skills, attitudes and experience, in the right place at the right time to enable the organisation to deliver on its corporate objectives and priorities. The Workforce Strategy 17/20 is currently being drafted. If, as a result of the new workforce strategy, there are any proposals that fundamentally impact on the pay policy statement for 17/18, any amendments to the statement will be brought before General Purposes Committee and Full Council once such impacts are known.
- 3.9. Brent's senior managers covered are those in the top three tiers in the management structure - the Chief Executive (Tier 1), Strategic Directors (Tier 2), Operational Directors (Tier 3) and the Chief Legal Officer (which is the Council's monitoring officer but is a Head of Service level post). This includes all statutory and non-statutory chief officer posts.
- 3.10. All references to terms and conditions in the statement are factual. Where appropriate a link to the relevant pay policy e.g. the council's pension arrangements has been included.
- 3.11. In keeping with the requirements of the Act the statement will be published on the Internet with links to pay policy and information where appropriate.
- 3.12. As set out in the summary to this report the pay policy statement must be approved by a meeting of the Full Council and published by the 31<sup>st</sup> March each year. The information the authority is required to publish is factual, based on the current pay arrangements. There are no proposals to make any changes to these arrangements subject to any changes in approach to remuneration arising from the review of the workforce strategy. The Full Council at its meeting in February 2017 will be requested to approve the Pay Policy Statement for the financial year 2017/18 as required by the Localism Act.

## **4. Financial Implications**

- 4.1. There are no financial implications arising from this report.

## **5. Legal Implications**

- 5.1 The contents of the statement comply with regulation 38 of the Localism Act 2011. The approval of the pay policy will satisfy the technical requirements of Regulation 39 of the Localism Act 2011.

## **6. Diversity Implications**

- 6.1. There are no diversity implications arising from this report.

## **7. Staffing/Accommodation Implications**

Whilst the pay policy statement applies to all staff, as there are no fundamental changes to current arrangements, staff are not impacted by the proposed Pay Policy Statement.

## **8. Background Papers**

### 8.1. Pay Policy Statement

#### **Contact Officers**

David Veale

Director of Human Resources & Organisational Development

**BRENT**  
**20/20**

**BRENT COUNCIL PAY POLICY  
STATEMENT**

**Financial Year 2017/18**

**April 2017**

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# BRENT COUNCIL PAY POLICY STATEMENT

Financial Year 2017/18

## Purpose

The council's pay policy outlines Brent's policy on pay and benefits for all employees (excluding Schools) and has been developed to meet the relevant statutory provisions of the Localism Act 2011.

The pay policy will be reviewed on an annual basis and any changes will be approved in advance of each new financial year.

The pay policy statement can be amended during the course of any financial year, but only by a resolution of the Full Council. If it is amended during the year to which it relates, the revised version of the statement will be published as soon as reasonably practicable.

## Strategic Context

The current and future pay and benefit arrangements are embodied in the council's Workforce Strategy which reflects the Borough Plan priorities. The council's Borough Plan and Brent 2020 programme provide the strategic framework for the council's workforce and people priorities.

The overarching objective for the Workforce Strategy is to have the right people, with the right skills, attitudes and experience, in the right place at the right time to enable the organisation to deliver on its corporate objectives and priorities.

Key strategic aims of the Workforce Strategy are to:

- Achieving organisational effectiveness and strong performance management
- Recruiting, retaining and rewarding a diverse, highly skilled and motivated workforce
- Valuing diversity and reducing inequalities
- Developing high performing managers and talented staff
- Building the professionalism and skills of the workforce to support Transforming Brent 2020 projects and deliver high quality services

The council is committed to being a good employer and maintain its excellent track record in employing a workforce which reflects the community. In order to recruit and retain a high quality workforce, the council will pay its staff at appropriate salary

levels to attract and retain staff, throughout the council, particularly those in hard to recruit roles. Since the move to the Civic Centre in 2013, employees have adapted to new ways of working.

## **Review of Employee Benefits**

The council's pay arrangements and terms and conditions play a key role in enabling the council to fully realise its objectives and in ensuring the workforce is 'fit for purpose'. The council is committed to fair and equitable pay and benefits arrangements to maintain a flexible, talented and performance focused workforce. The council carried out an equal pay audit in September 2016 which revealed that the overall gender pay gap was -0.4% for comparison of "weighted" median pay and 6.8% for comparison of "unweighted" median pay.

All the council's pay arrangements are contained within a single policy document.

## **Council Pay Rates and Scales**

Pay scales are reviewed annually in line with the National Joint Council agreements and are usually effective from 1<sup>st</sup> April each year.

The following pay scales have been adopted by the council:

- GLPC London Pay Scales (GLPC job evaluated) (main pay scales)
- Senior Manager Pay Scales (Hay job evaluated) (senior managers)
- Soulbury Pay Scales (Education Psychologists, Advisors and Inspectors)
- Soulbury Pay Scales (Youth and Community Service, Young People and Community Service Managers)
- Teaching Pay Scales (for centrally employed local authority teachers)

## **Remuneration of Senior Management (Chief Officers)**

The council defines its senior management as the top 3 tiers in the management structure. This includes all statutory and non-statutory Chief Officer and Deputy Chief Officer roles. It comprises the Chief Executive, strategic directors and operational directors.

Currently the pay, expenses and declaration of interest are published for the Corporate Management Team which comprises the Chief Executive and the strategic directors. The council appointed a new Chief Executive in September 2015. The rate of pay of the Chief Executive and Strategic Directors are in accordance with the council's senior management pay rates.



The council may, in exceptional circumstances, employ senior managers under contracts for services. The council generally will aim to pay such individuals at a rate consistent with the pay of directly employed staff performing a comparable role although there may be circumstances where there is a business case to support a higher pay rate for a short term period to ensure continuity of service and meet any statutory obligations. The council's approach to dealing with HMRC changes to regulations for provision of personal services from April 2017 is being formulated. It is anticipated that the council will base decisions on the use of the Her Majesty's Revenue and Customs' (HMRC) online assessment tool to determine whether individuals hired on an interim basis will be on a PAYE or personal services basis. It's anticipated that most are likely to be on a PAYE basis. The council's policy on this matter will be brought before GCP and Full Council once formulated.

### **Remuneration of Lowest Paid Employees**

The council defines its lowest paid employees as those staff paid on the lowest established grade and scale point which in Brent is Scale 3 spinal point 14 of the GLPC Pay Scales currently £18,324 per annum.

### **London Living Wage**

The council has implemented the London living wage. This rate has been applied to all staff who receive less than £9.75 per hour. Those whose substantive salary is below the London Living Wage are placed on the nearest spinal column point to ensure an equivalent rate to the London Living Wage. The London Living Wage will not apply to apprentices as they are paid in accordance with nationally defined training rates. The Council is an accredited London Living Wage Employer and asks its contractors supplying services to the Council to pay their staff the London Living Wage. As contractors are employers in their own right, the council cannot legally force contractors to pay the LLW but has built into its procurement procedures a requirement to do so. The Council also encourages schools to pay the LLW.

### **Pay Multiple**

The 'pay multiple' is the ratio between the highest paid salary and the lowest/median average salary of the council's workforce. The council's highest paid employee is the Chief Executive. The current median salary is SCP 34 £32,307.

The current multiples are  
Lowest salary multiple is 1:10.5  
Median salary multiple is: 1:6

The council has not set a target for a maximum multiple. The pay multiple has remained relatively unchanged from 2016/2017. As the Chief Executive is at the top of the pay scale, the lowest and median pay multiples are unlikely to increase.

## **Pay Grading**

Single Status was introduced in 2009 for staff on the main pay scales. Single Status introduced common job evaluation schemes and pay scales for the council's former manual workers, administrative, professional, technical and clerical employees with the exception of education psychologists, nursery nurses, youth and community workers, chief officers and the chief executive.

Senior managers including chief officers have locally determined rates of pay which are linked to national negotiations for the determination of pay awards. A revised pay and grading structure for senior managers was introduced on 1<sup>st</sup> April 2013. The aim of the review was to reduce costs whilst ensuring the council's pay arrangements remained competitive.

Also in 2013 the council rationalised the terms and conditions for senior managers. Those senior management posts which fall within the JNC for Chief Officer definition are employed on JNC terms and conditions and all other senior managers are employed on NJC for Local Government Services terms and conditions with some local variations. The senior management posts which fall within the JNC definition are predominately the strategic directors and other directors with statutory responsibilities e.g. Section 151 officer. This means that the majority of senior managers have terms and conditions which are largely consistent with those for other staff. A number of changes were also made to the JNC for Chief Officer terms and conditions to align them more with the terms and conditions for all other staff.

## **Local Conventions for the GLPC Job Evaluation Scheme**

Virtually all local authorities and organisations that use the GLPC Scheme have local conventions in place. Without local conventions, evaluators may interpret these terms differently, hence gradings can be affected and consistency degraded.

The council in March 2013 introduced local conventions to ensure that the scheme is applied consistently and fairly to all employees. These have been reviewed and amended in accordance with refreshed guidance notes on the job evaluation scheme issued by the GLPC in 2016.

## **Public Health Transfer**

Following major changes to the public health system, responsibility for public health transferred to local authorities on 1 April 2013. Fifteen staff transferred into the council under NHS terms and conditions including pay. A Director of Public Health has been recruited on Brent terms and conditions.

## **Pay on Appointment**

All employees are normally appointed on the lowest pay spinal column point for their job evaluated grade. Employees may be appointed at a higher point, where they are currently earning more than the lowest pay spine for the role and where it is considered that they already possess the skills and experience needed to justify such a higher salary. Appointment at a higher point on the salary scale has to be authorised by the service director and the Director of Human Resources and Organisational Development

The council delegates authority to the Senior Staff Appointments Sub-Committee to make recommendations to the council on the appointment of all officers at operational director level and above.

## **Annual Pay Progression**

Brent's pay policy is primarily based on evaluated pay grades, which each have a salary range comprising a number of incremental points. Other pay grades are nationally prescribed and also have incremental progression arrangements. Most employees incrementally progress through the pay grade for their job. Progression will normally be one increment (pay spine column point) on the 1st of April each year until the top of the grade is reached for those on the main pay scales (separate arrangements apply during the first year of service where the start date is between 1<sup>st</sup> October and 31<sup>st</sup> March) and on the anniversary of joining for those on senior manager pay scales.

Pay progression is subject to satisfactory performance assessed during the annual appraisal process and can be withheld if there is a current disciplinary sanction in place or where poor performance is currently being addressed through Council procedures.

## **Performance Related Pay and Bonuses**

Council employees including the Chief Executive and directors do not receive performance related payments or bonuses.

## **National / Regional Pay Agreements**

The council operates the national (JNC/NJC) and regional Greater London Provisional Council (GLPC) collective bargaining arrangements for pay and conditions of service for all employees, including senior managers. Pay is increased in line with national and regional pay agreements.

Details of the 2016/18 pay award agreement are:

From 1 April 2016:

- Salary increases ranging from 1% to 6.6% on the higher and lower spine points, with low earners receiving higher proportional increases in salary. Most grades will receive a 1% increase with higher percentage increases applying only to the lowest paid staff.

and...

From 1 April 2017:

- Salary increases ranging from 1% to 3.4%. Most grades will receive a 1% increase with higher percentage increases applying only to the lowest paid staff.
- The total increase to the national pay bill resulting from this offer is 2.4% over two years (covering the period 1 April 2016 to 31 March 2018).
- The individual basic salaries and salary scales of all officers within scope of the JNC for Chief Officers of Local Authorities increased by 1.0% with effect from 1 April 2016 and will increase by a further 1.0% with effect from 1 April 2017.

## **Market Supplements**

The council has recently re-introduced market supplement payments to children's social workers to address the ongoing recruitment difficulties and to ensure the council remains competitive in the recruitment market. Apart from children's social workers, there are only a small number of supplements in existence and these have planned end dates. Individual service areas do not have discretion to apply market supplements and there is a governance structure in place to agree such supplements based on a sound business case.

## **Fees for Election Duties**

Election fees paid to employees (including chief officers) who assist in elections are in line with the rates agreed by the Government whenever general, regional or European elections occur. In light of the referendum vote on 23<sup>rd</sup> June 2016 for the UK to leave the European Union, there are unlikely to be further European elections

to assist with. Where local elections occur fees will be determined using the cross-London agreed rates.

## **Pensions**

All non teaching employees are able to join the Local Government Pension Scheme (LGPS). Teachers are able to join the Teachers Pension Scheme. Benefits for both schemes are paid in accordance with government regulations. NHS employees who transferred to the council under TUPE have access to the NHS Pension Scheme under special provisions agreed as part of the transfer into local government. Employees joining Public Health after the transfer are employed on Council terms and conditions and do have access to the LGPS.

## **Payments on Termination of Employment**

In the event that the council terminates the employment of an employee on the grounds of redundancy the terms of the council's redundancy and early retirement arrangements will apply. Termination payments will be subject to any caps introduced by government legislation as will repayment of severance payments set by legislation. It is anticipated that legislation on capping payments and repayment of severance will be introduced in the first half of 2017.

## **Re-employment of Employees**

Section 7 of the Local Government and Housing Act 1989 requires that every appointment to paid office or employment in a local authority shall be made on merit.

The re-engagement of employees including chief officers who are made redundant is subject to the council's re-engagement arrangements (contained within the council's Managing Change Policy). The policy sets out the minimum period a former employee must wait before being eligible to work for the council again, as well as outlining other restrictions.

Employees who are made redundant may not be re-engaged within twelve months of their termination of employment for reasons of redundancy. After twelve months the employee may be re-engaged via the normal recruitment procedures either to carry out the same work or a different job. Re-engagement is subject to the approval of the relevant Operational Director and Director of HR and OD.

## **Tax avoidance**

All permanent Brent staff including senior managers are paid through payroll which means that all taxes are deducted at source. A review of temporary staff is regularly

conducted and it is Brent's policy to cover vacancies through the use of approved agency workers or by appointing staff on fixed term contracts. Temporary workers providing services through their own companies will be carrying out projects and generally not covering permanent roles other than in exceptional circumstances e.g. where interim cover is essential whilst a permanent appointment is recruited. Where these situations do occur they will be limited in duration, usually to less than 6 months.

### **Publication and access to information**

Brent's annual Pay Policy Statement will be published on the website where it can be easily accessed. Information about chief officers' remuneration is published on the council's website [www.brent.gov.uk](http://www.brent.gov.uk) in the section Senior Staff Salaries.

DRAFT

## **Brent Pay Policy statement 2017/18 Equality Analysis**

**Department: Human Resources**

**Person Responsible: David Veale**

**Created: Jan 2017**

**Next Review (if applicable): Jan 2018**

### **1. What are the objectives and expected outcomes of your proposal? Why is it needed? Make sure you highlight any proposed changes.**

Section 38 (1) of the Localism Act 2011 (The Act) requires England and Welsh local authorities to produce a pay policy statement on an annual basis. The Act does not apply to local authority maintained schools.

The council's Pay Policy statement outlines Brent's policy on pay and benefits for all employees (excluding Schools) and has been developed to meet the relevant statutory provisions of the Localism Act 2011.

### **2. Who is affected by the proposal? Consider residents, staff and external stakeholders.**

The Pay Policy statement applies to all Brent employees excluding staff from local authority maintained schools.

#### **3.1 Could the proposal impact on people in different ways because of their equality characteristics?**

No. The council is committed to being a good employer and maintain its excellent track record in employing a workforce which reflects the community. In order to recruit and retain a high quality workforce, the council aims to pay its staff fairly and at appropriate salary levels to attract and retain staff, throughout the council, particularly those in hard to recruit roles.

The council has implemented the London living wage (LLW). This rate has been applied to all staff who receive less than £9.75 per hour. The London Living Wage will not apply to apprentices as they are paid in accordance with nationally defined training rates. The Council is an accredited London Living Wage Employer and asks its contractors supplying services to the Council to pay their staff the London Living Wage. As contractors are employers in their own right, the council cannot legally force contractors to pay the LLW but has built into its procurement procedures a requirement to do so. The Council also encourages schools to pay the LLW.

#### **3.2 Could the proposal have a disproportionate impact on some equality groups? If you answered 'Yes' please indicate which equality characteristic(s) are impacted**

No as explained above.

#### **3.3 Would the proposal change or remove services used by vulnerable groups of people?**

No. There are no substantial changes to pay policy current arrangements.

### **3.4 Does the proposal relate to an area with known inequalities?**

Yes, however, the Council carries out annual pay audits (e.g. Gender Pay Gap) to monitor impact and ensure that employees are not disproportionately affected by its pay policy arrangements.

The council's pay arrangements and terms and conditions play a key role in enabling the council to fully realise its objectives and in ensuring the workforce is 'fit for purpose'. The council is committed to fair and equitable pay and benefits arrangements to maintain a diverse, flexible and talented workforce. The council carried out a [Gender Pay Gap audit in September 2016](#) which revealed that the overall gender pay gap was -0.4% for comparison of "weighted" median pay and 6.8 per cent for comparison of "unweighted" median pay. The gender pay gap remained unchanged since 2014-15 when the overall gender pay gap was also 6.8 per cent.

In 2015, the UK's gender pay gap for all employees was 19.2 per cent. This is the official figure used by the Office for National Statistics (ONS), meaning that on average women earned around 19.2 per cent less than men. Based on the ONS Annual Survey of Hours and Earnings (2015), the national public sector gender pay gap is 11.4 per cent.

### **3.5 Is the proposal likely to be sensitive or important for some people because of their equality characteristics?**

Yes, however, the Council carries out annual pay audits (e.g. Gender Pay Gap) to monitor impact and ensure that employees are not disproportionately affected by its pay policy arrangements.

### **3.6 Does the proposal relate to one of Brent's equality objectives?**

Yes, it relates to equality objective five: To develop and sustain a skilled and committed workforce able to meet the needs of all local people.

The council is committed to fair and equitable pay and benefits arrangements to maintain a diverse, flexible and talented workforce. It regularly monitors the diversity profile of its workforce and publishes annual Workforce Diversity reports that, along with the Gender Pay Gap audits, help inform this and other Council policies.

### **Recommend this EA for Full Analysis?**

No because there are no new proposals or substantial policy changes introduced.

If, as a result of the new Workforce Strategy, there are any proposals that fundamentally impact on the pay policy statement for 17/18, any amendments to the statement will be subject to equality consideration and will be brought before General Purposes Committee and Full Council.



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

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