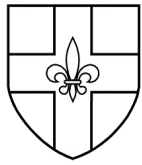


Public Document Pack



CITY OF  
*Lincoln*  
COUNCIL

**Chief Executive & Town Clerk**

City Hall, Beaumont Fee

Lincoln, LN1 1DB

Telephone: (01522) 873387

Facsimile: (01522) 542569

Website: [www.lincoln.gov.uk](http://www.lincoln.gov.uk)

Minicomms: (01522) 873693 - Reception

**TO ALL COUNCIL MEMBERS**

**Democratic Services** are dealing with this matter

Direct Line: (01522) 873387

E-Mail: [democraticservices@lincoln.gov.uk](mailto:democraticservices@lincoln.gov.uk)

Date: 1 March 2019

**COUNCIL - MONDAY, 4 MARCH 2019**

Dear Councillor,

Further to the previously issued agenda for the Council meeting of Monday, 4 March 2019, please find attached the following additional papers.

**Pay Policy Statement (Pages 3 - 12)**

The Pay Policy Statement has been added to the agenda for this meeting as it needs to be formally approved by the Council by 31 March 2019 and cannot therefore be reasonably deferred. The report and appendix for this item are attached.

**Medium Term Financial Strategy 2019 - 2024 (Pages 13 - 14)**

The attached Appendix replaces the version originally published as it incorporates some necessary revisions which have occurred since publication.

**Council Tax 2019/20 (Pages 15 - 16)**

The attached document sets out some amendments to the report originally published to reflect some necessary revisions which have occurred since publication.

If you require any further information please feel free to contact me using the information provided above.

Yours faithfully,

**Graham Watts**  
**Democratic Team Leader and Elections Manager**

This page is intentionally blank.

<b>SUBJECT:</b>	<b>PAY POLICY STATEMENT</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE AND TOWN CLERK</b>
<b>REPORT AUTHOR:</b>	<b>CITY SOLICITOR</b>

**1. Purpose of Report**

1.1 To request that Council approves the attached Pay Policy Statement, drafted in compliance of section 38 (1) of the Localism Act 2011.

**2. Background**

2.1 Section 38 (1) of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year. This must be approved by Council by the end of March.

2.2 The Government requires local authorities to produce pay policy statements which articulate an authority's own policies towards a range of issues relating to pay of its workforce, particularly its senior staff and its lowest paid employees.

2.3 The Government also considers that decisions on pay policies should be taken by elected members, as those directly accountable to local communities. The Act therefore requires the pay policy statement and any amendments to be considered by a meeting of full Council and cannot be delegated to any committee.

**3. Pay Policy 2019-20**

3.1 In order to comply with the Act the pay policy statement must include the Council's policy on:

- The level and elements of remuneration for chief officers
- The remuneration of the lowest paid employee, and the definition of 'lowest paid employee'
- The relationship between the remuneration of chief officers and other officers
- Specific aspects of chief officers' remuneration, including at appointment, increases, termination and any other payments.

The Act defines remuneration to include pay, charges, fees, allowances, benefits in kind, increase in enhancements of pension entitlements, and termination payments.

3.2 The Pay Policy Statement must be:-

- approved formally at full Council by the end of March each year but can be amended at any time during the year
- published on the Council's website

- complied with when the council sets its terms and conditions for chief officers

The City of Lincoln Pay Policy Statement is attached at **Appendix 1**.

#### **4. Strategic Priorities**

##### **4.1 Let's reduce inequality**

By producing the pay policy statement the Council ensures, in relation to any remuneration that it is being transparent and accountable.

#### **5. Organisational Impacts**

##### **5.1 Finance**

As identified in the attached statement.

##### **5.2 Legal Implications including Procurement Rules**

The legal considerations are set out in the body of the report and therefore there are no additional legal implications arising. The pay policy statement complies with the statutory requirements.

##### **5.3 Equality, Diversity and Human Rights**

The requirements of the Equality Act are considered as part of the recruitment, selection and pay structure processes.

#### **6. Recommendation**

##### **6.1 That the Pay Policy Statement be approved.**

**Is this a key decision?** No

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?** One

**List of Background Papers:** None

**Lead Officer:** Claire Burroughs, HR and WBL Manager  
Telephone (01522) 873856

**City of Lincoln Council Pay Policy Statement 2019/20**

**1. Introduction**

The City of Lincoln Council recognises the need to manage scarce public resources while balancing the need for remuneration at all levels to be adequate to secure and retain high quality employees who are dedicated to public service.

It is important that the City of Lincoln Council is able to determine its own senior pay structures in order to address local priorities and compete in the local labour market.

It is recognised that senior management roles in local government are complex and diverse functions which operate in a political environment where national and local pressures may conflict. The City Council's ability to attract and retain high calibre leaders capable of delivering a complex agenda during times of financial pressure is crucial especially when the numbers of senior management roles are reducing.

**2. Legislation**

Section 38 (1) of the Localism Act 2011 requires local authorities to produce a pay policy statement for each financial year. The Act provides details on matters that must be included in the policy and guidance from DCLG, JNC for Chief Officers of Local Authorities and ALACE have been used in preparing this statement.

The Pay Policy Statement must be:

- approved formally at full Council by the end of March each year but can be amended at any time during the year
- published on the Council's website
- complied with when the Council sets its terms and conditions for Chief Officers

**3. Context**

The Council, like all other local authorities, continues to face unprecedented and uncertain times as it copes with the challenge of delivering public services with a much lower level of financial resources than previously.

The Council continues to do all that it can to minimise the effects arising from annually reduced resources on the public and those employed by the Council, and will prioritise those services that are needed the most.

It has taken sensible steps to comprehensively review the services it delivers, and the way that it delivers them, so that its limited resources are used to maximum effect, and it will continue to build on its record of delivering new and better ways of doing things.

#### **4. Scope**

In order to comply with the Act the pay policy will include the Council's policy on:

- The level and elements of remuneration for Chief Officers
- The remuneration of the lowest paid employee, and the definition of 'lowest paid employee'
- The relationship between the remuneration of Chief Officers and other officers
- Specific aspects of Chief Officers' remuneration, including at appointment, increases, termination and any other payments.

The Act defines remuneration to include pay, charges, fees, allowances, benefits in kind, increase in enhancements of pension entitlements, and termination payments.

#### **5. Senior Pay**

In this Policy the senior pay group covers the top five tiers of the organisation. These are the Chief Executive, Strategic Directors, Assistant Directors and Heads of Service.

The Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities and the Joint Negotiating Committee (JNC) for Chief Executives adopted a modified version of the HAY job evaluation scheme for authorities to use to facilitate a review of senior posts.

In 2003 the Employers Organisation was engaged by the City Council to evaluate senior management posts using the HAY Job Evaluation Scheme. This exercise was repeated in 2005.

In early 2016 a restructure of the Council took place which saw the introduction of two Statutory Officer posts and they, together with the Assistant Directors, were given a wider remit in terms of strategic service delivery. As a result of the restructure, a further salary evaluation was undertaken in 2015 and the following salary ranges were agreed.

Chief Executive	-	£104,406	-	£117,921
Strategic Directors	-	£79,713	-	£94,045
Statutory Officers	-	£67,869	-	£73,068
Assistant Directors	-	£59,058	-	£65,127
Heads of Service	-	£52,002	-	£58,071

The percentage differentials between grades is between 76 and 79% of the Chief Executives bandings for Strategic Directors, 62 and 65% Chief Executives bandings for Statutory Officers, 70 to 74% Strategic Directors bandings for Assistant Directors and 62 to 65% Strategic Directors for Heads of Service.

Since this date salary increases will be in line with the negotiated settlements as agreed by the JNC for Chief Officers and Chief Executives.

## **5.1 Current Salary Levels for Chief Officers**

Chief Executive annual salary bands

CX01 £104406  
CX02 £108267  
CX03 £112122  
CX04 £115986  
CX05 £117921

Strategic Directors' annual salary bands (76 to 79% of Chief Executives pay bandings)

CD01 £79713  
CD02 £83649  
CD03 £87582  
CD04 £91521  
CD05 £93045

Statutory Officers annual bands (62 to 65% of Chief Executives pay bandings)

SO01 £67869  
SO02 £69168  
SO03 £70467  
SO04 £71766  
SO05 £73068

Assistant Directors annual bands (70 to 74% of Strategic Directors pay bandings)

C001 £59058  
C002 £60576  
C003 £62091  
C004 £63615  
C005 £65127

Heads of Service annual bands (62 to 65% of Strategic Directors pay bandings)

HO01 £52002  
HO02 £53514

HO03 £55029  
HO04 £56553  
HO05 £58071

Any national pay award, once agreed, would be applied.

The bands are in place to recognise and reward long service and loyalty, and also to allow some discretion in terms of starting salaries based on:

- Salary levels in a previous role
- Qualifications, skills and knowledge which are desirable within the role but if already held by the individual would diminish the need for training and development.

## **5.2 Allowances and benefits for the Chief Executive and Chief Officers**

There are no other additional elements of remuneration in respect of overtime, bank holiday working, stand-by payments, enhanced payments for evening or weekend working paid to senior staff, as they are expected to undertake duties outside their contractual hours and working patterns without additional payment. In line with this we do not operate an 'earn back' scheme and do not consider this would be appropriate at this time.

## **5.3 Severance of Chief Officers contracts**

There is no severance package for Chief officers, outside of those relating to entitlements under the JNC Terms and Conditions, the policies of City of Lincoln Council and the Local Government Regulations which relate to all employees on termination or dismissal.

## **5.4 Publication of information relating to Chief Officer Pay**

Rates of pay are published in accordance with the Localism Act.

## **5.5 Additional Fees**

The Chief Executive is the Returning Officer for the City of Lincoln Council. The Returning Officer is the person who has the overall responsibility for the conduct of elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983, although appointed by the Council the role of the Returning Officer is one of a personal nature and distinct and separate from their duties as an employee of the Council. The Returning Officer is responsible for:

- the nomination process for candidates and political parties;
- provision and notification of polling stations;
- appointment of presiding officers and polling clerks;
- appropriate administration and security of polling stations;
- preparation of all ballot papers;
- the actual Count and Declaration of Results;



- issue, receipt and counting of postal ballot papers;
- all candidates' election expenses return

There was one election in 2018, City of Lincoln Council in which the Chief Executive received £264.00 per ward for the role of Returning Officer. The total sum being £2904.00.

## **6. Pay Structure**

6.1 The pay structure for employees who are covered by the National Joint Council for local Government Services (Green Book) are calculated using the Greater London Provincial Council Job Evaluation Scheme. Employees only receive a pay rise when it has been agreed nationally with the Joint Negotiating Committee. Employees can move up a spinal column point within their grade after each year of service until the highest spinal column point is reached.

6.2 The Salaries for employees covered by the Joint Negotiating Committee for Local authority Craft and Associated Employees (Red Book) are within the Craft Development scheme which was agreed under the terms of a local agreement in 2006. Employees under the Craft Development Scheme are paid according to their skills and ability linked to their specific craft.

6.3 Employees only receive a pay rise when it has been agreed nationally with the Joint Negotiating Committee. A flat rate increase of 2% was agreed for those on scale points 20 and above with effect from April 2018 (with the exception of chief officer related grades). For those on scale points below 20 received high increases equivalent to 3.734% to 9.191%.

6.4 The Council does not have a policy that would allow any employee to minimise tax payments.

## **7. Living Wage**

The Council became an accredited member of the Living Wage Foundation in October 2013.

The Council has previously implemented the living wage increases. Following the introduction of a new pay spine with effect from 1<sup>st</sup> April 2019 the lowest pay spine will be £9.0749 per hour. As such, there will be no employees being paid under £9.00 and no requirement therefore to progress approval to implement the latest Living Wage rate.

## **8. Relationship between pay rates**

The lowest paid employee within the council is on a scale S1B and is paid £16881.25 (including living wage supplement).

The highest graded post is that of Chief Executive of £117,921 per annum.

Therefore the ratio between the Chief Executives pay and the lowest paid employees is 6.9:1. This is lower than last year and is considered to be acceptable at this time.

## **9. Pension contributions**

All employees who are members of the Local Government Pension Scheme make individual contributions to the scheme in accordance with the following table.

Local Government Pension Scheme – contribution bands with effect from the 1 April 2018.

Band	Salary Range	Contribution Rate
1	£0 - £14100	5.5%
2	£14101 - £22000	5.8%
3	£22001 - £35700	6.5%
4	£35701 - £45200	6.8%
5	£45201 - £63100	8.5%
6	£63101 - £89400	9.9%
7	£89401 - £105200	10.5%
8	£105201 - £157800	11.4%
9	More than £157801	12.5%

Employers' contributions to the LGPS vary depending upon how much is needed to ensure benefits under the Scheme are properly funded, and are set independently. The rules governing the pension scheme are contained in regulations made by Parliament.

## **10. Travel**

Essential car user allowance has been removed from all employees except where it is provided as a reasonable adjustment in relation to disability. Mileage is paid at the prevailing HMRC rate for all employees.

## **11. Professional fees**

Professional fees are only paid to practising Solicitors who require membership in order that they can lawfully act as a Solicitor.

## **12. Market Supplements**

No market supplements are paid.

## **13. Discretionary Payments**

The Council has an approved Change Management Policy which includes an Early Retirement and Redundancy policy and this will be applied equally to all members of staff. The Council has a flexible retirement policy.

#### **14. Decision Making**

Decisions on remuneration are made by Executive.

#### **15. Disclosure**

This Pay Policy Statement will be published on the Council's Website. In addition, details of employees paid above £50,000 are disclosed.

#### **16. Review**

This Pay Policy will be reviewed annually in line with the Localism Act and any guidance issued by the DCLG.

January 2019

This page is intentionally blank.

## COUNCIL – 4 MARCH 2019

**Agenda Item 4(a) – Medium Term Financial Strategy**

Appendix A should be replaced as with new table as below (changes highlighted):

**GENERAL FUND BUDGET SUMMARY 2019/20 - 2023/24**

	<b>2019/20 Estimate £</b>	<b>2020/21 Estimate £</b>	<b>2021/22 Estimate £</b>	<b>2022/23 Estimate £</b>	<b>2023/24 Estimate £</b>
Chief Executive & Town Clerk	3,191,810	3,164,590	3,209,780	3,451,930	3,624,310
Communities & Environmental Services	5,187,980	5,051,220	4,722,070	4,442,300	4,283,810
Major Developments	418,280	429,670	438,220	462,400	469,810
Housing & Regeneration	739,160	749,780	758,880	767,940	775,150
Corporate	<b>1,755,710</b>	1,784,720	1,816,880	1,854,340	1,877,580
	<b>11,292,940</b>	<b>11,179,980</b>	<b>10,945,830</b>	<b>10,978,910</b>	<b>11,030,660</b>
Capital Accounting Adjustment	2,835,510	2,591,220	2,447,840	2,595,940	2,597,190
<b>Base Requirement</b>	<b>14,128,450</b>	<b>13,771,200</b>	<b>13,393,670</b>	<b>13,574,850</b>	<b>13,627,850</b>
Specific Grants	(778,230)	(502,420)	(111,190)	(50,250)	0
Contingencies	158,030	159,350	160,780	162,340	164,060
Savings Targets	(695,090)	(1,244,930)	(1,220,730)	(1,212,630)	(1,206,950)
Transfers to/(from) earmarked reserves	156,150	(254,680)	(534,130)	(169,010)	391,380
Transfers to/(from) insurance reserve	131,370	133,070	134,330	136,670	140,210
<b>Total Budget</b>	<b>13,100,680</b>	<b>12,061,590</b>	<b>11,822,730</b>	<b>12,441,970</b>	<b>13,116,550</b>
Use of Balances	554,410	(915,800)	13,670	96,010	154,610
<b>NET REQUIREMENT</b>	<b>13,655,090</b>	<b>11,145,790</b>	<b>11,836,400</b>	<b>12,537,980</b>	<b>13,271,160</b>
Business Rates	5,366,070	4,239,860	4,695,940	5,155,690	5,639,280
Business Rates Surplus	1,545,950	0	0	0	0
Revenue Support Grant	22,360	0	0	0	0
Council Tax Surplus	41,670	0	0	0	0
Council Tax	<b>6,679,040</b>	6,905,930	7,140,460	7,382,290	7,631,880
<b>Total Resources</b>	<b>13,655,090</b>	<b>11,145,790</b>	<b>11,836,400</b>	<b>12,537,980</b>	<b>13,271,160</b>

<b>Balances b/f @ 1st April</b>	<b>1,897,724</b>	<b>2,452,134</b>	<b>1,536,334</b>	<b>1,550,004</b>	<b>1,646,014</b>
Increase/(Decrease) in Balances	554,410	(915,800)	13,670	96,010	154,610
<b>Balances c/f @ 31<sup>st</sup> March</b>	<b>2,452,134</b>	<b>1,536,334</b>	<b>1,550,004</b>	<b>1,646,014</b>	<b>1,800,624</b>

**COUNCIL – 4 MARCH 2019**

**Agenda Item 4(b) – Council Tax 2019/20**

The following amendments should be made to the report originally published with the agenda:

Paragraph 2.3 – Figure should read £6,679,040

Recommendation 1 – figure should be 24,299.78

Recommendation 2a – figure should be £105,017,850

Recommendation 2c – figure should be £6,679,040.

This page is intentionally blank.