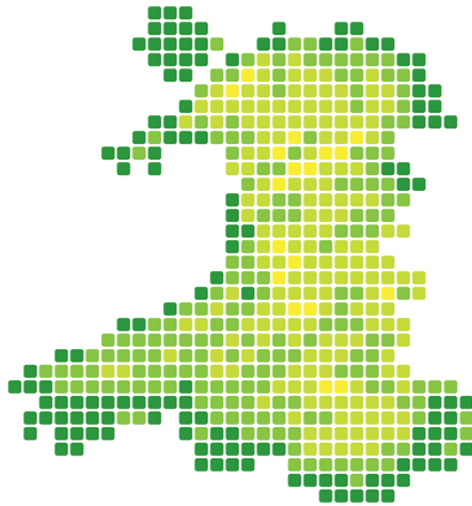


THE LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES



Comisiwn Ffiniau a
Democratiaeth Leol
Cymru



Local Democracy and
Boundary Commission
For Wales

***ANNUAL
PAY POLICY STATEMENT
2015-16***

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1. INTRODUCTION

The Commission

- 1.1 The Local Democracy and Boundary Commission for Wales (the Commission) is a Welsh Government Sponsored Body (WGSB). The Commission was established in 1974 under the terms of the Local Government Act 1972 as the Local Government Boundary Commission for Wales and renamed under the terms of Section 2 of the Local Government (Democracy) (Wales) Act 2013 (the 2013 Act). The provisions of 2013 Act in respect of the Commission replace those of the 1972 Act.

- 1.2 The purpose of the Commission is:

To monitor the areas and electoral arrangements relevant to local government in Wales for the purpose of considering whether it is appropriate to make or recommend changes. In carrying out its duties the Commission must seek to ensure effective and convenient local government.

The Secretariat

- 1.3 The Commission's Secretariat is located in Hastings House, Fitzalan Court, Cardiff. The Secretariat consists of the posts of Chief Executive, Deputy Chief Executive, Finance Manager, Business Support Manager, four Review Officers and two Support Officers.
- 1.4 The Chief Executive is also the Commission's designated Accounting Officer.
- 1.6 From 1 January 2002 the Commission's Secretariat has also undertaken the responsibility of providing a Secretariat to the Boundary Commission for Wales (BCW) for its Reviews of the Parliamentary constituencies in Wales. The sponsor department of the BCW is the Cabinet Office.

Statutory duties

- 1.7 The main duty of the Commission is to monitor the areas and electoral arrangements relevant to local government in Wales for the purpose of considering whether it is appropriate to make or recommend changes. To carry out that duty the Commission conducts such reviews as are required. In conducting reviews the Commission must seek to ensure effective and convenient local government.

2. OBJECTIVES OF THE COMMISSION

- 2.1 The Commission is a statutory body that is sponsored by the Local Government Democracy Division of the Welsh Government (WG). As a WGSB the Commission receives an annual remit letter that sets out the Minister for Public Services' priorities for the Commission for the coming year. The Commission must also follow the statutory functions and responsibilities as set out in legislation. The Commission's main statutory function is to make recommendations to Welsh Ministers for effecting changes to local government boundaries and local government electoral arrangements that seek to ensure effective and convenient local government.
- 2.2 The Commission's Corporate Plan 2014-2023, agreed in December 2014, sets out the corporate objectives as follows:
- Ensuring principal area electoral arrangements are fit for purpose – developing a programme of electoral reviews in line with WG policy objectives.
 - Ensuring community boundaries and electoral arrangements are fit for purpose - work with principal councils to ensure Community boundaries and electoral arrangements are regularly reviewed and coordinated with the programme of electoral reviews.
 - Ensuring the boundaries of principal council areas are fit for purpose – as appropriate review principal area boundaries.
 - Developing the effectiveness and efficiency of our business – maintain a high level of Corporate Governance, constantly engage with stakeholders to create a reputation for excellence in all that we do and ensure that the skills of the staff are developed and maintained.
 - Ensuring that the WG's principles in respect of sustainable development, equality and diversity and the Welsh language are embedded in our work.

3. PURPOSE OF THE PAY POLICY STATEMENT

- 3.1 On 7 December 2015 the Welsh Government (WG) published the *Transparency of Senior Remuneration in the Devolved Welsh Public Sector*, in which it was recommended that “all devolved Welsh public sector bodies publish an annual Pay Policy Statement in an easily accessible and prominent place on its website”. The document should “articulate the public body’s own policies towards a range of issues relating to the pay and remuneration of its workforce, in particular pay and remuneration of its senior posts and its lowest paid employees”. The recommendation is that a standardised model be used by all devolved Welsh public sector services to report on pay in order to provide increased accessibility to organisational decision-making, which should generate increased scrutiny of public spending and a more efficient use of public money. This Statement will follow the recommended model.
- 3.2 This Pay Policy Statement is to illustrate that reward for direct employees at the Commission is commensurate with responsibility and role. It will confirm that different groups of employees receive different remuneration and why the difference exists.
- 3.3 In addition to this document, the Commission publishes an Annual Report, containing a Financial Statement which provides some detail; however a copy of the organisation’s full accounts may be obtained by contacting the Finance Manager, Hastings House, Fitzalan Court, Cardiff, CF24 0BL (email ldbc-wales@wales.gsi.gov.uk).
- 3.4 The Commission is committed to achieving value for money when purchasing goods and services. A contract exists with Internal Auditors, Deloitte LLP, and the Auditor General for Wales undertakes external audits.

4. DEFINITIONS

Definition of “senior posts”

- 4.1 For the purposes of this Pay Policy Statement, the Commission defines “senior posts” as those posts at Management Band 1 or above. One member of staff is employed at Management Band 1 and one member of staff is employed at Executive Band 2.

Definition of “lowest-paid employees”

- 4.2 For the purposes of this Pay Policy Statement, the Commission defines “lowest paid employees” as directly employed or inwardly seconded staff members who earn the lowest full time equivalent salary. This definition excludes agency staff.

The Commission’s reasons for adopting the above definitions

- 4.3 The Commission’s reasons for adopting the definitions at 4.1 and 4.2 above are:
- Staff grading and Terms and Conditions at the Commission are analogous to those of Welsh Government staff
 - The Chief Executive is the Accounting Officer for the organisation and, as such, has the responsibility of ensuring that a high standard of financial management is maintained at the organisation
 - The Chief Executive has responsibility, under the Commissioners, for the overall organisation, management, and staffing of the Commission and for its procedures in financial and other matters including conduct and discipline
 - The Chief Executive and the Deputy Chief Executive have the responsibility of authorising expenditure at the Commission
 - Agency staff members are excluded from the definition of “lowest-paid employees” as they are not employed in significant numbers or for significant periods of time at the Commission.

5. PAY POLICY STATEMENT

Remuneration of senior posts and lowest-paid employees

- 5.1 As the Commission's pay bands are analogous to those of WG, staff holding senior posts and lowest-paid employees are paid equivalent to staff at the same bands working within Welsh Government.

Evidence of affordability and value for money

- 5.2 The Commission conducts the following in order to evidence affordability and value for money:
- Regular monitoring and reporting in the form of monthly Budget Reports
 - Publication of an Annual Remuneration Report
 - A Job Evaluation Exercise was conducted during 2014, which confirmed that each post is graded appropriately, and that each post is scored at the higher end of the respective bands
- 5.3 There is a need to strike a balance between value for money for the taxpayer and offering sufficient remuneration to ensure the supply and retention of appropriately skilled staff. The majority of staff members are qualified to utilise specialist mapping software, many are required to comprehend and respond to relevant legislation, some members of staff are required to possess relevant finance experience, many of the staff members have the ability to perform multiple roles, staff members are required to have the ability to collaborate and build good relationships with stakeholders, some staff members are Welsh speakers and use related skills on a daily basis.

Senior posts within the body with a remuneration package exceeding £100,000

- 5.4 No members of staff at the Commission receive a remuneration package of more than £100,000. The highest paid post at the Commission is at WG Executive Band 2, for which remuneration is in the range of £46,550 to £56,900.

Internal talent management

- 5.5 The Commission has a number of arrangements in place intended to nurture internal talent. These include:
- A shadowing and buddying system for staff members
 - The Commission holds the Investors in People Award
 - The Commission encourages and aids the development of career paths that span different area of public services. The organisation finances and supports staff members with training courses in, for example, Facilities Management and Welsh language skills
 - Staff members at all stages are given assistance in their development. The Commission has a training budget and staff members are encouraged to extend their experience and knowledge by taking part in various projects. For example, a visit to the Ordnance Survey offices at Southampton was undertaken by a number of staff members during 2015-16.

- A number of staff attended the WG leadership programme, Cultivar, to help increase leadership skills
- The organisation intends to participate in the Small Workforce Health Awards during 2016-17.

Performance-related pay

- 5.6 The Commission's policies are, largely, analogous to those of the WG. In line with WG policy, therefore, the Commission does not have a system of performance-related pay.

Support for lower paid staff

- 5.7 The Commission endeavours to strike a balance between achieving value for money for the taxpayer and offering support for lower paid staff. This is realised in the following ways:

- Interest-free staff loans are available for the purchase of season travel tickets
- Free eye tests are offered to staff members
- It is possible for staff members to apply for loans to serve as an advance of salary, for example, at Christmas-time
- A debit card is used to pay in advance for hotels and trains, meaning that staff travelling on business have fewer expenses to pay up-front
- When travelling with senior officers, staff members' subsistence is paid for by card, meaning staff incur very few expenses
- When travel for business is required for an extended period, lunches and evening meals are paid for in advance
- Staff can apply to vary working hours (including working at home, where possible) which could result in lower travel to work expenses
- All staff members work flexible working hours

Highest and lowest pay points set by the Commission

- 5.8 The Commission's pay points are analogous to WG pay points for relevant bands.
- 5.9 The lowest pay point at the Commission is £17,200; the highest pay point at the Commission is £56,900. This means that the lowest pay possible at the Commission is £17,200, whilst the highest pay possible is £56,900. No members of staff at the Commission are in receipt of the lowest or highest pay levels at present.

Severance Policy

- 5.10 The Commission's pay bands and terms and conditions are analogous with those of WG. The subject of compulsory redundancy is recognised by WG as being a matter for the closest co-operation between Management and the Trades Unions, therefore any severance policy produced by the Commission would be analogous with that of the WG's Redundancy Policy.
- 5.11 It is the policy of the Commission, by careful forward planning, to ensure as far as possible security of employment for its staff and to use best endeavours to avoid

recourse to compulsory redundancies for those who wish to continue their Civil Service careers.

- 5.12 The Commission does not have a Severance Policy. Were the situation to arise where a voluntary exit or compulsory redundancy would be required, a full guide for staff on all aspects of any scheme would be produced and published.
- 5.13 The Commission has not had occasion to introduce a Severance / Redundancy Policy during the 2015/2016 period.