

**Pay Policy**

**Statement**

**2015-16**

# **Kirklees Council –Pay Policy Statement for the period 1 April 2015 to 31 March 2016**

## **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 18th 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 (2011). 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:

- Head of the Paid Service, which in this authority is the post of
  - Chief Executive
- Statutory Chief Officers (who report directly to the Head of Paid Service), which in this authority are the posts of
  - Director of Resources – Section 151 Officer
  - Director for Children and Young People's Services
  - Director for Commissioning, Public Health and Adult Social Care
- Deputy Chief Officer who is also a Statutory Chief Officer
  - Monitoring Officer – Assistant Director Legal, Governance and Monitoring
  - Director of Public Health
- Non-statutory Chief Officers, (those who report directly to the Head of the Paid Service) which in this authority are the posts of
  - Director of Economy, Skills and Environment
  - Director of Communities, Transformation & Change
- Deputy Chief Officers, (those who report directly to the Head of Paid Service) which in this authority are the posts of:
  - Chief Service Officer - Cities of Service
- Deputy Chief Officers, (those who report directly to a Statutory Chief Officer) which in this authority are the posts of:

- Assistant Director of Social Care and Wellbeing for Adults
  - Assistant Director Family Support & Child Protection
  - Assistant Director Learning & Skills
  - Assistant Director Commissioning & Health Partnerships
  - Assistant Director Customer & Exchequer Services
  - Assistant Director Financial Management, Risk, Performance and IT
  - Assistant Director (Health Improvement)
  - Consultant in Public Health x3
  - Deputy Director Infection Prevention and Control
- Deputy Chief Officers, (those who report directly to a non-statutory Chief Officer) which in this authority are the posts of:
    - Assistant Director Streetscene & Housing
    - Assistant Director Investment & Regeneration
    - Assistant Director Communities & Leisure
    - Assistant Director Physical Resources & Procurement
    - Head of Human Resources
    - Head of Transformation
    - Head of Communications and Marketing

### **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 Aii. 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 5-10 within the Authority's current pay spine, will be deleted from 1 April 2015, and the new lowest pay point in this Authority, will be Grade 3, Spinal Column Point (SCP) 11; £7.88 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 (current pay spine shown at Appendix Aiii and the NHS pay spine for staff transferred from NHS at Appendix Aiv).

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

The highest paid (actual) salary in this authority is £157,338 which is paid to Adrian Lythgo. The median (full time equivalent) salary\* in this authority (not including Schools or other external organisations) is £19,742.

### **\*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 an 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 Av.

## **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 Aii (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.

## **Amendments to the policy**

It is anticipated that this policy will not need to be amended during the period it covers April 2015 – end March 2016. However, if circumstances dictate that a change of policy is considered to be appropriate during the year, then a revised draft policy will be presented to Full Council for consideration.

## **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.

## RENUMERATION OF CHIEF OFFICERS

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	Any other comments
A Head of Paid Service	LGS	Chief Executive	£155,000 - £159,999	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 Statutory Chief Officers	LGS	Director of Children and Young People's Services	£120,000 - £124,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	£15,759 Market Rate Supplement
B Statutory Chief Officers	LGS	Director for Commissioning, Public Health and Adult Social Care	£120,000 - £124,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
B Statutory Chief Officers	LGS	Director of Resources & responsibility for Section 151.	£120,000 - £124,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
B Statutory Chief Officers and also Deputy Chief Officer (those who report to a Statutory Chief Officer)	LGS	Assistant Director Legal & Governance	£85,000 - £89,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
B Statutory Chief Officers and also Deputy Chief Officer (those who report to a Statutory Chief Officer)	LGS	Director for Public Health**	£80,000 - £84,999	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	
C Non Statutory Chief Officers (those who report to Head of Paid Service or Statutory Chief Officer)	LGS	Director of Economy, Skills and Environment	£115,000 - £119,999	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 Non Statutory Chief Officers (those who report to Head of Paid Service or Statutory Chief Officer)	LGS	Director of Communities, Transformation, Change	£115,000 - £119,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
D Deputy Chief Officer (those who report to Head of Paid Service)	LGS	Chief Service Officer Cities of Service	£50,000 - £54,999	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 Chief Officer)	LGS	Assistant Director Commissioning & Health Partnerships	£85,000 - £89,999	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 Chief Officer)	LGS	Assistant Director Social Care and Wellbeing for Adults	£80,000 - £84,999	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 Chief Officer)	LGS	Assistant Director Customer & Exchequer Services	£85,000 - £89,999	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 Chief Officer)	LGS	Assistant Director Physical Resources & Procurement	£85,000 - £89,999	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 Chief Officer)	LGS	Assistant Director Learning & Skills	£85,000 - £89,999	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 Chief Officer)	LGS	Assistant Director Financial Management, Risk, Performance & IT**	£70,000 - £74,999	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 Chief Officer)	LGS	Assistant Director Family Support & Child Protection	£90,000 - £94,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	LGS	Assistant Director Streetscene & Housing	£85,000 - £89,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	LGS	Assistant Director Investment & Regeneration	£70,000 - £74,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	LGS	Assistant Director Communities & Leisure	£85,000 - £89,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	LGS	Head of HR	£55,000 - £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	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	LGS	Head of Communications and Marketing	£50,000 - £54,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	LGS	Head of Transformation	£45,000 - £49,999	Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.	No	No	No	No	No	No	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	NHS	Assistant Director (Health Improvement)	£65,000 - £69,999	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	



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F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	NHS	Consultant in Public Health	£95,000 - £99,999	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	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	NHS	Consultant in Public Health	£85,000 - £89,999	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	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	NHS	Consultant in Public Health Medicine	£90,000 - £94,999	NHS agenda for change has common set of Terms and Conditions that applies to all staff. Entitled to claim.	Yes	No	No	No	No	No	
F Deputy Chief Officer (those who report to Non Statutory Chief Officer)	NHS	Deputy Director Infection Prevention and Control	£65,000 - £69,999	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	

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

\*\*vacant post - quoted salary band assumes vacancy would be appointed to at entry point of relevant Grade

## **KIRKLEES COUNCIL SINGLE STATUS GRADES**

Grade	SCP	1.1.15 £	Grade	SCP	1.1.15 £
1*	4	0	14	46	40217
	5	13500		47	41140
2	6	13614	15	48	42053
	7	13715		49	42957
	8	13871		50	43757
3	9	14075	16	51	44600
	10	14338		52	45389
**	11	15207		53	46213
4	12	15523	17	54	47023
	13	15941		55	47844
	14	16231		56	48666
5	15	16572	18	57	49504
	16	16969		58	50180
	17	17372		59	51209
6	18	17714	19	60	52085
	19	18376		61	52984
	20	19048		62	54214
	21	19742		63	58183
7	23	20849	20	64	65314
	24	21530		65	70074
	25	22212		66	75191
8	26	22937	21	67	74863
	27	23698		68	80333
	28	24472		69	86179
9	29	25440	22	70	82375
	30	26293		71	88578
	31	27123		72	94776
	32	27924	23	73	113011
10	33	28746		74	115756
	34	29558	75	118662	
	35	30178	76	121486	
	36	30978	77	124313	
11	37	31846	24	78	143033
	38	32778		79	147803
	39	33857		80	152568
12	40	34746		81	157338
	41	35662		82	162105
	42	36571		83	166875
13	43	37483			
	44	38405			
	45	39267			

\*SCP4 abolished from 1.10.13 & SCP5 to be abolished 1.10.15

\*\* The Council pays the Living Wage, meaning that no staff are paid less than SCP 11

**2015-16 Pay bands and pay points for NHS staff transferred to the Council** ; Bands are based on NHS pay spine in England (for 2014-15) ; amended locally for the 2.2% pay award uplift. The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services

Point	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8				Band 9
								Range A	Range B	Range C	Range D	
1	14,609	14,609										
2	14,975	14,975										
3**	15,343	15,343										
4		15,771										
5		16,200										
6		16,629	16,629									
7		17,181	17,181									
8		17,808	17,808									
9			18,185									
10			18,687									
11			19,252	19,252								
12			19,692	19,692								
13				20,386								
14				21,092								
15				21,733								
16				21,858	21,858							
17				22,500	22,500							
18					23,407							
19					24,349							
20					25,345							
21					26,350	26,350						
22					27,412	27,412						
23					28,515	28,515						
24						29,388						
25						30,414						
26						31,441	31,441					
27						32,467	32,467					
28						33,622	33,622					
29						35,290	35,290					
30							36,318					
31							37,473					
32							38,755					
33							40,102	40,102				
34							41,450	41,450				
35								43,118				
36								44,786				
37								46,713	46,713			
38								48,124	48,124			
39									50,561			
40									53,384			
41									56,208	56,208		
42									57,747	57,747		
43										60,314		
44										63,138		
45									*	67,372	67,372	
46									*	69,297	69,297	
47											72,185	
48											75,714	
49										*	79,563	79,563
50										*	83,414	83,414
51												87,417
52												91,612
53											*	96,011
54											*	100,619

\* 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 the Living Wage, meaning that no staff are paid less than SCP 3

## Range of Policies

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.

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 2011.
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>