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|-----------------------|-------------------------------------------------|---------------|-----------------------------------------------------|
| <b>Report of</b>      | <b>Assistant Chief Executive</b>                | <b>Author</b> | <b>Jessica Douglas/<br/>Chris Reed<br/>☎ 282240</b> |
| <b>Title</b>          | <b>Officer Pay Policy Statement for 2016/17</b> |               |                                                     |
| <b>Wards affected</b> | Not applicable                                  |               |                                                     |

**This report concerns the Council's Officer Pay Policy Statement, which must be approved each year by Full Council under requirements introduced by the Localism Act 2011.**

**1. Decision Required**

- 1.1 To recommend the approval and adoption of the Council's Officer Pay Policy Statement for 2016/17 by Full Council.

**2. Reasons for Decision**

- 2.1 The Localism Act requires "relevant authorities to prepare, approve and publish pay policy statements articulating their policies towards a range of issues relating to the pay of its workforce, which must be approved by full Council by 31 March 2012 and annually thereafter. An authority's pay policy statement must be approved by a resolution of that authority before it comes into force".

**3. Alternative Options**

- 3.1 The only alternative would be to not recommend the approval of the Pay Policy Statement, but that would be contrary to the requirements of the Localism Act.

**4. Supporting Information**

- 4.1 Local authorities must publish a pay policy statement for the financial year. The Officer Pay Policy for 2015/16 was approved by Full Council on 11 December 2014.
- 4.2 The Localism Act specifies a number of elements that must be covered by the statement including; the level and elements of remuneration for each chief officer, remuneration of chief officers on recruitment, increases and additions to remuneration for each chief officer, the use of performance-related pay for chief officers, the use of bonuses for chief officers, the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and the publication of and access to information relating to remuneration of chief officers.
- 4.3 The Council's pay policy statement has been extended beyond the statutory requirements relating to chief officers as shown in 4.2 above to include all officers employed by the Council, in the interests of openness and transparency.
- 4.4 Please see the attached Officer Pay Policy. Appendix 1 of the policy contains the mostly numerical data which sits behind it, and the definitions of terms such as 'chief officers'. These two documents form the Council's pay policy statement.

- 4.5 The statement covers all pay and benefits for every employee of Colchester Borough Council. There are no financial allowances or bonuses other than those mentioned.
- 4.6 Mandatory requirements for data publication under the [Local government transparency code 2015](#), and for the Council's [Statement of Accounts](#) under the [Accounts and Audit Regulations 2015](#) covering all employees whose salary exceeds £50,000, have also been taken into account when preparing this year's update of the pay policy to ensure that the published data is complete and consistent.
- 4.7 Colchester Borough Council will continue to pay the Living Wage as a minimum standard for all employees, including apprentices. This is an hourly rate which is set independently and calculated according to the basic cost of living in the UK, and it is higher than the national Minimum Wage – and is higher than the new National Living Wage being introduced for everyone over 25 from April 2016. The Council introduced this in 2013 as part of its commitment to being a good employer, and is proud to be amongst the first councils to pay the Living Wage.
- 4.8 A cap on the total cost of exit payments available to individuals leaving council employment is due to be introduced as part of the Enterprise Bill, currently going through Parliament. It is likely that this will come into effect in 2016/17, and the Council will need to comply with the effective date and requirements once these are known.
- 4.9 From March 2016, in line with Equal Pay Transparency, the Council will need to publish pay information showing whether there are any differences in pay between male and female employees.

## **5. Strategic Plan References**

- 5.1 The performance, remuneration and motivation of the Council's employees are key to delivering effective and efficient services to the public, in addition to delivering the aspirations and priorities within the Strategic Plan.

## **7. Publicity Considerations**

- 7.1 The data contained within the Officer Pay Policy is publicly available on the Council's website via an online tool called '[Datashare](#)'. This brings a broad range of information into one place, and that helps to improve openness and transparency.

## **8. Financial implications**

- 8.1 The pay policy statement provides transparency about the Council's approach to pay and benefits for its employees.

## **9. Equality, Diversity and Human Rights implications**

- 9.1 The Equality Impact Assessment is available to view on the Colchester Borough Council website by following this pathway from the homepage: Your Council>How the Council works> Equality and Diversity>Equality Impact Assessments>Corporate and Financial Management>Pay Policy Terms and Conditions or click [on the link here](#).

## **10 Other Implications**

- 10.1 There are no specific community safety, consultation, health and safety or risk implications.