

A G E N D A

Mayor's Announcements

1. To receive Mayor's Announcements.

Declarations of Interest

2. To receive any declarations of interest.

Minutes

3. The Mayor to sign the Minutes of the proceedings of the Council Meeting held on 21 February 2017 (Pages A1-A12)

Petitions

4. To receive petitions in accordance with Standing Order 8.

Questions from Members of the Public

5. Questions in accordance with Standing Order 9.

Questions from Councillors

6. Questions in accordance with Standing Order 10.

Reports and Recommendations from Committees

7. Councillors' Allowances Scheme 2017/18
Report by Managing Director (Pages B1-B8)
8. Pay Policy 2017/18
Report by Managing Director (Pages C1-C29)
9. Appointment of Chief Executive - Head of Paid Service
Report by Managing Director (Pages D1-D4)

Motions

10. Fair Health Care Funding for South Reading
Councillor Pearce to move:

This Council notes:

Clinical Commissioning Groups are responsible for the planning and commissioning of health care services for their local area. South Reading Clinical Commissioning Group is the lowest funded in the whole of England. This means that it is 150th out of 150 CCG's in the UK. Average funding per head across the UK is £1221, compared to just £1000 in South Reading.

Abbey, Church and Whitley Wards have the lowest life expectancy in Reading; Church and Whitley wards, which are both in South Reading, also have the lowest levels of life expectancy, and the highest rates of obesity and child poverty in Reading.

The low level of funding in South Reading is unacceptable.

A petition has been signed by hundreds of residents in South Reading demanding that this funding increases.

This Council resolves to:

Organise a meeting between the Leader & Deputy Leader of the Council, the Lead Councillor for Health, the Members of Parliament for Reading East & Reading West, the Minister for Health and South Reading Clinical Commissioning Group to urgently resolve these funding shortages in South Reading. In view of the urgency, this meeting should if possible take place by Thursday April 13th 2017.

11. Audit & Governance Committee

Councillor Duveen to move:

Council notes that the recent Audit Report by Ernst & Young pointed out an anomaly in the make-up of the Audit and Governance Committee. In their words:

'We identified that both the Leader and Deputy Leader are members of the A & G Committee. Guidance issued by CIPFA indicates that leadership of the Council should not be represented on the Committee. We recommend that the composition of the Committee be reviewed.'

This Council recognises that having Lead Councillors sitting on the Committee, part of whose job is to scrutinise their own work and decisions, will not be seen by the citizens of Reading as either unbiased or independent in its role of auditing and scrutinising the work of the Council.

Although the Ernst and Young report called for a review of the make-up of the A & G Committee, this Council accepts the guidance offered by CIPFA and recognises that in the interests of good governance Lead Councillors should not serve on the A & G Committee.

The simplest and quickest way to resolve this anomaly is for the Lead Councillors to stand down from the Committee. There is no need to instigate a full review of the composition of the A & G Committee.

This Council therefore requires that Lead Councillors should stand down from this Committee and asks the Administration to appoint members of the Committee who are not Lead Councillors.

12. Refuge Provision for Women Fleeing Domestic Violence

Councillor Eden to move:

This Council notes:

1. There is no national system or funding of refuge provision for women fleeing domestic violence.
2. That beds are made available by councils with the understanding that women and children from outside of the area will need to use them because of the need to be safe.
3. That while some local authorities have always relied on others to provide refuge places Reading has a long standing commitment to ensuring that refuge is available in our town to provide sanctuary for those fleeing domestic violence.
4. That the continuing squeeze in funding from national government is increasingly forcing councils into untenable choices and that refuge funding from local authorities and across the country is being affected.
5. A letter from Reading's Community Safety Partnership signed by the Leader of the Council and Stan Gilmour Superintendent Police Commander has been sent to Government as follows:

National Funding for Refuge Provision

I am writing to you on behalf of Reading's Domestic Abuse Strategy Group, a delivery group of the Community Safety Partnership, to express our concern at the national loss of refuge spaces; the complete cessation of support in some LA areas; and the need for core national funding for refuge - not simply funding for additionality.

In Reading the local authority has a long-standing commitment to providing financial support to ensure the provision of refuge to meet both local and national need. This includes generic and specialist provision for Asian women. Reading currently has 25 refuge places in the town and around 80% of these refuge places are accessed by households from outside the Reading area. The nature of refuge provision is that to improve their safety, people experiencing abuse predominantly seek emergency accommodation a distance away from the perpetrator. Based on Reading's population size, to be in line with the average in the Thames Valley, Reading would be required to provide

7 refuge places per 100,000 population (if those LAs with no provision are included) or 12 if only those with some provision are included.

The Council is about to recommission domestic abuse services and intends to rebalance investment in domestic abuse services in line with the current domestic abuse strategy. The Council is proposing to fund 15 refuge places, which is still above the regional average, and to increase investment in non-accommodation based support and preventative activity to break the cycle of abuse as these services are over-subscribed.

The Partnership welcomes the opportunity to look at the balance of the way services are delivered in the area. Our experience shows that outreach is a very effective way of supporting many service users.

We recognise, however, that for some victims a place of safety or a "refuge" is essential to prevent serious harm. For some it may be a short stay in a local refuge whilst other actions are taken to make them safe, for many others to be safe they need to move many miles away from their old home.

The system of refuge therefore relies on a principal of reciprocity of provision as many victims need to move out of area for their own safety (80% of placements in Reading's refuges are from out of area but equally many referrals of local women are made out of area). The provision of refuge places can't therefore simply be looked at from a purely local perspective. At a national level, since 2010, there has been a loss of 17% of specialist refuges in England and a third of all referrals to refuges are turned away, normally due to a lack of available space (<https://www.womensaid.org.uk/what-we-do/campaigning-and-influencing/campaign-with-us/sos/>).

In the face of funding cuts local authorities are facing significant financial pressures and are forced to make often unpalatable decisions. Alarming number of authorities are ceasing to fund refuge at all. The Guardian reported last weekend that Sunderland is potentially set to become the only major city in the UK with no refuge provision - although a final decision has yet to be confirmed.

For authorities like Reading which are continuing to contribute to provision on the principle of reciprocity it feels deeply unjust that our local residents fleeing abuse and needing to move out of area to remain safe have fewer and fewer options. Our response as an LA is not to withdraw all refuge funding as other areas have done as councillors and partners wouldn't see that as a responsible response.

This is a national problem and although the Government announced £20m new one-off funding for specialist accommodation last November, the application guidance stated that the funding was for additional services and not to fund services being cut (or where not supported) by local government. Reading Borough Council applied for this funding, working in partnership with our local provider, other local authorities and the Police and Crime Commissioner. We are delighted to have heard recently that our bid for

£132,000 was successful and this included £56,000 funding for specialist refuge provision.

However, longer-term a new and sustainable model of funding is required that doesn't simply fund the gaps (which is inequitable and does not reward those authorities who have protected refuges), provide short-term funding, or support 'additionality'. We urge you to consider a system of national funding for refuges which reflects the scale of need presenting and this should include the provision of specialist refuges sensitive to cultural needs.

A refuge is a place where women and children escaping abuse can be sure they are safe, and where they can access emotional and practical support from staff who understand what they have been through. It is a starting point for many to rebuild their lives. In breaking the cycle of abuse refuges help to change and save lives.

We would ask that Government recognises the specialist and unique nature of refuge provision and seeks to implement a sustainable national funding model to preserve this critical resource.

On behalf of the Reading Community Safety Partnership

This Council believes

1. That keeping women safe from domestic violence should be a national priority.
2. That there is a need for funding of preventative and outreach work to tackle the causes of domestic violence, refuge provision to protect women and a strong criminal justice response to violence and abuse.
3. That the complete ending of support in some local authorities may affect Reading women and that this is an untenable situation.

This Council therefore resolves:

1. That we endorse the letter from the Leader of the Council and the Local Police Area Commander (Superintendent Gilmour) and will publish it.
2. That we will write to the Reading MPs asking for their support in this campaign.
3. That as councillors we will continue to campaign for and support a national system of core funding not just additional support.
4. To offer to support Women's Aid and Refuge in launching a national petition on this.

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Present: Councillor Ayub (Mayor);

Councillors David Absolom, Debs Absolom, Ballsdon, Brock, Chrisp, Davies, Dennis, Duveen, Eden, D Edwards, K Edwards, Ennis, Gavin, Gittings, Grashoff, Hacker, Hoskin, James, Jones, Khan, Livingston, Lovelock, Maskell, McElligott, McGonigle, McKenna, O'Connell, Page, Pearce, Robinson, Rodda, Singh, Skeats, Stanford-Beale, Stevens, Terry, Tickner, Vickers, White and Woodward.

Apologies: Councillors Hopper, McDonald, Steele, J Williams and R Williams.

45. MINUTES

The Minutes of the meeting held on 24 January 2017 were confirmed as a correct record and signed by the Mayor.

46. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH STANDING ORDER 9

	<u>Questioner</u>	<u>Subject</u>	Answer
1.	Peter Burt	Equal Pay	Cllr Lovelock
2.	Peter Burt	Legal Fees	Cllr Lovelock
3.	Adele Barnett-Ward	School Funding	Cllr Jones
4.	Roger Lightfoot	Free Swimming	Cllr Gittings
5.	Neil Adams	Budget Cuts	Cllr Lovelock
6.	Heather Johnston	Homelessness	Cllr Davies

(The full text of the questions and replies was made available on the Reading Borough Council website).

47. QUESTIONS FROM COUNCILLORS IN ACCORDANCE WITH STANDING ORDER NO 10

Questions on the following matters were submitted:

	<u>Questioner</u>	<u>Subject</u>	Answer
1.	Cllr Robinson	Demountable Pool at Rivermead	Cllr Gittings
2.	Cllr Rodda	Revenue Support Grant	Cllr Lovelock
3.	Cllr Rodda	South and East Reading Mass Rapid Transit Schemes	Cllr Page

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4.	Cllr Livingston	Benefit Changes	Cllr Lovelock
5.	Cllr Steele	Local Government Pension Scheme	Cllr Lovelock
6.	Cllr Steele	Green Waste Collection Payments	Cllr Terry
7.		WITHDRAWN	
8.	Cllr Dennis	Rough Sleeping	Cllr Davies
9.	Cllr Hacker	Failing Academies	Cllr Jones
10.	Cllr Hacker	School Funding Losses	Cllr Jones
11.	Cllr White	Consultant and Interim Manager High Pay	Cllr Lovelock
12.	Cllr White	Total Spend on Consultants and Agency Staff	Cllr Lovelock

As there was insufficient time, pursuant to Standing Order 10(4), a written reply to Questions 6 to 12 above would be provided in accordance with Standing Order 11(3).

(The full text of the questions and replies was made available on the Reading Borough Council website).

48. BUDGET 2017-2020

The Corporate Management Team submitted a report setting out the General Fund budget and indicative capital programme for the Council covering the forecast capital and revenue expenditure and resources for 2017/18, and explaining how the 2016/17 budget overspend would be financed.

The report set out the financial position of the Council, the context for service delivery, national and local financial matters affecting the Council's services for residents and businesses, proposals about how to address these issues, revenue budgets for service delivery, pressures, savings and income generating solutions and proposed fees and charges, the capital programme 2017/20 (which included updates for 2016/17 to reflect recent decisions and progress), proposals for the Housing Revenue Account, the risks associated with the financial position in the short and medium term, and the Equality Impact Assessment of the overall budget.

Further to Minute 86 of the Policy Committee held on 13 February 2017, the Council received additional information, which included a report setting out in more detail the budget proposal to increase rental income at the point Council homes were re-let and set out the need to apply the 1% rent reduction to sheltered and supported housing from 2017/18. Additionally, the Council received the recommendations made by its external auditors, Ernst and Young LLP, under Section 24 Schedule 7(2) of the Local Audit and Accountability Act 2014, and debated them fully.

The full details of the documents attached to the report for debate were as follows:

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Appendix 1a)	Savings and income proposals for 2017/18 agreed in previous years
Appendix 1b)	Savings and income proposals for 2017/18 agree at Policy Committee during 2016/17
Appendix 1c)	Additional savings proposals for 2017-20
Appendix 2)	Calculation of Council Tax
Appendix 3)	Fees and Charges Summary Statement
Appendix 4)	Robustness of Budget Estimates & Adequacy of Balances 2017-18 (Statutory Advice)
Appendix 5)	Treasury Management Strategy Statement
Appendix 6)	General Fund and Summary Cost Centre Budget
Appendix 7)	Capital Programme
Appendix 8)	CIL protocol
Appendix 9)	Dedicated Schools Grant
Appendix 10)	HRA Budget 2017/18
Appendix 10A)	Proposal to re-let Council homes at target rent and accompanying equality impact assessment
Appendix 11a)	Letter from Ernst and Young LLP under recommendations made under Section 24 Schedule 7(2) of the Local Audit and Accountability Act 2014
Appendix 11b)	Council response to the letter from the external auditor

A motion was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED as set out in the resolution below.

The following amendment was moved by Councillor White and seconded by Councillor McGonigle and LOST:

“In recommendation (1), after ‘That’ insert the words ‘subject to (2) below’

Add a new Recommendation (2) as follows:

‘(2) That it be noted that in 2015/16 the Council spent £9.8 million on expensive agency staff and that this year the figure is expected to rise to about £11 million.

Notes that by the end of the financial year it is estimated by officers that the council will have spent between 3 and £3.5 million on consultants and that many senior officer positions are filled by interims. This is both expensive and destabilising for the Council.

Notes planned reductions of £2 million in the budget for agency staff and consultants in the coming years through measures like recruiting more permanent staff.

Instructs the Interim Managing Director to review, consult and report on how to bring forward these savings, on agency staff and consultants, more rapidly and to submit a report on this as a matter of urgency to the Policy Committee.

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Further requests that Policy Committee reinvest the savings identified above to create a more caring and compassionate town by:

- reversing the £100,000 cut to children's centres
- consider any remainder at Policy Committee as part of the work of bringing forward a sustainable delivery plan by quarter 2

Resolves to put on hold decisions regarding reductions in the service mentioned above pending the report detailed above."

Make all consequential amendments to the numbering and cross-referencing of recommendations.'"

A recorded vote having been demanded, the voting was as follows:

For the motion: 4

Councillors Duveen, McGonigle, O'Connell and White.

Against the motion: 37

Councillors David Absolom, Debs Absolom, Ayub, Ballsdon, Brock, Chrisp, Davies, Dennis, Eden, D Edwards, K Edwards, Ennis, Gavin, Gittings, Grashoff, Hacker, Hoskin, James, Jones, Khan, Livingston, Lovelock, Maskell, McElligott, McKenna, Page, Pearce, Robinson, Rodda, Singh, Skeats, Stanford-Beale, Stevens, Terry, Tickner, Vickers and Woodward.

Resolved -

- (1) That the following, as set out in this report by the interim Managing Director and interim Director of Finance and in the Budget Book, noting the equality impact assessment, be approved:
 - a) the Council's general fund budget for the period 2017/20 (Paragraph 4.32);
 - b) the specific revenue estimates for 2017/18 (Appendix 6);
 - c) the capital programme for the period 2017-20 including the 2016/17 update (Appendix 7);
- (2) That it be noted that on 24 January 2017 the Council calculated the Council Tax base 2017/18 for the whole council area as 53671 [item T in the formula in section 31B of the Local Government Finance Act 1992, as amended (the "act")];
- (3) That the Council Tax requirement for the Council's own purposes for 2017/18 be calculated as £1,490.56;
- (4) That the following amounts be calculated for the year 2017/18 in accordance with sections 31 to 36 of the Act:

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- (A) £413,593,113, being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act;
- (B) £333,593,000, being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act;
- (C) £80,000,113, being the amount by which the aggregate at 4(A) above exceeds the aggregate at 4(B) above, calculated by the Council in accordance with section 31A(4) of the Act as its Council Tax requirement for the year. (item R in the formula in section 31B(4) of the Act);
- (D) £1,490.56, being the amount at 4(C) above (item R), all divided by item T ((2) above), calculated by the Council, in accordance with section 31B of the Act, as the basic amount of its Council Tax for the year;

(E) Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
993.71	1159.32	1324.94	1490.56	1821.80	2153.03	2484.27	2981.12

being the amounts given by multiplying the amount at 4(D) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

- (5) That it be noted that for the year 2017/18 the Police & Crime Commissioner (PCC) for the Thames Valley had stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
113.52	132.44	151.36	170.28	208.12	245.96	283.80	340.56

- (6) That it be noted that for the year 2017/18 Royal Berkshire Fire & Rescue Service had stated, subject to confirmation at its meeting on 27 February 2017, the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£

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41.66 48.60 55.55 62.49 76.38 90.26 104.15 124.98

- (7) That, having calculated the aggregate in each case of the amounts at 4(D), 5 and 6 above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2017/18 for each of the categories of dwelling shown below:

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1148.89	1340.36	1531.85	1723.33	2106.30	2489.25	2872.22	3446.66

- (8) That in the event that the Royal Berkshire Fire & Rescue Service resolved to set a different precept or tax levels to the provisional tax levels stated in (6) above at its meeting on 27 February 2017, the Strategic Finance Director be authorised to enact all relevant changes to the Statutory Resolution and Council Tax levels and report any such changes to the Council meeting on 28 March 2017 for ratification;
- (9) That the savings and income proposals outlined in Appendices 1a and 1b that had been approved at earlier meetings of Policy Committee be noted, and officers be authorised to implement the additional savings proposals outlined in Appendix 1c subject to any necessary consultation and equality impact assessments being undertaken and the outcomes being reported back for consideration by the relevant committee;
- (10) That, after considering the statutory advice of the interim Finance Director in accordance with s25 of the Local Government Act 2003 on the robustness of the budget adequacy of financial reserves in Appendix 4, summarised in Sections 1.11-1.19 and Section 5 of the report, the minimum level of general fund balance to be maintained over the year to 31 March 2018 be set at £5m (Appendix 4);
- (11) That, in the event that the Council decide to set a general fund balance which is less than that advised by the interim Director of Finance then the reasons for this difference be recorded in the minutes of the Council meeting;
- (12) That, following consideration of the recommendations made by the Council's external auditors, Ernst and Young LLP, as attached to the report at Appendix 11a, the Managing Director's response to those recommendations, as set out at Appendix 11b, be endorsed;
- (13) That the arrangements set out in paragraphs 4.24 to 4.32 in connection with capital receipts, the Council's Equal Pay Provision and the Minimum Revenue Provision to balance the 2016/17 financial position and proposed 2017/18 budget be approved, and the Director of Finance be authorised, in consultation with the Leader and Chairman of Audit & Governance Committee, to determine the final detailed arrangements for 2016/17 in closing the (pre- audit) accounts;

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- (14) That the Treasury Management and Investment Strategy and the Prudential Indicators set out in Appendix 5, and the revised MRP Statement to apply for 2017/18 set out in Annex D of the Strategy, be approved;
- (15) That the Community Infrastructure Levy (CIL) protocol as set out in Appendix 8 be approved for the remainder of 2016/17 and 2017/18, and the Policy Committee be asked to consider the protocol in detail as soon as practicable during 2017/18 with the intention of approving the procedure, amended as necessary, for dealing with the allocation and monitoring of the spending of income arising from the CIL for the longer-term;
- (16) That the changes to Fees and Charges outlined in Appendix 3 of the report, and set out in detail on the Council's website be approved, and officers be authorised to take the action necessary to implement these changes;
- (17) That the Housing Revenue Account budget for 2017/18 set out in Appendix 10 be approved, and the outcome of the consultation with tenant representatives and the accompanying equality impact assessment set out in Appendix 10A be noted, and that the Head of Housing & Neighbourhoods be authorised to implement the revised rent policy to re-let vacant HRA housing at target (formula) rent on all relets with a tenancy commencement date of 3 April 2017 or later, (as explained in section 4.41 to 4.45 of the report);
- (18) That the Government's announcement that the one-year exemption applied to sheltered and supported housing from the requirement on registered providers to reduce social housing rents in England by 1% a year for 4 years, starting from 2016/17, would not be continued be noted and accordingly rents for sheltered and supported housing should be reduced by 1% from Monday 3 April 2017.
- (19) That a 2.0% garage rent increase be approved from Monday 3 April 2017, in line with normal rent policy. (CPI + 1%).

A recorded vote having been demanded, the voting was as follows:

For the motion: 30

Councillors David Absolom, Debs Absolom, Ayub, Brock, Chrisp, Davies, Dennis, Eden, D Edwards, K Edwards, Ennis, Gavin, Gittings, Hacker, Hoskin, James, Jones, Khan, Livingston, Lovelock, Maskell, McElligott, McKenna, Page, Pearce, Rodda, Singh, Terry, Tickner and Woodward.

Against the motion: 11 Councillors Ballsdon, Duveen, Grashoff, McGonigle, O'Connell, Robinson, Skeats, Stanford-Beale, Stevens, Vickers and White.

49. WORKPLACE PARKING LEVY TO TACKLE CONGESTION AND AIR POLLUTION

Pursuant to Notice, a motion was moved by Councillor McGonigle and seconded by Councillor White.

The following amendment was moved by Councillor Page and seconded by Councillor David Absolom and CARRIED:

"Delete all wording after 'This Council' in the first paragraph and insert the following:

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'...reaffirms its long standing objectives to tackle congestion and air pollution through its Local Transport Plans and Air Quality Management Strategy, which includes support for a wide range of public transport initiatives such as park and ride and mass rapid transit delivered by Reading Buses, Britain's cleanest and greenest bus fleet, alongside sustainable environmental measures to encourage more cycling and walking.

This Council recognises that much more needs to be done by Central Government to rapidly reduce the numbers of diesel vehicles nationally and in Reading and calls for the Government and Reading's MPs to support an early diesel vehicle scrappage scheme to incentivise the purchase of non-diesel cars, vans and lorries.

This Council also condemns the failure of the Government to give sufficient priority to tackling air pollution across Britain and welcomes last week's action by the EU to enforce compliance.

This Council is also committed to the introduction of a Low Emission Zone providing the funding can be identified, and will continue to work with the local LEP, businesses and neighbouring authorities to identify further means of securing investment in essential highway and transport infrastructure so as to protect the environment, jobs, services and Reading's economy.'"

The amended substantive motion was then put to the vote and CARRIED as follows:

Resolved -

This Council reaffirms its long standing objectives to tackle congestion and air pollution through its Local Transport Plans and Air Quality Management Strategy, which includes support for a wide range of public transport initiatives such as park and ride and mass rapid transit delivered by Reading Buses, Britain's cleanest and greenest bus fleet, alongside sustainable environmental measures to encourage more cycling and walking.

This Council recognises that much more needs to be done by Central Government to rapidly reduce the numbers of diesel vehicles nationally and in Reading and calls for the Government and Reading's MPs to support an early diesel vehicle scrappage scheme to incentivise the purchase of non-diesel cars, vans and lorries.

This Council also condemns the failure of the Government to give sufficient priority to tackling air pollution across Britain and welcomes last week's action by the EU to enforce compliance.

This Council is also committed to the introduction of a Low Emission Zone providing the funding can be identified, and will continue to work with the local LEP, businesses and neighbouring authorities to identify further means of securing investment in essential highway and transport infrastructure so as to protect the environment, jobs, services and Reading's economy.

50. FAIR FUNDING FOR LOCAL COUNCILS

Pursuant to Notice, the motion set out in the resolution was moved by Councillor Lovelock and seconded by Councillor Eden and CARRIED:

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The following amendment was moved by Councillor Robinson and seconded by Councillor Grashoff and LOST:

"Delete all wording after 'This Council' and insert the following:

'This Council notes with interest the recent actions taken by David Hodges, the Leader of Surrey County Council in highlighting the very real difficulties his and literally all other councils are facing in funding the essential services needed, by proposing a referendum to raise their Council Tax by 15%.

This Council also notes that Surrey Council entered into direct discussions with the government, as have other Councils, resulting in a better understanding of the governments proposed reforms to council funding which prompted the change of heart in proceeding with the referendum.

Whilst questions over a "sweetheart deal" have filled the column inches recently, both Surrey and the Government have given assurances that this was not the case. Any so called offer which exists is indeed available to all Councils in that they may put their council forward to participate in the next pilot scheme for 2018/19 to fund their services through the retention of the full business rates collected in their authority, with the full scheme to be rolled out to all councils by 2020.

In Reading, currently 75% of the business rates have to be returned to the Government. This equates to over £90 million, which clearly is a significant sum, so undoubtedly our involvement in such a pilot scheme would, we feel, result in a highly positive outcome to the benefit of Reading.

This Council therefore instructs the Managing Director to write to the Government at the DCLG expressing our interest and potential willingness to participate in the proposed "pilot scheme" in 2018/19.

This Council further resolves to request the Managing Director to write to both Reading's MP.s to request their support on this matter which is so important for Reading and its residents.'"

Resolved -

This Council notes with concern the secret nature of the agreement between the Government and Surrey County Council which has resulted in Surrey CC abandoning their local referendum on their proposed 15% Council Tax rise.

This Council further notes that this "deal" seems to be connected to a "pilot" on the retention of business rates in Surrey in 2018, which would give Surrey C.C. additional funding not available to other Councils, including Reading.

This Council also notes that in Reading 75% of the business rates have to be returned to the Government, meaning that over £90million is lost annually to Reading, in addition to the £57million which will be removed from the Council's government grant each year by 2019.

This Council therefore instructs the Managing Director to write to the Government at the DCLG stating that, in the interests of transparency and equality of treatment, the Government must publish details of the "Surrey

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deal" so that Reading and other Councils can consider participating in this "pilot scheme" in 2018/19.

This Council further resolves to request the Managing Director to write to both Reading's M.P.s, as a matter of urgency, to request their support on this matter which is so important for Reading's residents.

(The meeting closed at 9.44 pm).

READING BOROUGH COUNCIL
REPORT BY MANAGING DIRECTOR

TO:	COUNCIL		
DATE:	28 MARCH 2017	AGENDA ITEM:	7
TITLE:	COUNCILLORS' ALLOWANCES SCHEME 2017/18		
LEAD COUNCILLOR:	JO LOVELOCK	PORTFOLIO:	LEADERSHIP
SERVICE:	COUNCILLOR SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	AMY BRYAN	TEL:	0118 937 2368
JOB TITLE:	COMMITTEE ADMINISTRATOR	E-MAIL:	amy.bryan@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Further to Minute 67 of the Council's meeting on 22 March 2016, this report recommends that the Council consider the findings of the Independent Remuneration Panel and to adopt a scheme of Councillors' Allowances for the financial year 2017/18.
- 1.2 The Independent Remuneration Panel considers a scheme of allowances and to make recommendations to Council each year. This year the Panel has recommended that the total budget for Councillors' allowances should stay at the same level as set for 2016/17. The overall budget should therefore be £448,597 in respect of councillors' allowances; basic allowance for all councillors should remain set at £8,220 per annum; and the remainder of the budget should be split between the Leader, Deputy Leader and recipients of special responsibility allowances as set out in paragraph 3 of this report.
- 1.3 The Panel also considered and made recommendations with regard to travel allowances (remain unchanged); subsistence allowances (keep in line with the officer scheme); Dependant Carer's Allowance (remain at the national minimum wage); Co-optees' Allowances (remain unchanged) and that councillors should have access to salary sacrifice schemes.
- 1.4 In relation to travel allowances, the Personnel Committee on 19 July 2011 agreed to increase car allowance rate for Council officers, to 45p per mile, whilst retaining the 25p per mile rate for Councillors. The Remuneration Panel did not recommend any increase for 2017/18.
- 1.5 The Notice of the Remuneration Panel's Findings is attached at Appendix A.

2. RECOMMENDED ACTION

- 2.1 Council is asked to consider the report of the Independent Remuneration Panel and to adopt a scheme of Councillors' Allowances for the period 1 April 2017 to 31 March 2018 in line with the findings of the Remuneration Panel set out at Appendix A.
- 2.2 Councillor Lovelock will move a motion at the meeting.

3. POLICY CONTEXT

3.1 The Council on 22 March 2016 agreed a scheme for Councillors' Allowances for 2016/17, with the following features:

- (i) The total amount to be spent on Councillors' Allowances in 2016/17 to be £448,597;
- (ii) The level of basic allowance to be paid to each councillor for 2016/17 to be £8,220 per annum.
- (iii) That the remaining £70,477 be spent on special responsibility allowances (SRA) to be paid at the following levels to the office holders as specified below:

Office Holder	Level of SRA pa
Leader of the Council	£7,004
Deputy Leader of the Council	£5,722
Tier 1 to be paid to the Lead Councillors and to the Leader of the main opposition Group	£3,816
Tier 2 to be paid to the Chairs of Committees and the Leader of the other political groups	£2,147
Tier 3 to be paid to other councillors carrying out other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance under Paragraph 5(1)(i) of the Local Authorities (Members' Allowances) (England) Regulations 2003 and to the independent person appointed in accordance with Section 28 of the Localism Act 2011 to carry out the functions specified in that Act in relation to the Members' Code of Conduct and Local Standards Committee	£1,074

(iv) Councillors may claim for the cost of a carer to look after children or disabled or elderly dependent relatives whilst undertaking approved duties on behalf of the Council as follows:

- Up to £8.25 per hour for childcare, up to 15 hours per week;
- Up to £8.25 per hour for the carer of a disabled or elderly dependent relative (including a disabled child), up to 15 hours per week;

and provided that the above claims were supported by a signed receipt from the carer confirming the hours and amount claimed and that the carer was not a close relative. These allowances are taxable.

(v) An approved duty is defined as follows:

- a meeting of the executive
- a meeting of a committee of the executive
- a meeting of the authority
- a meeting of a committee or sub-committee of the authority

- a meeting of some other body to which the authority makes appointments or nominations
- a meeting of a committee or sub-committee of a body to which the authority makes appointments or nominations
- a meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

3.2 It was reported at the meeting of the Policy and Implementation Committee on 14 March 2000 that in future years the Council's Member allowances schemes would be uprated in line with the national pay award for Council employees. This did not happen in 2010/11 when the Annual Council meeting, on 25 May 2010, resolved to reduce by 10% the level of special responsibility allowances.

3.3 The Council, on 13 November 2001, set up an independent Remuneration Panel to review annually the Council's scheme for Councillors' Allowances and to make recommendations for a scheme of allowances to include:

- i) the amount of basic allowance to be paid to all Councillors;
- ii) the duties in respect of which Councillors should receive a special responsibility allowance, and the amount of such an allowance;
- iii) allowances for the care of children or dependants.

3.4 The Remuneration Panel was set up to include at least three and no more than five independent members appointed to represent the following stakeholders with the Council. Its current membership is:

- Local trades union movement
Brian Revell, Unite
- Local voluntary sector
Francis Connolly, former CIC member
- A person with past experience of local government
Annette Hendry, former Councillor

4. THE PROPOSAL

4.1 The Remuneration Panel considered a 2017/18 scheme.

4.2 The Panel considered:

- (1) The Council's full scheme of Councillors' Allowances 2016-2017;
- (2) The South East employers Members' Allowances Survey 2016-2017;
- (3) The allowances claimed by Councillors in 2015-2016.

4.3 The Panel's findings are set out at Appendix A.

Councillors' Allowances

4.4 With regard to the scheme for the financial year 2017/18, the Panel has recommended that the total budget for councillors' allowances be kept at the same level as the 2016/17 allowances budget.

4.5 The Panel has recommended that subsistence allowances for councillors, for breakfast, lunch, tea and evening meal, should be increased in line with those for officers (if applicable).

4.6 The Panel also considered travel allowances which they recommended should remain unchanged for 2017/18. This report recommends that the rate for car allowances remain at 25p per mile for 2017/18, as was agreed at Personnel Committee on 19 July 2011. Although it is noted that car allowances for staff are set at 45p per mile.

4.7 The Panel has recommended that the Dependant Carers' Allowance remain at the living wage.

4.8 The Panel also considered salary sacrifice schemes which the Council offered to its staff and recommended that the childcare vouchers, cycle to work and bus to work schemes should remain available to Councillors.

Pensions

4.9 The changes made by the Government to the Local Government Pension Scheme (LGPS) for Councillors excluded any new membership from 1 April 2014 and access for existing Councillors ended with their current fixed term of office. All membership to the Local Government Pension Scheme by Councillors expired in May 2016.

Information Commissioners Office (ICO)

4.10 The Information Commissioners Office (ICO) wrote to all Council's explicitly asking that all Councillors checked and understood their obligations under the Data Protection Act, as the ICO felt there was a potential personal risk exposure for many Councillors of inadequate registration in context with information held at home from carrying out their role as a representative of the residents in a ward or as an independent councillor not affiliated with any political party that would not be covered by existing Council or Political Registrations.

4.11 Since May/June 2015 the Council has operated a bulk registration of all Councillors with the ICO on an 'opt out basis' rather than 'opt in'.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The provision for the payment of allowances to Councillors gives local authorities the scope to set allowances schemes to suit local needs and to help ensure that Councillors are not financially disadvantaged in serving as elected Members.
- 5.2 Ensuring Councillors are recompensed fairly for their services will help to attract candidates of high calibre and help to retain them, thereby enhancing the stability and experience of Reading's elected Councillors.

6. COMMUNITY ENGAGEMENT AND INFORMATION

None.

7. EQUALITY IMPACT ASSESSMENT

- 7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.2 An Equality Impact Assessment (EIA) is not relevant to this decision.

8. LEGAL IMPLICATIONS

Members' Allowances

- 8.1 The Local Government Act 2000 requires local authorities to set up and maintain an independent Remuneration Panel to make recommendations to the authority concerning the allowances to be paid to elected members.
- 8.2 The relevant regulations governing the payment of allowances to elected members are:
- The Local Authorities (Members' Allowances) Regulations 1991 No. 351
 - The Local Authorities (Members' Allowances) (Amendment) Regulations 1995 No. 553
 - The Local Authorities (Members' Allowances) (Miscellaneous Provisions) Regulations 2001
 - Local Authorities (Members' Allowances) (England) Regulations 2001
 - The Local Authorities (Members' Allowances) (England) Regulations 2003
 - The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003
 - The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.
- 8.3 The Local Government Act 2000 (Commencement No 6), made on 15 February 2001, brought into force from 19 February 2001 all the provisions of the Local Government Act 2000 which relate to allowances except the abolition of attendance allowance which was abolished from 28 July 2001.
- 8.4 The relevant regulations came into force on 4 May 2001 and from that date local authorities have been under a duty to set up an independent Remuneration Panel. Any decision to amend, revoke or replace an allowances scheme will have to be taken having regard to the

recommendations of the Panel. This will apply to the Council's current scheme, which will expire on 31 March 2017.

- 8.5 Under Regulation 2(5) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, the adoption of the Councillors' Allowances scheme may not be the responsibility of the executive of the authority. Regulation 2(7) goes further and states that the Council may not delegate this function to a Committee or to an officer. The Council has to take all decisions relating to the adoption of its Scheme of Councillors' Allowances.

Publicity

- 8.6 The Regulations place a number of duties on a local authority in connection with publicising details on allowances paid to its elected members, including making copies of the Remuneration Panel's report available for public inspection as soon as is reasonably practicable. Members of the public are entitled to have a copy of the report on payment of a reasonable fee. The Council must publish a notice stating the Council has received recommendations from the Panel, that the report is available for public inspection at its principal offices and describing the main features of the Panel's recommendations, including the level of allowances the Panel has recommended.

- 8.7 The Regulations also require the authority to publish two more sets of information. First, the authority must publish the scheme of Councillors' Allowances that it adopts, to the same rules as for publishing the findings of the Remuneration Panel. Secondly, the authority must publish the total sums paid by it to each Councillor under its scheme as soon as practicable after the end of the financial year in question: this will include dependant carers' allowance, and travel and subsistence payments.

9. FINANCIAL IMPLICATIONS

- 9.1 The 2016/17 budget for Members' Allowances was £500,300. The budget for 2017/18 has not increased.
- 9.2 Further to paragraph 4.9 any remaining membership to the Local Government Pension Scheme by Councillors expired in May 2016 and as a result there is no cost to the Council of employers' contributions.

10. BACKGROUND PAPERS

- 10.1 The Local Authorities (Members' Allowances) (England) Regulations 2003
The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003
The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014



READING BOROUGH COUNCIL

SCHEME FOR COUNCILLORS' ALLOWANCES - 2017-2018

FINDINGS OF REMUNERATION PANEL

Reading Borough Council has received recommendations from an independent Remuneration Panel in respect of the scheme of allowances to be paid by the authority to Councillors for the financial year 2017-2018. The Council will consider these recommendations at a future meeting.

RECOMMENDATIONS OF REMUNERATION PANEL

- (1) That, for 2017-18, the total sum for the payment of Basic and Special Responsibility Allowances to councillors remain at the same level as set for 2016-17 at £448,597;
- (2) That, within this total sum, the provision for the payment of Basic Allowance to all councillors remain at £378,125; and the Basic Allowance paid to individual councillors remain the same at £8,220 a year;
- (3) That the Special Responsibility Allowances payments remain the same, as follows:
 - (a) the amount paid to the Leader to be £7,004;
 - (b) the amount paid to the Deputy Leader to be £5,722;
 - (c) the amount paid to SRA Tier 1 to be £3,816;
 - (d) the amount paid to SRA Tier 2 to be £2,147;
 - (e) the amount paid to SRA Tier 3 to be £1,074.
 No councillor shall receive more than one Special Responsibility Allowance;
- (4) That the existing categorisation of tiers should remain unchanged, as follows:
 - Tier 1 to be paid to the Lead Councillors and to the Leader of the main opposition Group;
 - Tier 2 to be paid to the Chairs of Committees and the Leader of the other political groups;
 - Tier 3 to be paid to other councillors carrying out other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance under Paragraph 5(1)(i) of the Local Authorities (Members' Allowances) (England) Regulations 2003 and to the independent person appointed in accordance with Section 28 of the Localism Act 2011 to carry out the functions specified in that Act in relation to the Members' Code of Conduct and Local Standards Committee;
- (5) That the 2017-18 arrangements for the payment of Dependant Carers' Allowance be paid in line with the living wage, currently as follows:

- (a) Up to £8.45 per hour for childcare for up to 15 hours a week
- (b) Up to £8.45 per hour towards the cost of a care attendant for an elderly or disabled relative (including a disabled child) for up to 15 hours a week

The person providing the care may not be a close relative defined as spouse, partner (opposite or same sex cohabitantes), parents, children, brothers, sisters, grandparents and grandchildren. The paid care attendant must sign a receipt to show that they have cared for the dependent during the hours claimed for;

- (6) That, subject to (8) below, the level of subsistence allowances, with the exception of overnight subsistence, remain the same as officers receive. The allowances are currently:

- Subsistence
 - Breakfast allowance £7.36
 - Lunch allowance £10.17
 - Tea allowance £4.03
 - Evening meal allowance £12.59
 - Overnight subsistence £82.21 a day outside London
£93.77 a day in London or at LGA Annual Conferences

- (7) That the level of travel allowances remain unchanged, as follows:

- Travel by councillor's own motor vehicle - 25 pence per mile
- Travel by councillor's own bicycle - 32 pence per mile
- Travel by councillor's own motorcycle - 34.5 pence per mile
- Bus travel - cost of the ordinary fare, cheap fare or portion of any weekly ticket;

- (8) That the subsistence limits referred to in (6) above be exceeded in exceptional circumstances at the discretion of the Monitoring Officer, e.g. to enable a Councillor and an officer attending a conference to stay at the same accommodation, subject to there being sufficient budget provision;

- (9) That provision for Co-optees' Allowances are payable solely to non-councillor members of the Standards Committee attending meetings of the Committee or any Sub-Committee set up by the Committee as part of its process of assessing, investigating and hearing complaints about Councillors; the allowances to be paid at the daily rate equivalent of the Councillors' Basic Allowance; the Monitoring Officer to be authorised to settle the rate to be paid on each occasion;

- (10) That the following salary sacrifice schemes remain available to Councillors as they are to staff:

- Childcare Vouchers;
- Bus to Work;
- Cycle to Work;

- (11) That the Panel continue to review the scheme of Councillors' Allowances on an annual basis.

READING BOROUGH COUNCIL
REPORT BY MANAGING DIRECTOR

TO:	COUNCIL		
DATE:	28 MARCH 2017	AGENDA ITEM:	8
TITLE:	PAY POLICY 2017/18		
LEAD COUNCILLOR:	JO LOVELOCK	PORTFOLIO:	Leadership
SERVICE:	HR / PAYROLL	WARDS:	All
LEAD OFFICER:	Warren King	TEL:	0118 937 4500
JOB TITLE:	Interim HR/Payroll Services Manager	E-MAIL:	Warren.king@reading.gov.uk

1. PURPOSE OF REPORT

- 1.1 To provide Personnel Committee with a draft Pay Policy for 2017/18. Last year, the Pay Policy was amended to allow for greater flexibility, particularly in recruiting staff for difficult to fill posts.

2. RECOMMENDED ACTION

- 2.1 That the revised Pay Policy Statement for 2017/18, as attached to the report, be approved to take effect from 1 April 2017.

3. POLICY CONTEXT

- 3.1 Local Authorities are required under section 38(1) of the Localism Act 2011 (the Act) to prepare a Pay Policy Statement. The statement must articulate the Council's policy towards the pay of the workforce, particularly senior staff and lowest paid employees. The Council published its first Pay Policy Statement in April 2012.
- 3.2 The Pay Policy was amended for 2016/17 to meet the increasing need for greater flexibility in pay arrangements, whilst still retaining structure, control and fairness to the Council's pay arrangements.
- 3.3 The draft Pay Policy also reflects the increase in the Living Wage rate to £8.45 ph.
- 3.4 Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Localism Act do not seek to change this or to determine

what decisions on pay should be taken but they require individual employing authorities to be more open about their own policies in relation to pay and how decisions are made in this regard.

- 3.5 Section 40 of the Act requires authorities in developing their Pay Policy Statement to have regard to any guidance published by the Secretary of State. This includes Communities and Local Government guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency (as amended).
- 3.6 The government has taken steps to increase transparency on the pay and reward of public sector employees and the Code of Recommended Practice for Local Authorities on Data Transparency which amongst other things asks councils to consider the way they release data on senior salaries.
- 3.7 In March 2011 the Hutton Review of Fair Pay was published which made several recommendations for promoting pay fairness in the public sector by tackling disparities between the lowest and highest paid in the public sector.
- 3.8 The provisions contained in the Act bring together the need for increasing accountability, transparency and fairness in the setting of pay which culminated in the formalisation of the Council's Pay Policy Statement, which outlines the pay and reward of the most senior employees set within the context of the pay of the wider workforce.
- 3.9 The Act sets out in detail the specific elements which the Pay Policy Statement must include as a minimum. The Act requires that in addition to the determination of senior salaries authorities must make clear what approach is taken to awarding other elements of pay including;
 - severance payments,
 - any additional fees (e.g. election duties)
 - pay increases,
 - honorarium payments etc.
- 3.10 The Act requires that authorities include in their Pay Policy Statements their approach to the publication of and access to information relating to the remuneration of Chief Officers. Reference to the council's Statement of Accounts where this information is published is included within the proposed policy.
- 3.11 The Act requires that Pay Policy Statements are produced annually and are considered by full council. Any subsequent amendments required to the policy should also be considered by full council. This should be carried out in accordance with part 5A of the Local Government Act 1972. The Secretary of State does not consider that any of the grounds for exclusion of the public would be met for discussions around Pay Policy Statements.

- 3.12 The Act requires that the council's approach to pay, as set out in the Pay Policy Statement, is accessible for council tax payers for them to take an informed view of whether local decisions on all aspects of remuneration are fair therefore the approved Pay Policy Statement is published on the council's website.
- 3.13 The Hutton report highlighted that there is value in ensuring decisions about senior pay are taken in the context of similar decisions on lower paid staff and the Act requires Authorities to set their policy on remuneration for the highest paid employees alongside policies on the lowest paid.
- 3.14 The Hutton report and The Code of Recommended Practice for Local Authorities on Data Transparency also suggest that the organisation's pay multiple is published. The 'pay multiple' (in this context) is described as the ratio between the highest paid employee and the 'median average' earnings across the organisation which acts as a means of illustrating the relationship between the highest and lowest paid.

4. THE PROPOSAL

- 4.1 A copy of the proposed 2017/18 Pay Policy Statement is attached. This is submitted to full Council for approval.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 These proposals are important to the achievement of the Council's Strategic Aims.

6. EQUALITY IMPACT ASSESSMENT

- 6.1 Principles incorporated in the revised Pay Policy Statement.

7. LEGAL IMPLICATIONS

- 7.1 Included in the body of the report and the revised Pay Policy Statement.

8. FINANCIAL IMPLICATIONS

- 8.1 None arising from this report

9. BACKGROUND PAPERS

- 9.1 None

READING BOROUGH COUNCIL PAY POLICY STATEMENT 2017/18

1. INTRODUCTION

- 1.1. Reading Borough Council's pay policy aims to ensure value for money whilst enabling the Council to deliver high quality services to the residents of Reading. The Council seeks to set pay rates that are adequate to secure and retain high quality employees dedicated to the service of the public, but will determine overall pay and benefits at an appropriate level in accordance with equality, affordability and other relevant factors.
- 1.2. Pay levels will not be unnecessarily generous or otherwise excessive.
- 1.3. Reading Borough Council agrees that local authorities should be able to determine their own pay structures in order to address local priorities and to compete in the local labour market.
- 1.4. Reading Borough Council is committed to equality, transparency and fairness across all of its activities and particularly in relation to the pay and conditions of its staff.
- 1.5. This document has the following Annexes:
 - Annex A: Requirements and Recommendations to Publish Personal data concerning Staff
 - Annex B: Governance Arrangements for Pay and Conditions of Service
 - Annex C: Summary of Conditions of Service
 - Annex D: Council Employees in Salary Bands as at 1 April 2016
 - Annex E: Pension Discretions Statement
 - Annex F: Pay scales for staff employed on NJC (Green Book) conditions and Senior Managers (JNC).
- 1.6. The following related documents related to pay and remuneration can be accessed through the Council's website:
 - Details and responsibilities of all job roles paid above £50,000
 - Market Supplement Policy
 - Council Senior level organisational chart

2. LEGISLATION

- 2.1. The authority appoints its staff, and determines the terms and conditions of service on which they hold office, under Section 112 of the Local Government Act 1978. This includes procedures for dismissal. Full Council has delegated this power to the Personnel Committee.
- 2.2. Sections 38 - 43 of the Localism Act 2011 require that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued in February 2012 and February 2013 by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act.
- 2.3. This policy also has some connection with the data on pay and rewards for staff which the authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011). A revised draft Code was published in December 2013. It should be noted that the requirements to publish data under the Secretary of State's

guidance, the Code of Practice and the Regulations do differ, the data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at **Annex A** to this policy statement.

- 2.4. Any decision under powers delegated in the Council's Constitution / Scheme of Delegation with regard to remuneration to be taken during 2015/16 will be bound by and must comply with this Statement. No decision at variance with this Statement may be taken without the specific agreement of full Council.
- 2.5. The Head of Paid Service and Head of Legal & Democratic Services must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

3. SCOPE OF THIS STATEMENT AND DEFINITION OF TERMS

- 3.1. This pay policy statement meets the statutory duty to provide the Council with a description of the policy on staff remuneration for annual approval. It provides information on remuneration arrangements for staff directly employed by the Council, excluding staff in schools.
- 3.2. This statement sets out the Council's policy with regard to:
 - the remuneration of 'chief officers' (the senior pay group - see below)
 - the remuneration of the lowest paid employees
 - the relationship between chief officers' remuneration and that of other officers
- 3.3. In this policy the 'senior pay group' (senior managers) covers posts in the top three tiers of the organisation. These include the Managing Director (Head of Paid Service), Directors and Heads of Service. Posts in this group in Reading are as follows:
 - (a) the Head of the Authority's Paid Service [Managing Director]
 - (b) the Director of Children, Education and Early Help Services;
 - (c) the Director of Adult Care & Health Services;
 - (c) the Director of Environment & Neighbourhood Services
 - (d) the Monitoring Officer (Head of Legal and Democratic Services) and Head of Finance (S.151 officer)
 - (e) persons who, as respects all or most of their duties, report directly to or are directly accountable to the Head of the Council's Paid Service
 - (f) persons who, as respects all or most of their duties, report directly to or are accountable to the posts listed in (b) and (c) above (other than staff whose duties are of a clerical or support nature)
- 3.4. The senior management structure of the organisation can be found in Part 7 of the Council Constitution on the Council's website.
- 3.5. The Council defines its lowest paid employees as those staff paid on the first spinal column point of the Council's pay grades for National Joint Council (NJC) for Local Government Services staff [RG Grades]. This definition is adopted as it refers to the lowest level of pay for staff on non-casual or apprentice contracts of employment.
- 3.6. The relationship between the remuneration of the lowest paid employees and that of the Council's senior officers is as described in this statement and by reference to the published data referred to.
- 3.7. "Remuneration" for the purposes of this statement includes these elements:
 - basic salary
 - pension
 - all other allowances arising from employment

4. GOVERNANCE ARRANGEMENTS AND DECISION MAKING

- 4.1. Full Council has delegated to the Personnel Committee the power to appoint and determine the terms and conditions of employment for all staff, including the application of any discretions under the pension schemes. The terms of reference of

the Personnel Committee are set out in Article 8 of Part 2 of the Council's constitution.

- 4.2. Full Council, and the Personnel Committee, have extensive and long-standing arrangements to delegate the exercise of this power to Directors and Heads of Service, in respect of the staff employed in their service areas.
- 4.3. The delegation is subject to the Council's Officer Employment Rules, which are set out in Part 4 of the Council's constitution.
- 4.4. A summary of the arrangements for determining terms and conditions of service for staff, including the Officer Employment Rules, can be found in **Annex B**.
- 4.5. The Council, and the Personnel Committee, have adopted a range of policies which apply to the recruitment and employment of the staff of the authority. Policies which are specifically relevant to this Statement include:
 - Low Pay Policy
 - Recruitment and Selection Policy
 - Employment Stability Agreement and Pay Protection Policy
 - Appraisal Scheme and Performance-Related Progression Scheme
 - Policies relating to Market Supplements; Starting Salary on Appointment; Honorarium and Acting-Up Payments
- 4.6. The Scheme of Delegation provides for Directors and Heads of Service to manage, review and apply the Council's Human Resources policies, and to determine the appropriate pay and conditions for the appointment of staff within these policies.

5. CONDITIONS OF SERVICE

- 5.1. Reading Borough Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, these are then incorporated into contracts of employment.
- 5.2. The Council is a member of the local government employers association for national collective bargaining in respect of chief executives (Managing Director), chief officers and other employees. There are separate negotiations and agreements in respect of each of these groups. Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April where agreements are made later than 1 April. It is the authority's long-standing policy to implement national agreements. The head of paid service and chief officers are under the JNC conditions of service, with locally determined pay. All other employees are under the relevant national agreement on pay and conditions of service applying to the particular service area, with local variations to pay. Pay for staff on NJC conditions was last increased nationally ('cost of living' increase) in January 2015. The last time that pay for staff on JNC conditions was varied as the result of a national pay award was in 2015. The Council will apply any settlement reached nationally in respect of staff covered by national bargaining machinery where this is the locally agreed mechanism for determining cost of living increases.
- 5.3. A summary of the arrangements for determining terms and conditions of service for staff is set out in **Annex C**:

6. POLICY ON REMUNERATING SENIOR MANAGERS

- 6.1. **Head of Paid Service:** The Head of Paid Service (Chief Executive) is paid on a locally determined salary which is reviewed and approved by Personnel Committee when the post becomes vacant. Independent external consultancy advice on appropriate remuneration levels (taking account of role and responsibilities, recruitment and

retention factors and local and regional salary benchmarks) is presented to Personnel Committee to inform their decision-making in this matter.

- 6.2. The locally determined salary will be within the parameters of the Pay Policy Statement, and will be set out in the Minutes of the Personnel Committee meeting which approves the salary, which will be published on the Council's website. The salary range will also be published in the job advertisement to fill the vacant post.
- 6.3. At the conclusion of the recruitment process, the decision to appoint a person to fill the post of Head of Paid Service will be taken by full Council, which will be advised of the local salary, and the point at which the appointment was recommended to be made.
- 6.4. No other payments or benefits are payable to the Head of Paid Service (e.g. bonus, performance related pay, health insurance, car lease) other than those referred to elsewhere in this policy statement as being applicable to all employees.
- 6.5. Unless otherwise determined on appointment, the salary for the Head of Paid Service is subject to annual review by the Personnel Committee (on the anniversary of the date of appointment), in accordance with the following principles:
 - That any salary progression is subject to a satisfactory annual appraisal;
 - That the salary / scale is uplifted by the pay award nationally agreed for the JNC for Chief Executives;
 - That these principles take effect on the anniversary of the date of appointment without need for Personnel Committee decision, unless an exception report is initiated by the Leader of the Council.
- 6.6. **Directors and Heads of Service:** Directors and Heads of Service, including the Managing Director for Homes for Reading, are paid on locally determined incremental Reading Senior Management / Corporate Director (RSM / CD) salary scales. These scales were established and approved by Personnel Committee following an independent review of senior salaries carried out by the Hay Group in 2001/2, using relevant regional public sector salary benchmarks. These scales are uplifted by the pay award nationally agreed (if any) for the JNC for Chief Officers. Exceptionally, the JNC pay award is not implemented for the senior pay group in times of severe budget challenge.
- 6.7. There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, etc., paid to these senior staff, as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.
- 6.8. No other payments or benefits are payable to Corporate Directors and Heads of Service (e.g. bonus, performance related pay, health insurance, car lease) other than those referred to elsewhere in this policy statement as being applicable to all employees.

7. POLICY ON REMUNERATING THE LOWEST PAID IN THE WORKFORCE

- 7.1. This policy statement reconfirms the Council's long-standing Low Pay Policy, through which the Council pays a minimum wage which is higher than the national (NJC) grade minimum, and is set at NJC spinal column point (scp) 11 (£15,807 / £8.19 per hr wef 1.4.17). This is the bottom of Grade RG2 and the top of Grade RG1. All staff earn on or above the low pay threshold, currently SCP 11 (except apprentices - see 7.2). The majority of increments within RG1 fall below the Council's low pay threshold. Where the job evaluation places a substantive post in this grade, the employee will be paid on spinal column point 11 in line with the Council's low pay policy, but will not be entitled to further increments, whilst they remain in that particular job, or until it is re-evaluated. Normally this grade will be for trainee posts, where knowledge and skill requirements are at a minimum level.
- 7.2. The Council also notes and welcomes the recent development of the Living Wage and commits to ensuring that staff (as defined in 7.1) receive as a minimum either scp 11

or the Living Wage rate (whichever is the higher). The Living Wage was increased to £8.45 per hour in 2016. The Council will pay a 'living wage supplement' to increase the hourly rate of staff on SCP 11 (£8.19 ph) and SCP 12 (£8.36 ph) to increase their hourly rate up to £8.45 per hour, with effect from 1st April 2017..

- 7.3. Apprentices are paid the nationally recommended allowance rate of £122.10 for the first 12 months of employment and thereafter are paid the National Minimum wage (NMW) as applicable to the employee's age. These rates are updated as the national allowances are revised.
- 7.4. Reading Borough Council is also committed to the development and publication of a local policy to promote and require, to the extent permitted by law, the application of the Council's low pay policy to staff working for the Council's contractors in addition to the application of TUPE. The Council became an accredited Living Wage Employer in 2015.

8. PAY MULTIPLES

- 8.1. The highest paid salary in this authority is up to £155,000 which is the top of the annual salary range paid to the Head of Paid Service. The current ratio between the lowest paid employee (scp 11 currently £15,807 per annum) and the highest paid employee is 1:10. The Council will work to maintain a ratio of no more than 1:10 between the lowest paid and the highest paid. When factoring in the Living Wage rate, this ratio will reduce to 1: 9.4, with effect from 1st April.
- 8.2. This authority does not have a policy on maintaining or reaching a specific highest / **median** 'pay multiple', however the authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement. The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay. The median salary paid by the Council is £24,717. Pay multiple therefore between the highest and median salary is 1: 6.2.
- 8.3. Pay multiples will be monitored each year within the Pay Policy Statement, and will be benchmarked against comparable authorities as others' pay policy statements are published.
- 8.4. In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities (job evaluation) but not to differentiate on other allowances, benefits and payments it makes.

9. PAY AND GRADING STRUCTURE

- 9.1. The Council uses established formal job evaluation procedures to identify the relative worth of jobs within the council (including the senior pay group), and to allocate jobs to the appropriate pay grade.
- 9.2. For the senior pay group (RSM / CD Grades) RBC uses the Hay job evaluation scheme, for other jobs we use the national NJC for Local Government Employees JE scheme.
- 9.3. The NJC Job Evaluation Scheme, which is recognised by employers and trades unions nationally, allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements
- 9.4. Pay grades are shown at Annex F.

10. PAY PROFILE

- 10.1. **Annex D** shows employees at 1 April 2016 by salary band and then by gender, ethnic origin and disability. Salary bands are based on the RG pay scales introduced in May 2011.
- 10.2. The numbers of black and minority ethnic employees and disabled employees are shown as a proportion of employees who have made a positive declaration .
- 10.3. Female employees continue to form the greater percentage across all salary bands. Each band, apart from Apprentices as shown in RG1, has over 50% women, with the proportion reaching around 73% in RG3.
- 10.4. The overall number of employees who have declared a disability across salary bands ranges between 0% and 9.09%. The proportion of people with a disability is relatively even across most of the bands apart from the highest bands.

11. PAY PROGRESSION

- 11.1. Under the Council's Performance Related Progression Scheme the award of an annual increment is dependent upon an employee's achievement of performance targets and competency objectives. The scheme also links incremental progression with whether performance is improving or declining. No increment can be awarded if an employee is subject to formal disciplinary or capability (poor performance) procedures.
- 11.2. The following principles apply to pay progression for all RBC staff with effect from 1st April 2012:
 - No automatic annual incremental progression, only NJC/JNC 'cost of living' award (if any);
 - 'Gateways' will be established 2 or 3 increments from the top of each grade depending on its length. Progression within a grade beyond the gateway will be for wider responsibility which meets agreed competency levels, based on job evaluation (JE) factor levels;
 - Progression up to the gateway within the grade will be subject to a satisfactory assessment of performance and contribution based on management evidence throughout the year;
 - Progression between grades within career grades will be dependent on meeting competencies at the next grade level;
 - On progression matters, there will be one appeal level above the approving manager (i.e. designated officer or Head of Service);
 - Regular supervision and appraisal are fundamental to employee progression.
- 11.3. Accelerated incremental progression within the evaluated grade is only possible where there is objective evidence of outstanding performance or there is evidence that demonstrates inequality of pay level with comparable peers. Any such increase must be approved by the Corporate Director and reasons provided to HR.
- 11.4. In addition to 11.3, accelerated increments would be paid for the progression within an existing career grade structure where skills and competencies (including academic attainment) have been achieved which meet predetermined career grade progression criteria.
- 11.5. The acceleration of an employee through the gateway of their existing grade, needs to be evidenced and certified by the Service Manager as meeting pre-existing and defined career progression criteria and approved by the Corporate Director. Copies of the evidence to support such a decision need to be placed on the employee's personal file held by HR.
- 11.6. Any career grade progression is conditional upon budget provision being available.

- 11.7. Employees successfully moving posts within the Council will be subject to the principle of annual incremental progression assessment. They will no longer receive an automatic increment 6 months after being in their new post.

12. LOCAL PAY ARRANGEMENTS

- 12.1. **Child Care Solicitors** - This section, based in RBC's Legal Service, provides a service to other Berkshire Unitary Councils. Staff who were employed by the former Berkshire County Council retain local pay and progression arrangements which were inherited by RBC as a result of Statutory Transfer Order / TUPE provisions.

13. REMUNERATION ON APPOINTMENT AND PROMOTION

- 13.1. The Council's policy is to not pay any form of "signing on" fee or incentive payment when recruiting, except where there are significant recruitment difficulties that jeopardise service delivery, as identified and approved by CMT
- 13.2. The starting pay point for all new employees (including internally appointed or promoted employees) should normally be the first point of the appropriate grade. There may be circumstances (e.g. offers from other employers, market forces) where it is necessary to make an offer that is at a higher point within the grade. The authority to make an offer higher than the starting point lies with the Head of Service, who must also consider the equality of such an exception and must inform HR of the reason for the exception. This policy applies to all staff.
- 13.3. At the point of any assimilation to a new grade, employees moving to a higher grade will be placed at the bottom of that new grade.
- 13.4. The Full Council will have the opportunity to vote before salary packages in excess of £100,000 are offered for new appointments.

14. OTHER ELEMENTS OF THE REMUNERATION PACKAGE

- 14.1. **Pension:** Pension provision is an important part of the remuneration package. All employees may join the local government pension scheme (or the Teachers Pension Scheme for relevant staff) and are enrolled automatically unless they wish to opt out. The scheme is a statutory scheme with contributions from employees and from employers. The current employer contribution rate for Reading Borough Council is 16.7%. This rate is reviewed and set every three years by the actuary. Reading Borough Council is part of the Berkshire scheme, administered by the Royal Borough of Maidenhead and Windsor. Neither the scheme nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to the Managing Director, chief officers and other staff.
- 14.2. **Election / Returning Officer Fees:** The Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Borough Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Borough Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.
- 14.3. Separate fees will be paid to the Head of Legal and Democratic Services for undertaking Returning Officer duties which are not part of the post's substantive role. These fees will be paid in line with the amount recommended by the Government or Electoral Commission for Parliamentary and European elections and referendums, or as set out in the Council's budget estimates for local elections.
- 14.4. The Returning Officer may appoint one or more Deputy Returning Officers, and pay a fee to them for undertaking the duties that the Returning Officer allocates to them.
- 14.5. **Market Supplements:** The Council may pay a market supplement, in addition to base salary, in order to recruit or retain staff with special skills experience or knowledge. Market supplements are applied, reviewed and withdrawn in accordance with the

Council's market supplement policy, which is published on the Council's website. The Head of Paid Service has delegated authority to determine posts for which salary supplements will be paid, and the amount and duration of the supplement, in consultation with the Head of Human Resources and the relevant Director.

14.6. **Honorarium and other temporary additional Payments:**

Under the Council's scheme of delegation to officers, Directors and Heads of Service are authorised to approve additional payments in the circumstances described below:

(a) **'Acting-up'** - The employee will either receive the 'rate for the job' that they are covering if they are undertaking the full range of duties and responsibilities. As a minimum, this means that they will be paid at the first spinal column point of the grade of the post that they are acting up into. If the employee is not undertaking the full range of duties of a higher graded post, then an acting up allowance will be paid. The allowance will be a percentage of the difference between the first point on the grade of the post being covered and the employee's current salary equivalent to the percentage proportion of higher responsibility being undertaken.

(b) **Honorarium payments** - Where an employee is undertaking work on a project or discrete piece of work which would fall outside of the normal range of duties expected for his / her particular post, then the employee shall be eligible for an honorarium payment for the duration of the project.

The level of payment made should be determined with regard to the level of responsibilities being undertaken and this should be determined with regard to the Council's Job Evaluation Scheme.

The employee will be paid an amount appropriate to the proportion of their time being spent working at this higher level on a monthly basis for the duration of the project / programme.

15. **NON-PAY ELEMENTS AND BENEFITS**

15.1. **Annual Leave:** The following annual leave entitlements apply

- The minimum annual leave allowance (on appointment) will be 24 days per year
- There will be an additional 5 days at 5 years continuous local government service (granted from anniversary of start date).
- There will be an additional 3 days at 10 years Reading Borough Council service (granted from following 1 April).
- The minimum annual leave allowance (on appointment) will be 30 days per year for the senior pay group
- The maximum annual leave allowance for all staff will be 32 days.

15.2. **Salary Sacrifice Schemes / Employee discount schemes:** All employees can access salary sacrifice schemes for childcare vouchers, bicycle purchase and bus to work scheme. There are also non-subsidised employee discount schemes.

15.3. **Flexible Working:** All employees can access flexible working arrangements subject always to the needs of the service.

15.4. **Car Allowances / Expenses:** The Council will meet or reimburse authorised travel, subsistence and (exceptionally) accommodation costs for attendance at necessary and approved meetings and training events. The Council does not regard such costs as remuneration but as non-pay operational costs. This policy is applied consistently to the Head of Paid Service, chief officers and other employees. The locally determined car allowance reimbursement rate for necessary and approved work-related travel is 45p per mile for all authorised car users. No other car allowance (e.g. monthly lump sum) is payable to any employee.

16. **TERMINATION OF EMPLOYMENT**

- 16.1. Under the Council's Officer Employment Procedure Rules, the decision to effect dismissal or retirement on the grounds of redundancy or efficiency of the service is a decision of Personnel Committee for posts at Head of Service level and above. The decision is delegated to the relevant Director for all posts below this level.
- 16.2. However, the final decision as to the compensation to be paid as a result of such dismissal decisions, **for all posts**, is a decision of Personnel Committee. Personnel Committee also need to approve any employee requests for early retirement which require employer consent and entail a cost to the Council.
- 16.3. Each of the proposals presented to the Committee must first be considered and agreed by an officer panel comprising the Head of Finance (S151 Officer), Monitoring Officer and the most senior HR colleague. This panel is established to monitor applications on the basis of consistency, legality and financial prudence. In terms of financial prudence, each case must demonstrate a 'payback period' within one year, or, exceptionally, two years in 'efficiency of the service' cases if sufficient service and efficiency benefits to the Council can be demonstrated. This Panel also assesses associated questions e.g. exercise of exceptional discretion; reasonableness of alternative employment in redundancy cases etc.
- 16.4. In the event that the compensation to be paid exceeds £100,000 in total, then full Council will be offered an opportunity to vote on the matter prior to approval.
- 16.5. **Discretionary Enhancement of Redundancy Payments:** The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006 provide discretion to pay up to an overall lump sum of 2 times the statutory redundancy payment formula based on actual weeks pay, capped at 52 weeks' pay (may be adjusted following consultation). This is payable to employees made redundant with 2 or more years continuous service regardless of their age. Discretionary compensation can be reduced in cases where an offer of suitable alternative employment is deemed to have been unreasonably refused.
- 16.6. **Settlement Agreements:** In exceptional circumstances, and specifically so as to settle a claim or potential dispute the Head of Legal and Democratic Services can agree payment of a termination settlement sum (subject to a decision of Personnel Committee if outside the normal framework for termination payments as set out in this section).
- 16.7. **Policy on Re-Employment:** The policy for re-employment following redundancy / efficiency termination is the same for all staff regardless of their pay level. Employees in receipt of compensation payment for loss of employment which has had discretionary enhancements applied to it are not permitted to take up employment with Reading Borough Council within 12 months of the ending of their current employment.
- 16.8. **Flexible Retirement:** In accordance with Superannuation Regulations, rather than continuing in their current job to age 65 employees can, on or after age 55 and with Council consent, reduce their hours of work or the grade in which they are employed and draw (some or all of) their accrued pension benefits whilst continuing in employment and building up further benefits in the Scheme - enabling them to ease into retirement. Employees must be 55 or over and have 3 or more months' membership in the LGPS (including transferred rights) in order to be eligible to make a flexible retirement request following a reduction in hours or grade. Pension benefits will normally be reduced if paid before age 65. This policy is open to all employees, subject to financial requirements being met (net savings to the Council and a pay back period of no more than 2 years).

17. PENSION DISCRETIONS

17.1. The Council's current policy statement on the use of discretions under the relevant Superannuation Regulations is attached as **Annex E**.

18. PAY PROTECTION

18.1. The Council's pay protection policy is approved by the Personnel Committee as part of the Employment Stability Agreement. The policy provides a mechanism for assisting employees to adjust to a reduction in pay as a result of organisational change.

19. PUBLICATION OF INFORMATION ON THE REMUNERATION OF STAFF

19.1. This Pay Policy Statement will be published on the Council's website. In addition, details of all posts paid above £50,000 will be published.

20. AMENDMENTS TO THE POLICY

20.1. As the policy covers the period April 2017 - end March 2018, amendments may need to be made to the policy throughout the relevant period. As the Localism Act 2011 requires that any amendments are approved by the Council by resolution, proposed amendments will be reported to Personnel Committee for recommendation to the Council.

21. POLICY FOR FUTURE YEARS

21.1. This policy statement will be reviewed each year and will be presented to full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

PAY POLICY STATEMENT - ANNEX A

The Secretary of State for CLG Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data **concerning staff**:

- Salaries, job descriptions, responsibilities, budgets (including overall salary cost of staff reporting), and numbers of staff for all staff in receipt of a salary of more than £50,000
- An organisational chart of the staff structure of the authority including salary bands and details of currently vacant posts
- The 'pay multiple' - the ratio between the highest paid salary and the median average salary of the whole authority workforce

The Accounts and Audit (England) Regulations (2011) require that the following data is included in the authority's accounts:

- Numbers of employees with a salary above £50k per annum (pro-rata for part-time staff) in multiples of £5k
- Job title, remuneration and employer pension contributions for senior officers. Senior officers are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act.
- Names of employees paid over £150k per annum

For the above remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

For the above pension contributions to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension

PAY POLICY STATEMENT - ANNEX B

GOVERNANCE ARRANGEMENTS FOR PAY AND CONDITIONS OF SERVICE

[Note: these provisions are subject to amendment as the source documents are amended]

1.1. Constitution of Reading Borough Council - 27 May 2015

Part 3.3 Responsibility for Council Functions (Schedule 1, Part 2):

37. Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for dismissal)	Section 112 of the Local Government Act 1972.	Personnel Committee General Delegation to Directors and Heads of Service
40. Power to appoint officers for particular purposes (appointment of “proper officers”)	Section 270(3) of the Local Government Act 1972	Personnel Committee
43. Duty to designate officer as head of the authority’s paid service, and to provide staff, etc	Section 4(1) of the Local Government & Housing Act 1989 (c. 42)	Council

1.2. Constitution of Reading Borough Council - 27 May 2015: Article 4, 4.2 Functions of the full Council:

Only the Council will exercise the following functions:

[...] (g) confirming the appointment of the Head of Paid Service;

1.3. Constitution of Reading Borough Council - 27 May 2015: Article 12 - Officers:

12.1 Management structure

[...]

(b) Chief Officers

The full Council will confirm the appointment of the Managing Director (Head of Paid Service) and the Personnel (Appointments) Committee will make appointments to the following posts (or such other similar posts as it may decide from time to time), who will be designated chief officers:

- Director of Adult Care and Health Services
- Director of Children, Education and Early Help Services
- Director of Environment and Neighbourhoods

(c) Head of Paid Service, Monitoring Officer and Chief Financial Officer and Deputies

The Council has designated the following posts as shown:

- Chief Executive- Head of Paid Service
- Head of Finance- Chief Finance Officer and Section 151 Officer
- Head of Legal and Democratic Services - Monitoring Officer

The Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015 prescribe that the dismissal of the Head of Paid Service, Monitoring Officer and the Chief Finance Officer must be confirmed by the full Council.

The Council has designated the following Deputy post as shown:

- Chief Accountant - Deputy Chief Finance Officer and Deputy Section 151 Officer

Such posts will have the functions described in Article 12.2-12.4 below.

12.2 Functions of the Head of Paid Service

(a) Discharge of functions by the Council

The Head of Paid Service will report to full Council or the Policy Committee on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

(b) Restrictions on functions

The Head of Paid Service may not be the Monitoring Officer or the Section 151 Officer.

[...]

12.7 Employment

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Part 4 of this Constitution.

1.4. The powers and duties of the **Personnel Committee** include the following:

“6. PERSONNEL COMMITTEE

(1) Subject to Officer Employment Procedure Rules set out in the constitution:

- a) to arrange for the appointment of the Council's Head of Paid Service, and make recommendations to Council in this respect
- b) to appoint Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
- c) to dismiss Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
- d) to settle all matters relating to the above appointments or dismissals

(2) To take any decisions affecting the remuneration, terms and conditions of service of the Head of Paid Service;

(3) To undertake performance appraisals of the Head of Paid Service and Corporate Directors; and to set annual targets against which performance can be measured.

[...]

(6) To determine the level of compensation to be paid in individual cases of voluntary redundancy and early retirement and other personnel matters where appropriate.

[...]

1.5. The **Officer Employment Procedure Rules** are in Part 4 of the Constitution.

PAY POLICY STATEMENT - ANNEX C

SUMMARY OF CONDITIONS OF SERVICE

Managing Director

The terms and conditions for the Head of Paid Service are as set out by the Joint Negotiating Committee (JNC) for Chief Executives, and as amended locally. Pay is determined locally.

Corporate Directors

The terms and conditions for the Corporate Management Team (excluding the Head of Paid Service) are in accordance with the Scheme of Conditions of Service agreed by the National Joint Negotiating Committee for Chief Officers, and as amended locally. Pay is determined locally.

Heads of Service (third tier - i.e. reporting directly to the Head of Paid Service or a Director)

The terms and conditions for Heads of Service are as set out by the Joint Negotiating Committee (JNC) for Chief Officers, and as amended locally. Pay is determined locally.

NJC Staff

The Terms and conditions for NJC staff are determined by the National Joint Council (NJC) for Local Government Services, and as amended locally.

Craft Employees

The Terms and conditions for NJC staff are determined by the National Joint Council (NJC) for Craft and Associated Employees, and as amended locally.

Teachers

The terms and conditions for Teachers are as set out in the School Teachers Pay and Conditions Document.

Soulbury Staff

The Soulbury Committee determines the national salary framework for Soulbury staff and terms and conditions, as amended locally.

Youth Workers

The terms and conditions for Youth Workers are as determined by the Joint Negotiating Committee (JNC) for Youth and Community Workers, and as amended locally.

Coroners

The terms and conditions for Coroners are set by the Joint Negotiating Committee for Coroners, and as amended locally.

PAY POLICY STATEMENT - ANNEX D

Council Employees in Salary Bands as at 01.04.16

Grade Bandings		Total Staff	Women		BME			Disability		
			No	%	No	ND	%	No	ND	%
RG1	Up to 15,507	23	9	39.13%	7	1	31.82%	2	1	9.09%
RG2	16,772	204	144	70.59%	72	21	39.34%	4	56	2.70%
RG3	19,939	397	290	73.05%	85	21	22.61%	13	43	3.67%
RG4	24,717	621	424	68.28%	117	17	19.37%	24	51	4.21%
RG5	29,854	402	251	62.44%	72	16	18.65%	16	35	4.36%
RG6	34,196	278	168	60.43%	58	9	21.56%	15	23	5.88%
RG7	39,660	188	130	69.15%	30	6	16.48%	3	8	1.67%
RG8	45,242	119	74	62.18%	15	4	13.04%	3	7	2.68%
RG9	50,827	67	45	67.16%	12	2	18.46%	1	6	1.64%
RG10	54,621	31	21	67.74%	1	1	3.33%	0	3	0.00%
Above 54,621		44	20	45.45%	3	1	6.98%	0	6	0.00%
		2374	1576	66.39%	472	99	20.75%	81	239	3.79%

- 1 - Based on 2016 pay bands and earnings
- 2 - As a proportion of employees who have made a positive declaration
- 3 - Excludes schools

* All are Apprentices

PAY POLICY STATEMENT - ANNEX E

**LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2013
STATEMENT OF POLICY ABOUT EXERCISE OF DISCRETIONARY FUNCTIONS
SCHEME EMPLOYER DECLARATION**

The Scheme employer known as **Reading Borough Council** ('the Council') has prepared this written statement of policy in relation to its exercise of certain discretionary functions available under the Local Pension Scheme Regulations 2013. The Scheme employer declares that it will keep this statement under review and publish the statement (and any amendments made thereto) in a place that is easily accessible to all of its eligible Scheme employees and that it will provide to the administering authority the most up to date version of the statement at all times.

**PART A - Formulation of COMPULSORY policy in accordance with Regulation 60 of the
Local Government Pension Scheme Regulations 2013**

Regulation 16 – Additional Pension Contributions

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with **Regulation 16(2)(e)**, or by way of a lump sum in accordance with **Regulation 16(4)(d)**.

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

Scheme Employer's policy concerning the whole or part funding of an active member's additional pension contributions

The Council has resolved not to adopt this discretion at this time.

Regulation 30(6) – Flexible Retirement

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (*adjusted by the amount shown as appropriate in*

actuarial guidance issued by the Secretary of State - separate policy required under Regulation 30(8)).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

Scheme Employer's policy concerning flexible retirement

The Council has resolved that it will give such an opportunity to its employees. Flexible Retirement under this discretion will be subject to an agreed policy framework. The Council has resolved that waiving actuarial reduction in full or in part will only be considered where there will be a sufficient financial or other benefit to the authority. An exception to this requirement is the employee's exceptionally difficult personal or domestic circumstances

Regulation 30(8) – Waiving of Actuarial Reduction

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

Scheme Employer's policy concerning the waiving of actuarial reduction

That the Council does not consent to waive any actuarial reduction for staff electing to retire at age 55 or over, unless there is a sufficient financial or other benefit to the Council. An exception to this requirement is the employee's exceptionally difficult personal or domestic circumstances.

Regulation 31 – Award of Additional Pension

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

Scheme Employer's policy concerning the award of additional pension

The Council has resolved not to adopt this discretion at this time

Schedule 2 - paragraphs 2 and 3

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

Scheme Employer's policy concerning the 'switching on of the 85 year rule

That the Council does not consent to switch on the 85 year rule for staff electing to retire at age 55, unless there is a sufficient financial or other benefit to the Council. An exception to this requirement may be the employee's exceptionally difficult personal or domestic circumstances.

PART B - Formulation of RECOMMENDED policy in accordance with the

Local Government Pension Scheme Regulations 2013

Regulation 9(1) & (3) - Contributions

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

Scheme Employer's policy concerning the re-determination of active members' contribution bandings at any date other than 1st April

The Council shall re-determine contribution rates on 1st April each year only. Staff joining the scheme shall be placed in a contribution band consistent with their contracted, actual pay in the first instance except for casual staff who shall initially be placed on the lowest contribution band. The banding placement for individual staff shall be re-determined wef from the 1st April only in subsequent years following initial placement and adjusted as necessary in the light of the pensionable pay actually earned in the previous year (using a '12 month equivalent' calculation for staff who have not worked a full year).

Regulation 17(1) - Additional Voluntary Contributions

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

Scheme Employer's policy concerning payment of Shared Cost Additional Voluntary Contributions

The Council has resolved not to adopt this discretion at this time.

Regulation 22 - Merging of Deferred Member Pension Accounts with Active Member Pension Accounts

A deferred member's pension account is automatically aggregated with their active member's pension account unless the member elects within the first 12 months of the new active member's pension account being opened to retain their deferred member's pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

Scheme Employer's policy concerning merging of Deferred Member Pension Accounts with Active Member Pension Accounts

The Council has resolved not to extend the time limit for election beyond 12 months.

Regulation 100(6) - Inward Transfers of Pension Rights

A request from an active member to transfer former pension rights from a previous arrangement into the Local Government Pension Scheme as a result of their employment with a Scheme employer must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date

on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

Scheme Employer’s policy concerning the extension of the 12 month transfer application period

The Council has resolved not to extend the time limit for election beyond 12 months.

Regulation 21(5) - Assumed Pensionable Pay

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any ‘regular lump sum payment’ received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

Scheme Employer’s policy concerning inclusion of ‘regular lump sum payments’ in assumed pensionable pay calculations

That the Council does include in such calculations an element for ‘regular lump sum payment’ where it is fair, equitable and justifiable to do so.

Regulation 74 - Applications for Adjudication of Disagreements

Each Scheme employer must appoint a person (“the adjudicator”) to consider applications from any person whose rights or liabilities under the Scheme are affected by:

- (a) a decision under regulation 72 (first instance decisions); or
- (b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with “the adjudicator” as named below by the Scheme employer:

Name: Christopher Brooks

Job Title: Head of Legal and Democratic Services

Address: Civic Centre, Reading, Tel No: _____ 0118
9372602

Email: chris.brooks@reading.gov.uk

Adjudicator’s Signature: _____

Date: _____

SCHEME EMPLOYER CONFIRMATION

It is understood that the discretions contained within this statement of policy are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that any new policy takes effect. The revised statement must be sent to the administering authority and the employer must publish its statement as revised in a place that is accessible to all of its eligible scheme members.

The policies made above:

Have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;

Will not be used for any ulterior motive;

Will be exercised reasonably;

Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;

Will be duly recorded when applied.

Signed on behalf of the Scheme Employer: _____

Name in Block Capitals:

Position: HEAD OF FINANCE

Scheme Employer's Name: READING BOROUGH COUNCIL

Date:

PAY POLICY STATEMENT - ANNEX F

KEY PAY SCALES FOR COUNCIL STAFF (PAY AWARD PENDING)

NB28	JNC Reading Senior Management			Effective Date	01-Apr-17	
Grade				SCP	Annual	
RSMD				1	£51,222	
RSMD				2	£52,520	
RSMD				3	£53,817	
RSMD				4	£55,115	
RSMD				5	£56,416	
RSMD	RSMC			6	£57,713	
RSMD	RSMC			7	£59,010	
RSMD	RSMC			8	£60,308	
RSMD	RSMC			9	£61,607	
	RSMC			10	£62,905	
	RSMC			11	£64,203	
	RSMC			12	£65,503	
	RSMC			13	£66,801	
	RSMC	RSMB		14	£68,099	
	RSMC	RSMB		15	£69,396	
	RSMC	RSMB		16	£70,695	
	RSMC	RSMB		17	£71,996	
		RSMB		18	£73,290	
		RSMB		19	£74,594	
		RSMB		20	£75,895	
		RSMB	RSMA	21	£77,190	
		RSMB	RSMA	22	£78,487	
		RSMB	RSMA	23	£79,789	
			RSMA	24	£81,084	
			RSMA	25	£82,380	
			RSMA	26	£83,685	
			RSMA	27	£84,978	
			RSMA	28	£86,277	
			RSMA	29	£87,578	
			RSMA	30	£88,873	
			RSMA	31	£90,170	
				CDIR	32	£94,323
				CDIR	33	£97,227
				CDIR	34	£100,339

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				CDIR	35	£103,547
				CDIR	36	£104,572
				CDIR	37	£107,705
				CDIR	38	£110,837
				CDIR	39	£117,290

READING BOROUGH COUNCIL
REPORT BY MONITORING OFFICER

TO:	COUNCIL		
DATE:	28 MARCH 2017	AGENDA ITEM:	9
TITLE:	APPOINTMENT OF CHIEF EXECUTIVE - HEAD OF PAID SERVICE		
LEAD COUNCILLOR:	JO LOVELOCK	PORTFOLIO:	LEADERSHIP
SERVICE:	ALL	WARDS:	BOROUGH-WIDE
LEAD OFFICER:	CHRIS BROOKS	TEL:	9372602 / 72602
JOB TITLE:	HEAD OF LEGAL & DEMOCRATIC SERVICES	E-MAIL:	Chris.brooks@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To inform Council about the process followed in appointing to the new post of Chief Executive and Head of Paid Service and to seek approval to the appointment of an identified candidate.

2. RECOMMENDED ACTION:

- 2.1 The Leader will move a motion.

3. POLICY CONTEXT

- 3.1 In accordance with the power of the Council to appoint staff, and to determine the terms and conditions on which they hold office (Section 112 of the Local Government Act 1972), the powers and duties of the Personnel Committee include:

“6(1) Subject to Officer Employment Procedure Rules set out in the Constitution:

- (a) to arrange for the appointment of the [Chief Executive] as the Council’s Head of Paid Service, and make recommendations to Council in this respect.....

- (2) To take any decisions affecting the remuneration, terms and conditions of service of the [Chief Executive].”

3.2 The Officer Employment Procedure Rules referred to above include the following provisions:

"3. Appointment of Chief Officers - Process

3.1 Where the Council wishes to appoint a Chief Officer as defined by statute, and wishes to seek applicants from outside existing officers of the Council, the following procedure will apply:

- (1) the appointment will be co-ordinated and made by the Personnel Committee, or by any other Committee authorised to make the appointment;
- (2) the post will be advertised publicly, to bring it to the attention of people who are qualified to apply for it;
- (3) a job description and person specification will be produced, and sent to all applicants for the job, specifying:
 - (a) the duties of the post
 - (b) the qualifications and qualities being sought by the Council
- (4) the Personnel Committee will either:
 - (a) interview all qualified applicants for the post, or
 - (b) select a short-list of qualified applicants in accordance with the Council's recruitment and selection policy and procedures.
- (5) if no suitably qualified person applies for the post, any re-advertisement will comply with paragraph (3) above."

4. THE PROPOSAL

4.1 The Local Authorities (Standing Orders) (England) Regulations 2001 (SI No. 3384) relate to the appointment, discipline and dismissal of senior staff. These Regulations require authorities to make or modify a number of their standing orders. The Regulations provide that (inter alia) the appointment or dismissal of the head of paid service will require a final decision by the full council. At your meeting on 26th March, 2002 (Minute 86 refers), this Council's Standing Orders were amended to include the following provision:

"Any appointment or dismissal of an officer designated as the Head of the Council's Paid Service, shall be approved by the Full Council before any offer of appointment or notice of dismissal is given to the person concerned."

4.2 The recommendation of the Personnel Committee to appoint the Chief Executive and Head of Paid Service must be brought to the Council, in accordance with the provision set out in 4.1 above.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The appointment of the Chief Executive and Head of Paid Service is the most senior officer in the Council and will have responsibilities directly related to delivering the Council's strategic aims.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Section 138 of the Local Government and Public Involvement in Health Act 2007 places a duty on local authorities to involve local representatives when carrying out "any of its functions" by providing information, consulting or "involving in another way".
- 6.2 This report is concerned with the appointment of the Chief Executive, in accordance with statutory requirements. There is no requirement for external consultation.

7. EQUALITY IMPACT ASSESSMENT

- 7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.2 This report is concerned with the appointment of a new Chief Executive and Head of Paid Service. This does not have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief. As a result, there is no requirement for an equality impact assessment to be undertaken.

8. LEGAL IMPLICATIONS

- 8.1 The appointment of the Chief Executive and Head of Paid Service is a matter reserved to Council and as such is included in Article 4 of the Council's Constitution (see para 4.2.2(g)(i)).
- 8.2 The appointment process for the Chief Executive and Head of Paid Service has been conducted in accordance with the Council's Officer Employment Procedure Rules.

- 8.3 The Council's Officer Employment Procedure Rules have been produced in accordance with the statutory provisions governing the appointment of the Chief Executive and Head of Paid Service, as required in the Local Authorities (Standing Orders) Regulations 1993, as amended by the Local Authorities (Standing Orders) (England) Regulations 2001; and the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014. Part IV of Schedule 1 to the 2014 Regulations sets out provisions that must be incorporated into the Standing Orders of an authority operating a committee system.

9. FINANCIAL IMPLICATIONS

- 9.1 The appointment will be made in accordance with the Pay Policy 2017/18 (see agenda item 8).

10. BACKGROUND PAPERS

- 10.1 Constitution of the Council
10.2 Delegations Register