
GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 7th March, 2018 at 3.30 pm

MEMBERSHIP**Councillors**

D Blackburn	Farnley and Wortley;
J Blake (Chair)	Middleton Park;
Mrs A Carter	Calverley and Farsley;
R Charlwood	Moortown;
C Dobson	Killingbeck and Seacroft;
M Dobson	Garforth and Swillington;
S Golton	Rothwell;
M Harland	Kippax and Methley;
G Latty	Guiseley and Rawdon;
J Lewis	Kippax and Methley;
A Lowe	Armley;
A Ogilvie	Beeston and Holbeck;
J Pryor	Headingley;
S Varley	Morley South;
L Yeadon	Kirkstall;

Agenda compiled by:
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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>MINUTES OF THE LAST MEETING</p> <p>To receive and approve the minutes of the meeting held on 11th December 2017.</p>	1 - 2
7			<p>APPROVAL OF THE 2018/19 PAY POLICY STATEMENT</p> <p>To receive a report of the Chief Officer HR seeking Members' views on the revised Pay Policy Statement and for the Committee to make recommendations to Full Council to approve the changes before the start of the 2018/19 financial year.</p>	3 - 16

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p>JOINT REVIEW OF POLLING DISTRICTS AND COMMUNITY GOVERNANCE REVIEW OF PARISH AND TOWN COUNCILS - FINAL PROPOSALS REPORT</p> <p>To consider a report of the Head Elections Licensing and Registration updating Members in relation to the proposed abolition of Ledston Parish Council.</p>	17 - 20
9			<p>APPOINTMENTS TO THE INDEPENDENT REMUNERATION PANEL</p> <p>To consider the report of the City Solicitor asking General Purposes Committee to make recommendations to full Council concerning appointments to the Independent Remuneration Panel.</p> <p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	21 - 26

GENERAL PURPOSES COMMITTEE

MONDAY, 11TH DECEMBER, 2017

PRESENT: Councillor *J Blake in the Chair

Councillors D Blackburn, Mrs A Carter,
R Charlwood, G Latty, J Lewis, A Lowe,
A Ogilvie, J Pryor, S Varley and L Yeadon

Apologies Councillors M Dobson and S Golton

8 Appointment of Chair

It was moved by Councillor Lowe, seconded by Councillor D Blackburn that Councillor James Lewis be appointed to Chair the meeting until the arrival of the Chair, Councillor Blake.

RESOLVED – That Councillor James Lewis be appointed as Chair until the arrival of Councillor Blake.

9 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

10 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

11 Late items

There were no late items, however the following additional information in respect of Item 7 (minute 45 refers) the Joint Review of Polling Districts and Community Governance Review of Parish and Town Councils was circulated to all Members;

- Comments in respect of the proposed creation of a Parish Council for Garforth
- An email dated 8th December 2017 from the Deputy Chief Officer, Yorkshire Local Councils Association.

12 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

13 Apologies for absence

Apologies were received from Councillor M Dobson and Councillor S Golton.

14 Minutes of the last meeting

RESOLVED – That the minutes of the meeting held on the 2nd October 2017 be approved as a correct record.

15 Joint Review of Polling Districts and Community Governance Review of Parish and Town Councils

Following the commencement of this item Councillor Blake arrived and assumed the Chair.

Further to minute 37 of the meeting held on 2nd October 2017 the Head of Elections, Licensing and Registration submitted a report asking General Purposes Committee to consider the final proposals for the Joint Polling District Review and community governance review of parish and town councils, seeking agreement for the Final Proposals to be published on 11th January 2018 and for the Community Governance Review to be submitted to full Council on 10th January 2018, and published on 11th January 2018.

The report also sought agreement to defer the decision on the General Purposes Committee's recommendation relating to the abolition of Ledston Parish Council until March 2018.

In considering this item Members also considered some additional information that had been received following the despatch of the agenda on the 1st December 2017.

RESOLVED: -

- a) To recommend to council that the summary of the proposals set out in Appendix B and Appendix C to the report be not progressed.
- b) To receive the summary of proposals set out in Appendix D, and:
 - i) In respect of the proposals relating to the community governance review, seek the approval of full council to them; and,
 - ii) In respect of the polling district review, to confirm them as the final proposals to be published on 11th January 2018 and come into effect for the local government elections on 3rd May 2018
- c) To agree the recommendation set out in paragraph 6.3 of the report to defer any decision in respect Ledston Parish Council until March 2018.

*Meeting part chaired initially by Councillor J Lewis and then by Councillor J Blake as set out in the minutes above.

Report author: Julia Shemilt

Tel: 3789345



Report of the Chief Officer (HR)

Report to General Purposes Committee

Date: 7th March 2018

Subject: Approval of the 2018/19 Pay Policy Statement

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. This paper sets out the Pay Policy Statement for 2018/19. This is required under the Localism Act and must be annually approved by the Full Council before 31 March 2018.

Recommendations

2. The General Purposes Committee are asked to recommended to full Council:-
 - 2.1. Consideration and approval of the Pay Policy Statement for the 2018/19 financial year.
 - 2.2. Make recommendations that any in year requirement to amend the Annual Pay Policy Statement as a consequence of changes to Council policies is undertaken by the Director of Resources and Housing and/or the Chief Officer HR on advice from the Section 151 Officer and that this is reported to the General Purposes Committee who will make recommendation to Full Council for approval
 - 2.3. Delegation to the Chief Officer (HR) of any necessary adjustments to the Council's pay scales arising from nationally agreed pay awards.

1. Purpose of this report

- 1.1. The purpose of this report is to seek Members' views on the Pay Policy Statement- 2018/19 and for the Committee to make recommendations to Full Council to approve the changes before the start of the 2018/19 financial Year.

2. Background information

- 2.1. Local Authorities are required under section 38 of the Localism Act 2011 to prepare an Annual Pay Policy Statement. The statement must articulate the Council's policy towards the pay of its most senior staff and relationships with the pay of the rest of the workforce. The provisions of the Act do not apply to the employees of Local Authority schools.
- 2.2. Each Local Authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Localism Act do not seek to change this or to determine what decisions on pay should be taken. However they require individual employing authorities to be clear about their own policies in relation to pay.
- 2.3. The Annual Pay Policy Statement has been written to comply with Section 40 of the Localism Act which requires authorities, in developing their Pay Policy Statement, to have regard to any guidance published by the Secretary of State. This includes Communities and Local Government guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency ("Open Data").
- 2.4. Under Section 38 the Localism Act and related guidance a Pay Policy Statement must as a minimum include:
 - 2.4.1. Chief Officer salaries and in addition; any policy to award additional fees for local election duties, expenses, bonuses, Performance Related Pay, earn back, honoraria and ex-gratia payments and any termination or severance award arrangements;
 - 2.4.2. policy on other aspects of Chief Officer remuneration – recruitment, pay increases and additions, transparency, re-employment when the Chief Officer is in receipt of LGPS pension and/or a redundancy/severance payment, and;
 - 2.4.3. policy on remunerating the lowest paid in the workforce including the Authority's definition of the lowest paid employee and the reasons for the definition e.g. the Authority's lowest pay point and how it was decided;
 - 2.4.4. policy on relationship between the remuneration of Chief Officers and other staff – policy towards maintaining or reaching a specific pay multiple;
 - 2.4.5. Full Council being given the opportunity to consider salary packages in excess of £100k for new appointments before they are offered.¹

3. Main issues

- 3.1. Policy Compliance 2017/18

¹ This is undertaken by the Employment Committee, the committee appointed by Full Council for the purpose of appointing Senior Officers. See Employment Committee Terms of Reference

- 3.1.1. The Director (Resources and Housing), Chief Officer (HR) and Chief Officer (Financial Services) give their assurance that:
- a) The policy is up to date, fit for purpose, effectively communicated and routinely complied with and monitored
 - b) All appointments were made through the Employment Committee process and that there have been no departures from the Pay Policy Statement.
 - c) Salaries for all senior officer posts within scope of the Pay Policy Statement are determined by the appropriate nationally agreed pay scales appended within the Pay Policy Statement.
 - d) Any termination payments have been made within the national statutory framework through the appropriate approval process.
 - e) As required under the Code of Recommended Practice for Local Authorities on Data Transparency, pay and reward information for senior officers within scope is published annually on the Data Mill North.
- 3.1.2. Due to the nature of the statutory framework the policy remains relatively static. The General Purposes Committee is able to consider the policy before it is presented to Full Council.
- 3.1.3. In drafting the Pay Policy Statement the Council has used guidance available from the national employers and Government legislation and the focus of the Statement is on ensuring that the Council complies with the requirements under the Localism Act as set out in paragraphs 2.3 and 2.4.
- 3.1.4. The focus of the legislation relates to an overall annual pay policy and not to individual post-holders. The key principles underpinning the Pay Policy Statement are that the Council:
- Is committed to equity and fairness of treatment across the whole workforce
 - Is committed to openness, transparency and public accountability
 - Has the right to determine senior officer pay locally
 - Has ensured that senior officer pay and terms and conditions are in line with those applicable to other employees
 - Has sufficient flexibility to cope with a variety of changing circumstances
 - Needs to reflect local circumstances such as a shortage of particular skills
- 3.1 5 The pay multiple is the relationship between the median salary and the highest paid actual salary in the organisation, in Leeds as at December 2017 the ratio between the Chief Executive's voluntary reduced salary and median pay is 8.47:1.
- 3.1.6 With effect from 1st April 2018 the Council will further increase its minimum pay rate to £8.75 equivalent to an annual salary of £16880 (inclusive of any pay award). The pay award for 2018 is currently under negotiation and the Council will continue to review the lowest hourly rate in line with annual budgets and the outcome of the National Joint Council review of the NJC pay spine that was agreed within the 2016/18 pay settlement.
- 3.1.7 The median pay multiple in other regional authorities and core cities for 2017/18 (where available) and compared to the previous year's median pay multiple can be seen in the table at Appendix B.

- 3.1.8 Under the provisions of the Enterprise Act 2016 exit payments for public sector workers will be capped at £95k. However at the time of writing, this particular piece of the legislation has not yet been enacted. Similar legislation is also being considered regarding the requirement for public sector employees to refund exit payments if they earned more than £80k on exiting their previous organisation and are subsequently re-employed in the public sector.
- 3.1.9 Analysis of the inclusion and diversity data was carried out for the top 3 tiers of senior officers and compared with last year's information. This indicates there has been an increase of around 1% in the number of JNC positions held by BAME; 1% increase in females and a 3% decrease in the number of disabled colleagues.
- 3.1.10 JNC declaration across all protective characteristics, which includes carers, religion/faith and sexual orientation has remained the same as last year.

4. Corporate Considerations

4.1. Consultation and Engagement

- 4.1.1 Other Councils in the region and nationally will be publishing policies from January 2018 onwards.

4.2. Inclusion and Diversity / Cohesion and Integration

- 4.2.1 Analysis carried out on the inclusion and diversity make up in the JNC position is described in 3.1.10

4.3. Council policies and City Priorities

- 4.3.1. The Pay Policy Statement is required by law and must be approved annually by Full Council prior to 31st March 2018.

4.4. Resources and value for money

- 4.4.1. The Pay Policy Statement is a point of reference for the Council in assessing its senior management costs and its budget strategy.

4.5. Legal Implications, Access to Information and Call In

- 4.5.1. The draft policy (Appendix A) has been assessed as complying with the requirements of the Localism Act 2011.
- 4.5.2. It is proposed to report the Policy to the Full Council meeting on 28 March 2018, which is therefore compliant with the statutory requirements.

4.6. Risk Management

- 4.6.1. The Council will need to consider any implications of the published policy in terms of how stakeholders and the media respond.
- 4.6.2. Also it is noted that in Reviewing the Policy all requirements regarding pay issues have been complied with in 2017/18. Members are asked to note this compliance.

5. Conclusions

- 5.1. All Councils are legally obliged to provide, on an annual basis, a Pay Policy Statement. The proposed policy is intended to meet this requirement.

6. Recommendations

7. The General Purposes Committee are asked to recommended to full Council:-

- 7.1. Consideration and approval of the Pay Policy Statement for the 2018/19 financial year as attached in Appendix A.
- 7.2. Make recommendations that any in year requirement to amend the Annual Pay Policy Statement as a consequence of changes to Council policies is undertaken by the Director of Resources and Housing and/or the Chief Officer HR or on advice from the Section 151 Officer and this is reported to the General Purposes Committee who will make recommendation to Full Council for approval
- 7.3. Delegation to the Chief Officer (HR) of any necessary adjustments to the Council's pay scales arising from nationally agreed pay awards.

Appendix A - Pay Policy Statement 2018-19

Appendix B – Comparison of Other Local Authorities

Local Authorities	2016/17	2017/18
Leeds	8.7:1*	8.35:1*
Bradford	9.0:1	9.1:1
Calderdale	6.2:1	6.17:1
Kirklees	7.97:1	Not available
Wakefield	8.3:1	8.3:1
Birmingham	8.5:1	8.21:1
Bristol	6.2:1	Not available
Cardiff	8.1:1	7:1
Liverpool	7.58:1	Not available
Manchester	8.89:1	8.33:1
Nottingham	8.1:1	8:1
Sheffield	8.4:1	8.3:1

Comparison - Median Pay Multiples for median salary and the highest paid



Annual Pay Policy Statement

Financial Year 2018/19

Contents

Section 1 – Introduction

Section 2 - Policy Statement

- **Definition of senior officers covered by the Policy Statement**
- **Policy on remunerating senior officers**
 - Salaries and Appointment
 - Terms and Conditions
 - Bonuses and performance related pay
 - Earn Back
 - Termination Payments
- **Policy on remunerating the lowest paid in the workforce**
- **Policy on the relationship between the senior officer remuneration and that of other staff**
- **Re Employment of staff in receipt of a LGPS Pension or a Redundancy/Severance Payment**
- **Obligations under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations 2011**

Section 1 - Introduction

Sections 38 – 40 of the Localism Act 2011 require that the Authority produce a policy statement for each financial year that covers a number of matters concerning the pay of the Authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the Authority is required to have regard under Section 40 of that Act.

This policy is reviewed annually and is to be considered and approved by full Council at its meeting on 28th March 2018.

This pay policy is in addition to the data on pay and rewards for staff which the Authority already publishes under the Code of Recommended Practice for Local Authorities on Data Transparency

This policy must be complied with for all decisions relating to the remuneration of, or other terms and conditions applying to, those senior officers listed in Section 2.

Section 2 - Policy Statement

Definition of senior officers covered by the Pay Policy Statement

This Pay Policy Statement covers a number of senior officers.

1. Head of the Paid Service, which in this Authority is the post of Chief Executive
2. City Solicitor, who is the Monitoring Officer, along with Five Directors covering:
 - Resources & Housing
 - City Development
 - Children & Families
 - Communities & Environment
 - Adults & Health

These post holders are members of the Authority's revised Corporate Leadership Team (CLT) and report directly to the Chief Executive. The Chief Financial Officer (appointed under section 151 of the Local Government Act 1972 reports to the Director (Resources & Housing) but has direct access to CLT, the Chief Executive and Elected Members.

3. Those required to report directly to, or are directly accountable to, one or more of those described in 1-2 above.
4. This policy statement does not cover or include staff employed by schools and is not required to do so.

Policy on remunerating senior officers

It is the policy of this Authority to establish a remuneration package for each senior officer post that is sufficient to attract and retain those with the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the Authority's requirements of the post in question.

Salaries and Appointment

The Authority may seek independent advice as a means of informing decisions on determining the pay scale for senior officer posts.

All new senior officer appointments will be made by the Employment Committee who will determine salary packages¹.

Appointments will be made to the appropriate approved minimum point of the grade for the post in question unless there is evidence that a preferred candidate cannot be appointed without varying the remuneration package. In such circumstances incremental advancement within the grade range is permissible.

In exceptional circumstances the policy provides for a departure from the Pay Policy. All departures from this policy will be expressly justified and, in cases where he/she is not personally affected, will be authorised by the Chief Executive in consultation with members of the Employment Committee. In cases where he/she is personally affected, departures from the Policy will be authorised by Full Council.

Where the Employment Committee has not been involved in the appointment of a Senior Officer the appropriate Executive Members will be consulted with, including the Executive Member within whose portfolio the post reports, the Executive Member with responsibility for Human Resources and the Leader of the Council.

Information regarding any such decisions will be reported to the next meeting of Full Council.

Honoraria² may be payable in circumstances where additional duties and responsibilities are undertaken which are over and above those which could be reasonably accommodated within existing terms and conditions of employment.

Market supplements may be paid only where it has been established that there is a significant risk of not being able to retain/replace staff with specific knowledge and skills essential to the delivery of a particular service, project or corporate priority.

¹ Senior Officers in this respect refers to the posts in Section 2 points 2 -3

² Including payments made for joint Authority duties

Terms and Conditions

The Chief Executive is employed on terms and conditions set out under the Joint National Council for Chief Executives. All other senior officers are employed on terms and conditions set out under the Joint National Council for Chief Officers. Under these arrangements national pay awards are negotiated annually. Equivalent arrangements are also in place for staff covered by NHS terms & conditions following the transfer of Public Health in 2013.

Some aspects of remuneration are applicable to all staff (including senior officers covered by this policy). For completeness these are outlined below:

- Membership of the Local Government Pension Scheme; with employee contributions ranging from 5.5% (on salaries up to £13,600) to 12.5% (on salaries over £151,800).
- Car mileage expenses are based on a local collective agreement with HMRC rates used for casual car users. Other travel and subsistence rates are based on National Joint Council for Local Government Employee rates.
- Following appointment, incremental progression is made 1st April subject to having completed 6 months employment by that date. Where 6 months employment is completed after 1st April, then the first increment is paid on reaching 6 months employment. Subsequent annual incremental progression is on each 1st April thereafter.

The Director of Public Health (DPH) and Public Health Consultants transferred to the local Authority on 1st April 2013 and receive protection of general NHS Terms and Conditions that were in place at that point in time with the exception of nationally negotiated pay awards which are linked to future agreed NJC/JNC uplift rates. Public Health Consultant additional payments and allowances are in line with NHS rates.

Bonuses and Performance Related Pay

For posts under this policy, the Authority does not currently operate a bonus or performance related pay scheme. Performance is considered however as part of a package to offer market supplements and retention pay when needed.

Earn-Back

The Authority does not operate a scheme of remuneration linked to Earn-Back

In year variations to pay scales

Full Council at its' meeting on 28th March 2018 agreed to delegate to the Chief Officer (HR) any necessary adjustments to the Authority's pay scales arising from national pay awards.

Termination Payments

All decisions relating to termination payments will be made by;

- Full Council – in respect of the Head of Paid Service, the City Solicitor and the s.151 officer.
- The Head of Paid Service– in respect of Directors
- Directors – in respect of those who directly report to them Termination payments may be made to senior officers covered by this policy. The maximum discretion for the Council is to award up to 104 weeks' pay under the national statutory framework.

Under this provision, payment will be subject to any legislation currently being considered to cap Public Sector exit payments including any changes to unreduced benefits. Payments made must demonstrate value for money and be conducive to the effective and efficient operation of the Authority.

The Leader of the Council will be informed in relation to any such termination payments.

Policy on remunerating the lowest paid in the workforce

The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services.

These, and other terms and conditions of employment, are negotiated through appropriate collective bargaining mechanisms and then incorporated into contracts of employment.

At 1 April 2018 the lowest pay point in this Authority (excluding schools) will increase and equate to an annual full time salary of £16880 equivalent to an hourly rate of £8.75 inclusive of any annual pay award in 2018. This is the recommended rate of the Living Wage Foundation for 2018.

The Council will continue to review the lowest hourly rate in line with annual budgets and is supportive of any outcome of the National Joint Council review of the NJC pay spine that was agreed within the 2016/18 pay settlement. A national pay offer has been made and it is expected that Trade Unions will be consulting their membership on this offer.

Based on the increased minimum hourly rate of £8.75, the pay multiplier between this and the substantive Chief Executive salary is 11.33:1 and based on his salary including a voluntary reduction the pay multiplier is 10.78:1

For comparison the National Living Wage of £7.83 per hour will apply to employees aged 25 years and above from 1st April 2018.

Policy on the relationship between Senior Officer Remuneration and that of other staff

The highest paid salary is paid to the Chief Executive. At December 2017 the median salary in Leeds City Council (not including Schools) is £21,267.96p based on substantive pay.

The ratio between the median and Chief Executive's substantive salary, the 'pay multiple' is 8.90:1 and based on the voluntary reduction, the pay multiple is 8.47:1.

This Authority does not have a policy on maintaining or reaching a specific 'pay multiple'. However the Authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the Authority as expressed in this policy statement.

The Authority's approach to the payment of staff is to pay that which the Authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the Authority meets any contractual requirements for staff including the application of any local or national collective agreements, or Authority decisions regarding pay.

Re-employment of staff in receipt of a LGPS Pension or a Redundancy/Severance Payment

The Authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment, pension and equalities legislation.

Obligations under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).

The Authority will publish information on pay and rewards for staff falling under the criteria specified in the Code of Recommended Practice for Local Authorities on Data Transparency and which requires the Authority to provide information relating to those employees with salary packages above £50,000 and which fall below those of Chief Officers as specified above.

Election Fees

Grant funding is made by the Cabinet Office for national elections and referendums which is paid to the Chief Executive in their capacity as Returning Officer. In turn these are apportioned to officers delegated to support the Returning Officer in accordance with criteria determined by the Chief Executive.

Private Service Company Consultants

Individuals who operate as private service companies will not be engaged to cover senior officer posts covered by this policy.

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Report of the Head of Elections Licensing and Registration

Report to General Purposes Committee

Date: 7 March 2018

Subject: Joint Review of Polling Districts and Community Governance Review of Parish and Town Councils – Final Proposals Report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Kippax & Methley		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. Reports relating to the Council's final proposals for the joint polling district and community governance review were considered by General Purposes Committee on 11 December 2017 and Full Council on 10 January 2018.
2. The review concluded on 12 January 2018 when the Council published its final proposals. These can be viewed at www.leeds.gov.uk/pollingdistrictreview.
3. General Purposes Committee and Full Council agreed to defer the decision on the proposals relating to the abolition of Ledston Parish Council until March 2018 to allow the Parish to address some outstanding matters, listed in 2.2 below.
4. This report provides an update as to the outstanding matters, and Electoral Working Group's recommendations to General Purposes Committee.

Recommendations

5. Members are asked to:
 - a) note the information from Ledston Parish Council in 3.1 below.

- b) consider the recommendation made by Electoral Working Group in 4.1 below.

1. Purpose of this report

- 1.1 To consider updated information in relation to the proposed abolition of Ledston Parish Council.
- 1.2 To make a recommendation to Full Council on the proposed abolition of the Parish.

2. Background information

- 2.1 At Full Council on 10 January 2018, Members agreed to defer the decision on the proposed abolition of Ledston Parish Council to allow the Parish to address some outstanding matters.
- 2.2 The Parish was given a deadline of Monday 12 February to sufficiently address the following:
 - a) obtain membership of the YLCA/NALC or other appropriate body;
 - b) arrange YLCA/NALC training for the Parish Clerk; and
 - c) provide required accounts information to the auditorsor;
 - d) resolve to merge with the neighbouring Parish of Ledsham as mentioned in the representation submitted by the Ledsham Parish Clerk on 14 November 2017.

3. Outcome of the deferral

- 3.1 The Parish Clerk has provided copies of emails confirming that the outstanding actions shown in 2.2 (a-b) above have now been completed.
- 3.2 Although email confirmation from the Clerk has been received in respect of provision of accounts to the auditors (2.2(c)) above, a copy of the original email has not been provided at the time of writing.
- 3.3 During the deferral period, an email from Rev. Andy Robinson, Vicar of Ledsham with Fairburn, was received in relation to the proposed abolition. Rev. Robinson stated he was aware of local residents in Ledston and Ledston Luck who would be very disappointed should the Parish Council be abolished.

4. Recommendation of Electoral Working Group

- 4.1 Electoral Working Group were satisfied with the progress made by Ledston Parish Council and recommended that the Parish should remain in place.

5. Corporate considerations

5.1 Consultation and engagement

- 5.1.1 The community governance review has been conducted in accordance with the Act. As required by Section 93(3) the process adopted has ensured that the Council has consulted with local government electors for the area under review and any other person or body which appears to have an interest in the review.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 In accordance with Section 93(4) of the Act the review has had regard to the need to secure that community governance in the area reflects the identities and interests of the community in the area, and is effective and convenient.

5.3 Council policies and best council plan

- 5.3.1 The review supports the council's aims to be the best city for communities, and in particular the four year priority to increase a sense of belonging that builds cohesive and harmonious communities.

5.4 Resources and value for money

- 5.4.1 The cost of the review will be met from the budget and resource allocation to Electoral Services.

5.5 Legal Implications, Access to Information and Call In

- 5.5.1 The review has been conducted in accordance with the Act, under relevant delegations to the Chief Executive in respect of community governance.
- 5.5.2 General Purposes Committee make these recommendations to Council in accordance with the terms of reference.
- 5.5.3 The final decision to give effect to the recommendations is reserved to Full Council.

5.6 Risk Management

- 5.6.1 There are no implications for this report.

6. Conclusions

- 6.1 The processes followed by officers meets the statutory requirements for a joint Review of Polling Districts, Places and Stations and Community Governance Review of all Parish and Town Council Arrangements.

7. Recommendations

- 7.1 Members are asked to:
- a) note the information from Ledston Parish Council at 3.1 above..
 - b) consider the recommendation made by Electoral Working Group in 4.1 above.

Report of City Solicitor

Report to General Purposes Committee

Date: 7th March 2018

Subject: Appointments to the Independent Remuneration Panel

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. In March 2017 this committee made recommendations to full Council with respect to the membership of the Independent Remuneration Panel (IRP).
2. As a result, on 29th March full Council approved that Sir Rodney Brooke be re-appointed as Chair of IRP until the end of June 2018, and that Sir Rodney be invited to support a member panel in a future recruitment process to identify new members of the IRP.
3. During the autumn a cross party Elected Member Panel was established, supported by Sir Rodney, with the aim of recruiting new members to the IRP.
4. Following an open recruitment exercise the Member Panel has identified Kevin Emsley, Chris Jelley and Dr Kate Hill as suitable to fulfil the requirements of the IRP member role and fulfil the role of chair.
5. The Member Panel has consciously not made a recommendation as to who should chair the panel, feeling that this should be a matter for the IRP to determine for themselves.

Recommendations

1. Members are asked to consider the candidates identified by the Member Panel and recommend to full Council that Kevin Emsley, Chris Jelley and Dr Kate Hill be appointed as Members of the Leeds City Council Independent Remuneration Panel for a period of 4 years from the commencement of the new Municipal year.

1. Purpose of this report

- 1.1 The purpose of this report is to ask General Purposes Committee to make recommendations to full Council concerning appointments to the Independent Remuneration Panel.

2. Background information

Independent Remuneration Panel

- 2.1 The authority is required to establish an Independent Remuneration Panel (IRP) to make recommendations to the authority on the Members' Allowances Scheme. The authority has four¹ members currently serving on the panel and has previously designated one of those members, Sir Rodney Brooke, as chair.
- 2.2 Sir Rodney Brooke's term serving on the IRP is to cease in June 2018 and at the request of full Council has supported a Member Panel in the recruitment to vacancies arising on IRP.

3. Main issues

- 3.1 Given the pending vacancies it is now necessary for the Council to make new appointments to the IRP. A cross party Member Panel (Cllr J Lewis – Chair, Cllr M Harland, Cllr P Harrand and Cllr C Campbell) has been established, supported by Sir Rodney Brooke and the Deputy Monitoring Officer, to lead on the recruitment process.

Guidance - Membership of the Independent Remuneration Panel

- 3.2 Government guidance suggests that authorities consider appointing panel members (no less than three) for terms of office of between 3 and 5 years. There is no prohibition on members of the panel serving longer terms or repeat terms. The main focus of the guidance is to ensure that each panel is, and is perceived to be, independent.
- 3.3 The guidance also provides for the authority to consider whether to appoint a chair for the panel or to let the panel elect its own chair.

Recruitment Process

- 3.4 Having agreed a role description at its meeting in October, the Member Panel asked for an advert to be placed on the 'Councillors and Democracy' page of the Leeds.gov.uk web site. This appeared from the 30th October 2017 to the 17th November 2017. Links to the advert were also made via the Leeds City Council 'LinkedIn' profile page (which has 10,687 followers). This attracted in excess of 3,300 impressions, along with 62 clicks on the link, and 8 social actions which includes likes and shares.
- 3.5 In addition efforts were made to contact one of the current IRP Members whose term of office is soon to expire and assess whether or not he wished that consideration be given to extend his term of office from the expiry in June 2018. Despite efforts to contact the individual it has not been possible to ascertain whether or not he wished for his continuation on the IRP to be considered.

¹ The statutory minimum is three

- 3.6 As a result of the advertisement a number of expressions of Interest were received which the Member Panel considered at their meeting at the end of November.
- 3.7 Following this, informal discussions between the Panel and three candidates took place in December 2017 and early January 2018. As a result of which the Member Panel has identified Kevin Emsley, Chris Jelley and Dr Kate Hill as suitable to fulfil the requirements of the IRP member role and the role of chair. A summary of the current and previous roles for each is presented in the table below.

	Current/Previous Roles - Summary	Member Panel Assessment	
		Applicant meets Criteria for Chair or Member	Ineligibility Criteria
Kevin Emsley	Corporate Finance Lawyer and Chairman of Lupton Fawcett LLP Trustee of the West Yorkshire Playhouse	Yes – both	No Issues
Chris Jelley	Royal College of Pathologists, Member, Lay Governance Group, Examinations Cttee 2005-14 Bradford Teaching Hospitals F.T. Non Executive and Senior Independent Director; Chair Performance Cttee and Member Audit & Remuneration Cttees	Yes – both	No Issues
Dr Kate Hill	Senior Research Fellow in Applied Health at the University of Leeds Trustee and Director of a local cancer research charity, and voluntary Research Manager for the charity. Chair of the Board of Trustees of the Robin Lane Health and Wellbeing Charity (Pudsey). Harewood Parish Councillor	Yes – both	No Issues.

- 3.8 Given the strength of each candidate, and to give further assurance with regard to independence, it is the recommendation of the Member Panel that no individual be identified as chair, but rather, on a meeting by meeting basis, the IRP appoint a chair from amongst the IRP membership.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 A cross party Member Panel has led on the consideration of matters considered by this report, with, in addition, the current Chair of the IRP advising Members as part of the recruitment process.
- 4.1.2 Those individuals identified by the panel have confirmed they would be content to serve as a member of the IRP.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 There are no specific matters relating to equality and diversity or cohesion and integration raised by this report.

4.3 Council policies and best council plan

- 4.3.1 There are no specific matters relating to council policies or the best council plan raised by this report.

4.4 Resources and value for money

- 4.4.1 There are no specific matters relating to resources or value for money raised by this report, the recent recruitment process has not incurred any advertising costs.
- 4.4.2 IRP members do not receive an annual allowance, rather panel members receive a fee per IRP report submitted to the authority. It is proposed that arrangement continue for all IRP members at the rate of £400 per report but with no designated Chair allowance being payable – overall this will result in a small (3.4%) reduction in the costs of convening the IRP (these costs are budgeted for within current resources).

4.5 Legal implications, access to information, and call-in

- 4.5.1 Rules on the constitution of IRP panels were consolidated into one set of regulations (**the Local Authorities (Members' Allowances)(England) Regulations 2003/1021**) in 2003. Part 4 of the Regulations deals with the appointment of independent remuneration panels but is un-prescriptive - beyond requiring that each panel is constituted of a minimum of three members who may be neither members of the relevant authority (whether elected or co-opted) nor disqualified from membership, the regulations set no further requirements.
- 4.5.2 There is government guidance which provides information on application of the regulations by relevant authorities. The main focus of the guidance is to ensure that each panel is, and is perceived to be, independent. It is suggested that authorities consider appointing panel members for terms of office of between 3 and 5 years, but there is no prohibition on their serving longer terms or repeat terms.
- 4.5.3 The guidance suggests that the authority considers whether to appoint a chair for the panel or to let the panel elect its own chair. There is no provision as to the term of office a chair or member should serve or whether they should repeat terms. However there are some restrictions in that a Member of an IRP must not:
- Be an elected Councillor of any Local Authority to whom the Panel makes recommendations
 - Be employed or appointed by Leeds City Council
 - Be a senior employee (in a politically restricted post) of another Local Authority
 - Be the holder of any position within a political party at local, regional or national level
 - Be the subject of a bankruptcy restrictions order or interim order
 - Have been convicted in the last 5 years of an offence with a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine

- Be in debt or in dispute with Leeds City Council
- Be a relative or personal friend of an elected member of Leeds City Council.

4.5.4 The individuals recommended by the Member Panel have confirmed that none of these restrictions apply to them.

4.5.5 New Members of the Panel will be provided with an induction in advance of them commencing their role.

4.6 Risk management

4.6.1 The proposals in the report assist the Council to comply with its legal obligations and take account guidance issued by government.

5. Conclusions

5.1 It is necessary for the Council to consider and resolve appointments to the IRP in advance of terms of office expiring.

6. Recommendations

6.1 Members are asked to consider the candidates identified by the Member Panel and recommend to full Council that Kevin Emsley, Chris Jelley and Dr Kate Hill be appointed as Members of the Leeds City Council Independent Remuneration Panel for a period of four years from the commencement of the new Municipal year.

7. Background documents²

7.1 None.

² The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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