



NOTICE OF MEETING

Employment Committee

Wednesday 14 December 2016, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Bracknell

To: Employment Committee

Councillor McLean (Chairman), Councillor Allen (Vice-Chairman), Councillors Angell, Mrs Birch, Leake, Ms Miller, Mrs Temperton, Virgo and Worrall

Non-Voting Co-optee

Councillor Heydon

cc: Substitute Members of the Committee

Councillors Brossard, Dudley and Mrs Hamilton

ALISON SANDERS

Director of Corporate Services

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Published: 5 December 2016



Employment Committee
Wednesday 14 December 2016, 7.30 pm
Council Chamber, Fourth Floor, Easthampstead House,
Bracknell

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AGENDA

Page No

1. **Apologies**

To receive apologies for absence and to note the attendance of any substitute members.

2. **Declarations of Interest**

Any Member with a Disclosable Pecuniary Interest or an Affected Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

3. **Minutes from previous meeting**

To approve as a correct record the minutes of the meeting of the Committee held on 5 October 2016.

5 - 8

4. **Urgent Items of Business**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

5. **Update from the Chairman of the Local Joint Committee**

A verbal update from the Chairman of the Local Joint Committee.

6. **Minutes of Sub Groups**

The Committee is asked to note the minutes of the Local Joint Committee held on 6 July 2016 and 5 October 2016.

9 - 16

The Committee is also asked to receive the notes of the meeting of the Health and Safety Panel held on 9 November 2016.

7. **Annual Update of the Council's Pay Policy Statement and Annual Review of the Bracknell Forest Supplement**

- To recommend that Council agree the Pay Policy Statement for 2017/18 and agree that the level of the Bracknell Forest Supplement from 1 April 2017 be aligned with the non-statutory “Living Wage” which is now £8.45ph. 17 - 52
8. **Amendment to Relocation Policy**
- To agree the changes to the relocation policy, which is attached as Appendix A. 53 - 66
9. **Exclusion of Public and Press**
- To consider the following motion:
- That pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:
- (1) Information relating to any individual (Item 10 and 11).
10. **Environment, Culture & Communities Regulatory Services**
- Subject to any redeployment opportunities offered to those affected, agree that the three post holders be declared redundant in accordance with the dates and terms set out in Exempt Annex 2. 67 - 80
11. **Legal Services**
- To approve the deletion of an Assistant Borough Solicitor post by reason of redundancy on the terms set out in exempt Annex 1. 81 - 86

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**EMPLOYMENT COMMITTEE
5 OCTOBER 2016
7.30 - 8.40 PM**



Present:

Councillors McLean (Chairman), Allen (Vice-Chairman), Angell, Mrs Birch, Leake, Mrs Temperton and Worrall

Apologies for absence were received from:

Councillors Ms Miller and Heydon.

9. Declarations of Interest

There were no declarations of interest.

10. Minutes from previous meeting

RESOLVED that the minutes of the meeting of the Committee held on 6 July 2016 be approved as a correct record and signed by the Chairman.

11. Urgent Items of Business

There were no items of urgent business.

12. Update from the Chairman of the Local Joint Committee

The Chairman of the Local Joint Committee reported that the meeting of the Committee earlier in the day had gone well. He stated that the trade unions had made the following comments:

- Trade union representatives had noted that the Relocation Policy was not open to all staff.
- Trade union representatives expressed their appreciation for the way in which information had been shared with them around the Transformation work.

It was agreed that the minutes of the last two Local Joint Committee meetings be added to the agenda of the next Employment Committee meeting.

13. Amendment to Relocation Policy

The Chief Officer: Human Resources reported that a number of minor changes were being proposed to the Council's Relocation Policy to modernise it. The focus of the Policy would be posts that were difficult to recruit to.

The Policy now recognised that all applicants may not be in a position to relocate when they accept a post, they may wish to rent a small flat locally to avoid uprooting their family. The Policy now recognised this and allowed the individual to lodge in the local area.

The Chief Officer: Human Resources reported that this Policy had not been utilised heavily in previous years, for example in 2014/15 £14,000 was utilised. Recent experience of nationwide recruitment exercises reflected that the recruitment process would not have been successful if this policy was not in place.

Members felt that the first paragraph under eligibility on page 14 was confusing. The Chief Officer: Human Resources stated that officers were keen to reflect that there were no grade barriers and that the policy was open to all posts but subject to the post qualifying for assistance.

Members queried why (h) on page 15 referred to both a 40 mile radius and 50 mile radius. The Chief Officer: Human Resources reported that this had been in the current policy and had not been revised. She agreed to look into this.

In response to Members' queries, the Chief Officer reported that once an employee had received £8k under this policy, they could not claim anymore relocation costs. Some Members expressed concern that after claiming £8k in relocation costs, an employee could then sell their home and legitimately claim the Council's Mortgage Subsidy Scheme.

The Chief Officer stated that an employee making a claim for relocation costs would be required to sign a form to state that they were not permitted to apply for the Council's Mortgage Subsidy Scheme. She stated that this part of the policy needed some clarity, as if an employee's circumstances changed within the first year and they decided to sell their home, it may be possible for the employee to claim Mortgage Subsidy from the Council.

The Chairman proposed that this item be **deferred** and brought back to the next meeting of the Committee, with clarification of the points raised above by Members to ensure there was no ambiguity. .

14. **Code of Practice on English Language Requirement for Public Sector Workers**

The Chief Officer: Human Resources reported that the Government had published a draft Code of Practice which covered a requirement for customer facing workers to be fluent in spoken English. It was anticipated that the Code of Practice would be finalised in October 2016. The Code of Practice was intended to support public sector organisations to meet the duty, which was part of the Immigration Act 2016, with minimal burden.

The Chief Officer reported that existing policies and procedures would need to be revised to meet this requirement.

In response to Members queries, the Chief Officer reported that there was no prescribed standard for fluency in English, there would need to be a judgement call made by managers who were recruiting. The Code would only apply to customer facing staff and it was important that it was not discriminatory.

The Chief Officer reported that there was a requirement within most person specifications that employees can communicate effectively with the public. This requirement would need to be met by any new employees. With respect to existing employees, no issues had been identified.

The Committee noted the information report.

15. Annual Performance Report on Retirements and Redundancies

The Chief Officer: Human Resources reported that this was an annual information report that outlined current policy on severance issues and explained any potential for change. The report also detailed the capital costs and savings on early retirements/redundancies and reported on ill health retirements.

The Chief Officer reported that ill health retirements had remained the same as last year; this reflected the rigorous work of the Council's Occupational Health Team. Redundancy figures were anticipated to be higher next year as a result of current budget pressures.

The Committee noted the information report.

16. Monitoring the Council's Workforce 2015/16

The Chief Officer: Human Resources reported that the Council had a legal duty to publish their workforce composition, with the intention of advancing equality of opportunity, eliminating unlawful discrimination and to promote good relations between people. If discriminatory practices were identified, these would be investigated.

The Committee was asked to note the report and endorse and agree the strategy set out in the report which would seek to ensure that the workforce was representative of the population it was serving.

The Committee stated that it was confusing to include fixed term contracts within the figures for the percentage of staff leaving within one year of starting (L131). The Chief Officer reported that as this was a Key Performance Indicator (KPI) that would be used to make comparisons with other local authorities and therefore it could not be altered but that in future years a qualitative explanation be included to clarify this.

In response to Members queries, the Chief Officer reported that there was a need to identify and understand why the rates of ethnic minority staff leaving was typically higher. This was one of the reasons it was important to ensure that all staff were undertaking exit interviews.

The Committee stated that it was key that exit interviews were being carried out and being done properly. Paperwork needed to be incorporated into an automated system where both the manager and employee could record their comments.

The Chief Officer reported that the way in which exit interviews were being carried out was being considered. There was an opportunity with the new HR system to improve the response rate, particularly for those with a difficult relationship with their manager. A near 100% response rate should be achieved by including exit interviews within the leavers checklist and using the new HR system. The new system for starters/leavers should be up and running by April 2017.

In response to Members queries, the Chief Officer stated that if a pattern began to emerge from exit interviews that there were issues relating to a manager, this would be investigated.

The Chairman stated that this was a monitoring report which reflected the position of the Council. It was important to not lose sight of the fact that the best candidate should be recruited, regardless of age, sex or ethnicity.

RESOLVED that the Committee noted the contents of the report and endorsed and agreed the strategy as set out in the report.

CHAIRMAN



**LOCAL JOINT COMMITTEE
6 JULY 2016
4.00 - 4.15 PM**

Present:

Councillors Leake, Allen

David Allais, UNISON

Councillor Ian Leake

Councillor Nick Allen

Apologies for absence were received from:

Lorna Cameron

Nikki Dancey

Councillor David Worrall

53. Declarations of Interest

There were no declarations of interest.

54. Minutes from Previous Meeting

The minutes of the meeting on 10 May 2016 were approved as a correct record.

55. Urgent Items of Business

There were no urgent items of business.

56. Employment Committee: Agenda and Related Matters

Due to non-attendance, this meeting was not quorate and so met in an advisory capacity.

The Committee received and commented on the following reports:

1) Revenue Budget 2016/17 – Employment Implications of Service Changes taken to Public Consultation

The Chief Officer: Human Resources reported on the proposed redundancies in Youth Services and Childrens Services as a result of the savings the Council was required to find. These posts had required further public consultation, and this had closed on 17 May 2016. In Youth Services, there were twelve part time posts being consulted on, equivalent to a 1.88 full time position. Of these twelve posts, four were vacant. There was the potential to redeploy two of the remaining eight staff, leaving six staff to be made redundant. Consultation with affected staff had commenced in January.

Trade union representatives asked whether there had been any representations during the consultation for Childrens Service and it was confirmed that there had not. Trade union representatives stated that although the process was appreciated, redundancies were always a disappointing outcome.

2) Proposed Redundancies – Education Library Service

The Chief Officer: Human Resources introduced the report on Proposed Redundancies in the Education Library Service. It was clarified that the Education Library Service was a shared service between Reading, Slough, West Berkshire, Royal Borough of Windsor and Maidenhead and Bracknell Forest, and that the decision had been made that the service was no longer sustainable. The termination date for the service was 31 August 2016, and this had been decided by the Executive Member on 29 June 2016. A consultation period had not been conducted as the service was not public. Two members of the Education Library Service would be retained until October 2016 to deal with the business of the closure.

57. Matters to be Raised by Trade Unions

No matters were raised, but Trade Union Representatives thanked the Council for engaging them in the ongoing Transformation programme work.

**LOCAL JOINT COMMITTEE
5 OCTOBER 2016
4.00 - 4.35 PM**



Present:

Councillors Leake (Chairman), Allen, Angell and Worrall
David Allais, UNISON
Lorna Cameron, UNISON
Asia Alison, GMB

In Attendance:

Nikki Gibbons, Chief Officer: Human Resources

58. Declarations of Interests

There were no declarations of interest.

59. Minutes from Previous Meeting

The minutes of the meeting on 6 July 2016 were approved as a correct record.

60. Urgent Items of Business

There were no urgent items of business.

61. Employment Committee: Agenda and Related Matters

The Committee received and commented on the following reports:

1) Amendment to Relocation Policy

The Chief Officer: Human Resources reported that some amendments to the Council's Relocation Policy were being proposed as set out in the report. The main change proposed was to remove the requirement of an officer to sell their main home in order to take up their new appointment at Bracknell Forest Council and access the relocation scheme. Instead officers entitled to access the scheme, could claim lodging expenses of up to £80 per week. She reported that the overall limit of up to £8,000 that could be claimed remained unchanged. The Committee noted that this policy was only relevant to difficult to fill posts and that the policy would be applied at the discretion of a Director and/or the Chief Executive. Union representatives noted that the policy was not open to all and the CO:HR confirmed that it was available to hard to fill positions and at the discretion of the Director and or Chief Executive.

2) Code of Practice on English Language Requirement for Public Sector Workers

The Chief Officer: Human Resources reported that the Government had published a draft Code of Practice which covered a requirement for customer facing workers to be fluent in spoken English. It was anticipated that the Code of Practice would be finalised in October 2016. The Code of Practice was

intended to support public sector organisations to meet the duty, which was part of the Immigration Act 2016, with minimal burden.

The Chief Officer reported that this requirement would need to be met by any new employees. With respect to existing employees, no issues had been identified but if any did come to light then a clear complaints process would be utilised ie the existing employment policies.

3) Annual Performance Report on Retirements and Redundancies

The Chief Officer: Human Resources reported that this was an annual information report that outlined current policy on severance issues and explained any potential for change. The report also detailed the capital costs and savings on early retirements/redundancies and reported on ill health retirements.

The Chief Officer reported that ill health retirements had remained the same as last year; this reflected the rigorous work of the Council's Occupational Health Team and more stringent ill health retirement regulations.. Redundancy figures were anticipated to be higher next year as a result of current budget pressures.

4) Monitoring the Council's Workforce 2015-16

The Chief Officer: Human Resources reported that the Council had a legal duty to publish their workforce composition, with the intention of advancing equality of opportunity, eliminating unlawful discrimination and to promote good relations between people. If discriminatory practices were identified, these would be investigated.

The Chief Officer highlighted a number of key performance information including the fact that the figures showed that the gender pay gap was narrowing.

The Committee stated that it would be useful to have some more information on those staff who joined the Council and then left within a year. The Chief Officer stated that more qualitative information could be included in next year's report and could be captured from staff exit interviews. The Chief Officer stated that it was important to ensure that robust processes were in place throughout the Council to ensure that exit interviews were being done. This could be further improved once the new HR system has been implemented as this would enable management information to be more accessible.

The Committee agreed that any new system needed to ensure that the process for exit interviews captured the comments of both the manager and the employee and in those instances where there was a difficult relationship between manager and employee, an option for the employee to have an exit interview with HR.

62. Transformation Update

The Chief Officer: Human Resources reported that she had met with trade union representatives a number of times since the last meeting of the Committee with the Director of Corporate Services and also the Director of Environment, Culture and Communities. Progress had been made by the Transformation Board and a number of gateway reviews had been undertaken. Trade union representatives had been kept informed of progress throughout and they thanks the CO;HR for the engagement so far.

The Chief Officer reported that Unison representatives had raised some issues around the Council wide Support Services Review; the TUs agreed that these issues had now been addressed.

The Leisure Services Review had been discussed with trade union representatives and Asia Allison (GMB) would be attending these meetings in future. The Chief Officer stated that she would be arranging regular meetings with trade union representatives to ensure that they were kept abreast of all developments. She would also ensure that trade union representatives were also advised of to any staff consultation meetings.

Councillor Leake added that he and Councillor Angell would be involved in the review and were keen to reassure the TUs that the process remained proper, transparent and open.

63. Matters to be Raised by Trade Unions

No issues were raised by trade union representatives.

CHAIRMAN

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**HEALTH AND SAFETY PANEL
9 NOVEMBER 2016
3.30 - 3.45 PM**



Present:

Employer's Representatives:

Councillor Tullett (Chairman)
Andy Anderson, Health & Safety Manager
Paul Young, Children, Young People & Learning

Employees' Representatives:

Graham Jackson, NASUWT
Cliff Mandville, ASCL
Tom Wheaton, NUT
David Allais, Unison

Apologies for absence were received from:

Andrew Deacon, Adult Social Care, Health & Housing
Kim Stevens, Environment, Culture & Communities

It was noted that the meeting was inquorate.

20. Minutes and Matters Arising

The minutes of the meeting on 11 November 2015 were approved as a correct record.

21. Corporate Health & Safety Report

The Chairman reminded Panel Members that at their last meeting it had been agreed that the Panel be suspended for 12 months, pending any urgent request from trade unions for an issue to be discussed. 12 months had now passed and there had been no requests from trade unions for a meeting to be convened and health and safety issues were being dealt with effectively through direct liaison with officers and departmental health and safety group meetings.

The Chairman asked Panel Members whether they would be content to recommend that the Health & Safety Panel be disbanded and health and safety issues continue to be tackled through departmental group meetings and with direct liaison with officers. The Chairman referred to the Safety Representatives and Safety Committees Regulations 1977 as the relevant legislation relating to this area.

Panel Members stated:

- That they were content with this approach but would like to be informed of the dates of departmental health and safety meetings so that they were able to feed in any issues and attend as necessary. Andy Anderson confirmed that he would contact chairs of each departmental group to ensure invites to meetings were extended to all trade union representatives.

- It was noted that teacher union representatives would need to be invited to attend Local Joint Committee meetings whenever any health and safety issues relating to teaching staff were raised.

It was **RESOLVED** that;

- i) The Panel recommends to Employment Committee that the Health & Safety Panel be disbanded and that trade union safety representatives be given the right to attend the Departmental Safety Groups and Teacher & Support Staff Association meetings to raise issues of concern in a timely manner.
- ii) It is also recommended that the Employment Committee agrees to assume the function of consulting with recognised trade unions, through the Local Joint Committee, about any health and safety issues which are not resolved at departmental levels and that any health and safety issues arising from Local Joint Committee are referred to Employment Committee.
- iii) Further that trade union representatives be invited or co-opted to meetings of the Local Joint Committee where matters relating to teaching/support staff are to be discussed.

CHAIRMAN

**TO: EMPLOYMENT COMMITTEE
14 DECEMBER 2016**

**ANNUAL UPDATE OF THE COUNCIL’S PAY POLICY STATEMENT AND ANNUAL REVIEW
OF BRACKNELL FOREST SUPPLEMENT
(Director of Corporate Services – Human Resources)**

1 PURPOSE OF REPORT

- 1.1 Since 2012, and in accordance with the 2011 Localism Act, the Council has been required to publish a Pay Policy Statement. The Statement is also aligned with the requirements of the Transparency Regulations.
- 1.2 In accordance with the decision taken by the Employment Committee in its report of 14 February 2014, this report also addresses the third annual reassessment of the Bracknell Forest Supplement which will take effect from 1 April 2017.

2 RECOMMENDATIONS

That the Employment Committee:

- 2.1 Recommend that Council agree the Pay Policy Statement for 2017/18.**
- 2.2 Agree that the level of the Bracknell Forest Supplement from 1 April 2017 be aligned with the non-statutory “Living Wage” which is now £8.45ph.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To comply with the Department of Communities and Local Government (DCLG) guidance and 2014 Transparency Code requirements.
- 3.2 To align the Bracknell Forest Supplement with the new level of Living Wage outside London.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 To decide to retain the Bracknell Forest Supplement at £8.25 and wait for the government’s statutory “National Living Wage” to catch up. This would erode the value of the Supplement, which was only introduced in April 2014 with the intention of assisting those on lower pay levels to meet the costs of living in the South East and would eventually remove any recruitment advantage we might gain over other employers in the area. However it would mean no additional pressure was put on staffing budgets from a voluntary increase.

5 SUPPORTING INFORMATION

5.1 Pay Policy Statement

This is a requirement under the Localism Act. The pay policy statement is attached.

Bracknell Forest Supplement

- 5.2 When the Bracknell Forest Supplement (BFS) was introduced in April 2014 it was agreed that there would not be a contractual or policy commitment to use the “Living Wage” figure but that it would be taken into account alongside issues such as the level of the national pay settlement and local affordability, when setting the level of Supplement each year. The Pay Policy Statement was considered to be the ideal vehicle to discuss and agree any increase in that supplement, as both the Living Wage and the national pay award would normally have been settled by the end of November. The current supplement is £8.25 per hour. It does not apply to casual workers.
- 5.3 The “Living Wage” (voluntary) outside London is updated nationally in November based on recommendations from the Joseph Rowntree Trust and the recommendation now stands at £8.45. This would represent an increase of 20p per hour (2.4%). The pay award for NJC Local Government Services employees is due in April 2017 and its level is not yet known. The National Living Wage (statutory) is due to increase in April 2017 from £7.20 to £7.50 per hour. This would mean there would be no statutory requirement to increase pay for permanent and temporary staff, as this is below the current and proposed levels of BF Supplement. However, the statutory National Living Wage increase will result in an increase for some casual workers over the age of 25, who are not covered by the BF Supplement.
- 5.4 The Government last year announced its intention to gradually increase National Living Wage (mandatory) for those aged 25 or over to reach £9 per hour by 2020. The Low Pay Commission will advise the Government on future increases. The National Living Wage covers all employees of 25 or over including casual workers.

6 CONCLUSION

- 6.1 The annual review of the Bracknell Forest Supplement at the “Living Wage” level (outside London) is consistent with the Council’s decision to introduce the Supplement to assist the lower paid employees of the Council.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 7.1 Section 40 of the Localism Act 2011 requires a Local Authority, in performing its functions regarding Pay Policy Statements to have regard to any guidance issued or approved by the Secretary of State. A local authority must comply with such statutory guidance unless it has good reasons for not so complying.

Borough Treasurer

- 7.2 Maintaining and aligning the Bracknell Forest Supplement to the new Living Wage levels would incur an additional cost to the Council which has not yet been budgeted for. The financial impact, calculated by the service accountants to take account of current patterns of additional hours and overtime as well as contractual hours, is as follows:

Department	£'000
Adult Social Care, Health and Housing	3
Children, Young People and Learning (excluding schools)	2
Environment, Culture & Communities	11
	<hr/>
Total cost excluding schools	16
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Schools	150

If the Committee were to approve the increase, it will then be built into the budget proposals for 2017/18.

An increase in the National Living Wage from the 1 April 2017 of 30p to £7.50 an hour was announced in the Autumn Statement on 23 November. Although this is less than the current Bracknell Forest Supplement, unlike the supplement, it also applies to casuals who are 25 year old or over. The additional cost arising from this change for casuals is currently being calculated and will be tabled at the meeting.

Equalities Impact Assessment

- 7.3 The Bracknell Forest Supplement assists those in lower socio-economic groupings; women and younger employees in particular are strongly represented in the affected group.

Strategic Risk Management Issues

- 7.4 Failure to explicitly respond to guidance on the content of published information will run the risk of challenge from the DCLG.

8 CONSULTATION

Principal Groups Consulted

Unrestricted

8.1 This will be subject to discussion at the Local Joint Committee.

Method of Consultation

8.2 By report.

Representations Received

8.3 To be advised.

Background Papers

None

Contact for further information

Nikki Gibbons, Chief Officer: Human Resources, 01344 352049

nikki.gibbons@bracknell-forest.gov.uk

Bracknell Forest Council
PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2017/18
(Reported data based on 2016/17)

INTRODUCTION

Source and scope of policy statement

This Policy Statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 (the Act), which, from 2012 onwards, require local authorities to publish an annual statement of their policy for the relevant financial year in relation to:

- The remuneration of their most senior employees (which the Act defines as the head of paid service (Chief Executive), the Monitoring Officer, the Chief Officers (or Directors), and the Deputy Chief Officers (i.e. managers who report directly to a Director));
- The remuneration of their lowest-paid employees; and
- The relationship between the remuneration of the most senior employees and that of other employees.

The policy is for the financial year 2017/18. Data on existing salaries, job roles and statistics contained within the statement are based on the year 2016/17.

The Secretary of State has produced guidance on the Act's provisions relating to openness and accountability in local pay, which local authorities must have regard to in preparing and approving their annual pay policy statements, and the Council's statement takes full account of this guidance to date as well as the provisions of the Act.

It also takes account of:

- Local Government Transparency Code 2014;
- Guidance issued by the Joint National Council (JNC) for Local Authority Chief Executives on pay policy statements, published in November 2011;
- Guidance under section 40 of Localism Act 2011, published by DCLG
- Employment and equalities legislation affecting local authority employers, where relevant.

To aid transparency, this policy also contains or refers to information which the Council is already required to publish under other legislation, i.e.

- Information on the actual level of remuneration paid to senior managers, as required by The Accounts and Audit (Amendment No. 2) (England) Regulations 2009;
- Policies on the exercise of its discretions over payments upon termination of employment under the Local Government Pension Scheme, as required by Local Government Pension Scheme Regulations;
- Policies on the exercise of its discretions over payments upon termination of employment under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as required by Regulation 7 of those regulations.

The Government's guidance on the Localism Act's pay provisions states that it is open to Councils to include in this Statement their policies on the remuneration of employees who are

neither the most senior officers nor the lowest paid. Accordingly, this Policy Statement also gives details of:

- The policies applied to employees earning in excess of £50,000, as required by Local Government Transparency Code 2014;
- Elements of remuneration which apply to all employees, regardless of their pay level, status or grading within the Council.

As such, this Statement draws together all the relevant existing policies and can therefore be seen as a comprehensive document covering all relevant aspects of pay and remuneration within the Council.

Status of policy statement

In line with the requirements of the Localism Act, the Pay Policy Statement will need to be reviewed on an annual basis, with a new version approved before the start of each subsequent financial year, which will need to be complied with during that year.

The Pay Policy Statement can also be amended during the course of any financial year, but only by a resolution of the full Council. If it is amended during the year to which it relates, the revised version of the statement will be published as soon as reasonably possible after the amendment is approved by the Council.

Transparency and autonomy

It is important to recognise that, whilst producing national legislation relating to their pay policies, the Government also explicitly recognises that each local authority remains an individual employer in its own right, and, as such, has the autonomy to make decisions on pay that are appropriate to local circumstances and deliver value for money for local taxpayers.

SECTION 1: REMUNERATION OF STATUTORY AND NON-STATUTORY DIRECTORS, CHIEF OFFICERS, MONITORING OFFICER AND OTHER SENIOR POSTS

1.1 REMUNERATION COVERED IN THIS SECTION OF THE POLICY

This section covers the Council's policies in relation to the remuneration of its senior employees, including:

- Its Chief Executive;
- Its Directors who report to and are directly accountable to the Chief Executive – this includes both statutory and non-statutory Directors;
- Its Chief Officers, who report to and are directly accountable to Directors;
- Its Section 151 Officer (the Borough Treasurer), who is also a Chief Officer and remunerated as such;
- Its Monitoring Officer (the Borough Solicitor, who is the officer responsible for ensuring the Council's compliance with the law in all its activities) is also a Chief Officer and is remunerated as such.

1.2 CONTEXT

These senior employees are responsible for working with elected politicians to determine the overall strategic direction of the Council, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council, and to provide day-to-day leadership and management of those services.

In relation to other organisations in all sectors across the UK, the Council is a large, complex organisation providing a very diverse range of services. Many of those services are vital to the wellbeing of individuals and groups of residents in the local community and are delivered in very challenging circumstances, taking account of levels of need and the availability of resources to meet them.

The Council's senior employees are responsible for:

- 3945 employees (equivalent to 2981 full-time equivalent (FTE) employees). These numbers are as at 1 April 2016 and include schools.
- Services to an estimated 118,900 residents within the local community.
- Total Gross Expenditure of £259.8million, which was the Council's Total Gross Outturn Expenditure in 2015/16.
- The following services to the local community:
 - Adult social services
 - Children and families social services
 - Countryside and open space management and maintenance
 - Education and schools
 - Elections and local democracy
 - Environmental and public health, including pest control
 - Environmental Services, including refuse collection, recycling, street cleaning and waste disposal
 - Housing
 - Housing and Council tax benefits
 - Leisure and Arts provision
 - Libraries
 - Planning

Unrestricted

- Roads, transport, street lighting and car parking
- Trading Standards and Licensing
- Youth and Community Services
- Public Health
- Regeneration and economic development
- Community Safety
- The following facilities:
 - 37 schools (including one Pupil Referral Unit)
 - one respite service (overnight and daytime) and one intermediate care centre
 - 4 Children's Centres
 - 9 libraries
 - 9 leisure centres (one currently closed for refurbishment)
 - Over 80 park sites totalling over 1,000 acres of land
 - 24 play areas, plus wheeled sports areas, tennis courts, soccer pitches, a baseball diamond and a sports pavilion
 - 14 community centres
- The Council:
 - Is responsible for the education of around 17,000 children
 - Deals with around 1,200 planning applications per year
 - Manages and maintains around 456 kilometres of roads, 700+ kilometres of paths and cycleways, 200+ bridges, underpasses and other structures
 - Manages and maintains cutting almost 2.5 million square metres of grass and manages and maintains approximately 625,000 square metres of woodland
 - Is responsible for around 100 looked-after children
 - Licences 244 premises and clubs and 284 taxis
 - Currently has over 2,400 open cases on adults and provided long term services to over 1,300 people in 2015-16.

The Council has to compete with other employers in the area (and, in many cases, in the country) to recruit and retain managers who are capable of meeting the challenges of delivering this diverse range of services to the required standards. This has an important bearing on the levels of remuneration it offers which has been kept under review on a regular basis by the Employment Committee. At the same time, the Council is under an obligation to secure the best value for money for its residents and tax-payers in taking decisions on pay levels. In recent years the Employment Committee has sought to strike a fair balance between these competing pressures.

In a report on senior pay in the public sector commissioned by the government in 2011, Will Hutton concluded that "Chief Executive Officers of [private sector] companies with a turnover of between £101million and £300 million earn more than twice their public sector counterparts." He also observed that "The sharp increase in executive pay over the last decade, and the wider trend of growing income inequality, has been largely a private sector phenomenon".

1.3 RESPONSIBILITIES OF SENIOR ROLES

To give further contextual information for remuneration levels, the main accountabilities of the Chief Executive and Directors are set out below.

- **Chief Executive**

The Chief Executive is the Council's most senior employee who leads and takes responsibility for the work of the Council. It is a full time appointment and post holders are selected on merit, against objective criteria, following public advertisement.

The role of Chief Executive is complex with ultimate responsibility for managing expenditure of £259.8m of public funds, serving around 118,900 people in the Council's area.

As head of the paid service of the Council's employed staff, the Chief Executive is a non-political post. Whilst the elected councillors provide the policies, Council paid employees put them into practice. The Chief Executive is responsible to and accountable to, the Leader of the Council, the Executive and the whole Council in delivering their political and policy objectives.

The Chief Executive works closely with elected councillors to deliver:

Leadership: to ensure strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams;

Strategic direction: ensuring all staff understand and adhere to the strategic aims of the organisation and follow the direction set by elected councillors;

Policy advice: acting as the principal policy adviser to the elected councillors to lead the development of workable strategies which will deliver the political objectives set;

Partnerships: leading and developing strong partnerships across the local community to achieve improved outcomes and better public services for local people;

Operational Management: overseeing financial and performance management, risk management, people management and change management within the Council.

The Chief Executive also has a unit (The Chief Executive's Office) under the direct control of the Assistant Chief Executive, which deals with Communications and Marketing, , Performance and improvement, Overview and Scrutiny, Crime and Disorder reduction, Regeneration and Economy, and the local area agreement.

Staff under indirect management responsibility: 3944

- **Director – Adult Social Care, Health and Housing**

This post has a statutory role in relation to adult social care, and is responsible and accountable for assessing local needs and ensuring the availability and delivery of a full range of adult social services, often interfacing with Health bodies.

The directorate provides advice and information about the range of services that may be available to support individuals or families. Practitioners will work with individuals and their carers to identify needs for care and support and/or housing and how those needs can be met. If people are not eligible, the department can give them information about other ways of accessing support and organisations where they could go to get help. There is joint work with Children's Services to ensure support is in place when the young person reaches 18 years of age.

The focus of support is to enable people to maximise their ability and retain their independence, which will mean people can stay in their own homes for as long as possible. Support may be needed for a crisis or a longer period, and the directorate will generally commission this. Depending on assessed needs, a range of services could be provided in partnership with other organisations to meet the social care needs of adults and older people. Services include home support, day opportunities, the provision of equipment for daily living and residential and nursing care. The Directorate also has a responsibility to ensure that the needs of "informal" carers (usually family or friends) are identified, and appropriate support is offered to enable them to continue in their caring role, should this be what they wish.

The post is also responsible for ensuring the provision of Housing Advice and Homelessness Prevention as well as the provision of Housing and Council Tax Benefits.

Public Health functions, formerly part of the NHS, aim to improve the health and wellbeing of the population, tackle health inequalities and reduce premature mortality. One Public Health team covers the Bracknell area and another covers strategic Public Health work across Berkshire.

Its duties include specific support for the following individuals and/or their families:

- Older people
- People with a learning disability
- People with mental health needs, including dementia
- People with an Autistic Spectrum Disorder (autism)
- People who misuse substances such as drugs and alcohol
- People with long term conditions
- Carers
- Users of the Forestcare Community Alarm and Out of hours service
- People affected by HIV/Aids

The Welfare and Housing Service aims to maximise customers' income and independence. The Welfare Service provides national and local welfare payments to households in the Borough and provides advice to households so that they can maximise their income including budgeting advice and employment opportunities. The Housing service provides advice to households so that they can resolve their housing need, provides advice and if necessary accommodation for homeless households and overall helps customers secure a home that meets their needs. The Forest care service provides an emergency and re-assurance service to its customers so that they can maintain their independence in their home and feel safe and secure in the knowledge that if an emergency occurs there is help to call upon. There are currently over 2020 households on the housing register, 140

homeless households, 10,300 Forestcare lifeline customers and 5,500 households in receipt of housing benefit.

The Directorate includes the Bracknell Forest Public Health Team. Public Health work aims to improve the health and wellbeing of the population, tackle health inequalities and reduce premature mortality. The team commissions a range of services including health visiting and school nurses, stop smoking support, weight management, health checks, sexual health, falls prevention, mental health and substance misuse treatment. The team also provides support and advice on health matters direct to the community via campaigns, events and social media, as well as providing support to other professional agencies on issues such as infectious disease control or patterns of health and healthcare outcomes within the local population. Collaboration is central to work of the Public Health team, particularly with colleagues in social care, the NHS and the voluntary sector. In addition to the Bracknell Forest Public Health team, the Directorate also hosts the Berkshire-wide 'Shared' Public Health team which provides strategic, contracting and data support to the six unitary authority Public Health teams across the county. This team is led by the Strategic Director for Public Health.

Budget responsibility: £33.1million per annum

Staff under direct or indirect line management responsibility: 387

- **Director – Children, Young People and Learning**

This post has a statutory role and is responsible and accountable for education services and the full range of children's services in the Council's area, and aims to ensure that children and young people achieve the best possible outcomes for their lives through education, advice and guidance, access to support and where necessary specialist placements.

Children's Social Care

- Child Protection
- Looked After Children
- Youth Offending Team
- Duty and Assessment Team
- Family and Adolescent Support Team
- Under and Over 11s Team
- After Care Team
- Family Placement Team
- Disabled Children's Team
- Family Centre
- Family Group Conference Coordinator
- Domestic Abuse Perpetrator Service
- Family Intervention project

Learning & Achievement

- School Improvement Service
- Community Learning
- Governor Services
- Targeted Services
- Pupil Referral Service
- Education Library Service
- Support for Learning Service
- ASSC Service
- Behaviour Support Team

- Education Psychology Service
- Education Welfare Service
- Education Centre
- Virtual School for Vulnerable Children
- Special Educational Needs
- Safeguarding and Inclusion
- Open Learning Centre
- South East Grid for Learning

Strategy, Resources and Early Help

- Early Years, Childcare and Play
- Integrated Youth Services
- Performance and Governance
- School Admissions
- Human Resources
- Finance
- Policy and Commissioning
- Parent Partnership
- Child Participation
- ICT Services
- Policy and Research
- Conference and Review Team
- Statutory Complaints
- LSCB
- Education Capital and Property

Budget responsibility: £16.6 million per annum (not including schools, £82.2m)

Staff under direct or indirect line management responsibility: 2845 (not including schools, 386)

- ***Director – Environment, Culture and Communities***

This post is responsible and accountable for the strategic planning and delivery of services to ensure Bracknell Forest is a clean, safe, healthy and attractive place to live. The directorate targets its services to meet the high standards residents, local businesses and visitors expect. Some of these services are delivered directly, others in partnership with the voluntary and charitable sectors and some through contracts with private companies. The directorate operates with 3 service divisions and one support division, and includes:

- Town and country planning
- Building Control
- Transport Development
- Parks and countryside management,
- Leisure facilities
- Libraries
- Environmental health and licensing,
- Emergency planning,
- Highways engineering and maintenance,
- Trading standards,
- Refuse collection and street cleansing
- Waste disposal and recycling,

- Public parking.

Budget responsibility: £23.5 million per annum (net of income)

Staff under direct or indirect line management responsibility: 487.

- **Director - Corporate Services**

This post is responsible and accountable for eight separate sections - Finance, Information and Communication Technology, Legal Services, Human Resources, Democratic and Registration Services, Corporate Property, Customer Services and Community Engagement and Equalities. A wide range of functions and activities are carried out within each of these sections, but falling into three main categories:

- Direct public services (e.g. customer services, revenue collection, electoral registration)
- Core management responsibilities (setting standards and ensuring that the organisation functions legally within a robust financial framework, acts as a good employer and promotes equality and community cohesion)
- Support to service departments (providing advice and support to front line departments on a wide range of issues and projects, such as HR, Legal, ICT and Property)

The directorate is responsible for the strategic planning and operational delivery of services including:

- Finance,
- Revenues and payments,
- Council Tax,
- Customer services
- Legal services
- Democratic management
- Corporate ICT
- Corporate HR
- Community engagement and equalities

The Director of Corporate Services also acts as Statutory Overview & Scrutiny Officer and Deputy Chief Executive, and leads on key projects such as Civic Accommodation and Flexible and Mobile working.

Budget responsibility: £14.1 million per annum

Staff under direct or indirect line management responsibility: 208.

1.4 OVERALL POLICY ON REMUNERATION FOR SENIOR ROLES

The Council's overall approach to remuneration for its senior employees is based on:

Compliance with equal pay, discrimination and other relevant employment legislation, plus recognition of the demanding nature of the challenges which the Council faces, and the requirement to offer competitive remuneration in relation to the rest of the local government and public sectors, in order to secure the most talented managers. This means that, on the advice of the Employment Committee, the Council has always taken account of

- pay levels in the local area, including neighbouring public sector employers;

Unrestricted

- the relative cost of living in the local area, particularly housing costs;
- the responsibilities and accountabilities of particular posts which may be exceptionally demanding.

The Council seeks to maintain this overall approach by carefully monitoring pay data provided by the Joint National Councils (JNCs) for Chief Officers and Chief Executives, the Local Government Association/Employers, and other relevant pay surveys

In terms of pay differentials, the Council recognises that the role of Chief Executive leads the organisation's workforce and has the greatest level of accountability, and so warrants the highest pay level in the organisation.

At Director level:

- The Council recognises that all its Directors have a collective and corporate responsibility for contributing to and delivering the overall strategy of the organisation, and therefore offers the same level of remuneration (the same incremental grade) to all Directors. The Director of Corporate Services receives an additional 2.5% as the Deputy Chief Executive, rising to 10% during any longer period of at least four weeks where, in his absence, she is acting as Chief Executive.

At Chief Officer level:

- The Council recognises that certain roles are more demanding than others, and has identified those with a greater level of accountability through job evaluation, (which provides a careful analysis of job demands) and offers them higher remuneration than other Chief Officer posts. Evaluation is based upon the Hay system and evaluations are carried out independently by the Hay Group. The one exception at Chief Officer level is the Director of Public Health, who is paid on the relevant NHS payscale.

Below Chief Officer level, the Council recognises that the demands on and accountabilities of different management roles vary considerably, and seeks to align pay levels with the relative importance and responsibilities of jobs, using a process of job evaluation, and including Market Premia where applicable to match certain posts with the market rate for similar jobs. There are, additionally, some posts which are on other national payscales such as the teaching payscales, NHS payscales or Soulbury conditions. Some of the posts below Chief Officer level are specifically listed later in this report as earning more than £50,000 pa because they either receive a Market Premia payment or are subject to other national payscales.

1.5 SPECIFIC REMUNERATION OFFERED TO SENIOR EMPLOYEES

At Chief Executive, Director and Chief Officer level, the Council offers only an annual salary and access to the Local Government Pension Scheme. No other cash benefits or benefits in kind are offered - except any benefits purchased by the employee under the Council's Flexible Benefits scheme under which all employees may purchase benefits from a range offered to all staff. The only one of these benefits which gives an opportunity to increase income is the selling of annual leave, which is available to most employees but not to those at Chief Officer level and above (see section 4). The Council does not offer performance related payments or bonuses to its senior employees.

Geographical/location allowance (local weighting) is not payable to the Chief Executive, Directors or Chief Officers.

The Chief Executive, Directors and Chief Officers are not eligible to participate in the Council's flexible leave scheme whereby employees are able to "buy and sell" annual leave within certain parameters (See section 4, below).

Mobile phones/devices are provided to the Chief Executive/Chief Officers/other senior managers on the basis that they are necessary to undertake their duties effectively, and it is a condition of their contracts that they are on an emergency rota requiring them to be issued with a mobile phone/device. The Council funds the provision of the phone and business calls. Employees are required to pay for personal calls (see page 20). All employees working flexibly are issued with a mobile phone.

Annual salaries:

Annual salary levels for senior employees are fixed in accordance with the overall principles set out in section 1.4. At Chief Executive, Director and Chief Officer level and for other senior managers, they consist of a grade range which is determined locally by the Council. This grade range consists of a number of incremental salary points, through which employees may progress until the top of the grade is reached.

Remuneration of senior employees on recruitment

The Council's policy is that any newly appointed senior employee will normally commence employment at the lowest pay point in the pay range for their job, other than when taking account of the successful applicant's current salary and the market requirements. Any decision to appoint a senior employee on a higher pay point within the relevant pay range would be made by the Appointments Committee. In the case of one Director, an additional recruitment and retention payment was agreed by the Chief Executive and the Chair of Employment Committee as a result of market conditions and the need to recruit to this key position.

Pay progression

Pay progression within a specific grade is normally by annual increment, payable from 1 April, until the employee reaches the top pay point of their grade.

- Pay progression is based on the period of time the employee has served in that grade, subject to satisfactory performance.
- Senior employees who are considered to have demonstrated exceptional performance may receive accelerated incremental progression within the grade at the discretion of the Chief Executive or relevant Director or, in the case of the Chief Executive, at the discretion of the Leader of the Council.

Pay awards

- The salaries of senior employees are reviewed annually in line with any pay award agreed in the Joint National Councils (JNCs) for Chief Executives/Chief Officers, the National Joint Council (NJC) for Local Government Services, NHS or Soulbury conditions, as appropriate for the contracts of the senior managers.

Bonuses

- The Council does not pay bonuses to any of its employees.

Local Government Pension Scheme (LGPS)

The Council offers all its senior employees access to the Local Government Pension Scheme, in accordance with the statutory provisions of the scheme, on exactly the same basis as all of its employees. Any pension payments made to its senior employees on termination of employment either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of ill health are made within the statutory terms of the LGPS.

- The employer's contribution rate for senior employees who join the scheme is the same as for all other employees, as set out in Section 4 "**POLICIES COMMON TO ALL EMPLOYEES**"
- The discretions which the Council is able to apply under the scheme upon termination of employment are the same for senior employees as for all other employees who are LGPS members and are set out in Section 4 "**POLICIES COMMON TO ALL EMPLOYEES**".

Payments on Termination of Employment

Other than payments made under the LGPS, the Council's payments to managers whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as set out in Section 4 "**POLICIES COMMON TO ALL EMPLOYEES**".

Other than payments pursuant to the LGPS (including the exercise of the Council's discretions) or payments in accordance with the Council's policies under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, the Council's policy is not to make any other termination payments to its senior employees. The only exception to this, which is very rarely used, is where it has received specific legal advice to the effect that a payment is appropriate to settle proceedings in an Employment Tribunal or court of law, or may be required to eliminate risk of claims against the Council. Any severance payment of £100,000 or more which falls outside the agreed policy parameters will be referred to full Council for approval.

Election fees

Election fees are paid separately. Returning Officer fees for national elections are set by central government. Local election fees are paid in accordance with a scale of fees which is based on national election rates and agreed locally.

1.6 RE-ENGAGEMENT OF CHIEF OFFICERS

Re-engagement of Chief Executives, Directors and Chief Officers who have left Bracknell Forest Council with a severance or termination payment

Re-engagement as employees

(1) Subject to any relevant provisions in employment and equalities legislation, the Council's policy is not to re-employ *in any capacity* any former Chief Executive, Director or Chief Officer who was in receipt of a severance or termination payment for any reason other than compulsory redundancy, for a period of three years from the date of termination of employment.

(2) Where a Chief Executive, Director or Chief Officer's employment has been terminated compulsorily on grounds of redundancy, they will not be re-employed *in the same or a similar post* for a period of three years following the date of termination of employment. If they are re-employed in another post within four weeks after the effective date of redundancy, they will lose their right to a redundancy payment, including any enhancements under the provisions of the LGPS or the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. Any re-employment will be subject to the Council following the strict application of the normal process of competitive selection for employment. (In addition, new legislation is expected which will introduce an obligation for someone earning over £80,000pa to repay some or all of their severance payment if they return to work anywhere in the public sector within 12 months. Once the regulations are finalised a separate report will be made to Employment Committee giving full details. It is not yet clear when the new regulations will take effect but it is anticipated they will be in force during 2017-18.)

(3) Any former Chief Executive, Director or Chief Officer who is employed by the Council who has previously received a severance, termination or redundancy payment from this or any other Council or related body will not have previous service counted when determining any further entitlements to notice periods, sickness payments, annual leave or other benefits/entitlements based on continuous service.

Re-engagement under a contract for services

The Council's policy is not to re-engage under a contract for services any former Chief Executive, Director or Chief Officer who left the Council for any reason and was in receipt of a redundancy, severance or termination payment, for a period of three years from the cessation of employment.

Policy variation

This re-engagement policy may be varied only in exceptional circumstances and then subject to the agreement of the Employment Committee.

Employment of those in receipt of an LGPS pension

General:

Policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES**.

Flexible retirement:

The LGPS regulations permit the Council to offer flexible retirement to employees (including Chief Executive, Directors and Chief Officers) aged 55 or over, so that they can reduce their hours of work, and receive a pension in respect of the proportion of full-time hours they are no longer required to work. This policy is set out in Section 4 **POLICIES COMMON TO ALL EMPLOYEES**.

1.7 PUBLICATION OF DETAILS OF EMPLOYEE REMUNERATION

In accordance with 39 (5) of the Localism Act, this policy will be published on the Council's website.

Unrestricted

The Council is also required to publish information about the remuneration of senior officers under The Accounts and Audit (Amendment No. 2) (England) Regulations 2009, and the Local Government Transparency Code 2014.

For ease of reference, remuneration data for posts identified under these Regulations is set out below, individual annual salaries can be found on the Council's website.

Chief Executive	£146,212 - £158,204
Director - Corporate Services (Deputy CE)	£108,026 - £116,869
Director – Children, Young People and Learning	£105,391 - £114,019
Director – Adult Social Care, Health and Housing	£105,391- £114,019
Director – Environment, Culture and Communities	£105,391 - £114,019
Director of Public Health	£108,000 - £113,000
Borough Treasurer and Section 151 Officer	£91,841 - £97,421
Borough Solicitor and Monitoring Officer	£86,575 - £91,841
Chief Officer: Children's Social Care	£86,575 - £91,841
Chief Officer: Environment and Public Protection	£86,575 - £91,841
Assistant Chief Executive	£81,618 - £86,575
Chief Officer: Information Services	£81,618 - £86,575
Chief Officer: Human Resources	£81,618 - £86,575
Chief Officer: Property	£81,618 - £86,575
Chief Officer: Strategy, Resources and Early Intervention	£81,618 - £86,575
Chief Officer: Planning and Transport	£81,618 - £86,575
Chief Officer: Older People and Long Term Conditions	£81,618 - £86,575
Chief Officer: Commissioning and Resources	£81,618 - £86,575
Chief Officer: Housing	£75,435 - £81,618
Chief Officer: Customer Services	£68,232 - £73,981
Chief Adviser: Learning and Achievement	£86,575 - £91,841

Figures as at 1 April 2016 and are inclusive of local weighting/supplements and/or market premia where payable. Teaching staff not included.

SECTION 2: REMUNERATION OF LOWEST PAID EMPLOYEES

This section sets out the Council's policies in relation to the remuneration of its lowest-paid employees, as defined in this Pay Policy Statement.

2.1 ORGANISATIONAL CONTEXT

The Council considers it is important that its policy with regard to the remuneration of its lowest paid employees is seen within the broader organisational context, in particular the range and diversity of services for which it is responsible, either directly or indirectly, the number of residents within the local community, the level of its financial responsibilities and the numbers of staff directly employed.

2.2 OVERALL REMUNERATION POLICY: LOWEST PAID EMPLOYEES

Aims, Objectives and Key Principles

The Council aims to develop, implement and maintain fair and equitable remuneration arrangements which enable it to recruit, retain, motivate and develop staff with the skills and capabilities necessary to ensure the continued provision of high quality services and which are cost effective and provide value for money.

The Council's remuneration policy complies with all equal pay, discrimination and other relevant employment legislation.

When setting pay levels for specific posts the Council takes account of both internal differentials, as measured by job evaluation, and external relativities, as measured against the relevant employment market. The Council aims to ensure its pay rates for specific posts are set at a level which enable it to recruit and retain staff with the appropriate knowledge, skills and capabilities necessary for the particular role.

2.3 DEFINITION OF LOWEST PAID EMPLOYEES

The definition of the "lowest-paid employees" adopted by the Council for the purposes of this statement is as follows:

The lowest paid employees within the Council paid on the Council's lowest hourly pay rate.

The current annual full-time equivalent value of this pay level, based on a 37 hour standard working week and including local weighting, is £15,093. However, in April 2014 the Council introduced a new low pay supplement, the Bracknell Forest Supplement, which would guarantee employees a minimum pay level; the minimum level from 1 April 2016 is £8.25 per hour (including local weighting). This gives an annual minimum for a 37 hour week of £15,915. For the purposes of this report therefore £15,915 is regarded as the lowest point of pay within the financial year.

This is the most appropriate definition as this is the lowest pay point on the Council's substantive pay structure plus the Bracknell Forest Supplement, and having regard to guidance issued by the Local Government Association and JNC for Local Authority Chief Executives.

2.4 REMUNERATION OF LOWEST PAID EMPLOYEES

Pay structure

The Council's lowest paid employees are on a grade range derived from the national pay spine, as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service. This grade range consists of a number of incremental salary points through which employees may progress until the top of the grade is reached.

Pay Progression

Pay progression is normally by annual increment, payable from 1 April.

Pay progression is based on the period of time the employee has served in that grade, subject to satisfactory performance. Directors may accelerate incremental progression within the grade for employees who are considered to have demonstrated exceptional performance.

Annual Pay Review

The basic pay of the Council's lowest paid employees is reviewed annually at a national level, with any cost-of-living, or other, increase normally applied on 1 April in each year.

Any increase will normally be applied in accordance with that agreed by the National Joint Council for Local Government Services.

Bracknell Forest Supplement

In April 2014 the Council introduced a pay supplement which would guarantee a level of pay to employees on permanent and temporary contracts. The level of the minimum hourly rate guaranteed for 2016-17 was £8.25. The amount is reviewed annually by Employment Committee; an increase to the Rowntree Foundation Living Wage has now been proposed for 2017-18 and the accompanying report proposes the Bracknell Forest Supplement from April 2017 be increased to £8.45 in line with the new Living Wage level.

In April 2016 a new "National Living Wage" rate for those 25 years of age and over was introduced at £7.20 per hour. The Bracknell Forest Supplement therefore results in pay levels above the statutory minima, but the gap between the basic salary and the locally guaranteed level will be reduced for workers over 25. A new National Living Wage rate for 1 April 2017 has now been set at £7.50.

Pension provision

The Council's lowest paid employees may participate in the Local Government Pension Scheme in accordance with the statutory terms of that scheme.

Contributions are made to this scheme in respect of each participating employee as set out in Section 4, **Policies Common to all Employees**.

Any increases in or enhancements to the pension entitlement of the Council's lowest paid employees would be made in accordance with the discretions available to it under the statutory provisions of the Local Government Pension Scheme, as

exercised by the Council and set out in the relevant policy statement (see Section 4 of this Pay Policy Statement, **Policies Common to all Employees**).

Termination or Severance Payments

Any termination or severance payments made by the Council to its lowest paid employees, either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of permanent ill-health, will be made in accordance with the statutory terms of the Local Government Pension Scheme, as applicable, and/or in accordance with the discretions available to it under that Scheme or under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as set out in the relevant policy statement (see Section 4 of this Pay Policy Statement, **Policies Common to all Employees**).

Other than payments pursuant to the LGPS (including the exercise of the Council's discretions) or payments in accordance with the Council's policies under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, the Council's policy is not to make any other termination or severance payments to its lowest paid employees, other than where it has received specific legal advice to the effect that a payment may be necessary to eliminate risk of claims against the Council.

Other elements of remuneration

The other elements of remuneration which it is the Council's policy to offer to its lowest paid employees (where applicable) are listed below and are as set out in section 4, "Policies common to all employees":

Recruitment/retention payments

Reimbursement of removal/relocation costs/mortgage subsidy on appointment

Geographical/location allowance (local weighting)

Car allowances/mileage rates

Payment of professional subscriptions or membership fees

Subsistence or other expenses allowance

Provision of mobile telephones/personal devices

Honorarium/acting up/additional responsibility payments

Payment for reduced leave entitlement

Discounted loans

In addition, the Council's lowest paid employees may have access to the following payments where their patterns of work make them appropriate:

Working arrangements

Employees on national conditions who are required to work beyond the Council's normal full-time equivalent working week of 37 hours and/or work

other non-standard working patterns, as listed below, will receive payment in accordance with the provisions of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service for:

- Additional hours;
- Saturday and Sunday working;
- Night work;
- Public and Extra Statutory holidays;
- Sleeping-in duty.

Employees on local conditions who are required to work beyond their normal full-time equivalent working week of 37 hours and/or work other non-standard working patterns, as listed below, will receive payment as below.

- Additional hours (Leisure plain time)
- Saturday and Sunday working (Leisure plain time)
- Public and Extra Statutory holidays

Standby and/or call-out payments

Employees who are required to be on standby at times which are outside their normal working week and/or who may be called-out to attend to an issue at the Council's premises or other location may receive an additional payment in accordance with the provisions of the relevant Council policy.

2.5 OTHER TERMS AND CONDITIONS

The other terms and conditions which apply to the Council's lowest paid employees are as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, as amended and/or supplemented by any local agreements which may apply.

2.6 REMUNERATION OF EMPLOYEES WHO ARE PAID MORE THAN THE LOWEST PAID EMPLOYEES BUT WHO ARE NOT CHIEF OFFICERS

The Council's policy and practice with regard to the remuneration of employees who are paid more than its lowest paid employees but who are not Chief Officers is the same as that which applies to its lowest paid employees, other than where any differences are indicated in this policy statement. Some specific groups of employees are paid on nationally determined Soudbury Conditions or Youth and Community Conditions.

2.7 EMPLOYEES WHO ARE PAID LESS THAN THE COUNCIL'S LOWEST PAID EMPLOYEES, AS DEFINED IN THIS PAY POLICY STATEMENT

The following categories of employees *may* be paid less than the Council's lowest paid employees, as defined in this Pay Policy Statement:

Apprentices;

Casual workers.

The Council may apply a lower pay rate and/or different remuneration arrangements to these categories of employees, which reflects the particular nature and/or duration/frequency of their employment.

SECTION 3: PAY RELATIONSHIPS

This section sets out the Council's overall approach to ensuring pay levels are fairly and appropriately dispersed across the organisation, including the current pay multiples which apply, and its policy toward maintaining acceptable pay multiples in the future.

The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices. The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with and properly reflect the relative demands and responsibilities of each post and the knowledge, skills and capabilities necessary to ensure they are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its senior officers, as defined in this Pay Policy Statement, and of all other employees.

The Council has adopted a number of policies and practices to ensure fairness in the overall pay relativities within the Authority. These include:

- Using an analytical job evaluation scheme to determine the grading of all posts below Chief Officer level.
- Jobs at Chief Officer level and above are also subject to measurement using a separate job evaluation scheme.
- Applying a clear and objective methodology for evaluating all new and changed jobs to ensure they are properly graded and that pay levels properly reflect their level of responsibility;
- Establishing a defined procedure for employees who wish to request a review of their job grade or who wish to appeal against their grading outcome;
- Providing for additional payments and allowances, with clearly defined eligibility criteria, to recognise and reward any working arrangements or requirements not reflected in basic pay levels;
- Undertaking corporate monitoring of the application of pay progression arrangements to ensure these are applied and operated on a fair and consistent basis across the organisation;
- Reviewing the roles and responsibilities of individual posts on a regular basis, for example, as part of the annual appraisal process, when a vacancy arises, as part of any organisational restructuring;
- Undertaking an equal pay audit at intervals, investigating and addressing the outcomes, as appropriate

Under the provisions of the Code of Recommended Practice for Local Authorities on Data Transparency, issued by the Department for Communities and Local Government under Section 2 of the Local Government Planning and Land Act 1980, the Council is required to publish its "pay multiple", i.e. the ratio between the highest paid salary and median full time equivalent salary of the whole of the local authority's workforce. The current pay multiple, based on full time equivalent earnings in the financial year ending 31 March 2016 including base salary, overtime pay and any lump sum car allowances is 6.8. (Last year's multiple was 6.6).

The figures are not a direct comparison because of the number of hours actually worked; for example senior officers do not have a specific number of required work

hours/week in their contract of employment and will often work more than the standard 37 hours used in non-senior contracts.

The median salary is the salary value at which 50% of the full time equivalent salaries which apply to the whole of the Council's workforce are below that salary value and 50% are above it. The lowest pay point in the overall salary range which has been used by the Council in calculating the median salary is that which applies to its lowest paid employees, as defined in section 2 of this Pay Policy Statement.

If the mean salary is used in the above calculations instead of the median, the pay multiple is 5.9. (Last year's multiple based on mean was 5.8).

The Council considers that the current pay multiple, as identified above, represents an appropriate, fair and equitable internal pay relationship between the highest salary and that which applies to the rest of the workforce and has adopted the following actions to ensure an acceptable level is maintained:

Periodic benchmarking against the market rate for the Chief Executive will continue to take place and changes such as job evaluation outcomes or outsourcing of functions may impact on the median payment levels; both of these may affect the pay multiple. However the multiple will be reviewed annually by means of this document to ensure it remains acceptable.

SECTION 4: POLICIES COMMON TO ALL EMPLOYEES

The following elements of remuneration are determined by corporate policies or arrangements which apply to all permanent employees of the Council (including its Chief Executive, Chief Officers and Deputy Chief Officers), regardless of their pay level, status or grading within the Council:

Contracts of Employment

It is the Council's policy to engage all of its permanent employees on standard contracts of employment and to apply Pay As You Earn taxation arrangements to all remuneration under those contracts in accordance with HMRC rules.

Access to Local Government Pension Scheme

The Council offers all its employees access to the Local Government Pension Scheme in accordance with the statutory provisions of the scheme (except where the Teachers Pension Scheme applies). The employers' contribution rate for employees who join the scheme is currently 12.8% of salary for all employees. The employee contribution rate ranges from 5.5% to 12.5% dependent on salary. All employees, including casuals and those on very short term contracts, have a right to be in the scheme.

Local Government Pension Scheme (LGPS) - discretions on termination of employment

Any termination or severance payments made by the Council to all its employees, either on grounds of redundancy, in the interests of the efficiency of the service or on grounds of permanent ill-health, will be made in accordance with the statutory terms of the Local Government Pension Scheme, as applicable, and/or in accordance with the discretions available to it under that Scheme.

The Council's policies on the exercise of these discretions under the LGPS are set out in the policies it has published under the requirements of the Local Government Pension Scheme Regulations. These are shown in Appendix A.

Payments on Termination of Employment

Other than payments made under the LGPS, the Council's payments to any employee whose employment is terminated on grounds of redundancy or in the interests of the efficiency of the service will be in accordance with the policy the Council has adopted for all its employees in relation to the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. This policy has been published in accordance with the requirements of Regulation 7 of these regulations and, in summary, is:

- Actual weekly pay is used in all redundancy calculations
- Those with immediate access to pension are paid in accordance with the statutory number of weeks' pay
- Those with no immediate access to pension are paid 1.75 times the statutory number of weeks' pay.

New regulations are awaited on a proposed cap on severance payments which would limit any severance payment (including the capitalised cost of early pension release) to £95,000. The details, when known, will be the subject of a separate report to Employment Committee but are anticipated to come into force for 2017/18.

Employment of those in receipt of an LGPS pension

Subject to the administering authority's policy, pension benefits built up under regulations in force prior to 1 April 2014 (i.e. final salary benefits) may be subject to abatement where an individual in receipt of such a pension is re-employed. However, the policy of the administering authority to the Berkshire Pension Fund is not to abate pensions in these circumstances.

The only occasion where a re-employed pensioner may suffer some abatement to their pension is where they have previously been awarded compensatory added years in accordance with regulations 16 or 19 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2000.

Flexible retirement

The LGPS regulations permit the Council to offer flexible retirement to employees aged 55 or over, so that they can reduce their hours of work, and draw a pension in respect of the proportion of full-time hours they are no longer required to work. The Council uses this discretion in the same way for all employees. The Council will consider requests for flexible retirement on a case by case basis. Approval will be sought through the Employment Committee for any flexible retirement where there is a cost to the Council, and all costs and business benefits will be made explicit before any decision is taken on whether to grant flexible retirement.

Where the flexible retirement is at no cost to the Council, it may be granted by a Director, taking into account the business benefits.

Market Premia

The job evaluation scheme does not recognise market pay rates when determining the grade for a job. If Directors identify market scarcity through difficulty with recruitment and/or a lack of success with advertising, they may discuss the need for a market premium with the CO: HR, who will, using pay surveys and research of the prevailing job market, suggest a level of supplement. The Employment Committee decide whether to authorise a market premia payment which is then periodically reviewed.

Recruitment/retention payments

Recruitment payments are a recruitment incentive which can be used for positions where there is a nation/regional/local shortage of qualified persons. They are used to induce an individual to take up employment within the Council and are in the form of a one-off lump sum. These are infrequently used and are repayable on a sliding scale if the individual leaves within 3 years of appointment.

Key staff retention payments may be given where it is important to retain the services of an employee to the end of a specific project. The period of tie in will not normally exceed three years and any lump sum payment will not be made if the employee leaves before the relevant date. Employees in some children's social work teams are currently in receipt of retention payments as part of a strategy to retain these key staff in a recruitment shortage area, whilst a wider review of children's social care is carried out.

Geographical/location allowance (local weighting)

The Council applies London and Fringe Area Allowances in accordance with the provisions of and rates agreed by the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, or Soulbury or Youth and Community Conditions as appropriate. There are certain employees whose pay is determined locally who do not receive this type of allowance, and it is not payable to the Chief Executive, Directors or Chief Officers.

Reimbursement of removal/relocation costs on appointment

The Relocation Scheme provides assistance to people moving house in order to take up an appointment with the Council. The scheme will not necessarily cover the full expenses of moving and is not intended to do so. The maximum amount payable under the relocation scheme is £8,000, plus mortgage subsidy where appropriate. The scheme does not apply to all advertised roles, only to those where there is less likelihood of recruiting suitable staff locally.

Honorarium or ex gratia payments/acting up/additional responsibility allowances

The Council pays honoraria or *ex gratia* payments to employees only in accordance with its corporate scheme for such payments, and all such payments are made only with the express approval of the relevant Director. Where employees are required to "act-up" into a higher-graded post or take on additional responsibilities beyond those of their substantive post for a temporary/time-limited period, they may receive an additional payment. Merit payments are similar to honoraria payments but are generally paid as a "one off"

sum. They can be for a variety of reasons including examination success or for a particularly demanding or meritorious piece of work.

Car provision – employees using their own cars on Council business

The Council compensates:

- Employees who are required to use their own car on Council business paying an Essential Car User payment of £963pa plus mileage at below the HMRC rate; and
- Employees who are otherwise authorised to use their own car on Council business by paying a casual user mileage rate based on the HMRC rate.

Payment of professional subscriptions or membership fees

The Council will pay one professional subscription or membership fee on behalf of any employee where the subscription or membership is appropriate to the duties of the post.

Subsistence or other expenses allowance

The Council reimburses expenditure on meals and overnight accommodation and any other expenses necessarily incurred by employees on Council business, in line with the Council's Expenses policy.

Car loans

All employees have access to loans at a favourable rate of interest for the purchase of cars/bicycles or the purchase of season tickets for travel. The current car loan rate is 3%. There is no subsidy for these loans.

Flexible benefits

The Council offers a range of flexible benefits which enable employees to elect to buy certain benefits from their salary. The only part of the range which enables employees to increase their pay is a flexible leave scheme whereby employees are able to "buy and sell" annual leave within certain parameters. Under this scheme, employees may be able to receive a day's additional pay for each day of leave they "sell" to the Council and agree to work. Chief Officers and above may not participate in this scheme, although they may elect to buy other flexible benefits in the range. The maximum number of days that can be sold is 5 (pro rata for those working less than 5 days per week.)

Provision of mobile telephones and personal devices

Mobile phones and personal devices are provided on the basis that they are necessary to undertake their duties effectively. The Council funds the provision of the phone and the cost of business calls. The use of these telephones for personal calls is discouraged but where they are made, employees are expected to reimburse the Council the full cost of those calls.

SECTION 5: CONTRACTORS AND OTHER ORGANISATIONS WORKING FOR THE COUNCIL

There may be occasions where the Council procures, commissions or contracts-out one or more of the services for which it is responsible. This section sets out the Council's approach to and policies on the pay policies of contractors, partners and other organisations who may undertake work for, or on behalf of, the Council.

The terms and conditions of employment by contractors of their workers are non-commercial matters, so we are required to procure without reference to them (S17 (1) and (5) LGA 1988).

Where any of the Council's services are contracted-out or re-tendered or where a previously outsourced service returns to the Council, any matters relating to the remuneration of the transferred employees will be managed, as appropriate, in accordance with the relevant provisions of the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014.

Any payments to agency workers who may undertake work for the Council will be made in accordance with the terms and conditions of the contract between the Council and the relevant agency provider, having due regard to the relevant provisions of the Agency Workers Regulations 2010 and any other relevant employment legislation.

SECTION 6: DECISION MAKING ON PAY

The Council recognises the importance of ensuring openness, transparency and high standards of corporate governance, with clear lines of accountability, in its pay decision-making processes and procedures. Any pay-related decisions must be capable of public scrutiny, be able to demonstrate proper and appropriate use of public funds and ensure value for money. The arrangements adopted by the Council are designed to reflect these requirements, as well as ensuring compliance with all relevant legislation and other statutory regulation.

The Council has agreed that the following roles and responsibilities with regard to decision-making in remuneration matters will apply within the Authority as follows:

Full Council: consideration and approval of the annual Pay Policy Statement, as required under the Localism Act 2011. Approval of both the senior salary pay structure, within which senior appointments are made, and the severance policy, within which severance payments are made. Approval of any salary or severance payment over £100,000 which is not consistent with these policies.

Employment Committee: responsible for decisions relating to changes to terms and conditions of employment other than those dictated by employment law/statute, including scrutiny of this statement.

The provisions of this Pay Policy Statement will apply to any determination made by the Council in the relevant financial year in relation to the remuneration or other terms and conditions of senior officers of the Authority and of its lowest paid employees, as defined in this statement, and other employees who are paid more than the lowest paid employees but who are not senior officers.

The Council will ensure that the provisions of this Pay Policy Statement are properly applied and fully complied with in making any such determination.

This Pay Policy Statement has been approved by full Council.

The full Council will approve the appointment or dismissal of the Chief Executive (Head of Paid Service) following the recommendation of such an appointment by a Committee or Sub-Committee of the Council, which will include at least one Member of the Executive. Council will resolve that the post is remunerated in accordance with the Senior Salary Pay Structure.

For Director posts, unless otherwise directed by the Council, a Committee or Sub-Committee of the Council, the Council will appoint. The Committee or Sub-Committee will include at least one Member of the Executive. Council will resolve that the post is remunerated in accordance with the Senior Salary Pay Structure.

For Chief Officer posts, the Chief Executive or his nominated representative, with the relevant Executive Member or members and the Leader of the Council, may determine whether any appointment to a Chief Officer post is to be made exclusively from the Council's existing officers. Where the Chief Executive or his or her nominated representative, determines that it is to be made from existing Officers, the appointment may be made by the Chief Executive or his/her representative. Where a recruitment process is undertaken involving external candidates, a Committee or Sub-Committee will be appointed to interview the shortlisted candidates and make the final appointment. That Committee or Sub Committee will include at least one member of the Executive.

The above arrangements ensure that the Council meets the requirement of the Localism Act that any proposal to offer a new appointment on terms and conditions which include a total remuneration package of £100,000 or more, including salary, bonuses, fees or allowances which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to the full Council for approval before any confirmed offer is made to a particular candidate, if they fall outside the scope of the agreed senior salary pay scales.

SECTION 7: AMENDMENTS TO THIS PAY POLICY STATEMENT

This Pay Policy Statement relates to policy for the financial year 2017/18.

The Council may agree any amendments to this Pay Policy Statement during the financial year to which it relates in accordance with the decision-making arrangements set out in the introduction to this document.

SECTION 8: PUBLICATION OF AND ACCESS TO INFORMATION

The Council will publish this Pay Policy Statement on its website as soon as is reasonably practicable after it has been approved by the Council. Any subsequent amendments to this Pay Policy Statement made during the financial year to which it relates will also be similarly published.

The information advised to be published by the Council in accordance with the requirements of the Local Government Transparency Code 2014 and in accordance with the requirements of the Accounts and Audit (Amendment No. 2) (England) Regulations 2009, as referred to in this Pay Policy Statement, is also available on its website.

The Council's policies in relation to the exercise of discretions under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 and under the Local Government Pension Scheme Regulations 2013, are set out in this policy statement.

For further information about this Pay Policy Statement, please contact the Council as follows:

Chief Officer: HR, nikki.gibbons@bracknell-forest.gov.uk telephone 01344 352049.

EMPLOYER DISCRETIONS**PART A – Formulation of COMPULSORY policy in accordance with Regulation 60 of the Local Government Pension Scheme Regulations 2013****Regulation 16 – Additional Pension Contributions**

The Scheme employer may resolve to fund in whole or in part any arrangement entered into by an active scheme member to pay additional pension contributions by way of regular contributions in accordance with **Regulation 16(2)(e)**, or by way of a lump sum in accordance with **Regulation 16(4)(d)**.

The Scheme employer may enter into an APC contract with a Scheme member who is contributing to the MAIN section of the Scheme in order to purchase additional pension of not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

The amount of additional contribution to be paid is determined by reference to actuarial guidance issued by the Secretary of State.

Consideration needs to be given to the circumstances under which the Scheme employer may wish to use their discretion to fund in whole or in part an employee's Additional Pension Contributions.

Scheme Employer's policy concerning the whole or part funding of an active member's additional pension contributions

The Employing Authority has resolved not to adopt this discretion

Regulation 30(6) – Flexible Retirement

An active member who has attained the age of 55 or over and who with the agreement of their employer reduces their working hours or grade of employment may, with the further consent of their employer, elect to receive immediate payment of all or part of the retirement pension to which they would be entitled in respect of that employment as if that member were no longer an employee in local government service on the date of the reduction in hours or grade (*adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State – separate policy required under Regulation 30(8)*).

As part of the policy making decision the Scheme employer must consider whether, in addition to the benefits the member may have accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw all, part or none of the pension benefits they built up after 31 March 2008 and before 1 April 2014 and all, part or none of the pension benefits they built up after 1 April 2014.

Due consideration must be given to the financial implications of allowing an employee to draw all or part of their pension benefits earlier than their normal retirement age.

Scheme Employer's policy concerning flexible retirement

The Employing Authority will consider requests for flexible retirement on a case by case basis. Approval will be sought through the Employment Committee where all costs and benefits will be explicit; requests which carry no costs to the Employing Authority will be dealt with by officers and reported back to the Committee.

Regulation 30(8) – Waiving of Actuarial Reduction

Where a Scheme employer's policy under regulation 30(6) (flexible retirement) is to consent to the immediate release of benefits in respect of an active member who is aged 55 or over, those benefits must be adjusted by an amount shown as appropriate in actuarial guidance issued by the Secretary of State (commonly referred to as actuarial reduction or early payment reduction).

A Scheme employer (or former employer as the case may be) may agree to waive in whole or in part and at their own cost, any actuarial reduction that may be required by the Scheme Regulations.

Due consideration must be given to the financial implications of agreeing to waive in whole or in part any actuarial reduction.

Scheme Employer's policy concerning the waiving of actuarial reduction

The Employing Authority has resolved to examine such issues on a case by case basis.

Regulation 31 – Award of Additional Pension

A Scheme employer may resolve to award

- (a) an active member, or
- (b) a member who was an active member but dismissed by reason of redundancy, or business efficiency, or whose employment was terminated by mutual consent on grounds of business efficiency,

additional annual pension of, in total (including any additional pension purchased by the Scheme employer under Regulation 16), not more than the additional pension limit (£6,500 from 1st April 2014 subject to annual increase in line with the Pensions (Increase) Act 1971).

Any additional pension awarded is payable from the same date as any pension payable under other provisions of the Scheme Regulations from the account to which the additional pension is attached.

In the case of a member falling within sub-paragraph (b) above, the resolution to award additional pension must be made within 6 months of the date that the member's employment ended.

Scheme Employer's policy concerning the award of additional pension

The Employing Authority resolves to use the scheme for awarding additional pension in cases of redundancy, efficiency of the service and severance, only in exceptional circumstances.

Local Government Pension Scheme (Transitional Provisions and Savings) Regulations 2014

Schedule 2 – paragraphs 2 and 3

Where a scheme member retires or leaves employment and elects to draw their benefits at or after the age of 55 and before the age of 60 those benefits will be actuarially reduced unless their Scheme employer agrees to meet the full or part cost of those reductions as a result of the member otherwise being protected under the 85 year rule as set out in previous Regulations.

So as to avoid the member suffering the full reduction to their benefits the Scheme employer can 'switch on' the 85 year rule protections thereby allowing the member to receive fully or partly unreduced benefits but subject to the Scheme employer paying a strain (capital) cost to the Pension Fund

Scheme Employer's policy concerning the 'switching on of the 85 year rule

The Employing Authority resolves not to adopt this discretion.

PART B – Formulation of RECOMMENDED policy in accordance with the

Local Government Pension Scheme Regulations 2013

Regulation 9(1) & (3) – Contributions

Where an active member changes employment or there is a material change which affects the member's pensionable pay during the course of a financial year, the Scheme employer may determine that a contribution rate from a different band (as set out in Regulation 9(2)) should be applied.

Where the Scheme employer makes such a determination it shall inform the member of the revised contribution rate and the date from which it is to be applied.

Scheme Employer's policy concerning the re-determination of active members' contribution bandings at any date other than 1st April

The Employing Authority has resolved to make changes to employee contribution rates throughout the year from the effective date of any change in employment or material change to the rate of pensionable pay received.

Regulation 17(1) – Additional Voluntary Contributions

An active member may enter into arrangements to pay additional voluntary contributions (AVCs) or to contribute to a shared cost additional voluntary contribution arrangement (SCAVCs) in respect of an employment. The arrangement must be a scheme established between the appropriate administering authority and a body approved for the purposes of the Finance Act 2004, registered in accordance with that Act and administered in accordance with the Pensions Act 2004.

The Scheme employer needs to determine whether or not it will make contributions to such an arrangement on behalf of its active members.

Scheme Employer’s policy concerning payment of Shared Cost Additional Voluntary Contributions

The Employing Authority has resolved not to adopt this discretion

Regulation 22 – Merging of Deferred Member Pension Accounts with Active Member Pension Accounts

A deferred member’s pension account is automatically aggregated with their active member’s pension account unless the member elects within the first 12 months of the new active member’s pension account being opened to retain their deferred member’s pension account.

A Scheme employer can, at their discretion, extend the 12 month election period.

Scheme Employer’s policy concerning merging of Deferred Member Pension Accounts with Active Member Pension Accounts

The Employing Authority has resolved not to extend the 12 month election period

Regulation 100(6) – Inward Transfers of Pension Rights

A request from an active member to transfer former pension rights from a previous arrangement into the Local Government Pension Scheme as a result of their employment with a Scheme employer must be made in writing to the administering authority and the Scheme employer before the expiry of the period of 12 months beginning with the date on which the employee first became an active member in an employment (or such longer period as the Scheme employer and administering authority may allow).

Scheme Employer’s policy concerning the extension of the 12 month transfer application period

The Employing Authority has resolved to examine such issues on a case by case basis

Regulation 21(5) – Assumed Pensionable Pay

A Scheme employer needs to determine whether or not to include in the calculation of assumed pensionable pay, any ‘regular lump sum payment’ received by a Scheme member in the 12 months preceding the date that gave rise to the need for an assumed pensionable pay figure to be calculated.

Scheme Employer’s policy concerning inclusion of ‘regular lump sum payments’ in assumed pensionable pay calculations

The Employing Authority has resolved that “Regular lump sum payments” will always be included in the calculation of assumed pensionable pay

Regulation 74 – Applications for Adjudication of Disagreements *(see guidance note 9 in employer’s guide)*

Each Scheme employer must appoint a person (“the adjudicator”) to consider applications from any person whose rights or liabilities under the Scheme are affected by:

- (a) a decision under regulation 72 (first instance decisions); or
- (b) any other act or omission by a Scheme employer or administering authority,

and to make a decision on such applications.

Responsibility for determinations under this first stage of the Internal Disputes Resolution Procedure (IDRP) rests with “the adjudicator” as named below by the Scheme employer:

Name: Nikki Gibbons
Job Title: Chief Officer: HR
Full Address: Easthampstead House, Town Square, Bracknell
Post Code: RG12 1AQ
Tel No: 01344 352062

Adjudicator’s Signature: _____

Date: _____

Or alternatively:

Name: Stuart McKellar
Job Title: Borough Treasurer
Full Address: Easthampstead House, Town Square, Bracknell
Post Code: RG12 1AQ
Tel No: 01344 355605

Adjudicator’s Signature: _____

Date: _____

APPENDIX B – EMPLOYER DISCRETIONS: INJURY ALLOWANCE

Formulation of COMPULSORY policy in accordance with Regulation 14 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011

Regulation 3 - Reduction in remuneration

Whilst an employee is receiving reduced pay as a direct result of an injury or disease contracted in the course of carrying out their employment, a relevant employer may consider paying the employee an allowance while the reduction in pay continues.

The relevant employer shall from time to time determine whether the employee should be entitled to continue to receive the allowance.

Any allowance payable must be paid directly by the relevant employer and, when added to the value of the reduced pay being received by the employee, must not be of a value that means the employee receives total pay in excess of the pay that they would normally expect to have received but for their injury or disease.

Employer's policy concerning the award of an allowance due to reduction in remuneration

The Employing Authority has resolved to examine such issues on a case by case basis in line with its existing Standing Orders.

Regulation 4 – Loss of employment through permanent incapacity

Where an employee ceases employment due to permanent incapacity as a direct result of injury or disease contracted in the course of carrying out their employment, a relevant employer may consider paying the employee an allowance not exceeding 85 per cent of the employee's annual rate of remuneration at the point the employment ceased.

The relevant employer shall from time to time determine whether the employee should be entitled to continue to receive the allowance.

Any allowance payable must be paid directly by the relevant employer and, where the employee was receiving no pay or reduced pay at the time the employment ended because of absence, the employer must assess the remuneration on the basis of the pay the employee would have received but for being absent.

The relevant employer may suspend or discontinue the allowance if the (former) employee secures gainful employment (paid employment for not less than 30 hours in each week for a period of not less than 12 months).

Employer's policy concerning the award of an allowance due to loss of employment

The Employing Authority resolves not to adopt this discretion.

**TO: EMPLOYMENT COMMITTEE
14 DECEMBER 2016**

**AMENDMENT TO RELOCATION POLICY
(Director of Corporate Services - HR)**

1 PURPOSE OF REPORT

- 1.1 To modernise and update the existing relocation policy to reflect the need for the policy to be more flexible to support staff who need to access the policy in order to take up their duties.

2 RECOMMENDATIONS

- 2.1 To agree the changes to the relocation policy, which is attached as Appendix A.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To enable some assistance to be given at the Director's or Chief Executive's discretion but within the policy, to staff who need some relocation assistance to take up their post but will not be selling their family home outside the area.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Keep the policy as is. This runs the risk that some individuals offered hard to fill positions may feel unable to take up the appointment because of the additional costs of accommodation including renting a room/flat in Bracknell, and the Council may be unable to appoint a suitably qualified candidate.

5 SUPPORTING INFORMATION

- 5.1 The relocation policy has been in place for some years and the fundamental principles of it have remained much the same; one of its key conditions is that the individual is expected to move house within one year in order to take up their appointment (or two years at the discretion of the Director or Chief Executive for special cases.)
- 5.2 Over recent years it has become more common for some employees to accept appointments, especially at senior levels, but to be unable to consider relocating their whole family unit and selling their home in another area. Where the distance is too great to represent a realistic commute, these individuals have tended to rent a small room or flat in Bracknell for their accommodation in the working week and return to their family home at the weekends.
- 5.3 Reasons for maintaining the family home elsewhere have included reluctance to disrupt an older child's education at a key point in their schooling by moving to a new school district, or other family commitments in the home area.

Unrestricted

- 5.4 For some posts it can be difficult to attract and secure a suitably qualified candidate, and there is not always another suitable candidate if the Council should lose the preferred candidate because of relocation/accommodation difficulties. It is therefore proposed that the relocation policy be updated to become more flexible and to include the option for a Director or Chief Executive to agree a lodging allowance in such cases. The proposed rental allowance is at the same figure as short term lodging assistance under the scheme, that is up to £80 per week.
- 5.5 The relocation scheme has an overall limit of £8000 for each employee, a figure which reflects Inland Revenue limits and which has not changed for some years. Should the lodging allowance be granted, this overall limit would still apply, and so the assistance is not open-ended. Other aspects of the scheme connected with selling or buying a home will not apply as the old home is not being sold, and the policy will still not cover buying a second home – only assistance with renting local accommodation for the postholder to live in during the working week. Mortgage subsidy will not normally be available at the end of the rental period in such cases as there is not a house purchase within 2 years of appointment in the maximum period allowed in the mortgage subsidy condition. However it is proposed that at the discretion of the Director or Chief Executive, mortgage subsidy could still be extended to such an employee even outside the normal time limit – for example if the individual found themselves able to move after all due to changed personal circumstances. The total amounts available would not exceed the amounts stipulated in the standard schemes.
- 5.6 The application of the new allowance is at the discretion of the Director or Chief Executive so that they can satisfy themselves there are genuine reasons for not selling the family home, and that the rest of the family are still living there (eg, they have not vacated the family home entirely and rented it out for commercial gain).
- 5.7 In 2015/16 the spend on relocation (excluding mortgage subsidy) was under £14,000 so the figures involved are not large and are offered and limited to key hard to fill roles. Should these changes be agreed, the maximum amount that can be claimed by any one person would not increase.
- 5.8 Chief Officer and Director level recruitment often involves looking for candidates from quite a specialised and restricted pool of candidates who would be sourced from across the UK and within a very competitive labour market, and the calibre of the successful candidate is crucial. The risk is two fold - that a candidate may turn down the offer because there is insufficient assistance with medium term rented accommodation in Bracknell, and that a candidate may accept the offer but then not stay with the organisation long because the task and assistance of trying to relocate successfully within a one or even two year period is too difficult. As property prices in Bracknell may well rise even further when the new town centre is completed, the problem of finding a suitable permanent home at the end of the existing rented period is anticipated to become more rather than less acute. By reviewing the existing policy to make it more flexible, it is anticipated that this will increase the recruitment and retention of key hard to fill positions. In at least one instance over the last year, Members were asked to authorise lodging payments without which the Council would have been able to secure an appointment to a key role at a critical time after an extensive nationwide search and selection process without incurring additional time and expenditure on re-advertising.
- 5.9 Members are reminded that the relocation policy is only applied to jobs at the discretion of the recruiting manager, usually where it is anticipated from the outset

that it is unlikely a suitable candidate can be found exclusively from the immediate local area. It is not automatically applicable or accessible to all new recruits.

- 5.10 The amended policy is attached at Appendix A. The relevant changes are in items f and b of the eligibility and item d of Lodging/Travelling expenses.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Treasurer

- 6.1 All costs associated with the relocation policy will be met from within existing budgets.

Borough Solicitor

- 6.2 There are no specific legal implications arising from this report.

Equalities Impact Assessment

- 6.3 It is not anticipated that there will be an adverse impact on any particular group of staff.

Strategic Risk Management

- 6.4 The risk of not appointing to senior positions is described in the report

7 CONSULTATION

Principal Groups Consulted

- 7.1 None

Method of Consultation

- 7.2 Not applicable

Representations Received

- 7.3 Not applicable

Background Papers

None

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**BRACKNELL FOREST COUNCIL'S
RELOCATION AND MORTGAGE SUBSIDY SCHEMES**

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BRACKNELL FOREST COUNCIL'S RELOCATION AND MORTGAGE SUBSIDY SCHEMES

PURPOSE OF THE SCHEME

The Relocation Scheme provides assistance to people moving house in order to take up an appointment with the Council. The scheme will not necessarily cover the full expenses of moving and is not intended to do so.

The need for removal must be a direct consequence of the employee taking up a post with the Council, and claims will not be considered for employees who move because of a change in their spouse's place of employment.

ELIGIBILITY

This scheme applies to all employees of Bracknell Forest Council except teachers and support staff in schools, but not for all advertised roles, only those where it is deemed by the Director that there is less likelihood of recruiting suitable staff locally. Please contact your local HR team to find out if your role qualifies for assistance.

In order to qualify for the scheme the following conditions will need to be met:

- (a) the appointment must normally be expected to last at least three years (i.e. no temporary or fixed term contract appointments of less than this period). However, the Director or Chief Executive may exercise special discretion to offer the Scheme to a candidate for a fixed term contract of at least one year's duration, with appropriate changes in writing to clauses on repayment on leaving.
- (b) the employee must live more than 40 miles (by the most direct route) from his/her place of work and it must be considered necessary by the Council to move house in order to take up an appointment. Employees who live within a 40 mile radius who believe they are not within a reasonable daily commuting distance (perhaps because of the total travelling time or the difficulty of the route) can approach the Chief Officer: HR for guidance on their eligibility. References to the 40 mile limit throughout this policy and associated documentation should be read in conjunction with this paragraph.
- (c) the employee must move to within a 15 mile radius of their place of work (by the most direct route).
- (d) in order to qualify for all parts of the scheme the employee must be a current owner-occupier. Parts of the scheme will be made available to employees required to live in tied accommodation and those moving from rented accommodation.
- (e) the employee or their partner should not be receiving relocation assistance from another source.

- (f) the employee will normally be expected to move house within one year of taking up their appointment. However, the Director or Chief Executive has special discretion to agree in advance that an extended period of up to two years may be applicable in appropriate cases. An offer of mortgage subsidy can only be extended beyond this 2 year period at the special discretion of the Director or Chief Executive.
- (g) the property the employee is selling and their new home must be the main residence; the scheme cannot be used to purchase a second property.
- (h) There may be occasions when the employee's family home is outside the 40 mile radius, and they wish to apply for relocation assistance to be living within 15 miles of Bracknell in order to take up the appointment, but it is not immediately possible to relocate the rest of the family. The individual may therefore need to rent accommodation in Bracknell for an extended period that can be used during the working week. (This may occur if for example it is difficult to relocate a child during key points in their schooling). In such cases the Director or Chief Executive has discretion to offer lodging assistance in accordance with paragraph d of the lodging/travelling expenses section below, but other allowances would not apply unless the family house was sold. In such cases any mortgage subsidy can only be offered if a house sale and purchase is completed within a 2 year period or with the agreement of the Director or Chief Executive.

CONDITIONS OF THE SCHEME

- (a) Evidence of circumstances (e.g. current home ownership, location of new property, cost of rent paid etc.) will be required prior to any payments being made under the scheme. Employees must have their application - including the use of any special features available at the Director's or Chief Executive's discretion - approved at Chief Officer level or above before embarking on any expenditure.
- (b) A declaration form must be signed agreeing to repay monies granted under the scheme should the employee leave within the pre-determined period.
- (c) Claims will only be paid if invoices are made out to Bracknell Forest Borough Council. In exceptional cases, and with prior approval, payment will be made to an employee direct (subject to the claim being accompanied by a VAT receipt).
- (d) In order to qualify, the relocation package must have been advertised as part of the terms and conditions of the post
- (e) In order to qualify, the employee must have been offered the scheme at the time they were appointed
- (f) In order to qualify, the employee must have the offer confirmed in their letter of appointment or Statement of Terms and Conditions.

- (g) An application under the scheme should normally be made within four weeks of an employee's start date even if all expenses are not to be paid out immediately. Employees must use the "Application for Relocation Expenses" proforma.
- (h) There is an overall maximum grant figure of £8,000 (not including Mortgage Subsidy).
- (i) No additional time off will be given for moving house.

OBLIGATION TO REPAY

An employee receiving relocation assistance and/or mortgage subsidy will be required to enter into a prior undertaking to make a refund if they leave the Council's service within three years in accordance with the following conditions:

- (a) within one year of the removal date - 100% refund of total monies received.
- (b) over one year but within two years of the removal date - 66% refund of total monies received.
- (c) over two years but within three years of the removal date - 33% refund of total monies received.

This repayment will not be pro-rata for completed months' service with the Council – whole years only will apply. If an amended schedule is agreed (eg for those on less than a three year contract), changes to the repayment schedule will be confirmed in writing by the Director of the department or Chief Executive.

If the circumstances of leaving are beyond the employee's control, no refund is payable (e.g. redundancy, termination on grounds of ill health etc).

CEASING MORTGAGE SUBSIDY

Mortgage subsidy will terminate if the employee ceases to reside at the property on which the subsidy is paid or leaves the Council's employment.

Mortgage subsidy payments will continue whilst an employee is on additional maternity leave.

THE SCHEME IN PRACTICE

Lodging/Travelling Expenses

For current house-owners:

- (a) Where an employee has to commute a distance exceeding 40 miles or alternatively has to take up short-term lodgings, for a period of six months, they can receive:

- (i) the payment of up to £80 per week lodging allowance. In addition either the cost of second class return rail fare or petrol expenses equivalent to 5.5 miles per litre for a trip home once per four week period (to a maximum of £40 per trip)

OR

- (ii) travelling expenses on a daily basis which covers actual cost of either second class rail fare or petrol expenses equivalent to 5.5 miles per litre (to a maximum of £80 per week).
- (b) The Director or Chief Executive has the discretion to agree that lodging allowance of up to £80 per week may be paid, in the case of an employee who rents out their home in another area and takes up rented accommodation in the Bracknell area. This feature is at the Director's discretion to agree but will only apply if the cost of renting in Bracknell exceeds the income of rents from their old home, and will not exceed the actual difference in rents.

For those who are not current homeowners:

- (c) If an employee is moving from one rented accommodation to another, or from rented accommodation to owner accommodation, EITHER a "start up" lodging allowance, OR travelling allowance, of up to £80 per week for an 8 week period can be paid. (Travelling expenses on a daily basis would cover actual cost of either second class rail fare or petrol expenses equivalent to 5.5 miles per litre to a maximum of £80 per week).

For those who are current homeowners but are maintaining their family home outside the area:

- (d) The Director or Chief Executive has the discretion to agree that lodging allowance of up to £80 per week may be paid, in the case of an employee who has to maintain a family home in another area and takes up rented accommodation in the Bracknell area for themselves. This feature is at the Chief Executive or Director's discretion to agree and the period for which it is available will be agreed and regularly reviewed in line with the circumstances of the case. The total lodging allowance paid must in any case not exceed the £8000 maximum for the package. In such cases mortgage subsidy cannot be offered if a house sale and purchase has not been completed within 2 years, unless with the specific permission of the Chief Executive or Director.

Removal/Storage/Preliminary Expenses

- (a) These allowances apply to all employees who are required to move as a result of taking up a job with the Council i.e. those moving into tied or purchased accommodation.

- (i) The cost of one removal will be paid based on the lowest of three quotations up to a maximum of £1,000. If the employee chooses to use a more expensive removal company, they must meet the difference themselves. If the employee chooses to move their household effects themselves, reimbursement based on one move will be given for the vehicle hire charge, fuel costs and insurance.
- (ii) In exceptional cases, temporary storage of furniture will be paid for a period of up to six months. Two estimates must be submitted and approval for the lower amount obtained.
- (iii) The cost of two trips for an employee and partner to look for houses may be paid. This will include either second class rail fare or petrol costs based on 5.5 miles per litre, plus a contribution towards two nights' accommodation of up to £150 per trip.

Professional Fees

- (a) For employees who have a property to buy and sell:

The cost of legal and professional fees for selling and buying a property will be reimbursed up to a maximum of £4,000. These fees include Estate Agent fees, legal costs, stamp duty, land registry and one mortgage survey fee (all full survey fees are the responsibility of the employee).

- (b) For an employee who is not currently a home-owner but who is becoming a first time buyer:

The cost of the fees listed above will be reimbursed up to a maximum of £2,000.

- (c) For a non home-owner seeking rented accommodation:

Security deposits or any finding/letting agency fees will be reimbursed up to a maximum of £2,000. This amount will not, however, cover rent payable in advance.

Disturbance Allowance

- (a) For employees who have a property to buy and sell:

A contribution of up to £750 towards disconnection/reconnection of gas and electrical appliances and telephone, and essential carpets/curtains may be claimed. Examples of items which cannot be claimed includes electrical goods, crockery, linen and other basic domestic goods.

- (b) For first time buyers or for non home owners seeking rented accommodation :

A contribution of up to £375 towards the items listed in (a) above.

Mortgage Subsidy Scheme

The scheme has been set up to help people moving from an area of lower house prices and is based on the six monthly Nationwide survey of house prices. The following criteria apply;

- (a) Employees who sell a house in an area of lower house prices (over 40 miles from Bracknell) to buy within a 15 mile radius of their place of work, may be eligible for Mortgage Subsidy.
- (b) The scheme pays a monthly allowance for up to four years from the removal date from the old property or the date of completion of the new house purchase. The payment is based on a sliding scale over the 4 year period.
- (c) The allowance is regarded by the Inland Revenue as part of an individual's assessable income and is therefore subject to tax and National Insurance contributions.
- (d) The general conditions of the Relocation Scheme (including repayment obligations) will apply.
- (e) The basis of the scheme is attached as Appendix A.
- (f) Employees who have moved from rented accommodation more than 40 miles from Bracknell and who are buying for the first time within a 15 mile radius of their place of work, may be eligible for 50% only of the amount applicable for the South West area in the standard scheme.
- (g) Employees moving from outside the UK, if eligible for Mortgage Subsidy, receive the appropriate amounts based on the rates for the South West area (50% of that amount if a first time buyer.)

CONCLUSION

- (a) The scheme provides for most situations which are expected to arise when a new employee starts. However, should any items arise which are not strictly covered by the scheme, but are in the spirit of its provisions, the Chief Officer: HR has the discretion to agree with the appropriate Director or Chief Executive, any variations to the scheme. This will apply for example where there is any uncertainty over qualification criteria or time limits.
- (b) The relocation amounts payable under the scheme are reviewed periodically. Employees will be entitled to the level of reimbursement which applies on their date of commencement of employment with the Council.
- (c) Any questions relating to interpretation of the scheme should be referred to the Chief Officer: HR.

BRACKNELL FOREST COUNCIL

MORTGAGE SUBSIDY SCHEME

The scheme is intended to help new employees living outside reasonable commuting distance (40 miles from Bracknell), who, due to house prices in the Bracknell area, may experience difficulties in purchasing a suitable property.

The mortgage subsidy allowance is paid for a period of four years on a sliding scale. The figure is based on the difference between house prices in the area of the country from which the employee is moving, and those in the Outer Metropolitan Area (as defined by Nationwide in its list of regional districts) in which Bracknell is situated.

The current allowances payable in respect of property in the various regions of the country are shown on the attached map. The first figure is the amount payable for the first two years and the figures in brackets are the amounts payable for the third and fourth years.

Where employees are moving from rented accommodation at least 40 miles away and are buying their first property in the Bracknell area, 50% of the amounts quoted for the South West area in this document are applicable.

Where an employee is moving from outside the UK, the amounts for the South West area are applicable (50% of that amount if a first time buyer.)

BASIS OF MORTGAGE SUBSIDY FIGURES

The allowance paid is based on the difference in cost between the repayments for a typical modern semi-detached property in the Outer Metropolitan Area, in which Bracknell is located, and other regions of the country.

Regional House Prices

These are taken from the Index of House Prices published by the Nationwide Building Society.

Mortgage Interest

The rate of mortgage interest is that charged by the Council for house purchase loans under the Housing Act 1985.

Review of Allowances

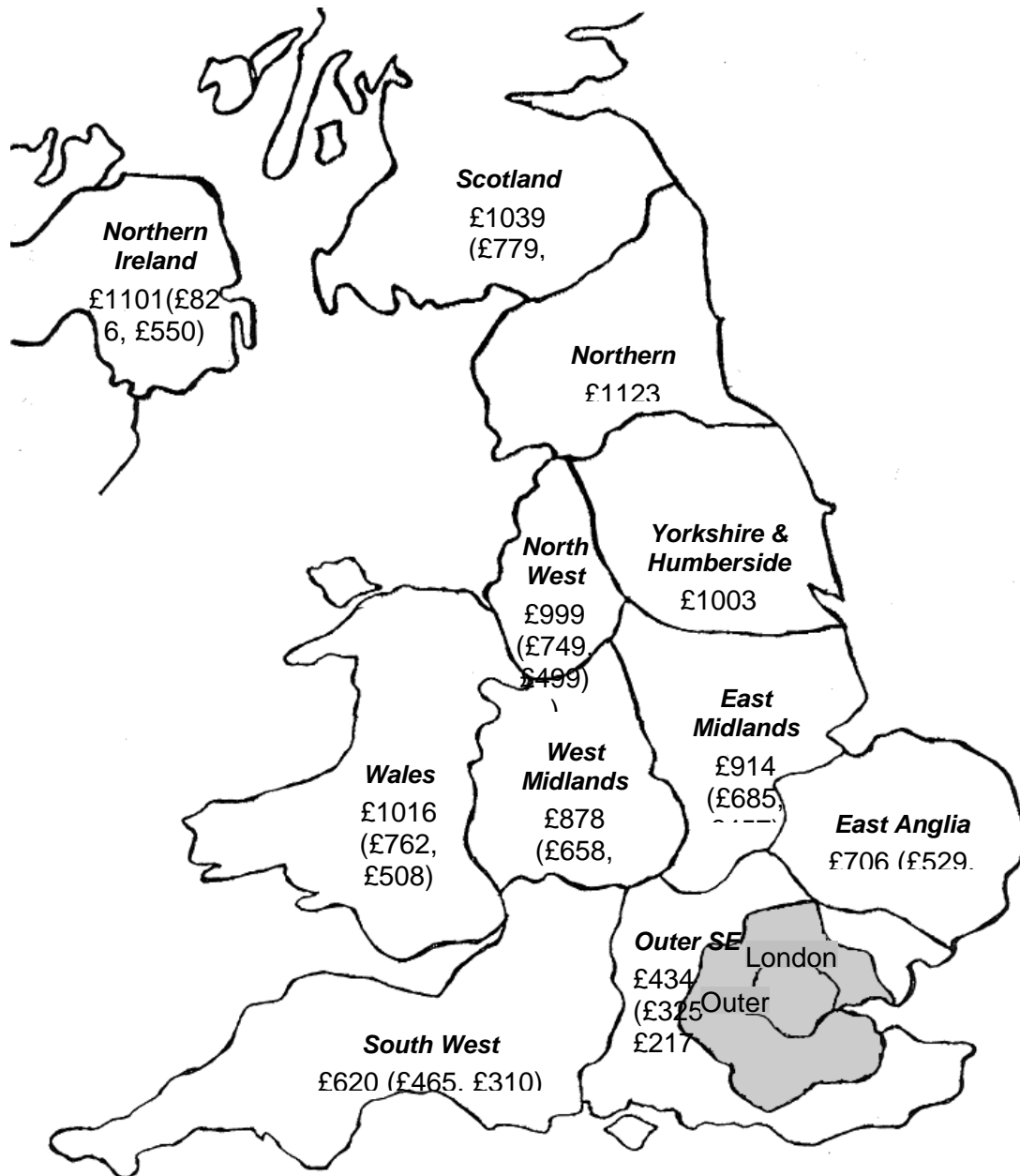
Allowances are reviewed twice a year on 1 February and 1 August. They are adjusted in the light of prevailing house prices and interest rates as follows:

- (a) employees who have been accepted into the scheme and are receiving an allowance have the amount adjusted according to current interest rates.
- (b) employees who have not yet purchased a house have the amount adjusted according to both prevailing house prices and interest rates. They will be sent an updated map indicating the new allowances that apply for each area.

MORTGAGE SUBSIDY SCHEME

MONTHLY ALLOWANCES

1 AUGUST - 31 JANUARY 2017



The first figure shows the monthly allowance payable in the first two years
 The figures in brackets indicate the monthly allowance payable in the third and fourth years

The mortgage subsidy payments for first-time buyers is based on 50% of the figures for home owners from the **South West** area, regardless of which area they are moving from. Therefore all first-time buyers will receive the following payments **£310 (£232.50, £155)**

Any employees moving from outside the UK who are eligible for mortgage subsidy will receive payments based on the **South West** area (or 50% of that amount if a first time buyer)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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