

CABINET

19 FEBRUARY 2015

Record of decisions taken at the meeting held on Thursday 19 February 2015.

Present:

Chair: * Councillor David Perry

Councillors:

* Sue Anderson	* Graham Henson
* Simon Brown	* Varsha Parmar
* Margaret Davine	* Sachin Shah
* Keith Ferry	* Anne Whitehead
* Glen Hearnden	

In attendance:

James Bond	Minute 119
Ramji Chauhan	Minute 119
Susan Hall	Minute 119
Barry Macleod-Cullinane	Minute 119

* Denotes Member present

RECOMMENDED ITEMS

124. Final Revenue Budget 2015/16 and Medium Term Financial Strategy 2015/16 to 2018/19

Resolved to RECOMMEND: (to Council)

That

- (1) whilst being mindful of the results of the various consultations and equality impact assessments, the 2015/16 budget be approved to enable the Council Tax for 2015/16 to be set, Appendix 2 to the report refers;

- (2) the Medium Term Financial Strategy (MTFS) at Appendix 2 to the report be approved;
- (3) the 2015/16 Schools' Budget at Appendix 6 to the report be approved;
- (4) the 2015/16 Members' Allowance Scheme at Appendix 13 to the report be approved;
- (5) the 2015/16 Annual Pay Policy Statement at Appendix 14 to the report be approved.

Reason for Decision: To ensure that the Council sets a balanced budget for 2015/16.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member / Dispensation Granted: None.

MEDIUM TERM FINANCIAL STRATEGY 2015/16 to 2018/19

	2014/15	2015/16	2016/17	2017/18	2018/19
	£000	£000	£000	£000	£000
Budget Requirement Brought Forward		174,426	167,381	154,373	146,247
Corporate & Technical		5,887	10,867	10,037	12,979
Community Health and Wellbeing		-2,021	1,866	-100	0
Children and Families		-1,469	413	0	0
Environment and Enterprise		-4,500	-1,676	-775	-264
Resources		-2,713	-1,060	-1,652	-1,345
Pan Organisation & Business Support Service		-2,230	-220	-350	-2,000
Total		-7,046	10,190	7,160	9,370
FUNDING GAP		0	-23,198	-15,286	-13,899
Total Change in Budget Requirement		-7,046	-13,008	-8,126	-4,529
Revised Budget Requirement	174,426	167,381	154,373	146,247	141,718
Collection Fund Deficit/-surplus	-1,676	-1,900	0	0	0
Revenue Support Grant	-42,628	-32,034	-20,388	-11,548	-6,174
Top Up	-20,546	-20,939	-21,375	-21,986	-22,727
Retained Non Domestic Rates	-14,509	-14,012	-14,012	-14,012	-14,012
Amount to be raised from Council Tax	95,067	98,496	98,598	98,702	98,804
Council Tax at Band D	£ 1,210.28	£ 1,234.36	£1,234.36	£1,234.36	£1,234.36
Increase in Council Tax (%)	0.00%	1.99%	0.00%	0.00%	0.00%
Tax Base	78,550	79,795	79,878	79,962	80,045
Collection rate	97.50%	97.50%	97.50%	97.50%	97.50%
Gross Tax Base	80,565	81,841	81,927	82,012	82,098

MTFS 2015/16 to 2018/19 – Proposed investments / savings

TECHNICAL BUDGET CHANGES		Proposed			
Item No		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
MTFS Proposals Agreed in February 2014					
Capital and Investment					
Tech 001	Capital financing costs and investment income. Increased Minimum Revenue Provision costs of the capital programme and interest on balances changes	310	841	0	0
Total Capital and Investment Changes		310	841	0	0
Grant Changes					
Tech 002	New homes bonus - Top slice of New Homes Bonus to fund the London Local Enterprise Partnership (LEP) announced in Comprehensive Spending Review (CSR) 2013	1,200	-345	0	0
Tech 004	Education Support Grant. New grant in relation to Local Education Authority (LEA) functions, previously included in formula Grant	1,500	200	0	0
Tech 005	Council Tax Freeze Grant. Payable for setting 0% Council Tax increase 2015-16	-1,068	0	0	0
	S 31 Grant to replace Business Rates lost as a result of temporary reliefs to ratepayers Assumed end to scheme	375	0	0	0
Total Grant Changes		2,007	-145	0	0
Other Technical Changes					
Tech 012	Freedom Pass Levy increase. Cost of Freedom passes charged to Harrow by Transport for London	360	370	0	0
Tech 018	Budget planning contingency.	3,000	3,000	0	0
Tech 020	Saving from formula change on freedom passes - agreed at London Councils Transport and Environment Committee in December 2012 Reallocation of costs between London boroughs giving Harrow a reduction in costs	-81	-81	0	0
Total Other Technical Changes		3,279	3,289	0	0
Pay and Inflation					
Tech 023	Pay Award @ 1% 2014-15, then 2% pa	1,850	1,850	0	0
Tech 024	Employer's Pension Contributions. Increase in employer contribution rate to meet pension fund deficit	400	400	0	0
Tech 025	Inflation on goods and services @ 1.3% p.a.	1,210	1,210	0	0
Total Pay and Price Inflation		3,460	3,460	0	0
CROSS CUTTING TRANSFORMATION PROGRAMME					
Tech 029	Staff Terms and Conditions. Phasing out of protection on terms and conditions changes agreed with Staff from January 2013.	-187	-31	0	0
Total Transformation		-187	-31	0	0
Net Proposals Agreed in February 2014		8,869	7,414	0	0
Additional Changes now Proposed					
Capital and Investment					
	Capital financing costs and investment income Increased Minimum Revenue Provision costs of the capital programme and interest on balances changes	164	1,621	2,095	4,731
	Neighbourhood Investment Scheme	210	0	0	0
Total Capital and Investment Changes		374	1,621	2,095	4,731
Grant Changes					
	New Homes Bonus - Reduction in the top slice of New Homes Bonus to fund the London LEP per latest estimates and increase in number of new homes	-944	195	325	579
	Education Support Grant. Delay in the reduction in grant utilising latest projected pupil numbers and projected conversions to academies.	-1,120	345	545	545
	Council Tax Freeze Grant 2014-15 Grant ended as now consolidated into RSG	1,068			

MTFS 2015/16 to 2018/19 – Proposed investments / savings

TECHNICAL BUDGET CHANGES		Proposed			
		2015/16	2016/17	2017/18	2018/19
Item No		£000	£000	£000	£000
	Council Tax Freeze Grant 2015-16 Grant will not be received as Council Tax is increasing	1,068	0	0	0
	S 31 Grant Anticipated Grant to replace Business Rates lost as a result of temporary reliefs to ratepayers	-600	0	0	0
	Total Grant Changes	-528	540	870	1,124
	Other Technical Changes				
	Freedom Pass Levy increase. Cost of Freedom passes charged to Harrow by TfL - revised 2015-16 figure and extension to additional years of MTFS	-89	0	380	390
	Chief Executive post Cost of reinstating post	182	0	0	0
	Budget planning contingency Removal of budget in 2015-16 as budget proposals are now known. Extension to last 2 years of the MTFS	-3,000	0	3,000	3,000
	Contingency increase Increase of general contingency from £921k to £1.248m to reflect the additional risks around welfare reform	327	0	0	0
	Welfare Reform contingency from savings on Council Tax Support scheme	0			
	Total Other Technical Changes	-2,580	0	3,380	3,390
	Pay and Inflation				
	Pay Award @ 1% 2014-15, then 2% pa Recalculation of base and extension to 2 additional years MTFS	-50	-50	1,800	1,800
	Saving on pay award Jan 15 2.23% Estimated saving on the cost of the 2014-15 and 2015-16 pay awards compared to the previously budgeted amounts	-700	0	0	0
	Employer's Pension Contributions lump sum increases agreed with actuary Required to reduce the pension deficit	442	182	622	664
	Inflation on goods and services @ 1.3% p.a. Rebasing inflation and extension to 2 additional years of MTFS	60	60	1,270	1,270
	Increase in cost of NI for contracted out employees Ending of contracted out rebate - 3.4% on applicable salary range	0	1,100	0	0
	Total Pay and Price Inflation	-248	1,292	3,692	3,734
	Total Changes now Proposed	-2,982	3,453	10,037	12,979
	Total Corporate & Technical	5,887	10,867	10,037	12,979

MTFS 2015/16 to 2018/19 – Proposed investments / savings

CHILDREN'S SERVICES		Proposed			
Item No		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
	MTFS Proposals Agreed in February 2014				
	Investment in Services				
CF 001	Increase in Children Looked After (CLA) placement budgets reflecting growth in child population and changing demographic	178	178	0	0
CF 002	Increase in Children with Disabilities (CWD) client costs reflecting growth in child population	82	82	0	0
CF 003	Increase in staffing costs reflecting growth in child population and changing demographic	153	153	0	0
	Total Investment in Services	413	413	0	0
	Net Proposals Agreed in February 2014	413	413	0	0
	Additional Savings and Growth now Proposed				
	See Detail in Appendix 2	-1,882	0	0	0
	Net Children & Families	-1,469	413	0	0

MTFS 2015/16 to 2018/19 – Proposed investments / savings

ENVIRONMENT & ENTERPRISE		Proposed			
Item No		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
MTFS Proposals Agreed in February 2014					
Investment in Services					
E&E011 14/15	Parking review - New proposal for 20 minute free parking	100	0	0	0
E&E005	CCTV camera income decline	70	56	0	0
E&E008	West London Waste Authority (WLWA) Levy / Dry Recyclables Income	677	708	0	0
Total Investment in Services		847	764	0	0
Savings					
E&E011	Public Realm Integrated Service Model (PRISM) efficiencies. Towards Excellence Programme efficiencies	-375	0	0	0
E&E023	Consolidation of Civic Centre accommodation to secure utility cost savings. Transformation Project	-58	0	0	0
E&E043	Grounds maintenance: Annualised hours	-81	0	0	0
Total Environment & Enterprise Savings		-514	0	0	0
Net Proposals Agreed in February 2014		333	764	0	0
Additional Savings and Growth now Proposed					
See Detail in Appendix 2		-4,833	-2,440	-775	-264
Net Environment & Enterprise		-4,500	-1,676	-775	-264

MTFS 2015/16 to 2018/19 – Proposed investments / savings

COMMUNITY, HEALTH AND WELLBEING		Proposed			
Item No		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
	MTFS Proposals Agreed in February 2014				
	Investment in Services				
	Adults				
CHW001	Demographic Growth. Costs associated with increased demand for eligible users	2,800	2,500	0	0
	Community & Culture				
CHW010 14/15	Under One Sky, celebrating with the 60th anniversary theme – one-off extra £10k	-10	0	0	0
	Total Investment in Services	2,790	2,500	0	0
	Savings				
	Community and Culture				
CHW050	Libraries Transformation 2 Impact of final contract negotiations around profit share and short term use of Civic Centre by contractor	-18	0	0	0
	Total CHW Savings	-18	0	0	0
	Net Proposals Agreed in February 2014	2,772	2,500	0	0
	Additional Savings and Growth now Proposed				
	See Detail in Appendix 2	-4,793	-634	-100	
	Net Community, Health & Wellbeing	-2,021	1,866	-100	0

MTFS 2015/16 to 2018/19 – Proposed investments / savings

RESOURCES		Proposed			
		2015/16	2016/17	2017/18	2018/19
Item No		£000	£000	£000	£000
MTFS Proposals Agreed in February 2014					
Investment in Services					
Strategic Commissioning					
RES009	Experian & LIS. Addition of new census data into LIS system and update of Experian profiles. Reversal of 1 off growth	-25	0	0	0
Collections and Benefits					
RES019	Department for Work and Pensions (DWP) Housing Benefit Reduction in Administration Grant. Following the introduction of Universal Credit administered by central government.	250	500	0	0
RES020	Loss of Housing Benefits Overpayments Income Stream. To reflect lower surplus currently being achieved and loss of the income stream following the introduction of Universal Credit administered by central government.	200	320	0	0
Total Investment in Services		425	820	0	0
Savings					
Customer Services					
RES029	Further channel shift through roll out of My Harrow account. Reduction in Access Harrow staffing resulting from self serve via MHA, website and IVR	-60	0	0	0
RES030	Close Face to Face (F2F) and Telephony Channels for Public Realm Enquiries. Over a 3 year period close face to face contact in Access Harrow for Public Realm queries and migrate to Internet contact.	-70	-50	0	0
RES031	Reconfigure One Stop Shop to self-serve area and close F2F (face to face) advice	-190	-100	0	0
HRD					
RES042	Reduction in HRD posts. Deletion of 2 posts.	-75	0	0	0
Collections and Benefits					
RES078	Deletion of 4 FTE posts in Housing Benefits	-140	0	0	0
RES082	Revenues Staffing Reductions	0	-40	0	0
RES083	Housing Benefits Staffing Reductions as Benefits moves to DWP. Reduced staffing required as Housing Benefits transfers to Universal Credit and is no longer administered by Harrow.	0	-125	0	0
Total Resources Savings		-535	-315	0	0
Net Proposals Agreed in February 2014		-110	505	0	0
Additional Savings and Growth now Proposed					
See Detail in Appendix 2		-2,603	-1,565	-1,652	-1,345
Net Resources		-2,713	-1,060	-1,652	-1,345

MTFS 2015/16 to 2018/19 – Proposed investments / savings

Pan Organisation & Business Support Service		Proposed			
Item No		2015/16	2016/17	2017/18	2018/19
		£000	£000	£000	£000
	Additional Savings and Growth now Proposed				
	Pan Organisation -See Detail in Appendix 2	-1,500	-220	-350	-2,000
	Business Support Service - See Detail in Appendix 2	-730			
	Net Pan Organisation & BSS	-2,230	-220	-350	-2,000

Schools Budget 2015-16**1. Introduction**

The Dedicated Schools Grant (DSG) is a ring fenced grant of which the majority is used to fund individual school budgets. It also funds certain central services provided by the local authority such as Early Years (private and voluntary sector nurseries) and fees for out of borough pupils at independent special schools.

In March 2012 the DfE announced their intention to introduce a new school funding methodology with effect from April 2013.

In 2015-16 the DSG will continue to be split into the following three blocks:

- Schools Block
- High Needs Block
- Early Years Block

The DfE issued the “Schools Revenue Funding 2015 to 2016: Operational guide” in July 2014 to enable local authorities and their Schools Forums in setting the 2015-16 DSG budgets.

2. DSG settlement 2015-16

The 2015-16 DSG is based on the number of pupils on the October 2014 school census. The total DSG for 2015-16 is £187,224,915. The High Needs Block has been updated to include the outcome of the High Needs Exceptional Cases review carried out in December 2014.

Table 1 below shows the breakdown of the 2015-16 DSG across the three blocks. The sections following the table provide a detailed explanation for each funding block and the adjustments made by the DfE. As previously advised, the DSG is not ring fenced to the specific blocks.

Table 1 – 2015-16 Dedicated Schools Grant allocation

Area	Per Pupil Funding (GUF) £	Pupil Numbers	Total £
Schools Block	£4,919.97	30,090	£148,041,897
Early Years Block	£4,320.96	2,303	£9,951,171
High Needs Block			£26,145,492

Sub Total	£179,439,647
Additional Amounts	
Induction for NQT	£45,130
Early Years Pupil Premium Grant	£180,969
Cash Transfer for Avanti House	£2,860,255
2015-16 DSG as at 17th December 2014	£187,224,915

The 2015-16 schools budget was presented to Schools Forum on 20th January 2015. The anticipated 2015-16 funding for each block is detailed in Table 2.

Table 2 – 2015-16 DSG Blocks

Category	2015-16 Budget
Schools Block – delegated	£146,291,693
Schools Block - centrally retained	£2,373,866
Early Years Block	£10,611,400
High Needs Block	£27,947,956
Total DSG	£187,224,915

3. Schools Block – Allocated to Schools

The 2015-16 school budgets are being prepared using the updated funding formula which has been consulted with Schools Forum in the autumn 2014 and approved by Cabinet in December 2014.

Schools are protected by the Minimum Funding Guarantee (MFG) which ensures that no school experiences a reduction in their school budget greater than 1.5% per pupil. In order to fund the MFG, a cap to schools whose budgets gain through the formula must be applied. This will be set at 0.8%.

The Schools Block currently includes the funding in respect of academies. Under the regulations the Council continues to calculate academy budgets. The DfE then recoup the DSG in respect of academy budgets and pass this funding on to the academies in their General Annual Grant.

4. Schools Block - Centrally Retained

Services currently funded from centrally retained DSG are included in either the High Needs block or Early Years block where appropriate, with the remaining falling into the Schools Block. All the funding in the schools block has to be passed to schools apart from the following named exceptions which can still be retained but are frozen at 2012-13 levels:

- Co-ordinated Admissions
- Servicing of Schools Forum

In addition, the following services will be delegated to schools:

- Behaviour Support Services
- Support to underperforming ethnic minority groups and bilingual learners
- Trade Union Facilities Time

Schools Forum has agreed to continue to de-delegate funding in respect of Trade Union Facilities Time.

At its meeting in November 2014 Schools Forum agreed to a ring fenced Growth Fund from the DSG in order to provide revenue funding for pupil growth including the planned expansion programme and temporary bulge classes running from September 2015. This provides for growth in both maintained and academy schools but not free schools. In addition, the growth fund will include pre- and post-opening grants in respect of schools extending the age range. In order to fund the overall cost of the formula and the growth fund for expansion approximately £1.5m will need to be funded from brought forward DSG balances.

5. High Needs Block

The high needs funding system has been designed to support a continuum of provision for pupils and students with special educational needs (SEN), learning difficulties and disabilities, from their early years to age 25.

In December 2014 the Local Authority submitted an Exceptional Case return to the EFA on the basis of an anticipated increase in the number of commissioned places for pre & post 16 from 2015-16.

The bid included a request for increase in places as follows:

- Special schools expansion
- New SEN ARM units
- Expansion of sixth form provision at Harrow College
- Increase in provision by Choices 4 All

On 19th December 2014 the EFA announced the outcome of this review. The EFA state that a large number of exceptional cases were received and applied the following principles

- Generally, elements of a case which were based on actual occupancy in the academic year 2014-15 **have been** supported
- Generally, elements of a case which were based on predictions of occupancy levels in the academic year 2015-16 **have not been** supported
- Where a case has been supported it has only been funded at the element of growth above the levels considered exceptional so as not to disadvantage those who have seen growth below those levels and decided not to make a case.

As a result of this review, Harrow have only been allocated approximately an increase of £225k as the majority of growth will start from September 2015 and therefore does not meet the EFA criteria for only funding existing growth. At the time of writing, the EFA has not published the detail behind the additional funding and therefore it is not clear which cases have been successful and which have not.

As a result, growth in budget required to meet the demand from September 2015 will need to be transferred from the Schools Block.

6. Early Years Block

The 2015-16 Early Years Block allocation is a provisional figure based on January 2014 census data. These allocations will be updated and finally be based on 5/12ths of the January 2015 census and 7/12ths of the January 2016 census.

Until the Early Years DSG funding is confirmed in the summer, there remains uncertainty around the funding available for 2015-16.

The Early Years Single Funding Formula (EYSFF) has been revised and approved by Cabinet on 15th January 2015 for implementation from 1st April 2015. The anticipated total cost of the new formula is affordable within the existing Early Years Block allocations and assumes that growth in funding through growth in pupil numbers will be also allocated to Early Years.

Included in the Early Years Block is funding of £617k for centrally provided Early Years services. This budget has been frozen for 3 years from 2013-14. This provides the following:

- Funding for Early Year SEN places and full time places
- Support and training to PVI sector including externally commissioned support

In addition, £181k has been transferred to local authorities to fund the Early Years Pupil Premium Grant. The grant will be paid to providers at a rate of £0.53 per hour per child upon evidencing that children in their settings meet the eligibility criteria.

From 2013-14 Early Years funding for 2 year old nursery places has been based on an estimated number of participating 2 year olds. From 2015-16 the funding will be based on participation. As with 3 & 4 year old nursery funding, the calculation will be based on 5/12ths of the January 2015 census and 7/12ths of the January 2016 census. As this data has not yet been collected, the DfE has been unable to provide an indicative sum, except to confirm the current continuing hourly rate of £5.53. Therefore this has been excluded for this paper and assumed that whatever funding is received for 2 year olds will be ringfenced to Early Years.

7. Pupil Premium Grant 2015-16

Schools also receive the Pupil Premium in respect of pupils who have ever been eligible for Free School Meals (FSM) in the last 6 years plus Children Looked After continuously for more than 6 months. Table 3 shows the Pupil Premium rates for 2015-16 and the comparative rates for 2014-15.

Table 3 - Pupil Premium rates agreed for 2015-16, per pupil

Area	2014-15	2015-16
FSM - Primary School Pupils	£1,300	£1,320
FSM - Secondary School Pupils	£935	£935
Service children	£300	£300
Children Looked After	£1,900	£1,900
Adopted children	£1,900	£1,900

Allocations per school will be available once the data from the January 2015 census has been collated.

Members' Allowances Scheme

1. This scheme shall have effect until 31st March 2016. It replaces all former schemes.

Basic Allowance

2. A basic allowance of £8,340 per annum shall be paid to each Councillor.

Special Responsibility Allowances and Mayoral Allowances

3. (1) A special responsibility allowance shall be paid to those Councillors who have the special responsibilities in relation to the posts specified in Schedule 1 to this scheme. The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
(2) An allowance of £10,475 per annum shall be paid to the Mayor and an allowance of £2,085 per annum shall be paid to the Deputy Mayor.
(3) No Member may receive special responsibility allowances in respect of more than one post. For the purposes of this paragraph, the mayoral allowances referred to in 3(2) above are considered to be special responsibility allowances.

Uprating the Basic and Special Responsibility Allowances

4. The basic allowance and special responsibility allowances may be uprated annually in line with an index approved by the London Councils Independent Panel. The index to be used will be the level of the Local Government Pay Settlement. When making the scheme for 2016/17, the indexing arrangements will be reviewed.

Travel and Subsistence Allowances

5. The reimbursement of travel and subsistence expenses incurred in respect of **approved duties** (as set out in Schedule 2) **undertaken outside the Borough boundaries** can be claimed by Members, co-optees to formal Council committees and Independent Members of the Standards Committee at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

Carers' Allowance

6.
 - (1) The allowance shall only be paid for attendance at approved duties as listed in Appendix A.
 - (2) The maximum basic rate of pay is £2.90 per half hour for the duration of the meeting together with the Member's travel time between home and the place of the meeting and the carer's reasonable travelling time.
 - (3) The allowance is claimable in respect of children aged 15 or under or where a professional carer is required to meet a specialist need (eg a nurse for an elderly person).
 - (4) Actual costs will be paid **on production of an invoice or receipt**.
 - (5) Where the length of the meeting cannot be predicted and payment to the carer is necessarily contractually committed then a payment of up to 4 hours will be made. (For day time quasi-judicial meetings, payment of up to 8 hours may be made if the estimated length of the meeting is for the whole day).
 - (6) In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate, or in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
 - (7) The allowance is not to be paid where the carer is a member of the Member's household.
 - (8) Any dispute as to the entitlement and any allegation of abuse should be referred to the Governance, Audit, Risk Management and Standards Committee for adjudication.

Co-optees' Allowance

7. A basic allowance of £445 per annum shall be paid to co-optees to formal Council Committees and Independent Members of the Governance, Audit, Risk Management and Standards Committee.

Claims and Payments

8. (1) A claim for allowances or expenses under this scheme shall be made in writing within two months of the date of undertaking the duty in respect of which the entitlement to the allowance or expense relates.
- (2) Payment shall be made
 - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
 - (b) in respect of out-borough travel and subsistence expenses and Carers' Allowance, each month in respect of claims received up to one month before that date.

Backdating

9. Any changes made to this scheme during the year may be backdated to 1st April 2015 by resolution of the Council when approving the amendment.

Pensions

10. Allowances paid under the Harrow Members' Allowances Scheme will **not** be pensionable for the purposes of the Superannuation Act.

Renunciation

11. A person may, by notice in writing given to the Director of Legal and Governance Services, elect to forgo any part of his/her entitlement to an allowance under this scheme.

Approved duties for Carers' Allowance

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

Schedule 1

Special Responsibility Allowances (SRAs)

There are 6 bands of SRAs:

Band	Post	SRA - £/annum
1	Chief Whips of the two largest Groups Performance Lead Members for Scrutiny Policy Lead Members for Scrutiny Chairman of Licensing and General Purposes Committee Portfolio Holder Assistants	£2,100
2	Nominated Member of the party not holding the Chair of the Planning Committee Chairman of the Traffic Advisory Panel Chairman of Governance, Audit, Risk Management and Standards Committee Chairman of the Pension Fund Committee Chairman of the Performance and Finance Scrutiny Sub Chairman of the Health and Social Care Scrutiny Sub Nominated Member of the largest party not holding the Chair of the Performance and Finance Scrutiny Sub	£4,700
3	Nominated Member of the largest party not holding the Chair of the Overview and Scrutiny Committee Non Executive Members of Cabinet	£6,780
4	Chairman of the Overview and Scrutiny Committee Leader of the Second Largest Group	£8,860
5	Cabinet Members	£20,100
6	Leader of the Council	£31,400

NOTE

The Groups are as follows:-

Largest Group = Labour Group

Minority Group = Conservative Group

Schedule 2

Claims for Out-Of-Borough Travel and Subsistence Expenses

Duties Undertaken Out-of-Borough

Claims for travel and subsistence expenses incurred can normally only be paid in respect of approved duties undertaken at venues out of the Borough. Expenses will be reimbursed at the rates paid and on the conditions specified in the officer scheme for travel and subsistence allowances.

1. Members may claim travel and subsistence expenses in respect of the following **out-of-Borough** duties:-
 - (a) Attendance at any meeting which may be convened by the Authority provided that Members of at least two groups are invited and the meeting is not convened by officers.
 - (b) Attendance at a meeting of an outside body to which the Member has been appointed or nominated as a representative of the Council, where the Outside Body does not itself operate a scheme to reimburse travel and subsistence expenses.
 - (c)
 - (i) attendance at an appropriate out-of-Borough conference, seminar, meeting or other appropriate non-political event as a representative of an Outside Body to which that Member has been either nominated or appointed by Council to serve in a role with a specific pan-Authority remit;
 - (ii) attendance at meetings in the capacity of a direct appointee of a Local Authority Association, joint or statutory body or other London-wide or national body subject to the following proviso:

that the Member serves on the appointing body by virtue of an appointment made by Council to an authorised Outside Body;

subject in either case to the Outside Body/Bodies concerned themselves not making provision for any travel and subsistence expenses necessarily incurred.
 - (d) Attendance at a meeting of any association of local authorities of which the Authority is a member and to which the Member has been appointed as a representative.

- (e) Attendance at a training session, conference, seminar or other non-political event, the attendance fees for which are being funded by the Council through a Departmental or a corporate budget.
 - (f) Attendance at any training session, conference, seminar or other non-political event for which there is either no attendance fee or any attendance fee is being met by the Member him/herself (or from the relevant political group secretariat budget) subject to the relevant Director confirming that the content of the training, conference, seminar or event is relevant to the Member's responsibilities in respect of the services provided by the Authority or to the management of the Authority.
2. Duties for which out-of-Borough travel and subsistence expenses may not be claimed include:-
- (a) Political meetings or events.
 - (b) Any meetings of 'Outside Bodies' to which the Member has not been appointed or nominated by the Council as its representative.
 - (c) Meetings of the Governing Bodies of Schools.

HARROW COUNCIL PAY POLICY STATEMENT 2015/16

Harrow Council supports openness and accountability and is pleased to publish its Pay Policy Statement for 2015/16. In compliance with the Localism Act 2011 this statement outlines the Council's policy on pay and benefits for Council employees (excluding Schools)¹ and specifically for its senior management for 2015/16.

Context

The Council's vision is: 'Working Together to Make a Difference for Harrow' and the Workforce Strategy is focused on supporting delivery of the Council's vision and priorities by ensuring an efficient and effective organisation; continuing to build the people maturity of the Council and developing the organisational capability to meet our changing future needs.

We want to be a modern and efficient Council, able to meet the challenges ahead. In order to help protect frontline services we will continue to deliver support functions in the most cost effective way, improving the working between services within the Council and continuing to collaborate with regional bodies and other boroughs on shared services and procurement opportunities. We will protect people and Council assets from risks and retain our customer services in Harrow where possible, modernising and simplifying the access channels to the Council, making more services available online and therefore accessible on a more 24/7 basis.

Our Workforce Strategy reflects that the Council of the future may be very different and having the right people *engaged* with the Council will be vital for our future success. We already compete for people across London and this will increase as the needs of the organisation change and the search for talent in local government increases.

We will establish the people we want, the skills they need and the performance we require and develop recruitment and retention packages that maximise our employment offer. Our Pay Policy supports this by ensuring that fair and transparent processes are in place to determine the grading and pay for all jobs and that remuneration packages enable the attraction and retention of people with the skills we need. We will also look to create opportunities for staff to benefit through organisational change.

As a Council we are committed to ensuring equality and diversity is integral to everything we do so our Pay Policy seeks to reduce income inequality and ensure that the pay, terms and conditions of Council employees comply with the Council's duties under the Equality Act. The Council recognises that a significant proportion of our workforce lives locally² and that therefore our Pay Policy helps support a strong local economy.

Modernising Terms & Conditions Review 2011/12

¹ The Pay Accountability provisions of the Localism Act 2011 do not apply to staff employed in Schools

² Circa 60% of employees have a permanent address with a Harrow (HA) postcode

In 2011/12 the Council undertook a review of pay and terms and conditions for employees. The objectives of the review, which were agreed by Cabinet, were to:

- Modernise: to support the future needs of the Council
- Simplify: wherever possible, to make terms and conditions easier to understand and reduce administration
- Reduce cost: to reduce the costs of terms and conditions of employment as part of its plan to make savings over the next 3 years
- Give greater choice: to continue to have core terms and conditions but to provide each individual with an element of choice beyond that.

The modernising review was completed in 2012 and the Council reached a collective agreement with the relevant recognised trade unions, which established new pay and terms and conditions for all employees covered by this Pay Policy, including those of senior management, from January 2013.

The collective agreement is published at:

http://www.harrow.gov.uk/downloads/file/5879/collective_agreement

The changes introduced through the collective agreement were in accordance with the Council's Pay Policy Statement 2012/13 and include the following key provisions:

- 2.5% pay cut for the Chief Executive and Corporate Directors
- 1% pay cut for staff earning £21,375 and above
- Revised grading structure so that the Council's lowest paid employees are paid not less than the London Living Wage.³
- A scheme making incremental pay progression subject to satisfactory performance
- No enhancements for overtime or weekend working except for Bank Holidays and night work
- Reduced redundancy compensation payments
- Improved salary sacrifice schemes and other employee benefits

Council Pay Rates / Scales

The Council considers it important to be able to locally determine pay rates. This enables it to respond to regional and local labour market conditions. The Council benchmarks its pay rates with other London Boroughs to ensure that it is able to recruit and retain qualified and competent employees.

³ London Living Wage is set periodically by the Mayor of London and is implemented from 1 April. The rate rose to £9.15 per hour in November 2013, which will be implemented from 1 April 2015.

The following Council pay scales were revised by the Council in January 2013 as a result of the modernising review:

- Harrow pay scale
- Senior Professional & Managerial pay scale
- Chief Officer pay scales⁴
- Chief Executive pay scale

The Council also revised the pay scales for employees who are Education Psychologists (Soulbury), and Youth & Community Workers.

The Council's pay scales are subject to any pay awards agreed through the relevant national and regional negotiating bodies. The current pay scales are published at:

http://www.harrow.gov.uk/downloads/file/5882/jan_15_salaries

Remuneration of Senior Management (Chief Officers)

The Council defines its senior management as the top 3 tiers in the management structure commencing with the Chief Executive (Tier 1), Corporate Directors (Tier 2) and Directors (Tier 3), this includes all statutory and non-statutory Chief Officer and Deputy Chief Officer posts.

The senior management structure is published at:

http://www.harrow.gov.uk/downloads/file/5880/org_chart_feb_2015

Senior management pay is published at: [Senior manager salaries - Further info | Harrow Council](#)

The Council's policy is to optimise the senior management pay bill. The pay rates and numbers of senior managers reduced in 2012/13 and following the Council's decision to reinstate the post of Chief Executive in 2014, an appointment has been made on a salary less than the previous Chief Executive received. The new Chief Executive will be undertaking a review of the Council's senior management structure and pay.

The Council may, in exceptional circumstances, employ senior managers under contracts for services. The Council publishes details of all payments made under contracts for services in excess of £500 at:

http://www.harrow.gov.uk/info/100004/council_and_democracy/555/council_spending

Remuneration of Lowest Paid Employees

The Council defines its lowest paid employees as those paid at the lowest pay spine column point on the lowest Harrow pay grade, excluding trainees and apprentices. The Council's lowest paid employees are paid not less than the London Living Wage.

⁴ In April 2013 the Council took over specific public health functions from the NHS and was required to appoint a statutory Chief Officer post of Director of Public Health. The current post holder is paid on NHS pay scales.

Pay Multiple

The 'pay multiple' is the ratio between the highest paid employee's pay and the median average pay of the Council's workforce. The Council's highest paid post is the Chief Executive and the current pay multiple is published at:

[Senior manager salaries - Further info | Harrow Council](#)

Pay Grading

In 2004 the Council entered into a single status agreement with its recognised trade union, introducing common job evaluation schemes⁵ and pay scales for the Council's former manual workers, administrative, professional, technical and clerical employees with the exception of Education Psychologists, Nursery Nurses, Youth & Community Workers, Chief Officers and the Chief Executive.

In 2007 job evaluation was extended to include Chief Officers.

From April 2013 the Council took over specific public health functions from the NHS and staff who transferred from the NHS to the Council remain on NHS grades and pay scales. New posts are being recruited to on the local government grades and pay scales.

Pay on Appointment

All employees, including Chief Officers are normally appointed on the lowest pay spine column point for their job evaluated grade. In exceptional circumstances employees may be appointed at a higher point within the evaluated grade.

The Council delegates authority to the Chief Officers' Employment Panel to make recommendations to Council on the appointment of the Head of Paid Service and make appointments of Chief Officers in accordance with the Council's Pay Policy.

The Council's delegations to the Chief Officers' Employment Panel also include, determination of any remuneration package of £100,000 or greater

Remuneration packages of £100,000 or greater are also reported to full Council

Pay Progression

All employees are able to incrementally progress through the pay spine column points for their job evaluated grade.

Progression will normally be one increment (pay spine column point) on the 1st of April each year until they reach the top of their grade.

Progression for Chief Officers is subject to the following qualifications:

- i. increments may be accelerated within a Chief Officer's scale at the discretion of the council on the grounds of special merit or ability.

⁵ The Greater London Provincial Council (GLPC) Scheme is used for all Harrow grade jobs and the Hay Scheme for senior professional and managerial jobs.

- ii. an increment may be withheld following an adverse report on a Chief Officer (subject to that Chief Officer's right of appeal). Any increment withheld may be paid subsequently if the Chief Officer's services become satisfactory.

The criteria for pay progression for other staff were changed as a result of the modernising review so that progression for all staff is now subject to satisfactory performance.

Performance Related Pay

Council employees including the Chief Executive and Chief Officers do not currently receive performance related payments or bonuses.

The Council operates a Reward and Recognition Scheme for employees who, subject to meeting the criteria of the scheme, may receive payments of £250 or £500. Details of Reward and Recognition payments to senior management are published at:

[Senior manager salaries - Further info | Harrow Council](#)

National / Regional Pay Agreements

The Council supports the national (JNC/NJC⁶ and Soulbury) and regional (GLPC) collective bargaining arrangements for pay and conditions of service and the pay scales for all employees, including the Chief Executive and Chief Officers, are increased in line with national and regional pay agreements. Some conditions of service are negotiated locally.

The last pay agreement increasing pay scales for the Chief Executive and Chief Officers was implemented in 2008/9. Since then there have been no increases for this group.

The most recent pay agreement increasing pay scales for other non-teaching employees was implemented in 2014/15.

Market Supplements

The Council may apply market supplement payments to jobs with recruitment or retention difficulties. Details of market supplement payments to senior management are published at:

[Senior manager salaries - Further info | Harrow Council](#)

Fees for Election Duties

The Council's policy for payment of fees for election duties is published at:

http://www.harrow.gov.uk/info/687/election_information/689/election_fees_and_charges

Details of fees for election duties paid to senior management are published at:

[Senior manager salaries - Further info | Harrow Council](#)

Other Payments

The Head of Paid Service may authorise other payments as necessary, in accordance with the Council's delegations.

⁶ Joint Negotiating Committee / National Joint Council

Details of any other payments to senior management are published at: [Senior manager salaries - Further info | Harrow Council](#)

Pension

All employees are auto enrolled into the Local Government Pension Scheme and employees who remain in the Scheme receive benefits in accordance with the provisions of that Scheme as applied by the Council. Details of the Council's policy and decisions in respect of discretionary elements of the Scheme are published at:

http://www.harrow.gov.uk/download/downloads/id/5338/discretionary_policy_statement-pensions_2014

http://www.harrow.gov.uk/download/downloads/id/2545/pension_fund_accounts_2012-2013

From April 2013 the Council took over specific public health functions from the NHS and staff who transferred from the NHS to the Council and were members of the NHS Pension Scheme continue to be members of that Scheme and receive benefits in accordance with the provisions of that Scheme.

Other Terms and Conditions of Employment

The pay, terms and conditions of council employees are set out in employee handbooks. Handbooks are produced for all employees, including managers and senior professionals, Chief Officers and the Chief Executive and the latest editions are published at:

http://www.harrow.gov.uk/downloads/download/1016/employee_handbooks

Payments on Termination of Employment

In the event that the Council terminates the employment of an employee, including a Chief Officer, on the grounds of redundancy or efficiency of the service they will be entitled to receive compensation and benefits in accordance with the Council's Redundancy and Early Retirement schemes, which are published at:

http://www.harrow.gov.uk/downloads/download/1016/employee_handbooks and
http://www.harrow.gov.uk/download/downloads/id/5338/discretionary_policy_statement-pensions_2014

The Council's Redundancy scheme was changed as a result of the modernising review and compensation payments to employees reduced in 2014 and will be reduced again from April 2015.

The Council delegates authority to the Chief Officers' Employment Panel, determination of any payments on termination of £100,000 or greater.

Details of compensation payments paid to senior management are published at:

[Senior manager salaries - Further info | Harrow Council](#)

http://www.harrow.gov.uk/downloads/file/5881/red_payments_agreed

Severance payments of £100,000 or greater are also reported to full Council

Re-employment of Employees

Section 7 of the Local Government and Housing Act 1989 requires that every appointment to paid office or employment in a local authority shall be made on merit.

Further Information

For further information on the Council's pay policy please contact the Council's Human Resources & Development Service email StaffBenefits@harrow.gov.uk DD 0208 424 1110