

	<h2>General Functions Committee</h2> <h3>18 February 2016</h3>
<p style="text-align: right;">Title</p>	<p>Pay Policy Statement</p>
<p style="text-align: right;">Report of</p>	<p>Graeme Lennon, HR Director</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix A – Pay Policy Statement</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Graeme Lennon, HR Director , Graeme.Lennon@Barnet.gov.uk</p>

<h2>Summary</h2>
<p>Local Authorities have to publish a Pay Policy Statement on the 1 April each year. This report introduces a draft Pay Policy Statement for endorsement by the General Functions Committee prior to final approval being sought by Full Council on 1 March and subsequent publication on 1 April 2016.</p>

<h2>Recommendation</h2>
<p>1. That the General Function Committee reviews the Council’s Pay Policy Statement for the financial year 2016/17 and to recommend it for approval by Council on 1 March 2016.</p>

1. WHY THIS REPORT IS NEEDED

- 1.1 Section 38(1) of the Localism Act 2011 requires local authorities to produce and publish an annual pay policy statement.

2. REASONS FOR RECOMMENDATION

- 2.1 To comply with the Localism Act, associated statutory guidance, including the transparency requirements on remuneration as set out in the Code of Recommended Practice for Local Authorities on Data Transparency issued by the Department for Communities and Local Government in September 2011 and the council's constitution.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The proposal arises from the statutory obligation cited in sections 1.1 and 2.1 and as such alternative options have not been considered in the context of this report.

4. POST DECISION IMPLEMENTATION

- 4.1 The Pay Policy Statement requires endorsement by Full Council on 1 March 2016 prior to publication on 1 April 2016.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 No applicable

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 Not Applicable.

5.3 Social Value

Not applicable

5.4 Legal and Constitutional References

- 5.4.1 Section 38(1) of the Localism Act 2011 requires local authorities to produce an annual pay policy statement.

- 5.4.2 The [General Functions Committee](#) (appointed by [Council](#)) has responsibility for decisions related to the pay and terms and conditions of employment for staff (other than those within the remit of the [Chief Officer Appointment Panel](#)¹) in accordance with [section 15 \(Annex A\) of the Constitution](#) – Responsibility for Functions.

- 5.4.3 Included within its responsibilities, is the duty to develop and publish the annual pay policy statement for approval by Council (being its parent body) which will comprise:

- the level and elements of remuneration for each Chief Officer
- relationship of the remuneration of Chief Officers and other officers
- a description of the relationship between decisions made on the lowest paid and top paid employees in the organisation

¹ The Chief Officer Appointment Panel deals with chief officer appointments, discipline and capability matters.

- remuneration of the lowest paid (with the definition of the lowest paid and the reasons for adopting that definition)
- remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments
- transparency arrangements
- reasons for chosen approach to remuneration levels and how this is to be implemented
- differences of approach to groups of employees and the reasons for them
- pay dispersion
- incremental progression factors
- use of honoraria and ex-gratia payments
- determination of remuneration parameters for officers who have returned to work for a local authority
- appointment and remuneration term.

5.4.4 In addition (to other responsibilities listed in [Annex A to the Responsibility for Functions](#)) the committee must review remuneration annually and ensure that sufficient flexibility exists within the pay policy to allow responses to unforeseen circumstances without having recourse to revising the policy between annual reviews.

5.4.5 Council is asked to consider the General Functions Committee's recommendation(s) and is ultimately responsible (in accordance [with section 1.20 of the Responsibility for Functions](#)) for approval of the annual pay policy statement.

5.5 Risk Management

5.5.1 Not applicable

5.6 Equalities and Diversity

5.6.1 Not applicable

5.7 Consultation and Engagement

5.7.1 Not applicable

5.8 Insight

5.8.1 Not applicable

6. BACKGROUND PAPERS

6.1 There are no background papers.