

NON EXEMPT

**EAST HAMPSHIRE DISTRICT COUNCIL
HAVANT BOROUGH COUNCIL**

Meeting name: *Joint HR Committee*

12th March, 2019

**REPORT TITLE: Remuneration Policy
Marthie Turner
HR Business Partner**

FOR DECISION

**Portfolio: Portfolio Holder for Governance and Organisational
Development Cllr Nick Drew (EHDC) and Cabinet Lead for People and
Communications Cllr Lulu Bowerman (HBC)**

Head of Service: Caroline Tickner

Key Decision: No

1.0 Purpose of Report

- 1.1 This report provides the Councils with a comprehensive Remuneration Policy which has been drafted for use across East Hampshire District Council (EHDC) and Havant Borough Council (HBC)
- 1.2 This Policy is intended to ensure EHDC and HBC provide guidance to managers and clarity to staff on all the different aspects of reward and remuneration in place at both Councils.

2.0 Recommendation

- 2.1 Councillors are asked to note the content of the report and approve the attached Policy.

3.0 Executive Summary

- 3.1 The Councils want to ensure that the approaches to reward and remuneration are clear, consistent and well understood. JHR Committee will recall that the Councils do produce a pay policy annually to comply with the Local Government Transparency Act. This

pay policy is written for an outward facing audience and therefore does not contain all of the detail which would be of help for managers operating the policy on a day to day basis. The remuneration policy at Appendix A which has been developed provides the further detail needed for internal use.

3.2 In addition, in view of the outsourced HR and Payroll service provided by Capita it is important that absolute clarity can be given to the contractor to ensure correct and consistent advice is given and payments made.

3.3 There are no changes being made to the reward and remuneration payments but this Policy draws together all the information into one comprehensive document.

4.0 Additional Budgetary Implications

4.1 There is no additional cost to the Councils as there are no changes to current arrangements.

5.0 Background and relationship to the Corporate Strategy and Directorate Business Plan/s

5.1 The adoption of this Policy supports the commitment of the Councils to work together with the contractor and wherever possible, to treat staff consistently.

6.0 Options considered and reasons for the recommendation

6.1 The adoption of this Policy will ensure that remuneration decisions are made robustly and consistently and ensure the Councils' comply with their own policies, legislation and Inland Revenue rules governing payments to employees.

7.0 Resource Implications

7.1 Financial Implications
None

7.2 Human Resources Implications
None to report. This policy provides clarity and will support the effective delivery of HR Service.

7.3 Other Resource Implications
None to report

8.0 Legal Implications

8.1 The legal implications associated with the introduction of this Policy

relate primarily to the Councils' desire to ensure that the mechanisms around reward and remuneration are documented to aid understanding and ensure consistency.

9.0 Risks

- 9.1 As the HR and Payroll service is provided by an outsourced provider, the Councils must ensure through adequate audits that the checks are conducted in a manner which is compliant with all requirements.

10 Consultation

- 10.1 Consultation has been held with UNISON and agreement reached on the attached Policy. It was noted by UNISON representatives that it was a consolidation of existing practice.

11 Communication

- 11.1 The Policy will be added to the suite of policies available on AskHR, now in use as part of the Capita delivery of HR services. All staff and managers will be signposted to this additional policy via the usual communication channels.

Appendices:

Appendix A – Remuneration Policy

Background Papers: N/A

Agreed and signed off by:

Monitoring Officer: *6th February, 2019*

Deputy S151 Officer: *26th February, 2019*

Director: *6th February, 2019*

Portfolio Holder: *11th February, 2019*

Date: *26th February, 2019*

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