

# Allerdale Borough Council

Council – 22 September 2021

## Pay Policy Statement 2021/2022

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<b>Portfolio holder</b>	Councillor Marion Fitzgerald
<b>Report from</b>	Nik Hardy, Assistant Chief Executive (Policy, Performance and Economic Strategy)
<b>Wards affected</b>	All
<b>Is this a key decision</b>	Yes

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### **1.0 The reason for the decision**

- 1.1 There is a statutory requirement for Councils to prepare a pay policy statement during each financial year. The specific requirements of the statement are laid out in Section 38 of the Localism Act 2011. A key element of the statement is to detail levels of the remuneration made to chief officers of the Council.
- 1.2 The pay policy statement is usually reported to Full Council in March each year. Full Council must approve any changes made to the statement during the year.

### **2.0 Recommendations**

- 2.1 That Members approve the pay policy statement attached to this report as Appendix A
- 2.2 That the Constitution be amended as set out at Appendix B, to include a delegation to the Head of Paid Service in respect of the appointment of Deputy Chief Officers.

### **3.0 Background and Introduction**

- 3.1 A pay policy statement for a financial year must set out the authority's policies for the financial year relating to:
- the remuneration of its chief officers,
  - the remuneration of its lowest-paid employees, and
  - the relationship between—
    - the remuneration of its chief officers, and
    - the remuneration of its employees who are not chief officers
- 3.2 The statement must also include:

- the definition of “lowest-paid employees” adopted by the authority for the purposes of the statement, and
- the authority's reasons for adopting that definition
- the authority's policies relating to
  - the level and elements of remuneration for each chief officer
  - 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 the payment of chief officers on their ceasing to hold office under or to be employed by the authority and
  - the publication of and access to information relating to remuneration of chief officers.

3.3 The Chief Executive (as the Head of Paid Service) is responsible for ensuring the provisions set out in this statement are consistently applied throughout the Council.

#### **4.0 Content (to include alternative options considered)**

4.1 The pay policy statement as attached at Appendix A, puts in place a number of changes to the corporate structure that have been proposed as the Council moves towards a new Target Operating Model. As part of this process a job family structure has been introduced.

4.2 Job families will enable the Council to access the right skills at the right time. It will create additional flexibility within the structure, to enable staff to take on different tasks or to move between services. Job families will allow greater interchangeability amongst roles, allowing the Council to improve service delivery.

4.3 The Chief Officer structure approved by Council in December 2020 removed the Corporate Director post from the Council’s staffing structure. As a consequence all Chief Officers report directly to the Chief Executive. Managers who report to Chief Officers will therefore, in accordance with the Local Government and Housing Act 1989, be classed as Deputy Chief Officers.

4.4 The Local Authorities (Standing Orders) (England) (Regulations) 2001 allow authorities to delegate to the Head of Paid Service the appointment of Deputy Chief Officers.

4.5 Members may choose to approve, amend or reject the pay policy statement, as attached to this report as Appendix A, and the amendment to the constitution (Appendix B).

#### **5.0 Delivery arrangements**

5.1 Any changes arising from this report will enacted and delivered by officers.

## 6.0 Implications and Impact

### 6.1 Contribution to Council Strategy Priorities, Outputs and Outcomes

The job family structure will support delivery the Council Strategy by ensuring resources can be focussed in the right service areas when they are required most.

### 6.2 Finance/Resource implications

There are no financial implications arising directly from this report. The job families will overlay to our existing NJC spinal column points.

### 6.3 Legal and governance implications

There are no legal implications arising directly from this report.

### 6.4 Risk analysis

A scored and mitigated risk log

<b>Risk</b>	<b>Consequence</b>	<b>Controls required</b>	<b>Mitigated score</b>
The new pay policy does not attract high quality candidates	Does not lead to delivering improved services and Council plan outcomes	Market testing	2x4

### 6.5 Increasing satisfaction and service

The new Job Families approach will support delivery of the Council Strategy by ensuring the Council has the right staff resource, with the right strengths and skills to deliver the roles required.

### 6.6 Equality impacts

Equality impacts have been considered and there are no direct implications arising from this report.

### 6.7 Health and Safety impacts

Health and safety impacts have been considered and there are no direct implications arising from this report.

### 6.8 Health, wellbeing and community safety impacts

Health, wellbeing and community safety impacts have been considered and there are no direct implications arising from this report.

### 6.9 Environmental/sustainability impacts

Environmental and sustainability impacts have been considered and there are no direct implications arising from this report.

### 6.10 Other significant implications

There are no other significant implications arising directly from this report.

## Appendices attached to this report

Appendix number	Title of appendix
<b>A</b>	<b>Pay Policy Statement</b>
<b>B</b>	<b>Amendment to Constitution – 8.7 appointment of other Officers</b>

## Background documents available

Name of background document	Where it is available
<b>Structure Charts</b>	<b>Attached</b>
<b>Job Families</b>	<b>Attached</b>

## Report author(s) and contact officer(s):

*Nik Hardy*

*Assistant Chief Executive (Policy, Performance and Economic Strategy)*

*Nik.hardy@allerdale.gov.uk*

01900 702778