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19<sup>th</sup> July 2017

Dear Sir/Madam

### **EMPLOYMENT COMMITTEE**

A meeting of the Employment Committee has been arranged to take place **THURSDAY 27<sup>th</sup> JULY 2017 at 6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

Access to the Committee Room is via the Members' Entrance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Neil Turner', is written in a cursive style.

Neil Turner BSc (Hons) MSc  
**Director of Transformation & Resources**

**To: Members of Employment Committee**

Councillors Mrs Baker (Chairman), Mrs Boyle (Vice-Chairman), Mrs Banevicius, Cox, Mrs Eagland, Greateorex, Miss Hassall, Rayner, Salter, Smedley, and B. W. Yeates.



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## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve as a correct record the Meetings held on 9<sup>th</sup> February 2017 and 16<sup>th</sup> May 2017 (copy attached)
4. Terms of Reference (copy attached)
5. Elected Members' Learning and Development Plan for 2017-2018 (copy attached)
6. Revised Pay Policy Statement (copy attached)
7. Employee Performance Development Reviews (verbal update)
8. Withdrawal of Relocation Policy (verbal update)
- 9 **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:** That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

10. Redundancy (copy attached)
11. Redundancy (copy attached)
12. Redundancy (copy attached)



# EMPLOYMENT COMMITTEE

9<sup>th</sup> FEBRUARY 2017

## PRESENT:

Councillors Powell (Chairman), Hassall (Vice Chairman), Cox, Mrs Banevicius, Mrs Constable, Mrs Eagland, Humphreys, Smedley, Mrs Stanhope MBE, Strachan

... (AN APOLOGY FOR ABSENCE was received from Councillor Yeates).

## 200 DECLARATIONS OF INTEREST

There were no Declarations of Interests

## 201 MINUTES

The Minutes of the Meeting held on 26<sup>th</sup> October 2016 and 13<sup>th</sup> December 2016, as printed and circulated, were taken as read, approved as a correct record and signed by the Chairman.

## 202 MEMBERS' LEARNING AND DEVELOPMENT NEEDS ANALYSIS 2017-18

The Committee received a report on the 2017/18 Elected Members Learning & Development Needs Analysis (LDNA) and Members were requested to give their opinions on the LDNA as well as on how best to get the highest level of response.

The Committee were pleased that, in light of the murder of a Jo Cox MP, Personal Security was a learning priority. Members also thought it was timely and beneficial to have Commercialisation as a current priority.

Timescales for the distribution and return for the LDNA was discussed and it was agreed that it should be sent out within a week of this meeting and a four week deadline to have them returned. It was agreed that Councillors Powell and Mrs Banevicius would highlight the importance of the LDNA to their relevant party Members.

**RESOLVED:** (1) That the report be noted

(2) That the outcome of the survey be considered at the next meeting of the Committee to ensure that Member learning and development priorities are met; and

(3) That the LDNA be promoted by Councillors Powell and Mrs Banevicius to their relevant party Members.

## **203 EMPLOYEE CODE OF CONDUCT AND HR POLICIES**

The Committee received a report on the new Employee Code of Conduct and a new HR policy that had been drafted and four other HR policies that had been reviewed and amended. It was reported that the Council had been undergoing a period of change and this work had been undertaken to encourage consistency and commitment to a new 'one council' ethos.

It was reported that the new proposed Code was more appropriate for the District Council than the national Code which was currently observed.

The Committee were pleased to note that Employees and the Trade union had been involved in creation of the Code of Conduct and other HR Policies.

Disclosure of Criminal Convictions as stated in the Employee Code of Conduct was discussed by the Committee and clarification was given to what roles warranted a DBS check. It was noted that the Code required all employees, whether DBS checked or not, to disclose any criminal convictions and dependant on the nature of those convictions. The Committee was in agreement with this approach.

The Disciplinary Policy was discussed and it was reported that Officers below the level of Chief Officer had the right of appeal to Employment Appeals Committee. Under the new policy, to ensure consistency and timeliness, these appeals would in future be heard by the Chief Executive. The Committee agreed that this was now the correct route for appeals.

**RESOLVED:** (1) That the Code of Conduct and the 5 HR policies as shown in Appendix A of the report be approved; and

(2) That the Code of Conduct and the 5 HR policies be recommended to Full Council for approval including any relevant changes to the Constitution, particularly relating to the new Disciplinary Policy

## **204 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:** That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

**IN PRIVATE**

## **205 IT ACCEPTABLE USE POLICY**

The Committee received a report on a new IT Acceptable Use Policy and it was reported that this would be an overarching policy with further policies sitting behind it.

**RESOLVED:** (1) That the IT Acceptable Usage policy be approved; and

(2) That the IT Acceptable Usage policy be recommended to Full Council

**206 REDUNDANCY**

The Committee received an urgent report relating to the compulsory redundancy of a post where the demands of the role had lessened over the past few years.

**RESOLVED:** That the Compulsory Redundancy as detailed in Appendix A of the report be approved and recommended to Full Council.

**207 VOTE OF THANKS**

It was proposed, duly seconded and

**RESOLVED:** That the sincere thanks of the Committee be recorded to all the Chairmen and Vice-Chairmen for their work during the past year.

(The Meeting closed at 6.45 p.m.)

CHAIRMAN

# EMPLOYMENT COMMITTEE

16<sup>th</sup> MAY 2017

## PRESENT:

Councillors Powell, (Chairman), Miss Hassall, Mrs Banevicius, Mrs Constable, Cox, Humphreys, Smedley, Mrs Stanhope MBE and Strachan

**295. APOLOGIES FOR ABSENCE** were received from Councillors Mrs Eagland and B Yeates.

## **296. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **297. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:** That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

## **IN PRIVATE**

## **298. VOLUNTARY REDUNDANCY**

The Committee received a report on an application for voluntary redundancy together with the financial implications.

**RESOLVED:** That the Voluntary Redundancy application on the schedule attached at Appendix A of the Report be approved and recommended to Full Council.

(The Meeting closed at 5.20 p.m.)

CHAIRMAN

## Employment Committee

### Terms of Reference

Employment Committee	Up to 11 members of the authority	To undertake functions relating to employment matters including establishing the overall framework for remuneration and terms and conditions of employment, power to employ staff, the review of the council's training, recruitment & selection policies and other issues affecting employees including Health & Safety and designation of the Head of Paid Service, Monitoring Officer, Section 151 Officer and Chief Officers	Appointments Sub-Committee for appointments of Chief Officers  Functions which are delegated on to an officer and the limits on that delegation are in the Schedules to Part 3 of the Constitution
Employee Investigation Suspension and Disciplinary Committee	3 members of the authority	To consider and determine appeals against dismissal and grievances of Chief Officers or statutory officers only	
Employee Joint Consultative Committee	6 members of the authority	To meet with Employee's Trade Unions Representatives and make recommendations to the Employment Committee	

## 5. EMPLOYMENT COMMITTEE

### DELEGATED TO THE EMPLOYMENT COMMITTEE

- 5.1 To undertake functions relating to employment matters including establishing the overall framework for remuneration and terms of conditions of employment.

- 5.2 To determine the objectives and performance standards and targets for the services within the Committee's remit, and to monitor the achievement of those, along with statutory indicators.
- 5.3 The monitoring of progress in the implementation of organisation changes agreed from time to time by the Council.
- 5.4 To establish the overall framework and policies for remuneration and terms and conditions of employment in accordance with the directions of the Council from time to time.
- 5.5 To consider the training, recruitment and selection policies of the Council and to make recommendations in connection therewith in respect of both Councillor and employee development.
- 5.6 The consideration, determination, implementation and review of job evaluation and other schemes affecting employees.
- 5.7 The consideration of all matters affecting the safety, health and welfare of employees, including the provision and improvement of staff facilities.
- 5.8 Discipline in accordance with the Council's Disciplinary Rules and Procedures, dismissal and redundancies etc.
- 5.9 To establish the overall framework policies relating to the Council's employee relations.



# Report on Elected Members' Learning and Development Plan for 2017-2018



## REPORT OF THE HUMAN RESOURCES MANAGER

Date:	27th July 2017
Agenda Item:	5
Contact Officer:	Cathy Pepper
Tel Number:	01543 308112
Email:	Cathy.pepper@lichfielddc.gov.uk
Key Decision?	NO
Local Ward Members	None

## EMPLOYMENT COMMITTEE

### 1. Executive Summary

- 1.1 To provide information to the Committee on the results of the Elected Members' Learning and Development Needs Analysis - LDNA (which was carried out during February 2017)
- 1.2 For the Committee to consider the views of the Elected Members with regards to the identified learning & development needs.

### 2. Recommendations

- 2.1 That the Committee agrees the identified learning / training priorities of Elected Members for the next twelve months.

### 3. Background

- 3.1 Elected Members' Learning and Development is a key factor in Lichfield District Council's continuing performance as a good council and to ensure we are Fit for the Future.
- 3.2 To ensure the training and development events meet the needs of the Members, we asked the Committee to guide us on the content of the Learning and Development Needs Analysis (LDNA) and how best to communicate it to Members and continue to improve completion rates by member.
- 3.3 This Committee has been active in promoting and improving the numbers responding to the LDNA. Since introducing this approach the committee has tried various means to encourage, support and promote member development. The LDNA was sent to all Members with the request that everyone complete the form.
- 3.4 The last report on this subject showed a return rate of 61%. This year's return rate is 56%. This is a reduction on the responses of the last three surveys; there remains some way to go to ensure that Members are taking up learning and development opportunities that the Committee and Chief Officers has identified as important. An overview of next years planned approach is contained in **Appendix A**.

Alternative Options	There are no recommended alternative options.
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Consultation	The views of the Committee has been sort throughout the process. Chief Officers have been consulted and advised on key areas for member development over the next 12 months.
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Financial Implications	A budget of 5K for Member development has been allocated and will be used to fund learning and development in a way that meets the priority needs of the majority of Members and the council. When Members do not attend the events there is a cost to the Council in terms of poor value for money in relation to the cost of development for Members actually attending.
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Contribution to the Delivery of the Strategic Plan	Learning and development will continue to specifically address corporate priorities and issues highlighted in the Strategic Plan. This contributes to the strategic priority of 'A council that is fit for the future'.
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Equality, Diversity and Human Rights Implications	There are no Equality, diversity or human right issues identified.
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Crime & Safety Issues	No Applicable
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	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Members availability to attend relevant events	Introduce more flexible ways of learning and Development e.g. on line packages	Green- Tolerable
B	The risk of members failing to engage / attend planned events	Need to find ways of ensuring members engage with their own Personal Development	Yellow- Material
C	Waste of resources /costs effectiveness associated with none attendance.	Encouraging members to attend events or make the development compulsory	Green- Tolerable

Background documents
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Relevant web links
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**ELECTED MEMBER LEARNING & DEVELOPMENT PROPOSAL**  
**April 2017 to March 2018**

**1. Background**

A modern and effective Local Government organisation requires an Elected Member development programme that ensures Members can fulfil their responsibilities to the local community and provide clear leadership and effective scrutiny of local Council functions.

This requires a planned approach to Elected Member development and the analysis of the feedback from Members will support the formulation of a development plan.

**2. Learning and Development Programme**

Set out is a breakdown of the analysis of the feedback received from the Members' recent LDNA.

The essential training along with the development areas selected by Members will form the basis of the Member Development Plan for the year ahead, and be supported by an individual training record for each Councillor that identifies both training undertaken and specific training that has been requested.

As part of the programme -All members must attend Equality and Diversity, Safeguarding and Planning training as it is offered **(if you do not attend these programmes it may affect your member allowances)**

It is strongly recommended that members attend sessions on the following key topics to keep up to date.

- *Code of Conduct - All members*
- *Planning – All members*
- *Audit- Audit Committee Members*
- *Equality & Diversity – All Members*
- *Overview & Scrutiny – Relevant Members*
- *Regulatory & Licensing- Regulatory and Licensing Committee*
- *Understanding Local Government Finance*
- *Health & Safety*

Commercialisation is the most popular topic requested. We have prioritised the other subject areas; given that there are only 5 Member training dates allocated (and a limited budget) we will need to be innovative in our approach. To this end we are suggesting more e-learning, issuing of briefing notes and Members to coach other Members.

**Members' Learning and Development Analysis 2017/18**

Returns 2017	%	Returns 2016	%	Returns 2015	%	Returns 13/14	%
26/46	56	28/46 (no nil returns)	61	<i>The committee agreed in 2014 that no survey would be carried out in that year as plans were being made for the General Election in 2015</i>	0	32/55 (9nil returns)	58

Key Priorities Identified by Members	Numbers expressing interest	Comments	Actions/Delivery	Responsible Officer
Commercialisation	12	Understanding of Being Commercial	Session 20 September 2017	W Webster
Data Protection and FOI	8	New Data protection Legislation in May 2018, Understand legislation, its impact on the Council and members' responsibilities	E-learning module to be investigated	B Nahal
IT	8	Using Outlook and the intranet There are a range of abilities and training requirements	Training sessions to be arranged 15 Feb 2018	K Sleeman/ L Thatcher
Developing Effective partnerships and community engagement	7	Looking at how to facilitate closer working at a local level between organisations involved in the delivery of local services; facilitating effective partnerships. How to support effective community engagement.	Session to be arranged and training provider sourced – LGA could deliver 19 April 2018	N Turner
Overview and Scrutiny skills and Chairing skills	5	Training for all members on O&S skills, questioning skills etc as part of development of O&S	Session to be arranged 21 November 2017	B Nahal
Speed reading	5	Members have many documents to read. A workshop would teach new strategies and techniques to enable them to read and	An external trainer would be required. LGA workbooks to be investigated	M Linthwaite

		assimilate information faster		
Personal Safety	5	Developing knowledge of strategies to improve personal safety for members	Session being arranged, additional date to be agreed	S Langston
Dementia Awareness		A short session to understand how to interact with members of the public living with dementia	The dementia hub to deliver a 1 hour session (additional date will be arranged)	M Linthwaite
Public Speaking	4	Preparing to speak to different audiences, getting the message across, improving confidence and dealing with challenges from others	Some elements of this can be built into O&S workshop or chairing meetings, such as dealing with challenges.	B Nahal
Managing Time effectively	3	How to get organised, manage paperwork, prioritising	Insufficient demand. E-learning options to be investigated or Councillor workbooks	M Linthwaite

<b>Additional Areas requested</b>	<b>Comments</b>
Several members have expressed interest in LGA National programmes	Details of programmes have been sent members
Planning and Licensing enforcement and setting conditions	HR have advised S Coghlan of this feedback and he is responsible for adding to this to relevant training events he is organising – NB planning have 4 additional planning training session to arrange HR have advised G Davies of this feedback and he will review accordingly
Local government finance and budgets	HR have advised Anthony Thomas to build this into his future training plans and he will advise accordingly. NB there are no plans for finance to do further training until 2018.

#### **Additional sessions planned**

PSP Lichfield LLP	Training on the Governance Arrangements for Cabinet and O&S Scrutiny chairs/vice chairs  Second session for ALL Members	PSP Ltd 11 July 2017  TBC	N Turner / M Hooper Completed
Code of Conduct / Equalities	To update Members on Code of Conduct. Equalities around behaviours & responsibilities	External Provider / date TBC	Bal Nahal

# Revised Pay Policy Statement

Date:	27th July 2017
Agenda Item:	6
Contact Officer:	Neil Turner/Cathy Pepper
Tel Number:	01543 308761/308112
Email:	Christie.tims@lichfielddc.gov.uk <a href="mailto:cathy.pepper@lichfielddc.gov.uk">cathy.pepper@lichfielddc.gov.uk</a>
Key Decision	NO
Local Ward Members	None



## EMPLOYMENT COMMITTEE

### 1. Executive Summary

- 1.1 To inform Committee of the Council's duties under Section 38 of the Localism Act 2011 to prepare and publish a Pay Policy Statement for 2017/18
- 1.2 To approve publication of the updated Pay Policy Statement, subject to Full Council approval.

### 2. Recommendations

- 2.1 It is recommended that Employment Committee notes the contents of the updated Pay Policy Statement as set out in **APPENDIX A** and makes any amendments it determines appropriate ahead of it being submitted for approval to the next Full Council meeting.

### 3. Background

- 3.1 Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit".
- 3.2 Since the publication of the 2016/2017 Pay Policy Statement earlier this year there have been organisational structure changes which means we have to revise and republish the Policy in line with the requirements of the Act.
- 3.3 The Pay Policy Statement (attached at **APPENDIX A**) sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees by identifying;
  - the methods by which salaries of all employees are determined;
  - the detail and level of remuneration of its senior managers i.e. 'chief officers', as defined by the relevant legislation;
  - the relationship between the remuneration of its chief officers, those who are not chief officers and the lowest paid.
- 3.4 This statement is required to be submitted to Full Council for approval and will then be published on the Council's website. In addition, for posts where the full time equivalent salary is £50,000 p.a, or more, the Council's Annual Statement of Accounts will include a note setting out the total amount of :-
  - salary, fees or allowances paid to or receivable by the person in the current and previous year;
  - any bonuses so paid or receivable by the person in the current and previous year;

- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

### 3.5 Legislative Framework

In determining the pay and remuneration of all of our employees, we will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

### 3.6 Pay Structure

The basis for the Council's pay structure is on having a job evaluation system in place which ensures that all employees are rewarded according to the demands and responsibilities of their job and that there are no discriminatory elements.

3.7 The Council's pay structure is largely based on the Council's Single Status Agreement and on the National Joint Council for Local Government Services job evaluation scheme which has the support of both trade unions and employees. Any changes to jobs or new jobs go through a job evaluation process to ensure that there is consistency and fairness in place. The salaries are set according to the national pay grading scale (pay grades attached at **APPENDIX B within the Pay Policy Statement**).

3.8 The detailed information regarding pay and conditions is set out in the statement attached at **APPENDIX A**. This will be updated annually in accordance with the legislative requirements.

Alternative Options	These have been considered as part of the review process by Cabinet and Overview & Scrutiny Committee.
Consultation	Employee Representatives have been consulted with regard to this legislative requirement.
Financial Implications	This report sets out the existing financial obligations regarding pay policy
Contribution to the Delivery of the Strategic Plan	The changes in new management structure will play a significant role in achieving our fourth strategic priority – to be 'A council that is fit for the future'
Equality, Diversity and Human Rights Implications	There are no implications for anyone with protected characteristics as this policy applies to all employees equally.
Crime & Safety Issues	There are no implications

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Non - compliance with legislation or challenges on equal pay	Through the publication of an annual pay policy statement and maintaining a consistent approach to conducting Job Evaluation.	Green

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Background documents

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# Pay Policy Statement

2017-2018

## 1. Introduction and purpose

Under section 112 of the Local Government Act 1972, the council has the 'power to appoint officers on such reasonable terms and conditions as the authority thinks fit'.

This Pay Policy Statement (the 'statement') sets out the council's approach to its pay, terms and conditions and other related matters in accordance with the requirements of Section 38 of the Localism Act 2011 (the details of which are attached at **Appendix A**).

Once approved by the full Council, this Pay Policy Statement will come into immediate effect and will be subject to review on an annual basis, in accordance with the relevant legislation prevailing at that time.

## Lichfield District Council

Lichfield District Council employs 389 staff (as at 1st April 2017), excluding casual workers, contractors, and agency workers) and provides a wide range of services managed through the Chief Executive's office and two directorates

## The Chief Executive

The Chief Executive is the lead advisor to Elected Members and is also the Head of Paid Service. The Chief Executive leads the organisation by translating members' aspirations into practical solutions and delivery. The role leads and supports the council's governance arrangements.

The Chief Executive is responsible for civic and ceremonial functions.

## The Directorates

### Place and Community

Strategic lead on sustainable economic development, planning policy, development plans and implementation, development control and enforcement, urban design and conservation, building control and land charges, city and town centre regeneration and development.

Lead on arboriculture services, countryside, biodiversity, rural strategy and planning.

Lead on inward investment and developing the economy, business support and partnerships, and tourism, car parking strategy and management of off street parking enforcement.

Strategic lead on housing, including housing need and investment and affordable housing planning and development.  
Lead on housing partnerships, housing with support and travelling families.

Lead on homelessness strategy and responsibilities, including private sector housing investment and regulation.

Lead on enforcement and regulation, including contaminated land, pollution, nuisance, air quality.

Lead on health and safety enforcement and regulation, including food safety, occupational health and safety, infectious disease.

Lead on public health and protection, including taxi, liquor and miscellaneous licensing. Lead on community regeneration and development, including building social capital, community hubs and community transport.

Lead on links with the voluntary sector; grant aid and commissioning grant funded services. Safer and Stronger communities including the Community Safety Partnership and closed circuit television.

Lead on emergency planning, with business continuity in conjunction with Staffordshire Civil Contingencies Unit.

Corporate lead on the Lichfield District Strategic Partnership (LDSP) and District Board. Lead on older people, children and young people and safeguarding policy.

Lead on the council's Physical Activity and Sport strategy, including the management of three leisure centres, sports development and partnerships, reservoir management, outdoor sports and play provision and the management of parks and open spaces, including Beacon Park.

Lead on supporting strategic partnerships focusing on green matters including Cannock Chase AONB and managing the council's countryside assets.

Lead on the quality of the local environment and the delivery of in-house street scene services, including street cleansing and fly-tipping, abandoned vehicles, fleet management, grounds maintenance, public conveniences, and shop mobility

The Joint Waste service, with Director of Assets and Environment of Tamworth Borough Council in respect of waste collection and recycling, sustainable waste management, including partnership support, environmental education and awareness.

## **Transformation & Resources**

Lead on assets, premises and the council's property portfolio. Lead on legal services, including probity and contracts. Lead on democratic services, governance, data protection and Freedom of Information.

Lead on electoral services, management of elections.

Lead on strategic planning and performance management for the Council, including accountability to Members, quality assurance, customer complaints, ombudsman investigations, MP enquiries, community research, and equalities.

Lead on provision of corporate customer services (Lichfield Connects), including development of supporting technology.

Corporate lead on health and safety, insurance and the council's Employee Liaison Group.

Responsible for corporate communications and Human Resources services.

Lead on administration and collection of local taxation, including council tax and business rates (NDR) and BID levy, housing benefits and council tax reductions, arrears collection for council tax, business rates, benefits overpayments and sundry debts. Lead on policy development on debt recovery and its management.

Corporate lead on anti-fraud policy and awareness, internal audit, risk management, procurement, development & maintenance of corporate information systems, including geographical information systems (GIS), the Property Gazetteer and street naming and numbering.

Lead on financial probity, strategic financial management, treasury and investment funds, and revenue and capital strategy. Management of accounts and reconciliation. Lead on management of external funding

## 2. Legislative framework

In determining the pay and remuneration of its employees, the council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations (TUPE).

With regard to the Equal Pay requirements contained within the Equality Act, the council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed job evaluation mechanisms, which directly relate salaries to the requirements, demands and responsibilities of the role.

## 3. Pay structure

The underpinning mechanism in delivering the council's pay structure is the council's job evaluation system and it's Single Status Agreement. This ensures all employees are rewarded according to the demands and responsibilities of their job and that there are no discriminatory elements.

The posts of the majority of employees have been assessed using a National Joint Council for Local Government Services job evaluation scheme and which is supported by both the national trade unions and council employees.

The Single Status Agreement ensures that there is consistency and fairness in its terms and conditions, including pay that the council offers to its employees.

The grades of Chief Officers have been evaluated through the Hay Job evaluation process

Any changes to jobs or new jobs go through this job evaluation process to ensure that there is consistency and fairness in place. Based on the application of the job evaluation process, the council uses the nationally negotiated pay scale as the basis for its local grading structure. **Appendix B** shows the Lichfield District Council pay grades.

The Local Government Association (LGA) represents the council in national pay negotiations with trade unions and the government over pay and conditions.

In determining its grading structure and setting remuneration levels for all posts, the council also takes into account the need to ensure value for money in respect of the use of public funds, balanced against the need to recruit and retain employees who are able to meet the requirements of their respective roles, and provide timely high quality services to the community, delivered effectively and efficiently.

New appointments will normally be made at the lowest level within the relevant grade, although this can be varied where necessary to ensure the best candidate is secured, or if an internal candidate is appointed on promotion, that a pay rise ensues.

From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. This is known as a 'market supplement'.

All other pay related allowances are the subject to either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by council policy.

## Apprenticeships

In order to meet our obligations under the Enterprise Act 2016, <https://www.gov.uk/government/news/enterprise-act-becomes-law> which has enabled the Government to set ambitious targets for the public sector to have up to 2.3% of their workforce in an apprentice annually.

Our aim is to (where budgets, suitable vacancies and available registered training providers are available) achieve our target of up to 13 new apprentices during 2017/18. All vacancies will be considered by relevant Directors together with Heads of Service to ensure that opportunities for different ways of working are explored, that we have considered if the vacant post can be filled by an Apprentice, and that appointments are made on the most appropriate basis and only when essential to ongoing service delivery. We aim to pay new recruits to an apprenticeships in line with the Apprenticeship rates as at April 2017 -see **Appendix B**

## 4. Definition of a Chief Officer

Section 43 of the Act defines the meaning of a Chief Officer and refers to the Local Government and Housing Act 1989. Statutorily the Chief Officers at Lichfield District Council are the Chief Executive and the two directors but locally, the council has extended the definition of a Chief Officer to include the following:

- The Head of Paid Service; –the Chief Executive
- Statutory Chief Officers – these are the council’s two directors
- Heads of Service (8 posts)
- Assistant Chief Executive

## 5. Chief Officers’ remuneration

### Chief Executive, Directors, Heads of Service and Assistant Chief Executive

The current levels of remuneration are:

#### Chief Executive

The current salary of the post is £100,831 the salary falls within a range of four incremental points between £95,069, rising to a maximum of £100,831, not inclusive of any payment for Returning Officer duties, with the exception of District and Parish elections, payment for which is included in the salary.

#### Directors

The salaries of posts within a range of four incremental points between £78,780 and £83,328

#### Heads of Service (HoS) and Assistant Chief Executive

The Assistant Chief Executive reports directly to the Chief Executive and the Heads of Service report directly to a Director and are paid on the Hay Scale, and are classed as part of the Leadership Team (for the purposes of the act). These officers are paid in a range of five incremental points between £55,550 and £60,600.

## 6. Performance related pay for the Chief Executive

The scheme allows for an assessment of performance on an annual basis and a payment to reflect performance achievements delivered by the posts of the Chief Executive. The performance measures and targets are agreed for the Chief Executive who is appraised by the Leader, Deputy Leader and Leader of the Opposition. The amount awarded is based on the following:

- The maximum payable 10% of current salary.
- Targets substantially met – full payment.
- At least 50% of targets met, with justification all targets have not been substantially met – a payment of between 50% and 75%.
- Less than 50% of targets met – no payment.

## 7. Other pay additions

In addition to basic salary, described below are details of other elements of ‘additional pay’ which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties:

- Fees paid for Returning Officer duties where identified and paid separately. This applies solely to the Chief Executive and relates to fees, which are set by the Government for Parliamentary elections, European elections and referenda, and through agreement with Staffordshire County Council, for County Council elections, using a pence per elector for the calculation. Fees for the district and parish local elections are included in the salary level.
- Essential user car allowance is £80.25 or £70.50 per month dependent on the size of vehicle. These rates are applicable to all employees who are essential car users.
- There are currently 75 employees receiving an essential car user’s allowance.

In addition to basic salary, details of other elements of ‘additional pay’ which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties, are set out below:

Additional Payments	Numbers	Pay range FTE Per annum £
Shared Service Payment	2	3528- 4459
Market Supplement pay range	4	2211-5767

## 8. Payments on termination

### All staff

The council’s approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment), (Discretionary Compensation) Regulations 2006 [and if adopted] Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

The details of payments are set out in the Council’s Discretionary Payment Policy. These policies apply equally to all council employees.

## 9. Lowest paid employees

The lowest paid people employed under a contract of employment with the council would be employed on a full time [37 hours] equivalent salary, set at the minimum pay point currently in use within the council’s grading structure (see **Appendix B**) which is currently £7.78 per hour, there are currently no employee on this rate of pay.

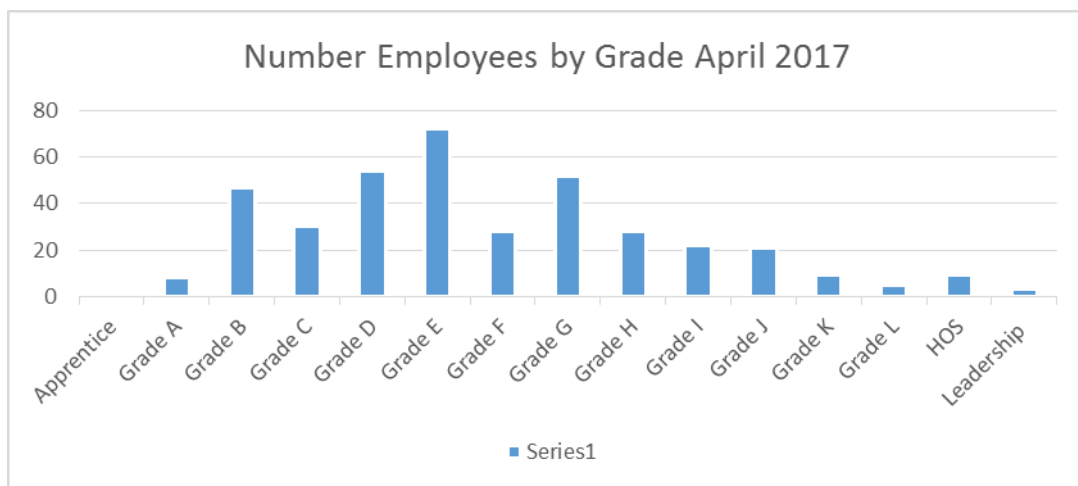
The council employs apprentices who are not included in the definition of ‘lowest paid employees’ as the terms and conditions are determined by the National Apprenticeship Services.

## 10. Pay relationship

The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce, and that of senior managers. This is detailed in the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report explored the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure, and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

The graph below shows the relationship numbers of staff on the different pay grades within the council:



The current pay levels within the council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive ratio is 1 to 6.68 and between the lowest paid employee and median average chief officer as 1 to 4.01. The multiple between the median average full time equivalent earnings and the Chief Executive is 1 to 4.87, and between the median average full time equivalent earnings and median average chief officer it is 1 to 2.93.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the council uses available benchmark information as appropriate.

## 11. Publication

Upon approval by Full Council, this statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £50,000, the council's Annual Statement of Accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to, or receivable, by the person in the current and previous year
- any bonuses paid or receivable by the person in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above

## 12. Accountability and decision making

In accordance with the constitution of the council, the Employment Committee is responsible to the council for functions relating to employment matters including establishing the overall framework for remuneration and terms and conditions of employment.

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*Status: This is the original version (as it was originally enacted). This item of legislation is currently only available in its original format.*

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# Localism Act 2011

## 2011 CHAPTER 20

### PART 1

#### LOCAL GOVERNMENT

#### CHAPTER 8

#### PAY ACCOUNTABILITY

#### Pay policy statements

#### 38 Pay policy statements

- (1) A relevant authority must prepare a pay policy statement for the financial year 2012-2013 and each subsequent financial year.
- (2) A pay policy statement for a financial year must set out the authority's policies for the financial year relating to—
  - (a) the remuneration of its chief officers,
  - (b) the remuneration of its lowest-paid employees, and
  - (c) the relationship between—
    - (i) the remuneration of its chief officers, and
    - (ii) the remuneration of its employees who are not chief officers.
- (3) The statement must state—
  - (a) the definition of "lowest-paid employees" adopted by the authority for the purposes of the statement, and
  - (b) the authority's reasons for adopting that definition.
- (4) The statement must include the authority's policies relating to—
  - (a) the level and elements of remuneration for each chief officer,
  - (b) remuneration of chief officers on recruitment,
  - (c) increases and additions to remuneration for each chief officer,



**National Joint Council for Local Government Services  
April 2017 – March 2018**

<b>BAND A</b>	<b>ANNUAL</b>	<b>HR</b>		<b>BAND G</b>	<b>ANNUAL</b>	<b>HR</b>
A4	<i>Deleted wef 01/10/2013</i>			G26	23398	12.1278
A5	<i>Deleted wef 01/10/2015</i>			G27	24174	12.5300
A6	15014	7.7822		G28	24964	12.9395
A7	15115	7.8345		G29	25951	13.4511
				G30	26822	13.9026
<b>BAND B</b>				<b>BAND H</b>		
B7	15115	7.8345		H30	26822	13.9026
B8	15246	7.9024		H31	27668	14.3411
B9	15375	7.9693		H32	28485	14.7645
B10	15613	8.0926		H33	29323	15.1989
B11	15807	8.1932		H34	30153	15.6291
<b>BAND C</b>				<b>BAND I</b>		
C11	15807	8.1932		I34	30153	15.6291
C12	16123	8.3570		I35	30785	15.9567
C13	16491	8.5477		I36	31601	16.3796
C14	16781	8.6980		I37	32486	16.8384
				I38	33437	17.3313
<b>BAND D</b>				<b>BAND J</b>		
D14	16781	8.6980		J38	33437	17.3313
D15	17072	8.8489		J39	34538	17.9020
D16	17419	9.0287		J40	35444	18.3716
D17	17772	9.2117		J41	36379	18.8562
D18	18070	9.3662				
<b>BAND E</b>				<b>BAND K</b>		
E18	18070	9.3662		K41	36379	18.8562
E19	18746	9.7165		K42	37306	19.3367
E20	19430	10.0711		K43	38237	19.8193
E21	20138	10.4381		K44	39177	20.3065
E22	20661	10.7091		K45	40057	20.7626
<b>BAND F</b>				<b>BAND L</b>		
F22	20661	10.7091		L45	40057	20.7626
F23	21268	11.0238		L46	41025	21.2643
F24	21962	11.3835		L47	41967	21.7526
F25	22658	11.7442		L48	42899	22.2357
F26	23398	12.1278		L49	43821	22.7136

Apprentice Rate– under 19 or 19 and over and in the first year of their apprenticeship - £3.50 per hour