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Date: Tuesday, 23 February 2021

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Dear Member

## **COUNCIL - THURSDAY, 25 FEBRUARY 2021**

I am now able to enclose, for consideration at the Thursday, 25 February 2021 meeting of the Council, the following reports that were unavailable when the agenda was printed.

<b>Agenda No</b>	<b>Item</b>	<b>Page</b>
6.	<b>Resource Management and Waste Strategy</b> Record of Decision Revised covering report Conservative Objection	(Pages 329 - 339)
7.	<b>Community Engagement and Empowerment Strategy</b> Record of Decision	(Pages 340 - 341)
8.	<b>Council Tax 2021/2022</b> Report	(Pages 342 - 347)
9.	<b>Torbay Council Annual Pay Policy Statement including Gender Pay Gap Report and Review of Pensions Discretions</b> Record of Decision Revised Appendix 1	(Pages 348 - 367)

Yours sincerely

June Gurry  
Clerk

## Record of Decisions

### Resource Management and Waste Strategy

#### Decision Taker

Cabinet on 18 February 2021

#### Decision

- (i) that Cabinet recommends to Council that the Resource Management and Waste Strategy be approved; and
- (ii) Cabinet Decision:
  - (a) that the proposed trial of a three weekly collection be paused, whilst efforts are intensified in respect of educating, engaging and communicating with residents regarding recycling is undertaken, along with implementation of other aspects of the Resource Management and Waste Strategy in order to increase recycling rates; and
  - (b) that the covering report be updated in respect of the above prior to its submission to Council.

#### Reason for the Decision

To ensure the Council has a fit for purpose and up to date strategy for the management of resources and waste to reduce the amount of waste we generate and encourage greater reuse or recycling of materials.

The Cabinet's decision to pause the trial of the three weekly collection will enable intensified efforts of supporting, communicating and engaging with residents alongside other aspects of the strategy, in order to increase recycling rates.

#### Implementation

The recommendation of the Cabinet in (i) will be considered at the Council meeting on 25 February 2021 and the decision of the Cabinet in (ii) will come into force and may be implemented on 2 March 2021 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny).

#### Information

The Resource and Waste Management Strategy set out the Council's strategy for managing waste and resources to help meet the priorities set out in the Community and Corporate Plan and to enable positive action to be taken to address concerns in respect of climate change. The Strategy had been subject to formal consultation and consideration by the Overview and Scrutiny Board with the final Strategy being revised to taken into account some of the respondent's concerns.

The Cabinet, having considered the Officer's professional recommendation in respect of the benefits of a three weekly bin collection, determined that before any further consideration was

given to the trial of the same, there needed to be intensified efforts of supporting, communicating and engaging with residents alongside other aspects of the strategy, in order to increase recycling rates. As such, the Cabinet's decision above formally pauses the proposed trial of the three weekly bin collection.

Councillor Morey proposed and Councillor Steve Darling seconded a motion which was agreed unanimously by the Cabinet as set out above.

**Alternative Options considered and rejected at the time of the decision**

None

**Is this a Key Decision?**

Yes – Reference Number: I074476

**Does the call-in procedure apply?**

Yes

**Declarations of interest** (including details of any relevant dispensations issued by the Standards Committee)

None

**Published**

22 February 2021

Signed: \_\_\_\_\_  
Leader of Torbay Council on behalf of the Cabinet

Date: 22 February 2021

**Meeting:**  
Council

**Date:**  
25 February 2021

**Wards Affected:** All

**Report Title:** Resource Management and Waste Strategy (Revised Report)

**Is the decision a key decision?** Yes (Policy Framework)

**When does the decision need to be implemented?** ASAP

**Cabinet Member Contact Details:** Mike Morey, Cabinet Member for Infrastructure, [mike.morey@torbay.gov.uk](mailto:mike.morey@torbay.gov.uk), Tel: 01803 853316

**Supporting Officer Contact Details:** Ian Hartley, Service Manager for Waste & Natural Environment, [ian.Hartley@torbay.gov.uk](mailto:ian.Hartley@torbay.gov.uk) Tel: 01803 208695

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## 1. Purpose of Report

To agree the Resource Management and Waste Strategy that was released for consultation from 28 September 2020 to 6 November 2020. The strategy has been revised to take into account the main themes that were identified from this consultation.

- 1.1 The table Appendix 1 shows the top 10 themes that were identified and as a result of these themes the strategy has been amended accordingly to take into account respondents concerns.
- 1.2 A summary of the consultation responses is available on the Council's Consultation Webpages.
- 1.3 The Cabinet at its meeting on 18 February 2021, resolved to pause the proposed trial of a three weekly collection, to enable efforts to be intensified in respect of educating, engaging and communicating with residents regarding recycling is undertaken, along with implementation of other aspects of the Resource Management and Waste Strategy in order to increase recycling rates. This revised report has been updated to reflect the Cabinet's decision. (Note: the Cabinet's decision to pause the trial of a three weekly collection has not changed the Resource Management and Waste Strategy attached to this report.)

## 2. Reason for Proposal and its benefits

- 2.1 Reflecting on the principles with the Community and Corporate Plan, our approach in delivering this Resource Management and Waste Strategy is described below.

**Enable our communities:** We will involve and empower Torbay's residents to take positive action to reduce the amount of waste we generate and increase our recycling rates and have a positive contribution to the climate emergency.

**Use reducing resources to best effect:** We will work to reduce the amount of waste that we generate in Torbay, reusing and recycling goods and materials wherever possible.

**Reduce demand through prevention and innovation:** We will put in place initiatives and mechanisms which aim to reduce the amount of waste we generate, in particular reducing the amount of residual waste that we dispose of.

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### **3. Recommendation(s) / Proposed Decision**

That Cabinet recommends to Council:

That the Resource Management and Waste Strategy be approved.

### **Appendices**

Appendix 1 – Resource Management and Waste Strategy

# Supporting Information

## 1. Introduction

1.1 At present Torbay Council has achieved a recycling rate of just over 40% which needs to be improved to attain budget savings, and a lower Carbon Impact. There are a number of proposals that will take this service forward, however the following 4 are key in this respect;

## 2. Increase education, engagement and communication

2.1 We are developing and delivering a new education programme for the whole Bay, some of the main points are shown below.

2.2A new centre page recycling leaflet will be included with the council Tax invoices that will be issued in March 2021. This clarifies what materials can be put into which recycling box and is especially focussed on food waste collection and who to make contact with if you have a problem with recycling.

2.3Currently we have employed a new team of Recycling Support Co-ordinators, who are already identifying properties that are not recycling to their full potential. With an intense programme of leaflet delivery, door knocking and a clear line of communication to these new staff, we can enable everyone to recycle as much as they can.

2.4The Recycling box stickers are being updated so that households have an easy reference picture of what to recycle on each container they have.

2.5Food waste is often not presented at all so advice will be given to again clarify what can be collected as this material is often just put in the Residual bin and is of significant weight. Food waste alone can reduce disposal costs by £70 per ton, and it is sent to a local processing plant in Devon and turned into compost as well as generating energy for the national grid, both huge Climate change gains.

2.6Clarify to residents that what they put out for recycling is actually recycled and that the majority of it is turned into new products in the UK and not sent overseas.

2.7We will continue with the recycling advisor resource that we get from working in partnership with Devon County Council to continually educate on all of the above points.

2.8We will continue to fund our external School Education advisors, Resource Futures to educate pupils from Primary school level upwards.

2.9Continue to promote the Devon wide recycling themes Don't let Devon go to waste, and Love food hate waste

2.10Ensure all the above information is updated regularly on both the Torbay Council and SWISCo Website's.

### **3. Increase recycling capacity and rates**

3.1 With the increased education above this should increase the recycling rate for Torbay, and anyone requiring additional recycling containers will be supplied with as many as they can fill.

### **4. the introduction of charging at the Household Waste Recycling Centre (HWRC)**

4.1 This will bring Torbay in line with the rest of Devon, will ensure there is little or no trade abuse at the Tor Park Road site, and will generate income from the construction materials that are recycled.

4.2 Torbay Council only has a legal obligation to provide recycling centre facilities for household waste – waste arising from the day to day running of a household. Items resulting from the repair or improvement of houses, for example, DIY type waste, is classified as construction waste and there is no requirement for us to provide any service for the disposal of this material or accept it free of charge. This includes garden or other renovations outside the building, but on the same piece of Land owned by the householder.

### **5. Offer an opt-in charged for garden waste doorstep service pending the outcome of central government consultations, update expected in March 2021.**

5.1 This would allow Torbay to collect more of the green waste on a separate collection increasing the recycling rate and further reducing disposal cost. This would work by charging a fixed annual fee with regular dedicated collection days, and again a service that is already successfully employed by most of the Devon authorities as well as many others in the rest of the UK.

5.2 Without these changes recycling tonnages will not improve, disposal costs will increase and the required budget savings will not be achieved. The Targets of the Climate Emergency will also be very unlikely to be achieved.

### **6. Financial Opportunities and Implications**

6.1 Initially it is likely that there will need to be a spend to save requirement so additional Recycling Support Co-ordinators could be employed to assist and educate residents.

6.2 If all these proposals are implemented then the benefits gained later on will be maximised. The more that is recycled will see a greater saving not only on the disposal budget, but will achieve added recycling income, and the additional positive benefits regarding the Council's Climate Emergency position.

6.3 The sorts of financial gains that are possible can be seen for each recycling material in the net gain table in the Resource and Waste Strategy report.

### **7. Legal Implications**

7.1 There are no legal implications to consider.

## **8. Engagement and Consultation**

8.1 These changes will impact on every resident across Torbay, which is why getting the communications and engagement correct is a fundamental part of this strategy.

8.2 A 6 week consultation on the draft strategy was held and amendments have subsequently been made.

8.3 The Community can play their part and it is hoped following the model adopted by East Devon District Council, Torbay can empower members of the public to become recycling champions, who help to educate others and share their experiences, so that everyone can manage their waste to achieve high levels of recycling.

## **9. Purchasing or Hiring of Goods and/or Services**

9.1 Any required additional purchases will be managed in line with Torbay Council's procurement guidelines

## **10. Tackling Climate Change**

10.1 Torbay Council has achieved Zero waste to Landfill with the formation of the South West Devon Waste Partnership (SWDWP), including partners Plymouth City Council (PCC) and Devon County Council (DCC). All of Torbay's residual municipal waste is treated at the Combined Heat and Power Energy from Waste facility (EFW) in Plymouth under contract with M.V.V. Umwelt. The heat and energy produced is used at the local Ministry of Defence, Devonport Dockyard, to achieve maximum environmental benefit, which is twice as good for climate change as Landfilling would be. So to summarise the waste that is collected for recycling is mainly recycled in the UK (see the appendices section at the end of this document), and any waste that is not recycled is sent to generate energy and heat.

10.2 No waste generated by Torbay's householders is sent to Landfill.

10.3 Across Torbay, specialised vehicles, with the most up to date energy efficient engines are used to collect weekly dry recycling in two 55 litre boxes and food waste in a 35 litre caddy. Residual waste is collected fortnightly, also in new vehicles with the most up to date energy efficient engines, in a 240 litre wheeled bin. As soon as Electric vehicles are available that can cope with Torbay's hilly terrain and have a battery life that will operate at the required capacity, the authority will look to replace its current fleet with the most efficient and climate friendly vehicles available.

## **11. Associated Risks**

11.1 If the options in this revised strategy are not implemented then it is unlikely that Torbay will meet its Climate Emergency targets.





## Equality Impacts

12.	Identify the potential positive and negative impacts on specific groups			
		Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
	Older or younger people			There is no differential impact
	People with caring Responsibilities			There is no differential impact
	People with a disability			There is no differential impact
	Women or men			There is no differential impact
	People who are black or from a minority ethnic background (BME) <i>(Please note Gypsies / Roma are within this community)</i>			There is no differential impact
	Religion or belief (including lack of belief)			There is no differential impact
	People who are lesbian, gay or bisexual			There is no differential impact
	People who are transgendered			There is no differential impact
	People who are in a marriage or civil partnership			There is no differential impact
	Women who are pregnant / on maternity leave			There is no differential impact

	Socio-economic impacts (Including impact on child poverty issues and deprivation)		There is no differential impact
	Public Health impacts (How will your proposal impact on the general health of the population of Torbay)		There is no differential impact
10..	<b>Cumulative Council Impact</b> (proposed changes elsewhere which might worsen the impacts identified above)	No	
11.	<b>Cumulative Community Impacts</b> (proposed changes within the wider community (inc the public sector) which might worsen the impacts identified above)	No	

### Agenda Item 6, Resource Management and Waste Strategy

#### Conservative Motion - Objection to Policy Framework Document

(Constitution Reference: Budget and Policy Framework Standing Order F4.8)

#### Council Meeting

25 February 2021

#### Introduction:

The Conservative Group support the Resource Management and Waste strategy, however we, along with the residents of Torbay, do not believe we should go down the route of a three weekly collection service. We therefore ask the Council to delete it from the Strategy.

This follows an extensive survey carried out by the local Conservative Party that showed 89% were against changing the current collection system. This was on top of the strong opposition to the three weekly collection by the Community, as shown in the Councils Consultation process.

Therefore on this basis the Conservative Group recommend to Council:

#### Proposal:

That the Council formally objects to the adoption of the Resource Management and Waste Strategy on the basis that the reference to the three weekly bin collection is deleted from the Strategy as this is not widely supported by the community.

In accordance with the Constitution at F4.9, the Council therefore requires the Cabinet to consider this objection by 23 March 2021 and either:

- a) submit a revision of the Resource Management and Waste Strategy with the reasons for any amendments to the Council for its consideration; or
- b) inform the Council of any disagreement that the Cabinet has with any of the Council's objections and the Cabinet's reasons for any such disagreement.

Proposed by Councillor David Thomas

Seconded by Councillor Foster

## Record of Decisions

### Community Engagement and Empowerment Strategy

#### Decision Taker

Cabinet on 18 February 2021

#### Decision

That Cabinet recommends to Council:

- (i) that the Policy Framework be amended to replace the Communication, Engagement and Consultation Strategy with the Community Engagement and Empowerment Strategy;
- (ii) that the Community Engagement and Empowerment Strategy set out at Appendix 3 to the submitted report be approved; and
- (iii) that Head of Policy, Performance and Community Engagement, working as part of the 'Our Communities' project team, takes responsibility for implementing the plans required to deliver this Strategy.

#### Reason for the Decision

To update the current Community Engagement and Empowerment Strategy which is out of date and to meet the commitment made at the first Community Conference.

#### Implementation

The recommendations of the Cabinet will be considered at the Council meeting on 25 February 2021.

#### Information

The Community Engagement and Empowerment Strategy had been developed following feedback from the first Community Conference and to deliver the Council's determination to engage with communities more effectively. The Strategy set out the plan to address some of the key themes emerging from the Conference and clear statements about the Council's offers, commitments and actions, working with the community to build more positive and trusted relationships. It also outlined how the Council intended to meet its mission to be a Council that works in partnership with its residents, communities and partnerships based around six key elements.

The consultation taken on the draft strategy did not require any changes to the draft strategy, but provided a wealth of feedback to inform the implementation plan for the strategy.

Councillor Carter proposed and Councillor Cowell seconded a motion which was agreed unanimously by the Cabinet at set out above.

#### Alternative Options considered and rejected at the time of the decision

Alternative options were set out in the submitted report.

**Is this a Key Decision?**

Yes – Reference Number: I074345

**Does the call-in procedure apply?**

No

**Declarations of interest** (including details of any relevant dispensations issued by the Standards Committee)

None

**Published**

22 February 2021

Signed: \_\_\_\_\_  
Leader of Torbay Council on behalf of the Cabinet

Date: 22 February 2021

**Meeting:** Council

**Date:** 25th February 2021

**Wards Affected:** All Wards in Torbay

**Report Title:** Council Tax 2021/22

**Cabinet Member Contact Details:** Councillor Darren Cowell,  
[Darren.Cowell@torbay.gov.uk](mailto:Darren.Cowell@torbay.gov.uk)

**Director/Assistant Director Contact Details:** Director of Finance, 01803 207285,  
[Martin.phillips@torbay.gov.uk](mailto:Martin.phillips@torbay.gov.uk)

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### **1. Purpose of Report**

The Council has a statutory obligation to set a 2021/22 Council Tax Requirement and a Council Tax for the Torbay area, including the demands of the precepting bodies before the 11th March in the preceding financial year.

### **2. Reason for Proposal and its benefits**

The purpose of this technical report is to enable the Council to fulfil its statutory duty to calculate and set the Council Tax Requirement and Council Tax for 2021/22.

### **3. Recommendation(s) / Proposed Decision**

3.1 That the Council is recommended to note:

3.2 On the 3<sup>rd</sup> December 2020 Council approved the following Council Tax Bases for 2021/22:-

a) For the whole Council area as 45,464.53, [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and

b) For dwellings in the Brixham Town Council area as 6,115.06 to which a Parish precept relates.

3.3 That the Police and Crime Commissioner for Devon and Cornwall, and the Devon and Somerset Fire and Rescue Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each

category of dwellings in the Council's area as indicated in the table in paragraph 3.6 below.

That the Council is recommended to approve:

3.4 The Council Tax requirement for the Council's own purposes for 2021/22 (excluding Brixham Town Council) of £74,607,300.

3.5 That the following amounts be calculated for the year 2021/22 in accordance with Chapter Three of the Act:

a) £312,524,518 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account the precept issued to it by Brixham Town Council.

b) (£237,562,000) being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

c) £74,962,518 being the amount by which the aggregate at 3.5(a) above exceeds the aggregate at 3.5(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax Requirement for the year (item R in the formula in Section 31B of the Act).

d) £1,648.81 being the amount at 3.5(c) above (Item R), all divided by Item T (3.2(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

e) £355,218 being the aggregate amount of all special items (Brixham Town Council) referred to in Section 34(1) of the Act

f) £1,641.00 being the amount at 3.5(d) above less the result given by dividing the amount at 3.5(e) above by Item T (3.2(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

3.6 That the Council, in accordance with Chapter Three of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2021/22 for each part of its area and for each of the categories of dwellings.

	Valuation Band							
	A	B	C	D	E	F	G	H
Ratio of each band to Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
Torbay Council	1,094.00	1,276.33	1,458.66	1,641.00	2,005.67	2,370.33	2,735.00	3,282.00



Police and Crime Commissioner	157.71	183.99	210.28	236.56	289.13	341.70	394.27	473.12
Devon and Somerset Fire and Rescue Authority	60.00	70.00	80.00	90.00	110.00	130.00	150.00	180.00
Aggregate of Council Tax Requirements ex. Town Council	1,311.71	1,530.32	1,748.94	1,967.56	2,404.80	2,842.03	3,279.27	3,935.12
Brixham Town Council	38.73	45.18	51.64	58.09	71.00	83.91	96.82	116.18
Aggregate of Council Tax Requirements including Brixham Town Council	1,350.44	1,575.50	1,800.58	2,025.65	2,475.80	2,925.94	3,376.09	4,051.30

Note: Torbay Council's precept includes the Adult Social Care "precept" set in 2016/17 to 2018/19, 2020/21 and 2021/22.

3.7 That the Council's basic amount of Council Tax for 2021/22 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. (Refer to paragraph 5.7)

#### **4. Precepts on Torbay Council as a Billing Authority**

4.1 Members should note that due to the complexity of setting the council tax level in accordance with statute it is not possible to simplify this report.

4.2 The Council approved the statutory Tax Base for Torbay at its meeting on the 3rd December 2020 as 45,464.53 for the year 2021/22, and approved the 2021/22 Tax Base for Brixham Town Council as 6,115.06. When the "Council Tax Requirements" of the Police and Crime Commissioner for Devon and Cornwall, the Devon and Somerset Fire and Rescue Authority and Torbay Council (including Brixham Town Council) are determined, it remains only to make the statutory "basic tax" calculations in accordance with the Local Government Finance Act 1992, as amended by the Localism Act 2011, and "set" the tax for the eight Valuation Bands A to H ranging from 6/9ths to 18/9ths of the basic amount – "Band D".

4.3 The precept levels of other precepting bodies have been received. These are detailed below:

#### 4.4 Brixham Town Council

Brixham Town Council met on 18th February 2021 and set a precept of £355,218. This results in a Band D Council Tax for 2021/22 of £58.09, (£56.70 2020/21), which is an increase of 2.45%.

#### 4.5 Police and Crime Commissioner (PCC) for Devon & Cornwall

The Police and Crime Commissioner for Devon and Cornwall met on 5th February 2021 and set a precept (for Torbay) of £10,755,089.22. This results in a Band D Council Tax for 2021/22 of £236.56, (£221.64 2019/20), an increase of 6.73%.

#### 4.6 Devon and Somerset Fire and Rescue Authority

Devon and Somerset Fire and Rescue Authority met on 19th February 2021 and set a precept of £4,091,808. This results in a Band D Council Tax for 2021/22 of £90.00, (£88.24 2020/21), an increase of 1.99%.

#### 4.7 If the formal Council Tax Resolutions within 3.6 above are approved, the total basic amount "Band D" of Council Tax will be as follows:

	2020/21 £	2021/22 £	2020/21 % Change
Torbay Council	1,563.01	1,641.00	4.99
Police and Crime Commissioner	221.64	236.56	6.73
Devon and Somerset Fire and Rescue Authority	88.24	90.00	1.99
Sub-Total	1,872.89	1,967.56	5.05
Brixham Town Council (only payable by Brixham residents)	56.70	58.09	2.45
Total	1,929.59	2,025.65	4.98

### Background Documents

[The Referendums Relating to Council Tax Increases \(Principles\) \(England\) Report 2020/21 \(publishing.service.gov.uk\)](#)

Council Tax Base 2021/22 Report  
[Agenda for Council on Thursday, 3 December 2020, 5.30 pm \(torbay.gov.uk\)](#)

[Budget 2021/22 - Torbay Council](#)

## Supporting Information

### 5. Summary

- 5.1 The Partnership presented the 2021/22 revenue budget proposal to Council on 4th February 2021 which was adjourned to the 11<sup>th</sup> February 2021. The 2021/22 revenue budget was set by Council on the 11<sup>th</sup> February 2021. The approved 2021/22 net revenue budget was £115.5m.
- 5.2 This is net expenditure before the Council's general income and funding, NNDR Income, NNDR top up grant, other general grants and any collection fund surplus.
- 5.3 This results in a Council Tax requirement for the Torbay Council element of £74,607,300 Including the Brixham Town Council precept the Council Tax requirement is £74,962,518.
- 5.4 Expenditure at that level for Torbay Council will result in a Band D Council Tax for 2021/22 of £1,641.00, a 4.99% increase in the Torbay Council element of the Council tax.
- 5.5 Under section 52ZB(1) of the Local Government Finance Act 1992 ("the 1992 Act") as inserted by Schedule 5 to the Localism Act 2011, each billing authority and precepting authority must determine whether its relevant basic amount of council tax for a financial year ("the year under consideration") is excessive. If an authority's relevant basic amount of council tax is excessive a referendum must be held in relation to that amount.
- 5.6 The question whether an authority's relevant basic amount of council tax for a financial year ("the year under consideration") is excessive must be decided in accordance with a set of principles determined by the Secretary of State for the year
- 5.7 The Government set the following package of referendum principles for 2021- 22:-
- a core council tax referendum principle of up to 2% for shire counties, unitary authorities, London boroughs, the GLA general precept, and fire authorities
  - An Adult Social Care (ASC) precept of 3% on top of the core principle for local authorities with responsibility for adult social care.

- 5.8 The Referendum Principles for 2021/22 allows local authorities (with adult social care responsibilities) to raise the council tax precept by a further 3%, this precept is to be spent on Adult Social Care. Torbay Council has included the full 3% amount in the 4.99% Council Tax increase for 2021/22.
- 5.9 For Torbay Council if the formal Council Tax Resolutions within 3.5 above are approved the change in the “relevant basic amount” (i.e. the Band D Council tax) is 4.99%, which is not excessive.
- 5.10 The gross expenditure and income figures included at 3.5 (a) and 3.5 (b) are linked to the budget digest information presented to Council in January, which are prior to any adjustments to comply with CIPFA and central government reporting requirements

## **6. Legal Implications**

- 6.1 The Council is required, in accordance with the Local Government Finance Act 1992, as amended by the Localism Act 2011, to set an amount of Council Tax for each of the eight Valuation Bands for the coming financial year before 11th March. This is a matter of calculation only but in accordance with Section 67 of the Act has to be set by the Council.

## **7. Consultation**

- 7.1 There has been extensive consultation on the budget proposals with all Members and through the Overview and Scrutiny Board meetings held in 2020/21 and consultation with stakeholders and residents through a series of Community Partnership meetings and Council staff.

## **8. Associated Risks**

- 8.1 The Council must set the Council Tax before 11th March each year. The Collection of Council Tax income is essential to ensure the services provided by the Council and the other precepting bodies are adequately funded.
- 8.2 If the Council fails to set a Council Tax before 11th March, it will be in breach of its statutory obligation and subject to legal challenge.

## Record of Decisions

### Torbay Council Annual Pay Policy Statement including Gender Pay

#### Decision Taker

Cabinet on 18 February 2021

#### Decision

That Council be recommended to approve:

- (i) the Torbay Council Annual Pay Policy Statement 2021/22 as set out in revised Appendix 1 to the submitted report be approved for publication;
- (ii) the Torbay Council Gender Pay Gap Report, contained within the Annual Pay Policy Statement 2021/22 in Appendix 1 to the submitted report be approved for publication; and
- (iii) the Employers Pensions Discretions set out in Appendix 2 to the submitted report be approved for publication.

#### Reason for the Decision

To meet the statutory requirements to review these reports and policies.

#### Implementation

The recommendations of the Cabinet will be considered at the Council meeting on 25 February 2021.

#### Information

The submitted report set out the Council's Annual Pay Policy Statement, as required under Section 38 (1) of the Localism Act 2011. It was noted that the pay policy statement drew together the Council's overarching policies on pay and conditions and would be published on the Council's Website. The report also set out the annual review of pensions discretions as required by the Local Government Pension Scheme Regulations. In addition, the report set out details of the Council's gender pay gap data as required by the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

At the Cabinet meeting on 18 February 2021, the Interim Chief Executive advised that the Annual Pay Policy Statement 2021-22 made reference to the Public Sector Exit Payment Regulations which came into force on 4 November 2020. Since the report was published, the Government's Treasury Department had issued a direction on 12 February 2021 to dis-apply, with immediate effect, Public Sector Exit Payment Regulations and it was noted the report to Council would be revised to reflect this.

Councillor Carter proposed and Councillor Cowell seconded a motion which was agreed unanimously by the Cabinet at set out above.

**Alternative Options considered and rejected at the time of the decision**

None

**Is this a Key Decision?**

Yes – Reference Number: I078885

**Does the call-in procedure apply?**

No

**Declarations of interest** (including details of any relevant dispensations issued by the Standards Committee)

None

**Published**

22 February 2021

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Leader of Torbay Council on behalf of the Cabinet

# Annual Pay Policy Statement 2021-22

January 2021

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This document can be made available in other languages and formats.  
For more information please contact [hrpolicy@torbay.gov.uk](mailto:hrpolicy@torbay.gov.uk)

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## 1. Purpose and Scope

- 1.1 Section 38 (1) of the Localism Act 2011 requires the Council to prepare an Annual Pay Policy Statement.
- 1.2 Supplementary guidance was published in February 2013 – “Openness and Accountability in Local Pay: Supplementary Guidance”. Due regard has been given to that guidance in preparation of this policy.
- 1.3 In dealing with staff pay it is the Council’s strategy to ensure that our Pay Policy facilitates the recruitment and retention of staff with the skills and capabilities the Council needs.
- 1.4 Arrangements for staff pay must comply with Equal Pay legislation.
- 1.5 Senior Officers – these are posts with specific responsibility such as Section 151 Officer and/or where the salary is above £50,000
- 1.6 This Pay Policy Statement is a supplement to Torbay Council’s overarching Pay and associated policies which form part of the terms and conditions of employees. These include but are not limited to:-
  - Torbay Council Pay Policy
  - Job Evaluation Scheme Policies (Greater London Provincial Councils Job Evaluation Scheme).
  - NJC Terms and Conditions of Employment (Green Book)

- JNC Terms and Conditions for Chief Executives
- JNC Terms and Conditions for Chief Officers (Directors within Torbay Council are appointed to these Terms and Conditions).
- NHS Terms and Conditions
- Torbay Council Local Government Pension Scheme Policy Discretions
- Employment of Apprentices Policy
- Re-Evaluation Policy
- Temporary Acting Up Policy
- Temporary Additional Duties Policy
- Expenses Policy
- Market Supplement Policy
- Market Forces Policy
- Staff Travel Plan
- Key Skills Retention policy
- Key Skills Golden Hello Scheme
- Key Skills Student Loans Allowance Scheme
- Flexible Retirement
- Retirement and Long Service Award
- Re-organisation and Redundancy Policy

1.7 Guidance from the Secretary of State makes reference to the Hutton Review of Fair Pay. This indicated that the most appropriate metric for pay dispersion is the multiple of Chief Executive pay to median salary. Tracking this multiple will allow the Council to ensure that public services are accountable for the relationship between top pay and that paid to the wider workforce. This annual pay policy statement will publish this multiple along with the following information:

The level of salary for each of the Officers as defined in 1.5 above;

The salary of the lowest paid employee - this information can be found in Appendix 1 of this policy.

## **2. Arrangements for officer pay**

2.1 The general terms and conditions of employment are governed by the following national agreements:

- Chief Executive/Head of Paid Service - JNC for Chief Executives of Local Authorities
- Directors and Assistant Directors - JNC for Chief Officers of Local Authorities



- Senior Officers - NJC for Local Government Services
- Educational Advisors and Inspectors/ Educational Psychologists – Soulbury Pay and Conditions
- All other Employee Groups – NJC for Local Government Services
- Public Health – NHS Terms and Conditions of Service (for employees who have transferred under TUPE)

2.2 The Council uses two forms of Job Evaluation to identify officer pay. This is either through the Council’s GLPC Job Evaluation Scheme or the Hay Evaluation Scheme. The Hay Evaluation scheme produces both a Know How Score and a total points score for each post evaluated. Torbay Council pays salary (with a pay band of 4 spinal points) on the basis of the Know How Score only (not the final points score). Know-How is the sum of every kind of knowledge, skill and experience required for standard acceptable job performance.

2.3 The Hay Job Evaluation scheme is used to evaluate the following roles within the Council:-

- Chief Executive/Head of Paid Service
- Directors and Assistant Directors
- Senior Officers

All Grade N and O roles are evaluated under GLPC and Hay (this is due to the cross over point of the two schemes).

Public Health posts are evaluated on the Council’s GLPC Job Evaluation Scheme. Public Health posts can also be evaluated using the “Agenda for Change” job evaluation scheme in order to provide Market Forces information.

All other posts within the Council are evaluated under the Torbay Council GLPC evaluation scheme in accordance with the agreed policies.

2.4 A review of Hay salary data was purchased in 2018 and salaries were reviewed in line with this and with South-West public and private sector data. This salary information, together with corresponding job descriptions, is available from the Council’s internet page, link as follows:- <http://www.torbay.gov.uk/council/finance/salary-levels/>

2.5 In determining the salary for the Chief Executive/Head of Paid Service within the Council, and in the absence of appropriate data from Hay, the Council will take advice from the Head of Human Resources and the Director, Corporate Services.. In such a scenario independent advice will be sought from South West Councils (HR and Employment Services) and other professional organisations to advise the Council as to the appropriate level of remuneration to be awarded.

- 2.6 The Chief Executive under the general scheme of delegation within the Council will determine the terms and conditions of employment of all officers. Advice will be sought from the Head of Human Resources and Director, Corporate Services as required.
- 2.7 Following significant changes in duties, any post can be re-evaluated. The evaluation will be based on a Job Evaluation Questionnaire which will be assessed by an independent panel of Job Evaluation trained assessors. External advice and benchmarking will also be undertaken if necessary to ensure that market conditions are taken into account for pay and grading.
- 2.8 Salary increases in relation to cost of living will be applied to all posts according to the awards made by the appropriate National Joint Council as described in paragraph 2.1.

The Council's pay and grading structure is available from the Council's website :-  
<https://www.torbay.gov.uk/council/jobs/what-we-offer/salary-and-grades/>

- 2.9 No additional payments are made in respect of:
- Bonus payments or Performance payments to the Senior Officers defined in 1.5, unless where given as a result of protections under TUPE e.g. Director of Public Health whose protected medical terms and conditions include access to additional NHS allowances in regard to Clinical Excellence and on-call duties, details can be found on the NHS Employers webpage as follows: - <https://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-reward/Junior-Doctors/FINAL-Pay-and-Conditions-Circular-MD-12017-MARCH-2018.pdf>
  - Additional enhancements are paid to NJC Employees who are employed on SCP 23 or below of the Torbay Council Salary Scale. These enhancements were varied in accordance with a Collective Agreement with our Trades Unions, dated 13th December 2016.
- 2.10 Additional payments are made to any Council Officers who act as Returning Officers, Deputy Returning Officers and those who carry out specific duties at elections. These payments are calculated according to the approved scale or set by a government department depending on the nature of the election. This is treated as a separate employment as and when required.
- 2.11 In comparing the Chief Executive/Head of Paid Service pay with the wider workforce the Council will use the following definitions:
- The lowest-paid employee: the employee or group of employees with the lowest salary (full-time equivalent) employed by the Council at the date of assessment.

- The median: the mid-point salary when full-time equivalent salaries are arranged in order of size (highest to lowest). Based on salary levels of staff on the date of assessment.

This excludes those employed on casual contracts of employment, but includes part time employees where their salaries are normalised to the full-time equivalent. It also excludes Apprentices who are employed on the Torbay Council apprentice pay grade.

### 3. Pensions contributions and other terms and conditions

- 3.1 All staff who are members of the Local Government Pension Scheme make employee contributions to the scheme in accordance with the following LGPS contributions table. However, these figures represent the 2020/21 contribution rates and bandings which could be subject to change and have not yet been confirmed for 2021/22.

Band	Salary Range	Contribution Rate	Contribution Rate
1	£0 To £14,600	5.50%	2.75%
2	£14,601 To £22,800	5.80%	2.90%
3	£22,801 To £37,100	6.50%	3.25%
4	£37,101 To £46,900	6.80%	3.40%
5	£46,901 To £65,600	8.50%	4.25%
6	£65,601 To £93,000	9.90%	4.95%
7	£93,001 To £109,500	10.5%	5.25%
8	£109,501 To £164,200	11.4%	5.70%
9	£164,201 or more	12.5%	6.25%

- 3.2 The employer pension contribution rate is: 16.70% for Core Council and 18.50% for Schools based staff which has been set from 1<sup>st</sup> April 2020.
- 3.3 All employees are currently able to apply for a Car Parking permit, which enables employees to park on Council property for a reduced daily rate.

#### **4. Termination payments - Chief Officers**

- 4.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, at retirement age or prior to this, is set out within its Redundancy policy and is in accordance with Regulation 5 of the Local Government (Early termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 8 and 10 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007. Final payment details are submitted to Full Council for approval.

#### **5. Salary packages upon appointment**

- 5.1 Any salary package offered in respect of a new appointment for a Chief Executive /Head of Paid Service will be approved by Full Council. This will include any new salary package equating to £100,000 or more.
- 5.2 In the case of salary packages for Directors and Assistant Directors, this will need to be approved by the Council's Employment Committee, acting on behalf of Full Council. This will include any salary package equating to £100,000 or more

#### **6. Settlement agreements**

- 6.1 Torbay Council will only enter into Settlement Agreements in exceptional circumstances where it is in the Council's overall commercial and financial interests to do so. Any Settlement Agreement for the Chief Executive/Head of Paid Service will be approved by the Full Council. This will include any severance package including associated pension costs equating to £100,000 or more.
- 6.2 In the case of Settlement Agreements for Directors and Assistant Directors, this will need to be approved by the Council's Employment Committee acting on behalf of full Council. This will include any severance package including associated pension costs equating to £100,000 or more.
- 6.3 Settlement Agreements for any other member of staff will need to be authorised by the Director of the service following consultation with the Chief Executive/Head of Paid Service.

#### **7. Gender pay gap reporting**

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires Torbay Council to calculate and publish the pay gap between male and female employees every year. Pay data must be based on a 'snap-shot' of the pay situation as at 31st March the

preceding year and must be published by 30th March 2021 to the Government and also on Torbay Council's website:- <https://www.torbay.gov.uk/council/finance/salary-levels/>

The Government publishes the results on their Gender Pay Gap Viewing Service:- <https://gender-pay-gap.service.gov.uk/>

The Pay Gap Report is included as part of this policy, see Appendix 2 – Gender Pay Gap Report.

## **8. Publication**

- 8.1 Once approved by Full Council, this Policy and any subsequent amendment will be published on the Council's website. Human Resources Policy will be responsible for the annual review to ensure an accurate pay policy is published ahead of each financial year.
- 8.2 In accordance with the Code of Practice on Local Authority Accounting, the annual Statement of Accounts includes pay details of Senior Officers reporting directly to the Chief Executive/Head of Paid Service and statutory posts where the salary is above £50,000 per annum.
- 8.3 Full Council decisions in relation to staff pay matters are available from the Council's internet page, link as follows:  
<http://www.torbay.gov.uk/DemocraticServices/ieDocHome.aspx>

### **Current Salary Levels for Chief Executive/Head of Paid Service, Directors and other Senior Officers**

Torbay Council publishes a Salary Levels list with post details, salary bands and full-time equivalent salaries, available from Torbay Council's web-site:-

<http://www.torbay.gov.uk/council/finance/salary-levels/>

### **Equality Statement**

This policy applies equally to all Council employees regardless of their age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage and civil partnership. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

## Appendix 1 - Multipliers

The idea of publishing the ratio of the pay of an organisation's top salary to that of its median salary has been recommended in order to support the principles of Fair Pay and transparency. These multipliers will be monitored each year within the Pay Policy Statement.

In comparing the highest paid salary with the wider workforce the Council will use the following definitions:-

- The lowest-paid employee: the employee or group of employees with the lowest rate of pay (full-time equivalent) employed by the Council at the date of assessment. This includes all types of employment within the Council.
- The median: the mid-point salary when full-time equivalent salaries of all core council staff are arranged in order of size (highest to lowest). Based on the salary levels of staff on the date of assessment. This includes all types of employment within the Council.

The Council's current ratio in this respect is 5.29:1, i.e. the highest salary earns 5.29:1 times more than the Council's median salary. The lowest full time equivalent salary is £17,842 which is Point 6, Grade A. When measured against the lowest salary the ratio is 7.87:1.

Date of assessment: December 2020.

	<b>Annual Salary</b>	<b>Ratio to Highest</b>
Highest Salary	Within the banding £139,999 - £145,000	
Median (Mid-point) value	£26,511	5.29:1
Lowest full time salary	£17,842	7.87:1

There has been a positive change in the figures since the 2020/21 Annual Pay Policy Statement was published which reflects a more balanced pay difference between the highest salary and the median and lowest salaries. This is due to a reduction in headcount, involving staff across various different pay grades coupled with pay rises nationally that have increased the value of the lower pay grades in particular.

## Appendix 2 – Gender Pay Gap Report

This report is provided in compliance with the 'The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017' which came into force on 31st March 2017.

### Scope

This report covers all employees of Torbay Council including all staff permanently and temporarily employed on the reporting 'snapshot date' (31st March 2020). This includes those on casual contracts that worked during the pay period ending 31st March 2020.

In accordance with the Regulations, employees of Torbay Council's maintained schools\* are treated as being employed by the governing body of the school and not as Council employees. Consequently, employees in maintained schools have been excluded from the Council's gender pay calculations. The duty to report GPG information applies to organisations with 250 or more employees. None of Torbay Council's maintained schools individually exceed this figure and so will not need to make a submission. In the case of schools who are part of a multi-academy trust and which may collectively exceed 250 employees, they will be required to report their gender pay information as the employer and take advice as appropriate.

\* Maintained schools are regarded as foundation, community, voluntary, nursery or special schools. (<https://www.gov.uk/guidance/gender-pay-gap-reporting-overview>)

### Definition of Pay

Under the regulations, and therefore in this report, 'pay' includes: basic pay, paid leave (including annual leave, sick leave, maternity, paternity, adoption and parental leave (except where an employee is paid less than usual because of being on leave)), allowances, shift premium pay and bonus pay. 'Pay' does not include: overtime pay, expenses, the value of salary sacrifice schemes (however the reduction to salary is included), benefits in kind, redundancy pay and tax credits.

### Gender pay gap and equal pay

The gender pay gap is defined as the difference between the pay of men and women. While there are many ways of presenting this data, under the regulations and in this report there are only two measures: median hourly pay and mean hourly pay. Each is represented as the percentage of the difference with men's pay being the divisor. Therefore, where men are paid more than women, the pay gap will be 'positive' (i.e. with a 3% pay gap women earn 97p for every £1 a man earns). Negative pay gaps are represented as minus percentages (i.e. with a

negative pay gap of minus 3% women earn £1.03 for every £1 a man earns). Gender pay gap is not about men and women being paid differently for the same job which has been prohibited by equal pay legislation since 1975. Even with this legislation, historically certain occupations have attracted greater pay due to the value placed on typical masculine and feminine skills.

To comply with equal pay legislation, we operate a recognised job evaluation scheme which covers all posts within the Council. This is supported by periodic pay data reviews to ensure that our pay structure remains transparent and free from gender bias. The Council seeks external advice on JE where required and regularly benchmarks against market data.

## Defining pay gaps

A gender pay gap of less than +/- five percent is considered to be acceptable as defined by the Equality and Human Rights Commission's Equal Pay Toolkit. All gender pay gaps of three percent or more are subject to further analysis to identify the main causes and contributory factors of any pay differences.

A positive pay gap indicates that men are paid more, a negative pay gap indicates that women are paid more.

## Analysing pay gaps

In regard to Gender Pay Gap Reporting, both the mean and median figures have to be reported, however, the median is referred to, to highlight the overall gender pay gap as it is more representative of the average earnings of a typical person (Annual Survey of Hours and Earnings, 2017:5). Significant pay gaps can often be explained by length of service, market factors, pay protection and/or progression.

## Findings

The following summary has been prepared in line with the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 which requires public sector employers to publish specific details of their gender pay, as follows:-

- Median gender pay gap in hourly pay.
- Mean bonus gender pay gap.
- Median bonus gender pay gap.
- Proportion of males and females receiving a bonus payment.
- Proportion of males and females in each pay quartile.



**The difference between the average (mean and median) hourly rate of pay for male and female employees**

1. The mean pay for women is £15.47 per hour and mean pay for men is £15.26 per hour. Therefore the mean gender pay gap -1.3%.
2. The median pay for women is £14.95 and the median pay for men is £14.53 per hour. Therefore the median gender pay gap is -2.8%.

**The difference between the average (mean and median) bonuses paid to male and female employees over the period of 12 months ending with the snapshot date of 31st March 2020.**

3. No bonuses were paid to employees during this period.

**The proportion of male employees, and of female employees, who were paid bonuses during the period of 12 months ending with the snapshot date of 31st March 2020.**

4. No bonuses were paid to employees during this period.

**5. The proportions of male and female employees in each quartile of the pay distribution – to be supplied**

Quartile	Posts	Men (Count)	Men ( % )	Women (Count)	Women ( % )
A - Lower (0-25%)	243	57	23.46%	186	76.54%
B - Lower Middle (25-50%)	243	76	31.28%	167	68.72%

C - Upper Middle (50-75%)	243	87	35.80%	156	64.20%
D - Upper (75-100%)	243	99	40.74%	144	59.26%
Total Posts	972	319	32.82%	653	67.18%

## Findings

Torbay Council employed 972 employees on 31st March 2020, as a headcount figure. This figure does not include our School employees.

The previous Gender Pay Gap Report highlighted a -1.06% mean gap in favour of women and a -0.9% median gap in favour of women, however this years' figure shows the gap to be -1.3% mean gap and a -2.8% median gap in favour of women, therefore highlights a slightly larger gap between men and women's pay than last year. Although there is still a minimal pay gap in favour of women, this can be attributed to the slight increase in the number of women in the Council's workforce who occupy managerial and senior managerial roles and who predominantly occupy job roles in the upper quartile.

The Council's gender pay gap position remains well below the public and private sector averages.

The mean gender pay gap for the whole economy (according to the 2020 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures) is 14.6% and 14.5% for the public sector.

The median gender pay gap for the whole economy (according to the 2020 ONS ASHE figures) is 15.5% and 15.8% for the public sector:-

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/annualsurveyofhoursandearningsashegenderpaygaptables>

The Council introduced a new pay and grading structure in April 2019 and a full equality impact assessment was undertaken to assess any adverse impact upon certain groups, including a gender analysis. This has since been reviewed and changes to the Council's job evaluation conventions have further been consulted on with Trades Unions to ensure that evaluation of any new and existing jobs continues to be fair and equitable. .

In addition to this, the following proposals are put forward to review and minimise any pay gaps going forward:-

- Review gender pay gap to explore the root causes contributing to any pay gaps and actions required to reduce the gap.
- Introduce strategic workforce planning that will support the fairness and equity of pay and development of all employees.
- Further work to review our pay and grading structure to ensure that it remains transparent and free from gender bias.
- Market Forces and Market Supplement process has been reviewed (January 2021), however, we will continue to review the criteria and the appropriateness of these processes to ensure they reflect market conditions.
- Review of Recruitment Strategy and associated policy and processes to ensure that the Council continues to attract and retain a diverse workforce.
- Regular Audits of Job Evaluations Grading outcomes to ensure consistency, fairness and equality of approach and compliance to scheme.
- Implement consistent monitoring of internal promotions and progressions by gender.
- Continue to utilise staff development and talent management opportunities (e.g. through the management development programme, appraisals and apprenticeships).
- Continue monitoring the impact of restructures on staff with protected characteristics such as gender.
- The above listed proposals may also be applied to other protected characteristics such as age, disability and ethnicity.

Signed by:-

Print Name and Job Title:-

Date:-

Sources of Information:-

**Equality and Human Rights Commission:-**

<https://www.equalityhumanrights.com/sites/default/files/research-report-109-the-gender-pay-gap.pdf>

**ACAS:-**

[https://archive.acas.org.uk/media/4764/Managing-gender-pay-reporting/pdf/Managing\\_gender\\_pay\\_reporting\\_07.02.19.pdf](https://archive.acas.org.uk/media/4764/Managing-gender-pay-reporting/pdf/Managing_gender_pay_reporting_07.02.19.pdf)

**Office for National Statistics:-**

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/annualsurveyofhoursandearnings/2017provisionaland2016revisedresults>

<https://www.ons.gov.uk/releases/understandingthegenderpaygap>

## Policy Feedback and History

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Should you have any comments regarding this policy, please address them to the HR Policy Feedback mailbox –

[HRpolicy@torbay.gov.uk](mailto:HRpolicy@torbay.gov.uk)

### History of Policy Changes

This policy was first agreed by members of the Torbay Joint Consultative Committee in March 2012

Date	Page	Details of Change	Agreed by:
November 2012	Various	Amendment from Chief Executive to Chief Operating Officer	SSG 8.11.12 Approved by Full Council
6th December 2012	4-5	Update to pension ranges re: LGPS contribution rates Addition of Payments upon Termination Section	Approved by Full Council
6th December 2012	7	Update to Ratio + Multiplier information (Appendix 2)	Approved by Full Council
6th December 2012	6	Update to current salary levels + addition of newly appointed posts (Appendix 1)	Approved by Full Council

5th December 2013	Various	Update to current salary levels and reference to Chief Executive Officer throughout. Inclusion of Public Health information.	To be approved by Full Council – 5.12.13
5th December 2014	Various	Update to current salary levels and pension rates, reference to Executive Head of Commercial Services.	To be approved by Full Council – 4.12.14
November 2015	Various	-Update to reflect structure changes, e.g. Chief Officer/Head of Paid Service and Assistant Director roles. Reference to National Living Wage from 1.4.16.  New section (5) relating to approval process for Chief Officer/Head of Paid Service appointments and changes to Section 6 (Settlement Agreements) to reflect approval process, i.e.	Approved by Full Council – 10.12.15
February 2017	Various	Update to reflect change in job title – Chief Officer to Chief Executive.  Changes to Appendix 1 – Multipliers, due to salary pay award in 2016 and introduction of National living Wage. Changes to terms and conditions relating to enhancements and other terms and conditions that have been varied through Collective Consultation.  Updated to reflect Hay 2016 rates low to medium and spinal scales.	Approved by Full Council February 2017

June 2017	Wording to 2.5 updated.	To reflect how Chief Executive salary will be reviewed following recommendation from Employment Committee.	Approved by Full Council 10 <sup>th</sup> May 2017.
January 2018	Various	<p>Changes to job titles to reflect Senior Leadership Team restructure.</p> <p>Replace external link to Salary Disclosure information.</p> <p>Update to pensions contributions information.</p>	Full Council Approval 22 <sup>nd</sup> February 2018.
January 2019	Various	<p>Insertion of new section 2.9 re:- pay and grading structure changes.</p> <p>Update to Pensions information – Section 3</p> <p>Update to Appendix 1 – multiplier information.</p> <p>Update of Appendix 2 – Gender Pay Gap Report</p> <p>Amendment to Scope of Gender Pay Gap Report – pay calculations no longer include Schools data.</p>	Full Council Approval 21 <sup>st</sup> February 2019.

January 2020	Various	<p>Update to Appendix 1 – multiplier information.</p> <p>Update of Appendix 2 – Gender Pay Gap Report.</p> <p>ONS Annual Earnings Survey Results included for private and public sectors.</p>	Full Council Approval 27th February 2020.
January 2021	Various	<p>Update to Appendix 1 – multiplier information.</p> <p>Update of Appendix 2 – Gender Pay Gap Report</p> <p>ONS Annual Earnings Survey Results figures updated for private and public sectors.</p>	Pending - Full Council Approval 24th February 2021.

Policy to be reviewed December 2021.

