

# General Purposes Committee Agenda



To: Councillor Amy Foster (Chair)  
Councillor Appu Srinivasan (Vice-Chair)  
Councillors Stuart Collins, Samir Dwesar, Lara Fish, Joseph Lee,  
Tony Pearson and Ellily Ponnuthurai

A meeting of the **General Purposes Committee** which you are hereby invited to attend, will be held **Monday, 23 January 2023 at 6.30 pm. Room 1.01, Bernard Weatherill House, Croydon, CR0 1EA.**

Stephen Lawrence-Orumwense  
Monitoring Officer  
London Borough of Croydon  
Bernard Weatherill House  
8 Mint Walk, Croydon CR0 1EA

Marianna Ritchie, Senior Democratic  
Services Officer  
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If you require any assistance, please contact Marianna Ritchie, Senior Democratic Services Officer as detailed above.

## **AGENDA**

**1. Apologies for Absence**

To receive any apologies for absence from any members of the Committee.

**2. Disclosure of Interests**

Members are invited to declare any disclosable pecuniary interests (DPIs) they may have in relation to any item(s) of business on today's agenda.

**3. Minutes of the Previous Meeting (Pages 3 - 6)**

To approve the minutes of the meeting held on 29 September 2022 as an accurate record of the proceedings.

**4. Urgent Business (if any)**

To approve the minutes of the meeting held on 13 April 2022 as an accurate record of the proceedings.

**5. Croydon Pay Policy Statement 2023/24 (Pages 7 - 50)**

In accordance with Section 38 of the Localism Act, the council is required to present and publish an annual Pay Policy Statement.

**6. Council Calendar 2023-24 (Pages 51 - 64)**

To approve the dates of the meetings of the full Council for the municipal year 2023-24.

# Public Document Pack Agenda Item 3

## General Purposes Committee

Meeting of the General Purposes Committee held on Thursday, 29 September 2022 at 6.30 pm in Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX

### MINUTES

**Present:** Councillor Amy Foster (Chair);  
Councillor Appu Srinivasan (Vice-Chair);  
Councillors Jason Cummings, Samir Dwesar, Joseph Lee, Ian Parker  
Ellily Ponnuthurai

### PART A

#### 1/22 **Apologies for Absence**

Councillors Fish and Pearson gave apologies. Councillors Jason Cummings and Ian Parker attended in their absence.

#### 2/22 **Disclosure of Interests**

There were no disclosures of interest for any item on the evening's agenda.

#### 3/22 **Urgent Business (if any)**

There were no items of Urgent Business.

#### 4/22 **Review of Constitution**

Looqman Desai, Deputy Monitoring Officer, explained that a review of the Constitution was needed and so a Constitution Working Group of members should be set up. The Deputy Monitoring Officer explained that it would not be a formal committee or a decision-making body, but that recommendations arising from the work it did with officers on amendments to the Constitution would be brought to the General Purposes Committee for decision before being ratified at Council.

In response to members' queries, it was stated that the arrangements for the working group would be flexible, and member led. It was also stated that the Council Procedure Rules had been identified as a priority area, and the rest of the prioritising exercise could be done by the working group itself with guidance from officers.

Members requested that some information on the work done by the previous Constitution Working Group be taken to the first meeting. Members agreed to allocate seats on the working group to three Labour members, three Conservative members, and one Green member, with the opportunity to consult with the Liberal Democrat member and other members/committees from time to time. The Chair of the General Purposes Committee would also chair the Constitution Working Group.

**RESOLVED, to:**

1. Agree a review of the Constitution covering the issues set out in Appendix 1 of the report and any other matters the Committee may decide; and
2. Establish a Constitution Working Group to keep the Constitution under review and inform proposals for any changes to the Constitution having regard to the issues set out in paragraphs 2.3 to 2.5.
3. Agree that the Constitution Working Group will:
  - 3.1 comprise of seven members with seats allocated as follows: three Labour members; three Conservative members and one Green member;
  - 3.2 have the power to invite the Liberal Democrat member and other members/committees to participate in the review from time to time; and
  - 3.3 be chaired by the Chair of the General Purposes Committee current at the time.

**5/22                      General Purposes Urgency Sub-Committee - Political Balance  
Review and Appointments**

Presenting the report, the Deputy Monitoring Officer explained that a politically proportional sub-committee was needed to decide matters of urgency, and that members should be drawn from the parent committee.

In response to members questions it was stated that it would not be appropriate to have an Independent Member on the sub-committee, that the Terms of Reference for the sub-committee would be the same as those for the parent committee, and that the Committee could only appoint two reserves for each political group.

**RESOLVED, to:**

1. Review the representation of different political groups on the General Purposes Urgency Sub-Committee.
2. Agree to increase the size of the General Purposes Urgency Sub-Committee from 3 to 4 seats.
3. Agree the allocation of seats on the General Purposes Urgency Sub-Committee, by applying the political balance rules, to the Conservative and Labour groups as set out in paragraph 2.10 of this report.
4. Appoint to the General Purposes Urgency Sub-Committee, in accordance with the wishes of the relevant political group, the 4 Members and 4 reserves as set out in paragraph 2.13.

The meeting ended at 7.18 pm

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## LONDON BOROUGH OF CROYDON

<b>REPORT:</b>	<b>General Purposes Committee</b>	
<b>DATE OF DECISION</b>	<b>23 January 2023</b>	
<b>REPORT TITLE:</b>	<b>Croydon Pay Policy Statement 2023/24</b>	
<b>CORPORATE DIRECTOR / DIRECTOR:</b>	<b>Elaine Jackson, Assistant Chief Executive</b>	
<b>LEAD OFFICER:</b>	<b>Dean Shoesmith, Chief People Officer Email: <u><a href="mailto:Dean.Shoesmith@croydon.gov.uk">Dean.Shoesmith@croydon.gov.uk</a></u></b>	
<b>LEAD MEMBER:</b>	<b>Cllr Jason Cummings Cabinet Member for Finance</b>	
<b>KEY DECISION?</b>	<b>NO</b>	N/A
<b>CONTAINS EXEMPT INFORMATION?</b>	<b>NO</b>	Public
<b>WARDS AFFECTED:</b>	<b>ALL</b>	

### 1 SUMMARY OF REPORT

- 1.1** In accordance with Section 38 of the Localism Act, the Council is required to present and publish an annual Pay Policy Statement.
- 1.2** The Pay Policy Statement for 2023/24 is attached at Appendix 1 and covers the legal requirement to set out:
- The remuneration of its senior staff, designated Chief Officers
  - The remuneration of its lowest paid employees
  - The relationship between the remuneration of its Chief Officers and the remuneration of staff who are not Chief Officers
- 1.3** Notably the Pay Policy Statement references the Statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England

(attached at appendix 1e), introduced in May 2022 and the process for approving any Special Severance Payments and severance packages.

- 1.4** The Pay Policy statement also references a change to the benchmarking arrangement regarding the appropriate remuneration for the Chief Executive and Paid Head of Service
- 1.5** The purpose of the report is to:
- (1) agree the Council's Pay Policy Statement for the year 2023/2024 and recommend this to Full Council; and
  - (2) ensure that the proposed Pay Policy Statement for the year 2023/2024 complies with the Council's Constitution and the legal requirements regarding decision making processes concerning the agreement of severance packages.

## **2 RECOMMENDATIONS**

For the reasons set out in the report and its appendices, the General Purposes Committee is recommended:

- 2.1** to note the approval process regarding Special Severance Payments and severance packages within the Pay Policy Statement for 2023-24 and in particular regarding urgency.
- 2.2** to note the change to the benchmarking arrangement regarding the appropriate remuneration for the Chief Executive and Paid Head of Service.
- 2.3** to agree the annual Pay Policy Statement for 2023-24;
- 2.4** RECOMMEND its adoption to Full Council.

## **3 REASONS FOR RECOMMENDATIONS**

- 3.1** To ensure that the Pay Policy Statement complies with the decision-making requirements within the Constitution in accordance with the statutory guidance and the Localism Act 2011 for dealing with severance packages and Special Severance Payments and in particular with regard to urgency.
- 3.2** To comply with the legal requirement for the Council, in accordance with section 38 of the Localism Act, to present and publish an annual Pay Policy Statement.

## **4 BACKGROUND AND DETAILS**



- 4.1** The Council aims to ensure that its remuneration packages are fair, equitable and transparent and offer suitable reward for the employment of high-quality staff with the necessary skills and experience to deliver high quality services.
- 4.2** This Pay Policy Statement sets out the Council's policy relating to the pay of its workforce (excluding school-based employees) as required under the Localism Act 2011. The Localism Act requires the Council to have considered, approved and published a Pay Policy Statement for each financial year. The areas to be covered in the statement are salary, expenses, bonuses, performance related pay, severance payments, how election fees are paid and the pay policy on re-engagement of ex-employees.
- 4.3** The pay of Chief Executive and Head of Paid Service pay is not aligned to the JNC pay award and is determined on appointment with reference to market rates. The change to the benchmarking arrangement is in the appointment of an independent, external advisor with remuneration and performance expertise to advise the Executive Mayor (and at the Executive Mayor's discretion other political group leaders) about appropriate remuneration for the post of Chief Executive and Head of Paid Service.
- 4.4** [The policy refers to the government guidance on Special Severance Payments, (the Statutory Guidance on the making and disclosure of Special Severance Payments by local authorities in England) issued under section 26 of the Local Government Act 1999. This guidance was published on 12<sup>th</sup> May 2022 and forms part of the best value regime for local authorities in England, in accordance with the best value duty, as set out in section 3 of the Local Government Act 1999. The guidance sets out the government's view that Special Severance Payments do not usually represent value for money and should only be considered in exceptional circumstances, giving examples of the circumstances in which Special Severance Payments may be appropriate, sets out the criteria employers should consider in the exceptional circumstances in which it may be appropriate to make a Special Severance Payment and clarifies the disclosure and reporting requirements for Special Severance Payments.

#### **4.5 Appointments**

Statutory guidance issued by the Secretary of State under section 40 of the Localism Act 2011 (*Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011*) provides that Full Council or a meeting of members, should take decisions about remuneration packages for new appointments of £100,000 or more per year. The Appointments and Disciplinary Committee has delegated responsibility for approving appointments and decisions about remuneration packages for new appointments of £100,000 or more per year in accordance with the provisions of the Localism Act 2011.

#### **4.6 Severance Packages**

In February 2013 Statutory Guidance issued by the Secretary of State under section 40 of the Localism Act 2011 (*Supplementary Guidance on Openness and Accountability in Local Pay issued under section 40 of the Localism Act 2011*) provided that Full Council

or a meeting of members, should take decisions about severance packages of £100,000 or more per year.

- 4.7** In accordance with that guidance, in presenting information to Full Council, authorities should set out clearly the components of relevant severance packages. These components may include salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances paid.

#### **4.8 Special Severance Payments**

In May 2022, new statutory guidance was issued which introduced the concept of Special Severance Payments: *The Statutory Guidance on the making and disclosure of Special Severance Payments by local authorities in England dated May 2022*.

- 4.9** Special Severance Payments as set out in that Statutory Guidance include additional, discretionary sums paid on top of statutory and contractual redundancy or severance terms including certain payments reached under a settlement agreement to discontinue legal proceedings without admission of fault and certain pay in lieu of notice payments.

- 4.10** The following types of payments are likely to constitute Special Severance Payments:

- a) any payments reached under a settlement agreement between the employer and employee to discontinue legal proceedings without admission of fault
- b) the value of any employee benefits or allowances which are allowed to continue beyond the employee's agreed exit date
- c) write-offs of any outstanding loans
- d) any honorarium payments
- e) any hardship payments
- f) any payments to employees for retraining related to their termination of employment

- 4.11** The following types of payments may constitute Special Severance Payments, depending on the terms of the individual's contract, relevant statutory provisions, any non-statutory applicable schemes and other relevant terms and conditions:

- a) pay or compensation in lieu of notice where the amount of the payment is not greater than the salary due in the period of notice set out in the employee's contract
- b) pension strain payments arising from employer discretions to enhance standard pension benefits (for example under Regulation 30(5) where the employer has waived the reduction under Regulation 30(8) or because of the award of additional pension under Regulation 31)

- 4.12** The following do **not** constitute Special Severance Payments:

- a) statutory redundancy payments

- b) contractual redundancy payments, whether applicable to voluntary or compulsory redundancy, and whether agreed by collective agreement or otherwise
- c) severance payments made in accordance with that local authority's policy adopted pursuant to Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006
- d) a strain cost paid to the relevant LGPS administering authority under LGPS Regulation 68(2) which results from a LGPS member's retirement benefits becoming immediately payable without reduction under Regulation 30(7), or under Regulation 30(6) where the employer has waived the reduction under Regulation 30(8)
- e) payment for untaken annual leave
- f) payments ordered by a court or tribunal or agreed as part of a judicial or non-judicial mediation
- g) payments made as part of the ACAS Early Conciliation process
- h) payments made to compensate for injury or death of the worker
- i) payments made in consequence of the award of ill-health retirement benefits under Regulation 35 of the LGPS Regulations.

**4.13** The May 2022 Statutory Guidance introduced a new approval process and the government expects that any Special Severance Payments should be approved according to the following process:

- Payments of £100,000 and above must be approved by a vote of Full Council, as set out in the Localism Act 2011
- Payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's (Executive Mayor's) approval and that of any others who have signed off the payment
- Payments below £20,000 must be approved according to the local authority's scheme of delegation.

**4.14** The Local Government Association (LGA) has identified a conflict between the Localism Act 2022 and the Statutory Guidance on the making and disclosure of Special Severance Payments by local authorities in England dated May 2022, that *"on the face of it the approval process in the (May 2022) statutory guidance only applies to the Special Severance Payment element of a severance payment, except where it is referring to duties already in place i.e. under the Localism Act 2011 and the duties to spend public money with propriety as well as the existing s.151 officer and Monitoring Officer duties, in which case those duties apply to the whole severance payment.* The LGA has raised a query with the Department for Levelling Up, Housing and Communities, which (at the time of writing this report) has yet to respond. The Council will ensure that it complies with its duties under the Localism Act 2011 and the Statutory Guidance on the making and disclosure of Special Severance Payments by local

authorities in England dated May 2022 and any further information that may be provided from DLUHC when seeking approval for severance packages and Special Severance Payments.

**4.15** Part 3 of the Council's Constitution - Responsibility of Functions, Section 2 Responsibility for Council Functions, sub-section 2.5 General Purposes Committee, paragraph 6 states that *'The function in respect of voting on severance packages of staff above such specified threshold as may, from time to time, be updated by statutory guidance'* and paragraph 7, *'the function of deciding in respect of severance packages, whether the Council wishes to vote on a severance package above the specified threshold'* rests with the General Purposes Committee. Further under paragraph 11 the General Purposes Committee has the responsibility of functions for *'any matter reserved to the Council and a non-executive function, or a matter reserved to a non-executive committee or sub-committee of the Council which requires, in the Committee's view or on the recommendation of the Mayor, the Chief Executive or a Corporate Director, action as a matter of urgency'*

**4.16** The Pay Policy Statement for 2023/2024 provides:

- Full Council or General Purposes Committee will be given the opportunity to vote on severance packages of £100,000 and above in accordance with the Council's Constitution
- Special Severance Payments of £100,000 and above must be approved by a vote of full Council or General Purposes Committee in accordance with the Council's Constitution.
- Special Severance Payments of £20,000 and above, but below £100,000 must be personally approved and signed off by the Head of Paid Service, section 151 Officer and Monitoring Officer with a clear record of the Executive Mayor's approval (and that of any others who have signed off on the payment)
- Special Severance Payments below £20,000 must be approved by the Chief People Officer in accordance with the Council's Scheme of Delegations.

**4.16** A business case setting out the considerations for making a Special Severance Payment, along with appropriate professional advice, must be provided in accordance with the Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England (May 2022), when approval for a Special Severance Payment is sought.

**4.17** Any changes to the Constitution around decision making in this area will be picked up around the Constitution Review group.

## **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1** As the Pay Policy Statement is a requirement of the Localism Act 2011, it must be prepared and published and therefore there are no other options.

## **6 CONSULTATION**

- 6.1** This report is a statement of fact regarding the pay of senior officers in the Council. Senior pay is carefully consulted on with lead members.

## **7. CONTRIBUTION TO COUNCIL PRIORITIES**

- 7.1** *We will live within our means, balance the books and provide value for money for our residents*, including the pay for senior managers which has been benchmarked and independently evaluated.

## **8. IMPLICATIONS**

### **8.1 FINANCIAL IMPLICATIONS**

**8.1.1** Finance have reviewed the report and can confirm that all salaries will be accounted for in the 2023-24 budget.

**8.1.2** Comments approved by Lesley Shields, Head of Finance for Assistant Chief Executive and Resources on behalf of the Director of Finance.

### **8.2 LEGAL IMPLICATIONS**

**8.2.1** The Council must comply with the requirements of section 38 of the Localism Act 2011, which requires the Council to approve a Pay Policy Statement for the financial year 2023/2024 and in future years and must have regard to any guidance issued or approved by the Secretary of State. The Council must also comply with its obligations under Regulation 10 of the Accounts and Audit (England) Regulations 2015 and the Local Government Transparency Code. The Pay Policy Statement sets out the Council's policy relating to the pay of its workforce (excluding school-based employees) as required under the Localism Act 2011.

**8.2.2** The proposed statement complies with the statutory requirements for pay policy statements. Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit". The Localism Act 2011, contains a definition of 'Chief Officer' which is set out in the proposed policy. The Localism Act 2011 also requires that the Council must decide on a definition of 'lowest paid employees' and set out the reasons for that decision. In accordance with Section 38 of the Localism Act, this Pay Policy Statement sets out the Council's policy for 2023/24 on:

- The remuneration of its senior staff designated Chief Officers
- The remuneration of its lowest paid employees
- The relationship between the remuneration of its Chief Officers and the remuneration of staff who are not Chief Officers

**8.2.3** On 12<sup>th</sup> May 2022, the Government issued Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England and the Council must adhere to that guidance as part of the best value regime for local authorities in England. The best value duty, as set out in section 3 of the Local Government Act 1999 provides “A best value authority must make arrangements to secure continuous improvement in the way on which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. The best value duty is relevant to local authority duties to deliver a balanced budget (Part 1 of the Local Government Finance Act 1992), provide statutory services and secure value for money in spending decisions. This includes decisions to make Special Severance Payments. The Pay Policy Statement also includes the Council’s policy on severance payments in accordance with section 38 of the Localism Act and the May 2022 statutory guidance.

**8.2.4** Part 3 of the Constitution - Responsibility of Functions, section 2, sub-section 2.5 sets out the terms of reference of the General Purposes Committee, paragraph 5 states that the General Purposes Committee will consider and recommend to Full Council the Pay Policy Statement as required. Full Council is then expected to approve the Pay Policy Statement for 2023/2024.

**8.2.5** The terms of reference for the General Purposes Committee go on to provide in paragraph 6 *‘The function in respect of voting on severance packages of staff above such specified threshold as may, from time to time, be updated by statutory guidance’* and paragraph 7, *‘the function of deciding in respect of severance packages, whether the Council wishes to vote on a severance package above the specified threshold’* rests with the General Purposes Committee. Further under paragraph 11 the General Purposes Committee has the responsibility of functions for *‘any matter reserved to the Council and a non-executive function, or a matter reserved to a non-executive committee or sub-committee of the Council which requires, in the Committee’s view or on the recommendation of the Mayor, the Chief Executive or a Corporate Director, action as a matter of urgency’*.

**8.2.6** Comments approved by Sandra Herbert, the Head of Litigation and Corporate Law on behalf of the Director of Legal Services and Monitoring Officer.

### **8.3 EQUALITIES IMPLICATIONS**

**8.3.1** The Council will continue to monitor carefully the equalities issues associated with pay, including the pay ratio, gender pay gap, ethnicity pay gap and disability pay gap. New appointments to senior roles will be reviewed, including the appointment of senior staff by protected characteristics, a key equality performance indicator.

**8.3.2** Recipients of severance payments will be monitored by protected characteristic. Any arising action from analysis of data should be considered by the appropriate Internal Control Board.

**8.3.3** Comments approved by Denise McCausland, Equalities Programme Manager

## **8.4 HUMAN RESOURCES IMPLICATIONS**

**8.4.1** There are no immediate Human Resources implications arising from this report

**8.4.2** Comments approved by Gillian Bevan, Head of HR Resources and Assistant Chief Executives Directorates

## **9. APPENDICES**

- 9.1**
- 1. Pay Policy Statement 2023-24*
    - 1a Chief Officer Grades*
    - 1b Pay Structure for Chief Officers*
    - 1c Mileage rates*
    - 1d Early Retirement and Redundancy Scheme*
    - 1e Statutory Guidance on the making and disclosure of Special Severance Payments by local authorities in England*

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## **Croydon Council**

### **Pay Policy Statement 2023-24**

#### **1. Introduction**

- 1.1. The Council aims to ensure that its remuneration packages are fair, equitable and transparent and offer suitable reward for the employment of high quality staff with the necessary skills and experience to deliver high quality services.
- 1.2. This Pay Policy Statement sets out the Council's policy relating to the pay of its workforce (excluding school-based employees) as required under the Localism Act 2011. The Localism Act requires the Council to have considered, approved and published a Pay Policy Statement for each financial year.
- 1.3. Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit". In accordance with Section 38 of the Localism Act, this Pay Policy Statement sets out the Council's policy for 2023/24 on:
  - The remuneration of its senior staff designated Chief Officers
  - The remuneration of its lowest paid employees
  - The relationship between the remuneration of its Chief Officers and the remuneration of staff who are not Chief Officers
- 1.4 Where this policy refers to Chief Officers, this means the Chief Executive, Corporate Directors, and Directors. A copy of the grading structure for Croydon Chief Officers is shown at appendix 1a. Where the policy refers to the Council's lowest-paid employees this means those that are paid on the lowest established grade and scale point i.e. Grade 1, point 2. This definition of lowest-paid employees has been adopted because it reflects the lowest salary payable under the Council's job evaluation scheme and grading structure.
- 1.5 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.
- 1.6 The Appointments and Disciplinary Committee has delegated responsibility for approving appointments and decisions about remuneration packages for new appointments of £100,000 or more per year in accordance with the provisions of the Localism Act 2011.
- 1.7 Once approved, all remuneration paid to officers will comply with this policy for the 2023-24 financial year. The statement will be reviewed in accordance with legislation prevailing at the time.
- 1.8 In accordance with Part 3 of the Constitution – Responsibilities for Functions the Chief Executive's Scheme of Delegations provides delegated authority to the Chief People Officer for pay and terms and conditions for staff other than the Chief Executive and senior staff covered by the Joint National Council for Chief Officers. Grading and conditions of service for senior staff are approved by the

Appointments and Disciplinary Committee. Reference paragraph 4.7.8 and 4.7.9 of Part 3 of the Constitution Responsibilities for Functions – see extracts below:

*“.....the Chief Executive’s delegation is subject to:*

*4.7.8 “the approval of the Chief People Officer to the grading and conditions of service of staff (other than those based in schools or subject to the conditions of service of the Chief Officers and Chief Executives J.N.C (Joint National Council for Chief Officers’ conditions of service)*

*4.7.9 “the approval of the Appointments and Disciplinary Committee to grading and conditions of service of staff employed subject to the conditions of service of the Chief Officers and Chief Executives J.N.C”*

- 1.9 Subject to circumstances, it may be necessary to amend this Pay Policy statement during the financial year. Any changes, or amendments, made will be subject to full Council approval.

## **2. Pay structure**

- 2.1. The Council uses a combination of locally and nationally determined pay structures for its workforce.
- 2.2. The Council will determine the appropriate grade for each job in accordance with either the Greater London Provincial Council (GLPC) Job Evaluation Scheme, or the Hay Job Evaluation Scheme, depending upon the job requirements and the level of responsibility of its employees within the organisation. The GLPC scheme considers posts graded from Grade 1 to Grade 17 and the Hay scheme is used for posts graded Croydon Special Range A and B and Chief Officer Grades 1 – 5.
- a) The pay structures, including basic pay, for the Chief Executive and Head of Paid Service, Corporate Directors, Directors and posts at Croydon Special Range (CSR) level are determined locally.
- b) The basic pay for teachers, lecturers, youth workers and Soulbury staff is in accordance with nationally negotiated pay structures.
- c) To reflect market and industry specific factors, staff in the in-house bailiff service have locally determined pay arrangements which includes an element of performance pay. Skills scarce occupations may be awarded market supplement payments, in accordance with the council’s market supplement policy and robust pay benchmarking to reflect key skills shortages in this sector. Certain hard to recruit roles, including Social Workers with key skills and Education Psychologists (Soulbury staff) receive an attraction and retention payment which is separate and distinct from a market supplement.
- d) For the majority of other staff, the Council uses a locally determined grading structure aligned to the relevant London pay spine of the Greater London Provincial Council.
- 2.3. Pay allowances, other than basic pay, are the subject of local or nationally negotiated rates having been determined from time to time in accordance with the collective bargaining arrangements and/or as determined by the Council.

- 2.4. The Council adheres to national pay bargaining and will normally apply a nationally negotiated cost of living pay award for staff covered by the relevant negotiating body and any increase will be payable with effect either from 1 April for NJC and JNC, and or 1 September (for Soulbury, Youth and Centrally Appointed Teachers).
- 2.5. Employees who have joined the Council as a result of a Transfer of Undertakings Protection of Employment (TUPE) transfer may have different arrangements. In accordance with TUPE the Council will comply with any such contractual arrangements in relation to the pay for such employees. Should conditions arise which support a business case for staff to be offered an opportunity to move to Council terms and conditions this will be considered in accordance with legal obligations.

### **3. Remuneration**

- 3.1. For the purpose of this pay policy statement, Chief Officers include:
- a) The Chief Executive and Head of Paid Service; Corporate Directors; Directors;
- 3.2. Current remuneration for Chief Officers is set out below: -
- a) The Chief Executive and Head of Paid Service salary is currently £192,474 per year and is next due to be reviewed in April 2023. The Council will appoint an independent, external advisor with remuneration and performance expertise to advise the Executive Mayor (and at the Executive Mayor's discretion other political group leaders) about appropriate remuneration for the post of Chief Executive and Head of Paid Service. This will be aligned to the annual performance appraisal review process.
  - b) Corporate Directors and Directors are paid salaries aligned to the Croydon Chief Officer grades, as set out in Appendix 1a, with provision for annual incremental progression to the top of the grade. Salaries are reviewed in line with the national awards, as determined by the JNC for Local Authority Chief Executives and Chief Officers.
- 3.3 For the purposes of this pay policy statement, posts defined as deputy chief officers are those paid on Croydon Special Range grades who report to Directors, and include:-
- a) Heads of Service and certain senior staff in posts above grade 17 but below Chief Officer. These posts are placed on a salary within Croydon Special Range A and B, following evaluation using the Hay job evaluation scheme with provision for incremental progression to the top spinal point of the grade. Salaries are reviewed in line with national joint council (NJC) pay awards.

The grades and salary structures for Chief Officers and Croydon Special Range A and B are shown in Appendix 1b.

Grades are shown in Appendix 1a

- 3.4 The pay of the Chief Executive and Head of Paid Service is determined on appointment with reference to market rates. The Council will also seek advice from the independent external advisor in this regard, see section 3.2 9 (a) above. In establishing market rates, the Council will compare remuneration data from other comparable local authorities. This allows closer benchmarking, where possible, to take account of factors such as population size, social demographics, budgetary responsibilities, economic and regeneration activity.

Additional remuneration elements

- 3.5 The Council does not apply any bonuses or performance payments to its senior staff. In addition to basic pay, elements of “additional pay”, other than those that constitute re-imbursement of expenses incurred during the fulfilment of duties, are set out below:
- a) In order to recruit or retain employees in a post at its designated grade or spot point consideration will be given to the use of market supplements as approved by the Chief People Officer and Chief Executive in accordance with the Council's market supplement policy, with such payments being subject to periodic review. Market supplements will, when added to basic pay, not normally exceed 10% of base pay but by formal exception may be up to 20% of base pay. Any market supplement for the Chief Executive and Chief Officers will be recommended by the Chief People Officer and Chief Executive and determined by the Appointments and Disciplinary Committee.
  - b) A compulsory car allowance may be made to authorised car users at all levels of the workforce, other than to Chief Officers. The compulsory car allowance applies to employees where driving a car is an integral feature of the employee's job duties and the employee is unable to carry out their duties without providing and using their own car. The amount of the allowance depends on the engine size and emissions of the employee's car as shown in Appendix 1c.
  - c) Returning Officer fees: the Council is required by the Representation of the People Act 1983 to appoint an officer to act as the Electoral Registration Officer (ERO) for any constituency or part of a constituency within its area to be responsible for the preparation and maintenance of the electoral register and to act as the Returning Officer (RO) for all elections. Such duties attract a fee payable to the individual, paid for by the Government except in relation to local elections. The fees are set by central government for national elections and referenda and for local elections fees are prescribed by and agreed on an annual basis by the Chief Executives' London Committee, which reports into the London Councils network. The Council's Electoral Registration Officer and Returning Officer is the Chief Executive and Head of Paid Service, as agreed by resolution of the Council, or as delegated to a committee.

In their capacity as the Council's Electoral Registration Officer and the Council's Returning Officer, the Chief Executive and Head of Paid Service may appoint deputy Electoral Registration Officers and a deputy Returning

Officer. Fees for carrying out such duties are payable to appointed individuals.

- d) From time to time consideration will be given to making additional payments, as approved by the Chief People Officer, to senior staff who undertake additional and/or higher level responsibilities for example when covering the duties of a vacant Chief Officer post. Such payments are temporary and subject to periodic review.

#### Remuneration on appointment

- 3.6 Where employees are appointed to a grade, it is the Council's policy to appoint all employees on the bottom spinal point of the grade, unless there are exceptional circumstances as authorised by the relevant Director and approved by the Chief People Officer, or in the case of senior staff, the Appointments and Disciplinary Committee.
- 3.7 Appointments to Chief Officer posts will be made within the grade and salaries stated for the respective post as set out in Appendix 1a.

### **4.0 Severance Payments**

#### **Redundancy**

- 4.1 The Council has a single redundancy scheme which applies to all employees including Chief Officers. Redundancy Payments are calculated in accordance with the Employment Rights Act 1996 and the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 and are based on the employee's age, length of continuous local government service and salary. Details of the redundancy scheme are attached as Appendix 1d. The Council does not make any other payments to employees on termination of their employment other than those, where there is a statutory, or contractual, requirement to do so, such as payment for accrued and untaken annual leave.

#### **Early Retirement (Efficiency of Service)**

- 4.2 The Local Government Pension Scheme allows employers certain discretionary powers and the Council has provisions for employees to seek early retirement on the grounds of the efficiency of the service. Details are set out in the attached redundancy scheme at Appendix 1d.
- 4.3 Full Council or General Purposes Committee will be given the opportunity to vote on severance packages of £100,000 and above in accordance with the Council's Constitution.

#### **Special Severance Payments**

- 4.4 The Council adheres to the Government's Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England (May 2022), attached at appendix 1e.

- 4.5 Special severance payments (additional, discretionary sums paid on top of statutory and contractual redundancy or severance terms including certain payments reached under a settlement agreement and certain pay in lieu of notice payments) will be approved by the Council by the following processes:
- Special severance payments of £100,000 and above must be approved by a vote of full Council or General Purposes Committee in accordance with the Council's Constitution.
  - Special severance payments of £20,000 and above, but below £100,000 must be personally approved and signed off by the Head of Paid Service, section 151 Officer and Monitoring Officer with a clear record of the Executive Mayor's approval (and that of any others who have signed off on the payment)
  - Special Severance Payments below £20,000 must be approved by the Chief People Officer in accordance with the Council's Scheme of Delegations.

A business case setting out the considerations for making a Special Severance Payment, along with appropriate professional advice, must be provided in accordance with the Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England (May 2022), when approval for a Special Severance Payment is sought.

#### **Re-employment of officers previously made redundant and retirement**

- 4.6 Where an officer who has previously been made redundant from the Council applies for employment with the Council, their application will be treated on its own merits, the financial merits and wider interests of the Council and will have regard to any agreement under which the officer left their previous employment. Where an officer leaves the Council's employment through voluntary severance or voluntary redundancy arrangements, they will not be allowed to work for the Council in any capacity, including engagement via employment agencies, or as a consultant, for a period of at least one year after leaving.
- 4.7 Employees who are offered another post with any organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999, prior to their redundancy leaving date and commence the post within 4 weeks of that date are not eligible to receive their redundancy payment.
- 4.8 The Council allows flexible retirement, as permitted by the Local Government Pension Scheme Regulations, whereby an employee can receive a salary and be in receipt of a pension for doing the same job. Flexible retirement will usually only be agreed where there is no cost to the Council. Exceptions to this will be based on the best interest of the Council and will be agreed by the Corporate Director of Resources in consultation with the Chief People Officer, except where such a decision relates to either of themselves, when the Chief Executive will be consulted. Employees retiring before their normal retirement age will, therefore, usually receive what is known as an actuarial reduction in their pension as

allowed for under the Local Government Pension Scheme Regulations, to reflect the financial impact on the pension fund by the employee's early retirement.

## **5 Remuneration of lowest paid employees**

- 5.1 The definition of "lowest paid employee" is for local determination. The Council has agreed that the lowest paid employee will be those workers employed under a contract of employment on full-time equivalent hours, in accordance with the minimum grade of the Council's agreed grading structure i.e. Grade 1, scale point 2. Workers, such as apprentices, who are engaged on fixed term training contracts, are excluded from this definition.
- 5.2 The Council is a Real Living Wage (formerly the London Living Wage) employer and will pay the Real Living Wage as its minimum rate of pay to employees, other than those engaged specifically on apprentice or similar training contracts. The Council will apply increases in the Real Living Wage with effect from the 1<sup>st</sup> April following announcement of the increase. With effect from 1<sup>st</sup> April 2023 the full-time equivalent annual pay of the lowest paid employee will be £23,628 which equates to an hourly rate of pay of £12.58 (this reflects the current Real Living Wage London which is £11.95 per hour from 1<sup>st</sup> April 2023 - noting this rate remains below Croydon's lowest annual payment of £23,628 and hourly rate of £12.58).

## **6 The relationship between the pay of Chief Officers and that of other staff**

- 6.1 The Council does not set the pay of individuals or groups of individuals by reference to a simple multiple of the pay of another individual or group. The use of simple pay multiples cannot capture the complexities and dynamics of a highly varied workforce. The Council sets pay as outlined above by reference to the evaluated level of responsibilities of the post, or at a rate determined by a national pay body.
- 6.2 Guidance produced under section 40 of the Localism Act recommends that a pay multiple is included in these statements as a way of illustrating the Council's approach to pay dispersion and the Council has decided to publish its pay multiples to aid transparency and future benchmarking:
- The multiple for 2022-23 between the lowest paid employee and the chief executive and head of paid service is a ratio of 1:8
  - The multiple between the lowest paid employee and the median chief officer is a ratio of 1:6
  - The multiple between the median pay and the chief executive and head of paid service's pay is a ratio of 1:4
  - The multiple between the median pay and the average chief officers' pay is a ratio of 1:32
- 6.3 As part of its overall and ongoing monitoring of alignment with external pay, both within and outside the sector, the Council will use available benchmarking information as appropriate.

## **7 Non-permanent staffing resources**

- 7.1 To maintain flexibility in delivering services the Council supplements its employee workforce with workers who are not Council employees or on the Council payroll. This non-permanent resource includes consultants, who are procured under a Contract for (Consultancy) Services, and interims who are procured through the Council's managed service provider (Adecco) or by exception and once Adecco route has been exhausted, other approved frameworks.
- 7.2 In managing its non-permanent staffing resource, the Council seeks to ensure that: the Council, and the wider public sector, achieve value for money; tax and national insurance liabilities are managed appropriately; and contractual relationships between the Council, workers and third parties are properly reflected. In this regard, it is the Council's policy not to engage directly with self-employed individuals, or wholly owned one person limited companies in all but the rarest of exceptions. Where such arrangements are used, the Council seeks to limit them to a maximum duration of 24 months.
- 7.3 Where it is necessary to engage a worker at Tier 1 or Tier 2 temporarily as an interim or consultant, the remuneration paid to the individual will generally fall within the following rates however, wherever possible, the council will seek to appoint to a fixed- term contract within the grade ranges shown in Appendix 1a. The higher rates of pay shown immediately below, compared to those paid to directly employed staff, are in recompense of interims and consultants not receiving all of the same conditions of employment, most notably regarding leave, pension, redundancy and notice.

<b>Grade of post</b>	<b>Day rate range £ (payable to the individual)</b>
Croydon Special Range	£450 - £525
Director	£525 - £775
Corporate Director	£775 - £900
Chief Executive	£1,200 - £1,500

- 7.4 Workers engaged directly by the Council will be assessed to establish whether they fall within the scope of the IR35 legislation using the HMRC employment status tool. Workers who fall within scope will have Income Tax and National Insurance Contributions deducted and paid over to HMRC.

## **8 Publication**

- 8.1 Upon approval by the full Council this statement will be published on the Council's website. Publication of this statement, any amendments and details of remuneration will be in accordance with the Localism Act 2011 and with the Accounts and Audit (England) Regulations 2011.
- 8.2 The Council in compliance with the Local Government Transparency Code 2014 publishes information about:
- The number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000



- Details of remuneration and job title of certain senior employees whose salary is at least £50,000 and
  - Employees whose salaries are £150,000 or more must also be identified by name.
- 8.3 The Council's Annual Statement of Accounts will include a note setting out the remuneration paid to each member of the corporate management team (the Chief Executive and Head of Paid Service and those reporting directly to them) including the total amount paid to each individual by way of: salary, including fees and allowances; expense allowances; compensation for loss of office; benefits in kind and employers pension contributions. The Annual Statement of Accounts is published on the Council's website.
- 8.4 The Annual Statement of Accounts will also report on termination payments for all employees in keeping with international financial reporting standards. This will show the number of termination payments, within specific financial bands, made to employees during the year. In addition the Council will disclose in their annual accounts all severance payments, pension fund strain costs and other special severance payments made in consequence of termination of employment or loss of office (but excluding payments on death or ill health retirement). Apart from where otherwise required by law, reporting will be anonymised to comply with data protection requirements.

## **9. Appendices**

- 1a *Chief Officer Grades*
- 1b *Pay Structure for Chief Officers*
- 1c *Mileage rates*
- 1d *Early Retirement and Redundancy Scheme*
- 1e *Statutory Guidance on the making and disclosure of Special Severance Payments by local authorities in England*

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## **Appendix 1a**

### **Croydon Chief Officer Grades 2023/24**

CCOG	Grade	Minimum	Mid-point	Maximum
Director	Grade 1	£98,336	£100,275	£102,242
Director	Grade 2	£108,401	£110,530	£112,703
Director	Grade 3	£118,650	£120,985	£123,366
Corporate Director	Grade 4	£138,367	£141,432	£144,222
Corporate Director	Grade 5	£146,020	£148,902	£154,731

*\* as at 2022/23 rates, cost of living JNC national pay award for 2023/24 yet to be negotiated*

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## **Appendix 1b**

### **Pay structure for Chief Officers**

**Chief Officers: 1 April 2023 to 31 March 2024**

**(Note: national pay award for 1/4/2023 remains pending national negotiations)**

<b>Post</b>	<b>Salary</b>
Chief Executive	£192,474 (spot)
Corporate Director Adult Social Care and Health Corporate Director of Children, Young People and Education Corporate Director Housing Corporate Director of Sustainable Communities, Regeneration and Economic Recovery Corporate Director of Resources (S151 Monitoring Officer)	£146,020 - £154,731
Assistant Chief Executive	£138,697 - £144,222
Chief Digital Officer, and Director of Resident Access Director of Public Health Director of Adult Social Care Operations Director of Children's Social Care Director of Planning & Sustainable Regeneration	£118,650 - £123,366
Chief People Officer Director of Legal Services & Monitoring Officer Director of Adult Social Care Commissioning, Policy & Improvement Director of Education Director of Quality Commissioning & Performance Improvement Director of Sustainable Communities Director of Housing Estates & Improvement Director of Housing Resident Engagement & Allocations Director of Finance Director of Commercial Investment	£108,401 - £112,703
Director of Policy, Programmes & Performance Director of Culture & Community Safety	£98,336 - £102,242

### Croydon Special Range 1 April 2023 – 31 March 2024

Grade	SCP	Salary*
Croydon Special Range A	1	£68,967
	2	£71,159
	3	£75,544
Croydon Special Range B	4	£86,380
	5	£89,062
	6	£91,737

*\* as at 2022/23 rates cost of living NJC national pay award for 2023/24 yet to be negotiated*

## **Appendix 1c**

### **Allowances and Mileage Rates**

#### **Car Mileage Rates**

From 1 April 2011 the compulsory car allowance and mileage rates for higher engine banding payments are only to be paid to employees whose vehicles fall within the DVLA bandings A-E for CO2 emissions.

**Employees whose vehicles fall outside these DVLA bandings will be restricted to the payments for the lower engine size banding, irrespective of the size of their vehicle's engine.**

The table below shows the rates with effect from 1 April 2011:

		<b><u>451 - 999cc</u></b>	<b><u>1000</u></b> <b><u>1199cc</u></b>	<b>-</b>	<b><u>1200</u></b> <b><u>1450cc</u></b>	<b>-</b>
<b><u>Compulsory car users</u></b>			Only payable for cars within DVLA bandings A-E for CO2 emissions			
Lump sum per annum	£846	£963	£1,239			
per mile first 8,500	36.9p	40.9p	50.5p			
per mile after 8,500	13.7p	14.4p	16.4p			

		<b><u>451 - 999cc</u></b>	<b><u>1000</u></b> <b><u>1199cc</u></b>	<b>-</b>	<b><u>1200</u></b> <b><u>1450cc</u></b>	<b>-</b>
<b><u>Casual users</u></b>			Only payable for cars within DVLA bandings A-E for CO2 emissions			
per mile first 8,500	46.9p	52.2p	65.0p			
per mile after 8,500	13.7p	14.4p	16.4p			

#### **Motorcycle Rate**

This will be paid in accordance with the [HMRC approved amount](#) which is 24p per mile.

#### **Bicycle Rate**

This will be paid in accordance with the [HMRC approved amount](#) which is 20p per mile.

**Change of Vehicle**

You should provide original copies of your vehicle registration document, evidence of valid tax and MOT and insurance certificate for the vehicle you will be using for work purposes to your manager. Your manager is responsible for checking this documentation before approving any mileage claims made for the new vehicle.



## **Early Retirement & Redundancy Scheme (incl. Efficiency of the Service)**

*Council approved 1981.*

*Amended by Corporate Services Committee on 11 October 2006; effective from 1<sup>st</sup> December 2006*

*Amended 010410: legislative changes*

*Amended 010411: Employee Based Cost Review (EBCR)*

*Amended: Sept 2018: Insertion of data protection reference*

*Amended: Sept 2019: Link to EBCR provisions clarified; change to additional pension wording reflecting scheme changes from 1/4/2008*

<b>1. Scope and purpose of scheme</b>	<b>1</b>
<b>2. General</b>	<b>1</b>
<b>3. Early retirement by reason of redundancy</b>	<b>2</b>
<b>4. Redundancy</b>	<b>2</b>
<b>5. Early retirement in the interests of the efficiency of the service</b>	<b>3</b>
<b>6. Complying with legislation</b>	<b>3</b>
<b>7. Data protection</b>	<b>3</b>
<b>Appendix 1: “ready reckoner” for statutory redundancy pay</b>	<b>5</b>

### **1. Scope and purpose of scheme**

- 1.1 This scheme is without prejudice to the Council’s and the trade unions’ general policy of opposition to redundancies. It outlines the approach the Council may use when making staffing reductions through employees volunteering for redundancy, early retirement on the grounds of redundancy, and early retirement on the grounds of efficiency of the service. The scheme is supplementary to the Council’s Staff Consultation Framework, Restructuring and Reorganisation Policy and Redeployment Policy.
- 1.2 The scheme covers all categories of staff except teachers and lecturers for whom a separate scheme exists.
- 1.3 The scheme sets out the normal level of payments made to employees. Certain payments in the scheme are enhanced by the Council exercising its discretion, as allowed for in legislation. The exercise of the Council’s discretion is subject to a decision in each case, and the Council reserves the right to apply different payments in particular cases. The Council also reserves the right to withdraw or suspend the scheme at any time.

## **2. General**

- 2.1 Where redundancies as defined in the Employment Rights Act 1996 are contemplated the Council may choose to seek volunteers for early retirement or redundancy from the staff:
- (a) in the post(s) directly affected by staff reductions and/or
  - (b) posts it is likely that redundant staff would be redeployed into.
- 2.2 The selection of staff to be invited to apply for consideration for early retirement will be made by the Council, after consultation, according to its requirements for staff reductions and other relevant factors. The group from whom volunteers are invited will be as wide as possible taking into account the definitions above. In some cases it is recognised that it will only be possible to invite volunteers from relatively restricted numbers of people.
- 2.3 In considering applications it is within the discretion of the Council to accept individual applications on the basis of whether the staff come within specified categories and whether various statutory and other requirements are met. Should the number of volunteers for early retirement exceed the number of redundancies, the Council will consult staff representatives about the method of selection.

## **3. Early retirement by reason of redundancy (only for employees aged 55 and over)**

- 3.1 Employees aged 55 or more who are made redundant or who volunteer under paragraph 0 above, will be eligible for immediate payment of pension benefits if they have qualifying service for a period of two years including any transfer of pension rights into the LGPS from another contributory pension scheme (or less than 2 years membership if the previous pension scheme does not permit a refund of contributions).
- 3.2 In addition to immediate payment of pension benefits, employees with 2 years continuous service will also be entitled to a redundancy payment. The redundancy payment will be calculated as set out in paragraphs 4.1 and 4.2.
- 3.3 The granting of additional pension in respect of redundancy and early retirement in the interests of the efficiency of the service is to compensate officers for the loss of position and future expectations as a result of the Council's actions. It is not in respect of past service, which is covered by pension entitlement arising from contributions made into the Pension Fund.
- 3.4 The costs of the early payment of benefits are charged to departmental budgets rather than the Pension Fund.

- 3.5 From 1 April 2007 any general expectation to receive additional pension years will cease.

#### **4. Redundancy**

- 4.1 Employees who are made redundant will receive a redundancy payment based on length of continuous service and age as laid down in the Employment Rights Act. The details of the statutory redundancy payments vary with age and length of service and a ready reckoner is set out in Appendix 1.
- 4.2 In calculating the redundancy payment (in line with the EBCR 2011) the following provisions will apply:
- i) In cases of compulsory redundancy, the amount by which the employee's actual weekly pay exceeds the statutory cap will be reduced by 50% e.g. with the statutory cap at £525 and an employee's actual weekly pay at £625, redundancy pay would be calculated on a revised weekly pay of £575.
  - ii) In cases of voluntary redundancy, the amount by which an employee's weekly pay exceeds the statutory cap will be reduced by 25% e.g. with the statutory cap at £525 and an employee's actual weekly pay at £625, redundancy pay would be calculated on a revised weekly pay of £600
  - iii) continuous local government service (and certain related service) will be used where this exceeds service with the London Borough of Croydon.

#### **5. Early retirement in the interests of the efficiency of the service**

- 5.1 The Council will consider applications from staff, supported by their Directors, for early retirement on the grounds of the efficiency of the service. Each case will be decided on its merits by the director of Human Resources and the S151 Officer. They will use their discretion based on the following criteria:
- (a) staff suffering ill-health of a nature not covered by the ill-health provisions of the Pension scheme
  - (b) a change in the organisation of an establishment or department which does not give rise to redundancy
  - (c) staff who are unable to meet the changed requirements of their post
- 5.2 Employees aged 55 or over, who retire on the grounds of efficiency of the service are eligible for immediate payment of pension benefits if they have qualifying service for a period of two years including any transfer of pension rights into the LGPS from another contributory pension scheme (or less than 2 years membership if the previous pension scheme does not permit a refund of contributions).

- 5.3 From 1 April 2007 any general expectation to receive additional pension will cease.
- 5.4 In these cases there is no entitlement to a redundancy payment.

## 6. **Complying with legislation**

- 6.1 The Council will only apply the above policy in a manner which is compatible with the law (inc. legislation, subordinate legislation and case law) and anything in this policy which is incompatible with the law shall be disregarded or applied only to the extent that doing so would not be contrary to the law as it is understood when the policy is applied in any particular case.

## 7. **Data protection**

The council processes personal data of employees, including data that is within the special categories of data (such as personal data concerning an employee's health), collected during their recruitment and while they are employed in accordance with the **workforce data protection policy** for the purposes of dealing with any potential or actual redundancies.

Inappropriate access or disclosure of employee data by an employee of the organisation constitutes a data breach and should be reported immediately in accordance with the council's workplace data protection policy (which can be found in the [HR Handbook](#)). It may also constitute a disciplinary offence, which will be dealt with under the council's disciplinary procedure.

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End

## Appendix 1: “ready reckoner” for statutory redundancy pay

Figures in grid show the number of weeks’ pay due

Continuous Service (Years)																			
Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
18 <sup>1</sup>	1																		
19	1	1½																	
20	1	1½	2																
21	1	1½	2	2½															
22	1	1½	2	2½	3														
23	1½	2	2½	3	3½	4													
24	2	2½	3	3½	4	4½	5												
25	2	3	3½	4	4½	5	5½	6											
26	2	3	4	4½	5	5½	6	6½	7										
27	2	3	4	5	5½	6	6½	7	7½	8									
28	2	3	4	5	6	6½	7	7½	8	8½	9								
29	2	3	4	5	6	7	7½	8	8½	9	9½	10							
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11						
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12					
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13				
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14			
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15		
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

<sup>1</sup> It is possible that an individual could start to build up continuous service before age 16, but this is likely to be rare, and therefore the table starts from age 18.

Continuous Service (Years)																				
Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½	
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25	
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½	
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26	
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½	
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27	
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½	
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28	
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½	
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29	
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½	
61 <sup>2</sup>	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30	

<sup>2</sup> The same figures should be used when calculating the redundancy payment for a person aged 61 and above.

### **Notes:**

Statutory redundancy payments are based on length of continuous service (up to max of 20 yrs) and age as follows:

- for each completed year of service up to age 21 inclusive: half a week's pay
- for each completed year of service from age 22-40 inclusive: one week's pay.
- for each completed year of service from age 41 inclusive: one and a half week's pay.

In calculating the redundancy payment continuous local government service (and certain related service) will be used where this exceeds continuous service with Croydon.

### **For pre 1 April 2011 and in the following exceptional circumstances:**

- 1.1. Redundancy payment is based on the employee's actual weekly pay where this exceeds the statutory maximum.

**1.2.** Employees who have been written to before the 1 April 2011 implementation date of the Employee Based Cost Review (EBCR) **and** have either:

- been given notice that their employment is being terminated by reason of redundancy

**or**

- been informed that they are at risk of redundancy.

These employees retain an entitlement to have their redundancy pay calculated on the basis of their actual weekly pay in the event that their employment in that post is terminated on grounds of redundancy and the effective date of redundancy is on or after 1 April 2011.

For the sake of clarity, the transitional arrangement above applies only to the specific redundancy situation confirmed in writing to the employees before 1 April 2011. In the event that the employees are made redundant after 1 April 2011 in different circumstances, any redundancy payments will be based on the revised arrangements as outlined in 4.2 and below

### **From 1 April 2011**

**1.3.** With effect from the EBCR implementation date of 1 April 2011 the weekly pay used for calculating redundancy payments will be as follows:

- a) In cases of **compulsory** redundancy, by reducing by 50% the amount by which an employee's actual weekly pay exceeds the statutory cap.

for example: with the statutory cap at £400 and an employee's actual weekly pay at £500, redundancy pay would be calculated on a revised weekly pay of £450

- b) In cases of **voluntary** redundancy, by reducing by 25% the amount by which an employee's weekly pay exceeds the statutory cap.

for example: with the statutory cap at £400 and an employee's actual weekly pay at £500, redundancy pay would be calculated on a revised weekly pay of £475.

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Statutory guidance

# Statutory guidance on the making and disclosure of Special Severance Payments by local authorities in England

Published 12 May 2022

## Applies to England

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1. Introduction
2. What is a special severance payment?
3. Considerations for local authorities on potential Special Severance Payments
4. Exceptional circumstances in which it may be appropriate to consider making Special Severance Payments
5. Accountability and disclosure

List of bodies this guidance applies to



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# 1. Introduction

1.1 Most public sector workers enjoy statutory and contractual redundancy or severance terms that are significantly better than the minimum statutory redundancy entitlement and are often higher than the value of redundancy or severance payments made in the private sector. The government is of the view that paying additional, discretionary sums on top of these entitlements (“special severance payments”) do not usually provide good value for money or offer fairness to the taxpayers who fund them and so, should only be considered in exceptional cases.

1.2 This guidance forms part of the best value regime for local authorities in England. The best value duty, as set out in section 3 of the Local Government Act 1999 (<https://www.legislation.gov.uk/ukpga/1999/27/section/3>) (“the 1999 Act”), provides that “A best value authority must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. The best value duty is relevant to local authority duties to deliver a balanced budget (Part 1 of the Local Government Finance Act 1992), provide statutory services (including adult social care and children’s services) and secure value for money in spending decisions. This will include decisions to make Special Severance Payments.

1.3 Authorities subject to the best value duty (termed “best value authorities”) are defined in section 1 of the 1999 Act. A list of these bodies can be found at the end of this guidance.

1.4 This guidance also sets out the government’s position on the use of Special Severance Payments made by local authorities.

1.5 This guidance is issued under section 26 of the 1999 Act, the purpose of which is to:

- set out the government’s view that Special Severance Payments do not usually represent value for money and should only be considered in exceptional circumstances
- set out the criteria employers should consider in the exceptional circumstances in which it may be appropriate to make a Special Severance Payment
- give examples of the exceptional circumstances in which Special Severance Payments may be appropriate
- clarify the disclosure and reporting requirements for Special Severance Payments

1.6 Severance payments can be an important mechanism to allow employers to reform and react to new circumstances in the workplace, but employers have a responsibility to ensure that Special Severance Payments are only made when there is a clear, evidenced justification for doing so. They should also ensure that all relevant internal policies and procedures have been followed and all alternative actions have been fully explored and documented.

1.7 In the exceptional circumstances where it is decided that a Special Severance Payment should be paid, it is the responsibility of individual employers to ensure their Special Severance Payments arrangements are fair, proportionate, lawful and provide value for money for the taxpayer.

## **2. What is a special severance payment?**

2.1 In the context of this guidance, Special Severance Payments are payments made to employees, officeholders, workers, contractors, and others outside of statutory, contractual or other requirements when leaving employment in public service. Employers may sometimes consider making such a payment in situations where the individual concerned resigns, is dismissed, or agrees a termination of contract. Which types of payments are Special Severance Payments will vary according to an employee's particular circumstances, and therefore the examples below are illustrative only.

2.2 It is established case-law<sup>[footnote 1]</sup> that such payments, where in accordance with legislation, may only be made where there is a convincing case that they are in the interests of taxpayers. Local authorities may not be generous at the expense of taxpayers and must genuinely consider payments to be in the public interest. In taking decisions elected members must make all proper enquiries and consider all available material that can help in coming to a decision.

2.3 The following types of payments are likely to constitute Special Severance Payments:

- a) any payments reached under a settlement agreement between the employer and employee to discontinue legal proceedings without admission of fault
- b) the value of any employee benefits or allowances which are allowed to continue beyond the employee's agreed exit date
- c) write-offs of any outstanding loans
- d) any honorarium payments
- e) any hardship payments
- f) any payments to employees for retraining related to their termination of employment

2.4 The following types of payments may constitute Special Severance Payments, depending on the terms of the individual's contract, relevant statutory provisions, any non-statutory applicable schemes and other relevant terms and conditions:

- a) pay or compensation in lieu of notice where the amount of the payment is not greater than the salary due in the period of notice set out in the employee's contract
- b) pension strain payments arising from employer discretions to enhance standard pension benefits (for example under Regulation 30(5) where the employer has

waived the reduction under Regulation 30(8) or because of the award of additional pension under Regulation 31)

2.5 The following do not constitute Special Severance Payments:

- a) statutory redundancy payments
- b) contractual redundancy payments, whether applicable to voluntary or compulsory redundancy, and whether agreed by collective agreement or otherwise
- c) severance payments made in accordance with that local authority's policy adopted pursuant to Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006
- d) a strain cost paid to the relevant LGPS administering authority under LGPS Regulation 68(2) which results from a LGPS member's retirement benefits becoming immediately payable without reduction under Regulation 30(7), or under Regulation 30(6) where the employer has waived the reduction under Regulation 30(8)
- e) payment for untaken annual leave
- f) payments ordered by a court or tribunal or agreed as part of a judicial or non-judicial mediation
- g) payments made as part of the ACAS Early Conciliation process
- h) payments made to compensate for injury or death of the worker
- i) payments made in consequence of the award of ill-health retirement benefits under Regulation 35 of the LGPS Regulations

### **3. Considerations for local authorities on potential Special Severance Payments**

3.1 This chapter provides guidance on relevant considerations for English local authorities in relation to making Special Severance Payments.

3.2 Local authorities must comply with the duty of Best Value explained in the introduction. In considering whether it is appropriate to make a Special Severance Payment, the government expects local authorities to consider whether such a payment would be a proper use of public money. Local authorities should also monitor and review their policies on the award of special severance payments to ensure that they are also consistent with their Public Sector Equality Duty under the Equality Act 2010.

## **Economy**

3.3 Local authorities should be able to demonstrate their economic rationale behind proposed Special Severance Payments including consideration of:

- Whether there is any feasible possibility of exiting the individual at a lower cost. Only where there is no such possibility should a Special Severance Payment be considered
- How the exit payment will be perceived by the public and whether it is in line with the duty to manage taxpayers' money appropriately
- What alternative use could be made of that expenditure. All Special Severance Payments necessarily reduce the funds that would otherwise be available to deliver important public services
- The setting of any potential precedent (e.g. where a Special Severance Payment is made to certain employees and not others)
- Evidence for additionality i.e. that those offered Special Severance Payments would not have been willing, under any circumstances, to leave with their statutory and contractual benefits alone

## **Efficiency and effectiveness**

3.4 In considering the impact of Special Severance Payments on efficiency and effectiveness, local authorities should:

- Seek legal advice on the prospects of successfully defending an Employment Tribunal claim (or claim to any other court or tribunal with jurisdiction), if an employee were to take a legal route to appeal any grounds of their employment being terminated. The chance of success and the costs likely to be incurred should be noted and weighed up against the costs of making a Special Severance Payment
- Ensure that these payments are not used to avoid management action, disciplinary processes, unwelcome publicity or avoidance of embarrassment
- Consider aligning with private sector practice, where payments are typically less generous. This is important given the added duty in the public sector to prudently manage taxpayers' money
- Manage conflicts of interest to ensure that individuals who are the subject of complaints play absolutely no role in deciding whether those complaints should be settled by making an award to the complainant from public funds

## **4. Exceptional circumstances in which it may be appropriate to consider making Special Severance Payments**

4.1 There may be exceptional circumstances where the existing statutory or contractual entitlements, or both, are insufficient to facilitate an exit or to offer sufficient compensation for loss of employment or office. This can apply to office holders as well as staff. These circumstances, which we expect to be exceptional

and provide value for money, may be taken into account by local authorities in deciding whether or not to make a Special Severance Payment.

4.2 Authorities may consider a Special Severance Payment in order to set aside what would otherwise be a reduction in entitlement caused by a break in continuity of service (e.g. where a member of staff has taken a break in service to accompany their spouse on military service overseas). Authorities may also consider that a Special Severance Payment is appropriate in circumstances where, to help recruitment and retention, it has resolved to recognise for severance payment calculation purposes past service with another non-Modification Order employer (such as service with the NHS prior to the transfer of public health functions to local government)<sup>[footnote 2]</sup>.

4.3 Authorities may also consider a Special Severance Payment in order to settle disputes, where it can be properly demonstrated that other routes have been thoroughly explored and excluded. After receiving appropriate professional advice, it may then possibly be concluded that a special severance payment is the most suitable option and prudent use of public money.

4.4 Those approving a Special Severance Payment related to a settlement agreement should be provided with appropriate evidence that attempts were made to resolve disputes before they escalated to a legal claim. They should also bear in mind that even if the cost of defeating an apparently frivolous or vexatious claims will exceed the likely cost of that settlement to the employer, it may still be desirable to take the case to formal proceedings. This is because successfully defending such cases will discourage future frivolous or vexatious claims and demonstrate that the local authority does not reward such claims.

## **5. Accountability and disclosure**

### **Accountability**

5.1 The government expects that any Special Severance payments should be approved according to the following process:

- payments of £100,000 and above must be approved by a vote of full council, as set out in the Localism Act 2011
- payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment
- payments below £20,000 must be approved according to the local authority's scheme of delegation. It is expected that local authorities should publish their policy and process for approving these payments

5.2 Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest it is expected that the payment should be approved by a panel including at least two independent persons. A system of legal duties also requires elected members to spend public money with regularity and propriety. Under section 151 of



the Local Government Act 1972, “every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers (the section 151 officer or Chief Finance Officer) has responsibility for the administration of those affairs”. The section 151 officer has an important role in holding local authorities to account and has duties to alert elected members and the auditor in the case of unlawful expenditure.

5.3 This role is complemented and reinforced by authorities’ duty under section 5 of the Local Government and Housing Act 1989 to appoint a Monitoring Officer, who must report to the local authority when any proposal, decision or omission is likely to lead to contravention of any enactment, rule of law or statutory code.

5.4 As part of their duties, an authority’s s151 Officer, and where appropriate, the Monitoring Officer, should take a close interest in and be able to justify any special severance payments that are made by that authority and in particular any payments made that are not consistent with the content of this guidance.

## **Disclosure**

5.5 Clear and transparent reporting on exit payments is essential to make available better data on the number and level of exit payments made in local government. The availability of data on exit payments in the public domain by local authorities enables local accountability as well as effective management of public money and public confidence. In 2015, the Local Government Transparency Code was issued to increase democratic accountability through open access to information<sup>[footnote 3]</sup>. This sets a requirement for local authorities to publish, under the Account and Audit Regulations 2015:

- the number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- details of remuneration and job title of certain senior employees whose salary is at least £50,000, and
- employees whose salaries are £150,000 or more must also be identified by name

In addition to this requirement, local authorities must publish, for all employees whose salary exceeds £50,000, a list of responsibilities (for example, the services and functions they are responsible for, budget held and number of staff) and details of bonuses and benefits-in-kind.

5.6 DLUHC has initiated a new annual collection of data on exit payments (initially collecting data from 2014 – 2021) and the results will be published into official statistics and made available on the gov.uk website, subject to any necessary anonymisation or redaction to comply with data protection law. This data will help others to assess the number and level of exit payments made in local government.

5.7 Section 38 of the Localism Act 2011 requires the local authority to produce and publish a pay policy statement, which must include the authority’s policies on



termination payments. Further guidance on the requirements of the Localism Act 2011 has been issued<sup>[footnote 4]</sup>.

5.8 In addition, Regulation 60 of the Local Government Pension Scheme Regulations 2013 requires local authorities to prepare a statement of its policy in relation to the exercise of the discretion to enhance pension benefits under Regulations 16(2)(e) and 16(4)(d) (funding of additional pension), Regulation 30(6) (flexible retirement), Regulation 30(8) (waiving of actuarial reduction); and Regulation 31 (award of additional pension).

5.9 Regulation 10 of the Accounts and Audit Regulations 2015 require authorities to publish an annual statement of accounts, governance statement and narrative statement. As well as following existing guidance<sup>[footnote 5]</sup> on reporting exit payments, local authorities should also disclose in their annual accounts all severance payments, pension fund strain costs and other special severance payments made in consequence of termination of employment or loss of office (but excluding payments on death or ill-health retirement). Apart from where otherwise required by law, reporting may be anonymised to comply with data protection requirements.

## List of bodies this guidance applies to

- An English local authority, including:
  - a county council in England, a district council or a London borough council
  - the Council of the Isles of Scilly
  - the Common Council of the City of London in its capacity as a local authority
  - the Greater London Authority so far as it exercises its functions through the Mayor
- A National Park authority for a National Park in England
- The Broads Authority
- The Common Council of the City of London in its capacity as a police authority
- A fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 (<https://www.legislation.gov.uk/ukpga/2004/21/section/2>) or a scheme to which section 4 of that Act applies, and a metropolitan county fire and rescue authority in England
- The London Fire Commissioner
- An authority established under section 10 of the Local Government Act 1985 (waste disposal authorities) (<https://www.legislation.gov.uk/ukpga/1985/51/section/10>)
- An Integrated Transport Authority for an integrated transport area in England
- An economic prosperity board established under section 88 of the Local Democracy, Economic Development and Construction Act 2009 (<https://www.legislation.gov.uk/ukpga/2009/20/section/88>)
- A combined authority established under section 103 of that Act (<https://www.legislation.gov.uk/ukpga/2009/20/section/103>)

- A sub-national transport body established under section 102E of the Local Transport Act 2008 (<https://www.legislation.gov.uk/ukpga/2008/26/section/102E>)
  - Transport for London
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1. In *Re Hurle-Hobbs's Decision* (1944) 1 All E.R. 249.
2. Under the Employment Rights Act 1996 employees need two years service with their current or an "associated employer" to qualify for a redundancy payment. The purpose of the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999, as amended, is to provide a statutory list of 'associated employers' for the purposes of redundancy payments. The list set out in the Order includes all local authorities as well as various other, but not all, other local public service providers.
3. Local government transparency code 2015 (<https://www.gov.uk/government/publications/local-government-transparency-code-2015>).
4. Openness and accountability in local pay: guidance under section 40 of the Localism Act 2011 (<https://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-supplementary-guidance>).
5. CIPFA, Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

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## LONDON BOROUGH OF CROYDON

<b>REPORT:</b>	<b>General Purposes Committee</b>	
<b>DATE OF DECISION</b>	<b>Monday 23 January 2023</b>	
<b>REPORT TITLE:</b>	<b>Draft Council Calendar 2023-24</b>	
<b>CORPORATE DIRECTOR / DIRECTOR:</b>	<b>Stephen Lawrence-Orumwense</b> <b>Director of Legal Services and Monitoring Officer</b>	
<b>LEAD OFFICER:</b>	<b>Adrian May</b> <b>Interim Head of Democratic Services</b>	
<b>LEAD MEMBER:</b>	<b>N/A</b>	
<b>DECISION TAKER:</b>	<b>General Purposes Committee</b> <b>Council</b>	
<b>AUTHORITY TO TAKE DECISION:</b>	<p>Part 4A of the Constitution of the London Borough of Croydon states that the General Purposes Committee will determine the dates on which Council will meet for each municipal year.</p> <p>The full Council is then expected to approve the full schedule of meeting dates for the municipal year 2023-24 at its meeting on Wednesday 1 February 2023.</p>	
<b>KEY DECISION?</b>  [Insert Ref. Number if a Key Decision]  <i>Guidance: A Key Decision reference</i>	<b>No</b>	<b>N/A</b>

<i>number will be allocated upon submission of a forward plan entry to Democratic Services.</i>		
<b>CONTAINS EXEMPT INFORMATION?</b>  <i>(* See guidance)</i>	<b>No</b>	N/A
<b>WARDS AFFECTED:</b>		All

## 1 SUMMARY OF REPORT

- 1.1 The dates for Council are to be agreed by the General Purposes Committee (GPC) and the early production of the Council Calendar of meetings for the municipal year 2023-24 is designed to enable future planning of Council business.
- 1.2 Before its presentation at Council the GPC is asked to make any comments and necessary amendments to the proposed calendar.

## 2 RECOMMENDATIONS

For the reasons set out in the report General Purposes Committee is recommended:

- 2.1 After making any necessary amendments, to agree the Council meetings for the municipal year 2023-24;
- 2.2 To note the Cabinet meeting dates for the municipal year 2023-24; and,
- 2.3 To recommend that full Council approves the meeting dates for all other committees for the municipal year 2023-24.

### **3 REASONS FOR RECOMMENDATIONS**

- 3.1** This version of the calendar has been circulated to lead officers and the Corporate Management Team ahead of this meeting, and this is the final opportunity for members of the GPC to raise any major issues with the draft calendar before it is presented to Council.
- 3.2** Changes should only be made if there is no possibility of avoiding a clash by other means, and at this stage minimal amendments are expected.

### **4 BACKGROUND AND DETAILS**

- 4.1** This version of the calendar has been approved by CMT in consultation with the political group leads, and GPC is expected to only raise any otherwise-unresolvable issues with scheduling the meetings as presented.
- 4.2** The final version of the calendar will be considered by Council at its meeting on 1 February 2023.

### **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1** This version of the calendar has been drafted in consultation with lead officers across the council; however, where it arises that any meeting dates are not possible for good reason it can be amended before going to Council.

### **6 CONSULTATION**

- 6.1** Lead officers for all council committees, CMT, the Monitoring Officer, and political groups have been approached for comment and numerous drafts of this calendar have been produced before being presented to GPC.

### **7. CONTRIBUTION TO COUNCIL PRIORITIES**

- 7.1** The calendar is produced early enough that good forward planning of council business may take place.

### **8. IMPLICATIONS**

#### **8.1 FINANCIAL IMPLICATIONS**

- 8.1.1** No financial implications have been identified as a result of this decision.
- 8.1.2** Comments approved by Lesley Shields, Head of Finance for Assistant Chief Executive and Resources on behalf of the Director of Finance. 06/1/23.

## **8.2 LEGAL IMPLICATIONS**

- 8.2.1** Council Procedure Rule 3.1 provides “Seven meetings of the Council, including the Annual and Council Tax Meetings, shall be scheduled to be held at the Town Hall, Croydon, on such dates as the General Purposes Committee may agree on behalf of the Council and occasionally as the Chair shall direct during each Council Year”
- 8.2.2** Paragraph 6.1 of the Non-Executive Committee Procedure Rules provides “The dates of scheduled meetings with the exception of those for the Appointments and Disciplinary Committee and Licensing Sub-Committees shall be as printed in the Council diary”.
- 8.2.3** Comments approved by Sandra Herbert, Head of Litigation & Corporate Law on behalf of the Director of Legal Services and Monitoring Officer. (Date: 5 January 2023)

## **8.3 EQUALITIES IMPLICATIONS**

- 8.3.1** There have been no Equality Impacts identified in this report.
- 8.3.2** Comments approved by Gavin Handford Director of Policy, Programmes and Performance on behalf of the Equalities Manager. (Date 06/12/2023)

## **8.4 HUMAN RESOURCES IMPLICATIONS**

- 8.4.1** There are no immediate Human Resources implications arising from this report.
- 8.4.2** Comments approved by Gillian Bevan, Head of HR Resources and Assistant Chief Executives Directorates (11/01/2023)

## **9. APPENDICES**

- 9.1** *A Draft Council Calendar of meetings by committee*  
*B Draft Council Calendar of meetings by date*

## **10. BACKGROUND DOCUMENTS**

- 10.1** None

## **11. URGENCY**

N/A

Draft Council Calendar 2023-24 by Committee

2023	May	June	July	August	September	October	November	December
Scrutiny and Overview		6	25		5		28	
Licensing Committee					4		6	
Scrutiny Children and Young People		27					14	
Planning / Planning Sub-Committee		8, 22	6, 20	3, 17, 31	14, 28	12, 26	9, 23	7
Scrutiny Health and Social Care	23	20				24		
Scrutiny Streets, Environment & Homes			11			10		
Council	17 (Annual)		12			11		13
Pension Committee		20			19			12
Pension Board			27			19		
Ethics Committee			5				15	
Audit and Governance		29			21	19	30	
Health and Wellbeing Board		28				18		

<b>2024</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>
<b>Scrutiny and Overview</b>	22	13 ( <i>Budget</i> )		30	
<b>Licensing Committee</b>		5		29	
<b>Scrutiny Children and Young People</b>	23		19		
<b>Planning / Planning Sub-Committee</b>	11, 25	8, 22	07, 21	04, 18	02, 16
<b>Scrutiny Health and Social Care</b>	30		12		
<b>Scrutiny Streets and Environment</b>		6		2	
<b>Council</b>		28 ( <i>Budget</i> )		17	22
<b>Pension Committee</b>			19		
<b>Pension Board</b>	18			11	
<b>Ethics Committee</b>			6		
<b>Audit and Governance</b>		1	14	11	
<b>Health and Wellbeing Board</b>	24		13		



## Draft Council Calendar 2023-24 by Date

<b>May</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>Committee</b>			Council (Annual)	Planning Committee	
<b>May</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>Committee</b>		Scrutiny Health and Social Care			
<b>May / June</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>
<b>Committee</b>					
<b>June</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>Committee</b>		Scrutiny and Overview		Planning Committee	
				Planning Sub-Committee	
<b>June</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>Committee</b>					
<b>June</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>Committee</b>		Scrutiny Health and Social Care		Planning Committee	
		Pension Committee		Planning Sub-Committee	
<b>June</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>Committee</b>		Scrutiny Children and Young People	Health and Wellbeing Board	Audit and Governance	
<b>July</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Committee</b>			Ethics Committee	Planning Committee	
				Planning Sub-Committee	
<b>July</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>

<b>Committee</b>		Scrutiny Streets and Environment	Council		
<b>July</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>July</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>Committee</b>		Scrutiny and Overview		Pension Board	
<b>July / August</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>August</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>Committee</b>					
<b>August</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>August</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>Committee</b>					
<b>August / September</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>September</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Committee</b>		Scrutiny and Overview		Licensing Committee	

<b>September</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>September</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>Committee</b>		Pension Committee		Audit and Governance	
<b>September</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>October</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Committee</b>					
<b>October</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>Committee</b>		Scrutiny Streets, Environment & Homes	Council	Planning Committee	
				Planning Sub-Committee	
<b>October</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>Committee</b>			Health and Wellbeing Board	Pension Board	
				Audit and Governance	
<b>October</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>Committee</b>		Scrutiny Health and Social Care		Planning Committee	
				Planning Sub-Committee	
<b>October / November</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>

Committee					
<b>November</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Committee</b>	Licensing Committee			Planning Committee	
				Planning Sub-Committee	
<b>November</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>Committee</b>		Scrutiny Children and Young People	Ethics Committee		
<b>November</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>Committee</b>				Planning Sub-Committee	
				Planning Committee	
<b>November / December</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b>
<b>Committee</b>		Scrutiny and Overview		Audit and Governance	
<b>December</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>December</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>Committee</b>		Pension Committee	Council		
<b>December</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>Committee</b>					
<b>December</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>Committee</b>					
<b>January</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Committee</b>					
<b>January</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>

<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>January</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>Committee</b>				Pension Board	
<b>January</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>Committee</b>	Scrutiny and Overview (Budget)	Scrutiny Children and Young People	Health and Wellbeing Board	Planning Committee	
				Planning Sub-Committee	
<b>January</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>
<b>Committee</b>		Scrutiny Health and Social Care		Audit and Governance	
<b>February</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>Committee</b>	Licensing Committee	Scrutiny Streets and Environment		Planning Committee	
				Planning Sub-Committee	
<b>February</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>Committee</b>		Scrutiny and Overview			
<b>February</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>February / March</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>1</b>
<b>Committee</b>			Council (Budget)		
<b>March</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>

<b>Committee</b>		Scrutiny Children and Young People	Ethics Committee	Planning Committee	
				Planning Sub-Committee	
<b>March</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>Committee</b>		Scrutiny Health and Social Care	Health and Wellbeing Board	Audit and Governance	
<b>March</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>Committee</b>		Pension Committee		Planning Committee	
		Scrutiny Streets and Environment		Planning Sub-Committee	
<b>March</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>Committee</b>					
<b>April</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Committee</b>		Scrutiny Children and Young People		Planning Committee	
				Planning Sub-Committee	
<b>April</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Committee</b>				Pension Board	
				Audit and Governance	
<b>April</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>Committee</b>			Council	Planning	
				Planning Sub-Committee	
<b>April</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>Committee</b>					

<b>April / May</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Committee</b>	Licensing Committee	Scrutiny and Overview		Planning Committee	
				Planning Sub-Committee	
<b>May</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Committee</b>					
<b>May</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>Committee</b>				Planning Committee	
				Planning Sub-Committee	
<b>May</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>Committee</b>			Council (Annual)		
<b>May</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
<b>Committee</b>					

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