

Kirklees Council – Pay Policy Statement

1 April 2018 to 31 March 2019

Introduction

Sections 38 – 43 of the Localism Act 2011 require that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. The policy was first considered and approved by the full Council at the Council meeting which took place on 18 January 2012. This policy also has some connection with the data on pay and rewards for staff which the Authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2015). This policy statement does not cover or include school staff and is not required to do so.

Definition of officers covered by the Policy Statement

This policy statement covers the following posts:

- a) Head of the Paid Service, which in this authority is the post of
 - Chief Executive

- b) Monitoring Officer, which in this authority is the post of
 - Service Director Governance & Commissioning

- c) Statutory Chief Officers, which in this authority are the posts of
 - Strategic Director Children and Families
 - Strategic Director Adults & Health
 - Director of Public Health - Strategic Director Corporate Services
 - Service Director – Finance, Transactional Services – Section 151 Officer

- d) Non-statutory Chief Officers, which in this authority is the post of
 - Strategic Director Economy, & Infrastructure

- e) Deputy Chief Officers, (those who report directly to a Statutory or Non-Statutory Chief Officer) which in this authority are the posts of:
 - Service Director – Child Protection & Family Support
 - Service Director – Early Help & Learning
 - Service Director – Quality Assurance, Standards & Safeguarding
 - Service Director - Policy, Intelligence & Public Health
 - Service Director – Service Integration
 - Service Director – Adults Social Care Operation
 - Service Director – Regeneration & Culture
 - Service Director – Commercial, Regulatory & Operational Services
 - Service Director – Customer & Service Solutions
 - Head of IT

- Head of Finance & Accountancy
- Head of Revenues & Benefits

Policy on remunerating Chief Officers

The authority's policy on remunerating Chief Officers is set out on the schedule that is attached to this policy statement at Appendix A. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities, and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

Following the implementation of Single status, all Chief Officers are paid in accordance with the Council's pay spine including national pay awards.

Policy on remunerating the lowest paid in the workforce

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, these are then incorporated into contracts of employment. This authority has implemented a Local Living wage from 1 April 2015. Existing Spinal Column Points 6-10 within the Authority's current pay spine have been deleted as of 1 April 2016, and the new lowest pay point in this Authority, will be Grade 3, Spinal Column Point (SCP) 11; £8.82 hourly rate.

The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services (the pay spine shown at Appendix B) is inclusive of the most recent pay award offer).

Policy on the relationship between Chief Officer Remuneration and that of other staff

The highest paid (actual) salary in this authority is £158,748 which is paid to Jacqui Gedman. The median (full time equivalent) salary* in this authority (not including Schools or other external organisations) is £20,081.

***Median**

The median is the value falling in the middle when the data items are arranged in an array of either ascending or descending order. If there is an odd number of items, the median is the value of the middle item. If there is an even number of items, the median is obtained by taking the mid points of the two middle points (add middle points together and divide by 2).

Excluded: Kirklees active Leisure, Kirklees neighbourhood Housing, Maintained Schools, Academies, Claiming Teachers, Temp Direct, Teachers pensions, casual and Paymaster Only Contracts, any record where the actual salary is zero.

The ratio between the two salaries, the 'pay multiple', is 7.49:1.

This authority does not have a policy on maintaining or reaching a specific 'pay multiple', however the authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement and its wider pay policy and approach.

The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities, and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay.

Policy on other aspects of Chief Officer Remuneration

Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement, these other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency, and re-employment when in receipt of a Local Government Pension Scheme (LGPS) pension or a redundancy/severance payment. These matters are addressed in the schedule that is attached to this policy statement at Appendix C.

Approval of Salary Packages in excess of £100k

The authority will ensure that, at the latest before an offer of appointment is made, any salary package for any new post that is not currently included within Appendix A (not including schools and any initial transfer to the Council under TUPE), that is in excess of £100k will be considered by full Council. The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances, and benefits in kind that are due under the contract.

Flexibility to address recruitment issues for vacant posts

In the vast majority of circumstances, the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This policy statement recognises that this situation may arise in exceptional circumstances and therefore a departure from this policy can be implemented without having to seek full Council approval for a change of the policy statement. Such a departure from this policy will be expressly justified in each case and will be approved through an appropriate authority decision making route.

Policy for future years

This policy statement will be reviewed each year and will be presented to full Council each year for consideration in order to ensure that a policy is in place for the authority prior to the start of each financial year.

Remuneration of Chief Officers

Appendix A

| Job Category | Employment Conditions either Chief Execs, Chief Officer or Local Government Scheme (LGS) | Post Title | Salary Band* ** | Expenses | Performance Related Pay (PRP) Arrangements | Earn Back Arrangements | Bonus | Non-Cash Benefits | Election Fees | Any Joint Authority Payments |
|----------------------------|--|--|---------------------|---|--|------------------------|-------|-------------------|--|------------------------------|
| A Head of Paid Service | LGS | Chief Executive | £145,000 - £174,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | Contract includes duties of returning officer for District, Parliamentary & European elections. The LA receives the income from National Government for the Parliamentary and European elections. For Referenda separate fees are paid to the officer. | No |
| B Monitoring Officer | LGS | Service Director Governance & Commissioning Support (Monitoring Officer) | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| C Statutory Chief Officers | LGS | Strategic Director Children & Families (a) | £115,000 - £129,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |

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|----------------------------|--|--|---------------------|---|--|------------------------|-------|-------------------|---------------|------------------------------|
| C Statutory Chief Officers | LGS | Strategic Director Adults & Health | £115,000 - £129,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| C Statutory Chief Officers | LGS | Strategic Director - Corporate Services (Policy, Intelligence & Public Health) | £115,000 - £129,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| C Statutory Chief Officers | LGS | Service Director - Finance Transactional Services (Section 151 Officer) | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |

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|---|--|--|---------------------|---|--|------------------------|-------|-------------------|---------------|------------------------------|
| D Non -Statutory Chief Officers | LGS | Strategic Director Economy & Infrastructure | £115,000 - £129,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director - Child Protection & Family Support | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director - Early Help & Learning | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |

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|---|--|--|--------------------|---|--|------------------------|-------|-------------------|---------------|------------------------------|
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director - Quality Assurance, Standards & Safeguarding | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director - Service Integration | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director -Adult Social Care Operation | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |

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|---|--|--|--------------------|---|--|------------------------|-------|-------------------|---------------|------------------------------|
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director - Regeneration & Culture | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director - Commercial, Regulatory & Operational Services | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director - Customer & Service Solutions | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |

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|---|--|---|--------------------|---|--|------------------------|-------|-------------------|---------------|------------------------------|
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Service Director - Policy, Intelligence & Public Health | £85,000 - £99,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Head of IT | £54,000 - £64,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Head of Finance & Accountancy | £54,000 - £64,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |

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|---|--|-----------------------------|--------------------|---|--|------------------------|-------|-------------------|---------------|------------------------------|
| E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer) | LGS | Head of Revenues & Benefits | £54,000 - £64,999 | Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim. | No | No | No | No | No | No |

* Salary is Full Time Equivalent - salary bands quoted reflect pay levels as of 1 April each year

** 2018 Salaries are still to be confirmed salary band based on Employers offer

(a) Position currently being covered by Leeds City Council employee.

Kirklees Council Single Status Salary Grades

Appendix B

| Grade | SCP | Salary | Grade | SCP | Salary |
|-------|-----|---------|-------|-----|----------|
| 1* | 4 | - | 14 | 46 | £41,846 |
| 1 | 5 | - | 14 | 47 | £42,806 |
| 2 | 6 | £16,394 | 14 | 48 | £43,757 |
| 2 | 7 | £16,495 | 15 | 49 | £44,697 |
| 2 | 8 | £16,626 | 15 | 50 | £45,530 |
| 3 | 9 | £16,755 | 15 | 51 | £46,406 |
| 3 | 10 | £16,863 | 16 | 52 | £47,227 |
| 3** | 11 | £17,007 | 16 | 53 | £48,085 |
| 4 | 12 | £17,173 | 17 | 54 | £48,927 |
| 4 | 13 | £17,391 | 17 | 55 | £49,781 |
| 4 | 14 | £17,681 | 17 | 56 | £50,637 |
| 5 | 15 | £17,972 | 18 | 57 | £51,509 |
| 5 | 16 | £18,319 | 18 | 58 | £52,213 |
| 5 | 17 | £18,672 | 18 | 59 | £53,283 |
| 6 | 18 | £18,870 | 19 | 60 | £54,195 |
| 6 | 19 | £19,446 | 19 | 61 | £55,130 |
| 6 | 20 | £19,819 | 19 | 62 | £56,410 |
| 6 | 21 | £20,541 | 19 | 63 | £60,540 |
| 7 | 23 | £21,693 | 20 | 64 | £67,959 |
| 7 | 24 | £22,401 | 20 | 65 | £72,912 |
| 7 | 25 | £23,111 | 20 | 66 | £78,236 |
| 8 | 26 | £23,866 | 21 | 67 | £77,895 |
| 8 | 27 | £24,657 | 21 | 68 | £83,586 |
| 8 | 28 | £25,463 | 21 | 69 | £89,670 |
| 9 | 29 | £26,470 | 22 | 70 | £85,712 |
| 9 | 30 | £27,358 | 22 | 71 | £92,166 |
| 9 | 31 | £28,221 | 22 | 72 | £98,615 |
| 9 | 32 | £29,055 | 23 | 73 | £117,588 |
| 10 | 33 | £29,909 | 23 | 74 | £120,445 |
| 10 | 34 | £30,756 | 23 | 75 | £123,468 |
| 10 | 35 | £31,401 | 23 | 76 | £126,407 |
| 10 | 36 | £32,233 | 23 | 77 | £129,348 |
| 11 | 37 | £33,136 | 24 | 78 | £148,826 |
| 11 | 38 | £34,106 | 24 | 79 | £153,789 |
| 11 | 39 | £35,229 | 24 | 80 | £158,748 |
| 12 | 40 | £36,153 | 24 | 81 | £163,710 |
| 12 | 41 | £37,107 | 24 | 82 | £168,671 |
| 12 | 42 | £38,052 | 24 | 83 | £173,634 |
| 13 | 43 | £39,002 | | | |
| 13 | 44 | £39,961 | | | |
| 13 | 45 | £40,858 | | | |

*SCP4 abolished from 1.10.13/SCP5 abolished from 1.10.15

** The Council pays a local Living Wage, meaning that no staff are paid less than SCP11.

Range of Kirklees Policies

Appendix C

| Aspect of Chief Officer Remuneration | Authority Policy |
|---|--|
| Recruitment | The post will be advertised and appointed to at the appropriate approved salary for the post in question level unless there is good evidence that a successful appointment of a person with the required skills, knowledge, experience, abilities and qualities cannot be made without varying the remuneration package. In such circumstances a variation to the remuneration package is appropriate under the authority's policy and any variation will be approved through the appropriate authority decision making process. |
| Pay Increases | The authority will apply any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations. Following the implementation of Single status, all Chief officers are paid in accordance with the Council's pay spine including national pay awards. The authority will also apply any pay increases that are as a result of authority decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts. |
| Additions to Pay | The authority would not make additional payments beyond those specified in the appropriate policies i.e., Market Rate Supplement, Recruitment and Retention, Acting Up or Honoraria payments. |
| Performance Related Pay (PRP) | The authority does not operate a performance related pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously by utilising the Performance Management system. |
| Earn-Back (Withholding an element of base pay related to performance) | The authority does not operate an earn-back pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously. |
| Bonuses | The authority does not pay bonus payments to senior officers. |

| Aspect of Chief Officer Remuneration | Authority Policy |
|--|---|
| Termination Payments | The authority applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. The authority also applies the appropriate Pensions regulations when they apply. The authority has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. Any costs that are incurred by the authority regarding senior officers are published in the authority accounts as required under the Accounts and Audit (England) Regulations 2015. |
| Transparency | The authority meets its requirements under the Localism Act, the Code of Practice on Data Transparency and the Accounts and Audit Regulations in order to ensure that it is open and transparent regarding senior officer remuneration. |
| Re-employment of staff in receipt of a Local Government Pension Scheme Pension or a redundancy/severance payment | <p>The authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment and equalities legislation. The authority will always seek to appoint the best available candidate to a post who has the skills, knowledge, experience, abilities, and qualities needed for the post.</p> <p>The authority will therefore consider all applications for candidates to try to ensure the best available candidate is appointed. If a candidate is a former employee in receipt of an LGPS pension or a redundancy payment this will not rule them out from being re-employed by the authority. Clearly where a former employee left the authority on redundancy terms then the old post has been deleted and the individual cannot return to the post as it will not exist.</p> <p>The authority will apply the provisions of the Redundancy Payments Modification Order regarding the recovery of redundancy payments if this is relevant. Pensions Regulations also have provisions to reduce pension payments in certain circumstances to those who return to work within the local government service.</p> |