

## APPENDIX 1

This Report will be made public on 27 February 2019.



Report Number **P/18/07**

**To:** Personnel Committee  
**Date:** 7<sup>th</sup> March 2019  
**Status:** Non-executive Decision  
**Chief Officer:** Andrina Smith, Chief HR Officer

**SUBJECT: PAY POLICY STATEMENT 2019/20**

**SUMMARY:** This report presents the pay policy statement for 2018/19 for approval and recommendation to council

**REASONS FOR RECOMMENDATIONS:**

Personnel Committee is asked to note the contents of the report.

**RECOMMENDATIONS:**

1. To receive and note Report P/18/07.
2. To recommend to council that it approve under S38(1) Localism Act 2011 the Pay Policy Statement appended to this report for 2019/20.

## 1. INTRODUCTION

- 1.1 All local authorities are required to annually publish, and present to Full Council for adoption, a Pay Policy Statement in accordance with the Localism Act 2011. Folkestone & Hythe District Council's Pay Policy Statement is proposed to be updated, adopted and published by the end of March each year.

## 2. PAY POLICY

- 2.1 The draft Pay Policy Statement for 2018-19 is attached as **Appendix A**. This is based on:
- The Department of Communities and Local Government's (DCLG)\*\* Statutory Guidance Under Section 40 of the Localism Act, Openness and Accountability in Local Pay, published at February 2012,
  - The Department of Communities and Local Government's (DCLG) Openness and Accountability in Local Pay: Guidance under section 40 of the Localism Act 2011 – Supplementary Guidance, published February 2013,
  - Guidance from the South East Employers.
- \*\* The Department of Communities and Local Government (DCLG) is now known as the Ministry of Housing, Communities & Local Government however the guidance documents still bear the DCLG name.
- 2.2 The DCLG Guidance confirms that councils are not 'required to use the pay policy (statement) to publish specific numerical data on pay and reward' however it should be noted that the council is required to publish certain salary information under the Code of Recommended Practice for Local Authorities on Data Transparency and by the Accounts and Audit (England) Regulations 2011.
- 2.3 The Guidance further states that the Localism Act requires authorities to explain what they think the relationship should be between the remuneration of its Chief Officers and its employees who are not Chief Officers. The pay policy statement therefore explains the 'relationship' in terms of the grading systems used and by reference to the requirements set out in paragraph 2.2 above.
- 2.4 Paragraph 5 of the Pay Policy Statement has been updated for 2019/20 to recognise the changes in job titles of the Corporate Directors.
- 2.5 In addition, the general content of the Pay Policy Statement has been updated to ensure reference to Folkestone & Hythe District Council throughout, Corporate Management Team has been updated to Corporate Leadership Team and references to Heads of Service have been updated to Assistant Directors.
- 2.6 Following the introduction of a new employee benefits scheme (F&H

Rewards), a new section of 'Other Employee Benefits' has been added to the pay policy statement starting at paragraph 32 and all subsequent paragraphs have been renumbered.

- 2.7 The changes outlined in 2.4, 2.5 and 2.6 above are the only substantial changes made to the statement since its previous approval by council in July 2018, with the exception of updating dates in the relevant sections.
- 2.8 At the time of writing this report no further updated guidance notes have been issued by the DCLG, however should an update be issued that requires an amendment to the attached pay policy statement for 2019-20 then a revised statement will be presented to the Personnel Committee at a future meeting.

### **3. RISK MANAGEMENT ISSUES**

- 3.1 A summary of the perceived risks are as follows:
- No perceived risks

### **4. LEGAL / FINANCIAL AND OTHER CONTROLS / POLICY MATTERS**

#### **4.1 Legal Officer's Comments (DK)**

There are no legal implications arising directly out of this report, relevant issues having been addressed in each of the report and the Appendix.

#### **4.2 Finance Officer's Comments (LH)**

Any financial implications arising from any reward strategy will need to be considered within the council's medium term financial planning processes.

#### **4.3 Diversities and Equalities Implications (ASm)**

There are no specific Diversities and Equalities Implications arising from this report.

### **5. CONTACT OFFICER AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Andrina Smith, Chief HR Officer  
Tel: 01303 853405  
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The following background documents have been relied upon in the preparation of this report:

None

## **Appendix**

Appendix A – Draft Pay Policy Statement 2019-20