

Council Agenda



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

For enquiries regarding this agenda;

Contact: Democratic Services (01737 276182)

Email: Democratic@reigate-banstead.gov.uk

29 January 2019

Councillor,

A meeting of the Council of the Borough of Reigate and Banstead will be held in the New Council Chamber at the Town Hall, Reigate on **THURSDAY, 7 FEBRUARY 2019** at **7.30 pm** to which you are summoned to attend.

The Agenda for the meeting is attached.

A handwritten signature in blue ink, appearing to read 'John Jory'.

John Jory
Chief Executive

(Prior to commencement of the meeting, prayers will be said by the Mayor's Chaplain).

If you need this agenda in an alternative format, please refer to the information on the final page.

To: All Members of the Reigate and Banstead Borough Council

1. MINUTES

(Pages 7 - 14)

To confirm as a correct record the Minutes of the Council meeting held on 13 December 2018.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest.

4. URGENT BUSINESS

To consider any urgent business.

5. PUBLIC QUESTIONS

To consider any questions received from members of the public under Council Procedure Rule 2.14.

6. QUESTIONS BY MEMBERS

To consider any questions received from members of the public under Council Procedure Rule 2.15.

7. RECOMMENDATIONS

To receive and consider the recommendations of the Council's Executive.

Report to Follow

8. STATEMENTS

To receive any statement from the Leader of the Council, Members of the Executive, Chairmen of Committees or the Head of Paid Service.

9. MOTION: CLIMATE CHANGE

Councillor J.C.S. Essex will move and Councillor H. Brown will second the following Motion:

The IPCC Special Report on Global Warming published in October 2018 states that we have just 12 years to act on climate change if global temperature rises are to be kept within the recommended 1.5 degrees Celsius.

All governments (national, regional and local) have a duty to limit the negative impacts of climate change, and local authorities that recognise this should not wait for their national governments to change their policies. UK cities, boroughs and districts need to commit to ambitious reduction targets and carbon neutrality as quickly as possible

Carbon emissions from the Council's estate and operations totalled 4,939 tonnes of CO₂ in 2012/13. In 2016, the residents and businesses in Reigate and Banstead Borough spent a total of £246 million on energy and fuel bills. If we invested in all of the profitable energy efficiency and low carbon options available now our total energy bills would be cut by £64 million a year (including £18m for households and a further £18m in schools, hospitals, offices, shops and restaurants in the area). Source: <http://www.candocities.org/sites/default/files/Reigate%20and%20Banstead.pdf>

Reigate and Banstead Council has already shown foresight and leadership when it comes to addressing the issue of climate breakdown: (a) Reigate and Banstead previously committed to a 30% reduction in CO₂ emissions from its estate and services between March 2009 and March 2014; (b) This had resulted in a 19.5% reduction was achieved as of March 2012, saving £260,000 per year. (Source: latest Council energy performance data on Council website).

Our current plans and actions will not be enough, given that the world is on track to overshoot the Paris Agreement's 1.5⁰C limit before 2050. Other Local Authorities are currently responding to the IPCC report and Reigate and Banstead Council should continue to be at the forefront, working with other Councils in taking a leadership role.

In light of the above, I request that the Council approves the following:

1. Update its 2010 Carbon Management Plan in light of the recent IPCC report. This should include the setting of a carbon neutral target for Reigate and Banstead Borough Council and a governance structure to ensure close monitoring of the Plan;
2. Integrate this (1 above) into the Council's commitment and leadership to businesses and strategic partners, to deliver widespread carbon reductions across the borough; and
3. Call on the Government to provide the necessary powers and resources to make local action on climate change easier.

10. PAY POLICY STATEMENT 2019/20

(Pages 15 - 24)

To receive a report on the adoption of the Council's Pay Policy Statement.

11. MEMBERSHIP OF COMMITTEES

The resignation of Councillor J.C. White in December 2018 resulted in a vacancy on the Overview and Scrutiny Committee and the Surrey County Council Local Committee.

Following consultation with the Party Group Leaders Councillor N. Harrison has been appointed as a member of the Overview and Scrutiny Committee and Councillor C.T.H. Whinney as a member of the Surrey County Council Local Committee for the remainder of the 2018/19 Municipal Year by the Head of Legal and Governance utilising the delegation introduced by Council in November 2016.

Council is requested to note the report.

12. LEADER'S ANNOUNCEMENTS

To receive any announcements by the Leader of the Council.

13. MAYOR'S ANNOUNCEMENTS

To receive any announcements from the Mayor.

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Agenda Item 1

Council
13 December 2018

Minutes

BOROUGH OF REIGATE AND BANSTEAD

COUNCIL

Minutes of a meeting of the Council held at the New Council Chamber - Town Hall, Reigate on 13 December 2018 at 7.30 pm.

Present: Councillors Mrs. D. A. Ross-Tomlin (Mayor), J. M. Ellacott (Deputy Mayor), M. A. Brunt (Leader), G. J. Knight (Deputy Leader), Mrs. R. Absalom, D. Allcard, T. Archer, R. H. Ashford, R. Biggs, M. S. Blacker, Mrs. N. J. Bramhall, Mrs. J. S. Bray, H. Brown, R. W. Coad, G. R. Curry, J. C. S. Essex, K. Foreman, Dr. L. R. Hack, R. Harper, N. D. Harrison, A. C. J. Horwood, E. Humphreys, F. Kelly, J. P. King, V. H. Lewanski, A. M. Lynch, R. Michalowski, R. C. Newstead, G. Owen, S. Parnall, J. Paul, T. Schofield, M. J. Selby, B. A. Stead, J. M. Stephenson, C. Stevens, Mrs. A. F. Tarrant, Ms. B. J. Thomson, Mrs. R. S. Turner and C. T. H. Whinney.

53. MINUTES

RESOLVED that the Minutes of the meeting of Council held on 1 November 2018 be approved as a correct record and signed.

54. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L.S. Ascough, V.W. Broad, G.P. Crome, J.E. Durrant, S. McKenna, D.T. Powell, S.T. Walsh and J.F. White.

Apologies for lateness were received from Councillor H. Brown.

55. DECLARATIONS OF INTEREST

None.

56. URGENT BUSINESS

None.

57. PUBLIC QUESTIONS

One question was received and answered in accordance with Council Procedure Rule 2.14 and the Order Paper circulated at the meeting. The details were as follows:

Question by	Answered by	Subject
Kanika Sachdeva	Councillor K. Foreman, Executive Member for Planning Policy	Planning Policies / Affordable Housing.

Note: For more information on responses to Council questions please see this page on the Council's website:

<https://reigate-banstead.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13260>

58. QUESTIONS BY MEMBERS

Two questions were asked and responses given in accordance with Council Procedure Rule 2.15 and the Order Paper circulated at the meeting. The details were as follows:

Question by	Answered by	Subject
Councillor Mrs. A.F. Tarrant	Councillor, M.A. Brunt, Leader of the Council	Surrey County Council (Libraries & Cultural Services)
Councillor J.C.S. Essex	Councillor, M.A. Brunt, Leader of the Council	Gatwick Airport

Note: For more information on responses to Council questions please see this page on the Council's website:

<https://reigate-banstead.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13260>

59. RECOMMENDATIONS

The Council received Recommendations arising from the Executive (8 November 2018 and 29 November 2018) and Employment Committee (5 December 2018).

RESOLVED that:

- (i) the Recommendations of the Executive (Minute 66) from its meeting on 8 November 2018 (Half Year Treasury Management Performance Report) be adopted;
- (ii) the Recommendation of the Executive (Minute 67) from its meeting on 8 November 2018 (Local Council Tax Reduction Scheme for 2019/20) be adopted;
- (iii) the Recommendations of the Executive (Minute 78) from its meeting on 29 November 2018 (Replacement of the Council's Fleet of Domestic Refuse Collection Vehicles) be adopted; and
- (iv) the Recommendation of the Employment Committee (Minute 25) from its meeting on 5 December 2018 (Appointment of Head of Legal and Governance – Monitoring Officer) be adopted.

60. COUNCIL TAX BASE FOR 2019/20

Council received a report on the Council Tax base for 2019/20.

The Council Tax base was the measure of the relative taxable capacity of each of the three different tax-raising areas of the Borough (the Borough as a whole, the Parish Council area and the Town Council area). It had to be determined before

31st January each year and reported to the Ministry of Housing, Communities and Local Government.

The report set out relevant statutory powers, background, information on the Council Tax base calculation, and the collection rate. The report also set out options, legal, financial and equalities implications, risk management considerations, the position on consultation and policy framework factors.

The report was introduced by the Executive Member for Finance (Councillor T. Schofield) who moved the Recommendation set out. This was seconded by Councillor V.H. Lewanski whereupon it was

RESOLVED that in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the Council Tax base for 2019/20 for each of the Council's areas shall be as follows:

Reigate & Banstead Council as a whole:	60,243.0
Horley Town Council area:	9,843.2
Salfords & Sidlow Parish Council area:	1,409.3

61. DESIGNATION OF POLLING DISTRICTS AND POLLING PLACES

Council received a report on proposals for polling districts and polling places following the Local Government Boundary Commission's review of the Council's electoral arrangements.

The report was presented by the Electoral Registration Officer and Returning Officer. It was noted that the Local Government Boundary Commission had published its final recommendations in October 2018 and it was explained that Reigate and Banstead would be represented by 45 councillors, have 15 wards and that all ward boundaries would change as a result of the review.

The Mayor (Councillor Mrs. D.A. Ross-Tomlin) invited the Leader of the Council (Councillor M.A. Brunt) to move the recommendations. In doing so the following points were highlighted:

- The draft Electoral Changes Order was laid before Parliament on 3 December 2018 and was due to become law at the end of January 2019.
- The Order would be implemented at the next local elections, scheduled for 2 May 2019.

Councillor M.A. Brunt informed Council that as part of the implementation process, Officers had undertaken a review of polling districts and places. It was noted that the polling districts had been illustrated on maps set out in Annex B to the report and that details of the proposed polling stations had been provided in Annex A. It was highlighted that all ward councillors had been consulted on the proposals.

The Leader of the Council explained that a couple of suggestions had been submitted for alternative polling stations for RDW5. It was noted that these had been received towards the end of the consultation period and were still being assessed for suitability.

As a result of these developments, Councillor M.A. Brunt moved adjustments to the recommendations to reflect these outstanding assessments. This was seconded by Councillor G.J. Knight whereupon it was

RESOLVED

1. To note that the recommendations made by the Local Government Boundary Commission for England (LGBCE), for new ward boundaries within the borough of Reigate and Banstead, would be implemented and take effect from the local government elections due to be held on 2 May 2019, subject to Parliamentary approval as follows:
 - Reigate and Banstead would be represented by 45 councillors
 - Reigate and Banstead would have 15 wards
 - The boundaries of all wards would change
2. That the revised schedule of polling districts and polling places set out in Annex A be approved, subject to any changes arising from the outstanding consultation (dealt with under Resolution 3 below).
3. That the (Acting) Returning Officer, in consultation with Ward councillors, be delegated authority to designate any polling places following further assessment.

62. REPORT OF THE COUNCIL'S IRP ON MEMBERS' ALLOWANCES FOR 2019/20

The Chief Executive introduced a report concerning a review of Members' Allowances by the Council's Independent Remuneration Panel (IRP).

The report set out the relevant statutory powers and background. Appended to the report was the IRPs nineteenth report on Members' Allowances including its recommendations together with the financial implications.

The Mayor (Councillor Mrs. D.A. Ross-Tomlin) invited the Leader of the Council (Councillor M.A. Brunt) to speak. In doing so, Councillor M.A. Brunt thanked Members of the IRP for their report and noted that it covered a number of issues, including:

- The importance of providing clarity on the role of elected members.
- Encouraging people from the widest possible range of backgrounds to serve as councillors and how the allowances scheme could assist with this objective.
- Options for updating the Carers' Allowance to ensure this reflected the actual cost of care;
- Matters highlighted for future reviews, including the importance of assessing the impact of recommendations made by the Local Government Boundary Commission, concerning new ward boundaries, once these had been implemented.

The Leader of the Council also made reference to various issues relating to the wider economic landscape and to data, set out in the IRP's report, concerning Members' Allowances across Surrey. The Leader of the Council emphasised that while he supported many of the IRP's recommendations he was unable to support them in full.

As a result, Councillor M.A. Brunt moved, and Councillor G.J. Knight seconded, adjustments to the IRP's recommendations. During the debate that followed a number of issues were considered and it was

RESOLVED

- 1a. That Recommendation (i) of the IRP's Report be amended so the principle of adopting the October CPI as the external benchmark for the purposes of uplifting Members' Allowances not be applied for 2019/20.
- 1b. That Recommendation (iv) of the IRP's Report be amended so that there be no increase in the Basic Allowance for 2019/20.
- 1c. That Recommendation (vii - a) of the IRP's Report be amended so that no increase of CPI be applied for 2019/20 to the SRAs for the Leader; Deputy Leader; Executive Members; Full Council Chairman; Planning Committee Chairman; Planning Committee Members; Overview and Scrutiny Chairman; Budget Scrutiny Review Panel Chairman; Licensing and Regulatory Committee Chairman; and Leader of Political Groups.
- 1d. That Recommendation (viii) of the IRP's Report be amended so that there be no increase in the Mayor and Deputy Mayor's Allowances for 2019/20.
- 1e. That Recommendation (xiii) of the IRP's Report in relation to the adoption of the Members Allowances Scheme for 2019/20 be amended to take account of no CPI increase for 2019/20.
- 1f. That Recommendations (ii), (iii), (v), (vi), (vii b, c and d), (ix), (x), and (xi) of the IRP's Report be adopted.
2. That no further work be commissioned from the IRP for their review in 2019.
3. That the Chief Executive be authorised to make the necessary changes to the Members' Allowances Scheme for 2019/20 (approved under Resolution 1a – 1f above).
4. That the financial implications arising from the adoption of the IRP's (adjusted) recommendations be noted and built into the Council's 2019/20 Budget Proposal and future years projections.
5. That the IRP be thanked for its report.
6. That payment to IRP Members for producing the report be increased, in line with the general principle of adopting the October 2018 CPI

(2.4%), from £550 to £563.20, and that the general principle of this approach be applied annually.

- 7a. That Mr Colin Wood be asked to continue as an IRP Member until 2020.
- 7b. That Mrs Tracey Jessup be re-appointed as an IRP Member, for an extra one year term, until 2020 to ensure consistency and transfer of knowledge.
- 7c. That Mr Paul Whitehouse be re-appointed as an IRP Member, for an extra one year term, until 2020 to ensure consistency and transfer of knowledge.
- 7d. That a fourth IRP Member be recruited, for the 2019/20 Review, for a period of three years to help build resilience and transfer of knowledge for future IRP Members once Mrs Jessup, Mr Whitehouse and Mr Woods had retired.

63. RETIRING COUNCILLOR

The Mayor informed Council that Councillor J.C. White, Member for Nork Ward, had resigned from the Council on 3 December 2018.

It was noted that an election would take place as part of the local elections on 2 May 2019 and that the outcome would be reported to the Annual Council meeting on 23 May 2019.

64. STATEMENTS

None.

65. LEADER'S ANNOUNCEMENTS

The Leader of the Council, Councillor M.A. Brunt:

- Reported that the Mayor Elect for 2019/20 would be Councillor K. Foreman.
- Thanked all staff for their hard work and achievements throughout the year.
- Wished all present a very Happy Christmas.

66. MAYOR'S ANNOUNCEMENTS

The Mayor provided feedback on the success of various Remembrance Sunday events which had taken place in November 2018 to mark 100 years since the end of the First World War. Following this update, the Mayor informed the Council:

- Of a Christmas Carol Service that would take place on Sunday 16 December 2018 at Reigate Park Church.
- That a charity Ghost Walk would take place through Reigate on Friday 11 January 2019. This event would be followed by supper at the Town Hall.
- That a service to mark Holocaust Memorial Day would take place on Wednesday 30 January 2019 at the Town Hall.

- Of the various film events that would take place during February 2019 for charity.
- That the Harlequin Theatre and Cinema Warwick Quadrant, Redhill would host a charity Cabaret Night on Sunday 27 April 2019 to raise money for the Mayor's charities (the Born Free Foundation and George and the Giant Pledge).

The Mayor concluded the meeting by offering her best wishes for a Merry Christmas and Happy New Year to everyone present.

The Meeting closed at 8.24 pm

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Agenda Item 10



DIRECTOR	Director of Finance and Organisation
AUTHOR	Christine Smith, HR Operations Manager
TELEPHONE	01737 276152
EMAIL	Christine.Smith@reigate-banstead.gov.uk
TO	Council
DATE	Thursday, 7 February 2019
EXECUTIVE MEMBER	Leader of the Council

KEY DECISION REQUIRED	No
WARDS AFFECTED	N/A

SUBJECT	Pay Policy Statement 2019/20
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RECOMMENDATIONS
Council is requested to approve the attached Pay Policy Statement, for the year 2019/20.
REASONS FOR RECOMMENDATIONS
To ensure that the Council complies with the requirement of the Localism Act 2011, to approve and publish an annual Pay Policy Statement, in advance of the financial year to which it relates.
EXECUTIVE SUMMARY
<ol style="list-style-type: none"> 1. The Pay Policy Statement sets out how the Council determines appropriate employee remuneration, in terms of salary and performance related pay. 2. Statistical information provided within the statement demonstrates the relationship of remuneration between different levels of employees, such as Chief Officers and the lowest paid employees. 3. The Pay Policy Statement reaffirms the Council's ongoing commitment to paying a fair and real living wage to all employees and workers, above national minimum

wage levels.

STATUTORY POWERS

4. The Localism Act 2011 ('the Act') provisions in relation to 'Pay Accountability' set out the requirements for Councils to determine and publish annual pay policy statements.
5. Relevant authorities are required by section 38(1) of the Act to prepare pay policy statements. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees.
6. The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, increases, enhancements of pension entitlements etc, and termination payments.
7. The guidance, "Openness and accountability in local pay: Guidance under section 40 of the Localism Act" (plus any supplementary guidance issued from time to time) sets out the key policy principles that underpin the pay accountability provisions in the Act.
8. Pay policy statements must be prepared for each financial year and must be approved by Full Council.

BACKGROUND

9. The pay policy statement must be approved by the Council in advance of the financial year to which it relates.
10. The Council must publish the statement on its website and may choose to expand the publication in other ways as part of its approach towards transparency.

KEY INFORMATION

11. The pay policy statement must set out the Council's policies relating to:
 - Chief Officer remuneration,
 - Remuneration of its lowest paid employees plus the definition used for this group and the reason for adopting that definition,
 - The relationship between Chief Officer remuneration and that of other staff
12. For the purposes of the statement, 'Chief Officer' includes a total of five positions; the Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers.
13. The pay policy statement sets out the Council's commitment to paying a fair wage, regardless of age or employment status.

14. Statistical and salary data is correct as at 1 January 2019.

LEGAL IMPLICATIONS

15. There are no adverse legal implications arising from this policy statement other than those set out in the body of this report or the statement itself.

FINANCIAL IMPLICATIONS

16. There are no financial implications arising from this policy statement other than those set out in the body of this report or the statement itself.

EQUALITIES IMPLICATIONS

17. There are no adverse equalities implications arising from this policy statement, which confirms that the Council's approach to pay helps to mitigate equal pay issues.

18. Equality Impact Assessments are considered at every stage of reviewing the Council's approach to pay, or impact on remuneration.

CONSULTATION

19. Representatives from the two Unions the Council recognises; Unison and GMB, have been consulted on the Pay Policy Statement.

20. Executive members have been consulted on the Pay Policy Statement.

POLICY FRAMEWORK

21. The Pay Policy Statement helps to ensure that talented high performing employees are attracted and retained.

22. This directly and indirectly supports the Council's three 5 year plan themes of; People: supporting residents to enjoy healthy and happy lifestyles; Place: a great place to live and work; and Organisation: a great Council.

BACKGROUND PAPERS

23. None

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Pay Policy Statement 2019

This Pay Policy Statement (the 'statement') sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of its employees.

Reigate and Banstead Borough Council provides a wide range of services to over 150,000 residents, as well as visitors and businesses in the Borough. To be able to provide these services, we depend on our employees. As at 1 January 2019 we engaged:

- 451 directly employed permanent or fixed term employees,
- 80 casual workers, and
- 2 individuals on the worker scheme

Of these 533 individuals, 53% were male and 47% female.

Background

- The Council opted out of the terms and conditions of employment operated by the National Joint Council (NJC) for Local Government Services in 2003, and since then has adopted local terms and conditions of employment.
- The local payscales cover all employees of the Council (including Chief Officers – see definition below) and was approved by the Council following negotiation with relevant bodies in 2002/3.
- As required by law, the Council auto enrolls all eligible employees into a pension scheme - the Local Government Pension Scheme.
- Relative to most other parts of the country, the borough is expensive to move to and live in. The Council also operates in a competitive local recruitment market made more challenging by the proximity to London and Gatwick Airport.
- Competition for some specialist posts remains high nationally and with our neighbouring Local Authorities, competing for the same skills and experience.

Aims

The Council is mindful of the following five aims in its approach to pay and reward. We want to:

1. Recruit and retain appropriately experienced and qualified people.
2. Be an employer of choice.
3. Provide reward and recognition of high organisational performance at individual and team levels.
4. Maintain cost effectiveness and provide value for money.
5. Comply with equal pay legislation.

Salary budget

The Council's base revenue salary budget continues to be well managed, and is built each year to reflect the resource required to deliver our ambitious corporate plan priorities.

Year	Salary Budget
2019/20	£18.3m
2018/19	£16.0m
2017/18	£15.5m
2016/17	£15.2m
2015/16	£14.8m

The 2019/20 salary budget reflects the incorporation of a number of posts previously funded through CPDF, into the base budget.

The salary budget is set taking into account various factors, including the two elements considered when reviewing employee pay:

- An annually reviewed **organisational award** paid to employees which recognises (but is not directly linked to) cost of living and overall organisational performance. This can be a consolidated award (percentage or fixed value increase), a non-consolidated award (based on a percentage or fixed value) or a mixture of both.
- A **performance reward** based on consistently high or outstanding individual performance. This award comprises of incremental progression (consolidated) and/or a performance related pay bonus (non-consolidated) in accordance with the performance appraisal scheme

Organisational pay award

The organisational award is usually reviewed annually, and where applicable, pay negotiations are held between the Council's management, any staff association representatives, and recognised trade unions. Longer term awards may be negotiated by agreement.

These negotiations take into consideration a range of factors; including (but not limited to) the following:

- Results of external pay benchmarking to ensure the Council is able to recruit and retain appropriately experienced and qualified employees; that it remains competitive and an employer of choice within Surrey
- Recruitment and retention trends. e.g. turnover and identification of skill types or service areas where recruitment is difficult.
- The nature and level of other benefits (i.e. non-salary) provided to employees.
- The level of the national 'Real Living Wage', and statutory National Minimum Wage rates.
- The wider economic environment and affordability.

Real Living Wage

The Council has long committed to ensuring the pay scales of employees mirror the national 'Real living wage' (currently £9 per hour) as determined by the Living wage foundation, as a minimum level of pay. From April 2019, this will also be applied to apprentices and casual workers. The Council we will seek the official accreditation from the Living Wage Foundation to be recognised as a Living Wage employer.

Definition and remuneration of Chief Officers'

The Council's senior management team consists of twenty officer roles; 5 of whom are considered to be Chief Officers for the purposes of this policy statement, under the definition in the Localism Act 2011 and Local Government and Housing Act 1989:

- Head of Paid Service (Chief Executive Officer),
- Statutory Officer, Monitoring Officer (Head of Legal and Governance),
- Statutory Officer, Section 151 Officer (Director of Finance & Organisation),
- Non Statutory Officer, reporting to Head of Paid Service (Director of People),
- Non Statutory Officer, reporting to Head of Paid Service (Director of Place),

The average salary of the Chief Officers is £113,644.

Including the salaries of the fifteen other officer roles which make up the senior management team of the Council, the average salary then becomes £77,841.

Definition and remuneration of lowest paid employees

To enable meaningful comparison, the Council looks at full time equivalent salaries for this definition. The lowest paid employees include those employed on our Administrative 3 and Operative 3 grades. These employees include: Support Assistants, Box Office Assistants, Streetsweeper-Drivers and Grounds Maintenance Operatives.

As at 1 April 2018 the bottom point on the payscale for full time work was £17,154 (£9.14 per hour); part-time employees are paid on a pro-rata basis. As at 1 April 2019 this remains above the national Real Living Wage (£9 per hour), and is in excess of the statutory National Minimum Wage rates, the highest of which is £8.21 per hour. Negotiations are ongoing (January 2019) for any pay award which may be applied from 1 April 2019.

The relationship between Chief Officers' pay and the pay of all other employees

The Council pays all employees including Chief Officers, from the same incremental payscale structure.

The average pay for employees other than Chief Officers is £23,413; therefore currently the ratio of average Chief Officers' pay to the average pay of other employees is just over 4.5:1.

The ratio of the pay of the highest paid earner, the Chief Executive, to the pay of the lowest paid employee is just over 10:1.

Components of employee total reward

Total reward package for all employees (including Chief Officers) comprises salary, Local Government Pension Scheme employer contribution, enhanced holiday entitlement (in excess of statutory requirements), enhanced sick pay (in excess of statutory requirements), subsidised parking, agile working benefits and other standard elements of contractual remuneration required in law.

All employees have the opportunity to take advantage of a number of salary sacrifice schemes including Childcare Vouchers and the Cycle to Work scheme, and benefit from discounts on shopping, entertainment, and holidays through the employee benefits schemes.

All employees (including Chief Officers) are subject to an annual assessment of performance, and where performance meets the appropriate standard, contractual increments will be given, until the maximum of the applicable grade for the role is reached (individual performance award).

For Chief Officers, and members of the senior management team, the performance appraisal scheme results in one of five levels of rating with the potential to earn a non-consolidated bonus of 2.5%, 5% or 10% of annual salary. A rating in one of the top three categories can also result in an incremental increase within the pay scale, up to the maximum point for the role. (N.B. The middle rating results in either an increment or bonus – not both.)

For all other employees, the performance appraisal scheme results in one of four levels of rating; Outstanding Performer, Consistently High Performer, Good or Not at required standard. A rating of Outstanding Performer or Consistently High Performer can result in an incremental increase within the pay scale, up to the maximum point for the role. Employees who receive an Outstanding Performer rating receive a non-consolidated bonus of 2.5%, or 3% if at the maximum point for the role

Remuneration of employees on appointment

As is the case in the appointment of new employees across the Council, Chief Officers are generally appointed towards the bottom of the grade for the role or at a market level of pay negotiated on appointment.

Approval of Officer pay is made by the Head of Paid Service or in the case of the Head of Paid Service, by the Council.

In line with the constitution, approval of officer pay on appointment is made by the Head of Paid Service or officer(s) nominated by him/her. The appointment of the Head of Paid Service, Section 151 Officer, and Monitoring Officer is through recommendation from the Employment Committee to Full Council for ratification.

Assessing the gender pay gap

The gender pay gap is the difference in the average hourly wage of all men and women across a workforce. If women do more of the less well paid jobs within an organisation than men, the gender pay gap is usually bigger.

The gender pay gap is not the same as unequal pay, which is paying men and women differently for performing the same (or similar) work. Unequal pay has been unlawful since 1970.

A gender pay gap does not equate to the existence of an equal pay problem, albeit a gender pay gap may be a trigger for further investigation about the reasons why the gap exists.

The Council's use of a formal job evaluation process, structured payscales, and defined processes and procedures to award performance pay increases, limits inequality in pay for roles of similar value, between the genders. As the Council has over 250 employees, by law we must publish and report specific figures around our gender pay gap as at 31 March 2017, and annually thereafter.

Our gender pay gap figures show that we do have a gap in terms of 'average hourly pay', but it is a gap in the favour of women - we are in the 14% of organisations who, on average, pay women more.

The first gender pay gap data snapshot on 31 March 2017, showed that at RBBC, women's mean 'average hourly rate' is 4.5% higher than men's, and women's median 'average hourly rate' is 15.6% higher than men's.

These figures will be compared against the Council's 2018 gender pay gap figures (due to be reported in Q4 2018/19), and examined to identify if there is an inequitable cause of a significant gap between genders, which may need addressing.

Exceptional increases and additions to remuneration for Chief Officers

The Chief Executive receives additional payments for election duties when acting as Returning Officer or Acting Returning Officer. Some of these payments made will be refunded by the Government or Surrey County Council, depending on the type of election.

For local elections, the Returning Officers fees are paid by the Council. The Returning Officer or Acting Returning Officer is able to make payments to any Deputy he appoints.

The Section 151 Officer and Monitoring Officer positions attract an additional 10% salary payment to compensate for the additional duties and responsibilities that these roles hold.

The use of market supplements, honorarium and one-off payments

In a few cases the Council also pays market supplements to specific groups of employees where there is evidence that our local pay scale for the role is significantly out of alignment with the pay market, and / or where there is difficulty recruiting and retaining employees. These payments are non-contractual, and currently apply to a total of 16 positions in two services (Development Management and Parking Services).

The Chief Financial Officer and Chairman of the employment committee are consulted on the application of market supplements, as per the constitution. Other payments as described below are approved by Officers through delegated authority outlined in the constitution.

On occasion, temporary honorarium payments are paid to employees, when they carry out other duties at a higher level e.g. cover for a higher graded colleague whilst they are on maternity leave.

There are also specific conditions for one-off bonus payments, which provide incentive and rewards for specific and exceptional achievements, such as the following:

- For achieving one-off projects clearly outside the range of the job
- For successfully carrying out something which was exceptionally difficult, or working to a much higher level for a temporary period of time
- For working unusually long or inconvenient hours because of a particular problem

Chief Officers' payments on ceasing to hold Office

Chief Officers who leave the Council's employment, will receive compensation if appropriate, in line with the Council's redundancy policy or through a negotiated settlement. These are subject to the approval of the Head of Paid Service.

Publication and access to information relating to remuneration of Chief Officers

Chief Officers' pay is published as part of the Council's annual accounts and is available via the Council's website:

http://www.reigate-banstead.gov.uk/info/20210/finance/268/annual_financial_reports

23 January 2019