



C O R P O R A T E C O M M I T T E E

Tuesday 12 December 2023 at 6.30pm
Council Chamber, Hackney Town Hall

Live stream link:

<https://youtube.com/live/L9T0GERk2WU>

Back up link: https://youtube.com/live/euAXIxnhr_Q

Members of the Committee:

Cllr Penny Wrout (Chair), Cllr Sarah Young (Vice Chair),
Cllr Alastair Binnie-Lubbock, Cllr Michael Desmond, Cllr Sade Etti,
Cllr Eluzer Goldberg, Cllr Clare Joseph, Cllr Michael Levy, Cllr Jon
Narcross, Cllr Clare Potter, Cllr Fliss Premru, Cllr Steve Race, Cllr
Ali Sadek, Cllr Ifraax Samatar, Cllr Sheila Suso-Runge, Cllr Claudia
Turbet-Delof, and Cllr Jessica Webb.

Welcome:

Members of the public and press are welcome to attend this meeting.

Dawn Carter-McDonald
Interim Chief Executive
Published on: Monday 4 December
2023

www.hackney.gov.uk

Contact: Gareth Sykes
Governance Officer
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Corporate Committee

Tuesday 12 December 2023

Order of Business

1 Apologies for Absence

2 Declarations of Interest - Members to Declare As Appropriate

Members are invited to consider the guidance which accompanies this agenda and make declarations as appropriate.

**3 Consideration of Minutes Of The Previous Meeting and matters arising
(Pages 9 – 31)**

To consider and agree the minutes of the previous meeting held on 12 September 2023. And also to consider the actions list from that meeting.

4 Questions from the public

The deadline for questions from members of the public is 12 noon, four clear working days before the meeting (Wednesday 6 December 2023). If a member of the public wishes to submit a question they can do so by emailing governance@hackney.gov.uk. A supplementary agenda setting out any public questions received after the publication of the main agenda will be circulated shortly after this deadline.

If the Committee Chair agrees, a member of the public can ask a question at the Committee without having given notice. If a question without notice is asked, the Chair will explain that it might not be possible to give a full answer at the meeting and that a written response will be provided.

5 Questions from Councillors

No questions have been submitted from Councillors to the Committee.

6 HR Policy Review

Standing item.

7 Pay Policy Statement for 2024/2025 (Pages 33 – 50)

8 Strategic Plan update

Verbal update.

**9 Draft work Corporate Committee work programme 2023/24
(Pages 51 – 56)**

10 Any Other Business the Chair Considers to be Urgent

Next meeting date: 13 March 2024

Public Attendance

The Town Hall is open. Information on forthcoming Council meetings can be obtained from the Town Hall Reception.

Members of the public and representatives of the press are entitled to attend Council meetings and remain and hear discussions on matters within the public part of the meeting. They are not, however, entitled to participate in any discussions. Council meetings can also be observed via the live-stream facility, the link for which appears on the agenda front sheet of each committee meeting.

On occasions part of the meeting may be held in private and will not be open to the public. This is if an item being considered is likely to lead to the disclosure of exempt or confidential information in accordance with Schedule 12A of the Local Government Act 1972 (as amended). Reasons for exemption will be specified for each respective agenda item.

For further information, including public participation, please visit our website <https://hackney.gov.uk/menu#get-involved-council-decisions> or contact: governance@hackney.gov.uk

Rights of Press and Public to Report on Meetings

The Openness of Local Government Bodies Regulations 2014 give the public the right to film, record audio, take photographs, and use social media and the internet at meetings to report on any meetings that are open to the public.

By attending a public meeting of the Council, Executive, any committee or sub-committee, any Panel or Commission, or any Board you are agreeing to these guidelines as a whole and in particular the stipulations listed below:

- Anyone planning to record meetings of the Council and its public meetings through any audio, visual or written methods they find appropriate can do so providing they do not disturb the conduct of the meeting;
- You are welcome to attend a public meeting to report proceedings, either in 'real time' or after conclusion of the meeting, on a blog, social networking site, news forum or other online media;
- You may use a laptop, tablet device, smartphone or portable camera to record a written or audio transcript of proceedings during the meeting;
- Facilities within the Town Hall and Council Chamber are limited and recording equipment must be of a reasonable size and nature to be easily accommodated.
- You are asked to contact the Officer whose name appears at the beginning of this Agenda if you have any large or complex recording equipment to see whether this can be accommodated within the existing facilities;
- You must not interrupt proceedings and digital equipment must be set to 'silent' mode;
- You should focus any recording equipment on 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 to respect the wishes of those who do not want to be filmed and photographed may result in the Chair instructing you to cease reporting or recording and you may potentially be excluded from the meeting if you fail to comply;

- Any person whose behaviour threatens to disrupt orderly conduct will be asked to leave;
- Be aware that libellous comments against the council, individual Councillors or officers could result in legal action being taken against you;
- The recorded images must not be edited in a way in which there is a clear aim to distort the truth or misrepresent those taking part in the proceedings;
- Personal attacks of any kind or offensive comments that target or disparage any ethnic, racial, age, religion, gender, sexual orientation or disability status could also result in legal action being taken against you.

Failure to comply with the above requirements may result in the support and assistance of the Council in the recording of proceedings being withdrawn. The Council regards violation of any of the points above as a risk to the orderly conduct of a meeting. The Council therefore reserves the right to exclude any person from the current meeting and refuse entry to any further council meetings, where a breach of these requirements occurs. The Chair of the meeting will ensure that the meeting runs in an effective manner and has the power to ensure that the meeting is not disturbed through the use of flash photography, intrusive camera equipment or the person recording the meeting moving around the room.

Advice to Members on Declaring Interests

If you require advice on declarations of interests, this can be obtained from:

- The Monitoring Officer;
- The Deputy Monitoring Officer; or
- The legal adviser to the meeting.

It is recommended that any advice be sought in advance of, rather than at, the meeting.

Disclosable Pecuniary Interests (DPIs)

You will have a Disclosable Pecuniary Interest (*DPI) if it:

- Relates to your employment, sponsorship, contracts as well as wider financial interests and assets including land, property, licenses and corporate tenancies.
- Relates to an interest which you have registered in that part of the Register of Interests form relating to DPIs as being an interest of you, your spouse or civil partner, or anyone living with you as if they were your spouse or civil partner.
- Relates to an interest which should be registered in that part of the Register of Interests form relating to DPIs, but you have not yet done so.

If you are present at any meeting of the Council and you have a DPI relating to any business that will be considered at the meeting, you **must**:

- Not seek to improperly influence decision-making on that matter;
- Make a verbal declaration of the existence and nature of the DPI at or before the consideration of the item of business or as soon as the interest becomes apparent; and
- Leave the room whilst the matter is under consideration

You **must not**:

- Participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business; or
- Participate in any vote or further vote taken on the matter at the meeting.

If you have obtained a dispensation from the Monitoring Officer or Standards Committee prior to the matter being considered, then you should make a verbal declaration of the existence and nature of the DPI and that you have obtained a dispensation. The dispensation granted will explain the extent to which you are able to participate.

Other Registrable Interests

You will have an 'Other Registrable Interest' (ORI) in a matter if it

- Relates to appointments made by the authority to any outside bodies, membership of: charities, trade unions,, lobbying or campaign groups, voluntary organisations in the borough or governorships at any educational institution within the borough.
- Relates to an interest which you have registered in that part of the Register of Interests form relating to ORIs as being an interest of you, your spouse or civil partner, or anyone living with you as if they were your spouse or civil partner; or
- Relates to an interest which should be registered in that part of the Register of Interests form relating to ORIs, but you have not yet done so.

Where a matter arises at any meeting of the Council which affects a body or organisation you have named in that part of the Register of Interests Form relating to ORIs, **you must** make a verbal declaration of the existence and nature of the DPI at or before the consideration of the item of business or as soon as the interest becomes apparent. **You may** speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Disclosure of Other Interests

Where a matter arises at any meeting of the Council which **directly relates** to your financial interest or well-being or a financial interest or well-being of a relative or close associate, you **must** disclose the interest. **You may** speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where a matter arises at any meeting of the Council which **affects** your financial interest or well-being, or a financial interest or well-being of a relative or close associate to a greater extent than it affects the financial interest or wellbeing of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you **must** declare the interest. You **may** only speak on the matter if members of the public are able to speak. Otherwise you must not take part in any discussion or voting on the matter and must not remain in the room unless you have been granted a dispensation.

In all cases, where the Monitoring Officer has agreed that the interest in question is a **sensitive interest**, you do not have to disclose the nature of the interest itself.

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MINUTES OF A MEETING OF THE CORPORATE COMMITTEE

TUESDAY 12 SEPTEMBER 2023

THIS MEETING WAS LIVE STREAMED AND CAN BE VIEWED HERE:

https://youtube.com/live/XbQ959CBC_8

- Councillors Present:** Cllr Penny Wrout in the Chair
- Cllr Sarah Young (Vice-Chair), Cllr Michael Desmond, Cllr Alastair Binnie-Lubbock, Cllr Sade Etti, Cllr Jon Narcross, Cllr Steve Race, Cllr Ali Sadek, Cllr Sheila Suso-Runge and Cllr Jessica Webb.
- Apologies:** Cllr Clare Potter, Cllr Clare Joseph, and Cllr Claudia Turbet-Delof
- Absent:** Cllr Eluzer Goldberg, Cllr Michael Levy, Cllr Fliss Premru and Cllr Ifraax Samatar
- Gerry McCarthy, Head of Community Safety, Enforcement and Business Regulation
- Officers in Attendance:** Sandra Farquharson, Director of Human Resources and Organisational Development
Kate Faxen, Head of Organisational Development Workforce and Inclusion
Josephine Sterakides, Legal Officer
Gareth Sykes, Governance Officer
Meryl Wade, Human Resources Policy Manager
- Also in Attendance:** Cllr Carole Williams, Cabinet Member for Employment, Human Resources and Equalities

1 Apologies for Absence

- 1.1 Apologies for absence were received from Cllr Clare Joseph, Cllr Clare Potter and Cllr Claudia Turbet-Delof.
- 1.2 Apologies for lateness was received from Cllr Sarah Young.
- 1.3 Cllr Eluzer Goldberg, Cllr Michael Levy, Cllr Fliss Premru, and Cllr Ifraax Samatar were recorded as absent from the meeting.
- 1.4 No Committee members joined the meeting remotely.

2 Declarations of Interest - Members to Declare As Appropriate

2.1 None.

3 The Terms of Reference of the Corporate Committee for the Municipal Year 2023/24

3.1 The Committee were asked to note their newly formatted terms of reference at appendix three of the Hackney Council Constitution, as approved at the 24 July 2023 Hackney Council meeting. Members were to note the new section, Questions to the Committee in their Terms of Reference. The Governance Officer briefly outlined the procedure and deadlines for the submission of questions. Public questions were to be submitted four clear work days before the meeting date and eight clear working days for Councillors.

3.2 The Chair of the Committee read out the new section in the Terms of Reference, questions to the committee;

A member of the public who lives, works, or studies in the Borough can ask a question of the Committee with one supplementary question relating to an item on the agenda.

A Councillor may ask a question of the Committee with one supplementary question relating to an item on the agenda.

The total amount of time for questions with notice at the Committee will be no more than 15 minutes.

If the Chair agrees, a member of the public can ask a question at the Committee without having given notice. If a question without notice is asked, the Chair will explain that it might not be possible to give a full answer at the meeting and that a written response will be provided.

3.3 Cllr Binnie-Lubbock highlighted that in relation to the deadline for Councillors to submit questions, they might not know at that point what was on the up and coming meeting agenda. The Committee noted that the Corporate Committee meeting agenda and papers were published five clear working days before the meeting date. The Governance Officer highlighted that a Councillor could ask a general question about a piece of work that was within the remit of the Corporate Committee. If the relevant officer was not at the subsequent meeting to provide an answer or a question was asked at the meeting, then a written answer would be provided shortly after the meeting.

RESOLVED:

The Corporate Committee noted their newly formatted terms of reference at appendix three of the Hackney Council constitution, as approved at the 24 July 2023 Council meeting.

4 Consideration of Minutes Of The Previous Meeting and actions list

4.1 The Committee considered the minutes of their previous meeting, held on 7 June 2023, and sought clarification on the following points:

- checking the accuracy at paragraph 6.3 of the use of the job title 'Street Population Co-ordinator';
- checking the accuracy at paragraph 9.3 of the use of the term 'organogram'.

Matters arising

4.2 The Governance Officer had provided written updates on the following:

Green flag

(From the Council's Head of Leisure, Parks and Green Spaces):

The Leisure, Parks and Green Spaces Service develops, manages and maintains - through an in-house team - 58 parks and green spaces across the borough totalling some 282 hectares, ranging from major parks and green spaces such as Hackney Marshes, London Fields and Clissold Park to small gardens such as Hoxton Square and Church Street Gardens. In 2023, twenty nine of the sites were recognised with Green Flag Awards – the quality standard for parks - already one of the highest totals in London. However, the Council is working towards securing thirty two Green Flag Awards by 2026. Whilst all of the Council's 58 parks and green spaces are maintained to the same standards, not all would be suitable for a Green Flag Award given the type of green space they are. In addition, a significant amount of additional work would be required to increase the number of applications for Green Flags beyond current levels - this is beyond existing staff resources.

Carbon monitoring:

(From the Council's Strategic Director Customer and Workplace)

- We do not currently have routine Carbon Dioxide (CO₂) monitoring
- We have had the Hackney Service Centre (HSC) airflow checked by external experts, which has confirmed that airflows are well within the parameters required if the building is fully occupied (noting that we are typically at c 40% - 50% capacity, so there is a lot of headroom)
- During the earlier stages of opening up as the lockdown restrictions eased, we carried out additional CO₂ checks and these confirmed that the levels were well within the required limits

4.3 The Governance Officer was continuing to look into the issue of CEO and SMT pay arrangements. On the issue of Hire Bikes, Cllr Binnie-Lubbock clarified that the action was for officers to provide an update on their obstruction of the pavement and also the rollout of more hire bike bays and docking stations and also their current usage levels.

4.4 The Governance Officer reported that they had made initial contact with the Council's Strategic Director Customer and Workplace to arrange a tour for the Committee members of the Council's buildings off campus. It was suggested that the first step was to identify those buildings that would encompass that tour, who the main contact was at those buildings, and arrange a date and put that date to the Committee.

- 4.5 The Chair of the Committee suggested a group of buildings that the committee could visit at one time but to ensure at the same time that it would not cause any disruption to staff.
- 4.6 The Governance Officer clarified that the off campus tour came out of the previous HSCe tour that had taken place in May 2023.
- 4.7 The Governance Officer agreed to seek updates from officers on those outstanding actions from the 7 June 2023 meeting.
- 4.8 Cllr Desmond commented that a tour for members of the Council's off campus buildings would be useful, he added that it would be helpful to have some empirical statistics about the usage of those buildings. It would be useful to have that data prior to the visits so members knew what they were looking at. It would also be useful to know if the Council was the leaseholder, the context of the Council's involvement and to determine if the Council's use of the building was cost effective.
- 4.9 The Chair of the Committee suggested that it would be useful to arrange a visit of one building before the next Committee meeting.

Action:

The Governance Officer to seek updates from officers on those outstanding actions from the 7 June 2023 meeting and update the committee before the next committee meeting.

Action:

The Governance Officer to check with the Council's Strategic Director Customer and Workplace whether there was available for circulation to the committee empirical statistics on the following for Council buildings:

- 1. Occupancy levels**
- 2. Usage levels; and**
- 3. Details on who the freeholder or leaseholder was for each Council building.**

RESOLVED:

The minutes of the previous meeting, held on the 7 June 2023, subject to some minor points of accuracy, be approved as an accurate record of those meeting's proceedings.

5 HR Policy Review

- 5.1 The Council's Director Of Human Resources and Organisational Development explained that the Paid Domestic Abuse Leave report is part of a wider Human Resources policy review across the Council. We are currently developing a forward plan to review the council's policies, such as the strategic plan, equality plan and commitments to anti-racism to ensure that the Council embeds these changes in a consistent and structured way going forward. The HR policy review would be a standing item on the Corporate Committee agenda and each amended policy will be brought for consideration when the review has been

concluded. An overview of the plan will be presented at the next Committee meeting.

- 5.2 Committee members recommended that for future Committee meetings, that it was made clear with a series of subheadings for which parts, of the overall HR Policy Review, were coming to the meeting for consideration and to gauge their progress.
- 5.3 Responding to a question from the Chair of the Committee, the Council's Director Of Human Resources and Organisational Development replied that the Committee was required to consider and sign off a recommendation where there was a change in policy. These policies would be discussed under the standing agenda coming to the Committee meeting.

6 Paid Domestic Abuse Leave report

- 6.1 The Council's Director of Human Resources and Organisational Development introduced the published report.
- 6.2 The review had been undertaken jointly with Hackney's Domestic Abuse Intervention Service (DAIS). Staff and Trade Union representatives had been included as it was recognised that Employers played a powerful role in tackling domestic abuse by supporting employees, raising awareness, and tackling the cultural barriers that exist around disclosure.
- 6.3 Through joint consultation with staff, Trade Unions and Hackney's Domestic Abuse Intervention Service the Council was recommending to the Corporate Committee to approve an increase in paid Domestic Abuse leave for employees leaving an abusive relationship:
- (up to) 20 days for employees with dependents
 - (up to) 10 days for employees without dependents.
- 6.4 The Cabinet Member for Employment, Human Resources and Equalities gave her thanks to all those involved in developing and updating the policy and bringing the paper to the meeting. The Trade Unions were thanked; they had been instrumental in raising the issue with the Council and stressing the importance to their members as well as all the staff across the Council. The DAIS were also thanked; early last year on International Women's Day the Council held an online event with staff where the impact of domestic abuse was discussed and its impact on staff and their families and heard of the real impact on staff members. All of the staff were investing in ensuring that the best support was there for those members of staff who were experiencing domestic abuse. The Cabinet Member for Employment, Human Resources and Equalities also thanked the Council's HR Policy Manager and Head of Organisational Development, Strategic Workforce and Inclusion and the Council's Director of Human Resources and Organisational Development for their work in updating the Council's HR policies and working with the Trade Unions through a collegiate approach.
- 6.5 Following the submissions made, the Committee members asked questions which were responded to as follows;
- Responding to a question on whether the policy would apply to men employees as well, the Director of Human Resources and

Organisational Development confirmed that it would apply to all Council employees;

- Replying to a question about the communication of the policy both for Council staff, in particular line managers, the Council's Director of Human Resources and Organisational Development responded that a communication strategy was not yet in place. However, the Council did have some internal communications that could be shared with the members. It was important that messages and reminders about the council's support for victims of domestic abuse were not one-off and that information is embedded in various areas which are available to staff looking for support. It would be a continuous process;
- Replying to a question about communicating with those work colleagues who were not necessarily linked into the relevant Council networks, the Director of Human Resources and Organisational Development responded that the Council would ensure that those colleagues who are 'change champions' would assist in getting the message across and ensure that the support available reaches out more widely;
- The business case and the inclusion of the child safeguarding element, as set out in the report, was commended by the Committee;
- Responding to question about the section of the report citing that 'the approach to perpetrators is a key area of expansion', the Director of Human Resources and Organisational Development explained that this area of work did not necessarily fall directly in line with the work of the HR department, as the policy was about the council's commitment to enable individuals to gain a safe place and making sure they had sufficient support. The focus would be on continuing to reflect on and help employees;
- Replying to a question as to what was meant by the term used 'cultural barriers' in the report, the Director of Human Resources and Organisational Development responded that the term used covers both community as well as corporate cultures and that the Council would seek to ensure that staff did not feel isolated and unable to come forward. The Council would look at ensuring the message that domestic abuse has no barriers and our policy communicates the Council's support and expectations to make clear, that in Hackney, there was no tolerance for domestic abuse;
- The Chair of the Committee recommended whether the Council could check with its Contractors to determine if they had a domestic abuse policy already in place. The Director of Human Resources and Organisational Development replied that they could look into this area and report back to the Committee. If it was not already in place the Council, we may be able to consider how we ensure that this was a Contractor requirement going forward;
- Responding to a question about training, whilst the Council may not be able to dictate the provision of training, the Director of Human Resources and Organisational Development replied that they may be able to require all Contractors to have in place a domestic abuse policy;

- Replying to a question about the level of leave proposed, compared to other organisations and also how the policy was tied in with more proactive support reaching out to support services, the Director of Human Resources and Organisational Development Council is now very similar to policy in place in schools. Compared to other local authorities, it was acknowledged that there is likely to be a discretionary element by managers based on individuals' circumstances and it was right to do so. The policy before the committee now raised the level of support before a manager having to think about where they need to provide discretionary support. The pre-approved part had now been increased and was more significant. The new policy provides a well considered strong level of support and provides the levers to provide help as quickly as possible, whilst avoiding any lengthy discussions about the amount of leave required.
- 6.6 The Cabinet Member for Employment, Human Resources and Equalities explained, on the issue of benchmarking, that both leading Council officers and Council Members had a forum through the London Councils, the local government association for Greater London, in which to discuss benchmarking with other local authorities. That forum was seen as being in a better position to provide a steer on benchmarking. The London Councils undertook this kind of work for a number of policy areas. This in turn would be beneficial in pulling up the level of policy across London. The Cabinet Member for Employment, Human Resources and Equalities could take this matter to the HR forum at the London Councils and also consult with the Council's Director of Human Resources and Organisational Development in relation to HR officers.
- 6.7 Responding to a question from the Committee Chair, the Council's Director of Human Resources and Organisational Development replied that the policy had expanded the remit and was deliberately not specific about whether a member of staff, could, for example, take half a day off. It was about having a human and supportive approach to what staff need. Embedding this flexibility into the policy was important to make it clear to managers that the leave was to be used in the most supportive way for the colleague.
- 6.8 Responding to a question from the Committee Chair about a situation where a member of staff was undertaking a prolonged level of leave would there be issues around confidentiality. The Council's Director of Human Resources and Organisational Development replied that this would be addressed in how the policy is communicated and would include support to managers to assist them in their discussions with members of staff. The potential additional costs of more cases of support for victims of domestic abuse are not necessarily easy to predict from the outset. In some cases due to fear and or reasons of confidentiality there may be some reluctance from colleagues to reach out and share that they are experiencing domestic violence. It is certainly difficult to track because the true volume may not be necessarily in the open.
- 6.9 Cllr Webb encouraged staff to undertake the necessary training and to be mindful of the level of sensitivity involved around such a serious matter as domestic abuse.

Action:

The Director of Human Resources and Organisational Development would:

- I. Clarify, in relation to contracting and procurement, that all the Council's external contractors had in place a domestic abuse policy; and
- II. If they did not to ensure that they did so going forward;
- III. Report back to the Committee on their findings in relation to i) and ii).

Action:

The Cabinet Member for Employment, Human Resources and Equalities to report back, via the Council's Director of Human Resources and Organisational Development, the outcome of their discussions at the HR forum of the London Councils, on benchmarking on the level of leave granted in relation to domestic abuse throughout the London's local authorities.

RESOLVED:

To approve an increase in paid Domestic Abuse leave for employees leaving an abusive relationship:

- (up to) 20 days for employees with dependents
- (up to) 10 days for employees without dependents.

7 Human Resources and Organisational Development Update

7.1 The Committee noted that this item had been added to the agenda in error.

8 Draft Corporate Committee Work Programme 2023/24

8.1 The Committee noted their draft work programme for 2023/24. The Chair of the Committee highlighted in the absence of work programme items on the agenda for September then there was an expectation that those items would now go to the next meeting in December.

8.2 Responding to a question on the items on the work programme for September 2023, the Governance Officer replied that with the exception of the HR Policy Review, the other two items scheduled for the September Committee meeting,, the relevant officers had reported to him that no papers were submitted and therefore they were not to be considered at the meeting. On the issue of the public realm, the Governance Officer added that the relevant officers had informed him that an update paper on Street Trading was imminent for circulation. Committee members noted that an update on the Public Realm was now due at the March 2024 Committee meeting.

Action:

The Governance Officer would contact the relevant officers as to the current status of the following work streams on the Committee's Work Programme 2023/24:

- i. The Public Realm and policies for tables and chairs on pavements:
- ii. The Regulatory Services Service Plan Update 2022/23

- 8.3 Cllr Binnie-Lubbock enquired about the likelihood of items on the work programme for September being pushed back to December in light of Strategic Plan being on the work programme for that meeting. Committee members also recommended that it would be useful if they could have early sight of the Strategic Plan before the December Committee meeting.
- 8.4 Replying to a question from Cllr Binne-Lubbock about the Annual Report of the Public Spaces Protection Order (PSPO) 2023/24, as set out on the Committee's work programme for the 13 March 2024 Corporate Committee meeting, the Legal Officer responded that the PSPO covered two areas; alcohol and dog control, which were both separate. The dog PSPO was currently in place and was currently out for consultation as a PSPO lasted three years. Cllr Binnie-Lubbock queried if the annual report on the PSPO, as set out in the Work Programme, was either the one relating to alcohol or the one relating to dog control and was the Committee reviewing both. The Legal Officer replied that they would check with the Council's Head of Community Safety, Enforcement and Business Regulation, and report back to the committee through the Governance Officer. The Committee noted that the expiry date for the dog control PSPO was the end of March 2024.
- 8.5 Cllr Binnie-Lubbock queried whether the review of polling stations would be included as part of a future work programme, in light of the consideration Polling District and Place Reviews being a key area of responsibility as set out in the Committee's Terms of Reference. The Chair would check with the Council's Assistant Director, Business Intelligence, Elections & Member Services as to the status of the Council's work on Polling District and Place Reviews.

Action:

The Chair would check with the Council's Assistant Director, Business Intelligence, Elections and Member Services as to the status of the Council's Work on Polling District and Place Reviews.

Action:

The legal officer to check with the Council's Head of Community Safety, Enforcement and Business Regulation, and report back to the committee, through the Governance Officer, on what PSPO was to be covered as part of the the Public Spaces Protection Order (PSPO) 2023/24 item, as listed on the Committee's Work Programme for 13 March 2024.

- 8.6 Cllr Desmond suggested whether the issue of Homerton Hospital and the issuing of Car Parking discs to staff during Covid-19 could be considered by the Committee. It would be helpful if an update could be provided by the Enforcement team in conjunction with the hospital. The Chair of the Committee queried whether that would necessarily fall under the remit of the Committee. The Legal Officer added that it was likely a query that should be raised with the relevant officer, in this case the Council's Head of Parking and Markets.
- 8.7 Cllr Webb highlighted that several of the reports that came to the Committee were annual reports with limited space to move them around. It was highlighted that the item on food safety it was understood was a statutory item. It would be

helpful to get from officers further details on the deadlines for the items on the work programme. The Chair was of the view that it would be useful to get a timetable for those items on the Committee's work programme. Committee members suggested adding to the work programme an additional column outlining the status for each item.

Action:

The Governance Officer would:

- i. **check with the relevant officers on the timetable for each of the items on the Committee's Work Programme for 2023/2024;**
- ii. **Add an additional column to the Work Programme outlining the deadlines for each item.**

The Committee noted the latest draft of their Work Programme.

As actioned earlier on in the meeting (see minute 4.7), the Governance Officer would seek updates on those outstanding actions from the previous June Committee meeting including the following in the Committee's Work Programme:

- Enforcement and Environmental Protection Service Delivery Plans 2023/24;
- Update on the Public Realm and policies for tables and chairs on pavements;
- Regulatory Services Service Plan Update 2022/23.

RESOLVED:

There are no official recommendations arising from this report. This report is for information purposes and for the Corporate Committee to note.

9 Any Other Business the Chair Considers to be Urgent

9.1 Members noted their next Committee meeting was on 12 December 2023.

END OF MEETING

NEXT MEETING - 12 DECEMBER 2023

Duration of the meeting: 6.30pm - 7.42pm

Cllr Penny Wrout
Chair of the Committee

Contact:

Gareth Sykes, Governance Officer
Email: governance@hackney.gov.uk

Actions list for the Corporate Committee meeting on 12 September 2023

Agenda Number	Title	Action
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4	Consideration of Minutes Of The Previous Meeting and the Actions list	Governance Officer to follow up those outstanding actions from the 7 June 2023 Corporate Committee meeting for updates.	Ongoing
4	Consideration of Minutes Of The Previous Meeting and the Actions list	<p>The Governance Officer to check with the Council’s Strategic Director Customer and Workplace whether there was available for circulation to the committee empirical statistics on the following for Council buildings:</p> <ol style="list-style-type: none"> 1.Occupancy levels 2.Usage levels; and 3.Details on who the freeholder or leaseholder was for each Council building. 	<p>Ongoing</p> <p>Update on occupancy and usage levels circulated to the Committee on 7 November 2023.</p>
6	Paid Domestic Leave report	<p>The Director of Human Resources and Organisational Development would:</p> <ol style="list-style-type: none"> I. Clarify, in relation to contracting and procurement, that all the Council’s external contractors had in place a domestic abuse policy; II. If they did not to ensure that they did so going forward; 	Ongoing

		III.Report back to the Committee on their findings in relation to i) and ii).	
6	Paid Domestic Leave report	The Cabinet Member for Employment, Human Resources and Equalities to report back, via the Council's Director of Human Resources and Organisational Development, the outcome of their discussions at the HR forum of the London Councils, on benchmarking on the level of leave granted in relation to domestic abuse throughout London's local authorities.	RESOLVED Update circulated to the Committee on 9 November 2023.
8	Draft Corporate Committee Work Programme 2023/24	The Governance Officer would contact the relevant officers as to the current status of the following work streams on the Committee's Work Programme 2023/24: i.The Public Realm and policies for tables and chairs on pavements: ii.The Regulatory Services Service Plan Update 2022/23	Ongoing
8	Draft Corporate Committee Work Programme 2023/24	The Chair would check with the Council's Assistant Director, Business Intelligence, Elections & Member Services as to the status of the Council's work on Polling District and Place Reviews.	Ongoing
8	Draft Corporate Committee Work Programme 2023/24	The legal officer to check with the Council's Head of Community Safety, Enforcement and Business Regulation, and report back to the committee, through the Governance Officer, on what PSPO was to be covered as part of the the Public Spaces Protection Order (PSPO) 2023/24 item, as listed on the Committee's Work Programme for 13 March 2024.	RESOLVED Update circulated to the Committee on 26 September 2023.

8	Draft Corporate Committee Work Programme 2023/24	The Governance Officer would: i. check with the relevant officers on the timetable for each of the items on the Committee's Work Programme for 2023/2024; ii. Add an additional column to the Work Programme outlining the deadlines for each item.	RESOLVED See item 9 Work programme for further details.

Outstanding actions list for the Corporate Committee meeting on 7 June 2023

6	Consideration of Minutes Of The Previous Meeting	The Governance Officer to: I. Seek updates from the relevant Council Officers on the Green Flag work, Chief Executive and SMT pay arrangements, Equalities Demographic data and hire bikes on pavements since the last Committee meeting; and II. Update the Committee members on the latest developments in those areas.	RESOLVED Updates on Green Flag circulated previously. Updates on other parts of action included as part of 12 December 2023 meeting papers.
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6	Consideration of Minutes Of The Previous Meeting	The Council's Head of Community Safety, Enforcement and Business Regulation would contact the Council's Street Population Coordinator for an update on data on those people referred to Turning Point UK, the City of London and Hackney Substance Misuse Service.	RESOLVED
7	Future Working and ways of Workplace Update	The Governance Officer to arrange a tour for the Committee members of the Council's buildings off campus.	Ongoing
7	Future Working and ways of Workplace Update	The Council's Strategic Director Customer and Workplace would provide an update on Carbon Monitoring to the Committee before the next meeting.	RESOLVED Update on action circulated on 7 August 2023
8	Business Regulation Service Delivery Plans 2023/24	The Head of Community Safety, Enforcement and Business Regulation to provide to the committee figures on: <ul style="list-style-type: none"> I. The number of service requests received in relation to food poisoning by members of the public; II. How many infectious disease notifications the service had dealt with in the borough. 	RESOLVED Update on action included as part of 12 December 2023 meeting papers.
8	Business Regulation Service Delivery Plans 2023/24	The Council's Head of Community Safety, Enforcement and Business Regulation would monitor responses to the FSA consultation and liaise with the relevant Cabinet Member to ensure the Government was aware of Hackney's perspective on the proposed changes.	RESOLVED Update on action

			included as part of 12 December 2023 meeting papers.
9	Environmental Enforcement Annual Performance Report 2022/23	The Council's Head of Community Safety, Enforcement and Business Regulation would provide the Committee with an organogram of the Council's Environmental Enforcement Service.	RESOLVED Update on action included as part of 12 December 2023 meeting papers.
9	Environmental Enforcement Annual Performance Report 2022/23	The Council's Head of Community Safety, Enforcement and Business Regulation would provide enforcement spend figures for 2019-20.	Ongoing

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Corporate Committee 12 December 2023

Dockless bikes - Update on work to mitigate the impact of hire bikes on pavements

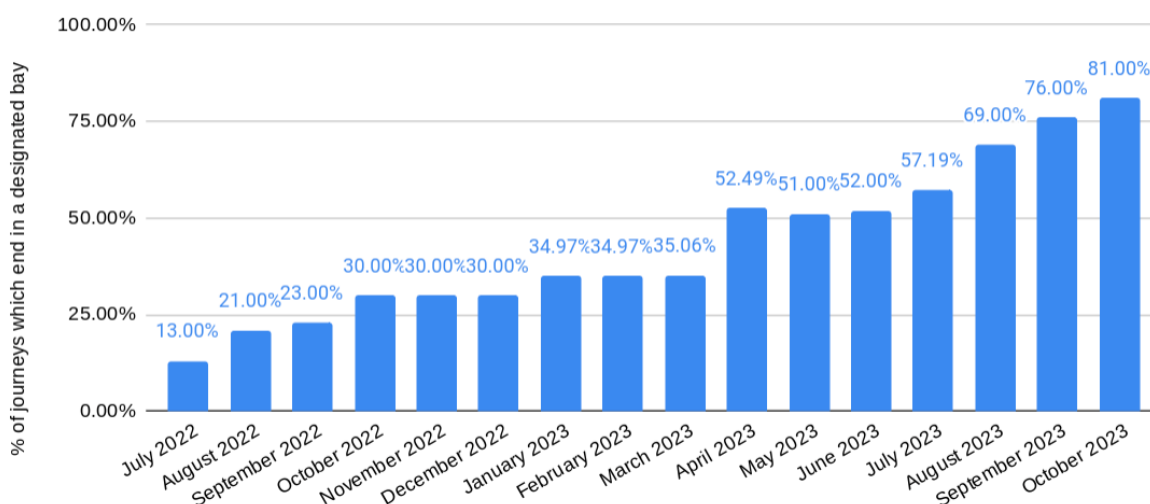
Lime is the sole operator for dockless hire e-bikes in Hackney, and their contract commenced in July 2022 with a duration of two years and the option to extend by a further two. Other hire bike facilities in the borough include Santander Cycles which includes bikes and e-bike hire and Beryl which operates e-cargo bike hire. This update concerns the impact of dockless hire e-bikes on pavements in Hackney.

Parking compliance rates refer to the percentage of users who end their journey within a designated bay and the Council is working within the operator Lime (the Operator) to improve parking compliance within the borough.

The provision of designated parking bays has been identified as a key measure to achieving high parking compliance rates in the borough. To date **121 cycle hire bays have been installed, funded by Lime, with a target of a further 280 in the next 2 years.**

In tandem with provision of more designated parking bays, officers hold monthly contract management meetings with Lime and among other KPIs, Lime must report on compliance rates. In October 2023, parking compliance was 81% meaning that **81% of journeys ended within a designated parking bay**, up from 13% at the scheme launch. The increase in compliance has roughly tracked the increase in provision of marked bays (which have doubled since the launch date).

Parking Compliance



The journeys which do not end in a bay trigger a warning or fine to be issued to the user. The fine system is tiered with a warning issued in the first instance, £2 for second offence, £5 for third offence, £10 for fourth offence and £20 and ban for a fifth and final offence.

An issue which affected parking compliance in Spring and Summer of 2023 was cases of users bypassing the Lime App by half locking the bike brakes (i.e. using the bikes without

having hired them through a 'hack' method promoted online). This caused an increase in poor parking compliance as users were able to leave the bikes without receiving a warning or fine via the app. In October this year Lime completed a retrofit of 100% of their London fleet so that this means of accessing the Lime bike is no longer possible. Anecdotal evidence suggests that this has led to an improvement in the number of bikes left on the footway.

The Council is also monitoring the impact of bikes from other companies being left inside the borough. Officers have previously reported to this committee on the powers the Council has to enforce, although that approach is a last resort as it is expensive for the Council and takes operatives away from other important duties. Direct communications with operators have to date been successful leading to removal of bikes from operators within response times. To date the council has not had to resort to charging operators for the impounding of bikes.

Officers have also had success applying pressure on operators through the industry body CoMoUK.

Hackney is seen as a leader, and is involved in devising London-wide standards and we carry a good degree of influence with industry operators.

Cycle hire is proving to be popular among users, and London is not seeing the same degree of impact on its pedestrian environment as other main cities, so while there is still room for improvement, officers believe this is manageable with improvements to the current regime (which are ongoing) and the continued roll out of dedicated bays.

Future developments - accelerating bay implementation

The demand for e-bike cycle hire in Hackney is exceptional and officers work closely with Lime to ensure fleet size is managed to a size proportionate to the cycle hire parking spaces available in the Borough.

With a constant pressure from high user demand to increase the number of available parking spaces, officers are exploring ways to accelerate the provision of parking spaces. This includes exploring the use of space on certain pavements to be used as additional parking bays either as a short-time measure or in some cases as a long-term measure.

Criteria is being developed alongside Living Streets, and will only allow bays where the pavement (or public realm) is well suited (.e.g very wide, or already features other types of cycle parking). The core objective is to site the vast majority of cycle hire bays in the carriageway, but the option of additional locations, especially where there is clear user preference, is expected to improve compliance as the goal is to make it clear to users where they can park safely.

Note: Officers note that the committee have asked for usage figures, however, these figures are commercially sensitive as they would - by simple proxy - disclose the commercial performance of the operator. Given the committee's interest on this item is in the impact the bikes have on the pedestrian environment, the KPI relating to parking compliance is considered a better indicator of the impact the bikes are having in this regard.

CORPORATE COMMITTEE JUNE MEETING ACTIONS UPDATE

The Council's Head of Community Safety, Enforcement and Business Regulation would contact the Council's Street Population Coordinator for an update on data on those people referred to Turning Point UK, the City of London and Hackney Substance Misuse Service.

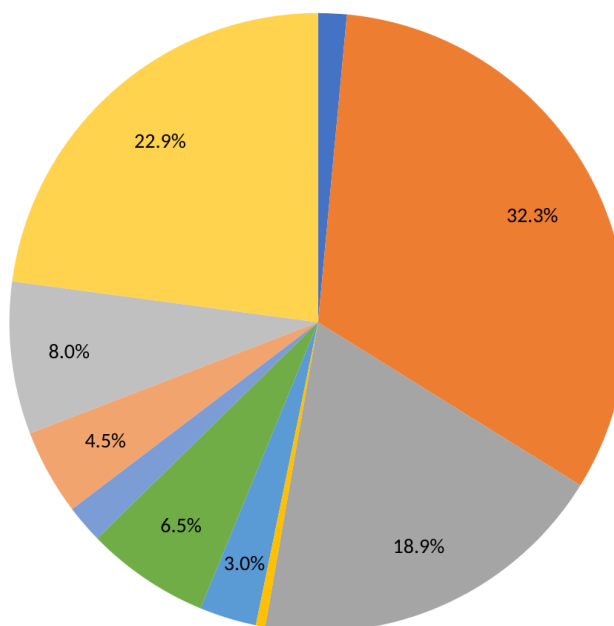
Financial years 21/22 and 22/23

Individuals with no home receiving support from Turning Point Rough Sleeper/Homeless support services

Accommodation Type	Brief interventions/general support	higher level support	Total
No home of their own - bed and breakfast, or other hotel	3		3
No home of their own - hostel	63	2	65
No home of their own - lives on the streets/rough sleeping	33	5	38
No home of their own - living with family as a short-term guest	1		1
No home of their own - living with friends as a short-term guest	6		6
No home of their own - sofa surfing (sleeps on different friends' floor or sofa each night)	13		13
No home of their own - squatting	4		4
No home of their own - supported accommodation	8	1	9
No home of their own - temporary housing	14	2	16
Not Set	14	32	46
total	159	42	201

Turning Point Rough Sleeper interventions 21/22 and 22/23

- No home of their own - bed and breakfast, or other hotel
- No home of their own - hostel
- No home of their own - lives on the streets/rough sleeping
- No home of their own - living with family as a short-term guest
- No home of their own - living with friends as a short-term guest
- No home of their own - sofa surfing (sleeps on different friends' floor or sofa each night)
- No home of their own - squatting
- No home of their own - supported accommodation
- No home of their own - temporary housing
- Not Set

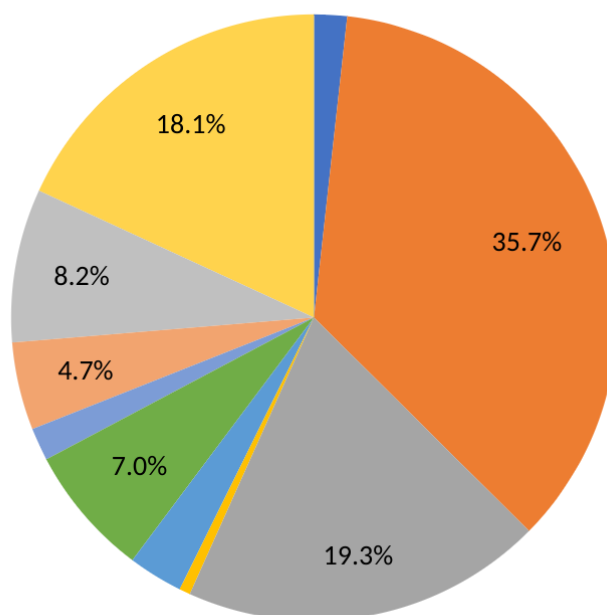


Quarter 2 23/24

Accommodation Type	Brief interventions/general support	higher level support	Total
No home of their own - bed and breakfast, or other hotel	3		3
No home of their own - hostel	60	1	61
No home of their own - lives on the streets/rough sleeping	30	3	33
No home of their own - living with family as a short-term guest	1		1
No home of their own - living with friends as a short-term guest	5		5
No home of their own - sofa surfing (sleeps on different friends' floor or sofa each night)	12		12
No home of their own - squatting	3		3
No home of their own - supported accommodation	7	1	8
No home of their own - temporary housing	13	1	14
Not Set	10	21	31
total	144	27	171

Turning Point rough sleeper interventions Q2 23/24

- No home of their own - bed and breakfast, or other hotel
- No home of their own - hostel
- No home of their own - lives on the streets/rough sleeping
- No home of their own - living with family as a short-term guest
- No home of their own - living with friends as a short-term guest
- No home of their own - sofa surfing (sleeps on different friends' floor or sofa each night)
- No home of their own - squatting
- No home of their own - supported accomm...
- No home of their own - temporary housing
- Not Set



The Head of Community Safety, Enforcement and Business Regulation to provide to the committee figures on:

- I. **The number of service requests received in relation to food poisoning by members of the public;**
- II. **How many infectious disease notifications the service had dealt with in the borough.**

2021/22 Infectious Disease notifications 274 food poisoning 91

2022/23 Infectious Disease notifications 602 food poisoning 212

The Council's Head of Community Safety, Enforcement and Business Regulation would monitor responses to the FSA consultation and liaise with the relevant Cabinet Member to ensure the Government was aware of Hackney's perspective on the proposed changes.

The Food Standards Agency (FSA) held a consultation between 3rd April and 30th June 2023.

The FSA wrote to all Councils on 19th October in response to this and advised " *The published summary of responses explains that our next steps are to progress with substantive elements of the proposed developments taking on board feedback from the consultation on how we can do this in a more efficient and effective way. These include extending the role of Regulatory Support Officers, the use of remote assessments and other flexibilities in specific circumstances and the triaging of new food businesses. We will continue to refine and develop these elements taking your feedback into account and*

working with LA representatives where required. A further consultation will be held before they are implemented.

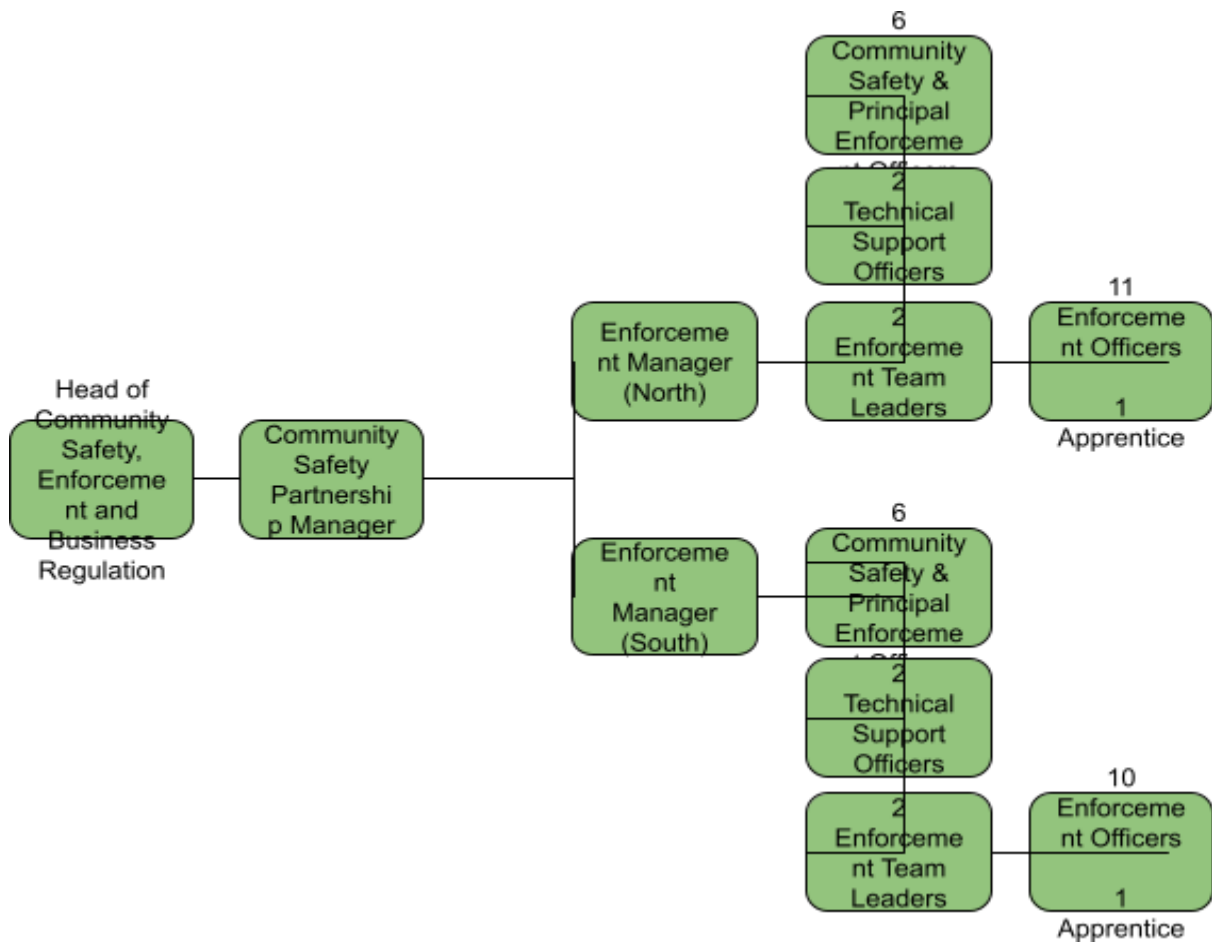
There were other elements of the proposed developments which would have required piloting, or significant management information system (MIS) changes. We have decided based on feedback during the consultation that the benefits of these elements do not justify the costs at this time, so we will not progress these. This includes the proposed food hygiene intervention scoring and planned official control frequencies (decision matrix approach). The next milestone of this project was to pilot the proposed developments. In light of your feedback, and our subsequent revised approach, the planned pilot will not be going ahead.

Feedback from the consultation also highlighted alternative approaches to enhance the existing food hygiene delivery model outside of the scope of the proposed developments. The broader Achieving Business Compliance (ABC) Programme is looking at modernisation of the food regulatory system as a whole and may consider future policy developments in some of these areas. This would be done in collaboration with Stakeholders.

Thank you for your support with this piece of work. We look forward to engaging and consulting with you further as we refine the proposals and progress towards improving the hygiene delivery model.”

The Council’s Head of Community Safety, Enforcement and Business Regulation would provide the Committee with an organogram of the Council’s Environmental Enforcement Service.

See below



The Council’s Head of Community Safety, Enforcement and Business Regulation would provide enforcement spend figures for 2019-20.

My understanding was that the question Cllr Binney-Lubbock asked at the June Committee was in relation to the number of FPNs served in 2019/20 but I may be wrong and could you check this please.

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Title of Report	Pay Policy Statement 2024/2025
For Consideration By	Corporate Committee
Meeting Date	12th December 2023
Classification	Open
<u>Ward(s) Affected</u>	All
<u>Group Director</u>	Dawn Carter McDonald, Interim Chief Executive

1. **Introduction**

- 1.1. 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.
- 1.2. The attached draft statement updates the 2023/24 statement which was approved by Council. The 2024/25 statement must be approved by a resolution of the Council before 31 March 2024.

2. **Recommendations**

- 2.1. **Corporate Committee is recommended to agree the Pay Policy 2024/2025 and recommend Council to approve it.**

3. **The 2024/2025 Pay Policy Statement**

- 3.1. There have been no substantive changes to this policy. The statement details current pay practice, and no new policy principles are being introduced.
- 3.2. The legal requirements to publish a 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), now the Department for Levelling Up, Housing and Communities. Account has also been taken of guidance issued by the JNC for Chief Executives.

3.3. 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.

3.4. Both the NJC for Chief Executives and the (former) 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. The Council agrees 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 this is done also.

4. Benchmarking with other Councils

4.1. This year's report includes benchmarking information with a selection of Boroughs that neighbour Hackney or are considered comparable. This is attached as Appendix 2. In summary:

	Chief Exec Pay (Basic Salary Actual)	Total Pay (Total Package Actual)	Pay multiple (based on median)
Hackney:	£196,323	£202,692	5.12
Average of sample:	£216,777	£219,015	6.1
Range of sample - salary:	£194,864 - £281,442		
Range of sample - pay multiple (median):	5.0 - 8.9		
Source:	Infinistats (London Councils HR Metrics Benchmarking service) - with the exception of Waltham Forest, where data has been taken from their pay policy statement. All data is a snapshot as at 31.3.2023		
Boroughs included in the sample:	Camden; Haringey; Islington; Lambeth; Newham; Southwark; Richmond/Wandsworth; Tower Hamlets; Waltham Forest; Westminster.		
Pay Multiple:	The pay multiple is the ratio between the Chief Executive's pay and the median pay for employees in Hackney. All salaries are arranged from higher to lower pay and the middle salary is selected as the median.		

5. **Comments of the Group Director, Finance**

- 5.1. As per section 3 of this report, 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.
- 5.2. The Council faces considerable challenges in implementing the nationally negotiated pay deal for 2023/24 which has averaged around 6%, surpassing the initially budgeted 4% for 2023/24. The Medium-Term Financial Plan (MTFP) has accommodated a 3% pay award for 2024/25.
- 5.3. The remuneration of the workforce constitutes a substantial portion of the Council’s overall expenditure and needs to be managed within the available resources.

6. **Comments of the Director of Legal, Democratic and Electoral Services**

- 6.1. S38(1) of the Localism Act 2011 requires the Council to prepare a pay policy statement for 2024/25.
- 6.2. In accordance with Part Two, Article 4.7 (o) of the Council’s Constitution, responsibility for approval of the Council’s Pay Policy Statement for Chief Officers for 2024/2025 is a function of Full Council.
- 6.3. Under Part Two, Article 9 of the Council’s Constitution, Full Council has the authority to establish Committees to help perform its functions.
- 6.4. Article 9.5 provides that the Corporate Committee is responsible for maintaining oversight of the Council’s Regulatory, planning, election and human resources functions, as well as other functions not specifically allocated to full Council or another committee.
- 6.5. The Pay Policy Statement at Appendix 1 meets the requirements of the Localism Act 2011 and approval of the Pay Policy Statement is to be undertaken as described in recommendation 2 above.

Appendices

- Appendix 1 - Hackney Pay Policy Statement - 2024/25
- Appendix 2 - Pay Multiple benchmarking

Background documents

None

Report Author	Sandra Farquharson, Director HR & Organisational Development London Borough of Hackney
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Comments for the Group Director of Finance and Corporate Resources prepared by	Mizanur Rahman Chief Accountant, Finance and Resources Directorate mizanur.rahman@hackney.gov.uk Tel. 020 8356 4347
Comments for the Director of Legal, Democratic and Electoral Services prepared by	Juliet Babb Team Leader (Employment) juliet.babb@hackney.gov.uk Tel. 020 8356 6183

Pay Policy Statement 2024/25

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 Chief Officers of a local authority are defined in section 43 (2) of the Localism Act 2011. 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 5 Groups:

- Chief Executive's Directorate
- Adults Health and Integration
- Childrens and Education
- Finance and Corporate Resources
- Climate, Homes and Economy

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

¹ Under the requirements of the *Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 and S 41 (1) (b) of the Localism Act 2011*

compliance with the legislation and statutory guidance. All such payments will be subject to an internal business case approval process involving Legal, Finance and Human Resources.

- 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 2023/24. This Pay Policy Statement is approved and amended by full Council resolution.
- 1.6 Hackney Council's pay and remuneration practice in 2023/24 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 <https://hackney.gov.uk/senior-officer-pay>.

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 Strategic Director and Director posts will be the responsibility of the relevant Group Director and lead Member. Appointments must still comply with the Employment Procedure Rules set out in the Constitution. Salaries above £100,000 will be subject to approval by the Appointments Committee.

² In accordance with the *Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006* and *S 41 (1) (b) of the Localism Act 2011*

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, expertise and / or 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 with any changes approved by the Appointments Committee.

The Chief Executive, in consultation with the Appointments Committee, 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 may 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 election 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.

With the exception of the Chief Executive, Chief Officers who may be eligible for an increment 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 protected 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 formula. The maximum redundancy payment that can be made is equivalent to 30 weeks' pay.

In addition to the redundancy payment the Council may 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 may 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

³ Under the terms of the Local Government Pension Scheme Regulations

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 and Corporate Resources and the Appointments Committee. There is no such restriction on an individual made redundant by another local authority from securing employment with Hackney Council.

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 the Appointments Committee.

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.

Other severance payments

The Council will have regard to the statutory guidance on Special Severance Payments issued by the Secretary of State in relation to any severance payments. Payments up to £20,000 can be agreed by the Chief Executive in consultation with the Mayor, after taking advice from legal, finance and HR. Payments between £20,000 and £100,000 can be approved by the Appointments Committee. Any severance payment (as defined by the statutory guidance) above £100,000 will be approved by a resolution of full 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 and 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 and any severance payments annually on its website in accordance with the transparency provisions.

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 PO14/15 grade and the Local Government Employers Senior Manager job evaluation scheme for posts over PO14/15. 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. The appropriate Strategic Director or Director is required to establish the business case, gather supporting evidence and submit a case to their Group Director. Any such business case must include an assessment of the financial, strategic and operational implications of the proposal. Where market supplements are used, their continued use must be assessed regularly (at least every two years) 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 3 of the Inner London pay scale set by the Greater London Provincial Council.

Staff paid at levels beneath spinal column point 3 are not on the pay scale set by the NJC for Local Government Services, are staff who have not wished to come onto Council terms and conditions because of terms protected under the TUPE Regulations, or are apprentices under the age of 18.

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 under the age of 18) 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 equivalent 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:	2021/22	2022/23
Chief Executive’s total pay	£200,274	£196,323
Median total pay	£36,579	£38,934
Ratio	5.48	5.04

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

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

	2021/22	2022/23
Chief Executive's total pay	£200,274	£196,323
Lowest-paid total pay	£23,004	£25,359
Ratio	8.71	7.74

All earnings:	2021/22	2022/23
Chief Executive's total earnings*	£200,274	£202,692
Median total earnings	£37,260	£39,615
Ratio	5.38	5.12

	2021/22	2022/23
Chief Executive's total earnings	£200,274	£202,692
Lowest-paid total earnings	£23,004	£25,359
Ratio	8.71	7.99

Notes to the pay multiples

1. All earnings for the Chief Executive include salary, a travel allowance, and payments made for election duties.

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 the Local Government Pensions Scheme, if they meet the following criteria:-

- Earn over £10,000 a year (2022/23 figure); and
- Are aged between 22 and State Pension Age⁵

4.3 Other benefits

To maintain employee engagement the Council recognises that it is important to motivate their employees by other means (non-salaried). Therefore, all permanent employees may participate in the childcare voucher scheme (applies to existing members only as the government is phasing out the scheme) and a cycle-to-work scheme through a salary sacrifice arrangement as well as a range of other benefits. There is also a range of other discounted benefits such as discounted gym membership which is provided at no cost to the Council and a general employee discounts scheme (Vectis card) as well as a low cost loans offer, season ticket loans and tenancy deposit loans. There is also a scheme that allows early access to a proportion of pay already earned. Further employee benefits may be introduced during the year as appropriate.

In April 2018 the Council introduced provision for additional leave and pay for parents of premature babies that are hospitalised after their birth.

⁵ As required by the *Pensions Act 2008*

Benchmarking - Chief Executives Pay and Pay Multiple information

Borough	Year	Chief Exec Pay (Basic Salary Actual)	Total Pay (Total Package Actual)	Ratio Median pay	Link to website/Pay Policy Statement
Hackney	2023	£196,323	£202,692	5.12	LINK
Camden	2023	£223,406	£232,897	5.4	LINK
Haringey	2023	£210,203	£210,203	5.68	LINK
Islington	2023	£194,864	£194,864	5	LINK
Lambeth	2023	£187,775	£187,775	8.96	LINK
Newham	2023	£208,109	£208,109	5.58	LINK
Southwark	2023	£224,178	£230,368	6.03	LINK
Richmond/ Wandsworth	2023	£281,442	£281,442	6.98	LINK / LINK
Tower Hamlets	2023	-	£218,093	5.38	LINK
Waltham Forest*	2023	£217,762	-	7.6	LINK
Westminster	2023	£223,707	£223,707	5.35	LINK
Average:	2023	£216,777	£219,015	6.1	

Source: Infinistats (London Councils HR Metrics Benchmarking) and is a snapshot as at 31.03.2023.

*The information for Waltham Forest was not available from Infinistats and was taken from their Pay Policy Statement on their [website](#)

Summary

Against the 'comparator' boroughs:

Hackney position is: Salary: £202,692; and pay multiple (based on median) 5.12.

The pay range of the benchmark group is £194,864 - £281,442

Hackney is just below the average (£219,117) and just below the midpoint (£210,203)

The pay multiple range of the benchmark group is 5.0 - 8.9

Hackney is below the average (5.58) and just below the midpoint (6.1)

Corporate Committee - Draft Work Plan 2023/24

7 June 2023				
1	HR Policy Review (if required)		To Approve	Ian Williams (Sandra Farquharson/ Stuart Thorn)
2	Enforcement and Environmental Protection Service Delivery Plans 2023/24	The report sets out the service delivery plans for the 2023/24 financial year.	For Information And Comment	Rickardo Hyatt (Gerry McCarthy)
3	Business Regulation Service Delivery Plans 2023/24	The report sets out the Business Regulation Service delivery plans for the 2023/24 financial year.	For Information And Comment	Rickardo Hyatt (Gerry McCarthy)
4.	Environmental Enforcement - Annual Performance Report 2022/23	The report sets out the annual performance report across the environmental enforcement remit for the 2022/23 financial year.	For Information And Comment	Rickardo Hyatt (Gerry McCarthy)
5.	Update on the Public Realm and policies for tables and chairs on pavements	Report detailing the Council's activities and performance including policies for tables and chairs on pavements	For Information And Comment	Rickardo Hyatt Daniel O'Sullivan & Tyler Linton & Natalie Broughton

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12 September 2023				
1	HR Policy Review (if required)		To Approve	Sandra Farquharson/Kate Faxen

2	Update on the Public Realm and policies for tables and chairs on pavements	Report detailing the Council's activities and performance including policies for tables and chairs on pavements	For Information And Comment	Rickardo Hyatt Daniel O'Sullivan & Tyler Linton & Natalie Broughton
3	Regulatory Services Service Plan Update 2022/23	This report provides an update on the performance of the Food Safety (The Food Law Enforcement a statutory plan) and Trading Standards Services against the Plan	For Information And Comment	Rickardo Hyatt (Gerry McCarthy)

12 December 2023					Status
1	HR Policy Review (if required)		To Approve	Sandra Farquharson/Kate Faxen	Ongoing
2	Pay Policy Statement 2024/25	Localism Act 2011 requires the Council to publish an annual pay statement for Chief Officer Pay.	To Approve	Sandra Farquharson/Kate Faxen	Report expected at the 12 December 2023 meeting
3	Gender and Equalities Pay Gap Report	The law (the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017) requires that the Council calculate and report the gender pay gap annually. Although there is no statutory requirement to do so, Hackney also produces the	To Approve	(Sandra Farquharson/Kate Faxen)	Report now expected at the 13 March 2024 meeting.

		ethnicity pay gap. The ethnicity pay gap is presented in this report as well.			
4	Planning Authority Monitoring Report April 2021 - March 2022 & 2022/23	The AMR provides monitoring information on spatial planning related activity for the financial year 2021/22 & 2022/23 to inform and monitor policy development and performance	To approve	Rickardo Hyatt (Natalie Broughton)	Report now expected at the 13 March 2024 meeting
5	Strategic Plan update	The Plan, 'Working Together for a Better Hackney', sets out the ambitions for the Council for the next four years, as well as the challenges it faces, and describes how as a Council its need to respond and change, working and co-producing with residents, the voluntary and community sectors, the business community and public sector partners.	For Information And Comment	Sonia Khan	Verbal update at the 12 December 2023 meeting. Report expected at the 13 March 2024 meeting

13 March 2024					
1	HR Policy Review (if required)		To Approve	Sandra Farquharson/ Kate Faxen	Ongoing

2	Gender and Equalities Pay Gap Report	The law (the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017) requires that the Council calculate and report the gender pay gap annually. Although there is no statutory requirement to do so, Hackney also produces the ethnicity pay gap. The ethnicity pay gap is presented in this report as well.	To Approve		Carried over from the 12 December 2023 meeting
3	Planning Authority Monitoring Report April 2021 - March 2022 & 2022/23	The AMR provides monitoring information on spatial planning related activity for the financial year 2021/22 & 2022/23 to inform and monitor policy development and performance	To approve		Carried over from the 12 December 2023 meeting
4	Strategic Plan update	The Plan, 'Working Together for a Better Hackney', sets out the ambitions for the Council for the next four years, as well as the challenges it faces, and describes how as a Council its need to respond and change, working and co-producing with residents, the voluntary and community sectors, the business community and public sector partners.	For Information And Comment		Carried over from the 12 December 2023 meeting
5	Regulatory Services Service Plan Update 2022/23	This report provides an update on the performance of the Food Safety (The Food Law Enforcement a statutory plan) and Trading Standards Services against the Plan	For Information And Comment	Rickardo Hyatt (Gerry McCarthy)	Carried over from the 12 September 2023 meeting.
6	Annual Performance Report Of The Noise Service 2023/24	The annual report sets out the development of the Council's response to noise nuisance.	For Information And Comment	Rickardo Hyatt (Gerry McCarthy)	

7	Annual Report of the Public Spaces Protection Order (PSPO) 2023/24	Annual report on the Public Spaces Protection Order.	For Information And Comment	Rickardo Hyatt (Gerry McCarthy)	
8	Report of the Public Realm including policies for tables and chairs on pavements	Report detailing the Council's activities and performance including policies for tables and chairs on pavements	For Information And Comment	Rickardo Hyatt (Tyler Linton, Daniel O'Sullivan & Natalie Broughton)	Carried over from the 12 September 2023 meeting
9	Peer Review	The Council will invite representatives of other authorities to review the delivery of specific services, to use their experience to assess how well these services are performing and to make recommendations for improvement.	For Information And Comment	Sonia Khan	

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