

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	NO	
		Need to be recommendations to Council	YES	
		Is it a Key Decision	NO	
Lead Member: Cllr B Long, Leader E-mail: cldr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Debbie Gates E-mail: Debbie.gates@west-norfolk.gov.uk Direct Dial: 01553 616605		Other Officers consulted: Management Team		
Financial Implications NO	Policy/Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening	Risk Management Implications NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				

Date of meeting: 17th October 2017

PAY POLICY STATEMENT – 2017/18 UPDATE

Summary

Section 38 of the Localism Act 2011 requires English and Welsh Local Authorities to produce an annual pay policy statement.

The attached report summaries the Borough Council's relevant policies relating to levels and elements of remuneration for Chief Officers and includes the relationship between the remuneration of Chief Officers and other Officers.

The report does not change any policies relating to remuneration – it merely updates the figures contained within the report to reflect changes to pay grades and salaries as a result of the 2017 annual pay award.

Recommendation

- 1. That Cabinet recommend to Council the attached Pay Policy Statement for 2017/18**
- 2. That Members delegate authority to the Executive Director, Central and Community Services, to update the Policy annually to reflect changes arising from the annual pay award, thus ensuring that it remains compliant with legislation.**

Reason for Decision

To comply with the requirements of the Localism Act 2011.

Background

- 1.1 Section 38 of the Localism Act 2011 requires English and Welsh Local Authorities to produce a pay policy statement for each financial year.
- 1.2 This statement sets out the Council's policy with regards to:
- Pay and remuneration of Chief Officers
 - Pay and remuneration for all other employees including the lowest paid
 - The relationship between the remuneration of Chief Officers and other Officers
 - Other specific aspects of remuneration for Chief Officers and all other employees.
- 1.3 The Council regards the following as its Chief Officers
- Chief Executive
 - Executive Directors
- 1.4 The Authority's website includes salary information for Senior Managers who earn more than £58,200 and this can be accessed at www.west-norfolk.gov.uk/info/20163/corporate_performance_and_transparency/318/transparency
- 1.5 This statement does not change any policies relating to remuneration and does not outline specific data relating to particular individuals.

Options Considered

None, it is a statutory requirement for local authorities to produce a pay policy statement which covers the various points contained with this Council's policy.

Policy Implications

This statement does not change any policies relating to remuneration. It is designed to comply with Section 38 of the Localism Act 2011.

Financial Implications

There are no financial implications arising from this report, as it is a summary of existing policies relating to remuneration.

Personnel Implications

There are no specific Personnel implications within this policy.

The Council recognises that, in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure, retain and motivate high quality employees with a flexible approach to working arrangements and duties. At the same time, pay and related policies must be transparent, coherent

and reflective of national, regional and local labour market information and must not be excessive or generous.

The Council has operated a comprehensive system of performance management strongly linked to appraisal and target setting since 1991 and does not have a system of automatic incremental progression for any category of employees

Statutory Considerations

Section 38 of the Localism Act 2011 requires English and Welsh Local Authorities to produce a Pay Policy Statement.

Equality Impact Assessment (EIA)

Pre-screening assessment completed.

Risk Management Implications

None

Declarations of Interest / Dispensations Granted

N/A

Background Papers

Localism Act 2011 and associated guidance

Pre-Screening Equality Impact Assessment

Borough Council of
**King's Lynn &
West Norfolk**



Name of policy/service/function	Pay Policy Statement				
Is this a new or existing policy/ service/function?	Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations					
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			✓	
	Disability			✓	
	Gender			✓	
	Gender Re-assignment			✓	
	Marriage/civil partnership			✓	
	Pregnancy & maternity			✓	
	Race			✓	
	Religion or belief			✓	
	Sexual orientation			✓	
	Other (eg low income)			✓	
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No				
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name	Becky Box, Policy, Performance and Personnel Manager				
Job title	Date: 24 th August 2017				

Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.