



People, Performance and Development Committee  
29 January 2016

### Pay Policy Statement 2015-16

#### **Purpose of the report:**

This report sets out for the Committee's approval additions to the Council's Pay Policy Statement 2015-16.

#### **Recommendations:**

1. To note and agree the additions to the Pay Policy Statement 2015-16 (policy statement) (attached) including:
  - i. the entitlement for the Chief Executive to receive payment as the County's Returning Officer during elections, and
  - ii. a statement that makes clear that the Surrey Pay arrangements apply to support staff working in schools.

#### **Introduction:**

2. To comply with Section 40 of the Localism Act 2011, all local authorities are required to agree and publish an annual Pay Policy Statement. The Council's current pay policy statement was approved by Council on 17 March 2015 and is published on the Council's website. Pay policy statements may be amended during the course of the financial year to reflect changes or developments in an authority's pay policy.
3. The People, Performance and Development Committee (PPDC) agreed revisions to the Pay Policy Statement in November 2015 and requested additions which made clear the policy statement applies to support staff employed in maintained schools and that the Chief Executive is entitled to receive allowances as the County's Returning Officer. The policy statement was approved by Council in December 2015 who also agreed that PPDC should make these additions.

### County Returning Officer allowances

4. The Chief Executive is entitled to payment of allowances as defined by District or Borough Councils for the role of the County's Returning Officer. These allowances are subject to agreement by each District or Borough Council. It is understood that the Chief Executive chooses not to claim payment of these allowances.

### Surrey Pay arrangements for support staff in schools

5. Support staff employed in maintained schools by Surrey are employees of the Council. The governance arrangements for employment of staff in schools are set out in the School Standards and Framework Act 1998 and in the School Staffing (England) Regulations 2009. These differ from the governance arrangements which apply to other staff employed by the Council. It is appropriate to include clarity on the governance that applies within the policy statement.
6. The regulations give powers to governing bodies and allow them to delegate some appointments to the head teacher and give the Council rights to provide advice on selection processes. With regard to community schools, Regulation 17 says that, where the governing body identifies a support staff post to be filled, it should recommend a person to the Council for appointment and provide it with details including grade and remuneration. In most circumstances the Council is then obliged to make the recommended appointment, however, there is a disputes procedure regarding salaries, which states:

'If, within a period of seven days after receiving the job specification, the authority makes written representations to the governing body relating to the grade or remuneration to be paid, the governing body must:

- (a) consider those representations; and
- (b) where it decides not to change the grade or remuneration to be paid, notify the authority in writing of its reasons.'

### Refresh of pay policy statement

7. The Pay Policy Statement 2015-16 has been amended to include these additions and is included for PPDC's information and approval as Annex 1 to this report.

### Financial and value for money implications

8. The Council's Pay Policy statement sets out the approach to pay and terms and conditions which is provided for within the Council's Medium Term Financial Plan (MTFP). There are no additional cost implications that result from these changes.

### Equalities and Diversity Implications

9. There are no equality and diversity implications resulting from these recommendations.

**Risk Management Implications**

10. These recommendations provide mitigation of the risk of losing key staff from the organisation and provides improved clarity for public scrutiny of the Council's pay policy.

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**Contact:** Ken Akers, Strategic HR Relationship Manager, HR&OD.

**Contact details:** Tel: 07792 511083 Email: ken.akers@surreycc.gov.uk

**Annexes:**

Annex 1 – Surrey County Council Pay Policy Statement 2015- 2016

**Background Papers:** None

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