

Notice of Meeting

Council

A meeting of the Test Valley Borough Council will be held on

Date: Monday 25 February 2019

Time: 4.00 pm

Venue: Upper Guildhall, High Street, Andover, Hampshire SP10 1NT

when your attendance is required to consider the business set out in the agenda.



Head of Legal and Democratic Services

For further information or enquiries please contact:

Caroline Lovelock - 01264 368014
clovelock@testvalley.gov.uk

Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
Andover, Hampshire,
SP10 3AJ

www.testvalley.gov.uk

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Council

Monday 25 February 2019

AGENDA

- 1 Prayers
- 2 Apologies
- 3 Public Participation
- 4 Declarations of Interest
- 5 To approve the minutes of the meeting of the Council held on 23 January 2019 and 13 February 2019
- 6 Mayor's Announcements
- 7 **To receive and adopt Committee reports** 3 - 4

To receive and, where necessary, adopt reports of Committees
- 8 **To adopt a resolution relating to the Council Tax for 2019/20** 5 - 5

A copy of the recommendation will be circulated at the meeting as the Council is waiting for confirmation of the latest precept figure.
- 9 **Pay Policy Statement 2019/20** 6 - 11

To approve the Pay Policy Statement for 2019/20 which has been prepared in accordance with the requirements of the Localism Act 2011.
- 10 Questions on resolved items - Rule 11.1
- 11 Questions under Rule 11.2
- 12 Notice of Motion - Rule 12

ITEM 7 To receive and, where necessary, adopt the following reports of Committees:

To receive and, where necessary, adopt the following reports of Committees:

(Some reports may involve the disclosure of exempt information. If the Council wishes to debate them, for each individual case the Council will need to adopt a suitable motion).

7.1 To receive the minutes of the following meetings:

- 7.1.1 Southern Area Planning Committee – 8 January 2019
- 7.1.2 Cabinet – 16 January 2019
- 7.1.3 Overview and Scrutiny Committee – 21 January 2019
- 7.1.4 Northern Area Planning Committee – 24 January 2019
- 7.1.5 Southern Area Planning Committee – 29 January 2019
- 7.1.6 Cabinet – 13 February 2019
- 7.1.7 Northern Area Planning Committee – 14 February 2019
- 7.1.8 Southern Area Planning Committee – 19 February 2019
- 7.1.9 Overview & Scrutiny Committee – 20 February 2019

(Note: in relation to 7.1.6, 7.1.7, 7.1.8 and 7.1.9 these minutes are not included in the minute book and will be presented at the next Council meeting but members are able to ask questions on resolved items.)

7.2 To adopt recommendations from the following:

- 7.2.1 Cabinet – 13 February 2019
 - 7.2.1.1 Treasury Management Strategy Statement and Annual Investment Strategy 2019/20

The recommendation will be set out in an addendum.

- 7.2.1.2 Revenue Budget and Council Tax Proposals 2019/20

The recommendation will be set out in an addendum.

7.2.2 Northern Area Planning Committee – 14 February 2019

Recommendations to follow (if any)

7.2.3 Southern Area Planning Committee – 19 February 2019

Recommendation to follow (if any)

7.2.4 Overview & Scrutiny Committee – 20 February 2019

Recommendations to follow (if any)

ITEM 8 To Adopt a Resolution Relating to the Council Tax for 2019/20

Report of the Finance Portfolio Holder

Recommended:

SUMMARY:

- A copy of the recommendation will be circulated at the meeting as the Council is waiting for confirmation of the latest precept figure.

Background Papers (Local Government Act 1972 Section 100D)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	-	File Ref:	
(Portfolio: Finance) Councillor Giddings			
Officer:	Will Fullbrook	Ext:	8201
Report to:	Council	Date:	25 February 2019

ITEM 9

Pay Policy Statement 2019/20

Report of the Leader

Recommended:

That the Pay Policy Statement annexed to the report be approved.

SUMMARY:

- The Council is required in accordance with section 38 of the Localism Act 2011 to prepare and publish an annual Pay Policy Statement.
- Attached to this report is the statement for 2019/20 for approval.

1 Introduction

- 1.1 Section 38 (1) of the Localism Act 2011, requires English and Welsh local authorities to produce and publish a pay policy statement for 2012/13 and for each financial year thereafter. As a minimum, the pay policy statement must set out the Council's policies for the financial year relating to:
- The remuneration of its chief officers
 - The remuneration of its lowest paid employees
 - The relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers
- 1.2 The remuneration in the pay policy statement for 2019/20 relates to that payable to chief officers and other officers in the financial year 2019/20 and also to the recruitment and appointment of all chief or other officers during that year. All decisions on pay and reward (including severance) of chief officers must comply with the current pay policy statement.
- 1.3 The Council's Pay Policy Statement was first published in March 2012 following approval at full Council. These Statements must be approved by full Council in their open meeting by the end of March each year (it cannot be delegated to a sub-committee). Statements may be updated during the year. They are to be accessible to local taxpayers so they can take an informed view on whether local decisions on all aspects of remuneration are fair and make the best use of public funds.
- 1.4 The information contained within the Pay Policy Statement should link with data published under the Local Government Transparency Code 2015 which aims to increase the transparency of how taxpayers' money is used. Data on senior salaries higher than £50,000 is published each year in the Council's annual accounts.

2 Background

- 2.1 The Pay Policy Statement for 2018/19 was duly approved by Council on the 23 February 2018.
- 2.2 The Pay Policy Statement for 2019/20 is attached at Annex 1 updates the 2018/19 statement and sets out to meet the requirements of Section 38. Once again, the Statement does not contain anything 'new', but rather it gathers the information required by the Act into a single document from a number of the Council's existing approved policies and decisions.

3 Legal Implications

- 3.1 The requirement to prepare an annual Pay Policy Statement is a statutory requirement placed upon the Council by the Localism Act 2011.

4 Conclusion

- 4.1 The Pay Policy Statement at Annex 1 assembles the required statutory information from the Council's existing policies and presents them as a single document to meet the requirements of the Localism Act.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1	File Ref:	N/A
(Portfolio: Leader) Councillor North			
Officer:	Alex Rowland	Ext:	8251
Report to:	Council	Date:	25 February 2019

Pay Policy Statement 2019/20

1. INTRODUCTION

- 1.1 This is the statement for Test Valley Borough Council
- 1.2 The Localism Act 2011 requires each council to produce and publish annually a pay policy statement. The statement must be approved by 31 March each year, by a meeting of the full Council, and must then be published on their website. The pay policy statement may be amended during the year by further resolution of the Council.
- 1.3 The pay policy statement must as a minimum include details of the Council's policy on:
 - the remuneration of its chief officers
 - the remuneration of its lowest-paid employees
 - the relationship between the remuneration of its chief officers and other officers.
- 1.4 For the purposes of the Localism Act 2011 and this statement, the term "chief officers" is defined by Section 2 of the Local Government and Housing Act 1989. For this Council, the term "chief officers" refers to the Chief Executive, Corporate Directors, Heads of Service and the Head of Planning Policy. These officers make up the Officers' Management Team for Test Valley Borough Council.
- 1.5 Test Valley Borough Council recognises that our employees make a critical contribution towards the realisation of the Council's vision - to be an organisation of excellence committed to improving the quality of life of all the people of Test Valley. The Council needs to have flexibility and capability to be able to adapt to change and meet the needs of our customers. Our approach to rewarding staff aims to ensure fairness, equity and transparency and to retain good staff by sensible and proportionate pay and reward strategies appropriate for their role.
- 1.6 Each council has the autonomy to make decisions on pay that are appropriate to their local circumstances and which deliver value for money to local taxpayers. The localism act ensures local authorities are open about their local policies and how these decisions are made.

2. REMUNERATION OF CHIEF (AND OTHER) OFFICERS

- 2.1 Decisions on pay and reward for all employees including Chief Officers are made in an open and accountable way through the General Purposes Committee. The Committee comprises elected Councillors and has responsibility for local terms and conditions of employment for staff.
- 2.2 The Council's pay framework, implemented prior to 1991, is based on locally agreed pay arrangements for all employees. Remuneration levels are approved by

ANNEX

the General Purposes Committee. The Council's pay framework is based on the Hay Job Evaluation Scheme where the grade for each role is determined by a fair and consistent job evaluation process. There are 16 grades in total in the pay framework, grade 2 being the lowest and grade CE being the highest. With the exception of apprentices each employee will be on one of the grades based on the evaluation of their role. Employees can progress to the salary grade maximum of their grade subject to assessment of their performance and in accordance with the Council's general pay policy.

- 2.3 The annual cost of living pay award is considered for all employees in conjunction with the recognised trade unions, UNISON, UNITE and GMB. Any cost of living award is approved by the General Purposes Committee who take account of national and local considerations in making their decision including the national joint council (NJC) pay award, inflation, earnings growth, and salaries in the comparable market. Local and national pay benchmarking is undertaken to provide comparison and assurance of both value of remuneration and competitiveness within the comparable market. All employees received a cost of living award of 2.5% in 2018/19.
- 2.4 Chief Officer salaries are detailed in the table below and their earnings are published each year in the Council's Statement of Accounts along with details of senior staff earning over £50,000.

Role	Salary Range from 01 April 2018
Chief Executive (1)	£101,023 - £123,425
Corporate Director (2)	£84,289 - 102,969
Head of Service (9) (8 FTE)	£64,411 - £78,694
Head of Planning Policy (1)	£57,203 - £69,889

- 2.5 The salaries remunerate Chief Officers for their full range of duties and hours of work. The Council does not offer performance related pay to any employee. Chief Officers have the option of either a lease car or a cash alternative. A small number of other officers have entitlement to either a lease car or cash alternative and some officers have historic entitlement to an essential car user allowance. Some non-chief officer roles, have use of a Council Vehicle where there is a regular and essential driving requirement as part of the role. All officers, where there is a requirement for their role, have paid membership of a relevant professional body and are reimbursed for business mileage at the relevant HMRC rate.
- 2.6 Any allowance or other payment made to chief and other officers will only be made to an employee in connection with their role or the pattern of hours they work and must be in accordance with the Council's employment policies, national agreements in respect of 'subsistence' meal allowances and individual contractual requirements.

ANNEX

- 2.7 Honorarium are paid when an officer undertakes all or some of the duties of a higher graded post. This is a temporary arrangement and their total pay inclusive of the honorarium cannot exceed the rate for the post they are covering if promoted to it. The Council operates a recognition scheme which provides a one-off recognition payment for outstanding performance of up to £1000. A manager may recommend an employee for a recognition payment where they have demonstrated outstanding performance in undertaking additional projects or tasks or for outstanding performance in undertaking duties and responsibilities which fall outside the scope of their post.
- 2.8 The Council operates a small range of flexible benefits to all staff including salary sacrifice bicycle schemes and government childcare vouchers.
- 2.9 The Council may consider the use of market supplements for specific posts in the event of recruitment difficulties. Supplements will be time limited and subject to the provision of objective market evidence to support payment.
- 2.10 All employees are automatically enrolled in the local government pension scheme when they join the Council, they may opt out if they wish. All employee's contributions are determined by their salary and the rules of the scheme. The Council made a pension contribution of 15.1% of pensionable pay in 2018/19 towards the pension for each member of the scheme. More comprehensive details of the scheme are available from the Hampshire Pension Service website. The Council publishes its policy on discretionary aspects of the scheme on its website.
- 2.11 All chief officers are subject to the same performance management process as other employees. Targets and objectives are set and performance is assessed through a performance review process.
- 2.12 For nationally advertised posts above Grade 9, a payment may occasionally be offered to new employees moving within 20 miles of the Council offices to take up a position. Payments are detailed in the Council's relocation policy.
- 2.13 The Chief Executive has been appointed as the Council's returning officer. He may employ other officers to support him in his work. Any fees for elections are paid separately. The amount of the fee is not fixed and is based on electorate/postal votes and the type of election. Any fees payable are calculated in accordance with the statutory rules and recommendations of the Hampshire and Isle of White Election Fees Working Party for all local government elections and by Central Government for Parliamentary and other national elections.
- 2.14 The Council has an agreed approach to organisational change which it applies to all employees without differentiation. In cases of redundancy those employees with 2 or more years' continuous service have an entitlement to a redundancy payment.
- 2.15 The Council does not normally provide any additional payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving.

ANNEX

- 2.16 In exceptional circumstances the Council may agree for an employee's employment to come to end by way of a Settlement Agreement which may involve the payment of severance pay. In calculating any severance package the Council will take into account any contractual and statutory entitlements and value for money.
- 2.17 It is not normal practice for the Council to re-employ or re-engage a chief officer following a severance or redundancy payment on either a new contract of employment or a contract for services. Where the Council employs a chief or other officer following receipt of a redundancy payment from an organisation covered under the National Modification Order we would ensure the rules of the Order are applied. Where chief or other officers are in receipt of a Local Government Pension and there are restrictions on their earnings, we would comply with the Local Government Pension Scheme Regulations.

3. REMUNERATION OF THE LOWEST-PAID EMPLOYEES

- 3.1 The lowest paid employees refer to those staff employed on grade 2 of the Council's pay framework. The definition has been adopted because grade 2 is the lowest grade on which employees are paid within the Council's pay framework. The lowest paid employees do not include apprentices for whom there are separate pay arrangements.
- 3.2 Pay scale for Grade 2 ranges from £16,885 to £18,477. The Council has agreed to pay a minimum salary of £16,885 or £8.75 an hour from 01 April 2018. Any pay award from 01 April 2019 has yet to be agreed.

4 REMUNERATION OF CHIEF OFFICERS COMPARED WITH OTHER OFFICERS

- 4.1 The Council are required to publish the pay multiple defined as the ratio between the highest paid taxable earnings for the given year including variable pay, allowances and the cash value of any benefits in kind compared with the median earnings of the whole of the Council's workforce.
- 4.2 The median earnings for all officers is £25,587. The Chief Executive's total remuneration is 5.2 times the median earnings of the whole of the workforce.
- 4.3 Please note the Council does not set the remuneration of any individual or group of posts by reference to a multiple of another post or group of posts. Pay multiples do not capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. In terms of overall remuneration packages the Council has a local pay framework which is fair and equitable where roles are evaluated using the HAY job evaluation framework to ensure pay levels reflect differences in roles and responsibilities.

Last updated: 17/01/2019