



GENERAL PURPOSES COMMITTEE

Meeting to be held REMOTELY on
Monday, 1st February, 2021 at 3.00 pm

MEMBERSHIP

Councillors

- D Blackburn - Farnley and Wortley;
- J Blake (Chair) - Middleton Park;
- Amanda Carter - Calverley and Farsley;
- R Charlwood - Moortown;
- D Cohen - Alwoodley;
- D Coupar - Temple Newsam;
- S Golton - Rothwell;
- H Hayden - Temple Newsam;
- W Kidger - Morley South;
- J Lewis - Kippax and Methley;
- J Pryor - Headingley and Hyde Park;
- A Scopes - Beeston and Holbeck;
- F Venner - Kirkstall;

Note to observers of the meeting:

To remotely observe this meeting, please click on the 'View the Meeting Recording' link which will feature on the meeting's webpage (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting.

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=696&MId=10282&Ver=4>

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A G E N D A

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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>	

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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 19 October 2020.</p>	5 - 6
7			<p>APPROVAL OF THE 2021/22 PAY POLICY STATEMENT</p> <p>To consider the report of the Chief Officer (HR) that seeks Members' views on the Pay Policy Statement 2021/22 and for the Committee to make recommendations to Full Council to approve the changes before the start of the 2021/22 financial year.</p>	7 - 20
8			<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will take place 8th March 2021 at 11.00 a.m.</p>	

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			<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>	

GENERAL PURPOSES COMMITTEE

MONDAY, 19TH OCTOBER, 2020

PRESENT: Councillor J Blake in the Chair

Councillors D Blackburn, Amanda Carter,
R Charlwood, D Cohen, D Coupar,
S Golton, H Hayden, J Pryor, A Scopes
and F Venner

1 Appeals against refusal of inspection of documents

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

2 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

3 Late items

There were no late items. However, an updated version of the report and appendices to Item 7 were published as supplementary information (Minute 7 refers).

4 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

5 Apologies for absence

Apologies for absence were received from Councillor J Lewis and Councillor W Kidger.

6 Minutes of the last meeting

RESOLVED – That the minutes of the meeting held on the 28 January 2020 be approved as a correct record.

7 Amendments to the Constitution

The City Solicitor submitted a report that set out proposed amendments to the Constitution reflecting amendments to the Leader's executive arrangements reported to Council on 16th September 2020.

Updated versions of the report and appendices were circulated prior to the meeting, to reflect:

- That the report is of the City Solicitor who, as Monitoring Officer, has statutory responsibility for maintenance of the Council's constitution;
- That the request to amend the Monitoring Officer Protocol has been removed from the report as responsibility for this document lies with the Standards and Conduct Committee.

RESOLVED - That it be recommended to Full Council that the Constitution be amended as set out in Appendix A and Appendix B of the report.

8 Review of Delegated Decision Making Arrangements

The Chief Officer (Financial Services) submitted a report that reviewed arrangements made to enable publication and recording of delegated decision making during the Covid-19 pandemic. The review identified learning in relation to practice and procedure which ensures that arrangements for delegated decision making, both in relation to business as usual and emergency response, are necessary, proportionate and fit for purpose. The report recommended an amendment to the Executive and Decision Making Procedure Rules.

RESOLVED –

- a) That the review of decisions taken during the period of emergency response and recovery in relation to the Covid-19 pandemic, be noted;
- b) That the arrangements for recording of delegated decisions as set out in Appendix B 'How To Record a Delegated Decision' guidance for officers, together with the proposal to use of the Delegated Decision Notice, as attached at Appendix A, for creating a record of delegated decisions, be noted; and
- c) That it be recommended to Full Council that the Executive and Decision Making Procedure Rules be amended as set out in Appendix C of the report.

9 Date and Time of Next Meeting

The next meeting will take place Wednesday, 9th December, 2020 at 4.00 p.m.

Report of Chief Officer Human Resources
Report to General Purposes Committee
Date: 1st February 2021
Subject: Approval of the 2021/22 Pay Policy Statement

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open 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

1. Main issues

- This paper sets out the Pay Policy Statement for 2021/22. This is required under the Localism Act 2011 and must be annually approved by the Full Council before 31 March 2021.

2. Best Council Plan implications (see the [latest version of the Best Council Plan](#))

- A refreshed Council Plan was launched for 2020-2025 which included an updated People Strategy. This keeps inclusion and wellbeing at the centre of our plans and we continue to use our annual staff survey to gain valuable feedback that helps us improve the overall experience at work for our employees.
- An important part of the People Strategy is our commitment for a fair and sustainable pay structure. This links directly to the Council implementing a minimum wage which seeks to mirror the Foundation Living Wage rate to ensure fair and sustainable pay for our low paid employees.

3. Resource implications

- The financial implications of this Pay Policy Statement are incorporated into the 2021/22 revenue budget.

Recommendations

The General Purposes Committee are asked to recommend to Full Council:-

- a) Consideration and approval of the Pay Policy Statement for the 2021/22 financial year as attached in appendix A.
- b) That any in year requirement to amend the Annual Pay Policy Statement as a consequence of changes to Council Policies is reported to the General Purposes Committee to recommend to Full Council for approval.
- c) 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-2021/22 and for the Committee to make recommendations to Full Council to approve the changes before the start of the 2021/22 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.

3. Main issues

- 3.1 With effect from 1st April 2021 the Council will further increase its minimum pay rate to £9.50 equivalent to an annual salary of £18,328 which mirrors the Living Wage Foundation minimum rate. The national minimum rate of pay for apprentices aged 19 and below or in the first year of their apprenticeship is £4.15. All new starters in Leeds City Council including apprentices will receive a minimum of £9.50 per hour.
- 3.2 The pay multiple is the relationship between the median salary and the highest paid actual salary in the organisation, in Leeds as at December 2020 the ratio between the Chief Executive's voluntary reduced salary and median pay is 7.87:1
- 3.3 The median pay multiple in other regional authorities and core cities for 2020/21 (where available) and compared to the previous year's median pay multiple can be seen in the table at Appendix B which shows a comparison with other regional authorities.

- 3.4 The figure for employees at a senior level declaring their protected equality characteristics remains the same at 67%. The percentage of staff declaring their protected equality characteristics across this council is 66%.
- 3.5 The mean hourly rate for women for 2020 has slightly increased by 0.1% from 2019. This means for 2020 the women's mean hourly rate is currently 6% lower than for men.
- 3.6 The change to the median figure can be explained by an increase of women represented in our top quartile and lower middle quartile of our workforce. The latter has risen from 55.1% to 59.2%. However the impact on the median is as a result of a slight simultaneous increase in males represented in the upper middle and lower quartiles.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 No formal consultation is required. In publishing a Pay Policy Statement we are fulfilling our legislative requirements as set out in sections 38 – 40 of the Localism Act 2011.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 Analysis carried out on declaration of protected equality characteristics is included at 3.4.

4.3 Council policies and the Best Council Plan

- 4.3.1 In 2020 a refreshed People Strategy was launched as an addition to the Best Council Plan 2020-2025, this demonstrates our commitment to creating a representative organisation with an inclusive culture.
- 4.3.2 Our People Strategy specifically commits to having a fair and sustainable pay structure in the Council. This can be demonstrated through our implementation from 1st April 2021 of £9.50 as the council's minimum hourly rate which mirrors the Living Wage Foundation's recommended minimum rate of pay. The changes will have a positive impact on in-work poverty, particularly for women, those under 25 and part-time workers.

Climate Emergency

- 4.3.3 There is no direct impact on the climate emergency.

4.4 Resources, procurement 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 There is a statutory requirement for local authorities to approve their Pay Policies before the end of the 31st March each year. To comply with this the intention would be to submit the Pay Policy for approval to the Full Council meeting on 24th February 2021.

4.6 Risk management

- 4.6.1 The requirement to review the Pay Policy Statement annually will be met for 2020/21 when the Policy is considered by full council.

5. Conclusions

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

6. Recommendations

The General Purposes Committee are asked to recommend to Full Council:

- 6.1 Consideration and approval of the Pay Policy Statement for the 2021/22 financial year as attached in Appendix A.
- 6.2 That any in year requirement to amend the Annual Pay Policy Statement as a consequence of changes to Council Policies is reported to the General Purposes Committee to recommend to Full Council for approval.
- 6.3 Delegation to the Chief Officer (HR) of any necessary adjustments to the Council's pay scales arising from nationally agreed pay awards.

7. Background documents¹

- 7.1 Appendix A - Pay Policy Statement 2021/22
- 7.2 Appendix B – Comparison of Other Local Authorities

¹ 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.

Appendix B

Comparison - Median Pay Multiples for median salary and the highest paid declared in 2020/21 Pay Policy Statements

Where the information is available, the following are the median pay multiples for the local authorities named in the table below.

Local Authority	2019/20 median pay multiplier
Leeds	7.59:1
Calderdale	6.11:1
Wakefield	7.42:1
Birmingham	7.59:1
Bristol	5.89:1
Cardiff	7:1
Manchester	7.86:1
Nottingham	8:1

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**Annual Pay Policy Statement
Financial Year 2021/22**

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 - Bonuses and performance related pay
 - Earn Back
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- **Policy on remunerating the lowest paid in the workforce**
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- **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 Pay Policy Statement for each financial year that covers a number of matters concerning the pay of the Authority's staff, namely relating to the remuneration of Chief Officers; the remuneration of its lowest-paid employees, and the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.

This Pay Policy Statement is reviewed annually and is to be considered and approved by Full Council at its meeting on 24th February 2021. It will be effective from that date. It will be subject to review annually and in accordance with new legislation to ensure it remains relevant.

This Pay Policy Statement 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.

It 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. Five Directors covering:
 - Resources & Housing
 - City Development
 - Children & Families
 - Communities & Environment
 - Adults & Health
3. The Director of Public Health
4. City Solicitor, who is the Monitoring Officer,
5. The Chief Officer Finance (appointed under section 151 of the Local Government Act 1972)
6. Those required to report directly to, or are directly accountable to, one or more of those roles described in 1-5 above.
7. 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.

The salary packages are in accordance with the Joint National Council (JNC) terms and Conditions for Chief Executives and for JNC Chief Officers.

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.

Honoraria¹¹ 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 supplement and or retention payments 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.

Terms and Conditions

The Chief Executive is employed on terms and conditions set out under the Joint Negotiating Committee for Chief Executives. All other senior officers are employed on terms and conditions set out under the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities, save for some senior officers covered by NHS terms and conditions following the transfer of Public Health in 2013. For those on JNC Chief Officer terms and conditions the arrangements for national pay awards are negotiated annually. Equivalent arrangements are also in place for staff covered by NHS terms and conditions.

The Director of Public Health (DPH) and Public Health Consultants who transferred to the Local Authority on 1st April 2013 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.

In 2020 following competitive recruitment exercises the role of DPH and newly recruited posts directly reporting to the DPH were recruited to on JNC pay scales.

¹ Including payments made for joint Authority duties

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 £14,600) to 12.5% (on salaries over £164,201).
- Car mileage expenses are based on a Leeds City Council local collective agreement with Trade Unions 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.

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

The Chief Officer (HR) has delegated authority to make any necessary adjustments to the Authority's pay scales arising from national pay awards.

Termination Payments

Termination payments are subject to the Public Sector Exit Payment Regulations 2020 which restricts exit payments to a maximum of £95,000. The national statutory framework provides maximum discretion to award up to 104 weeks' pay. The current Early Leavers Initiative (ELI) policy for the council is for payment on one and a half weeks' pay for every year worked, with a maximum payment of 30 weeks' severance payment and a minimum of £1,000 severance payment.

Policy on remunerating the lowest paid in the workforce

The policy of this Authority is to apply terms and conditions of employment and relevant national pay offers that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of council decisions, these are then incorporated into contracts of employment.

In November 2020 the Living Wage Foundation announced a recommended living wage rate

of £9.50. From 1st April 2021 the lowest pay point in this Authority (excluding schools) will increase to £9.50 and equates to an annual full time salary of £ 18,328.

The council is committed to continuing to match the Living Wage Foundation Rate (subject to affordability) for future years.

Based on the increased minimum hourly rate of £9.50, the pay multiplier between this and the substantive Chief Executive salary at 01/04/2021 will be 11.28:1 and based on his salary including a voluntary reduction the pay multiplier will be 10.14:1.

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 2020 the median salary in Leeds City Council (not including Schools) is £24,491 based on substantive pay.

The ratio between the median and Chief Executive's substantive salary, the 'pay multiple' is 8.26:1 and based on the voluntary reduction, the pay multiple is 7.59:1 this is an improvement on the previous year.

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.

Gender Pay Gap

From 2017/18 all public and private sector employees with 250 or more employees are required to annually publish data on the gender pay gap within their organisation. The Gender Pay Gap is the difference between the average hourly earnings of all male employees in the organisation and the average hourly earnings of all female employees within the organisation based on a set "snapshot date", this being 31st March each year for public sector employees. Data from each snapshot date has to be published by 30th March the following year. The first was reported in March 2018 for the snapshot taken on 31st March 2017. Using the same snapshot date the Council now has 4 years of data:-

Year Snapshot Date	Women's Mean Hourly rate is % lower than men's	Women's Median Hourly Rate is % lower than men's
31.3.17	8.6%	13.1%
31.3.18	6.3%	10.8%
31.3.19	5.9%	7.8%
31.3.20	6.0%	10.4%

In addition, using the same snapshot date all organisations are obliged to report on the percentage of male and female staff by quartile, the results for Leeds City Council being:-

	Women 31.3.19	Women 31.3.20	Men 31.3.19	Men 31.3.20
Top Quartile (highest paid)	58.8%	59.1%	41.2%	40.9%
Upper Middle Quartile	53.7%	51.0%	46.3%	49.0%
Lower Middle Quartile	55.1%	59.2%	44.9%	40.8%
Lower Quartile (lowest paid)	75.2%	74.6%	24.8%	25.4%

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

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

Under the Council's ELI scheme, employees will not be re-employed by the Council for a period of **12 months** from the date of exit. This includes "council-run" schools and any agency work for LCC.

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.

Publication of Pay Policy Statement

Upon approval by the Full Council this Pay Policy Statement will be published on the council's website.