

## A G E N D A

### Mayor's Announcements

1. To receive Mayor's Announcements.

### Declarations of Interest

2. To receive any declarations of interest.

### Minutes

3. The Mayor to sign the Minutes of the proceedings of the Council Meeting held on 21 February 2012 (Pages A1-A10)

### Petitions

4. To receive petitions in accordance with Standing Order 8.

### Questions from Members of the Public

5. Questions in accordance with Standing Order 9.

### Questions from Councillors

6. Questions in accordance with Standing Order 10.

### Reports and Recommendations from Committees

7. Draft Pay Policy Statement

Report by Director of Resources (Pages B1-B29)

8. Councillors' Allowances and Pension Scheme for Councillors

Report by Director of Resources (Pages C1-C9)

9. Additional Meeting of Council - Civic Headquarters Relocation

Report by Monitoring Officer (Pages D1-D2)

## Motions

### 10. Elected Mayor Referendum and All Out Council Elections

Councillor Stanway to move:

"That this Council supports asking the public of Reading if they would like a directly elected Mayor as permitted under the Localism Act, by initiating a local referendum.

Large cost savings could be made by changing the cycle of elections of councillors, and when asking the people of Reading about an elected Mayor, residents should be asked if they want the Council elected by 'all out' elections in order to minimise the expense to Reading residents for elections to the Local Borough.

That a proposal for both the mayoral and a change to all out elections referendum be brought to Cabinet and full Council within the next 12 months."

### 11. Cities Fit for Cycling Campaign

Councillor Luckett to move:

"This Council supports The Times 'Cities fit for Cycling' campaign which calls on the Government to take further action to improve cycling infrastructure and reduce the number of casualties on our roads.

It resolves to:

- Consult on introducing 20mph zones in all residential streets where the majority of residents are in favour
- Identify and publish those junctions with a poor accident record involving cyclists, and where possible redesign or fit with Trixi mirrors that allow lorry drivers to see cyclists on their near-side.
- Consult cycling groups before any major work is undertaken on any junction
- Work with local businesses to expand the trial of Reading's cycle hire scheme and the supporting infrastructure
- Instruct Reading Transport Ltd to begin the installation of sensors on the sides of buses to warn drivers of the presence of cyclists".

12 Work Experience

Councillor Ruhemann to move:

“That this Council, while recognizing the genuine benefits of work experience for those seeking jobs, is concerned that employers should not be enabled to take the opportunity of work experience placements, available at minimal cost to themselves, to reduce the number of real job opportunities for full- or part-time staff.

Such job substitution would mean that work experience was not a real path to employment, would increase the actual level of unemployment, and would result in less money being available to spend in local shops and with local businesses.

This Council notes that the Department of Work & Pensions SLA with employers undertaking work placements states that the employer will not dismiss or make redundant anyone in order to offer placements, and that placements must be in addition to existing or planned vacancies, but requests that officers:

1. Consider what mechanisms the Council has or can make available, both through its own services and through partners such as Connexions, to identify and report any abuses of the work experience system in Reading
2. Review with JobcentrePlus their own arrangements to monitor those elements of the SLA with employers in Reading
3. Report to Cabinet before the end of the year on the evidence collected and with any recommendations that appear appropriate.”

13 Community Schools

Councillor Ennis to move:

“That this Council

1. Notes the increasing pressure from the Department for Education to become academies, often against the will of schools, parents and local communities. This Council believes that the strategic intention of the present Secretary of State for Education is that all this country’s 22,000 schools should be academies, run by a variety of organizations, and responsible to him as Secretary of State rather than to local communities.

2. Believes that notwithstanding the rhetoric from the coalition parties about localism, such a system of education would be perhaps the most centralized in the world and could not but be intensely bureaucratic, tick-box-driven, and insensitive to real needs and opportunities on the ground.
3. While restating its willingness to continue to co-operate with all local providers in the interests of Reading children, the policy of this Council will therefore, in the event of approaches from the Department for Education about the 'academisation' of Reading schools, be to consult with heads, staff, governors and parents with the objective of agreeing a common response which will maintain the community interest in the schools that serve Reading children and continue to improve pupil progress and wellbeing."

14. Questions from Members of the Public and Councillors

Councillor Skeats to move:

"This Council believes that public and Councillor questions are vital for the democracy to this town.

To ensure that as many public and Councillor questions are answered as possible, this Council believes the verbal responses should be no more than two minutes.

Therefore, the Council resolves to amend Council Procedure Rules (Standing Orders) 9(6) and 10(4) to read as follows:

'9(6) The time limit at each Council meeting from members of the public is twenty minutes. This time limit cannot be extended. There shall also be a time limit of two minutes for each answer given orally to a question from a member of the public.

10(4) The time limit at each Council meeting from Councillors is thirty minutes. This time limit cannot be extended. There shall also be a time limit of two minutes for each answer given orally to a question from a Councillor.'

15. Health and Social Care Bill

Councillor Tickner to move:

"This Council wishes to express to Government its concern with many aspects of the Health and Social Care Bill.

The Council notes the extensive opposition from professional bodies representing doctors, nurses and allied healthcare staff. Their support in delivering these or any future health reforms would be crucial and the absence of that support is the cause of great disquiet.

The introduction of a top-down structural re-organisation of the NHS, explicitly ruled out by the Coalition Agreement, at a time that both Health and Social Care organisations are committed to working more collaboratively to support integrated care for the patient/service user and when the NHS is facing its greatest ever financial challenge is a dangerous distraction.

The introduction of the free-market into the NHS, enforced by competition requirements, will undermine the need for greater clinical co-operation and hamper efforts to find common solutions across health and social care to the enormous financial and demographic challenges both face..

Many of the changes proposed, such as clinical-led commissioning, can be achieved without the Bill. Despite multiple amendments, the Bill would still cause grave damage to the NHS.

For all these reasons this Council instructs the acting Chief Executive to write to the Secretary of State for Health asking for the Bill to be withdrawn, his letter to be copied to Reading's two MPs."

16. Broadband

Councillor Luckett to move:

"Reading Borough Council recognises that Reading is at the heart of the European IT industry.

RBC also understands that faster broadband will:

- Ensure major IT Corporations recognise Reading is the best place for their European HQ
- Encourage International IT companies to move to Reading and keep a competitive advantage for those already here

Therefore we instruct the Chief Executive to:

- 1) Write to the Secretary of State for Culture, Olympics, Media & Sport and request Reading be given the opportunity to bid for special funding to invest in ultra fast broadband.
- 2) Write to Reading East MP Rob Wilson and offer support for his campaign to deliver ultra fast broadband
- 3) Write to Reading West MP Alok Sharma, to request his support

This Council also recognises the importance of the work of the Thames Valley Berkshire LEP in delivering Superfast Broadband for Berkshire and pledges to work in conjunction with them on any future broadband bid work."

## COUNCIL MEETING MINUTES - 21 FEBRUARY 2012

**Present:** Councillor D Edwards (Mayor);

Councillors Ayub, Ballsdon, Beard, Benson, Chowdhary, Cumpsty, Duveen, Eastwood, Eden, K Edwards, Ennis, Gavin, Gittings, Goodall, Hacker, Harris, Hartley, Hoskin, Janjua, Jones, Khan, Livingston, Lovelock, Lockett, Maskell, Orton, Page, Pugh, Ralph, Rodda, Ruhemann, Rye, Rynn, Skeats, Stanway, Stevens, Swaine, Tickner, Vickers, Warman, Watson, White, Willis and Woodward.

**Apologies:** Councillor Anderson.

### 66. MAYOR'S ANNOUNCEMENTS

At the commencement of the meeting, the Mayor reported that she would be writing to Her Majesty the Queen on behalf of the Council to send congratulations on her Diamond Jubilee.

### 67. MINUTES

The Minutes of the meeting held on 24 January 2012 were confirmed as a correct record and signed by the Mayor.

### 68. QUESTIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH STANDING ORDER NO 9

Questions on the following matters were submitted:

	<u>Questioner</u>	<u>Subject</u>	<u>Answer</u>
1.	Ed Hopper	Congestion Charging	Cllr Page
2.	James Moore	Local Shopping Areas	Cllr Page
3.	Richard Davies	Provisions for Cyclists at Station	Cllr Page
4.	Tony Jones	Public Health	Cllr Tickner

(The full text of the questions and replies was made available on the Reading Borough Council website).

### 69. QUESTIONS FROM COUNCILLORS IN ACCORDANCE WITH STANDING ORDER NO 10

Questions on the following matters were submitted:

	<u>Questioner</u>	<u>Subject</u>	<u>Answer</u>
1.	Cllr Benson	Child Poverty	Cllr Ennis
2.	Cllr Benson	Housing Service	Cllr Eden
3.	Cllr Duveen	Roadworks - Charging Utilities	Cllr Page

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4.	Cllr K Edwards	Free Schools	Cllr Ennis
5.	Cllr Willis	Chief Executive	Cllr Lovelock
6.	Cllr Benson	Glass Recycling - Christchurch Green	Cllr Gittings
7.	Cllr Willis	Homeless People in Reading	Cllr Eden
8.		WITHDRAWN	
9.	Cllr Stanway	Direct Debit and Council Tax Payments	Cllr Lovelock
10.	Cllr Rodda	Health and Wellbeing Board	Cllr Tickner
11.	Cllr Goodall	Kerbside Recycling	Cllr Gittings
12.	Cllr Goodall	Mixed Plastic Recycling	Cllr Gittings
13.	Cllr Goodall	Kerb-side Food Collection	Cllr Gittings

(NB - As there was insufficient time, pursuant to Standing Order 10(4), written replies to Questions 7 and 9-13 above would be provided in accordance with Standing Order 11(3). The full text of all of the questions and replies was made available on the Reading Borough Council website).

**70. SITES AND DETAILED POLICIES DOCUMENT (SDPD) AND PROPOSALS MAP - MAIN MODIFICATIONS**

The Director of Environment, Culture and Sport submitted a report on the Sites and Detailed Policies Document (SDPD) that was part of the Local Development Framework (LDF), which was a set of documents setting out the planning strategy for Reading. The SDPD contained detailed policies for planning decisions, and identified specific sites for development or where particular policies would apply. Its main purpose was to implement the overall planning strategy set out in the adopted Core Strategy. It was accompanied by a Proposals Map, which showed the SDPD designations on a map base. The SDPD, when adopted, would replace the remaining saved policies of the Local Plan.

The SDPD was subject to a public examination, the hearings for which had taken place in November and December 2011, by an independent Inspector appointed by the Secretary of State. The purpose of this had been to determine whether the document was 'sound'. The Inspector had sent his initial conclusions on its "soundness" to the Council on 25 January 2012, which had led to some further correspondence. He had concluded that the SDPD would be considered to be "unsound" unless the Council requested that some 'main' modifications were made to the document. A copy of the correspondence with the Inspector could be found on the Council's website. These 'main' modifications would require an additional period of consultation. The report sought approval to request these 'main' modifications from the Inspector should be published for consultation. The list of modifications for consultation had been set out at Appendix 1 to the report.

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The following motion was moved by Councillor Page and seconded by Councillor Ruhemann and CARRIED:

### Resolved:

- (1) That the conclusions of the Inspector on the matter of soundness as a result of the Examination into the Sites and Detailed Policies Document (SDPD) and Proposals Map be noted.
- (2) That the Inspector be requested to recommend the 'main' modifications to the SDPD set out at Appendix 1 to the report.
- (3) That a formal consultation on the suggested 'main' modifications to the SDPD and the Sustainability Appraisal of those modifications be approved as set out at Appendix 1 to the report.

(Councillor Vickers declared a personal and prejudicial interest in this item, left the meeting and took no part in the debate or the decision. Nature of Interest: Councillor Vickers was a Trustee of the Tilehurst Poor's Land Charity).

### 71. BUDGET 2012-13

Further to Minute 147 of Cabinet of 13 February 2012, the Director of Resources submitted a report setting out the budget proposals of Cabinet, covering the forecast capital and revenue expenditure and resources for 2012/13, together with the draft General Fund budget and indicative Capital Programme.

Sections 6 and 7 of the report set out the advice of the Director of Resources and Head of Finance on the robustness of the Budget and adequacy of balances and reserves over 2012/13 and the medium term, as required by the Local Government Act 2003.

Cabinet had been advised that a minimum General Fund balance of £5m should be held over 2012/13 and the medium term. The Cabinet's proposed budget was consistent with this advice.

The report had appended the following documents:

- Appendix 1 Budget Pressures for 2012/13;
- Appendix 2 Savings and income generation proposals for 2012/13;
- Appendix 3 Fees and Charges proposals for approval;
- Appendix 4 Directorate Budget Risk Assessment;
- Appendix 5 Budget Risk Strategy;
- Appendix 6 Statement of Forecast Provisions and Reserves;
- Appendix 7 Treasury Management Strategy;
- Appendix 8 Forecast Medium Term Financial Plan;
- Appendix 9 Summary Budget Book (Revenue and Capital).

A motion was moved by Councillor Lovelock and seconded by Councillor Page.

The following amendment was moved by Councillor Benson and seconded by Councillor Swaine and CARRIED:

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"Delete all words after 'That' in Recommendation (1) and insert the following words" (as set out in the resolution below).

The following amendment was moved by Councillor White and seconded by Councillor Eastwood and LOST:

"Insert a new Recommendation (1) as follows:

'(1) The Council rejects the offer of a one-off Council Tax Freeze Grant for 2012/13 of £1.735m and instead approves a Reading Council Tax increase of 3.5% which will generate additional on-going income of £2.43m, thereby generating additional income of £0.695m.'

Renumber remaining recommendations accordingly.

In new Recommendation (2) delete all words after 'That' and insert the following words:

'the revenue estimates for 2012/13 and the capital programme for the period 2011/12 to 2013/14, as set out in the report by the Director of Resources and in the Budget Book, be approved, subject to the addition in the revenue estimates of a sum of £0.695m to be used to protect services to vulnerable people in our communities, and as a consequence the General Fund Budget Requirement referred to in Section 4.3 and on page C146 be set at £120.83m.'

In new Recommendation (9) delete all words after 'That' and insert the following words:

'the Council Tax requirement for the Council's own purposes for 2012/13 be £71,869,079

In new Recommendation (10) delete all words after 'That' and insert the following words:

'the following amounts be calculated by the Council for the year 2012/13 in accordance with Sections 31 to 36 of the Act:

- |                |  |
|----------------|--|
| a) 420,494,150 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act  |
| b) 348,625,071 | being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act  |
| c) 71,869,079  | being the amount by which the aggregate at (10)(a) above exceeds the aggregate at (10)(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula set out in Section 31B(4) of the Act) |
| d) 1,333.90    | Being the amount at (10)(c) above (Item R), all divided by the amount at (8) above (Item T), calculated by the   |

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Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year

### e) Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
889.27	1,037.48	1,185.69	1,333.90	1,630.32	1,926.74	2,223.17	2,667.80

being the amounts given by multiplying the amount at (10)(d) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands."

In new Recommendation (13) delete all words after 'That' and insert the following words:

'having calculated the aggregate in each case of the amounts at (10) (e), (11) and (12) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2012/13 for each of the categories of the dwellings shown below:

### Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1,029.25	1,200.78	1,372.33	1,543.86	1,886.94	2,230.02	2,573.11	3,087.72"

The following amendment was moved by Councillor Luckett and seconded by Councillor Ralph:

"In recommendation (2.1.1), delete all words after 'That' and insert the following words:

'the following, as set out in this report by the Director of Resources and in the Budget Report, and subject to adjustments in the appropriate budget lines in accordance with measures in (c) and (d), be approved:

- a) the revenue estimates for 2012/13
- b) the capital programme for the period 2011/12 to 2013/14
- c) the Communications & Mayoral budget be reduced by £25k
- d) the Voluntary Sector & Grants budget be raised by £25k, with the additional money being used to reinstate monthly 50Plus+ events for our older residents across the Borough and support the development of Active Retirement Clubs, while seeking commercial sponsorship to reduce the dependency on local funding.'

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In accordance with Standing Order 14(11), Councillor Luckett received the Council's consent to withdraw the amendment.

The amended substantive motion was then put to the vote and CARRIED as follows:

### Resolved:

- (1) That the revenue estimates for 2012/13 and the capital programme for the period 2011/12 to 2013/14, as set out in the report by the Director of Resources and in the Budget Book, be approved, subject to the General Fund Expenditure being increased by £61k, to be funded from the General Fund balance, which will reduce to £5.004m, to enable the measures set out below:
  - (a) an extra post and running costs to enhance the Graffiti service at a cost of £27k in 2012/13;
  - (b) an extra Dog Warden post to enhance this service at a cost of £16k in 2012/13;  
  
the posts in (a) and (b) above to be filled in readiness for the enhanced services to start on 1 August 2012;
  - (c) delete the planned increase in the charge for residents 2<sup>nd</sup> parking permit of £15 which will result in a reduction in income of £18k;
- (2) That, after considering the advice of the Director of Resources on the adequacy of balances and reserves and the robustness of the budget, as set out in Sections 6 and 7 of the report, the minimum level of General Fund Balance to be maintained over the year to 31 March 2013 be set at £5m;
- (3) That the Fees and Charges proposals set out in Appendix 3 of the report be agreed and officers be authorised to take the action necessary to implement these increases;
- (4) That the Budget Risk Management Statement submitted in Appendix 5 of the report be agreed;
- (5) That the Treasury Management and Investment Strategy and the Prudential Indicators set out in Appendix 7, and the MRP Statement in Annex G of the Strategy, subject to the principles set out by CIPFA following self-financing for single pool interest accounting, be agreed;
- (6) That the 3-year medium term financial plan 2013/14 to 2015/16 set out in Appendix 8 of the report, be agreed;
- (7) That it be noted that at its meeting on 24 January 2012 the Council calculated the amount of 53,879 (Item T) as its Council Tax base for the year 2012/13 in accordance with Section 31B of the Local Government Finance Act 1992 (the "Act");

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- (8) That the Council Tax requirement for the Council's own purposes for 2012/13 be calculated as £69,439,079;
- (9) That the following amounts be calculated by the Council for the year 2012/13 in accordance with Sections 31 to 36 of the Act:
- a) 419,860,150 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act
  - b) 350,421,071 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
  - c) 69,439,079 being the amount by which the aggregate at (9)(a) above exceeds the aggregate at (9)(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R in the formula set out in Section 31B(4) of the Act)
  - d) 1288.80 Being the amount at (9)(c) above (Item R), all divided by the Tax Base at (7) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year

e) Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
859.20	1,002.40	1,145.60	1,288.80	1,575.20	1,861.60	2,148.00	2,577.60

being the amounts given by multiplying the amount at (9)(d) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (10) That it be noted that for the year 2012/13 Thames Valley Police Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

<u>Precepting Authority</u>	<u>Valuation Bands</u>							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Thames Valley Police Authority	102.87	120.01	137.16	154.30	188.59	222.88	257.17	308.60

- (11) That it be noted that for the year 2012/13 Royal Berkshire Fire & Rescue Service have stated the following amounts in precepts issued to the Council,

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in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

<u>Precepting Authority</u>	<u>Valuation Bands</u>							
	A	B	C	D	E	F	G	H
Royal Berkshire Fire & Rescue Service	£ 37.11	£ 43.29	£ 49.48	£ 55.66	£ 68.03	£ 80.40	£ 92.77	£ 111.32

- (12) That, having calculated the aggregate in each case of the amounts at (9)(e), (10) and (11) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2012/13 for each of the categories of the dwellings shown below:

<u>Valuation Bands</u>							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
999.18	1,165.70	1,332.24	1,498.76	1,831.82	2,164.88	2,497.94	2,997.52

## 72. SEXUAL ASSAULT REFERRAL CENTRE

Pursuant to Notice, the following motion was moved by Councillor Eden and seconded by Councillor Tickner and CARRIED:

**Resolved:**

This Council notes:

The campaign for a Sexual Abuse Referral Centre (SARC) for Reading

That a SARC is a single point of contact where victims can go with or without police involvement, and have access to counseling, be referred for health services and undertake forensic examination, yielding the evidence the police will need if the victim makes a complaint then or later.

That rape is a hugely traumatic experience which can affect men, women and children and leave the victim feeling bereft and alone and very much in need of support

That the nearest SARC is in Slough and driving or taking a train to another town and having to find your way around there may put off victims of rape, or other sexual assault, from getting the support they need.

That the long term benefits of early intervention and counseling after a rape can include better mental and physical health for the victim as well as more convictions, which are sadly still very necessary.

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That SARCs are funded either by the police or the NHS or acting in partnership.

This Council therefore resolves to:

Encourage residents to sign the petition on the government website:

<http://epetitions.direct.gov.uk/petitions/6794>

To work with the Police and the NHS to find a way to open a SARC in Reading

Instruct the Chief Executive to write to his counterparts in Reading Police and Berkshire West PCT informing them of this motion and asking them to work with us.

### 73. DIAMOND JUBILEE

Pursuant to Notice, the motion set out below was moved by Councillor Willis and seconded by Councillor Harris and CARRIED.

In accordance with Standing Order 14(10)(a), Councillor Willis received the consent of the Council to alter the motion submitted in writing by deleting the words "Chief Executive" and inserting "Mayor" in their place.

**Resolved:**

This Council congratulates Her Majesty Queen Elizabeth II on the occasion of her Diamond Jubilee and instructs the Mayor to write to the Royal Household to offer on behalf of the Councillors and citizens of the Borough of Reading our loyal greetings and congratulations.

### 74. PORTAS TOWN TEAM PILOT

Pursuant to Notice, a motion was moved by Councillor Stanway and seconded by Councillor Luckett.

The following amendment was moved by Councillor Lovelock and seconded by Councillor Page and CARRIED:

"Delete all words after 'That' in the first sentence and insert the following words" (as set out below).

The amended substantive motion was then put to the vote and CARRIED as follows:

**Resolved:**

That the Council endorses the submission of a bid for a town team under the Portas pilot scheme, to be submitted by 30th March 2012, working together with Reading UK Community Interest Company (CIC). The Council recognises the importance of local district centres to the community.

Reading has benefited from a collaborative way of working in the town centre, including the successful Business Improvement District, ensuring that Reading's

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retail economy has remained relatively buoyant throughout the economic downturn.

The bid should be based on building on this good practice across Reading's District centres, and, if successful, the additional resources would allow for better coordinated efforts to support the local centres, working with commercial property owners and landlords to improve the areas and meet the needs of small and independent businesses.

This Council therefore resolves to work with Reading UK CIC to develop the bid in more detail to meet the requirements of the pilot scheme.

This Council further requests that reports be submitted to Cabinet on progress with the bid and, if successful, regular update reports on progress with the scheme.

(The meeting closed at 9.25pm).

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF RESOURCES

TO:	COUNCIL		
DATE:	27 MARCH 2012	AGENDA ITEM:	7
TITLE:	DRAFT PAY POLICY STATEMENT		
LEAD MEMBER:	CLLR JO LOVELOCK	LEADER / PERSONNEL COMMITTEE CHAIR	
SERVICE:	CORPORATE RESOURCES	WARDS:	BOROUGHWIDE
AUTHOR:	ANNE BURTON	TEL:	72492/939 0492
JOB TITLE:	HEAD OF HR	E-MAIL:	Anne.Burton@reading.gov.uk

1. PURPOSE AND SUMMARY OF REPORT

- 1.1. The purpose of this report is to seek approval to the attached draft 2012/13 Pay Policy Statement, in accordance with section 38 of the Localism Act 2011

2. RECOMMENDED ACTION

- 2.1. That the draft 2012/13 Pay Policy Statement be approved for publication, as attached at Appendix 2, to take effect from 1<sup>st</sup> April 2012.

3. POLICY CONTEXT

- 3.1. Local Authorities are required under section 38(1) of the Localism Act 2011 (the Act) to prepare a Pay Policy Statement. The statement must articulate the Council's policy towards the pay of the workforce, particularly senior staff and lowest paid employees.
- 3.2. The text of the relevant sections of the Act is attached as Appendix 1.
- 3.3. 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 Act do not seek to change this or to determine what decisions on pay should be taken but they require individual employing authorities to be more open about their own policies in relation to pay and how decisions are made in this regard.
- 3.4. Section 40 of the Act 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.

- 3.5. The government has taken steps to increase transparency on the pay and reward of public sector employees and the Code of Recommended Practice for Local Authorities on Data Transparency which amongst other things asks councils to consider the way they release data on senior salaries.
- 3.6. In March 2011 the Hutton Review of Fair Pay was published which made several recommendations for promoting pay fairness in the public sector by tackling disparities between the lowest and highest paid in the public sector.
- 3.7. The provisions contained in the Act bring together the need for increasing accountability, transparency and fairness in the setting of pay which has culminated in the formalisation of the Council's Pay Policy Statement which outlines the pay and reward of the most senior employees set within the context of the pay of the wider workforce.
- 3.8. The Act sets out in detail the specific elements which the Pay Policy Statement must include as a minimum. The Act requires that in addition to the determination of senior salaries authorities must make clear what approach is taken to awarding other elements of pay including severance payments, any additional fees e.g. election duties, pay increases, honorarium payments etc. This has been included within the proposed policy.
- 3.9. The recent Living Wage report made certain recommendations for this pay policy statement, and I have also taken the opportunity to bring together other elements of pay policy into one comprehensive document e.g. pension discretions, market supplements etc.

- The Living Wage recommendations are as follows:

**Resolved -**

- (1) That the Council, as employer, continues to operate its long-standing low pay policy, by which no employee is employed on a spinal column point lower than scp11; and to assess the competence and performance of employees appointed at that point for increments through annual appraisals within the context of the People Performance Management programme;
- (2) That this policy position be reflected in the Council's pay policy statement for 2012/13, to be presented for adoption to full Council on 26 March 2012;
- (3) That the Council's pay policy statement for 2012/13 include a commitment to develop a local policy to promote and, where appropriate, require the application of the Council's low pay policy to staff working for the Council's contractors in addition to the application of TUPE; and provisions for future procurement exercises and other opportunities to include a requirement to have regard to the Council's low pay policy in the specification to tender and that opportunities and successes be reported to Personnel Committee or Cabinet as appropriate;
- (4) That the Council raises the Living Wage motion through the LSP and Reading UK CIC, to encourage local employers to adopt a living wage policy;
- (5) That the Council corresponds directly with the local trades unions, voluntary sector advice agencies and the local HMRC office, to identify any local

employers who are paying their employees at below the statutory minimum wage and to work with local community partners to promote the concept of the living wage.

- (6) That the Council's pay policy statement for 2012/13 include a statement on the Council's pay multiple, and the relationship between the remuneration of its chief officers and other employees; and work to maintain the current ratio of 1:10 between the lowest paid and the highest paid;
  - (7) That the Personnel Committee work within the differential between top and bottom salaries when undertaking its annual appraisal of the Chief Executive and Directors; and in its annual equality audits of the Council;
  - (8) That the Head of Human Resources include the profile of pay within the Council, cross-referenced to groups with protected characteristics and the Living Wage, in the annual pay policy statement to full Council, and in her equalities audit report to the Personnel Committee;
  - (9) That the Chief Executive report to Cabinet on the progress of the community leadership aspects of the policy, in particular the feedback received from the LSP and Reading UK CIC discussions, and through the correspondence with the local trades unions, voluntary sector advice bodies and HMRC.
- 3.10. The Act requires that authorities include in their Pay Policy Statements the approach to the publication of and access to information relating to the remuneration of Chief Officers. Reference to the council's Statement of Accounts where this information is published is included within the proposed policy.
- 3.11. The Act requires that Pay Policy Statements are produced annually and are considered by full council. Any subsequent amendments required to the policy should also be considered by full council. This should be carried out in accordance with part 5A of the Local Government Act 1972. The Secretary of State does not consider that any of the grounds for exclusion of the public would be met for discussions around Pay Policy Statements.
- 3.12. The Act requires that the council's approach to pay, as set out in the Pay Policy Statement, is accessible for council tax payers for them to take an informed view of whether local decisions on all aspects of remuneration are fair therefore the approved Pay Policy Statement will be published on the council's website.
- 3.13. The Hutton report highlighted that there is value in ensuring decisions about senior pay are taken in the context of similar decisions on lower paid staff and the Act requires Authorities to set their policy on remuneration for the highest paid employees alongside policies on the lowest paid which has been reflected in the 2012/13 Pay Policy Statement.
- 3.14. The Hutton report and The Code of Recommended Practice for Local Authorities on Data Transparency also suggest that the organisation's pay multiple is published. The 'pay multiple' (in this context) is described as the ratio between the highest paid employee and the 'median average' earnings across the organisation which acts as a means of illustrating the relationship between the highest and lowest paid. The current ratio between the highest and the lowest salary has been included in the RBC draft 2012/13 Pay Policy Statement and will be reviewed as part of future pay policies. I am suggesting

that this future review will also consider whether a target or limit should be set on the highest / median pay multiples.

#### **4. THE PROPOSAL**

- 4.1. A copy of the proposed 2012/13 Pay Policy Statement can be found at Appendix 2. Council is asked to approve the statement.

#### **5. CONTRIBUTION TO STRATEGIC AIMS**

- 5.1. These proposals are important to the achievement of the Council's Strategic Aims.

#### **6. EQUALITY IMPACT ASSESSMENT**

- 6.1. Principles incorporated in the draft Pay Policy Statement.

#### **7. LEGAL IMPLICATIONS**

- 7.1. Included in the body of the report and the draft Pay Policy Statement.

#### **8. FINANCIAL IMPLICATIONS**

- 8.1. None arising from this report

#### **9. BACKGROUND PAPERS**

- 9.1. None

**APPENDIX 1  
LOCALISM ACT 2011  
CHAPTER 8  
PAY ACCOUNTABILITY**

**38 Pay policy statements**

(1) A relevant authority must prepare a pay policy statement for the financial year 2012-2013 and each subsequent financial year.

(2) A pay policy statement for a financial year must set out the authority's policies for the financial year relating to—

- (a) the remuneration of its chief officers,
- (b) the remuneration of its lowest-paid employees, and
- (c) the relationship between—
  - (i) the remuneration of its chief officers, and
  - (ii) the remuneration of its employees who are not chief officers.

(3) The statement must state—

- (a) the definition of "lowest-paid employees" adopted by the authority for the purposes of the statement, and
- (b) the authority's reasons for adopting that definition.

(4) The statement must include the authority's policies relating to—

- (a) the level and elements of remuneration for each chief officer,
- (b) remuneration of chief officers on recruitment,
- (c) increases and additions to remuneration for each chief officer,
- (d) the use of performance-related pay for chief officers,
- (e) the use of bonuses for chief officers,
- (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
- (g) the publication of and access to information relating to remuneration of chief officers.

(5) A pay policy statement for a financial year may also set out the authority's policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

**39 Supplementary provisions relating to statements**

(1) A relevant authority's pay policy statement must be approved by a resolution of the authority before it comes into force.

(2) The first statement must be prepared and approved before the end of 31 March 2012.

(3) Each subsequent statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates.

(4) A relevant authority may by resolution amend its pay policy statement (including after the beginning of the financial year to which it relates).

(5) As soon as is reasonably practicable after approving or amending a pay policy statement, the authority must publish the statement or the amended statement in such manner as it thinks fit (which must include publication on the authority's website).

#### **40 Guidance**

(1) A relevant authority in England must, in performing its functions under section 38 or 39, have regard to any guidance issued or approved by the Secretary of State.

(2) A relevant authority in Wales must, in performing its functions under section 38 or 39, have regard to any guidance issued or approved by the Welsh Ministers.

#### **41 Determinations relating to remuneration etc**

(1) This section applies to a determination that—

(a) is made by a relevant authority in a financial year beginning on or after 1 April 2012 and

(b) relates to the remuneration of or other terms and conditions applying to a chief officer of the authority.

(2) The relevant authority must comply with its pay policy statement for the financial year in making the determination.

(3) Any power of a fire and rescue authority within section 43(1)(i) to appoint officers and employees is subject to the requirement in subsection (2).

(4) In section 112 of the Local Government Act 1972 (appointment of staff) after subsection (2) insert—

“(2A) A local authority’s power to appoint officers on such reasonable terms and conditions as the authority thinks fit is subject to section 41 of the Localism Act 2011 (requirement for determinations relating to terms and conditions of chief officers to comply with pay policy statement).”

#### **42 Exercise of functions**

(1) The functions conferred on a relevant authority by this Chapter are not to be the responsibility of an executive of the authority under executive arrangements.

(2) Section 101 of the Local Government Act 1972 (arrangements for discharge of functions by local authorities) does not apply to the function of passing a resolution under this Chapter.

(3) The function of a fire and rescue authority within section 43(1)(i) of passing a resolution under this Chapter may not be delegated by the authority.

## DRAFT RBC PAY POLICY STATEMENT 2012/13

### 1. INTRODUCTION

- 1.1. Reading Borough Council's pay policy aims to ensure value for money whilst enabling the Council to deliver high quality services to the residents of Reading. The Council seeks to set pay rates that are adequate to secure and retain high quality employees dedicated to the service of the public, but will determine overall pay and benefits at an appropriate level in accordance with equality, affordability and other relevant factors. Pay levels will not be unnecessarily generous or otherwise excessive.
- 1.2. Reading Borough Council agrees that local authorities should be able to determine their own pay structures in order to address local priorities and to compete in the local labour market.
- 1.3. Reading Borough Council is committed to equality, transparency and fairness across all of its activities and particularly in relation to the pay and conditions of its staff.
- 1.4. This document has the following Annexes:
  - Annex A: Requirements and Recommendations to Publish Personal data concerning Staff
  - Annex B: Governance Arrangements for Pay and Conditions of Service
  - Annex C: Summary of Conditions of Service
  - Annex D: Council Employees in Salary Bands as at 31 March 2011
  - Annex E: Pension Discretions Statement
- 1.5 The following related documents can be accessed through the Council's website:
  - o Details of all Staff paid above £58,200
  - o Market Supplement Policy
  - o Pay grades

### 2. LEGISLATION

- 2.1. The authority appoints its staff, and determines the terms and conditions of service on which they hold office, under Section 112 of the Local Government Act 1972. This includes procedures for dismissal. Under Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, this power cannot be exercised by the authority's executive (Cabinet). Full Council has delegated this power to the Personnel Committee.
- 2.2. Sections 38 - 43 of the Localism Act 2011 require that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act.
- 2.3. This policy also has some connection with the data on pay and rewards for staff which the authority publishes 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). It should be noted that the requirements to publish data under the Secretary of State's guidance, the Code of Practice and the Regulations do

differ, the data requirements of the Code of Practice and the Accounts and Audit Regulations are summarised at **Annex A** to this policy statement.

- 2.4. Any decision under powers delegated in the Council's Constitution / Scheme of Delegation with regard to remuneration to be taken during 2012/13 will be bound by and must comply with this Statement. No decision at variance with this Statement may be taken without the specific agreement of full Council.
- 2.5. The Head of Paid Service and Head of HR must be consulted prior to any decision impacting on remuneration where there is any question regarding compliance with the Statement.

### 3. SCOPE OF THIS STATEMENT AND DEFINITION OF TERMS

- 3.1. This pay policy statement meets the statutory duty to provide the Council with a description of the policy on staff remuneration for annual approval. It provides information on remuneration arrangements for staff directly employed by the Council, excluding staff in schools.
- 3.2. This statement sets out the Council's policy with regard to:
  - the remuneration of 'chief officers' (the senior pay group - see below)
  - the remuneration of the lowest paid employees
  - the relationship between chief officers' remuneration and that of other officers
- 3.3. In this policy the 'senior pay group' (senior managers) covers posts in the top three tiers of the organisation. These include the Director and Council Manager (Head of Paid Service), Directors and Heads of Service. Posts in this group in Reading are as follows:
  - (a) the Head of the Authority's Paid Service [Director and Council Manager]
  - (b) the Director of Education, Social Services and Housing (designated Director of Children's Services and Adult Social Services);
  - (c) the Director of Environment, Culture and Sport
  - (d) the Monitoring Officer (Head of Legal and Democratic Services) and Head of Finance (S.151 officer)
  - (e) persons who, as respects all or most of their duties, report directly to or are directly accountable to the Head of the Council's Paid Service
  - (f) persons who, as respects all or most of their duties, report directly to or are accountable to the posts listed in (b) and (c) above (other than staff whose duties are of a clerical or support nature)
- 3.4. The management structure of the organisation can be found at [\(link\)](#).
- 3.5. The Council defines its lowest paid employees as those staff paid on the first spinal column point of the Council's pay grades for National Joint Council (NJC) for Local Government Services staff [RG Grades]. This definition is adopted as it refers to the lowest level of pay for staff on non-casual or apprentice contracts of employment.
- 3.6. The relationship between the remuneration of the lowest paid employees and that of the Council's senior officers is as described in this statement and by reference to the published data referred to.
- 3.7. "Remuneration" for the purposes of this statement includes these elements:
  - basic salary
  - pension
  - all other allowances arising from employment

### 4. GOVERNANCE ARRANGEMENTS AND DECISION MAKING

- 4.1. Full Council has delegated to the Personnel Committee the power to appoint and determine the terms and conditions of employment for all staff, including the

application of any discretions under the pension schemes. The terms of reference of the Personnel Committee are set out in Article 8 of Part 2 of the Council's constitution.

- 4.2. Full Council, and the Personnel Committee, have extensive and long-standing arrangements to delegate the exercise of this power to Directors and Heads of Service, in respect of the staff employed in their service areas.
- 4.3. The delegation is subject to the Council's Officer Employment Rules, which are set out in Part 4 of the Council's constitution.
- 4.4. A summary of the arrangements for determining terms and conditions of service for staff, including the Officer Employment Rules, can be found in Annex B.
- 4.5. The Council, and the Personnel Committee, have adopted a range of policies which apply to the recruitment and employment of the staff of the authority. Policies which are specifically relevant to this Statement include:
  - o Low Pay Policy
  - o Recruitment and Selection Policy
  - o Employment Stability Agreement and Pay Protection Policy
  - o Appraisal Scheme and Performance-Related Progression Scheme
  - o Policies relating to Market Supplements; Starting Salary on Appointment; Honorarium and Acting-Up Payments
- 4.6. The Scheme of Delegation provides for Directors and Heads of Service to manage, review and apply the Council's Human Resources policies, and to determine the appropriate pay and conditions for the appointment of staff within these policies.

## 5. CONDITIONS OF SERVICE

- 5.1. Reading Borough Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, these are then incorporated into contracts of employment.
- 5.2. The Council is a member of the local government employers association for national collective bargaining in respect of chief executives, chief officers and other employees. There are separate negotiations and agreements in respect of each of these groups. Changes from national negotiations generally take effect from 1 April each year and are retrospective to 1 April where agreements are made later than 1 April. It is the authority's long-standing policy to implement national agreements. The head of paid service and chief officers are under the JNC conditions of service, with locally determined pay. All other employees are under the relevant national agreement on pay and conditions of service applying to the particular service area, with local variations to pay. Pay for all groups was last increased nationally ('cost of living' increase) in April 2009. The Council will apply any settlement reached nationally in respect of April 2012.
- 5.3. A summary of the arrangements for determining terms and conditions of service for staff is set out in Annex C:

## 6. POLICY ON REMUNERATING SENIOR MANAGERS

- 6.1. **Head of Paid Service:** The Head of Paid Service (Director and Council Manager) is paid on a locally determined incremental salary scale which is reviewed and approved by Personnel Committee when the post becomes vacant. Independent external consultancy advice on appropriate remuneration levels (taking account of role and responsibilities, recruitment and retention factors and local and regional salary benchmarks) is presented to Personnel Committee to inform their decision-making in this matter.

- 6.2. The locally determined incremental salary scale will be within the parameters of the Pay Policy Statement, and will be set out in the Minutes of the Personnel Committee meeting which approves the scale, which will be published on the Council's website. The salary range will also be published in the job advertisement to fill the vacant post.
- 6.3. At the conclusion of the recruitment process, the decision to appoint a person to fill the post of Head of Paid Service will be taken by full Council, which will be advised of the local salary scale, and the incremental point at which the appointment was recommended to be made.
- 6.4. No other payments or benefits are payable to the Head of Paid Service (e.g. bonus, performance related pay, health insurance, car lease) other than those referred to elsewhere in this policy statement as being applicable to all employees.
- 6.5. The salary for the Head of Paid Service is subject to annual review by the Personnel Committee (on the anniversary of the date of appointment), in accordance with the following principles:
  - That progression up the incremental scale is subject to a satisfactory annual appraisal;
  - That the scale is uplifted by the pay award nationally agreed for the JNC for Chief Executives;
  - That these principles take effect on the anniversary of the date of appointment without need for Personnel Committee decision, unless an exception report is initiated by the Leader of the Council.
- 6.6. **Directors and Heads of Service:** Directors and Heads of Service are paid on locally determined incremental Reading Senior Management / Corporate Director (RSM / CD) salary scales. These scales were established and approved by Personnel Committee following an independent review of senior salaries carried out by the Hay Group in 2001/2, using relevant regional public sector salary benchmarks. These scales are uplifted by the pay award nationally agreed (if any) for the JNC for Chief Officers. Exceptionally, the JNC pay award is not implemented for the senior pay group in times of severe budget challenge.
- 6.7. There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments, etc., paid to these senior staff, as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.
- 6.8. No other payments or benefits are payable to Corporate Directors and Heads of Service (e.g. bonus, performance related pay, health insurance, car lease) other than those referred to elsewhere in this policy statement as being applicable to all employees.
- 6.9. Other provisions set out in this policy statement apply equally to the senior pay group as to other employees (incremental progression linked to performance; salary on appointment or promotion etc.)

## 7. POLICY ON REMUNERATING THE LOWEST PAID IN THE WORKFORCE

- 7.1. This policy statement reconfirms the Council's long-standing low pay policy, through which the Council pays a minimum wage which is higher than the national (NJC) grade minimum, and is set at NJC spinal column point (scp) 11 (£14,733 / £7.64 per hr). This is the bottom of Grade RG2 and the top of Grade RG1. All staff earn on or above the low pay threshold, currently SCP 11 (except apprentices). The majority of increments within RG1 fall below the Council's low pay threshold. Where the job evaluation places a substantive post in this grade, the employee will be paid on spinal column point 11 in line with the Council's low pay policy, but will not be entitled to further increments, whilst they remain in that particular job, or until it is re-evaluated. Normally this grade

will be for school leaver trainee jobs, where knowledge and skill requirements are at a minimum level.

- 7.2. Apprentices are paid the nationally recommended allowance rate of £96.20 pw for the first 12 months of employment and thereafter are paid the National Minimum wage (NMW) as applicable to the employee's age. These rates are updated as the national allowances are revised.
- 7.3. The new grade RG2 covers 5 spinal column points, rising to scp15 (£16,054 pa or £8.32 per hour). As with all new grades, there is a performance gateway mid-way through the grade, at scp14 (£15,725 pa, or £8.15 per hour).
- 7.4. Reading Borough Council is committed to developing a local policy to promote and, where appropriate, require the application of the Council's low pay policy to staff working for the Council's contractors in addition to the application of TUPE; and provisions for future procurement exercises and other opportunities will include a requirement to have regard to the Council's low pay commitment to policy in the specification to tender and opportunities and successes will be reported to Personnel Committee or Cabinet as appropriate

## 8. PAY MULTIPLES

- 8.1. The highest paid salary in this authority [at 1.4.12] is £154,101 which is the top of the scale paid to the Head of Paid Service [*Note: this salary range will change after 30.4.12*]. The current ratio between the lowest paid employee (scp 11 currently £14,733 per annum) and the highest paid employee is 1:10. The Council will work to maintain a ratio of no more than 1:10 between the lowest paid and the highest paid.
- 8.2. This authority does not have a policy on maintaining or reaching a specific highest / median '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 other 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.
- 8.3. Pay multiples will be monitored each year within the Pay Policy Statement, and will be benchmarked against comparable authorities as others' pay policy statements are published.
- 8.4. In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect differences in responsibilities (job evaluation) but not to differentiate on other allowances, benefits and payments it makes.

## 9. PAY AND GRADING STRUCTURE

- 9.1. The Council uses established formal job evaluation procedures to identify the relative worth of jobs within the council (including the senior pay group), and to allocate jobs to the appropriate pay grade.
- 9.2. For the senior pay group (RSM / CD Grades) RBC uses the Hay job evaluation scheme, for other jobs we use the national NJC for Local Government Employees JE scheme.
- 9.3. The NJC Job Evaluation Scheme, which is recognised by employers and trades unions nationally, allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements

9.4. Pay grades are published on the Council's website (LINK).

## 10. PAY PROFILE

- 10.1. Annex D shows employees at 31 March 2011 by salary band and then by gender, ethnic origin and disability. Salary bands are based on the new RG pay scales introduced in May 2011.
- 10.2. The numbers of black and minority ethnic employees and disabled employees are shown as a proportion of employees who have made a positive declaration
- 10.3. Female employees continue to form the greater percentage across all salary bands. Each band has over 55% women, with the proportion reaching around 70% in band 2 and 3.
- 10.4. This analysis shows that the level of BME staff in the higher earnings bands has remained static since 2010 at 4.5% (and 3.2% in the highest earnings band) which is lower than the proportion of BME staff in the Council as a whole.
- 10.5. The overall number of employees who have declared a disability across salary bands ranges between 1.8 and 4.9%. The proportion of people with a disability is relatively even across most of the bands.
- 10.6. This information will be further refined in future years to take account of the provisions of the Equality Act 2010.

## 11. PAY PROGRESSION

- 11.1. Under the Council's Performance Related Progression Scheme the award of an annual increment is dependent upon an employee's achievement of performance targets and competency objectives. The scheme also links incremental progression with whether performance is improving or declining. No increment can be awarded if an employee is subject to formal disciplinary or capability (poor performance) procedures.
- 11.2. The following principles apply to pay progression for all RBC staff with effect from 1<sup>st</sup> April 2012:
  - No automatic annual incremental progression, only NJC/JNC 'cost of living' award (if any);
  - 'Gateways' will be established 2 or 3 increments from the top of each grade depending on its length. Progression within a grade beyond the gateway will be for wider responsibility which meets agreed competency levels, based on job evaluation (JE) factor levels;
  - Progression up to the gateway within the grade will be subject to a **satisfactory assessment of performance and contribution** based on management evidence throughout the year;
  - Progression between grades within career grades will be dependent on meeting competencies at the next grade level;
  - On progression matters, there will be one appeal level above the approving manager (i.e. designated officer or Head of Service);
  - Regular supervision and appraisal are fundamental to employee progression.
- 11.3. There should be no accelerated incremental progression, only an annual assessment of satisfactory performance.
- 11.4. The only exception to 11.3 would be the progression within an existing career grade structure where skills and competencies (including academic attainment) have been achieved which meet predetermined career grade progression criteria.

- 11.5. The acceleration of an employee to the next increment, grade, or through the gateway of their existing grade, needs to be evidenced and certified by the Service Manager as meeting pre-existing and defined career progression criteria and approved by the Corporate Director. Copies of the evidence to support such a decision need to be placed on the employee's personal file held by HR.
- 11.6. Any career grade progression is conditional upon budget provision being available.
- 11.7. Employees successfully moving posts within the Council will be subject to the principle of annual incremental progression assessment. They will no longer receive an automatic increment 6 months after being in their new post.

## 12. LOCAL PAY ARRANGEMENTS

- 12.1. **Child Care Solicitors** - This section, based in RBC's legal Department, provides a service to the six Berkshire Unitary Councils. Staff who were employed by the former Berkshire County Council retain local pay and progression arrangements which were inherited by RBC as a result of Statutory Transfer Order / TUPE provisions.

## 13. REMUNERATION ON APPOINTMENT AND PROMOTION

- 13.1. The Council's policy is to not pay any form of "signing on" fee or incentive payment when recruiting.
- 13.2. The starting pay point for all new employees (including internally appointed or promoted employees) should normally be the first point of the appropriate grade. Any proposal to place a new employee on a point above the bottom of the grade needs to be objectively justified (by reference to a 'material factor' reason) to ensure employees are treated fairly. Any material factor which makes such a variation necessary needs to be established, evidenced and, where necessary, tested to ensure its robustness in the event of a challenge. This policy applies to all staff.
- 13.3. Where an employee has applied for, and been successful through an internal recruitment process and the grade for the new job is higher than their current grade then they will transfer to the bottom of the new grade. If this is at the same spinal column point (scp) as they are currently on then they will move to the next spinal column point.
- 13.4. At the point of any assimilation to a new grade, employees moving to a higher grade will be placed at the bottom of that new grade.
- 13.5. **Relocation Expenses:** Where it is necessary for a newly appointed employee to relocate to take up appointment the Council may make a contribution towards relocation expenses. The same policy applies to chief executive, chief officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving into the area. The costs include estate agents fees, legal fees, stamp duty, storage and removal costs, carpeting and curtains, short term rental etc. If an employee leaves within three years of first employment they may be required to reimburse a proportion of any relocation expenses.

## 14. OTHER ELEMENTS OF THE REMUNERATION PACKAGE

- 14.1. **Pension:** Pension provision is an important part of the remuneration package. All employees may join the local government pension scheme (or the Teachers Pension Scheme for relevant staff). The scheme is a statutory scheme with contributions from employees and from employers. The current employer contribution rate for Reading Borough Council is 15.4%. This rate is reviewed and set every three years by the actuary. Reading Borough Council is part of the Berkshire scheme, administered by the Royal

Borough of Maidenhead and Windsor. Neither the scheme nor the Council adopt different policies with regard to benefits for any category of employee: the same terms apply to the chief executive, chief officers and other staff.

- 14.2. **Election / Returning Officer Fees:** The Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Borough Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the Borough Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.
- 14.3. Separate fees will be paid to the Head of Legal and Democratic Services for undertaking Returning Officer duties which are not part of the post's substantive role. These fees will be paid in line with the amount recommended by the Government or Electoral Commission for Parliamentary and European elections and referendums, or as set out in the Council's budget estimates for local elections.
- 14.4. The Returning Officer may appoint one or more Deputy Returning Officers, and pay a fee to them for undertaking the duties that the Returning Officer allocates to them.
- 14.5. **Market Supplements:** The Council may pay a market supplement, in addition to base salary, in order to recruit or retain staff with special skills experience or knowledge. Market supplements are applied, reviewed and withdrawn in accordance with the Council's market supplement policy, which is published on the Council's website. [LINK]. The Head of Paid Service has delegated authority to determine posts for which salary supplements will be paid, and the amount and duration of the supplement, in consultation with the Head of Human Resources and the relevant Director.
- 14.6. **Honorarium and other temporary additional Payments:** (a) 'Acting-up' - The employee will either receive the 'rate for the job' that they are covering if they are undertaking the full range of duties and responsibilities. As a minimum, this means that they will be paid at the first spinal column point of the grade of the post that they are acting up into. If the employee is not undertaking the full range of duties of a higher graded post, then an acting up allowance will be paid. The allowance will be a percentage of the difference between the first point on the grade of the post being covered and the employee's current salary equivalent to the percentage proportion of higher responsibility being undertaken.
- (b) **Honorarium payments:** Where an employee is undertaking work on a project or discrete piece of work which would fall outside of the normal range of duties expected for his / her particular post, then the employee shall be eligible for an honorarium payment for the duration of the project. The level of payment made should be determined with regard to the level of responsibilities being undertaken and this should be determined with regard to the Council's Job Evaluation Scheme. The employee will be paid an amount appropriate to the proportion of their time being spent working at this higher level on a monthly basis for the duration of the project / programme.

## 15. NON-PAY ELEMENTS AND BENEFITS

- 15.1. **Annual Leave:** The following annual leave entitlements apply
- The minimum annual leave allowance (on appointment) will be 24 days per year
  - There will be an additional 5 days at 5 years continuous local government service (granted from anniversary of start date).

- There will be an additional 3 days at 10 years Reading Borough Council service (granted from following 1 April).
  - The minimum annual leave allowance (on appointment) will be 30 days per year for the senior pay group
  - The maximum annual leave allowance for all staff will be 32 days.
- 15.2. **Salary Sacrifice Schemes / Employee discount schemes:** All employees can access salary sacrifice schemes for childcare vouchers and bicycle purchase, and non-subsidised employee discount schemes.
- 15.3. **Flexible Working:** All employees can access flexible working arrangements subject always to the needs of the service.
- 15.4. **Car Allowances / Expenses:** The Council will meet or reimburse authorised travel, subsistence and (exceptionally) accommodation costs for attendance at necessary and approved meetings and training events. The Council does not regard such costs as remuneration but as non pay operational costs. This policy is applied consistently to the Head of Paid Service, chief officers and other employees. The locally determined car allowance reimbursement rate for necessary and approved work-related travel is 45p per mile for all authorised car users. No other car allowance (e.g. monthly lump sum) is payable to any employee.

## 16. TERMINATION OF EMPLOYMENT

- 16.1. Under the Council's Officer Employment Procedure Rules, the decision to effect dismissal or retirement on the grounds of redundancy or efficiency of the service is a decision of Personnel Committee for posts at Head of Service level and above. The decision is delegated to the relevant Director for all posts below this level.
- 16.2. However, the final decision as to the compensation to be paid as a result of such dismissal decisions, **for all posts**, is a decision of Personnel Committee. Personnel Committee also need to approve any employee requests for early retirement which require employer consent and entail a cost to the Council.
- 16.3. Each of the proposals presented to the Committee must first be considered and agreed by an officer panel comprising the Head of Finance (S151 Officer), Monitoring Officer and Head of HR. This panel is established to monitor applications on the basis of consistency, legality and financial prudence. In terms of financial prudence, each case must demonstrate a 'payback period' within one year, or, exceptionally, two years in 'efficiency of the service' cases if sufficient service and efficiency benefits to the Council can be demonstrated. This Panel also assesses associated questions e.g. exercise of exceptional discretion; reasonableness of alternative employment in redundancy cases etc.
- 16.4. **Discretionary Enhancement of Redundancy Payments:** The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006 provide discretion to pay up to an overall lump sum of 2 times the statutory redundancy payment formula based on actual weeks pay, capped at 52 weeks' pay. This is payable to employees made redundant with 2 or more years continuous service regardless of their age. Discretionary compensation is reduced in cases where a reasonable offer of suitable alternative employment is deemed to have been unreasonably refused.
- 16.5. **Compromise Agreements:** In exceptional circumstances, and specifically so as to settle a claim or potential dispute the Head of Legal and Democratic Services can agree payment of a termination settlement sum, subject to a decision of Personnel Committee if outside the normal framework for termination payments as set out in this section.

16.6. **Policy on Re-Employment:** The policy for re-employment following redundancy / efficiency termination is the same for all staff regardless of their pay level. Employees in receipt of compensation payment for loss of employment which has had discretionary enhancements applied to it are not permitted to take up permanent employment with Reading Borough Council within 12 months of the ending of their current employment.

16.7. **Flexible Retirement:** In accordance with Superannuation Regulations, rather than continuing in their current job to age 65 employees can, on or after age 55 and with Council consent, reduce their hours of work or the grade in which they are employed and draw (some or all of) their accrued pension benefits whilst continuing in employment and building up further benefits in the Scheme - enabling them to ease into retirement. Employees must be 55 or over and have 3 or more months' membership in the LGPS (including transferred rights) in order to be eligible to make a flexible retirement request following a reduction in hours or grade. Pension benefits will normally be reduced if paid before age 65. This policy is open to all employees, subject to financial requirements being met (net savings to the Council and a pay back period of no more than 2 years).

## 17. PENSION DISCRETIONS

17.1. The Council's policy statement on the use of discretions under the relevant Superannuation Regulations is attached as **Annex E**.

## 18. PAY PROTECTION

18.1. The Council's pay protection policy is approved by the Personnel Committee as part of the Employment Stability Agreement. The policy provides a mechanism for assisting employees to adjust to a reduction in pay as a result of organisational change.

## 19. PUBLICATION OF INFORMATION ON THE REMUNERATION OF STAFF

19.1. This Pay Policy Statement will be published on the Council's website. In addition, details of all staff paid above £58,200 are disclosed. (link)

## 20. AMENDMENTS TO THE POLICY

20.1. As the policy covers the period April 2012 - end March 2013, amendments may need to be made to the policy throughout the relevant period. As the Localism Act 2011 requires that any amendments are approved by the Council by resolution, proposed amendments will be reported to Personnel Committee for recommendation to the Council.

## 21. POLICY FOR FUTURE YEARS

21.1. This policy statement will be reviewed each year and will be presented to full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

## PAY POLICY STATEMENT – ANNEX A

The Secretary of State for CLG Code of Recommended Practice for Local Authorities on Data Transparency indicates that local authorities should publish the following data concerning staff:

- Salaries, names (with an option for individuals to refuse to consent to this), job descriptions, responsibilities, budgets (including overall salary cost of staff reporting), and numbers of staff for all staff in receipt of a salary of more than £58,200
- An organisational chart of the staff structure of the authority including salary bands and details of currently vacant posts
- The 'pay multiple' - the ratio between the highest paid salary and the median average salary of the whole authority workforce

The Accounts and Audit (England) Regulations (2011) require that the following data is included in the authority's accounts:

- Numbers of employees with a salary above £50k per annum (pro-rata for part-time staff) in multiples of £5k
- Job title, remuneration and employer pension contributions for senior officers. Senior officers are defined as Head of Paid Service, Statutory Chief Officers and Non-Statutory Chief Officers by reference to Section 2 of the 1989 Local Government & Housing Act.
- Names of employees paid over £150k per annum

For the above remuneration is to include:

- Salary, fees or allowances for the current and previous year
- Bonuses paid or receivable for the current and previous year
- Expenses paid in the previous year
- Compensation for loss of employment paid to or receivable, or payments made in connection with loss of employment
- Total estimated value of non-cash benefits that are emoluments of the person

For the above pension contributions to include:

- The amount driven by the authority's set employer contribution rate
- Employer costs incurred relating to any increased membership or award of additional pension

## PAY POLICY STATEMENT – ANNEX B

## GOVERNANCE ARRANGEMENTS FOR PAY AND CONDITIONS OF SERVICE

*[Note: these provisions are subject to amendment as the source documents are amended]*

## 1.1. Constitution of Reading Borough Council - 25 May 2011

## Part 3.2 Responsibility for Council Functions:

37. Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for dismissal)	Section 112 of the Local Government Act 1972.	Personnel Committee General Delegation to Directors and Heads of Service
40. Power to appoint officers for particular purposes (appointment of "proper officers")	Section 270(3) of the Local Government Act 1972	Council
43. Duty to designate officer as head of the authority's paid service, and to provide staff, etc	Section 4(1) of the Local Government & Housing Act 1989 (c. 42)	Council

## 1.2. Constitution of Reading Borough Council - 25 May 2011: 4.2 Functions of the full Council:

Only the Council will exercise the following functions:

[...] (h) confirming the appointment of the Head of Paid Service;

## 1.3. Constitution of Reading Borough Council - 25 May 2011: Article 12 - Officers:

12.1 Management structure

[...]

## (b) Chief Officers

The full Council will engage persons for the following posts (or such other similar posts as it may decide from time to time), who will be designated chief officers:

Chief Executive (and Head of Paid Service)

Director of Education and Children's Services

Director of Environment, Culture and Sport

Director of Housing and Community Care

Director of Resources

## (c) Head of Paid Service, Monitoring Officer and Chief Financial Officer and Deputies

The Council has designated the following posts as shown:

Chief Executive - Head of Paid Service

Director of Resources - Chief Finance Officer

Head of Legal and Democratic Services - Monitoring Officer

The Council has designated the following Deputy post as shown:

Head of Finance - Deputy Chief Finance Officer and Deputy Section 151 Officer

12.2 Functions of the Head of Paid Service

## (a) Discharge of functions by the Council

The Head of Paid Service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

**(b) Restrictions on functions**

The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

[...]

**12.7 Employment**

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Part 4 of this Constitution.

1.4. The powers and duties of the **Personnel Committee** include the following:

**"6. PERSONNEL COMMITTEE**

(1) Subject to Officer Employment Procedure Rules set out in the constitution:

- a) to arrange for the appointment of the Chief Executive as the Council's Head of Paid Service, and make recommendations to Council in this respect
- b) to appoint Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
- c) to dismiss Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
- d) to settle all matters relating to the above appointments or dismissals

(2) To take any decisions affecting the remuneration, terms and conditions of service of the Chief Executive;

(3) To undertake performance appraisals of the Chief Executive and Corporate Directors; and to set annual targets against which performance can be measured.

[...]

(6) To determine the level of compensation to be paid in individual cases of voluntary redundancy and early retirement and other personnel matters where appropriate.

[...]

1.5. The **Officer Employment Procedure Rules** include the following:

**2. Appointment, Dismissal and Disciplinary Action**

2.1 The appointment and dismissal of, and taking disciplinary action against, a member of staff of the Council shall be carried out by the Chief Executive as the Head of the Council's Paid Service or by an officer nominated by him/her. A record of officers nominated by the Chief Executive shall be maintained by the Head of Central Personnel.

2.2 Paragraph 2.1 shall not apply to the appointment or dismissal of, or disciplinary action against an officer holding a post described in Sections 2 and 9 of the Local Government & Housing Act 1989. This includes the following:-

- (a) the Head of the Authority's Paid Service
- (b) the Director of Education & Children's Services, the Director of Housing and Community Care (Director of Adult Social Services), and the Director of Resources (Chief Finance Officer)
- (c) the Director of Environment, Culture and Sport
- (d) the Monitoring Officer (Head of Legal Services)
- (e) persons who, as respects all or most of their duties, report directly to or are directly accountable to the Head of the Council's Paid Service
- (f) persons who, as respects all or most of their duties, report directly to or are accountable to any of the posts listed above (other than staff whose duties are of a clerical or support nature)

(g) persons who, as respects all most of their duties report directly or are directly accountable to the Council or a Committee or Sub-Committee of the Council

(h) assistants for political groups.

2.3 Any appointment or dismissal of an officer designated as the Head of the Council's Paid Service, shall be approved by the full Council before any offer of appointment or notice of dismissal is given to the person concerned.

2.4 Where the Council appoints a Committee or a Sub-Committee to carry out the function of appointing or dismissing any officer to or from the positions referred to in paragraph 2.2 above, the Committee or Sub-Committee shall include at least one member of the Cabinet.

2.5 No offer of an appointment to a post referred to in paragraph 2.2 above etc shall be made until:

(i) the Committee, Sub-Committee or officer making the appointment has notified the Head of Personnel of the name of the person to whom the offer is to be made and any other particulars which the Committee, Sub-Committee or officer considers are relevant to the appointment, and

(ii) The Head of Personnel has notified every member of the Cabinet of

(a) the name of the person to whom the offer is to be made

(b) any other particulars relevant to the appointment which have been notified to the Head of Personnel and

(c) the period within which any objection to the making of the offer is to be made by the Leader of the Cabinet on behalf of the Cabinet to the Head of Personnel, and

(iii) either

(a) the Leader has, within the period specified in the Notice, notified the Committee, Sub-Committee or officer that neither he/she nor any other member of the Cabinet has any objection to the making of the offer, or

(b) The Head of Personnel has notified the Committee, Sub-Committee or officer that no objection was received by him/her within that period from the Leader, or

(c) the Committee, Sub-Committee or officer is satisfied that any objection received from the Leader within that period is not material or is not well-founded.

## 5. Dismissal [*includes dismissal on redundancy grounds*]

5.1 No notice of dismissal shall be issued to a post referred to in paragraph 2.2 above etc [*Chief officers, Heads of Service - 1(c) above*] until:

(i) the Committee, Sub-Committee or officer issuing the notice of dismissal has notified the Head of Personnel of the name of the person to whom the notice is to be issued and any other particulars which the Committee, Sub-Committee or officer considers are relevant to the dismissal.

(ii) the Head of Personnel has notified every member of the Cabinet of

(a) the name of the person to whom the notice of dismissal is to be issued

(b) any other particulars relevant to the dismissal which have been notified to the Head of Personnel and

(c) the period within which any objection to the making of the dismissal is to be made by the Leader of the Cabinet on behalf of the Cabinet to the Head of Personnel, and

(iii) either

(a) the Leader has, within the period specified in the Notice, notified the Committee, Sub-Committee or officer that neither he/she nor any other member of the Cabinet has any objection to the making of the dismissal

(b) The Head of Personnel has notified the Committee, Sub-Committee or officer that no objection was received by him/her within that period from the Leader or

(c) the Committee, Sub-Committee or officer is satisfied that any objection received from the Leader within that period is not material or is not well-founded."

- 1.6. Under the mandatory Standing Orders approved by Council in March 2002, the decision to effect dismissal or retirement on the grounds of redundancy, efficiency of the service or ill health is delegated to the Personnel Committee for posts covered by the Local Authorities (Standing Orders) (England) Regulations 2001 at Head of Service level and above, and compensation terms associated with redundancy termination are a matter for Personnel Committee to approve. As noted above in the Officer Employment Procedure Rules paragraph 2.3, any appointment or dismissal of an officer designated as the Head of the Council's Paid Service, shall be approved by the full Council before any offer of appointment or notice of dismissal is given to the person concerned. The proposal to delete the post of Chief Executive (and Head of Paid Service) in its current form, and to terminate the current postholder's contract of employment on (agreed) redundancy grounds, is submitted elsewhere on this agenda.

DRAFT

## **PAY POLICY STATEMENT – ANNEX C**

### **SUMMARY OF CONDITIONS OF SERVICE**

#### **Chief Executive**

The terms and conditions for the Head of Paid Service are as set out by the Joint Negotiating Committee (JNC) for Chief Executives, and as amended locally. Pay is determined locally.

#### **Corporate Directors**

The terms and conditions for the Corporate Management Team (excluding the Head of Paid Service) are in accordance with the Scheme of Conditions of Service agreed by the National Joint Negotiating Committee for Chief Officers, and as amended locally. Pay is determined locally.

#### **Heads of Service (third tier - i.e. reporting directly to the Head of Paid Service or a Director)**

The terms and conditions for Heads of Service are as set out by the Joint Negotiating Committee (JNC) for Chief Officers, and as amended locally. Pay is determined locally.

#### **NJC Staff**

The Terms and conditions for NJC staff are determined by the National Joint Council (NJC) for Local Government Services, and as amended locally.

#### **Craft Employees**

The Terms and conditions for NJC staff are determined by the National Joint Council (NJC) for Craft and Associated Employees, and as amended locally.

#### **Teachers**

The terms and conditions for Teachers are as set out in the School Teachers Pay and Conditions Document.

#### **Soulbury Staff**

The Soulbury Committee determines the national salary framework for Soulbury staff and terms and conditions, as amended locally.

#### **Youth Workers**

The terms and conditions for Youth Workers are as determined by the Joint Negotiating Committee (JNC) for Youth and Community Workers, and as amended locally.

#### **Coroners**

The terms and conditions for Coroners are set by the Joint Negotiating Committee for Coroners, and as amended locally.

## PAY POLICY STATEMENT - ANNEX D

## Council Employees in Salary Bands as at 31.3.11

Grade Bandings	Population	Women		BME			Disability		
		No	%	No	ND	%	No	ND	%
RG1 Up to £14,733	31	18	58.1%	5	0	16.1%	0	0	0.0%
RG2 £16,054	469	351	74.8%	83	11	18.1%	11	6	2.4%
RG3 £19,126	466	356	76.4%	56	26	12.7%	15	43	3.5%
RG4 £23,708	663	416	62.7%	90	10	13.8%	20	53	3.3%
RG5 £28,636	392	278	70.9%	47	16	12.5%	8	36	2.2%
RG6 £32,800	257	162	63.0%	33	14	13.6%	6	24	2.6%
RG7 £38,042	295	197	66.8%	26	8	9.1%	5	17	1.8%
RG8 £43,396	155	88	56.8%	18	5	12.0%	3	11	2.1%
RG9 £48,753	60	43	71.7%	6	2	10.3%	2	2	3.4%
RG10 £52,393	44	25	56.8%	2	0	4.5%	2	3	4.9%
Above £52,393	63	35	55.6%	2	1	3.2%	1	6	1.8%
	2895	1969	68.0%	368	100	13.2%	73	201	2.7%

- 1 - Based on 2010/11 pay bands and earnings
- 2 - As a proportion of employees who have made a positive declaration
- 3 - Excludes schools

PAY POLICY STATEMENT - ANNEX E

PENSION DISCRETIONS STATEMENT

EMPLOYER DISCRETIONS - STATEMENT OF POLICY

LOCAL GOVERNMENT PENSION SCHEME REGULATIONS 2007 (as amended)

The employer known as Reading Borough Council has prepared this written statement of policy in relation to its exercise of certain discretionary functions available under the above regulations.

---

**PART A - Formulation of policy in accordance with Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2007 (as amended)**

Regulations in this part refer to the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 (as amended)

**1. Regulation 12 - Power of an employing authority to increase total membership of active members.**

An employer may resolve to increase the total membership of an employee at any time whilst he is an active member of the Scheme with them. The maximum additional membership period that can be awarded is 10 years.

The employer must pay to the Pension Fund, within one month from the date that any additional membership is awarded (or such longer period as agreed between the employer and the administering authority), a sum as calculated in accordance with guidance issued by the Government Actuary.

**Employer's policy**

*a) Reading Borough Council has resolved to consider the scheme for augmentation in Regulation 12 ONLY as an exception, subject to the following criteria:*

- i. where employment is terminated on grounds of redundancy or in the interests of the efficient exercise of the authority's functions, AND*
- ii. where the employee has accrued 25 years' service in the LGPS (including service transferred in from the Teachers' Pension Scheme, but excluding any other transferred service); AND:*

*where the following factors indicate an exceptional case:*

- i. significant and exceptional benefits to be gained for the Council in short or long term financial implications*
- ii. significant and exceptional benefits to be gained for the Council in service performance or business transformation opportunities;*

**OR:**

*iii. on compassionate grounds in cases of exceptionally difficult personal or domestic circumstances*

---

## 2. Regulation 13 - Power of employing authority to award additional pension

An employer may resolve to award an employee, at any time whilst he is an active member of the Scheme with them, additional pension of not more than £5,000 a year payable from the same date as his pension is payable under any provisions of the Local Government Pension Scheme Regulations.

Additional pension may be paid in addition to any increase increase of membership under regulation 12 of the LGPS (Benefits, Membership and Contributions) Regulations 2007 (as amended).

The employer must pay to the Pension Fund, within one month from the date that any additional membership is awarded (or such longer period as agreed between the employer and the administering authority), a sum as calculated in accordance with guidance issued by the Government Actuary.

### Employer's policy

- a) Reading Borough Council has resolved not to adopt this discretion at this time.*
- 

## 3. Regulation 18 - Flexible retirement

A member who has attained the age of 55 and who, with his employer's consent, reduces the hours he works, or the grade in which he is employed, may make a request in writing to the appropriate administering authority to receive all or part of his benefits under the Regulations, and such benefits may, with the employer's consent, be paid to him notwithstanding that he has not retired from that employment.

If the payment of benefits takes effect before the member's 65<sup>th</sup> birthday they will be reduced in accordance with guidance issued by the Government Actuary unless the employer agrees to waive, in full or in part, any such reduction at their cost.

### Employer's policy

- a) Reading Borough Council has resolved that it will give such an opportunity to its employees. Flexible Retirement under this discretion will be subject to an agreed policy framework.*
- b) Reading Borough Council has resolved that waiving actuarial reduction in full or in part will only be considered where there will be a sufficient financial or other benefit to the authority. An exception to this requirement is the employee's exceptionally difficult personal or domestic circumstances.*
-

#### 4. Regulation 30 - Choice of early payment of pension

If a member leaves a local government employment before he is entitled to the immediate payment of retirement benefits, once he has attained the age of 55 he may choose to receive payment of them immediately. A choice by a member aged less than 60 is ineffective without the consent of his employer or former employer and the employer must pay to the Pension Fund a sum representing the capital cost of releasing those benefits early.

His pension must be reduced by the amounts shown as appropriate in guidance issued by the Government Actuary although the employer may determine on compassionate grounds to waive the actuarial reduction.

##### Employer's Policy

a) *Reading Borough Council has resolved that such an election will only be considered where there will be a sufficient financial or other benefit to the authority.*

*Exceptions to this requirement*

- (i) that the immediate payment of benefits may be made at no cost to the Council OR*
- (ii) the employee or ex-employee's exceptionally difficult personal or domestic circumstances*

b) *Reading Borough Council has resolved that, where the Regulations provide for actuarial reduction, this will normally be applied except where the authority approves on compassionate grounds that there will be no such reduction.*

c) *Reading Borough Council has further resolved that, in this context, "compassionate grounds" will nearly always be those arising out of very difficult personal or domestic circumstances.*

---

#### PART B - Formulation of policy in accordance with further discretions under the Local Government Pension Scheme (Administration) Regulations 2007 (as amended)

Regulations in this part refer to the Local Government Pension Scheme (Administration) Regulations 2007 (as amended)

#### 5. Regulation 16 - Re-employed and re-joining deferred members

Where a deferred member becomes an active member again before becoming entitled to the payment of those deferred retirement benefits, he may elect to have his former deferred membership aggregated with his current active membership on or after the date that he again becomes an active member. An election must be made within 12 months from the date that the member re-joins the Local Government Pension Scheme or such longer period as his employer may allow.

It is worth noting that if the member has more than one former period of deferred membership, it is only the most recent deferred membership period that can be aggregated with his current active membership unless earlier periods of deferred

membership have already been aggregated with the most recent period of deferred membership.

**Employer's policy**

- a) *Reading Borough Council has resolved that it will give such an opportunity to its employees.*
  - b) *Reading Borough Council has resolved not to extend the time limit for election beyond 12 months.*
- 

**6. Regulation 22 - Applications to make absence contributions**

This provides for a scheme member to pay optional contributions, for a period of unpaid absence from work, within 30 days of returning to, or of ceasing, employment. The employer can agree to extend this time limit.

**Employer's policy**

- a) *Reading Borough Council has resolved to extend that time limit to three months, whether or not the employee is still its employee at the time of election.*
- 

**7. Regulation 25 - Additional Voluntary Contributions (AVCs) and Shared Cost Additional Voluntary Contributions (SCAVCs)**

An active member may elect to pay AVCs into a scheme established under contract between his appropriate administering authority and a body approved for the purposes of the Finance Act 2004.

Under paragraph 3 of this regulation an employer can, at its discretion contribute to the AVC scheme and where they do the AVC scheme is known as a shared cost additional voluntary contributions arrangement and contributions to it as SCAVCs.

**Employer's policy**

- a) *Reading Borough Council has resolved not to adopt this discretion at this time.*
- 

**8. Regulation 83 - Inward transfers of pension rights**

This provides that an active scheme member may elect to transfer into the Local Government Pension Scheme relevant pension rights held elsewhere. The member must request the transfer of such rights in writing within 12 months of becoming a member of the Local Government Pension Scheme or such longer period as the employer may allow.

**Employer's policy**

- a) *Reading Borough Council has resolved that it will give such an opportunity to its employees.*
  - b) *Reading Borough Council has resolved not to extend the time limit for election beyond 12 months.*
- 

**9. Regulation 57(5)(c) - Notification of decisions under regulation 58**

Responsibility for determinations under the first stage of the Internal Disputes Resolution Procedure rests with a "specified person" appointed by the (former) employer of a scheme member.

**Employer's policy**

The specified person for this employer is:

Name:	David Peasley
Job Title:	Director and Council Manager
Address:	Civic Centre, READING, RG1 7TD

---

**PART C - Formulation of policy with regard to Regulation 5 of the Local Government Pension Scheme Regulations (Benefits, Membership and Contributions) Regulations 2007 (as amended)**

**10. Regulation 5 - Contributions payable by active members**

An active member shall make contributions to the Scheme at the contribution rate from his pensionable pay in each employment in which he is an active member. The contribution rate to be applied to his pensionable pay in any financial year (starting with 1<sup>st</sup> April 2008) is the rate determined by the employer to represent the assumed pensionable pay for the forthcoming year.

Where there is a material change to a member's pensionable pay in the course of a financial year, the employer may re-determine the contribution rate to be applied in his case.

**Employer's policy**

- a) *Reading Borough Council has resolved not to re-determine the contribution rate in the course of the financial year.*
  - b) *The exception to this will be where a member requests a review of his/her contribution rate as a result of a material change in pensionable pay.*
-

**PART D - Formulation of policy with regard to Regulation 9 of the Local Government Pension Scheme (Transitional Provisions) Regulations 1997**

**9. Regulation 9 - Women with membership before 6<sup>th</sup> April 1988**

This regulation provides for the employer accepting all married female scheme members have made an election to provide their husbands with a widower's pension for any relevant service (unless the employee states in writing that she does not wish such an election to be provided).

**Employer's policy**

- a) *Reading Borough Council has resolved that it should accept that all married female scheme members have made such an election with the proviso that any employee may elect otherwise.*
- 

It is understood that the above discretions are applicable to all eligible members of the Scheme. The Scheme rules allow for a revised statement to be issued at least one month in advance of the date that the new policy takes effect. The revised statement must be sent to the administering authority and publish its statement as revised.

The policies made above:

- i) Must have regard to the extent to which the exercise of the discretions could lead to a serious loss of confidence in the public service;
- ii) Will not be used for any ulterior motive;
- iii) Will be exercised reasonably;
- iv) Will only be used when there is a real and substantial future benefit to the employer for incurring the extra costs that may arise;
- v) Will be duly recorded when applied.

Signed on behalf of the Employing Authority:



Name in Block Capitals: ANNE BURTON

Position: HEAD OF HR

Employing Authority: READING BOROUGH COUNCIL

Date: MARCH 2012

# READING BOROUGH COUNCIL

## REPORT BY DIRECTOR OF RESOURCES

TO:	COUNCIL		
DATE:	27 MARCH 2012	AGENDA ITEM:	8
TITLE:	COUNCILLORS' ALLOWANCES AND PENSION SCHEME FOR COUNCILLORS		
LEAD COUNCILLOR:	COUNCILLOR LOVELOCK	PORTFOLIO:	LEADER OF THE COUNCIL
SERVICE:	COUNCILLOR SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICER:	AMY BRYAN	TEL:	0118 937 2368
JOB TITLE:	COMMITTEE ADMINISTRATOR	E-MAIL:	amy.bryan@reading.gov.uk

### 1. EXECUTIVE SUMMARY

- 1.1 Further to Minute 76 of the Council's meeting on 29 March 2011, this report recommends that the Council consider the findings of the Independent Remuneration Panel and to adopt a scheme of Councillors' Allowances for the financial year 2012/13 and a pension scheme for councillors.
- 1.2 The Independent Remuneration Panel meets annually to consider a scheme of allowances and pensions for councillors and to make recommendations to Council. The Panel has recommended that the total budget for Councillors' allowances and the levels of allowances for all councillors should stay at the same level as set for 2011/12. The overall budget should therefore be £448,597 in respect of councillors' allowances; basic allowance for all councillors should remain set at £8,220 per annum; and the remainder of the budget should be split between the Leader, Deputy Leader and recipients of special responsibility allowances as set out in paragraph 3 of this report.
- 1.3 The Panel also considered and made recommendations with regard to travel allowances (remain unchanged); subsistence allowances (uprate in line with the officer scheme); Dependant Carer's Allowance (remain unchanged); Co-optees' Allowances (remain unchanged) and that councillors should have access to the cycle to work scheme. They also noted that fourteen councillors were in the local government pension scheme for councillors and agreed that the scheme should remain unchanged for 2012/13.
- 1.4 In relation to travel allowances, the Personnel Committee on 19 July 2011 agreed to increase car allowance rate for Council officers, to 45p per mile, whilst retaining the 25p per mile rate for Councillors. The Remuneration Panel did not give any detailed consideration to travel allowances, and did not recommend any increase for 2012/13.
- 1.5 The Public Notice of the Remuneration Panel's Findings is attached at **Appendix A**. The minutes of the Remuneration Panel on 10 January 2012 are attached at **Appendix B**.

## 2. RECOMMENDED ACTION

- 2.1 Council is asked to consider the report of the Independent Remuneration Panel and to adopt a scheme of Councillors' Allowances for the period 1 April 2012 to 31 March 2013 in line with the findings of the Remuneration panel set out at Appendix A.
- 2.2 Councillor Lovelock will move a motion at the meeting.

## 3. POLICY CONTEXT

3.1 The Council on 29 March 2011 agreed a scheme for Councillors' Allowances for 2011/12, with the following features:

- (i) The total amount to be spent on Councillors' Allowances in 2011/12 to be £448,597;
- (ii) The level of basic allowance to be paid to each councillor for 2011/12 to be £8,220 per annum.
- (iii) That the remaining £70,477 be spent on special responsibility allowances (SRA) to be paid at the following levels to the office holders as specified below:

Office Holder	Level of SRA pa
Leader of the Council	£7,004
Deputy Leader of the Council	£5,722
Tier One to be paid to the Lead Councillors serving on the Cabinet and to the Leader of the main opposition group.	£3,816
Tier Two to be paid to the Chairs of Scrutiny Panels, Committees and the Leader of the other political groups.	£2,147
Tier Three to be paid to other Councillors carrying out other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance under Paragraphs 5(1)(i) of the Local Authorities (Members' Allowances) (England) Regulations 2003	£1,074

(iv) Councillors may claim for the cost of a carer to look after children or disabled or elderly dependent relatives whilst undertaking approved duties on behalf of the Council as follows:

- Up to £7.18 per hour for childcare, up to 15 hours per week;
- Up to £7.18 per hour for the carer of a disabled or elderly dependent relative (including a disabled child), up to 15 hours per week;

and provided that the above claims were supported by a signed receipt from the carer confirming the hours and amount claimed and that the carer was not a close relative. These allowances are taxable.

(v) An approved duty is defined as follows:

- a meeting of the executive
- a meeting of a committee of the executive
- a meeting of the authority

- a meeting of a committee or sub-committee of the authority
- a meeting of some other body to which the authority makes appointments or nominations
- a meeting of a committee or sub-committee of a body to which the authority makes appointments or nominations
- a meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

3.2 It was reported at the meeting of the Policy and Implementation Committee on 14 March 2000 that in future years the Council's Member allowances schemes would be uprated in line with the national pay award for Council employees. This did not happen in 2010/11 when the Annual Council meeting, on 25 May 2010, resolved to reduce by 10% the level of special responsibility allowances. The national employers have, to date, indicated their intention not to make a pay award to Council employees this year.

3.3 The Council, on 13 November 2001, set up an independent Remuneration Panel to review annually the Council's scheme for Councillors' Allowances and to make recommendations for a scheme of allowances to include:

- i) the amount of basic allowance to be paid to all Councillors
- ii) the duties in respect of which Councillors should receive a special responsibility allowance, and the amount of such an allowance
- iii) allowances for the care of children or dependants.

3.4 The Remuneration Panel was set up to include at least three and no more than five independent members appointed to represent the following stakeholders with the Council. Its membership is:

- Local business community  
Paul Briggs, Thames Valley Chamber of Commerce
- Local trades union movement  
Brian Revell, Unite
- Local voluntary sector  
Francis Connolly, former CIC member
- A person with past experience of local government  
Annette Hendry

#### **4. THE PROPOSAL**

4.1 The Remuneration Panel considered a 2012/13 scheme on 10 January 2012.

4.2 The Panel considered:

- (1) A copy of the report to Council on 29 March 2011 on Councillors' Allowances, including the findings of the Remuneration Panel on 6 January 2011;
- (2) Minutes of the Remuneration Panel on 9 September 2010 and 6 January 2011;
- (3) Public Notice of the Scheme for Councillors' Allowances, 2011-12
- (5) The Council's full scheme of Councillors' Allowances, 2011-12;
- (6) Subsistence rates for staff, provided by South East Employers;
- (7) South East Employers Members' Allowances Survey 2011-12 - Unitary and Berkshire Findings;
- (8) An extract of the Minutes from Personnel Committee on 19 July 2011.

4.3 The Panel's findings are set out at Appendix A.

#### **Councillors' Allowances**

- 4.4 With regard to the scheme for the financial year 2012/13, the Panel has recommended that the total budget for councillors' allowances be kept at the same level as the 2011/12 allowances budget. The Panel wanted it noted that Reading Borough Council's special responsibility allowances were still amongst the lowest compared with similar other local authorities and did not reflect the responsibilities of the posts.
- 4.5 The Panel has recommended that subsistence allowances for councillors, for breakfast, lunch, tea and evening meal, should be increased in line with those for officers. These will be issued by April 2012.
- 4.6 The Panel also considered travel allowances which they recommended should remain unchanged for 2012/13, as should the Dependant Carer's Allowance. This report recommends that the rate for car allowances remain at 25p per mile for 2012/13, as was agreed at Personnel Committee on 19 July 2011, although it was noted that car allowances for staff are currently set at 45p per mile.

#### **Pensions**

- 4.7 The Panel noted that fourteen councillors had currently taken up membership of the pension scheme for Councillors. They noted that the cost of the pension scheme should be kept under review but that the Councillors' Pension Scheme remain unchanged for 2012/13.

#### **5. CONTRIBUTION TO STRATEGIC AIMS**

- 5.1 The provision for the payment of allowances to Councillors gives local authorities the scope to set allowances schemes to suit local needs and to help ensure that Councillors are not financially disadvantaged in serving as elected Members.
- 5.2 Ensuring Councillors are recompensed fairly for their services will help to attract candidates of high calibre and help to retain them, thereby enhancing the stability and experience of Reading's elected Councillors.

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

None.

## 7. LEGAL IMPLICATIONS

### Members' Allowances

7.1 The Local Government Act 2000 requires local authorities to set up and maintain an independent Remuneration Panel to make recommendations to the authority concerning the allowances to be paid to elected members.

7.2 The relevant regulations governing the payment of allowances to elected members are:

- The Local Authorities (Members' Allowances) Regulations 1991 No. 351
- The Local Authorities (Members' Allowances) (Amendment) Regulations 1995 No. 553
- The Local Authorities (Members' Allowances) (Miscellaneous Provisions) Regulations 2001
- Local Authorities (Members' Allowances) (England) Regulations 2001
- The Local Authorities (Members' Allowances) (England) Regulations 2003
- The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003.

7.3 The Local Government Act 2000 (Commencement No 6), made on 15 February 2001, brought into force from 19 February 2001 all the provisions of the Local Government Act 2000 which relate to allowances except the abolition of attendance allowance which was abolished from 28 July 2001.

7.4 The relevant regulations came into force on 4 May 2001 and from that date local authorities have been under a duty to set up an independent Remuneration Panel. Any decision to amend, revoke or replace an allowances scheme will have to be taken having regard to the recommendations of the Panel. This will apply to the Council's current scheme, which will expire on 31 March 2012.

7.5 Under Regulation 2(5) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, the adoption of the Councillors' Allowances scheme may not be the responsibility of the executive of the authority. Regulation 2(7) goes further and states that the Council may not delegate this function to a Committee or to an officer. The Council has to take all decisions relating to the adoption of its Scheme of Councillors' Allowances: this includes the consideration of the recommendations made by its independent Remuneration Panel for Members to be included in the pension scheme.

### Publicity

7.6 The Regulations place a number of duties on a local authority in connection with publicising details on allowances paid to its elected members, including making copies of the Remuneration Panel's report available for public inspection as soon as is reasonably practicable. Members of the public are entitled to have a copy of the report on payment of a reasonable fee. The Council must publish a notice in at least one local newspaper stating the Council has received recommendations from the Panel, that the report is available for public inspection at its principal offices and describing the main features of the Panel's recommendations, including the level of allowances the Panel has recommended. This notice is attached at Appendix A, and was published in the Evening Post on 22 February 2012.

7.7 The Regulations also require the authority to publish two more sets of information. First, the authority must publish the scheme of Councillors' Allowances that it adopts, to the same rules as for publishing the findings of the Remuneration Panel. This will be done in April 2012. Secondly, the authority must publish the total sums paid by it to each Councillor under its

scheme as soon as practicable after the end of the financial year in question: this will include dependant carers' allowance, and travel and subsistence payments. This will be done in May 2012.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 The 2011/12 budget for Members' Allowances was £456,400 plus NI contributions. The budget for 2012/13 is not increased.
- 8.2 The cost to the Council of employers' contributions to those Councillors who are members of the Berkshire superannuation scheme is approximately £12,000 a year. It is recommended that in 2012/13 any savings should be used to make provision for meeting this cost.

## **9. BACKGROUND PAPERS**

- 9.1 The Local Authorities (Members' Allowances) (England) Regulations 2003  
The Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2003.



## READING BOROUGH COUNCIL

### SCHEME FOR COUNCILLORS' ALLOWANCES - 2012/13

#### FINDINGS OF REMUNERATION PANEL: 10 JANUARY 2012

Reading Borough Council has received recommendations from an independent Remuneration Panel in respect of the scheme of allowances to be paid by the authority to Councillors for the financial year 2012-13. The Council will consider these recommendations at a future meeting.

The Panel's recommendations are set out below.

#### RECOMMENDATIONS OF REMUNERATION PANEL

- (1) That, for 2012-13, the total sum for the payment of Basic and Special Responsibility Allowances to Councillors remain at the same level as set for 2011-12 at £448,597;
- (2) That, within this total sum, the provision for the payment of Basic Allowance to all Councillors remain at £378,125; and the Basic Allowance paid to individual Councillors remain the same at £8,220 a year;
- (3) That the Special Responsibility Payments remain the same, as follows:
  - (a) the amount paid to the Leader be £7,004;
  - (b) the amount paid to the Deputy Leader be £5,722;
  - (c) the amount paid to SRA Tier 1 be £3,816;
  - (d) the amount paid to SRA Tier 2 be £2,147;
  - (e) the amount paid to SRA Tier 3 be £1,074.
 No councillor shall receive more than one Special Responsibility Allowance;
- (4) That the existing categorisation of tiers should remain unchanged, as follows:
  - Tier 1 to be paid to the Lead Councillors serving on the Cabinet and to the Leader of the main opposition Group
  - Tier 2 to be paid to the Chairs of Scrutiny Panels, Committees and the Leader of the other political groups
  - Tier 3 to be paid to other Councillors carrying out other activities in relation to the discharge of the authority's functions as require the commitment of equivalent time and effort as for other categories of activity which would qualify for Special Responsibility Allowance under Paragraph 5(1)(i) of the Local Authorities (Members' Allowances) (England) Regulations 2003;
- (5) That the 2012-13 arrangements for the payment of Dependent Carers' Allowance remain unchanged as follows:
  - (a) Up to £7.18 per hour for childcare for up to 15 hours a week;
  - (b) Up to £7.18 an hour towards the cost of a care attendant for an elderly or disabled relative (including a disabled child) for up to 15 hours a week;

The person providing the care may not be a close relative defined as spouse, partner (opposite or same sex cohabitantes), parents, children, brothers, sisters, grandparents and grandchildren. The paid care attendant must sign a receipt to show that they have cared for the dependent during the hours claimed for;

- (6) That, subject to (8) below, the level of subsistence allowances, with the exception of overnight subsistence, remain the same provision as officers receive, when the information becomes available. The allowances for 2011/12 were as follows:
  - Subsistence
    - Breakfast allowance £7.14
    - Lunch allowance £9.86
    - Tea allowance £3.90
    - Evening meal allowance £12.21
    - Overnight subsistence £82.21 a day outside London and £93.77 a day in London or at LGA Annual Conferences
- (7) That the level of travel allowances remain unchanged, as follows:
  - Travel by Councillor's own motor vehicle - 25 pence per mile
  - Travel by Councillor's own bicycle - 32 pence per mile
  - Travel by Councillor's own motorcycle - 34.5 pence per mile
  - Bus travel - cost of the ordinary fare, cheap fare or portion of any weekly ticket;
- (8) That the subsistence limits referred to in (6) above be exceeded in exceptional circumstances at the discretion of the Monitoring Officer, e.g. to enable a Councillor and an officer attending a conference to stay at the same accommodation, subject to there being sufficient budget provision;
- (9) That provision for Co-optees' Allowances are payable solely to non-councillor members of the Standards Committee attending meetings of the Committee or any Sub-Committee set up by the Committee as part of its process of assessing, investigating and hearing complaints about Councillors; the allowances to be paid at the daily rate equivalent of the Councillors' Basic Allowance; and the Monitoring Officer to be authorised to settle the rate to be paid on each occasion;
- (10) That the Standards Committee be authorised, pursuant to Regulations issued under Part III of the Local Government Act 2000:
  - to suspend the payment of all allowances to a Councillor where the Committee has determined to suspend that member from being a member of the authority, for the duration of that suspension;
  - to suspend the payment of Special Responsibility Allowance to a Councillor where that Committee has determined to partially suspend that Councillor from particular functions or responsibilities which carry entitlement to Special Responsibility Allowance, for the duration of that partial suspension;
- (11) That the cycle to work scheme remain available to Councillors;
- (12) That the Panel continue to review the scheme of Councillors' Allowances on an annual basis;
- (13) That the Councillors' Pension Scheme remain unchanged.

## REMUNERATION PANEL - 10 JANUARY 2012

Remuneration Panel Members: F Connolly  
A Hendry  
B Revell

## SCHEME OF COUNCILLORS' ALLOWANCES, 2012-13

The Panel considered a scheme of Councillors' Allowances for 2012-13. The following documents had been circulated and were considered by the Panel as part of their deliberations:

- (1) A copy of the report to Council on 29 March 2011 on Councillors' Allowances and Pension Scheme for Councillors, including the findings of the Remuneration Panel on 6 January 2011;
- (2) The Minutes of the Remuneration Panel held on 9 September 2010 and 6 January 2011;
- (3) Public Notice - Scheme for Councillors' Allowances - 2011/12
- (4) The Council's full scheme of Councillors' Allowances - 2011/12
- (5) Subsistence rates for staff, provided by South East Employers - 2011/12;
- (6) South East Employers Members' Allowances Survey 2011/12 - Unitary and Berkshire Findings;
- (7) Extract of Minutes of Personnel Committee held on 19 July 2011.

The Panel noted the Council's current financial difficulty and therefore recommended no increase in the scheme of Councillors' allowances for 2012-13. However, the Panel noted that the rates for Special Responsibility Allowances were amongst the lowest when compared with similar local authorities and did not reflect the responsibilities of the posts.

The Panel reviewed the pension scheme available to Councillors and it was noted that 14 Councillors were now part of the scheme. The Panel recommended that the Councillors' Pension Scheme remain unchanged for 2012/13 but that the overall cost of the scheme be continually reviewed.

[Findings of the Panel are set out in Appendix A]

READING BOROUGH COUNCIL

REPORT BY THE MONITORING OFFICER

TO:	COUNCIL		
DATE:	27 MARCH 2012	AGENDA ITEM:	9
TITLE:	ADDITIONAL MEETING OF COUNCIL - CIVIC HEADQUARTERS RELOCATION		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	LEADER
SERVICE:	LEGAL AND DEMOCRATIC SERVICES	WARDS:	BOROUGH-WIDE
LEAD OFFICER:	MICHAEL POPHAM	TEL:	0118 9372153 / 72153
JOB TITLE:	DEMOCRATIC SERVICES MANAGER	E-MAIL:	<a href="mailto:michael.popham@reading.gov.uk">michael.popham@reading.gov.uk</a>

1. PURPOSE AND SUMMARY OF REPORT

- 1.1 Further to Minute 38 of the special Council meeting held on 1 December 2009, the Civic Board has recommended that a further special Council meeting to consider the development proposal for the relocation of the Civic headquarters building should be held on Tuesday 29 May 2012. The purpose of the meeting will be to consider a report to provide an update on progress since the December 2009 meeting, and to consider the options for taking the relocation and development of the civic area forward.
- 1.2 As in 2009, to ensure that this meeting focuses on this important matter, it is recommended that Council should agree to suspend the Council Procedure Rules (Standing Orders) to limit the agenda for this meeting to the report on the Civic Offices relocation; to suspend the Standing Orders concerning the rules of debate to enable officers to be questioned by Councillors; and to restrict the Standing Orders concerning petitions and questions (SOs 8-11) to this specific item. This report also recognises that part of the discussion on the Civic Headquarters relocation may involve consideration of exempt (commercially sensitive) information under paragraph 3 of Schedule 12A of the Local Government Act 1972 and should therefore take place without the press and public being present (Part 2). In order to inform the final decision, this Part 2 discussion will need to take place at the start of the meeting.
- 1.3 In order to restrict the agenda to the Civic Offices relocation, this report recommends that motions under Standing Order 7 "Motions which need to be submitted in writing before the meeting" should not be accepted for this meeting; nor should any recommendations under Standing Order 13 "Consideration of Recommendation from Cabinet, Committees and Overview and Scrutiny Commissions. Standing Order 5(2)(d) will also need to be suspended for this meeting as the Minutes of the last meeting due to be held on 23 May 2012 will not be available for the Mayor to sign as a correct record.

- 1.4 The suspension of the Standing Orders applying to Council meetings is permitted by Standing Order 26 "Suspension of Standing Orders". However, the Council must pass a resolution, at a meeting of the Council, where at least two-thirds of the Councillors present, at the time of the vote, give permission to do so.

## 2. RECOMMENDED ACTION

- 2.1 That an additional meeting of Council be held on Tuesday 29 May 2012, starting at 6.30pm, to consider and determine the proposal for the relocation of the Civic headquarters building.
- 2.2 That pursuant to Standing Order 26, Standing Orders 8-11 be restricted only to the consideration of any petitions and questions relating to the relocation of the Civic Offices at the additional meeting of the Council due to take place on 29 May 2012.
- 2.3 That the permissions and requirements under Standing Orders 5(2)(d), 7, 13 and 14 be suspended at the additional meeting of the Council due to take place on 29 May 2012.
- 2.4 That the business of the additional meeting of the Council due to take place on 29 May 2012 be as follows:
- (a) Declarations of interest
  - (b) Exclusion of press and public under Section 100A of the Local Government Act 1972 (as amended)
  - (c) To consider a report on the Civic Headquarters Relocation (Part 2)
  - (d) Mayor's Announcements
  - (e) To receive petitions on the Civic Headquarters Relocation proposal
  - (f) To receive questions from members of the public on the Civic Headquarters Relocation proposal;
  - (g) To receive questions from Councillors on the Civic Headquarters Relocation proposal;
  - (h) To consider a report on the Civic Headquarters Relocation (Part 1).