



**Full Council**  
22 February 2016

**Report from the HR Director**

For Information and  
approval

Wards affected:  
ALL

**Localism Act 2011 – Pay Policy Statements**

**1. Summary**

- 1.1. Section 38 (1) of the Localism Act 2011 requires England and Welsh local authorities to produce a pay policy statement for on an annual basis. The Act does not apply to local authority schools.
- 1.2. The purpose of this report is to inform Full Council 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
- 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 on an annual basis by the 31<sup>st</sup> March each year.

**2. Recommendation**

- 2.1. It is recommended that Full Council approve the draft Pay Policy Statement attached to this report as an accurate and factual representation of the council's pay arrangements for 2015/16 prior to consideration and approval by the Full Council in March 2016. Any amendments required during the year will be brought back to a future meeting of the Full Council and Full Council for approval.

**3. Detail**

**Requirements of the Localism Act 2012**

- 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, 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 Strategy 2014 -17 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
- 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 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. The Full Council at it's meeting in February 2016 will be requested to approve the Pay Policy Statement for the Financial year 2016/17 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 section 38 of the Localism Act 2011. The approval of the pay policy will satisfy the technical requirements of section 39 of the Localism Act 2011.

#### **6. Diversity Implications**

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

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

- 7.1. There are no staffing implications.

#### **8. Background Papers**

- 8.1. None

#### **Contact Officers**

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