

AGENDA

For the Council meeting to be held on
Wednesday 17 January 2018.

Timothy Wheadon, Chief Executive

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Published: 9 January 2018





NOTICE OF MEETING

Council

Wednesday 17 January 2018, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Town Square, Bracknell - Easthampstead House, Town Square, Bracknell, RG12 1AQ

To: The Council

Councillor Mrs McKenzie-Boyle (Mayor), Councillor Finch (Deputy Mayor), Councillors Allen, Mrs Angell, Angell, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, G Birch, Brossard, Brunel-Walker, Dudley, Finnie, Ms Gaw, Mrs Hamilton, Harrison, Mrs Hayes MBE, Ms Hayes, Heydon, Dr Hill, Mrs Ingham, Kennedy, Leake, McCracken, Mrs McCracken, Mrs McKenzie, McLean, Mrs Mattick, Ms Merry, Ms Miller, Peacey, Phillips, Porter, Skinner, Mrs Temperton, Thompson, Tullett, Turrell, Virgo, Wade and Worrall

A handwritten signature in black ink that reads "Timothy Wheadon". The signature is written in a cursive, flowing style.

TIMOTHY WHEADON
Chief Executive

Council

Wednesday 17 January 2018, 7.30 pm

Council Chamber, Fourth Floor, Easthampstead House, Town Square, Bracknell - Easthampstead House, Town Square, Bracknell, RG12 1AQ

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

AGENDA

Page No

The meeting will be opened with prayers by the Mayor's Chaplain

1. **Apologies for Absence**

2. **Minutes of Previous Meeting**

To approve as a correct record the minutes of the meeting of the Council held on 29 November 2017.

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3. **Declarations of Interest**

Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary 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 Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

4. **Mayor's Announcements**

Including a presentation from Power of Parenting.

5. **Executive Report**

To receive the Leader's report on the work of the Executive since the Council meeting held on 29 November 2017.

15 - 20

Council is asked to note the Executive decisions detailed in the report.

6. **Pay Policy Statement**

To consider the Pay Policy Statement for 2018/19.

21 - 56

7. **Question Submitted Under Council Procedure Rule 10**

By Councillor Mrs Temperton to Councillor Birch, Executive Member for Adult Social Care, Health and Housing:

Universal Credit is coming to Bracknell in February. What preparations are in place to advise and support claimants especially during any five/six week wait for receipt of their money?

COUNCIL
29 NOVEMBER 2017
7.30 - 9.02 PM



Present:

The Mayor (Councillor Mrs Tina McKenzie-Boyle), Councillors Finch (Deputy Mayor), Allen, Mrs Angell, Angell, Dr Barnard, Bettison OBE, D Birch, Mrs Birch, Brossard, Finnie, Ms Gaw, Mrs Hamilton, Harrison, Mrs Hayes MBE, Heydon, Dr Hill, Mrs Ingham, Leake, McCracken, Mrs McCracken, Mrs McKenzie, Mrs Mattick, Ms Merry, Peacey, Phillips, Porter, Skinner, Mrs Temperton, Thompson, Tullett, Turrell, Virgo, Wade and Worrall

Apologies for absence were received from:

Councillors G Birch, Brunel-Walker, Dudley, Ms Hayes, Mrs Kennedy, McLean and Ms Miller

26. Minutes of Previous Meeting

RESOLVED that the minutes of the Council meeting held on 13 September 2017 be approved, and signed by the Mayor as a correct record.

27. Declarations of Interest

There were no declarations of interest.

28. Mayor's Announcements

Presentation from Waitrose

The Mayor welcomed Rob Collins, Managing Director from Waitrose to speak about the Lexicon opening, Waitrose's approach to apprentices and the anticipated impact of Brexit.

The Managing Director advised the meeting that Waitrose had a long association with Bracknell as they had originally opened their headquarters here in 1972. At the time it was a modern distribution centre at the heart of 30 stores. He reported that Bracknell continued to be an integral part of the business with four thousand business partners working there. 100 shops were distributed to from the Bracknell site which equated to a third of the estate.

He explained that traditionally apprenticeships were offered opportunities to get into a role however Waitrose's approach was different as they supported partners to develop skills and progress through the organisation. They recognised that partner's skills needed to change to respond to technology and changes in customer demand. There were 80 apprentices in the business last year with 500 expected next year and a plan was in place to see thousands by 2020 in both their shops and the headquarters.

The Managing Director emphasised that in relation to Brexit there were a lot of unknown factors but what was known was the significant impact of the exchange rate on cost of goods and recruitment of workers for seasonal work. In relation to food and

farming he stated that Waitrose's approach would remain unchanged e.g. high animal welfare, workers to be treated decently, soil would be bought with care and that the United Kingdom should maintain the lead on food and farming. Waitrose had four key priorities: food safety, animal welfare standards, clarity of food labelling and competitiveness of UK market. He believed there would also be opportunities to build upon areas where Waitrose already excelled.

He recognised that their Bracknell store opening was the first phase in the regeneration of the town centre. He congratulated Bracknell Forest on their vision for the town centre. Since its opening they had seen a 14% increase in footfall. Waitrose were planning to open a new development kitchen at the headquarters site in 2018. He concluded by thanking the Council for making the business feel welcome.

In response to Members' queries, the Managing Director made the following points:

- Since 2009 Waitrose had reduced Waitrose packaging by 50% and had agreed that by September 2025 all plastic would be fully recyclable or compostable.
- Waitrose was working to reduce obesity by reducing salt in its products and had worked on reducing sugar in the last two years by 10 to 30 % whilst retaining flavour. He considered that Waitrose had lead the way in food labelling and had further exciting plans in 2018 to focus on health.
- He reported that Waitrose was working on innovative new packaging solutions and to educate customers to change their expectations.
- He stated that they had achieved an 80% reduction in their carbon footprint with initiatives such as water cooled refrigeration which was more expensive to install but had a lower CO2 footprint. They were also working on ways to reduce carbon footprint associated with their vehicles and reducing mileage travelled.
- It was explained that partners within Waitrose stores were able to decide which charities and local organisations would be included in the community matters token boxes.

The Mayor thanked Mr Collins for attending and providing an insight into the Waitrose business.

Naming Waste Truck Raffle

The Mayor was pleased to announce that a raffle had been held to name two waste trucks and the official naming ceremony would be on 5 December 2017 when the names would be revealed. The Mayor thanked the Council's staff for their brilliant support of her charity, the Firefighters Charity.

Charity Event – Fuego Experience

The Mayor thanked those who supported had supported her charity night at Fuego on 21 November 2017 where there had been wonderful food and entertainment. The successful evening had raised £3,375 for the Firefighters Charity.

Mayoral Charity Collection days

The Mayor reminded members present that the Charity Collections rotas had been sent out to all councillors requesting participation in the event. The collections would be held at the Meadows on 7 December and in the Lexicon on 16 December 2017. The Mayor was pleased to confirm that College Town Junior School would be singing

carols in the Meadows and cast members from Camberley Theatre's Peter Pan would be attending. The Mayor hoped that she would be joined at the Lexicon collection by the Community Choir and cast members from South Hill Park's Beauty and the Beast production.

Firehouse Curry Night

The Mayor asked Members to join her for her next Charity event, a Nepalese Curry Night being held at Bracknell Fire Station on 27 January 2018 with the Bracknell Nepalese society providing the entertainment.

Mayor's Business Forum

Members had been sent a 'save the date' for the Mayor's Business Forum which was being held on 23 February 2018 with a focus on Apprenticeships. Expressions of interest were being requested by 31 December 2017.

Celebration of Success Awards

The Mayor reflected that she had spent a wonderful evening at Garth Hill College on 23 November at their Celebration of Success Awards evening.

Coral Reef Official Opening

Councillor McCracken, Executive Member for Culture, Corporate Services and Public Protection was pleased to announce that the Countess of Wessex had officially opened the refurbished Coral Reef on 29 November 2017. He reported that she had had a tour of the site including the new flumes, talked to staff and said that she was looking forward to bringing her family for a visit. He added that the refurbished site had a new roof, 5 new flumes and had seen 75,000 visitors in its first six weeks. This represented a 34% increase on the same period before the refurbishment. He thanked everyone for agreeing to the investment for this key site.

The Mayor gave certificates of thanks for their involvement in the project to:

- Councillor McCracken as Executive Member
- Vincent Paliczka, Director of Environment, Culture and Communities
- Damian James, Programme Manager and
- Kamay Toor, Capital Projects Manager

Visit England

Councillor McCracken, Executive Member for Culture, Corporate Services and Public Protection was proud to report that the Look Out attraction had retained its accreditation in the Visit England visitor attraction quality scheme. He reported the brilliant achievement that not only had the site received 200 points overall from a possible 225 points but in the staff category they had received 98% of the marks available.

Care Quality Commission (CQC) review

Councillor D Birch, Executive Member for Adult Services, Health and Housing reported the outcome of the Care Quality Commission (CQC) review of Bracknell Forest Council's adult social care services and health and wellbeing board in September. Councillor D Birch added that this was undertaken whilst the service was continuing on its transformation programme. He stated that this was part of central

government's request to carry out local area reviews in a bid to free up hospital beds across the country. The review looked at how effectively the local health and care system works to ensure a resident's health and care journey into and out of hospital is provided in a timely and effective way. The CQC inspectors looked at the council's joint working with health partners as well as care providers in the voluntary and private sector. Whilst the review was intended to identify any gaps or problems the conclusion was that vulnerable people in Bracknell Forest received safe, good quality health and social care when they need it.

National Productivity Investment Fund

Councillor Turrell, Executive Member for Planning and Transport congratulated Neil Mathews, Head of Transport Development and Stuart Jefferies, Transport Strategy & Implementation Manager for their successful bid to secure funding to extend the dueling of the A322 Downshire Way.

National Takeover Day

Councillor Dr Barnard, Executive Member for Children, Young People and Learning thanked everyone who was involved in Takeover Day which had been held on Friday 24 November 2017.

Christmas Carol Concert

Councillor Dr Barnard, Executive Member for Children, Young People and Learning was pleased to report that the annual School's Carol Concert event had been attended by 20 primary schools and had seen the largest choir at the event to date. He thanked everyone for getting involved with special thanks to Berkshire Maestros who took the lead organising this event for the first time.

29. **Question Submitted Under Council Procedure Rule 9**

In accordance with Council Procedure Rule 9 (Public Participation), a question was submitted by Mr T Neill, resident of Woodmere, Harmans Water ward with regard to disabled parking charges. In Mr Neill's absence the Chief Executive read the published question to Councillor Bettison OBE, Leader of the Council:

Department for Work and Pensions and Office of National Statistics figures, compiled by The Papworth Trust in the report ['Disability Facts and Figures 2016'](#), show:

- *That disabled adults aged from 25 to retirement age are twice as likely as their nondisabled counterparts to live in low income households.*
- *That 55% of disabled people reported having no savings, and that disabled people's day to day living costs are 25% higher than those of non-disabled people.*
- *That 40% of disabled children in the UK live in poverty, and that almost a third of those are classified as living in 'severe poverty'.*

The United Nations Committee on the Rights of Persons with Disabilities recently concluded that the UK Government has 'totally neglected' disabled people, and has described 'grave and systematic violations' of the rights of disabled people in the UK.

Speaking for the Council, why are you happy that disabled visitors to Bracknell are charged for parking?

In response Councillor Bettison OBE replied that although there are people who believe that all services provided by the council should be free that is simply not possible. He stated that the Council sought to recover costs directly from those who use services such as a swim at the sports centre, a dropped kerb to their property, a care professional at home, or somewhere to park in the new town centre and not from the general Council Tax or Business Rate payer.

He advised the meeting that the Council manages three multi-storey car parks in the town centre which are barrier entry controlled. Practically, the barriers mean that there is no way the Council could provide free parking in these car parks for disabled visitors to Bracknell. He added that this would be the same nationally within car parks whether operated by a Council or private operators using this very common system of car park management control.

He reported that all BFC car parks in the Town Centre make provision for disabled parking but all require the car park users to pay the set rates. He considered that everyone who uses the car parks was treated the same. Within the High Street car park additional provision had been made to help cater for the pickup and drop off needs of those using Shopmobility.

Within Bracknell town centre there are a few non barrier controlled car parking areas where it is possible to recognise the use of the Blue Badge and give free parking in bays marked for disabled parking. However the Leader noted that eligibility for a Blue Badge did not require any means test. He reflected that national media reported that the Blue Badge scheme was open to abuse. He stated that the Council would welcome the introduction of a more robust national Blue Badge Scheme that included a test of resources as this would enable all councils to take proper account of a person's means and regulate accordingly.

The Leader responded that this was a national, not a local issue and that this needed to be raised at a national level so that any solution could be applied not just for those visitors to Bracknell but also to the benefit of eligible Bracknell Forest residents wishing to visit other places.

The Leader stated that the Council supported many services and projects which support and empower people with disabilities, which included investing in a Disabled Go online access guide for the borough with information about over 500 venues to benefit anyone with a disability living, working or visiting Bracknell Forest. He added that the Council had also developed guidance for retailers in the new town centre to ensure that they provide excellent customer service for people with disabilities and, working with BRP, involved people with disabilities in having a say on the design and layout of the town centre. The Leader concluded that he was happy that disabled people visiting Bracknell found a disability friendly community that, according to the Bracknell Forest resident's survey, live and work closely together.

30. **Executive Report**

The Leader of the Council, Councillor Bettison OBE, presented his report on the work of the Executive since that reported at the Council meeting on 13 September 2017. The Executive had met three times on 26 September, 17 October and 21 November 2017.

The Leader highlighted the following matters that had been considered:

The Leader of the Council, Councillor Bettison OBE, presented his report on the work of the Executive since that reported at the Council meeting on 13 September 2017. The Executive had met three times on 26 September, 17 October and 21 November 2017.

The Leader highlighted the following matters that had been considered:

- Commercial Investment Strategy had been considered which set out the long term investment in business properties in the Borough. The recent expansion of the strategy was delivering £2m income per annum and £50m had been invested to date. The clear investment criteria covered: property condition, quality and strength of tenant, length of lease and the exit strategy. An additional £30m investment was recommended to Council to increase the net revenue return to £3m per annum.
- The Procurement plans for property and motor insurance had been agreed.
- The contract for leisure management was a key transformation project in 2017 and covered the management (not ownership) of: Bracknell Sports and Leisure Centre, Coral Reef and Downshire Golf Course. The contract would result in capital investment of >£1m and also revenue savings of around £600k per annum.
- The Residential Nursing Care contract was considered with a reduction of 205 residential and nursing beds since 2013/14 resulting in a significant increase in placement costs. The agreement was to enter into up to 4 contracts for 22 beds to limit costs.
- Funding for the Heathlands Elderly Mental Infirm (EMI) scheme was discussed. The scheme and funding was agreed in February and the budget included health funding via Sustainable Transformation Partnership (STP) however the Royal Borough of Windsor and Maidenhead position remained uncertain. Funding of up to £7m needed to guarantee schemes viability and £3.1m would be funded by CCG. This investment was recommended to Council.
- Safeguarding Annual report was noted.
- The phased approach to restructuring the Children, Young People & Learning and Adult Social Care, Health & Housing Directorates into a new "People" Directorate was noted.
- A pan Berkshire National Non-Domestic Rates (NNDR) Pilot bid was coordinated and submitted by Bracknell Forest which could generate £35m of additional funding. 70% of the funding would be allocated to Local Enterprise Partnership to implement agreed infrastructure projects.
- Tree strategy was agreed.
- The Youth Justice Strategic Plan 2017-2019 was agreed and recommended to Council.
- Following services being rated as good by Ofsted, with important areas of outstanding practice, five areas for further improvement were included in the agreed Post Ofsted Action Plan.

- LSCB Annual Report was noted.
- Special Education Needs and Disability Improvement Strategy was agreed and five priorities were agreed by all stakeholders.

In relation to the Elderly Mental Infirm funding Councillor Mrs Temperton queried why Bracknell Forest was contributing more than the other partners. In reply Councillor D Birch explained that the final split had not yet been finalised but would be dependant upon the division of the use of beds available as Bracknell Forest was keep to have a larger proportion in order to support people with learning disabilities.

Councillor Mrs Temperton asked whether the closure of two Council-run residential nursing care homes had added to the reduction in residential and nursing beds quoted in the report. Councillor D Birch acknowledged that they had but a fall in demand had made those particular sites untenable. The sites were no longer fit for purpose so had been recycled and better buildings were being built based on consultation feedback on what people want.

On the proposition of Councillor D Birch, Executive Member for Adult Social Care, Health and Housing, seconded by Councillor Dr Barnard, it was

RESOLVED that the provision of up to £7m of capital funding as Bracknell Forest's contribution to the Heathlands EMI scheme, noting that £3m of this will be met by the CCG in some way so will not fall as a cost to the Council as detailed in section 4 of Appendix B, be approved

On the proposition of Councillor McCracken, Executive Member for Culture, Corporate Services and Public Protection, seconded by Councillor Dr Barnard, it was

RESOLVED that the Youth Justice Strategic Plan 2017-19 be approved.

On the proposition of Councillor Heydon, Executive Member for Transformation and Finance, seconded by Councillor McCracken, it was

RESOLVED that further capital sums of up to £30m are made available to support the Commercial Property Investment Strategy achieving its target level of £3m on-going additional revenue income as detailed in Appendix E of the agenda supplementary report.

31. **Affected Interests and related matters**

The Council considered a report to amend provisions relating to Affected Interests in the Council's Code of Conduct for Members following recommendations of the Code of Conduct Working Group which convened on 27 June 2017.

On the proposition of Councillor Allen, Chairman of Governance and Audit Committee and seconded by Councillor Thompson it was:

RESOLVED that:

- i) the recommendations of the Code of Conduct Working Group set out in Paragraph 5.16 and in the Appendix of the agenda report be adopted.

32. **Establishment of an Appointment Committee**

The Council considered a report informing Members of initial steps being taken towards streamlining of the Council's senior leadership team and sought to establish a Committee to undertake a number of Chief Officer appointments as the initial phase of moving towards an integrated "People Directorate".

On the proposition of Councillor Dr Barnard, Executive Member for Children, Young People and Learning and seconded by Councillor D Birch it was:

RESOLVED that:

- i) a Committee of the Council of five members (4:1), (plus up to five substitute members) be appointed, with the following terms of reference:

"To interview and appoint on behalf of the Council to Chief Officer posts within the current Directorates of Children, Young People & Learning and Adult Social Care, Health & Housing";

- ii) Councillors Dr Barnard, D Birch, Mrs Birch, McLean and Mrs Temperton be confirmed as the nominated members; and
- iii) Councillors Leake, Thompson and Virgo be confirmed as the substitute members.

33. Membership of Overview and Scrutiny Commission

The Council considered a report setting out the revised position regarding the appointment of Members to serve on the Overview and Scrutiny Commission since Annual Council on 24 May 2017 and the Council meeting on 12 July 2017.

On the proposition of Councillor Leake, Chairman of Overview and Scrutiny Commission and seconded by Councillor Angell it was:

RESOLVED that:

- i) the size and allocation of seats of the Overview and Scrutiny Commission be agreed as set out in paragraph 5 of the agenda report; and
- ii) Councillors Peacey and Virgo be appointed as members of the Overview and Scrutiny Commission.

34. Schedule of meetings 2018 - 19

The Council considered a report to enable arrangements for the next municipal year's meetings to be put in place and assist members plan their diaries for the year ahead.

On the proposition of Councillor Bettison OBE, Leader of the Council and seconded by Councillor D Birch it was:

RESOLVED that the schedule of meetings 2018/19 as set out in the annex to the agenda report be approved.

35. Question Submitted Under Council Procedure Rule 10

Councillor Mrs Temperton asked Councillor Turrell, Executive Member for Planning and Transport the following published question:

The residents of Bracknell Forest have a real concern about the availability of affordable homes to rent and to buy. There is building going on all around the borough and the Council's policy is for 25% of the completions to be 'affordable'. In the first quarter of this year, only five 'affordable' homes were completed, in the second quarter only eight. The latest plans accepted for the Old Wick Hill site has allowed just six 'affordable' homes from a total of 61. This is only 10%.

What is being done to ensure more 'affordable' homes are built to both rent and to buy?

How is the Council ensuring that these homes are indeed 'affordable' for the majority of our existing residents?

If the cap on Council borrowing is lifted, as it seems likely, will the Council build so-called 'social housing'- homes at lower rents?

Councillor Turrell replied that the council's planning policy position with regard to Affordable Housing was that on sites of more than 15 new homes, where planning permission was required, the Council expected to see the delivery of 25% of those homes being Affordable. He clarified that this was in line with the Government's definition of what constitutes affordable housing but the 25% was subject to viability.

He added that over the life of the current Local Plan (since 2006) the Council had secured above this target at 27 % affordable housing of total completions.

He explained that this was due to some schemes being completely affordable and others bringing forward more than the 25% requirement for example at Jennets Park. He added that recent examples of policy compliant scheme were Blue Mountain and Amen Corner North. A recent example of a fully affordable scheme which was granted permission was the 200 affordable homes for Market Street, Bracknell.

He noted that there were circumstances where affordable housing could be offset and the Council was obliged to take this into account as this is a national policy. This had been the case at the Wick Hill site where there were existing buildings on this site and a reduction in provision to 10% was therefore obtained legitimately.

He stated that there was a clear and long-standing record of delivery of Affordable housing in Bracknell Forest and the consultation on the new Local Plan would include the suggested planning approach to Affordable housing.

Councillor Birch contributed that as part of the housing stock transfer to Bracknell Forest Homes it was agreed to provide 250 affordable homes out of the capital receipt however 400 homes had been provided. In February 2008 it was agreed to close the housing revenue account and there was no intention to reopen it. He added that Downshire Homes had been in operation for two years and had bought existing affordable homes with the rent covering the purchase cost so the Council was already investing in social rent accommodation.

In response to a supplementary question from Councillor Mrs Temperton about why Wokingham Borough Council was able to deliver significantly more affordable homes in the last two years Councillor Turrell replied that this was as a result of many factors. It depended what permissions were put in, which permissions were granted, which sites were delivered (as development was not delivered at a consistent pace) and that Wokingham is a bigger borough than Bracknell Forest.

MAYOR

To: **COUNCIL**
17 January 2018

EXECUTIVE REPORT TO COUNCIL **The Leader**

1 PURPOSE OF REPORT

- 1.1 Since the Council meeting on 29 November 2017, the Executive has met once, on the 19 December 2017. This report summarises decisions taken by reference to the relevant portfolio within which they fall.
- 1.2 Updated Forward Plans are published every Friday and can be viewed online at www.bracknell-forest.gov.uk. Full details on the decisions taken by individual portfolio holders can also be accessed online through the Council's website.

2 RECOMMENDATION

- 2.1 **Council is asked to note the Executive decisions detailed in this report taken since the last Council meeting on 29 November 2017.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The reasons for recommendations are set out in the supporting information and in the reports considered by the Executive.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Alternative options are discussed in the relevant individual reports considered by the Executive

5 SUPPORTING INFORMATION

Transformation and Finance

5.1 Capital Programme 2018/19 – 2020/21

- 5.1.1 The Capital Programme report considered by the Executive draws together each department's proposals which enabled the Executive to agree a draft capital programme for 2018/19 – 2020/21 as the basis for consultation. In compiling the draft programme the main focus was inevitably on determining the requirements for 2018/19, although future year's schemes did also form an important part of the programme.
- 5.1.2 The proposed programme for 2018/19 had been developed on the assumption that it would be funded by a combination of Government grants, other external contributions and borrowing in addition to capital receipts. Historically capital receipts have averaged around £5m per annum – however this had largely been made up of the VAT and Right-to-Buy sharing agreement contributions from Bracknell Forest Homes – these schemes have since ended. However receipts from two large sites and CIL contributions should enable £8m of the capital programme to be funded from receipts. Internal resources will be used in the first instance and borrowing from external sources (e.g. the PWLB) will be used when necessary. The financing costs

associated with the General Fund Capital Programme had also been provided for the Council's revenue budget plans.

5.1.3 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2018/19 – 2020/21. Given that both capital and revenue resources are under pressure, each Department has evaluated and prioritised proposed schemes into broad categories in line with the Council's Asset Management Plan. Having done this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

5.1.4 On this basis the Executive approved for consultation:

- the initial Council funded capital programme (excluding the Commercial Property Investment Strategy budget) of £10.546m for 2018/19.
- the inclusion of an additional budget of £1m for Invest-to-Save schemes.
- the inclusion of £3.48m of schemes and projects to be funded from S106.
- the inclusion of £13.850m of schemes to be externally or self funded.
- and the Contract Standing Order (CSO) requirements relating to the Procurement Plan, Competition and Advertising elements for the procurement of offsite road works at the Blue Mountain development to be waived.

5.2 Revenue Budget 2018/19

5.2.1 The Executive also agreed the draft revenue budget proposals for 2018/19 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties.

5.2.2 Initial preparations for the budget always begin with the Council's three year Commitment Budget. The commitment budget for 2018/19 and 2020/21 brings together the Council's existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2017/18 budget was set.

5.2.3 A number of changes are proposed to the Commitment Budget since it was last considered by the Executive. The most significant are:

- The impact of the transformation programme is now reflected (-£6.417m) including forecast savings from Adults (-£1.800m) and Children's Services (-£1.165m), the Commercial Property Investment Strategy (-£1.000m) and the Leisure Services Review (-£0.600m), which are at different stages of delivery.
- The one-off additional Adult Social Care grant received in 2017/18 has been removed (£0.363m).
- Additional funding for Adult Social Care, announced as part of the Government's March 2017 Budget, has now been incorporated (-£1.016m). This is supplementary funding to the improved Better Care Fund payable between 2017/18 and 2019/20.

The overall impact of these changes is to decrease the Council's Commitment Budget by £7.230m compared to the position reported in February.

5.2.4 The Executive also agreed:

- i) the Treasury Management Strategy and associated documents and requested that the Governance and Audit Committee review each of the key elements.
- ii) the 2018/19 Schools Budget be set at the eventual level of grant income plus any accumulated balances, with the Executive Member for Children, Young People and Learning authorised to make amendments and agree budgets for schools and services centrally managed by the Council.
- iii) that authority to set town centre car park charges is delegated to the Regeneration Committee.
- iv) the bid submitted by Bracknell Forest Council on behalf of the Berkshire Unitaries to DCLG to form a pilot business rates pool across the County, that would see a greater proportion of business rates collected being retained locally to support priority infrastructure projects was supported.
- v) the virements relating to the 2017/18 budget as set out in Annexes F and G of the Executive Report are approved and recommended those that are over £0.100m be approved by Council.

Members will be aware that the business rate submission was one of a small number that the Government announced were successful in the Provisional Local Government Finance Statement in late December.

5.3 Contract Award for Cleaning Contract

- 5.3.1 The Executive agreed to award the Corporate Cleaning Framework Agreement due to commence on 1 April 2018. The current cleaning contract was due to expire on 31st March 2018, having been extended beyond its original expiry date of 4th January 2018. The purpose of the extension was to allow sufficient time for the move of Easthampstead House Staff to the remodelled civic accommodation at Time Square – due to be completed during the first quarter of 2018. This would avoid the requirement for the new contract to cover Easthampstead House for a limited period which would necessitate a move of the contractor's staff and equipment.
- 5.3.2 A full competitive tendering exercise using the Restricted Procedure in compliance with the Public Contracts Regulations 2015 was carried out. The process complies with the Procurement Plan which was endorsed by the Executive Member for Transformation and Finance in July 2017. Following advertising, a robust evaluation of tenders submitted from short-listed candidates was carried out.
- 5.3.3 The current value of the contract is approximately £1.2m per annum which includes 27 schools. However, the move towards academisation led to initial doubts regarding their continued involvement. However, following consultation with all schools, 24 decided that they wished to be included in the new contract.

Council Strategy & Community Cohesion

5.4 Council Plan Overview Report

- 5.4.1 The Executive noted the Chief Executives latest Council Plan Overview Report covering the second quarter of the 2017/18 financial year (July – September 2017). At the end of the first quarter 90 actions (69%) were on target to be completed within the timescales set; 25 actions (19%) had been completed; 13 actions (10%) were at risk of falling behind schedule and 2 actions (2%) had fallen behind schedule.

- 5.4.2 The Executive also noted the performance of the Council from the LG Inform benchmarking report
- 5.4.3 Progress against the key indicators in the Council Plan was also positive with 32 (76%) green – i.e. on, above or within 5% of target; 2 (5%) amber – i.e. between 5% and 10% of target; and 8 (19%) red – i.e. more than 10% from target.
- 5.4.4 Quarter 2 saw the opening of The Lexicon on 7 September. This was a landmark day, and the regenerated town centre has, to date, been a huge success. The opening of The Lexicon was shortly followed by the opening of Coral Reef on 29 September. This was a very challenging construction on a building that is over 30 years old that came to a successful conclusion. The newly refurbished facility is proving to be very popular.
- 5.4.5 The transformation programme continues to progress well, delivering over £6.5m of savings to date. The new Resources directorate was launched on 1 September 2017 to reflect the consolidation of the teams covered by the Council Wide Support Services Review (CWSS) – Finance, ICT and HR. A sharp focus is now on our Adult Social Care and Children’s Social Care Transformation Programmes in order to progress those and ensure they deliver the necessary savings.
- 5.4.6 A ‘Local Area Review’ was undertaken in adult social care by the Care Quality Commission (CQC) in September. This took the form of seven intensive days of visits by eight inspectors over two separate periods and a great deal of work in between. CQC looked at how well Care and Health organisations, including the private and voluntary sector, worked together to deliver person centred and effective care to older people on their journey into and out of hospital. The CQC report found that we serve the people of Bracknell well with positive findings against all five key lines of enquiry. The contribution made by our partner organisations in the health sector in demonstrating this effective working was outstanding.
- 5.4.7 The successful CQC inspection followed on from the Ofsted Inspection of children’s services in May. One side effect of successful inspections is that a number of staff have very marketable and transferable sets of skills. Therefore there was a higher than normal rate of vacancy within a number of key service areas in children’s services during Quarter 2. Further analysis was being undertaken around detailed exit interviews to understand the motivation for leaving. However, the level of vacancies places increased pressure on social worker caseloads which are closely monitored. As well as social workers, a number of other key roles within the organisation have been difficult to recruit to including a Chief Officer and Business Partner in ICT, a permanent Organisation Development Manager and Payroll Manager. Further work is being planned with the Overview & Scrutiny Commission to identify what the barriers to a successful recruitment have been and how these might be overcome.

Planning & Transport

5.5 Rights of Way Improvement Plan

- 5.5.1 The Executive approved the new Rights of Way Improvement Plan 2017 / 2026 (RoWIP2).
- 5.5.2 As a unitary authority, the Council is responsible for public rights of way in the borough, and has a duty to produce, review and re-publish a RoWIP. RoWIP2 is the

second version of the plan prepared for the Borough. The requirement to produce this statutory plan arose from the Countryside and Rights of Way (CROW) Act 2000 and with it there is a duty to review the plan every 10 years. The first RoWIP for Bracknell Forest was published in 2006. RoWIPs are intended to be a mechanism for improving the local network of public rights of way for all users – walkers, cyclists, horse-riders, horse and carriage drivers, vehicular users and those with mobility problems.

- 5.5.3 A survey of rights of way users was carried out to gather up to date information about current use, needs and demands. Feedback from the consultation was incorporated where appropriate. From a range of feedback, there were particularly significant contributions from Binfield Parish Council, the Hampshire Countryside Access Forum, and the Blackwater Valley Countryside Partnership. The Bracknell Forest Local Countryside Access Forum (LCAF) was also consulted from the very earliest stages in the process in 2016 starting with the structure, vision and policies.

5.6 Thames Basin Heaths Special Protection

- 5.6.1 The Executive approved the draft Thames Basin Heaths Special Protection Area Supplementary Planning Document (draft SPASPD) for public consultation for the six week period from the 8th January to the 19th February 2018. The intention is to provide prospective applicants with a clearer idea of the Council's requirements for mitigating the impact of development on the SPA.

- 5.6.2 The draft SPASPD provides guidance on the statutory requirement to avoid and mitigate harmful impacts caused by recreational pressure on the Thames Basin Heaths Special Protection Area (SPA). In particular it:

- Provides context to the SPA designation including regulations, harmful impacts and other issues.
- Describes buffer zones of influence as to where development can or cannot be located.
- Sets out avoidance and mitigation measures relating to Suitable Alternative Natural Greenspaces (SANGs) and Strategic Access Management and Monitoring measures (SAMM) and their standards, criteria and costs.
- Provided details maps and supporting evidence in the Appendices of the Executive report.

- 5.6.4 Not producing the draft SPASPD would result in the loss of the required contributions to support alternative open space (SANG) provision in Council management which would risk the Councils effectiveness over the long term.

6 NOTIFICATION OF APPOINTMENTS MADE BY THE LEADER

The portfolio title 'Executive Member for Culture, Corporate Services and Public Protection' was amended to 'Executive Member for Culture, Resources and Public Protection' to reflect the directorate name change from Corporate Services to Resources.

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

7.1 The Borough Solicitor's comments have been addressed in the reports to the Executive.

Borough Treasurer

7.2 The Borough Treasurer's comments have been addressed in the reports to the Executive.

Equalities Impact Assessment

7.3 Equalities issues, where appropriate, have been addressed in the reports to the Executive.

Strategic Risk Management Issues

7.4 Any strategic risks have been identified in the reports to the Executive.

Background Papers

Executive Agenda – 19 December 2017

Contact for further information

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**TO: COUNCIL
17 JANUARY 2018**

ANNUAL UPDATE OF THE COUNCIL'S PAY POLICY STATEMENT (Director of Resources – 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.

2 RECOMMENDATIONS

- 2.1 **Recommend that Council agree the Pay Policy Statement for 2018/19.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To comply with the Department of Communities and Local Government (DCLG) guidance and 2014 Transparency Code requirements.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None

5 SUPPORTING INFORMATION

5.1 Pay Policy Statement

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

5.2 Bracknell Forest Supplement

In previous years the Employment Committee has considered the level of the Bracknell Forest Supplement when it considers the Pay Policy Statement. On this occasion the recommendations of the Living Wage foundation were published too late for fully costed proposals to be produced. The Employment Committee will take a report on Bracknell Forest Supplement levels for 2018-19 in due course when it will also be possible to consider the impact of the current national pay offer on lower paid staff in conjunction with any change to the Bracknell Forest Supplement. As a result, the attached pay policy statement carries no recommendation for increase to the supplement at this time and the matter will be resolved by Employment Committee in early 2018.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 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

- 6.2 There are no financial implications arising from this report.

Equalities Impact Assessment

- 6.3 The report is descriptive and has no equalities implications.

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

- 8.1 Employment Committee and Local Joint Committee.

Method of Consultation

- 8.2 By report and meeting.

Representations Received

- 8.3 None.

Background Papers

None

Contact for further information

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Bracknell Forest Council
PAY POLICY STATEMENT FOR THE FINANCIAL YEAR 2018/19
(Reported data based on 2017-18)

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 2018/19. Data on existing salaries, job roles and statistics contained within the statement are based on the year 2017/18.

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:

- 3893 employees (equivalent to 2954 full-time equivalent (FTE) employees). These numbers are as at 1 April 2017 and include schools.
- Services to an estimated 119,447 residents within the local community.
- Total Gross Expenditure of £243.7million, which was the Council's Total Gross Outturn Expenditure in 2016/17.
- 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

- 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)
 - 4 Children’s Centres
 - 9 libraries
 - 9 leisure centres
 - 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
 - Two town centre offices and the commercial centre
- 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.

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 £243.7m of public funds, serving around 119,447 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.

Staff under indirect management responsibility: 3893

- **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: £31.7million per annum

Staff under direct or indirect line management responsibility: 376

- ***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: £17.7 million per annum (not including schools, £85.5m)

Staff under direct or indirect line management responsibility: 2862 (not including schools, 363)

- **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
- ,
- Emergency planning,
- Highways engineering and maintenance,
- Refuse collection and street cleansing
- Waste disposal and recycling,
- Public parking.

Budget responsibility: £21 million per annum (net of income)

Staff under direct or indirect line management responsibility: 433.

- **Director - Resources**

As of September 2017 this post is responsible and accountable for seven separate sections - Finance, Information and Communication Technology, Legal Services, Human Resources, Democratic and Registration Services, Corporate Property, and Customer Experience.

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 experience, revenue collection, electoral registration)
- Core management responsibilities (setting standards and ensuring that the organisation functions legally within a robust financial framework, and acts as a good employer)
- 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 and Business Rates
- Customer experience including digital services
- Legal services
- Democratic management
- ICT
- HR

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

Budget responsibility: £13.6 million per annum

Staff under direct or indirect line management responsibility: 195.

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;
- 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 Resources 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 softphones; if a mobile phone is also required a business case must be made

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.

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	£147,674 - £159,786
Director - Resources (Deputy CE)	£109,106 - £118,038
Director – Children, Young People and Learning	£106,445 - £115,159
Director – Adult Social Care, Health and Housing	£106,445 - £115,159
Director – Environment, Culture and Communities	£106,445 - £115,159
Director of Public Health	£108,000 - £113,000
Borough Treasurer and Section 151 Officer	£92,759 - £98,395
Borough Solicitor and Monitoring Officer	£87,441 - £92,759
Chief Officer: Children's Social Care	£87,441 - £92,759
Chief Officer: Environment and Public Protection	£87,441 - £92,759
Assistant Chief Executive	£82,434 - £87,441
Chief Officer: Information Services	£82,434 - £87,441
Chief Officer: Human Resources	£82,434 - £87,441
Chief Officer: Property	£82,434 - £87,441
Chief Officer: Strategy, Resources and Early Intervention	£82,434 - £87,441
Chief Officer: Planning and Transport	£82,434 - £87,441
Chief Officer: Older People and Long Term Conditions	£82,434 - £87,441
Chief Officer: Commissioning and Resources	£82,434 - £87,441
Chief Officer: Housing	£76,189 - £82,434
Chief Officer: Customer Services	£68,914 - £74,721
Chief Adviser: Learning and Achievement	£86,575 - £91,841

Figures as at 1 April 2017 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 £15,599. 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 2017 is £8.45 per hour (including local weighting). This gives an annual minimum for a 37 hour week of £16,302. For the purposes of this report therefore £16,302 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 2017-18 was £8.45. The amount is reviewed annually by Employment Committee; however no increase to the Rowntree Foundation Living Wage has yet been proposed for 2018 and therefore the accompanying report proposes the Bracknell Forest Supplement from April 2018 remain the same.

In April 2016 a new "National Living Wage" rate for those 25 years of age and over was introduced. The Bracknell Forest Supplement therefore results in pay levels above the statutory minima.

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 Soulbury 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 2017 including base salary, overtime pay and any lump sum car allowances is 6.8. (Last year's multiple was 6.8).

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 6.0. (Last year's multiple based on mean was 5.9).

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 so far, no implementation date has been announced.

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

Chief Executive and Chief officers are issued with mobile phones to be more effective and are required to be on an emergency duty list, other staff are issued phones in accordance with their workstyle in order to be more effective. Usually this means that Free workers will be issued with a mobile phone. The council funds the phone and business calls.

All employees working flexibly are issued with a softphone and a business case needs to be made if a mobile phone/device is required in addition to this.

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: Time Square, Market Street, Bracknell
Post Code: RG12 2JD
Tel No: 01344 352062

Adjudicator’s Signature: _____ Date: _____

Or alternatively:

Name: Stuart McKellar
Job Title: Borough Treasurer
Full Address: Time Square, Market Street, Bracknell
Post Code: RG12 2JD
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.

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