



CORPORATE COMMITTEE

Tuesday, 13th December, 2016

at 6.30 pm

Room 102, Hackney Town Hall, Mare Street,
London E8 1EA

Committee Membership

Cllr Will Brett, Cllr Barry Buitekant
Cllr Laura Bunt, Cllr Mete Coban
Cllr Susan Fajana-Thomas (Vice-Chair)
Cllr Katie Hanson, Cllr Christopher Kennedy
Cllr Michael Levy, Cllr Sally Mulready
Cllr M Can Ozsen, Cllr Clare Potter
Cllr Ian Sharer, Cllr Nick Sharman
Cllr Vincent Stops, Cllr Jessica Webb (Chair)

Tim Shields
Chief Executive

Contact:
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Governance Services Officer
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The press and public are welcome to attend this meeting

AGENDA

Tuesday, 13th December, 2016

ORDER OF BUSINESS

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Access and Information

Location

Hackney Town Hall is on Mare Street, bordered by Wilton Way and Reading Lane, almost directly opposite Hackney Picturehouse.

Trains – Hackney Central Station (London Overground) – Turn right on leaving the station, turn right again at the traffic lights into Mare Street, walk 200 metres and look for the Hackney Town Hall, almost next to The Empire immediately after Wilton Way.

Buses 30, 48, 55, 106, 236, 254, 277, 394, D6 and W15.

Facilities

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall.

Induction loop facilities are available in the Committee Rooms and Council Chamber

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

Copies of the Agenda

The Hackney website contains a full database of meeting agendas, reports and minutes. Log on at: www.hackney.gov.uk

Paper copies are also available from Governance Services whose contact details are shown on page 1 of the agenda.

Council & Democracy- www.hackney.gov.uk

The Council & Democracy section of the Hackney Council website contains details about the democratic process at Hackney, including:

- Mayor of Hackney
- Your Councillors
- Cabinet
- Speaker
- MPs, MEPs and GLA
- Committee Reports
- Council Meetings
- Executive Meetings and Key Decisions Notice
- Register to Vote
- Introduction to the Council
- Council Departments

RIGHTS OF PRESS AND PUBLIC TO REPORT ON MEETINGS

Where a meeting of the Council and its committees are open to the public, the press and public are welcome to report on meetings of the Council and its committees, through any audio, visual or written methods and may use digital and social media providing they do not disturb the conduct of the meeting and providing that the person reporting or providing the commentary is present at the meeting.

Those wishing to film, photograph or audio record a meeting are asked to notify the Council's Monitoring Officer by noon on the day of the meeting, if possible, or any time prior to the start of the meeting or notify the Chair at the start of the meeting.

The Monitoring Officer, or the Chair of the meeting, may designate a set area from which all recording must take place at a meeting.

The Council will endeavour to provide reasonable space and seating to view, hear and record the meeting. If those intending to record a meeting require any other reasonable facilities, notice should be given to the Monitoring Officer in advance of the meeting and will only be provided if practicable to do so.

The Chair shall have discretion to regulate the behaviour of all those present recording a meeting in the interests of the efficient conduct of the meeting. Anyone acting in a disruptive manner may be required by the Chair to cease recording or may be excluded from the meeting. Disruptive behaviour may include: moving from any designated recording area; causing excessive noise; intrusive lighting; interrupting the meeting; or filming members of the public who have asked not to be filmed.

All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. The Chair of the meeting will ask any members of the public present if they have objections to being visually recorded. Those visually recording a meeting are asked to respect the wishes of those who do not wish to be filmed or photographed. Failure by someone recording a meeting to respect the wishes of those who do not wish to be filmed and photographed may result in the Chair instructing them to cease recording or in their exclusion from the meeting.

If a meeting passes a motion to exclude the press and public then in order to consider confidential or exempt information, all recording must cease and all recording equipment must be removed from the meeting room. The press and public are not permitted to use any means which might enable them to see or hear the proceedings whilst they are excluded from a meeting and confidential or exempt information is under consideration.

Providing oral commentary during a meeting is not permitted.

ADVICE TO MEMBERS ON DECLARING INTERESTS

Hackney Council's Code of Conduct applies to **all** Members of the Council, the Mayor and co-opted Members.

This note is intended to provide general guidance for Members on declaring interests. However, you may need to obtain specific advice on whether you have an interest in a particular matter. If you need advice, you can contact:

- The Corporate Director of Legal, HR and Regulatory Services;
- The Legal Adviser to the committee; or
- Governance Services.

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

1. Do you have a disclosable pecuniary interest in any matter on the agenda or which is being considered at the meeting?

You will have a disclosable pecuniary interest in a matter if it:

- relates to an interest that you have already registered in Parts A and C of the Register of Pecuniary Interests of you or your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner;
- relates to an interest that should be registered in Parts A and C of the Register of Pecuniary Interests of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner, but you have not yet done so; or
- affects your well-being or financial position or that of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner.

2. If you have a disclosable pecuniary interest in an item on the agenda you must:

- Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you (subject to the rules regarding sensitive interests).
- You must leave the room when the item in which you have an interest is being discussed. You cannot stay in the meeting room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision.
- If you have, however, obtained dispensation from the Monitoring Officer or Standards Committee you may remain in the room and participate in the meeting. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a pecuniary interest.

3. Do you have any other non-pecuniary interest on any matter on the agenda which is being considered at the meeting?

You will have 'other non-pecuniary interest' in a matter if:

- i. It relates to an external body that you have been appointed to as a Member or in another capacity; or
- ii. It relates to an organisation or individual which you have actively engaged in supporting.

4. If you have other non-pecuniary interest in an item on the agenda you must:

- i. Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you.
- ii. You may remain in the room, participate in any discussion or vote provided that contractual, financial, consent, permission or licence matters are not under consideration relating to the item in which you have an interest.
- iii. If you have an interest in a contractual, financial, consent, permission or licence matter under consideration, you must leave the room unless you have obtained a dispensation from the Monitoring Officer or Standards Committee. You cannot stay in the room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision. Where members of the public are allowed to make representations, or to give evidence or answer questions about the matter you may, with the permission of the meeting, speak on a matter then leave the room. Once you have finished making your representation, you must leave the room whilst the matter is being discussed.
- iv. If you have been granted dispensation, in accordance with the Council's dispensation procedure you may remain in the room. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a non pecuniary interest.

Further Information

Advice can be obtained from Yinka Owa, Director of Legal on 020 8356 6234 or email Yinka.Owa@hackney.gov.uk



MINUTES OF A MEETING OF THE CORPORATE COMMITTEE

THURSDAY, 13TH OCTOBER, 2016

- Councillors Present:** Councillor Jessica Webb in the Chair
Cllr Katie Hanson, Cllr Clare Potter, Cllr Christopher Kennedy, Cllr Susan Fajana- Thomas, Cllr Nick Sharman and Cllr Vincent Stops
- Apologies:** Cllrs Brett, Ozsen, Coban, Buitekant, Mulready, Sharer and Levy.
- Officers in Attendance:** Stephen Rix (Legal Services) and Mark Griffin (Head of Waste Strategy).

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Councillors Brett, Ozsen, Coban, Buitekant, Mulready, Sharer and Levy.

1 DECLARATIONS OF INTEREST - MEMBERS TO DECLARE AS APPROPRIATE

- 2.1 There were no declarations of interest.

3 CONSIDERATION OF MINUTES OF THE PREVIOUS MEETING

- 3.1 The minutes of the previous meeting held on 14 July 2016 were approved as a correct record of the meeting.

Matters arising

Annual report of the Community Safety Team and Noise Nuisance-

Cllr Hanson indicated that she would like to be able to view a record or list of construction waivers issued by the Council and the process of obtaining a construction waiver and its enforcement.

Corporate Committee Report Template

Cllr Sharman reiterated that the Corporate Committee report template needed to be updated so that the relevant information required by the Committee was contained within the report.

ENVIRONMENTAL ENFORCEMENT - ANNUAL ASSESSMENT OF THE LOCAL ENVIRONMENTAL QUALITY ENFORCEMENT STRATEGY AND ANNUAL PERFORMANCE REPORT 2014/15

- 4.1 Mark Griffin introduced the report setting out the annual performance report across the environmental enforcement remit for the 2015/16 financial year and

an annual strategic assessment of the Local Environmental Quality Enforcement Strategy.

- 4.2 Cllr Hanson referred to the overview of legal proceedings for environmental enforcement and asked if any individuals had been prosecuted. Mr Griffin clarified that prosecutions were taken against businesses only.
- 4.3 Cllr Sharman reiterated that for Members to assess a service's successes and identify areas for improvements the service reports should include clear objectives, targets, performance against these targets and future targets. Mr Griffin stated that the service's targets and performance including a breakdown of the prosecutions were contained in appendices 1 and 2 of the submitted report. The team had also undertaken work with businesses to enforce the new time bands for waste collections and if appropriate cases were prosecuted for non-compliance.
- 4.4 Cllr Sharman sought clarification regarding the prosecution of twelve fly-tipping cases. Mr Griffin confirmed that the prosecutions related to residential and commercial fly-tipping but the team primarily focused its prosecutions on commercial fly-tipping cases. The Integrated Cleansing Service had also been working on housing estates to educate and reduce residential fly-tipping.
- 4.5 Cllr Hanson enquired about the issue of waste at Peabody Estate. Mr Griffin indicated that the Council could liaise with the relevant Housing Association for the land to be cleared and if this action was unsuccessful the Council could issue a Community Protection Notice under the Anti-social Behaviour, Crime and Policing Act 2014.

(Cllr Fajana- Thomas arrived at the meeting at 19.00 hours.)

RESOLVED to note the annual performance report for the service and the annual assessment of the Local Environmental Quality Enforcement Strategy aligned to the Cross cutting Enforcement review.

5 HIGHWAYS OBSTRUCTION AND ENFORCEMENT - VERBAL REPORT

- 5.1 Mark Griffin provided a verbal update on Highways Obstruction and Enforcement
- 5.2 Cllr Stops commented that although the Council had addressed the issue of A-Boards on public highways within the borough, slow progress had been made by TfL on removing A- Boards from TfL owned land. Cllr Stops indicated that there were over a hundred A-Boards on public highways in Kingsland Road south of Dalston Junction, Lower Clapton Road and City Road. He stated that once TfL achieved 80% compliance with A-Boards restrictions then the management of the road was referred to an officer and no further enforcement action was taken unless non-compliance reports increased. Cllr Stops asked if the Council had any powers to remove the A-Boards on TfL land within the borough.
- 5.3 Mr Griffin stated that TfL had a duty under the Highways Act 1980 to remove obstructions from the public highway and that TfL prioritised the roads it deemed a highway obstruction. Mr Griffin indicated that the Council's

Enforcement Team would undertake an investigation in relation to the issue of A-Boards and non-compliance on these roads. A new service would be in place from April 2017 and it would have to consider whether any formal action was necessary to address this issue.

- 5.4 It was agreed that the Chair would liaise with the relevant London Deputy Mayor requesting that Kingsland Road south of Dalston Junction, Lower Clapton Road and City Road be deemed priority roads for highway obstruction.
- 5.5 Cllr Stops highlighted the issue of the shop front trading tables and chairs licence, in particular the failure of traders to clearly display the licence at the front of the premises and the lack of enforcement action regarding any breaches.
- 5.6 Mr Griffin stated that it was a condition of the tables and chairs licence for the licence holder to display their licence at the front of the premises. However, some businesses were displaying the licence inside the premises due to the trader's personal information being on the licence. Mr Griffin advised that discussions were underway on the possibility of having two licenses including one licence suitable for display at the front of the premises.
- 5.7 Members also expressed concern at the lack of enforcement action and asked officers to explore having a tables and chairs licence that did not contain any personal information and could be clearly displayed in the premises window.
- 5.8 Cllr Fajana –Thomas expressed concern that some pavements were not wide enough for tables and chairs making access difficult for pedestrians and buggies. Members added that some narrow footpaths were granted a licence but were unsuitable due to the lack of space for pedestrians. Cllr Fajana-Thomas enquired about the process of obtaining a shop front trading tables and chairs licence and Mr Griffin advised that the Markets Service Team carried out an assessment of the footpath to determine whether it was suitable before granting a licence.
- 5.9 Members requested that the Head of Parking and Markets liaise with Markets Services to address the issue of displaying the table and chairs licence at the front of the premises.

ACTION: To invite the Head of Parking and Markets to attend a forthcoming meeting of the Corporate Committee.

RESOLVED to note the verbal update.

6 WORK PROGRAMME 2016/17

- 6.1 Cllr Sharman stated that it was important for Committee Members' skills, knowledge and expertise to be utilised effectively including being able to scrutinise the targets and performance of Council services. The Committee's report template needed to be updated to reflect the Committee requirements and Director level representation was necessary for service reports presented at meetings.

Thursday, 13th October, 2016

6.2 Members expressed concern with regard to the role and current business of the Committee and requested a review of the Terms of Reference to enable the Committee to be more effective in its role.

ACTION: Stephen Rix to review the Terms of Reference in conjunction with the Director of Legal and to liaise with the Head of Governance & Business Intelligence with regard to reviewing the Corporate Committee report template to reflect the requirements of the Committee.

RESOLVED that the Work Programme 2016/17 be noted.

7 ANY OTHER BUSINESS WHICH IN THE OPINION OF THE CHAIR IS URGENT

7.1 There was no other urgent business.

Duration of the meeting: 6.30-7.45pm

Contact:
Rabiya Khatun
Governance Services Officer
020 8356 6279



PAY POLICY STATEMENT 2017/18

**CORPORATE COMMITTEE
MEETING DATE 2016/17**

13 December 2016

CLASSIFICATION:

Open

**If exempt, the reason will be listed in the
main body of this report.**

WARD(S) AFFECTED

All Wards

CORPORATE DIRECTOR

Tim Shields, Chief Executive

1. INTRODUCTION

- 1.1 The *Localism Act 2011* requires the Council to publish an annual pay statement for Chief Officer Pay. The draft statement for 2017/18 is attached at Appendix 1. This statement must be approved by a resolution of the Council before 31 March 2017.
- 1.2 This report is presented to Corporate Committee as part of its remit in relation to Human Resources and is presented for DECISION.

2. RECOMMENDATION(S)

- 2.1 Corporate Committee is recommended to agree the Pay Policy Statement and recommend Council approve it.**

3. REASONS FOR DECISION

- 3.1 The *Localism Act 2011* requires the Council to publish an annual pay policy statement setting out its policies relating to the:-
- remuneration of its chief officers (including details of pay elements, pay increases, salary on recruitment and payments on termination);
 - remuneration of its lowest-paid employees; and
 - the relationship between the remuneration of chief officers and employees who are not chief officers.
- 3.2 The attached draft statement updates the 2016/17 statement which was approved by Council. The 2017/18 statement must be approved by a resolution of the Council before 31 March 2017.

4. BACKGROUND

- 4.1 The legal requirements to publish pay policy are broadly drawn and there is considerable discretion over the amount of information that authorities choose to disclose. In preparation of the statement, account has been taken of the guidance *Openness and accountability in local pay: Guidance under section 40 of the Localism Act* and the subsequent supplementary guidance both published by the Department for Communities and Local Government (DCLG). Account has also been taken of guidance issued by the JNC for Chief Executives.
- 4.2 The statement details current pay practice and has been updated to reflect the TUPE transfer into the Council of former Hackney Homes staff. It does not introduce new policy principles
- 4.3 The Council will be bound by the approved Pay Policy Statement, which can only be amended by Council resolution, and the Policy has been drafted to provide sufficient flexibility to enable practical implementation within the year.

4.4 Both the JNC for Chief Executives and the DCLG in their Code of Recommended Practice promote the use of a 'pay multiple' (the relationship between the Chief Executive's salary and the median salary) as the most effective way to present the relationship between chief officers and employees who are not chief officers. We agree and the Statement includes the calculation and tracking of this pay multiple. It should be noted that actual salaries and other payments made to some officers are required to be published in the Annual Statement of Accounts, and we also do this.

4.5 **Policy Context**

The Pay Policy Statement is an external requirement, supporting the Government's aim to enhance accountability, transparency and fairness in the setting of pay.

4.6 **Equality Impact Assessment**

This report has been produced so that full Council can ratify the publication of the pay policy statement for publication on the Council's website. The statement incorporates a range of specific Council decisions which, where appropriate, were themselves subject to specific equality impact assessments.

4.7 **Sustainability**

Not applicable

4.8 **Consultations**

Trade Unions have been consulted

4.9 **Risk Assessment**

It is a legal requirement that the Pay Policy Statement be published by 31st March 2017.

5. **COMMENTS OF THE GROUP DIRECTOR OF FINANCE AND CORPORATE RESOURCES**

The *Localism Act 2011* requires the Council to publish an annual pay statement for Chief Officer Pay.

The pay multiples have been prepared based on the Local Government Association's Transparency Code.

6. **COMMENTS OF THE DIRECTOR, LEGAL**

Under the Localism Act 2011, local authorities are required to approve and adopt a Pay Policy Statement before the beginning of each financial year.

This Pay Policy Statement meets the requirements of the Act. Each year by 31st March, the Council would need to approve a Pay Policy Statement.

APPENDICES

Appendix 1 - The Pay Policy Statement 2017/18

BACKGROUND PAPERS

None

Report Author	Dan Paul 0208 356 3110 Dan.paul@hackney.gov.uk
Comments of the Group Director of Finance and Corporate Resources	Jackie Moylan, Director Jackie.Moylan@hackney.gov.uk
Comments of the Director, Legal	Juliet Babb, Senior Lawyer Juliet.babb@hackney.gov.uk



Pay Policy Statement 2017/18

Part 1 – Introduction and application

- 1.1 To improve transparency and accountability within Local Government, Hackney Council will annually publish details of its pay policy. The publication of this Pay Policy Statement meets the requirements contained in chapter 8 of the *Localism Act 2011*.
- 1.2 For the purposes of this Statement, Hackney's chief officers comprise the Chief Executive officer, first tier and second tier.

The Chief Executive is responsible for the strategic overview of all Council services and for leading the Council's Management Team in ensuring that the Mayor's strategic priorities are met.

The Council has a structure of 4 Groups:

- Chief Executive's Directorate
- Children, Adults and Community Health
- Finance and Corporate Resources
- Neighbourhoods and Housing

With the exception of the Chief Executive's directorate, each Group is led by a Group Director with individual divisions headed up by Directors.

- 1.3 Hackney Council is also required to publish its policy on:-
- Making discretionary payments on early termination of employment¹
 - Increasing an employee's total pension scheme membership and on awarding additional pension²

In the interests of clarity and simplicity, this Pay Policy Statement includes a summary of these provisions as they relate to the Council's chief officers.

- 1.4 This Pay Policy Statement also sets out the Council's policy as it relates to the remuneration of its lowest paid employees.

¹ Under the requirements of the *Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006*

² Under regulation 66 of the *Local Government Pension Scheme (Administration) Regulations 2008*

- 1.5 This Pay Policy Statement sets out the principles governing remuneration within the Council in 2017/18. This Pay Policy Statement is approved by full Council resolution.
- 1.6 Hackney Council's pay and remuneration practice in 2017/18 must be in accordance with the policy expressed in this statement. A resolution of Council is required to amend this policy.
- 1.7 This Pay Policy Statement will be published on the Council's website and governed by the publishing local government data licence terms that can be found at <http://www.hackney.gov.uk/3713.htm>

Part 2 – Chief officer pay and remuneration

2.1 Appointment of chief officers

A Council resolution is required to approve the appointment of a Chief Executive. The prospective candidate will be recommended to Council by a committee or sub-committee of the Council that includes at least one member of the Executive.

The Council's Appointments Committee will establish a sub-committee, which includes at least one member of the Executive, to approve the appointments of Group Directors.

Appointments to Director posts will be the responsibility of the relevant Group Director and lead Member.

2.2 Remuneration of chief officers on appointment

The remuneration of the Chief Executive on appointment will be agreed by the Council's Appointments Committee.

With the exception of the Chief Executive, all chief officer posts are evaluated by Human Resources using the Local Government Employers Senior Manager job evaluation scheme. The evaluation provides an overall score for the job that will determine the appropriate grade and pay band for the post-holder.

At appointment chief officers are normally offered a salary corresponding to the lowest spinal column point in the relevant pay band for the job unless a higher spinal column is agreed (in order to, for example):-

- match the appointee's previous salary (e.g. in the case of a move from another authority); or
- secure a specific candidate with particular experience and competence

2.3 Chief Officer pay

The Council uses three chief officer grades – CO1, CO2 and CO3. Salaries of Chief Officers are published according to the relevant Regulations.

The Chief Executive's salary does not correspond to an established Council grade and spinal column point; it is a 'spot' salary determined by the Appointments Committee on appointment and may be reviewed by the Mayor.

The Chief Executive, in consultation with the Mayor, has the authority to approve a 'spot' salary and/or a market supplement outside of the established chief officer grades and pay bands. In such circumstances, the Chief Executive will consider the published advice of the JNC for Chief Officers of Local Authorities.

The Council has appointed the Chief Executive as Returning Officer for parliamentary and local elections, and referenda under the *Representation of the People Act 1983* and subsequent regulations. The Chief Executive will receive fees for discharging the Returning Officer responsibilities as determined by the governing body responsible for the election. Other Chief Officers may also receive fees if appointed to elections roles by the Returning Officer.

2.4 Increases and additions to remuneration for chief officers

Chief Executive

Percentage annual pay increases will be linked to those nationally negotiated and agreed by the Joint Negotiating Committee (JNC) for Chief Executives.

Chief Officers

Annual increases in base pay awards will be determined by those nationally negotiated and agreed by the Joint Negotiating Committee (JNC) for Chief Officers of Local Government Services.

With the exception of the Chief Executive, Chief Officers will be subject to an annual appraisal of achievement against agreed targets/tasks and in accordance with the Council's management competencies. Where overall performance is rated as meeting specified criteria, the officer will receive an increment to the next point of the relevant salary scale.

Where Chief Officers are at the salary scale maximum or on 'spot salary', additional payments may be agreed at the discretion of the Chief Executive.

2.5 Policy on bonus payments

Bonuses will not be paid to chief officers.

Bonuses are also not paid to other employees, with the exception of certain former Hackney Homes staff who have TUPE transferred to Hackney Council and who retain a productivity based incentive scheme as part of their TUPE terms and conditions of employment.

The Council's policies on 'acting-up', honorarium and/or ex-gratia payments will apply to Chief Officers.

2.6 Policy on employees (including chief officers) ceasing to hold office

Redundancy

The Council's policy on redundancy payments applies equally to chief officers and non-chief officers. Where posts are deleted, redundancy payments will be made in accordance with the statutory redundancy tables. Under the Council's discretions policy, redundancy payments are based on actual weeks' pay and not the statutory minimum. The maximum redundancy payment that can be made is equivalent to 30 weeks' pay.

In addition to the redundancy payment the Council will make a discretionary severance payment at the standard rate at 70% of the value of the redundancy payment. This applies to all staff regardless of their pay grade. Where there is an automatic entitlement to the early release of pension benefits as a result of being made redundant³ and there is a pension strain cost due to that early payment, this will be offset against the discretionary severance amount prior to any payment being made.

Any employee leaving the Council as the result of redundancy will not be permitted to re-join Hackney Council in any capacity, including engagement via employment agencies or as a consultant, for at least one year, except in exceptional circumstances and where specifically agreed by the Group Director – Finance & Corporate Resources. There is no such restriction on an individual made redundant by another local authority from securing employment with Hackney Council.

Legislation in this area is expected during 2017/18. Any legislation that may be enacted during the year in respect of termination payments and/or clawback of termination payments will be applied and may vary this policy.

Release from service in the interest of efficiency

Where a post is not being deleted but where an employee is no longer able to carry out the job effectively, the Council may consider the option of early retirement on the grounds of efficiency. A full assessment of all the circumstances must be carried out in accordance with the Council's policy on redundancy and discretionary compensation.

Early retirement of a chief officer on the grounds of efficiency must be authorised by Chief Executive in consultation with the Group Director - Finance and Corporate Resources.

³ Under the terms of the Local Government Pension Scheme Regulations

Non-standard additional discretionary payments

In exceptional circumstances the Council may consider enhanced compensation payments. Any payments made must be proportionate, reflect additional costs that may arise and fulfil the needs of the service. Each case will be considered on its merits. No payment will exceed the value of 104 weeks' pay.⁴

Non-standard discretionary payments will be subject to an internal approval process involving Finance and Human Resources.

Flexible retirement

The Council's policy on flexible retirement applies equally to chief officers and non-chief officers. Flexible retirement provides the ability for an employee to draw their pension at the same time as being able to remain as an employee through a reduction either in hours of work or grade. There is no bar to individuals who have taken flexible retirement from securing work with Hackney Council.

2.7 Arrangements to minimise tax avoidance

The Council aims to appoint individuals to chief officer positions on the basis of contracts of employment and apply direct tax and National Insurance deductions from pay through the operation of PAYE. Consultants will only be used where warranted by the particular chief officer skills required. Where used, consultants' appointments will be reviewed annually by the Group Director – Finance & Corporate Resources.

2.8 Policy on publication and access to information relating to remuneration of chief officers

The Council will publish this Pay Policy Statement and chief officer salary details annually on its website.

Part 3 – Relationship of chief officer pay and remuneration to workforce pay and remuneration

3.1 Pay for employees who are not chief officers

Hackney Council employees are employed on terms and conditions which fall within a relevant national/regional pay and conditions framework. The frameworks are:-

⁴ In accordance with the *Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006*

- the National Joint Council (NJC) for Local Government Services as modified by the Greater London Provincial Council agreement of 2000
- the JNC for Youth and Community workers
- the Soulbury Committee (for educational psychologists, advisers and inspectors)
- Teachers pay and conditions framework
- the JNC for Coroners
- The Local Government Employers senior manager evaluation scheme

Non-chief officer jobs are evaluated using the Greater London Provincial Council (GLPC) job evaluation scheme for posts up to and including PO15 grade and the Local Government Employers Senior Manager job evaluation scheme for posts over PO15. An alternative job evaluation scheme may be adopted for use within the Council for some or all non-chief officer jobs if identified as desirable as part of a pay and grading review. At appointment, officers will be offered a salary corresponding to the lowest spinal column point the relevant pay band for the job unless a higher spinal column point is required to match the appointee's previous salary or to secure a specific candidate with particular experience and competence.

The use of market supplements may be considered where the Council is unable to compete for talented staff owing to the evaluated grade falling below the market rate for the job. Where market supplements are used, their continued use must be assessed regularly against relevant sector pay data.

3.2 Lowest-paid employees

For the purposes of this Pay Policy Statement, the 'lowest paid employee' is defined as an employee on the lowest pay point routinely used by Hackney Council for its substantive jobs, calculated at full-time equivalent. The lowest pay point routinely used is spinal column point 10 of the Inner London pay scale set by the Greater London Provincial Council.

Staff paid at levels beneath spinal column point 10 are not on the pay scale set by the NJC for Local Government Services or are staff who have not wished to come onto Council terms and conditions because of terms protected under the TUPE Regulations, or are apprentices.

It is the Council's policy that all of its employees (excepting employees whose overall terms and conditions are protected under the TUPE Regulations and apprentices) will receive an hourly pay rate that is equivalent to or higher than the London Living Wage.

All workers supplied to the Council by a temporary work agency will be paid a rate at least equivalent to the rate that would be received by a comparative permanent employee. All agency workers will receive an hourly rate that is equivalent to or higher than the London Living Wage.

3.3 Pay multiples

Hackney Council will annually publish the ratio of the pay of its Chief Executive to that of its median and lowest-paid earner.⁵

The median is the salary that separates the higher-earning half of the workforce from the lower-earning half. All salaries will be arranged from lowest to highest value and the middle salary will be selected as the median.

The calculation of the pay multiples will be based on all earnings for the year, including base salary, variable pay, allowances and the cash-value of benefits-in-kind. Pay for part-time employees is scaled-up to full-time equivalence to enable meaningful comparisons and pay for those that have only worked a part year is also scaled up as those they worked a full year. Benefits which employees participate in but not taxed (such as salary sacrifice arrangements) are included within total earnings figures.

Pay:	2014/15	2015/16
Chief Executive's total pay	£176,531	£176,531
Median total pay	£30,525	£31,323
Ratio	5.78	5.64

Hackney Council will also annually publish the rate of its Chief Executive to that of its lowest-paid earner:-

	2014/15	2015/16
Chief Executive's total pay	£176,531	£176,531
Lowest-paid total pay	£17,439	£17,439
Ratio	10.12	10.12

All earnings:	2014/15	2015/16
Chief Executive's total earnings*	£177,956	£185,622
Median total earnings	£32,018	£32,090
Ratio	5.56	5.78

	2014/15	2015/16
Chief Executive's total earnings	£177,956	£185,622
Lowest-paid total earnings	£17,439	£17,836
Ratio	10.20	10.41

* All earnings for the Chief Executive include pay, a travel allowance, and an allowance for election duties. There was no election in 2014/15 but there was in 2015/16, which explains the increase in total earnings for the year.

⁵ In accordance with the *Code of Recommended Practice for Local Authorities on Data Transparency* (DCLG)

Part 4 – Other reward mechanisms

4.1 Pay protection

Hackney Council has a pay protection policy that provides a mechanism to assist employees to adjust to a reduction in pay arising from organisational change or redeployment. Pay is protected for a period of 6 months following which the employee reverts to the level of pay for the substantive grade.

4.2 Pension

Hackney Council operates the Local Government Pension Scheme (LGPS) and makes pension contributions as required to all employees who participate in the scheme. The Council has determined policies around the discretions available under the LGPS.

Since 1 July 2013 the Council automatically enrolls workers into either the Local Government Pensions Scheme or the National Health Service Pension Scheme, as appropriate, if they meet the following criteria:-

- Earn over £10,000 a year; and
- Are aged between 22 and State Pension Age⁶

4.3 Other benefits

All permanent employees may participate in the childcare voucher, computer and cycle-to-work schemes through a salary sacrifice arrangement as well as a range of other benefits. There is also a discounted gym membership offer. Further employee benefits are planned and may be introduced during the year.

⁶ As required by the *Pensions Act 2008*

Agenda Item 5

Work Programme of Corporate Committee 2016/17

14 July 2016			
1	Work Programme 2016/17	To Approve	Tim Shields (Rabiya Khatun)
2	Food Law Enforcement Service Plan 2016/17	To Approve	Kim Wright (Aleyne Fontenelle)
3	Planning Policy - Authority Monitoring Report	To Approve	Kim Wright (Ian Rae)

13 October 2016			
1	Environmental Enforcement - Annual Assessment Of The Local Environmental Quality Enforcement Strategy And Annual Performance Report 2014/15	For Information And Comment	Kim Wright (Mark Griffin)
2	Work Programme 2016/17		

13 December 2016			
1	Pay Policy Review 2017/18	To Approve	Tim Shields (Dan Paul)
2	Regulatory Services Update	For Information And Comment	Kim Wright (Aleyne Fontenelle) Deferred to 28 th March 2017
3	Work Programme 2016/17		

28 March 2017			
1	HR Policy Review	To Approve	Tim Shields (Dan Paul)
2	Annual Report Of The Community Safety Team And Noise Nuisance	For Information And Comment	Tim Shields (Steve Bending)
3	Annual Review Of The Borough Wide Designated Public Places Order	For Information And Comment	Tim Shields (Steve Bending)
4	Regulatory Services Update	For Information And Comment	Kim Wright (Aleyne Fontenelle)
5	Highways Obstruction And Enforcement (A-Boards & Tables and Chairs) - Verbal Report	For Information	Seamus Adams
6	Work Programme 2016/17		

