



Civic Centre
Riverside
Stafford
ST16 3AQ

16 February 2018

Dear Members

Council Meeting

I hereby give notice that a meeting of the Council will be held in the Council Chamber, County Buildings, Martin Street, Stafford on **Monday 26 February 2018 at 7.00pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

A handwritten signature in black ink that reads "Tim Clegg".

Tim Clegg
Chief Executive

**COUNCIL MEETING - 26 FEBRUARY 2018
MAYOR, COUNCILLOR AIDAN GODFREY**

A G E N D A

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|----|--|-----------------|
| 1 | Approval of the Minutes of the last Meeting of the Council held on 30 January 2018 as published on the Council's website | |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interest | |
| 4 | Announcements (paragraph 3.2(iii) of the Council Procedure rules) | |
| 5 | Public Question Time | |
| 6 | Councillor Session | |
| 7 | Notice of Motion | |
| 8 | To receive Nominations for the Offices of Mayor and Deputy Mayor for the Municipal Year 2018/2019 | |
| | | Page Nos |
| 9 | Council Tax 2018/2019 | 3 - 13 |
| | In accordance with Paragraph 17.4 (c) of the Council Procedure Rules, a recorded vote will be taken for the above item | |
| 10 | Localism Act 2011 – Pay Policy Statement 2018/2019 | 14 - 25 |
| 11 | Any Items Referred from Scrutiny Committee | - |

Chief Executive

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Stafford
ST16 3AQ

ITEM NO 9**ITEM NO 9**

Report of:	Head of Finance
Contact Officer:	Bob Kean
Telephone No:	01785 619241
Ward Interest:	Nil
Report Track:	Council 26/02/18 (Only)

COUNCIL
26 FEBRUARY 2018
Council Tax 2018/19

1 Purpose of Report

- 1.1 To set out the proposed Council Tax for the year 2018/19.

2 Recommendation

- 2.1 That the proposed Council Tax as set out in the Council Tax Resolution **APPENDIX** be approved.
- 2.2 That in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 a named vote is taken in relation to the proposed Council Tax.

3 Key Issues and Reasons for Recommendation

- 3.1 Council at its meeting on the 30 January 2018 determined its Budget for 2018/19 and set a Band D Council Tax at £153.39.
- 3.2 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March, 2018 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act, 1992 have been determined.
- 3.3 The Council has recently , following the respective Council/Authority meeting, received formal notification from the major precepting authorities of the relevant precepts.

4 Relationship to Corporate Priorities

- 4.1 Not Applicable

5 Report Detail

- 5.1 In setting a budget for any year the Council must comply with the Budget and Council Tax setting requirements as reflected in the Local Government Finance Act 1992 as amended by the Localism Act 2011.
- 5.2 The Localism Act 2011 has made significant changes to the 1992 Act with the main impact for setting a Council Tax being that a billing authority (Stafford Borough Council) is required to calculate a Council Tax Requirement rather than a Budget Requirement.
- 5.3 This primarily affects the Council Tax Resolution to be made by Council and is a technical rather than procedural issue.
- 5.4 In accordance with regulations the Council is required to:
- (a) Calculate its Council Tax Requirement (Section 31A) – Replacing budget requirement (Section 32) and determination of the Borough Council element of Council Tax (Section 33).
 - (b) Set the overall level of Council Tax inclusive of Staffordshire County Council; Police and Crime Commissioner Staffordshire; Stoke on Trent and Staffordshire Fire, and other precepts (Section 30).
- 5.5 The determination of the Council Tax Requirement (Requirement (a)) is a function of all authorities; however, Requirement (b) is purely a function of this Council as a billing authority
- 5.6 The overall level of Council Tax must be set before the 11 March each year; however, the overall level of Council Tax cannot be set before 1 March, 2018 unless all precepting authorities have issued their precepts, and the required calculations in accordance with the Local Government Finance Act, 1992 have been determined.
- 5.7 Council at its meeting of the 30 January 2018 approved the General Fund Revenue Budget for 2018/19 and determined the Council Tax for the Borough at £153.39.
- 5.8 The Major Precepting Authorities determined their precepts at the meetings a follows:

Staffordshire County Council	15 February, 2018
Stoke on Trent and Staffs. Fire and Rescue Authority	14 February, 2018

A separate approval process exists in relation to the Office of Police and Crime Commissioner; and formal notification was received on the 8 February, 2018

All Town and Parish Precepts have been received.

5.9 The overall Council Tax Resolution is attached as an Appendix to this report.

5.10 In determining the overall Council tax Requirement the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 require that a named vote is taken.

6 Implications

6.1 Financial	As detailed in the attached APPENDIX
Legal	
Human Resources	Nil
Human Rights Act	Nil
Data Protection	Nil
Risk Management	In setting the overall level of Council Tax the Council must be in receipt of the precept from all relevant authorities.

6.2 Equality and Diversity	<p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
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Previous Consideration - Nil

Background Papers - File available in Finance
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COUNCIL
26 FEBRUARY 2018
Council Tax 2018/19

Following Minute No C38 of the Council of 30 January 2018 determining the level of net spending for the General Fund Revenue Budget and Transfer to Working Balances for 2018/19; the Council is recommended to make a Council Tax for 2018/19 by formally approving the following resolution:-

- 1 It be noted that under the power delegated to the Council's Section 151 Officer, the Council calculated the Council Tax Base 2018/19
- (a) ***for the whole Council area as 46,593.31 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and***
- (b) ***for dwellings in those parts of its area to which a Parish precept relates as shown below***

Parish	Taxbase
Adbaston	228.95
Barlaston	1,007.86
Berkswich	783.94
Bradley	213.98
Brocton	550.05
Chebsey	237.57
Church Eaton	283.42
Colwich	1,770.05
Creswell	316.54
Doxey	831.84
Eccleshall	1,939.02
Ellenhall	56.16
Forton	145.72
Fradswell	90.46
Fulford	2,248.05
Gayton	73.24

Parish	Taxbase
Gnosall	1,980.34
Haughton	442.70
High Offley	380.00
Hilderstone	274.69
Hixon	729.47
Hopton and Coton	600.81
Hyde Lea	187.56
Ingestre	81.70
Marston	70.47
Milwich	190.42
Norbury	183.39
Ranton	179.29
Salt and Enson	185.65
Sandon and Burston	164.43
Seighford	752.57
Standon	317.37
Stone Town	5,842.36
Stone Rural	759.23
Stowe by Chartley	188.45
Swynnerton	2,164.84
Tixall	117.19
Weston	479.78
Whitgreave	85.62
	27,135.18
Unparished	
Stafford Town	18,946.43
MOD Contribution in Lieu	511.70
Council Tax Base	46,593.31

- 2 That the Council Tax requirement for the Council's own purposes for 2018/19 (excluding Parish precepts) is calculated at £7,146,947.82.
- 3 That the following amounts are calculated for the year 2018/19 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:
- (a) £52,658,111.58 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - (b) £44,512,953.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) £8,145,158.58 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

- (d) £174.81 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- (e) £998,210.76 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- (f) £153.39 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.
- (g) For the following parts of the Council's Area

Parish	Band D £ p
Adbaston	160.39
Barlaston	218.13
Berkswich	185.19
Bradley	187.66
Brocton	173.02
Chebsey	175.45
Church Eaton	170.89
Colwich	258.10
Creswell	180.82
Doxey	166.86
Eccleshall	180.23
Ellenhall	156.90
Forton	159.98
Fradswell	164.96
Fulford	174.14
Gayton	191.35
Gnosall	185.67
Haughton	193.37
High Offley	166.10
Hilderstone	184.07
Hixon	191.94
Hopton and Coton	193.32
Hyde Lea	173.90
Ingestre	177.45
Marston	153.39
Milwich	166.17
Norbury	172.85
Ranton	175.88

Parish	Band D £ p
Salt and Enson	192.13
Sandon and Burston	209.39
Seighford	168.36
Standon	180.42
Stone Town	202.94
Stone Rural	172.25
Stowe by Chartley	210.49
Swynnerton	164.82
Tixall	170.14
Weston	211.09
Whitgreave	166.95

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (1)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

(h) For the following parts of the Council's area

Parish	Band A Disabled	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Adbaston	89.11	106.93	124.75	142.57	160.39	196.03	231.67	267.32	320.78
Barlaston	121.18	145.42	169.66	193.89	218.13	266.60	315.08	363.55	436.26
Berkswich	102.88	123.46	144.04	164.61	185.19	226.34	267.50	308.65	370.38
Bradley	104.26	125.11	145.96	166.81	187.66	229.36	271.06	312.77	375.32
Brocton	96.12	115.35	134.57	153.80	173.02	211.47	249.92	288.37	346.04
Chebsey	97.47	116.97	136.46	155.96	175.45	214.44	253.43	292.42	350.90
Church Eaton	94.94	113.93	132.91	151.90	170.89	208.87	246.84	284.82	341.78
Colwich	143.39	172.07	200.74	229.42	258.10	315.46	372.81	430.17	516.20
Creswell	100.46	120.55	140.64	160.73	180.82	221.00	261.18	301.37	361.64
Doxey	92.70	111.24	129.78	148.32	166.86	203.94	241.02	278.10	333.72
Eccleshall	100.13	120.15	140.18	160.20	180.23	220.28	260.33	300.38	360.46
Ellenhall	87.17	104.60	122.03	139.47	156.90	191.77	226.63	261.50	313.80

Parish	Band A Disabled	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Forton	88.88	106.65	124.43	142.20	159.98	195.53	231.08	266.63	319.96
Fradswell	91.64	109.97	128.30	146.63	164.96	201.62	238.28	274.93	329.92
Fulford	96.74	116.09	135.44	154.79	174.14	212.84	251.54	290.23	348.28
Gayton	106.31	127.57	148.83	170.09	191.35	233.87	276.39	318.92	382.70
Gnosall	103.15	123.78	144.41	165.04	185.67	226.93	268.19	309.45	371.34
Haughton	107.43	128.91	150.40	171.88	193.37	236.34	279.31	322.28	386.74
High Offley	92.28	110.73	129.19	147.64	166.10	203.01	239.92	276.83	332.20
Hilderstone	102.26	122.71	143.17	163.62	184.07	224.97	265.88	306.78	368.14
Hixon	106.63	127.96	149.29	170.61	191.94	234.59	277.25	319.90	383.88
Hopton and Coton	107.40	128.88	150.36	171.84	193.32	236.28	279.24	322.20	386.64
Hyde Lea	96.61	115.93	135.26	154.58	173.90	212.54	251.19	289.83	347.80
Ingestre	98.58	118.30	138.02	157.73	177.45	216.88	256.32	295.75	354.90
Marston	85.22	102.26	119.30	136.35	153.39	187.48	221.56	255.65	306.78
Milwich	92.32	110.78	129.24	147.71	166.17	203.10	240.02	276.95	332.34
Norbury	96.03	115.23	134.44	153.64	172.85	211.26	249.67	288.08	345.70
Ranton	97.71	117.25	136.80	156.34	175.88	214.96	254.05	293.13	351.76
Salt and Enson	106.74	128.09	149.43	170.78	192.13	234.83	277.52	320.22	384.26
Sandon and Burston	116.33	139.59	162.86	186.12	209.39	255.92	302.45	348.98	418.78
Seighford	93.53	112.24	130.95	149.65	168.36	205.77	243.19	280.60	336.72
Standon	100.23	120.28	140.33	160.37	180.42	220.51	260.61	300.70	360.84
Stone	112.74	135.29	157.84	180.39	202.94	248.04	293.14	338.23	405.88
Stone Rural	95.69	114.83	133.97	153.11	172.25	210.53	248.81	287.08	344.50
Stowe-by-Chartley	116.94	140.33	163.71	187.10	210.49	257.27	304.04	350.82	420.98
Swynnerton	91.57	109.88	128.19	146.51	164.82	201.45	238.07	274.70	329.64
Tixall	94.52	113.43	132.33	151.24	170.14	207.95	245.76	283.57	340.28
Weston	117.27	140.73	164.18	187.64	211.09	258.00	304.91	351.82	422.18
Whitgreave	92.75	111.30	129.85	148.40	166.95	204.05	241.15	278.25	333.90
All other parts of the Council's area	85.22	102.26	119.30	136.35	153.39	187.48	221.56	255.65	306.78

Being the amounts given by multiplying the amounts at (3)(f) and (3)(g) above by the number by which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 4 To note that the County Council, the Office of the Police and Crime Commissioner and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

Valuation Bands

	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Staffordshire County Council	807.01	941.52	1,076.02	1,210.52	1,479.52	1,748.53	2,017.53	2,421.04
Office of the Police and Crime Commissioner	128.37	149.77	171.16	192.56	235.35	278.14	320.93	385.12
Stoke-on-Trent and Staffs Fire Authority	49.02	57.19	65.36	73.53	89.87	106.21	122.55	147.06

Parish	Band A Disabled	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Swynnerton	911.91	1,094.28	1,276.67	1,459.05	1,641.43	2,006.19	2,370.95	2,735.71	3,282.86
Tixall	914.86	1,097.83	1,280.81	1,463.78	1,646.75	2,012.69	2,378.64	2,744.58	3,293.50
Weston	937.61	1,125.13	1,312.66	1,500.18	1,687.70	2,062.74	2,437.79	2,812.83	3,375.40
Whitgreave	913.09	1,095.70	1,278.33	1,460.94	1,643.56	2,008.79	2,374.03	2,739.26	3,287.12
All other parts	905.56	1,086.66	1,267.78	1,448.89	1,630.00	1,992.22	2,354.44	2,716.66	3,260.00

- 6 That it is determined in accordance with Section 52ZB of the Local Government Finance Act 1992 that the Council's basic amount of Council Tax for 2018/19 is not excessive in accordance with the principles determined by the Secretary of State under Section 52ZC of that Act.

ITEM NO 10**ITEM NO 10**

Report of:	Cabinet Member for Resources
Contact Officer:	Neville Raby
Telephone No:	01785 619205
Ward Interest:	Nil
Report Track:	Council 26/02/18 (Only)

COUNCIL**26 FEBRUARY 2018****Localism Act 2011 - Pay Policy Statement 2018/2019****1 Purpose of Report**

- 1.1 To agree a pay policy statement for 2018/19 as required by Sections 38 and 39 of the Localism Act 2011.

2 Recommendation

- 2.1 That Council:-
- (a) Approve the Pay Policy Statement as set out in the **APPENDIX**.
 - (b) Approve the publication of the Pay Policy Statement on the Council's website as required by the Act.

3 Key Issues and Reasons for Recommendation

- 3.1 Under section 112 of the Local Government Act 1972, 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 Stafford Borough Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 and associated guidance, and the Local Government (Transparency Requirements) Regulations 2014. The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees in line with Chapter 8 of the Localism Act 2011 and the provisions of the guidance issued under S40 (ie "Openness and accountability in local pay") by identifying:-
- a local authority's policy on the level and elements of remuneration for each chief officer
 - a local authority's policy on the remuneration of its lowest-paid employees

(including the definition of “lowest-paid employees”)

- a local authority’s policy on the relationship between the remuneration of chief officers and other officers
- a local authority’s policy on other specific aspects of senior officer remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay (if applicable) and bonuses, termination payments, and transparency.

4 Relationship to Corporate Priorities

4.1 This report relates to the Leading and Delivering priority for the Council.

5 Report Detail

- 5.1 Section 38 (1) of the Localism Act 2011 required English (and Welsh local authorities to prepare a pay policy statement for 2012/13 and for each financial year thereafter. Drawing on Will Hutton’s 2011 ‘Review of Fair Pay in the Public Sector’, the Act introduced requirements to compare policies on remunerating chief officers and other employees, including the lowest paid.
- 5.2 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements, and termination payments.
- 5.3 As for process, the pay policy statement:-
- must be approved formally by full Council
 - must be approved by the end of March each year, starting with 2012
 - can be amended in-year
 - must be published on the authority’s website (and in any other way the authority chooses)
 - must be complied with when the authority sets the terms and conditions for a chief officer.
- 5.4 The Act requires an Authority to have regard to any statutory guidance on the subject issued or approved by the Secretary of State. Statutory recommendations have been issued on pay multiples (within a wider code of recommended practice) on data transparency and a broader set of statutory guidance on the publication of pay policy statements. The statutory guidance emphasises that each Local Authority has the autonomy to take its own decisions on pay and pay policies.
- 5.5 The Act sets out that in the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive (and seen as such). Each local authority will have its own way of balancing those factors, with legitimately differing emphases reflecting differing circumstances.

- 5.6 As well as being required to set out certain of its policies on pay, a local authority is required to use the pay policy statement to set out its policies on paying charges, fees (such as for local returning officer, as appropriate or joint authority duties), allowances, and benefits in kind.
- 5.7 Although not required by the Act or statutory guidance, in order to support the need for transparency the pay policy statement should include the percentage rate at which the employer's pension contributions have been set for the year in question together with the employee contribution rates.
- 5.8 It is important to consider the pay policy in the context of shared services where this Council delivers services on behalf of other Councils.
- 5.9 Salaries information contained within the report and Appendix are based on the 2017/18 pay award for NJC for Local Government Services (Green Book) effective from 1 April 2017 as the annual pay award for 2018/19 for all negotiating bodies has yet to be agreed.

6 Implications

6.1 Financial	The approval of the Council's Pay Policy Statement does not commit any expenditure over and above that approved for the financial year 2018/19.
Legal	The data is published in line with the requirements set by Government
Human Resources	The data is published in line with the requirements set by Government
Human Rights Act	The data is published in line with the requirements set by Government
Data Protection	Data on Chief Officers pay is regularly published and is already in the public domain. The data is published in line with the requirements set by Government
Risk Management	

6.2 Equality and Diversity	Pay and conditions for employees are applied fairly and equitably under the Council's job evaluation scheme and negotiated conditions of service. Any differentials arising in pay between employees arise from the job evaluation scheme or from the effect of TUPE protections were applicable.
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Previous Consideration - 2017/18 Pay Policy Statement approved by Council on 21 February 2017
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Background Papers - Information available in Human Resource Services

COUNCIL
26 FEBRUARY 2018
Localism Act 2011 - Pay Policy Statement 2018/2019

Pay Policy Statement 2018/19

Introduction and Purpose

Under section 112 of the Local Government Act 1972, 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 pay policy in accordance with the requirements of Section 38 of the Localism Act 2011 as amended. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay and conditions of its employees.

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

Legislative Framework

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes:-

- The Equality Act 2010
- The Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
- The Agency Workers Regulations 2010, and where relevant
- The Transfer of Undertakings (Protection of Employment) Regulations.

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.

Pay Structure

The Council concluded its negotiations toward a Single Status Agreement during 2010. The details of the Agreement covering all employees within the scope of the National Joint Council (NJC) for Local Government Services (“Green Book”) were agreed at Council on 28 September 2010. The Agreement to not introduce structural changes to existing pay levels at the time gained the overwhelming support of Council, employees and trade unions who accepted that following receipt of expert independent advice the Council’s pay structure was in fact non-discriminatory. The Agreement introduced a harmonised set of terms and conditions for all Council employees with effect from 1 October 2010.

As at 1 October 2010, the minimum and maximum rates of pay of employees within scope of the Single Status Agreement remained unchanged and are based on either the national pay spine and/or locally negotiated rates of pay or national minimum wage legislation, including Apprentice rates of pay as appropriate dependent on age.

On 26 November 2013 Council approved the harmonisation of pay awards across the Council. With effect from 1 April 2013, all employees (other than those covered by the national minimum wage and other Government set rates of pay) will receive annual pay awards in line with the NJC for Local Government Services (Green Book).

The national pay spine and localised pay grades are set out at **Annex 1**. The rates are inclusive of the 2017/18 pay award for the NJC for Local Government Services effective from 1 April 2017 as the annual pay award for 2018/19 for all negotiating bodies has yet to be agreed. The Council remains committed to adherence with national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated.

In order to future proof the Council's pay and grading structure from an equalities standpoint and following negotiation with local and regional trade unions and taking account of expert independent advice a revised non-discriminatory pay and grading structure was implemented for any new or revised job roles on or after 1 October 2010, as set out at **Annex 2**. Any future decision as to the grading of job roles is now determined by reference to the NJC Job Evaluation Scheme as adopted by the Council.

With the exception of progression through any incremental scale of any relevant grade being subject to overall satisfactory performance, the level of remuneration is not variable dependent upon the achievement of defined targets. There is in addition the provision for the acceleration of increments within any grade in order to take account of changes to duties and responsibilities or outstanding contribution.

All other pay related allowances are the subject of either national and/or local determination having been determined from time to time in accordance with national collective bargaining machinery and/or as determined by local negotiation with local trade union representatives.

In determining its pay and grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to be able to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate and to respond to variations in regional or national pay rates. 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.

Local Government Pension Scheme

Subject to qualifying conditions, all employees have a right to join the Local Government Pension Scheme. In addition the Council operates pensions 'Auto Enrolment' as required by the Pensions Act 2008. The table below sets out the pension contribution bands which are effective from 1 April 2018.

Information is also available published on the Staffordshire County Council Pensions home page <https://www.staffspf.org.uk>

Band	Whole-time equivalent pay range	Employee contribution rate (%)
1	Up to £13,700	5.5%
2	£13,701 to £21,400	5.8%
3	£21,401 to £34,700	6.5%
4	£34,701 to £43,900	6.8%
5	£43,901 to £61,300	8.5%
6	£61,301 to £86,800	9.9%
7	£86,801 to £102,200	10.5%
8	£102,201 to £153,300	11.4%
9	£153,301 or more	12.5%

The Employer contribution rates are set by Actuaries advising the Staffordshire Pension Fund and are reviewed on a regular basis in order to ensure the scheme is appropriately funded. The Employer contribution rate for 2018/19 will be 16.8%. (Note; the level of employers contribution is required to be published under S7 of the Accounts and Audit Regulations).

Senior Management Remuneration

The Council has formal agreements in place to share services with other Councils, the major partner being Cannock Chase District Council. A number of senior managers employed by Stafford Borough Council are responsible for the delivery of services to both Stafford Borough and Cannock Chase District Councils so the table below reflects this position as notated.

For the purposes of this statement, senior management means 'chief officers' as defined within S.43 of the Localism Act. The posts falling within the statutory definition are those officers who comprise the senior management team of the Council, report directly to the Chief Executive and whose salary exceeds £50k. The main national conditions of service, which apply to chief officers of the Council and which are incorporated into contracts of employment are those set out in either the Joint National Council for Chief Officers/Chief Executives. Details of their annual salary and other remuneration (excluding on-costs) as at 1 April 2018 (as previously stated the information is inclusive of the 2017/18 pay award with effect from 1 April 2017) are set out below:-

Post	Fixed Salary (£) (Note 6)	Lease Car or Cash Allowance (Note 7)
Chief Executive (Note 1)	109,649	n/a
Head of Development (Note 2)	72,424	n/a
Head of Operations	72,424	5365
Head of Human Resources and Property Services (Note 3)	67,992	5365
Head of Law and Administration (Note 4)	60,642	5365
Head of Technology (Note 5)	58,876	5365

Note 1	Single salary pay point inclusive of 'within Borough boundary' business mileage. Additional local annual payment of £6,436 in lieu of National and Local Election Returning Officer Fees.
Note 2	Post receives a car user allowance of £3,500 p.a
Note 3	Responsible for provision of services to other local authorities
Note 4	Responsible for provision of services and acting as Solicitor and Monitoring Officer for another local authority. The job holder (on a personal basis) reduced working hours from 37 to 30 hours per week following flexible retirement w.e.f. 1 December 2013. When the job holder leaves the employment of the Council any future vacancy may revert back to full-time, subject to Council approval.
Note 5	Responsible for provision of services to another local authority
Note 6	Salaries reflect 01/04/17 pay award (excluding on-costs). 2018/19 award not yet agreed
Note 7	The Council's Lease Car (or equivalent cash allowance) Scheme is closed to new applicants and subject to negotiated personal protection arrangements

The total cost of senior management posts has continued to reduce due to the following:-

- (a) Posts covered by notes 3, 4 and 5 are shared with another Council under joint shared service arrangements.
- (b) Note 4 refers to reduced hours of the job holder due to flexible retirement.
- (c) Deletion of two vacant chief officer posts following the transfer of operational responsibility for delivering leisure and culture services to Freedom Leisure (1 December 2017) and subsequent internal restructure.

The pay structure of the senior management team is determined by reference to Hay Job Evaluation, benchmarking of comparable roles and responsibilities and recruitment and retention issues. The Council does not apply any personal bonuses or performance related pay to its chief officers.

Additions to Salary of Chief Officers

In addition to basic salary, other elements of potential 'additional pay' which are taxable and do not solely constitute reimbursement of expenses incurred in the normal course of work are set out below:-

- (a) Lease Car/Cash Allowance - scheme closed. Protected allowances shown in above table. Discretionary locally agreed essential car user allowance of up to £3,500 payable as appropriate to assist with recruitment and retention
- (b) Where appropriate and subject to operational circumstances payment for untaken leave is permitted but not guaranteed. This discretionary provision applies to all employees. The purchase of additional leave is also permitted as appropriate
- (c) Recognition Payments (e.g. honoraria, acting-up payments, ex-gratia payments, salary plussages) - additional payments (as appropriate) are permissible in order to recognise additional duties and responsibilities which occur over and above normal contractual arrangements. The provision of such payment is available to all Council employees.

Recruitment of Chief Officers

The Council's policy and procedures with regard to recruitment of chief officers is set out in Section 10, Part 3 of the Council's Constitution which can be found on the Council's website (<http://www.staffordbc.gov.uk/constitution>). When recruiting to any post the Council will take full and proper account of its own Recruitment, and where appropriate Redeployment Policies. This policy does not exclude the possibility of recruiting former Chief Officers either from this Council or any other provided that a valid business case exists to do so. However, such occurrences are unlikely to be approved without a break in continuity of service being affected. This policy does not prevent the Council from any future use of the flexibility within the Local Government Pension Scheme to agree "flexible retirement" where a suitable business case exists. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment and as agreed by Council. Where the Council is unable to recruit to a post at the designated grade and/or salary, it will consider the use of temporary market forces supplements in accordance with its relevant policies, or review grades in light of market related information. Any decision as to the remuneration of chief officer posts is to be determined by Council.

Where the Council remains unable to recruit chief officers under a contract of employment, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any chief officers engaged under any such arrangements.

Payments on Termination (All employees)

The Councils approach to statutory and discretionary payments on termination of employment of all employees including chief officers prior to reaching normal retirement age is set out in accordance with the Local Government Pension Scheme regulations. For Chief Officers, any other payments falling outside these provisions apart from contractual payments or other delegated matters shall be subject to a formal decision made by full Council or relevant elected members, or committee or panel of elected members with delegated authority to approve such payments.

Publication

Upon approval by full Council, this statement will be published on the Council's Website and Intranet. In addition, for posts where the full time equivalent salary is at least £50,000, the Councils Annual Statement of Accounts includes 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; (none payable not applicable at SBC)
- 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 of employment;
- any benefits received that do not fall within the above

Pay Relationships

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 Council employs Apprentices or other categories of workers, including casual employees who are not included within the definition of 'lowest paid employees' as they are employed under the Government's national minimum wage legislation and pay is dependent on age.

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, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report suggested that no public sector manager can earn more than **20** times the lowest paid person in the organisation. However, 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 2017/18 national pay award (w.e.f. 1 April 2017) provides a minimum spinal column point payable under the Council's formal grading structure of SCP 6 £15,014 (£7.78 per hour). The Government's National Living Wage from 1 April 2018 will be £7.83 per hour and will apply to all employees aged 25 and over. However, it is expected that the NJC pay award effective from 1st April (when agreed) will take into

account the increase to national minimum wage rates. The Council continues to use national minimum wage rates as appropriate for casual, temporary and apprentice roles dependent on age on appointment.

The pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee (SCP 6 £15,014 (£7.78 per hour)) and the Chief Executive (£109,649) (FTE base salary) **as 1: 7.30** (rounded down), and between the lowest paid employee (SCP 6) and average chief officer (excluding Chief Executive post £66,472) **as 1: 4.43** (rounded up)

The multiple between the median full time equivalent earnings (£23,398) and the Chief Executive **is 1: 4.70** (rounded up) and; between the median full time equivalent earnings (£23,398) and average chief officer (£66,472), **is 1: 2.84** (rounded up)

Accountability and Decision Making

In accordance with the Council's Constitution, Council, and /or Cabinet are responsible for decision making in relation to the recruitment, retention, pay, terms and conditions and severance arrangements in relation to employees of the Council. The Constitution sets out the various delegations to Heads of Service and other bodies within the Council.

SCP	w.e.f 1/4/17	Hourly rate
	£	£
6	15,014	7.78
7	15,115	7.83
8	15,246	7.90
9	15,375	7.97
10	15,613	8.09
11	15,807	8.19
12	16,123	8.36
13	16,491	8.55
14	16,781	8.70
15	17,072	8.85
16	17,419	9.03
17	17,772	9.21
18	18,070	9.37
19	18,746	9.72
20	19,430	10.07
21	20,138	10.44
22	20,661	10.71
23	21,268	11.02
24	21,962	11.38
25	22,658	11.74
26	23,398	12.13
27	24,174	12.53
28	24,964	12.94
29	25,951	13.45
30	26,822	13.90
31	27,668	14.34
32	28,485	14.76
33	29,323	15.20
34	30,153	15.63
35	30,785	15.96
36	31,601	16.38
37	32,486	16.84
38	33,437	17.33
39	34,538	17.90
40	35,444	18.37
41	36,379	18.86
42	37,306	19.34
43	38,237	19.82
44	39,177	20.31
45	40,057	20.76
46	41,025	21.26
47	41,967	21.75
48	42,899	22.24
49	43,821	22.71
50	44,940	23.29
51	46,063	23.88
52	47,185	24.46

NB: NJC for Local Government Services Annual Pay award due 1 April 2018 not yet agreed

Grade	Scale Points
A	6 - 7
B	7 - 10
C	10 - 14
D	14 - 18
E	18 - 22
F	22 - 26
G	26 - 30
H	30 - 34
I	34 - 38
J	38 - 42
K	42 - 46
L	46 - 49
M	49 - 52

(NB: To apply to new or revised posts with effect from 1 October 2010)