



CORPORATE COMMITTEE

Monday, 30th October, 2017

at 6.30 pm

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

Committee Membership

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

Tim Shields
Chief Executive

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

AGENDA

Monday, 30th October, 2017

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 Director of Legal
- 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 Suki Binjal, Interim Director of Legal on 020 8356 6234 or email suki.binjal@hackney.gov.uk



MINUTES OF A MEETING OF THE CORPORATE COMMITTEE

TUESDAY, 28TH MARCH, 2017

- Councillors Present:** Councillor Jessica Webb in the Chair
Cllr Susan Fajana-Thomas (Vice-Chair),
Cllr Katie Hanson, Cllr Christopher Kennedy,
Cllr M Can Ozsen, Cllr Clare Potter,
Cllr Nick Sharman and Cllr Vincent Stops
- Apologies:** Councillor Will Brett, Councillor Barry Buitekant,
Councillor Laura Bunt, Councillor Mete Coban,
Councillor Michael Levy, Councillor Sally Mulready
and Councillor Ian David Sharer
- Officers in Attendance:** Dan Paul (Head of HR & OD), Steve Bending (Head
of Safer Communities), Robin Jones (Team Leader
Trading Standards), Robert Bartlett (Senior
Environmental Health Officer) and Stephen Rix
(Legal Services).
- Also in Attendance:** Cllr Caroline Selman
A member of the public

1 APOLOGIES FOR ABSENCE

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

2 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 **RESOLVED** to approve the previous minutes of the meeting held on 13 December 2016 as a correct record.

3.2 Matters Arising

List of Construction Waivers

Minute no 3.2 – The Chair reported that officers were working towards making granted construction waivers available on the Council's website.

Committee reports

Minute no 3.3 – The Chair advised that she had written to the Chief Executive expressing the Committee's concern regarding the contents of

Corporate Committee reports and was now awaiting a response from the Chief Executive.

A- Boards - Clearing A-board obstructions along the TfL Road Network, Minute no 3.4 – The Chair noted the response from Transport for London, which was circulated at the meeting, confirming that Upper and Lower Clapton Road, Stamford Hill, City Road and Kingsland Road from Old Street to Dalston Junction had been included as priority locations in the TfL's Operation Clearway.

HIGHWAYS OBSTRUCTION AND ENFORCEMENT (A-BOARDS & TABLES AND CHAIRS) - VERBAL REPORT

- 4.1 This item was deferred to the next meeting.

5 CAR PARKING POLICY

- 5.1 Dan Paul, Head of HR& OD introduced the report detailing a fair approach to the car parking policy following the transfer of Hackney Homes employees to the Council.
- 5.2 In response to questions from Cllr Stops and Cllr Fajana -Thomas seeking further clarification regarding the implementation of the policy and the impact of the policy on staff required to travel for work purposes. Mr Paul confirmed that the policy will apply to all Council owned parking spaces and that employees that have to undertake travelling as part of their work such as Housing staff will not be affected by the changes in the policy.

RESOLVED to approve the Council Staff Car Parking Policy

6 PAY STRUCTURE

- 6.1 Dan Paul, Head of HR & OD presented the report introducing an additional pay grade in the pay structure for council employees. The additional SM2 grade was intended to better recognise the difference in jobs and would be beneficial for restructuring services, consolidate management posts and deliver management savings whilst ensuring that pay remained appropriate to the duties and responsibilities of posts. The trade unions had been consulted on the proposal and that Unison's response had been included within the report.
- 6.2 Cllr Stops enquired about the issues raised by the unions. Mr Paul stated that some of the concerns included factual inaccuracies and single status issues. Mr Paul clarified that the SM2 grade was not a pay rise but recognition of skills to ensure the recruitment and retention of senior staff. The new grade reflected a more transparent pay structure which incorporated market supplements.
- 6.3 Cllr Hanson commented that the SM2 grade was reasonable and transparent but expressed concern that the employee market supplements in the current structure could potentially lead to discrimination. Mr Paul stated that the removal of the market supplements in the revised pay structure would remove any potential discrimination claims.

- 6.4 Cllr Fajana – Thomas asked how the additional pay grade would impact on the Council's finances and the number of staff being transferred to SM2. Mr Paul advised that it would cost the Council approximately £65k and that two of seven staff would be transferred to the new grade.

RESOLVED to approve the addition of the grade SM2 to the pay structure and amend the salaries for points in SM1.

7 COMMUNITY SAFETY TEAM AND NOISE NUISANCE ANNUAL REPORT

- 7.1 Steve Bending introduced the annual report which provided an update on the volume of noise complaints, a breakdown of the individual types of noise and associated matters within the services workload, including Temporary Event Notices, which continued to place significant demand upon limited staff resources and the council's response to noise nuisance. He also briefly summarised the work of the new Community Safety, Enforcement and Business Regulation Service, which was scheduled to be introduced on 3 May 2017.
- 7.2 Cllr Sharman stated that more information relating to the service's targets, objectives, resource implications and performance monitoring should be included in the report. Mr Bending responded that due to the range of enforcement services covered by the team it had been a challenge to set objectives. However, the new service would have access to more robust intelligence in order to set objectives and measure targets. Cllr Selman advised that they were currently producing KPIs for the new service and indicated that a draft paper would be circulated to Committee members for their comments.
- 7.3 Cllr Kennedy commented that measuring the duration of the noise nuisance complaints as well as the volume would be useful for the Licensing Service. Mr Bending advised that the new service would be more flexible and there would be a single point of contact to deal with reports of noise nuisance. Under the new system reports of noise nuisance and anti-social behaviour would now be recorded under the address and all information would be held on one database. Enforcement action was also being focused on premises with persistent issues relating to noise nuisance.
- 7.4 Cllr Fajana–Thomas asked whether the Council could take any action to recoup the increasing costs of temporary event notices (TEN) following the significant increase in TEN applications. Mr Bending said that the TEN application fee had been set at £21 since the introduction of the legislation and this fee could not be increased to cover costs for administration and resources.
- 7.5 Cllr Ozsen enquired whether the team had received any complaints relating to noise nuisance emanating from wooden floors. Mr Bending confirmed that a few complaints had been received regarding this issue and that Hackney Housing Services had dedicated officers liaising with individuals to address this noise nuisance.

RESOLVED to note the content of this report

8 FIFTH ANNUAL REPORT - BOROUGH WIDE DESIGNATED PUBLIC PLACE ORDER (DPPO)

- 8.1 Steve Bending, Head of Safer Communities, introduced the final annual report on the Borough wide Designated Public Place Order (DPPO) introduced on 24 May 2010 which had been superseded by the Anti-social Behaviour, Crime and Policing Act 2014. The DPPO would either transition into a Public Spaces Protection Order (PSPO) by virtue of the Act or cease to exist as an order if the transition did not take place before 20 October 2017.
- 8.2 Mr Bending summarised the key initiatives relating to the DPPO and the activities since 25 May 2016. It was also reported that a public consultation on whether to prevent the transition to a PSPO would be taking place in summer 2017.
- 8.3 Cllr Selman stated that consultation on the PSPO was not a statutory requirement, however it was necessary to consult prior to any measures being introduced.
- 8.4 Cllr Stops welcomed the reduction in street drinking in the borough but commented that street drinking continued to be an issue on The Narrow Way (Mare Street). Cllr Hanson referred to the second prohibition and indicated that there was no reference to whether the containers were ‘open or closed’ and sought clarification on how this prohibition would be enforced. Mr Bending responded that the service continued to engage with street drinkers to address this issue and enforcement officers had been given the power to use their discretion to enforce this condition.

RESOLVED to note the contents of the report.

9 REGULATORY SERVICES UPDATE

- 9.1 Robin Jones, Team Leader Trading Standards, introduced the report providing an update on the Food Law Enforcement Service Plan 2016/17. Mr Jones highlighted the work of the Hackney Trading Standards from April to December 2016 and outlined the Service’s achievements and future areas of interest. The Service’s achievements included the successful prosecution of two traders and recovery of £300k from financial investigations.
- 9.2 In relation to food fraud in Hackney, Mr Bartlett stated that a dedicated food fraud officer had been engaging with local businesses as well as making unannounced inspections and taking enforcement action if necessary. Mr Bartlett stated that phases 1 and 2 of the food fraud project had been completed and phase 3 was awaiting funding. The Council would be broadening the food fraud scope in the next financial year from illegal meat products to other products such as illegal alcohol, fish, olive oil and high value products.

- 9.3 Cllr Kennedy expressed disappointment at the lack of support by larger retailers to the Council's policy on minimum unit pricing of alcohol. Cllr Selman reported that it had been a challenge to gain access to larger retailers however, there had been significant support from smaller retailers for the policy and therefore a voluntary arrangement would be introduced.
- 9.4 Cllr Stops enquired about the enforcement action being taken to tackle the rising number of estate agents boards sponsoring school fetes while publicising their services. Mr Jones confirmed that action had been taken to address this issue however in recent months there had been an increase in agents' boards and the team would continue to take action to tackle this issue.
- 9.5 Cllr Sharman stated that the service targets had to be reviewed to ensure that they were relevant and measurable so that the service's performance could be monitored. Mr Barlett said that the performance was being monitoring in areas such as food and licensing and that a dashboard was being developed to capture data daily and this would enable the Council to monitor the Service's performance against agreed KPIs and internal targets. Cllr Selman advised that the new service planned to measure performance and report the findings to this Committee. Mr Jones confirmed that the new service would report bi-yearly.
- 9.6 Cllr Fajana-Thomas enquired how the service engaged with minority groups to educate them on unsafe or unhealthy imported products such as palm oil, medicine and healthcare products. Mr Bartlett stated that officers engaged with businesses by providing advisory literature on food, import control and supply chains for products. They had also delivered education programmes to raise awareness among the public such as the health catering programme which provided information on food, nutrition and food hygiene and safety. Mr Jones added that traders were encouraged to surrender prior unsafe or illegal products prior to any enforcement action being taken.
- 9.7 Cllr Stops asked how zero rated food premises were allowed to continue trading. Mr Bartlett stated that it was not mandatory for a business to display their hygiene rating and that the Food Standards Agency were considering introducing a mandatory requirement to increase compliance rates. Cllr Selman stated that the officers were engaging and educating businesses and the public on food ratings.

RESOLVED to:

- 1. Note the contents of the update to the Food Law Enforcement Service Plan 2016/17**
- 2. Note the level and scope of work being carried out to meet the requirements of the plan.**
- 3. Note the contents of the update to the Trading Standards Service Plan Service Plan 2016/17**
- 4. Note the level and scope of work being carried out to meet the requirements of the plan.**

10 WORK PROGRAMME 2017/18

RESOLVED to note the Corporate Committee Work Programme for the municipal year 2017/18.

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

11.1 There was no other urgent business.

Duration of the meeting: 6.30 - 8.30 pm

Contact:
Rabiya Khatun
Governance Services Officer
020 8356 6279



PAY POLICY STATEMENT 2018/19	
CORPORATE COMMITTEE MEETING DATE 2017/18 30 October 2017	CLASSIFICATION: Open If exempt, the reason will be listed in the main body of this report.
WARD(S) AFFECTED All Wards	
GROUP 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 2018/19 is attached at Appendix 1. This statement must be approved by a resolution of the Council before 31 March 2018.
- 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)

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 2017/18 statement which was approved by Council. The 2018/19 statement must be approved by a resolution of the Council before 31 March 2018.

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 some paragraphs have been reordered for ease of reading and understanding. 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 were consulted on the original policy. It has not materially changed.

4.9 **Risk Assessment**

It is a legal requirement that the Pay Policy Statement be published by 31st March 2018.

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

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

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

6. COMMENTS OF THE INTERIM DIRECTOR OF LEGAL

Article 9 of the constitution confirms that the Councils Corporate Committee is responsible for maintaining oversight of the Councils regulatory, planning, election and human resources functions, as well as any other function not specifically allocated to full Council or another committee. Under the Localism Act 2011, Local Authorities are required to approve and adopt a Pay Policy Statement before the beginning of each financial year. It is for this reason that the Committee is recommended to agree and approve the pay policy statement at Appendix 1. This Pay Policy Statement meets the requirements of the Act.

APPENDICES

Appendix 1 - The Pay Policy Statement 2018/19

BACKGROUND PAPERS

None

Report Author	Dan Paul 0208 356 3110 Dan.paul@hackney.gov.uk
Comments on behalf of the Group Director of Finance and Corporate Resources	Ramesh Teelock, Group Accountant Ramesh.Teelock@hackney.gov.uk
Comments on behalf of the Interim Director of Legal	Juliet Babb, Senior Lawyer Juliet.babb@hackney.gov.uk



Pay Policy Statement 2018/19

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, grades CO1-CO3.

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 required to publish its policy on:-
- Making discretionary payments on termination of employment¹. 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 and in compliance with the legislation, no payment will exceed the value of 104 weeks' pay. All such payments will be subject to an internal business case approval process involving Finance and Human Resources.

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

- Increasing an employee's total pension scheme membership and on awarding additional pension.² The Council will not increase total pension scheme membership nor award additional pension.

- 1.4 This Pay Policy Statement also sets out the Council's policy as it relates to the remuneration of its lowest paid employees.
- 1.5 This Pay Policy Statement sets out the principles governing remuneration within the Council in 2018/19. This Pay Policy Statement is approved by full Council resolution.
- 1.6 Hackney Council's pay and remuneration practice in 2018/19 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 – Officer appointment, 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

² In accordance with the *Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006*

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, market supplements 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.

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.

³ Under the terms of the Local Government Pension Scheme Regulations

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.

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 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:-

- 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.

It is the Council's policy that all of its employees (excepting employees whose overall terms and conditions are protected under the TUPE Regulations) 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.⁴

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:	2015/16	2016/17
Chief Executive's total pay	£176,531	£176,531
Median total pay	£31,323	£30,831
Ratio	5.64	5.73

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

	2015/16	2016/17
Chief Executive's total pay	£176,531	£176,531
Lowest-paid total pay	£17,439	£18,846
Ratio	10.12	9.37

All earnings:	2015/16	2016/17
Chief Executive's total earnings*	£185,622	£201,632
Median total earnings	£32,090	£30,831
Ratio	5.78	6.54

	2015/16	2016/17
Chief Executive's total earnings	£185,622	£201,632
Lowest-paid total earnings	£17,836	£18,846
Ratio	10.41	10.7

Notes to the pay multiples

1. All earnings for the Chief Executive include pay, a travel allowance, and an allowance for election duties. There were 7 elections or referenda in 2016/17, which is unique and not expected to reoccur. There is one election due in 2017/18 and one in 2018/19.

⁴ In accordance with the *Code of Recommended Practice for Local Authorities on Data Transparency* (DCLG)

2. Median total pay and median total earnings have reduced as a result of the TUPE transfer of Hackney Homes employees back into the Council. This employee group contains proportionally more employees at lower grades which has reduced median pay from 2015/16 to 2016/17. This effect is expected to be permanent.

The effect of the two points above has been to increase the ratio, in particular, of Median Total Earnings to Chief Executive's Total Earnings from 5.78 to 6.54. In future years this is expected to reduce, although given point 2 above, it is unlikely to decrease to 2015/16 levels.

3. Median total pay and median total earnings are the same this year as both measures fall within a populous grade, SO1.
4. Lowest paid total earnings has increased significantly as a result of pay awards being weighted to the bottom end of the pay structure.

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 Age⁵

4.3 Other benefits

All permanent employees may participate in the childcare voucher and cycle-to-work schemes through a salary sacrifice arrangement as well as a range of

⁵ As required by the *Pensions Act 2008*

other benefits. There is also a discounted gym membership offer and a general employee discounts scheme as well as a low cost loans offer, season ticket loans and tenancy deposit loans. Further employee benefits may be introduced during the year.

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Agenda Item 6

Draft Work Programme of the Corporate Committee 2017/18

13 July 2017 - Cancelled				
	TITLE	DESCRIPTION	DECISION	GROUP DIRECTOR
1	HR Policy Review (if required)		To Approve	Tim Shields (Dan Paul)
2	Planning - Authority Monitoring Report 2016	The AMR provides monitoring information on spatial planning-related activity for the financial year 2016 to inform and monitor policy development and performance	For Information And Comment	Kim Wright (Ian Rae)

30 October 2017				
1	HR Policy Review (if required)		To Approve	Tim Shields (Dan Paul)
2	Pay Policy Review 2017/18	The Localism Act 2011 requires the Council to publish an annual pay statement for Chief Officer Pay.	To Approve (rescheduled from December 2017)	Tim Shields (Dan Paul)
3	Highways Obstruction and Enforcement (Tables and Chairs)	A verbal report on the enforcement action in relation to tables and chairs on the public highway	For Information And Comment	Wayne Stephenson

12 December 2017				
1	HR Policy Review (if required)		To Approve	Tim Shields (Dan Paul)
2	Environmental Enforcement - Annual Assessment Of The Local Environmental Quality Enforcement Strategy And Annual Performance Report 2016/17	The report sets out the annual performance report across the environmental enforcement remit for the 2015/16 financial year.	For Information And Comment (Deferred from October 2017)	Kim Wright Gerry McCarthy/ Wayne Stephenson
3	Regulatory Services Update	The Food Law Enforcement Service Plan (FLESP) is a statutory plan which sets out how the Council will undertake enforcement of food safety legislation.	For Information And Comment	Kim Wright
4	Planning - Authority Monitoring Report 2017	The AMR provides monitoring information on spatial planning-related activity for the financial year 2017 to inform and monitor policy development and performance.	For Information And Comment	Kim Wright (Ian Rae)

26 March 2018

1	HR Policy Review (if required)		To Approve	Tim Shields (Dan Paul)
2	Annual Report Of The Community Safety Team And Noise Nuisance	The annual report sets out the development of the Council's response to noise nuisance.	For Information And Comment	Kim Wright
3	Annual Review Of The Borough Wide Designated Public Places Order (DPPO)/ Public Spaces Protection Order	Annual report on the DPPO/ Public Spaces Protection Order.	For Information And Comment	Kim Wright