



GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 9th February, 2016 at 2.00 pm

MEMBERSHIP

Councillors

D Blackburn	Farnley and Wortley;
J Blake	Middleton Park;
R Charlwood	Moortown;
S Golton	Rothwell;
G Latty	Guiseley and Rawdon;
J Lewis	Kippax and Methley;
A Lowe	Armley;
J Procter	Wetherby;
J Pryor	Headingley;
M Rafique	Chapel Allerton;
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 - 8TH DECEMBER 2015</p> <p>To receive the minutes of the meeting held on 8th December 2015.</p>	1 - 2
7			<p>APPROVAL OF THE 2016/17 PAY POLICY STATEMENT</p> <p>To receive a report of the Chief Officer (HR) which seeks 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 2016/17 financial Year.</p>	3 - 20

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p>EXTENSION OF WEBCASTING</p> <p>To receive a report of the City Solicitor which provides an update on the outcome of two trial webcasts in the newly refurbished committee room and seeks General Purposes Committee's agreement to extend live webcasting to meetings of the Executive Board from March 2016.</p>	21 - 24
9			<p>DATE AND TIME OF NEXT MEETING</p> <p>10:00am Tuesday 8th March 2016</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>	

GENERAL PURPOSES COMMITTEE

TUESDAY, 8TH DECEMBER, 2015

PRESENT: Councillor J Blake in the Chair

Councillors D Blackburn, R Charlwood,
G Latty, J Lewis, A Lowe, J Procter,
J Pryor, M Rafique, S Varley and L Yeadon

Apologies: Councillor S Golton

19 Appeals against refusal of inspection of documents

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

20 Exempt Information - possible exclusion of the press and public

There were no appeals against refusal of inspection of documents.

21 Late items

There were no late items submitted for consideration.

22 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

23 Apologies for absence

Apologies for absence were received from Councillor S. Golton.

24 Minutes of the previous meeting

RESOLVED – With the addition of an omitted attendee name, that the minutes of the meeting held on 19th October 2015 be approved as a correct record.

25 Changes to the Constitution to enable cross authority monitoring and enforcement of taxi and private hire activity

The Head of Elections, Licensing and Registration presented his report which set out the background to the changes made by the Deregulation Act 2015 and how they will affect this Authority, particularly issues of general public safety, safeguarding and enforcement capability. The report recommended that taxi and private hire licensing enforcement functions be delegated to the

Draft minutes to be approved at the meeting
to be held on Tuesday, 9th February, 2016

other West Yorkshire authorities, and similarly for this authority to receive their delegated taxi and private hire licensing enforcement functions.

The work of the Licensing Committee and Licensing officers in bringing forward the proposals was commended; as was the positive work taking place between all West Yorkshire authorities, York and the Police and Crime Panel on these matters. It was also acknowledged that this innovative practice was also being considered nationally by the Local Government Association.

RESOLVED – The Committee resolved to recommend to full Council that:

- (a) The Taxi and Private Hire enforcement powers as set out in paragraph 3.3 of the submitted report are delegated by Leeds City Council to the following local authorities, namely: City of Bradford Metropolitan District Council; Wakefield Metropolitan District Council; Calderdale Metropolitan Borough Council; Kirklees Metropolitan Borough Council and City of York Council as well as retaining those functions within Leeds City Council. To agree to Leeds City Council receiving similar delegated enforcement powers from those named Authorities.
- (b) Changes to the Constitution as set out at Appendix A and Appendix B of the submitted report be approved;
- (c) The Section Head Taxi and Private Hire Licensing continues enquiries with other councils (including Manchester City Council and Rossendale Borough Council) and if agreement is reached in principle with other councils, for the report to full Council, and the recommended changes to the Constitution, to include reference to those councils; and
- (d) Members note that on recommendation from the Council's Licensing Committee that any necessary changes to the Council's Licensing Policies arising from the proposed changes will be approved by the Council's Executive.



Report author: Alex Watson
Tel: 276514

Report of the Chief Officer HR

Report to General Purposes Committee

Date: 9 February 2016

Subject: Approval of the 2016/17 Pay Policy Statement

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

Summary of main issues

1. This paper sets out an updated Pay Policy Statement for 2016/17. This is required under the Localism Act and must be annually approved by the Full Council before April.

Recommendations

2. The General Purposes Committee are recommended to:-
 - 2.1. Consider the review of the Pay Policy Statement and make recommendations to full Council in respect of the adoption of the review for the 2016/17 financial year.
 - 2.2. Make recommendations that any required in year amendment to the Annual Pay Policy Statement in respect of exit payment caps or as a consequence of changes to Leeds City Council's policy statement on Pension Scheme Discretions is undertaken by the Chief Officer (HR) and reported to the General Purposes Committee.
 - 2.3. Receive assurances from the Deputy Chief Executive that the senior management pay structure is appropriate and complied with.

1. Purpose of this report

- 1.1. The purpose of this report is to seek 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 2016/17 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 work-force. 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 clearer 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, PRP, 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

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. Main issues

3.1. Policy Compliance 2015/16

- 3.1.1. The Chief Officer HR and Deputy Chief Executive give their assurance that the policy is up to date, fit for purpose, effectively communicated and routinely complied with and monitored. Due to the nature of the statutory framework the policy remains relatively static; with the only major amendment considered being the Governments proposals and consultation on capping exit payments. Otherwise variations to pay are subject to discussion between the Chief Executive, Deputy Chief Executive and Executive portfolio holder; with advice given by the Chief Officer (HR). Employment Committees are required to manage appointments to posts covered by the Policy where new appointments and grading issues can be considered. Finally the General Purposes Committee is able to consider the policy before it is presented to Full Council.
- 3.1.2. 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.
- 3.1.3. 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
- 3.1.4. The 2015/16 Policy was amended in year to include the updated JNC pay scales and also a delegated decision to apply the annual JNC/NJC pay uplift to TUPE transferred Public Health employees.
- 3.1.5. The pay multiple is the relationship between the median salary and the highest paid actual salary in the organisation, in Leeds the ratio between the Chief Executive's salary and median pay is 8.93:1². With effect from 1st April 2016 the Council will pay a 'real' living wage rate of £8.01 per hour, equivalent to an annual salary of £15454.
- 3.1.6. The pay multiple in other regional authorities and core cities at 2015/16 (where this has been made available) is contained within in the table below:-

² In 2011 the Chief Executive took a 5% voluntary pay reduction and a voluntary suspension to annual incremental progression which will continue to apply in 2016/17 under the latest policy. Overall this is £20k per annum and approximately 10% of salary entitlement.

Bradford	9:1
Calderdale ³	5.79:1
Kirklees ⁴	7.97:1
Wakefield ⁵	8.85:1
Birmingham	8.4:1
Bristol	8.75:1
Cardiff	9:1
Liverpool	8.25:1
Manchester	8.89:1
Nottingham	10:1
Sheffield	9.31:1

- 3.1.7. At the time of writing, legislation is being considered in the Enterprise Bill to cap exit payments for public sector workers. Final details are awaited. But it is expected a cap will stop payments exceeding £95k from July 2016. This includes the costs of the early release of pensions; which would affect staff covered by the annual pay policy. It is unclear whether and how any local discretion could be applied (.e.g. where exceeding a £95k cap can nevertheless deliver greater savings). Also it is not clear whether it would be necessary to amend the Annual Pay Policy and/or Leeds City Council's policy statement on Pension Scheme Discretions which are referenced in the Pay Policy.
- 3.1.8. 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. Accordingly it is recommended that the approval of the Pay Policy by the Full Council includes a proposal that any in year amendment to the Annual Pay Policy in respect of making exceptions to a £95k exit cap or as a consequence of changes to Leeds City Council's Policy statement on Pension Scheme Discretions is undertaken by the Chief Officer (HR) and is reported to the General Purposes Committee.

4. Corporate Considerations

4.1. Consultation and Engagement

³ Calderdale median salary is equivalent to £23k – Leeds median salary is £19k

⁴ Kirklees implemented a local living wage from 1st April 2015 and their lowest salary level is equivalent to scp 11

⁵ Wakefield CEX is taking a 5% voluntary pay reduction

Other Councils in the region and nationally will be publishing policies from January 2016 onwards. A responsive media engagement strategy will be prepared which will reference any advice taken from the LGE in relation to other relevant Pay Policy statements.

4.2. Inclusion and Diversity / Cohesion and Integration

Inclusion and diversity data has been compared with last year's information and it is noted that there has been a small percentage increase in the number of JNC positions held by BME, disabled and female employees.

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 1st April.

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 has been assessed as complying with the requirements of the Localism Act.

4.5.2. In terms of its formal adoption it is proposed to report the Policy to the Council meeting on 23rd March 2016, and is therefore compliant with the statutory requirements.

4.6. Risk Management

4.6.1. The Council will need to consider any reputational 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 2015/16. 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 revised policy is intended to meet this requirement.

6. Recommendations

6.1. The General Purposes Committee is recommended to:

6.2. Consider the review of the Pay Policy Statement and make recommendations to full Council in respect of the adoption of the review for the 2016/17 financial year.

6.3. Make recommendations that any required in year amendment to the Annual Pay Policy Statement in respect of exit payment caps or as a consequence of changes to

Leeds City Council's policy statement on Pension Scheme Discretions is undertaken by the Chief Officer (HR) and reported to the General Purposes Committee.

- 6.4. Receive assurances from the Deputy Chief Executive that the senior management pay structure is appropriate and complied with.



Annual Pay Policy Statement

Financial Year 2016/17

(To be) Approved by Full Council – 23rd March 2016

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**

List of Appendices

Appendix 1 – Pay scales under the JNC Conditions of Service

Appendix 2 – Pay scales under the NJC Conditions of Service

Appendix 3 – Pay scales for Public Health under Agenda for Change and the Director of Public Health and Consultants under Medical & Dental Contracts

Appendix 4 – Public Health Consultant Pay and Allowances effective from 1st April 2013

Section 1 - Introduction

Sections 38 – 43 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 the 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 in March 2016.

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 the following senior officer posts;

1. Head of the Paid Service, which in this authority is the post of Chief Executive
2. Deputy Chief Executive, who is the Section 151 Officer, the City Solicitor who is the Monitoring Officer, the Directors of Public Health, Adult Social Care, Children Services, City Development and Environment and Housing and the Assistant Chief Executive (Citizens and Communities). These post holders are members of the authority's Corporate Leadership Team (CLT) and report directly to the Chief Executive.
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 this 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 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. All such payments will be reviewed annually by the Head of Paid Service.

The salary for JNC senior officer posts will be determined by reference to the pay scales at Appendix 1³.

The basic salary for the Director of Public Health, NHS Consultants and other Public Health staff transferred into the organisation in 2013 under TUPE principles and having reached a local agreement in 2015 to apply the future JNC/NJC uplift is determined by reference to the pay scales at Appendix 3.

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).

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

² Including payments made for joint authority duties

³ For completeness the pay scales for employees employed on NJC terms and conditions of service is provided at Appendix 2

- Car mileage expenses are based on a local collective agreement and other travel and subsistence rates are based on National Joint Council for Local Government Employee rates
- On appointment, incremental progression following 6 months employment and then annual incremental progression 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 attached at Appendix 4.

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

Termination Payments

All decisions relating to termination payments will be made by;

- Full Council – in respect of the Head of Paid Service
- The Head of Paid Service – in respect of the Deputy Chief Executive
- Deputy Chief Executive – in respect of other Directors and the City Solicitor
- Directors – in respect of those who report to them.

Termination payments may be made to senior officers covered by this policy. The maximum discretion for the Council is to award 104 weeks' pay under the national statutory framework however any payment will be subject to any legislation currently being considered to cap Public Sector exit payments. 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 consulted in relation to any such termination payments.

Policy on remunerating the lowest paid in the workforce

The pay scales for staff employed on National Joint Council for Local Government terms and conditions are detailed at Appendix 2, alongside other JNC grades. 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.

The lowest pay point in this authority (excluding schools) equates to an annual full time salary of £13,871 and can be expressed as an hourly rate of pay of £7.1897.

The pay multiplier between this and the substantive salary for the Chief Executive is 14.14:1 However based on the Chief Executive's voluntary pay reduction the pay multiplier is 12.71:1⁴

With effect from 1st April 2016 the Council will pay a 'real' living wage rate of £8.01 per hour, equivalent to an annual salary of £15454. The pay multiplier between this and the substantive Chief Executive salary will be 12.69:1 and based on the voluntary reduction will be 11.41:1. Plans to increase pay rates to £8.25 per hour (the Living Wage), equivalent to an annual salary of £15917, are being made. This would mean that the pay multiplier between the lowest paid employees and the Chief Executive's actual salary is 11.08:1.

For comparison the National Living Wage of £7.20 per hour will apply to employees aged 25 years and above from 1st April 2016.

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

The highest paid salary is paid to the Chief Executive. At March 2014 the average median salary in Leeds City Council (not including Schools) is £19,743.

The ratio between the median and Chief Executive's substantive salary, the 'pay multiple' is 9.94:1 based on actual pay the pay multiple is 8.93:1. 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 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

⁴ In 2011 the Chief Executive took a 5% voluntary pay reduction and a voluntary suspension of incremental progression which will continue to apply in 2016/17. Overall this is £20k per annum and approximately 10% of salary entitlement.

Additional fees for national elections and referendums are paid to the Chief Executive in their capacity as Returning Officer. In turn these are apportioned to staff supporting the Returning Officer in accordance with criteria determined by the Chief Executive.

These fees and any apportionment will be published as part of the Council's 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).

Private Service Company Consultants

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

Pay scales under the JNC Conditions of Service 2014/16

Grade	SCP	Salary	Grade	SCP	Salary
Chief Executive	1	182,147	Director 75%	1	80,284
	2	185,650		2	82,291
	3	189,153		3	84,298
	4	192,655		4	86,305
	5	196,158		5	88,312
Deputy Chief Executive	1	147,118	Director 70%	1	74,932
	2	150,620		2	76,805
	3	154,123		3	78,678
	4	157,626		4	80,552
	5	161,128		5	82,425
Director	1	134,347	Director 65%	1	69,580
	2	137,320		2	71,319
	3	140,293		3	73,059
	4	143,265		4	74,798
	5	146,238		5	76,537
Asst Chief Executive	1	114,215	Director 60%	1	64,227
	2	116,699		2	65,833
	3	119,183		3	67,439
	4	121,667		4	69,044
	5	124,151		5	70,650
Director 95%	1	101,693	Director 52.5%	1	56,199
	2	102,192		2	57,604
	3	104,684		3	59,009
	4	107,177		4	60,414
	5	109,669		5	61,819
Director 90%	1	96,341	Director 45%	1	48,171
	2	98,750		2	49,375
	3	101,158		3	50,579
	4	101,536		4	51,783
	5	103,897		5	52,987
Director 85%	1	90,989	Director 40%	1	42,818
	2	93,264		2	43,889
	3	95,538		3	44,959
	4	97,813		4	46,030
	5	100,087		5	47,100
Director 80%	1	85,637			
	2	87,777			
	3	89,918			
	4	92,059			
	5	94,200			

Pay scales under the NJC Conditions of Service

Spinal Column Point	1 st April 2013	1 st January 2015
05 ⁵	£12,435	£13,500
06 ⁶	£12,614	£13,614
07 ⁷	£12,915	£13,715
08	£13,321	£13,871
09	£13,725	£14,075
10	£14,013	£14,338
11	£14,880	£15,207
12	£15,189	£15,523
13	£15,598	£15,941
14	£15,882	£16,231
15	£16,215	£16,572
16	£16,604	£16,969
17	£16,998	£17,372
18	£17,333	£17,714
19	£17,980	£18,376
20	£18,638	£19,048
21	£19,317	£19,742
22	£19,817	£20,253
23	£20,400	£20,849
24	£21,067	£21,530
25	£21,734	£22,212
26	£22,443	£22,937
27	£23,188	£23,698
28	£23,945	£24,472
29	£24,892	£25,440
30	£25,727	£26,293
31	£26,539	£27,123
32	£27,323	£27,924
33	£28,127	£28,746
34	£28,922	£29,558
35	£29,528	£30,178
36	£30,311	£30,978
37	£31,160	£31,846
38	£32,072	£32,778
39	£33,128	£33,857
40	£33,998	£34,746
41	£34,894	£35,662
42	£35,784	£36,571
43	£36,676	£37,483
44	£37,578	£38,405
45	£38,422	£39,267
46	£39,351	£40,217
47	£40,254	£41,140
48	£41,148	£42,053
49	£42,032	£42,957

⁵ Not used in Leeds but deleted nationally in Oct 2015

⁶ No longer used in Leeds

⁷ No longer used in Leeds

Public Health Agenda for Change and Consultant Salary Scales with NJC/JNC 2014/16 uplift (rounded)

Level	Salary 01.04.2013	FTE salary - NJC/JNC uplift
01	£14,294	£14,609
02	£14,653	£14,975
03	£15,013	£15,343
04	£15,432	£15,772
05	£15,851	£16,200
06	£16,271	£16,629
07	£16,811	£17,181
08	£17,425	£17,808
09	£17,794	£18,185
10	£18,285	£18,687
11	£18,838	£19,252
12	£19,268	£19,692
13	£19,947	£20,386
14	£20,638	£21,092
15	£21,265	£21,733
16	£21,388	£21,859
17	£22,016	£22,500
17	£22,016	£22,500
18	£22,902	£23,407
19	£23,825	£24,349
20	£24,799	£25,345
21	£25,783	£26,350
22	£26,822	£27,412
23	£27,901	£28,515
24	£28,755	£29,388
25	£29,759	£30,414
26	£30,764	£31,441
27	£31,767	£32,467
28	£32,898	£33,622
29	£34,530	£35,290
30	£35,536	£36,318
31	£36,666	£37,473
32	£37,921	£38,755
33	£39,239	£40,102
34	£40,558	£41,450
35	£42,190	£43,034
36	£43,822	£44,698
37	£45,707	£46,621
38	£47,088	£48,030
39	£49,473	£50,462
40	£52,235	£53,280

Level	Salary 01.04.2013	FTE salary - NJC/JNC uplift
41	£54,998	£56,098
42	£56,504	£57,634
43	£59,016	£60,196
44	£61,779	£63,015
45	£65,922	£67,240
46	£67,805	£69,161
47	£70,631	£72,044
48	£74,084	£75,566
49	£77,850	£79,407
50	£81,618	£83,250
51	£85,535	£87,246
52	£89,640	£91,433
53	£93,944	£95,823
54	£98,453	£100,422

Public Health Medical & Dental Consultant pay scales with JNC 2014/16 uplift (rounded)

Level	Annual salary 01.04.2013	FTE salary- JNC uplift
01	£75,249	£76,754
02	£76,424	£77,953
03	£79,961	£81,560
04	£82,318	£83,964
05	£84,667	£86,360
06	£90,263	£92,068
07	£95,860	£97,777
08	£101,451	no award over 100K

NHS Public Health Consultant Pay and Allowances effective from 1st April 2013

Additional supplements for Directors of Public Health (Chief Officer Supplement) including those who are Consultants in Dental Public Health

Table 2: value of supplement (either contract)⁶

Supplement Band	Minimum £	Maximum £	Exceptional Maximum £
Band A (Regional Director of PH)	13,646	19,808	
Band B	5,284	10,579	13,646
Band C	4,418	8,804	10,579
Band D	3,522	7,042	8,804

(NB: table 2 shows the value of the Director of Public Health supplement to be added to salary)

Table 3: total salary for DPH's on old contract (with additional supplements included)⁶

Supplement Band	Pay Scale Code	Minimum £	Maximum £	Exceptional Maximum £
Band A (Regional Director of PH)	KE31*	94,634	100,796	
Band B	KE21*	86,272	91,567	94,634
Band C	KE11*	85,406	89,792	91,567
Band D	KE01*	84,510	88,030	89,792

(NB: table 3 shows the value of the Director of Public Health supplement added to the maximum of the old Consultant salary scale. These values are not to be used for Consultants on the 2003 Consultant contract)

Table 4: Clinical Excellence Awards for Consultants (either contracts)⁷

Awarded by Local Committees		
Level 1	£2,957	
Level 2	£5,914	
Level 3	£8,871	
Level 4	£11,828	
Level 5	£14,785	
Level 6	£17,742	
Level 7	£23,656	
Level 8	£29,570	
Level 9	£35,484	
		Awarded by ACCEA
		Level 9 (Bronze) £35,484
		Level 10 (Silver) £46,644
		Level 11 (Gold) £58,305
		Level 12 (Platinum) £75,796

Table 5: Discretionary Points for Consultants (either contracts)

Pay Scale/code	1	2	3	4	5	6	7	8
MC10/KC10	£3,204	£6,408	£9,612	£12,816	£16,020	£19,224	£22,428	£25,632

6: Payable under both the old contract and 2003 consultant contract. Further information for the new contract can be found in Schedule 16 terms and conditions and for the old contract – Consultants (England) 2003 and for the old consultant in HSG (92)12. The KE01 – KE31 scales are now closed pay scales and no further appointments should be made to them.

7: Clinical Excellence awards previously awarded under local area based committee arrangements. From 1st April 2013 Public Health England now supports Local Authorities to meet their statutory obligations through the transfer scheme/TUPE to maintain this contractual provision. This self-nominating award scheme requires the employee to have their application signed off by the Chief Executive/Director of Public Health and applications are considered by an 8 person panel which includes lay, professional and employer members.



Report Author: Andy Hodson

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Report of the City Solicitor

Report to General Purposes Committee

Date: 9th February 2016

Subject: Extension of Webcasting

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 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

1.0 Purpose of this report

1.1 This report provides an update on the outcome of two trial webcasts in the newly refurbished committee room and seeks General Purposes Committee’s agreement to extend live webcasting to meetings of the Executive Board.

2 Background information

2.1 At the meeting of 12th May 2015 General Purposes Committee agreed that two trial webcasts be undertaken from Committee 6&7; one of a meeting of City Plans Panel and one of Executive Board.

3 Main issues

3.1 In November a webcast trial was undertaken of a meeting of City Plans Panel – this webcast was not broadcast live and was undertaken, in order to test the market, by a different provider to that operating from the Council Chamber.

3.2 Unfortunately the webcast encountered some technical difficulties. The support facilities available from this provider did not enable the recording to be recovered quickly which resulted in a segment of the meeting being missed.

- 3.3 In addition Members and planning officers have expressed some concerns about the practicalities of webcasting Plans Panel meetings – the concerns being that;
- The proceedings of Panels allow for members of the public to present and answer panel questions and that reasonably permission would need to be sought in advance to broadcast. If permission was not given then the webcast would have to be paused;
 - Where exempt information is considered at a Plans Panel this is considered at each relevant agenda point (unlike Executive Board where Exempt information is considered at the end of each meeting) – this would significantly disrupt the webcast and be to the detriment of the recording.
- 3.4 On the basis of this feedback it is not proposed to extend webcasting to City Plans Panel and nor is it recommended to further explore the market at this time.
- 3.5 A further trial webcast, of Executive Board, was carried out in December. This webcast was undertaken by Public-I; the provider of webcasting services in the Council Chamber.
- 3.6 This webcast was successfully recorded, enabled the synching of meeting agendas and benefitted from on-line and real time back-office support from the companies head office. One observation made by Public-I was that the quality of the council's internet connection in the new room necessitated a reduced bandwidth being used (which in turn had an impact on video quality). This is something which ICT are currently looking to address.
- 3.7 The feedback from this trial indicates that the format of Executive Board does lend itself well to the webcasting format and, if webcasting were to be extended to this meeting, this would further enhance public access to the council's decision making processes; strengthen democratic accountability and allow for more open transparent decision making.
- 3.8 The facility will enable Executive Board meetings to be viewed live from another location, use the archive to replay meetings, or parts of the meeting, at a later date, search for and view particular speakers or agenda items.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The issues around webcasting have been discussed both formally and informally with Members through Member Management Committee, Whips meetings and through this committee.
- 4.1.2 There has been no public consultation about whether webcasting should continue – however the increasing viewing figures previously reported to committee continue to give a proxy indicator of interest in accessing the Council meeting via webcast technology.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An equality, diversity, cohesion and integration screening assessment was originally completed and reported to Members in June 2013. This showed that webcasting can provide an alternative method to access Council meetings for people with disabilities and has the potential to give wider access to all citizens and communities to local democracy.

4.3 Council policies and City Priorities

- 4.3.1 Providing access to meetings live over the internet helps to contribute to achieving our values. The proposals contained in this report are to extend webcasting to meetings of Executive Board – this will help contribute to our Best Council Plan commitments to better engage and better connect with the public.

4.4 Resources and value for money

- 4.4.1 Previous reports to General Purposes Committee established that the costs of a managed service such as that used for the two trial meetings would be in the region of £16k for coverage of 60 hours for council meetings per annum. In July 2013 the Chief Officer Elections, Licensing and Registration entered into a contract for the supply of webcasting services for a period of 12 months with an option to extend for up to a further period of 4 years – in effect providing a framework with the existing provider until July 2018.
- 4.4.2 Full Council, on average, utilises around two thirds of the available webcast hours. The proposal to extend webcasting to the Executive Board will use a further 20-25 webcasting hours per annum. Public-I has confirmed that whilst this would marginally exceed the contracted 60 hours this will not attract any further costs to the council under the terms of the existing agreement.
- 4.4.3 However, a small additional cost will be incurred to purchase a further annual license (at a cost of £1,925) and a one-off fee of approximately £2k will be incurred to purchase a webcasting encoder for the new committee room. Both these costs can be funded from efficiencies achieved in the use of existing resources.
- 4.4.4 It is on the basis of the above that the officer recommendation is, subject to the agreement of General Purposes Committee to extend webcasting to meetings of the Executive Board, to appoint Public-I to provide webcast services to the new committee facility (under the existing agreement which expires in July 2018).

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 A contract already exists with Public-I for webcast services. The procurement of an additional license and encoder will be made in accordance with Contracts Procedure Rule 7.1.
- 4.5.2 A protocol for the use of webcasting was approved by Member Management Committee on 23rd October 2012 and has been used for the two trial webcasts.

4.6 Risk Management

- 4.6.1 The technical risks associated with this project have been managed between ICT, Democratic Services and Facilities Management. ICT are in the process of installing dedicated broadband connections to both the new committee room and the Council Chamber for broadband, this will provide greater resilience to the arrangements for webcasting.
- 4.6.2 Virgin Media have a lead time of 65 working days to install the dedicated line from date of order (which was just prior to Christmas). If the 65 days were taken then Virgin would be obliged to have the line installed by the 5th April at the latest. To manage the risk the existing tactical solution within Committee Room 6-7 can be used, although, as described in paragraph 3.6, this would be via an internet connection with reduced bandwidth which reduces the quality of the video stream.
- 4.6.3 The adoption of a full-managed service will reduce any risks relating to equipment and limit the requirement for an initial large investment. It also provides the opportunity to continue to regularly review the webcast service and take account of public comment and views.

5 Conclusions

- 5.1 Webcasting meetings has demonstrated that there is an interest in accessing live feeds from meetings over the internet and has provided the opportunity to see the potential for improving public awareness, participation and engagement with the Council as an important part of local democracy. The two trial webcasts have enabled an assessment of the suitability of the meeting formats of our two principle decision making meetings for webcasting.

6 Recommendations

- 6.1 General Purposes Committee is asked to agree that;
- Webcasting facilities be extended to the new committee room facility as set out in paragraph 4.4;
 - The Chief Information Technology Officer ensures that enhanced Internet access is installed into the new committee room;
 - Meetings of Executive Board are webcast as soon as is possible and by no later than the meeting of the Board in April 2016.

7 Background documents¹

- 7.1 None

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.