

# Kirklees Council – Pay Policy Statement

## 1 April 2017 to 31 March 2018

### 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. Staff transferring from the NHS generally maintain their NHS terms and conditions upon transfer to the Council.

### Definition of officers covered by the Policy Statement

This policy statement covers the following posts: (The new Senior Management structure for the organisation is currently being reviewed; it will come into effect from 1 April 2017.)

- 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 Support
  
- c) Statutory Chief Officers, which in this authority are the posts of
  - Strategic Director Children and Families
  - Strategic Director Adults & Health
  - Service Director – Finance, Information and Transactional Services – Section 151 Officer
  - Service Director – Policy, Intelligence & Public Health – Director of Public Health
  
- 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 - Improvement
- Service Director – Service Integration
- Service Director – Adults Social Care Operation
- Service Director – Economy, Regeneration & Culture
- Service Director – Commercial, Regulatory & Operational Services
- Service Director – Customer & Service Solutions
- Deputy Director - IPC
- Head of Human Resources
- Head of IT & Change
- Head of Audit & Risk
- Strategic Council Finance Manager x3
- Shared Service Co-ordinator

## **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. The 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; £8.19 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) and the NHS pay spine for staff transferred from NHS at Appendix C) are 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 £158,911 which is paid to Adrian Lythgo. The median (full time equivalent) salary\* in this authority (not including Schools or other external organisations) is £19,939.

*\*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 7.97:1.

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 D.

## **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)	£84,000 - £96,999	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	£115,000 - £126,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No

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
C Statutory Chief Officers	LGS	Strategic Director Adults & Health	£115,000 - £126,999	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, Information and Transactional Services (Section 151 Officer)	£84,000 - £96,999	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 - Policy, Intelligence & Public Health	£84,000 - £96,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No
D Non -Statutory Chief Officers	LGS	Strategic Director Economy & Infrastructure	£115,000 - £126,999	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	£84,000 - £96,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No

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
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Early Help & Learning	£84,000 - £96,999	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)	**	Service Director - Improvement	up to £250,000	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 - Quality Assurance, Standards & Safeguarding	£84,000 - £96,999	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	£84,000 - £96,999	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	£84,000 - £96,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No

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
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Economy, Regeneration & Culture	£84,000 - £96,999	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	£84,000 - £96,999	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	£84,000 - £96,999	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)	NHS	Deputy Director Infection Prevention & Control	£57,000 - £70,690	NHS agenda for change has 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 HR	£53,000 - £59,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No



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
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Head of IT & Change	£53,000 - £59,999	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 Audit & Risk	£53,000 - £59,999	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	Strategic Council Finance Manager	£53,000 - £59,999	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	Strategic Council Finance Manager	£53,000 - £59,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No

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
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Strategic Council Finance Manager	£53,000 - £59,999	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	Shared Service Co-ordinator	£46301 - £47142	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

\*\*Children's Service Improvement Journey

## Kirklees Council Single Status Salary Grades

## Appendix B

Grade	SCP	Salary	Grade	SCP	Salary
1*	4	-	14	46	41,025
1	5	-	14	47	41,967
2	6	15,014	14	48	42,899
2	7	15,115	15	49	43,821
2	8	15,246	15	50	44,637
3	9	15,375	15	51	45,496
3	10	15,613	16	52	46,301
3**	11	15,807	16	53	47,142
4	12	16,123	17	54	47,968
4	13	16,491	17	55	48,805
4	14	16,781	17	56	49,645
5	15	17,072	18	57	50,499
5	16	17,419	18	58	51,189
5	17	17,772	18	59	52,238
6	18	18,070	19	60	53,132
6	19	18,746	19	61	54,049
6	20	19,430	19	62	55,304
6	21	20,138	19	63	59,353
7	23	21,268	20	64	66,627
7	24	21,962	20	65	71,483
7	25	22,658	20	66	76,702
8	26	23,398	21	67	76,368
8	27	24,174	21	68	81,947
8	28	24,964	21	69	87,911
9	29	25,951	22	70	84,031
9	30	26,822	22	71	90,359
9	31	27,668	22	72	96,681
9	32	28,485	23	73	115,282
10	33	29,323	23	74	118,083
10	34	30,153	23	75	121,047
10	35	30,785	23	76	123,928
10	36	31,601	23	77	126,812
11	37	32,486	24	78	145,908
11	38	33,437	24	79	150,774
11	39	34,538	24	80	155,635
12	40	35,444	24	81	160,500
12	41	36,379	24	82	165,363
12	42	37,306	24	83	170,229
13	43	38,237			
13	44	39,177			
13	45	40,057			

\*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.

## Pay Bands for NHS staff transferred to Kirklees Council-Appendix C

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8 Range A	Band 8 Range B	Band 8 Range C	Band 8 Range D	Band 9
1	15662	15662	**									
2	15662	15662	**									
3	15662	15662	**									
4		16088										
5		16526										
6		16963	16963									
7		17526	17526									
8		18166	18166									
9			18550									
10			19063									
11			19639	19639								
12			20088	20088								
13				20796								
14				21516								
15				22170								
16				22297	22297							
17				22952	22952							
18					23878							
19					24838							
20					25854							
21					26880	26880						
22					27963	27963						
23					29088	29088						
24						29979						
25						31025						
26						32073	32073					
27						33120	33120					
28						34298	34298					
29						35999	35999					
30							37048					
31							38226					
32							39534					
33							40908	40908				
34							42283	42283				
35								43985				
36								45686				
37								47652	47652			
38								49091	49091			
39									51577			
40									54457			

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8 Range A	Band 8 Range B	Band 8 Range C	Band 8 Range D	Band 9
41									57338	57338		
42									58908	58908		
43										61526		
44										64407		
45									*	68726	68726	
46									*	70690	70690	
47											73636	
48											77236	
49										*	81162	81162
50										*	85091	85091
51												89174
52												93453
53											*	97941
54											*	102642

\* Pay spine points 45 and 46 at the top of pay band 8C; pay spine points 49 and 50 at the top of pay band 8D and pay spine points 53 and 54 at the top of pay band 9 are annually earned.

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

## Range of Kirklees Policies

## Appendix D

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.

<b>Aspect of Chief Officer Remuneration</b>	<b>Authority Policy</b>
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 an 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>