

Public Document Pack



**Service Director – Legal, Governance and
Commissioning**

Julie Muscroft

The Democracy Service
Civic Centre 3
High Street
Huddersfield
HD1 2TG

Tel: 01484 221000

Please ask for: Andrea Woodside

Email: andrea.woodside@kirklees.gov.uk

Wednesday 6 March 2019

Notice of Meeting

Dear Member

Personnel Committee

The **Personnel Committee** will meet in the **Mayors Hospitality Room - Town Hall, Huddersfield** at **1.00 pm** on **Thursday 14 March 2019**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read "Julie Muscroft", on a light-colored background.

Julie Muscroft

Service Director – Legal, Governance and Commissioning

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

The Personnel Committee members are:-

Member

Councillor Shabir Pandor (Chair)
Councillor David Sheard
Councillor Graham Turner
Councillor Naheed Mather
Councillor John Taylor
Councillor David Hall
Councillor John Lawson

When a Personnel Committee member cannot be at the meeting another member can attend in their place from the list below:-

Substitutes Panel

Conservative

D Bellamy
B Armer
V Lees-Hamilton
M Thompson
N Patrick

Green

K Allison
A Cooper

Independent

T Lyons
C Greaves

Labour

E Firth
M Sokhal
S Hall
R Walker
H Richards

Liberal Democrat

A Pinnock
R Eastwood
A Munro
C Iredale

Agenda

Reports or Explanatory Notes Attached

Pages

1: Appointment of Chair

To appoint a chair for the meeting, in the absence of Councillor Pandor.

2: Membership of the Committee

This is where Councillors who are attending as substitutes will say for whom they are attending.

3: Minutes of Previous Meeting

1 - 4

To receive the Minutes of the previous meeting held on 29 October 2018.

4: Interests

5 - 6

The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.

5: Admission of the Public

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

6: Deputation/Petitions

The Committee will receive any petitions and hear any deputations from members of the public.

A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

7: Public Question Time

The Committee will hear any questions from the general public.

8: Pay Policy Statement (Reference to Council)

7 - 22

To consider the attached report.

Contact: Deborah Lucas, Head of People Services

9: New Employee Relations Framework

To receive an update on the new Employee Relations Framework.

Contact: Deborah Lucas, Head of People Services

10: Senior Management Structure - Update

To receive an update on senior management arrangements.

Contact: Deborah Lucas, Head of People Services

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

PERSONNEL COMMITTEE

Monday 29th October 2018

Present: Councillor Shabir Pandor (Chair)
Councillor David Sheard
Councillor Graham Turner
Councillor Alison Munro

Observers: Councillor Andrew Cooper
Councillor Peter McBride

Apologies: Councillor Naheed Mather

1 Membership of the Committee

Apologies for absence were received on behalf of Councillor Mather.

2 Minutes of Previous Meeting

RESOLVED – That the Minutes of the Meeting held on 30 July 2018 be approved as a correct record.

3 Interests

No interests were declared.

4 Admission of the Public

It was noted that all Agenda Items would be considered in public session.

5 Public Question Time

No questions were asked.

6 Member Question Time

No questions were received.

7 Deputation/Petitions

No deputations or petitions were received.

8 Update on Senior Management Arrangements

The Committee received a report of the Chief Executive which provided an update on recent senior management appointments within the Council. The report advised that;

(i)recruitment to the post of Strategic Director of Children's and Families was now complete and that Mel Meggs, currently Deputy Director of Children's Services at Rotherham MBC, had been appointed to the role which would be effective from the beginning of December 2018.

Personnel Committee - 29 October 2018

(ii) recruitment to the post of Service Director of Finance and Section 151 Officer was complete and that Eamonn Croston, Interim Chief Finance Officer and S151 Officer, had been permanently appointed to the role.

(iii) recruitment to the post of Service Director for Planning and Housing Growth was complete and that Naz Parkar, Service Director of Housing, had been appointed to the role.

(iv) recruitment to the post of Service Director for Economy and Regeneration was complete and that Angela Blake, currently Director of Economy and Growth, at North East Lincolnshire Council had been appointed to the role which would be effective from January 2019.

The Committee noted and welcomed the appointments and recognised the value of the experience and expertise which the successful candidates would bring to their respective roles.

The report referred to the previous decision of Personnel Committee on 19 September 2017 to establish a temporary role of Strategic Director of Corporate Strategy, and the subsequent decision on 25 April 2018 to extend this post for 8 months in order to allow strategic leadership requirements to be reviewed. The Chief Executive advised that the role was considered to be integral within the Authority and it was therefore proposed that it be confirmed as a permanent post within the senior leadership structure, and that the title be amended to Strategic Director of Corporate Strategy and Commissioning. The Committee were requested to endorse this approach and authorise the establishment of a Member Appointment Panel to recruit to the post. It was noted that the Chief Executive had recognised that in order to have clearly aligned corporate portfolios, a number of functions below the post of Strategic Director of Corporate Strategy and Commissioning would also need to be subject to review and realignment, and that any such realignment was within delegated authority of the Chief Executive.

The Committee were also advised that it had been recognised that, in order to improve the Authority's regional and national influence, strength and reputation, it would be necessary to incorporate additional capacity within the Office of the Chief Executive to provide support in achieving these outcomes. It was noted therefore that, under the Chief Executive's delegated powers, a temporary post would be established for a period of up to 12 months, and that the impact of the role would be reviewed after 8 months.

RESOLVED -

(1) That the update on recent senior management appointments be received and noted.

(2) That approval be given to the establishment of a permanent Strategic Director of Corporate Strategy and Commissioning post and that a Member Appointment Panel be established on a 3:1:1 ratio to recruit to this post, following an external advertisement process.

Personnel Committee - 29 October 2018

(3) That the Chief Executive's proposal to review and align a number of portfolios at a senior level, in conjunction with the Strategic Director of Corporate Strategy, and relevant postholders, be noted.

(4) That the Chief Executive's proposal to establish a temporary post for a period of up to 12 months in order to provide support for the Council to improve its influence and reputation at a regional and national level be noted.

This page is intentionally left blank

KIRKLEES COUNCIL			
COUNCIL/CABINET/COMMITTEE MEETINGS ETC			
DECLARATION OF INTERESTS			
Personnel Committee			
Name of Councillor			
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
- (b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



Name of meeting: Personnel Committee
Council

Date: 14th March 2019 / 20th March 2019

Title of report: Pay Policy Statement 2019-20

Purpose of report

To comply with the requirements of Sections 38 – 43 of the Localism Act 2011, that the authority produces a policy statement that covers a number of matters concerning the pay of the authority’s principal Chief Officers.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Not Applicable
Key Decision - Is it in the Council’s Forward Plan (key decisions and private reports?)	No – Not Applicable
The Decision - Is it eligible for call in by Scrutiny?	No
Date signed off by Strategic Director & name	Rachel Spencer-Henshall 05/03/2019
Is it also signed off by the Service Director (Finance)?	Eamonn Croston 26/2/2019
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft 26/2/2019
Cabinet member portfolio	Corporate – Graham Turner

Electoral wards affected: All

Ward councillors consulted: All

Public or private: Public

GDPR: This report contains no information that falls within the scope of the General Data Protection Regulation.

1. Summary

- 1.1 Sections 38 – 43 of the Localism Act 2011 requires that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. The attached policy statement appendices meets the requirements of the Localism Act.
- 1.2 Section 39 (1) of the Localism Act 2011 specifically include the requirement that a relevant authority's pay policy statement must be approved by a resolution of the authority before it comes into force, and as per Section 39 (3) of the Act, that each subsequent annual statement must be prepared and approved before the end of the 31 March immediately preceding the financial year to which it relates.

2. Information required to take a decision

- 2.1 The report is submitted to ensure that the Council complies with the requirements of Sections 38 – 43 of the Localism Act 2011. This requires the Council to produce an annual pay policy statement that covers a number of matters concerning the pay of the authority's principal Chief Officers. It also requires a Council resolution to approve the annual statement before the end of the 31 March immediately preceding the financial year to which it relates.
- 2.2 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.
- 2.3 The proposed 2019/20 Pay Policy Statement is attached in more detail for Council approval as follows:

Appendices

- Ai) Kirklees Pay Policy Statement 2019-20
- Aii) Remuneration of Chief Officers
- Aiii) Kirklees Council Single Status Grades (1st April 2019)
- Aiv) Range of Policies

3. Implications for the Council

- 3.1 Working with people
N/A
- 3.2 Working with partners
N/A
- 3.3 Place based working
N/A
- 3.4 Improving outcomes for children
N/A

- 3.5 There is sufficient revenue budgetary provision within the approved budget plans for 2019-20 to implement the attached 2019-20 pay policy statement.
4. **Consultees and their opinions**
Executive Team – 26th February 2019
5. **Next steps and timelines**
Publish the Pay Policy Statement on the Council's Internet site, to meet the requirements of the Localism Act.
6. **Officer recommendations and reasons**
Request that Personnel Committee note and Council approve the annual Pay Policy Statement attached to this report in accordance with the 2011 Localism Act.
7. **Cabinet portfolio holder's recommendations**
That Personnel Committee note and Council approve the annual Pay Policy Statement for 2019-20
8. **Contact officer**
Deborah Lucas – Head of People Services
Margaret Lunn – Human Resources Partner, People Services
9. **Background Papers and History of Decisions**

2018-19 Pay Policy Statement approved and published on the Council Website.
Government Pay policy statement guidance: [Openness and accountability in local pay: supplementary guidance - GOV.UK](#)
10. **Service Director responsible**

Rachel Spencer-Henshall – Strategic Director Corporate Strategy, Commissioning and Public Health

This page is intentionally left blank

Kirklees Council – Pay Policy Statement for the period 1 April 2019 to 31 March 2020

Introduction

Sections 38 – 43 of the Localism Act 2011 requires 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. 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
 - Strategic Director Corporate Strategy, Commissioning & Public Health
 - Service Director – Finance – 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 – Learning & Early Support
 - Service Director – Commissioning, Quality & Performance
 - Service Director – Integration, Access & Community Plus
 - Service Director – Adults Social Care Operation
 - Service Director – Economy & Skills
 - Service Director – Growth & Housing
 - Service Director – Commercial, Regulatory & Operational Services
 - Service Director – Policy, Intelligence & Public Health
 - Head of People Services
 - Head of Policy, Partnerships & Transformation

- Head of Strategic Communications
- Head of IT
- Council Business Manager
- Electoral Services Manager
- Assistant to the Chief Executive
- Head of Finance & Accountancy
- Head of Commercial Services
- 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 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 revised the pay spine with effect from 1 April 2019 to recognise the implementation of the national minimum wage. The new lowest pay point in this Authority, will be Grade 1, Spinal Column Point (SCP) 1; £9.00 hourly rate.

The authority has reviewed and implemented apprenticeship rates of pay from the 1st April 2019. The rates of pay are Year 1 £7.70 hourly rate and Year 2 onwards £8.21 hourly rate. The rates are paid to all apprentices and are no longer related to the age of the apprentice.

The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services and the apprenticeship rates are increased in accordance with the national minimum wage and national living wage requirements (the pay spine shown at Appendix Aiii) 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 £156,865 which is paid to Jacqui Gedman. The median (full time equivalent) salary* in this authority (not including Schools or other external organisations) is £21,166 Top of Grade 6 SCP11.

***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 7.41:1.

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 Aiv).

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.

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

APPENDIX Aii)

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	£150,000 - £179,999	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 (Monitoring Officer)	£85,000 - £104,999	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 - £134,999	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 Adults & Health	£115,000 - £134,999	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 Strategy, Commissioning & Public Health	£115,000 - £134,999	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 (Section 151 Officer)	£85,000 - £104,999	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
D Non -Statutory Chief Officers	LGS	Strategic Director Economy & Infrastructure	£115,000 - £134,999	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 - £104,999	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 - Learning & Early Support	£85,000 - £104,999	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 - Commissioning, Quality & Performance (a)	£85,000 - £104,999	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 - Integration, Access & Community Plus	£85,000 - £104,999	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 - £104,999	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 - Economy & Skills	£85,000 - £104,999	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 - £104,999	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 - Growth & Housing	£85,000 - £104,999	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 - Policy, Intelligence & Public Health	£85,000 - £104,999	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 People Service	£65,000 - £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 or Non-Statutory Chief Officer)	LGS	Head of IT	£50,000 - £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 Policy, Partnerships & Transformation	£50,000 - £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 Strategic Communications	£50,000 - £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	Assistant to the Chief Executive	£50,000 - £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

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	Council Business Manager	£45,000 - £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 or Non-Statutory Chief Officer)	LGS	Electoral Services Manager	£40,000 - £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
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Head of Finance & Accountancy	£50,000 - £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 Commercial Services	£50,000 - £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 Revenues & Benefits	£50,000 - £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 at 1 April each year

** 2019 Salaries are still to be confirmed salary band based on Employers offer

(a) This position is held by an employee of North Kirklees CCG

KIRKLEES COUNCIL SINGLE STATUS GRADES*

Grade	SCP	1.4.19 £		Grade	SCP	1.4.19 £
Apprentice	Year 1	14,855				
	Year 2	15,839				
1	1	17,364		14	40	42,683
2	2	17,711			41	43,662
3	3	18,065			42	44,632
4	4	18,426		15	43	45,591
	5	18,795			44	46,441
5	5	18,795			16	45
	6	17,171		46		48,172
6	7	19,554		17	47	49,047
	8	19,945			48	49,906
	9	20,344		18	49	50,777
	10	20,751	Not Used		50	51,650
Unused	11	21,166		19	51	52,539
Unused	12	21,589			52	53,257
Unused	13	22,021		20	53	54,349
7	14	22,462			54	55,279
	15	22,911			55	56,233
	16	23,369	Not Used		56	57,538
Unused	17	23,836		21	57	61,751
Unused	18	24,313			58	69,318
8	19	24,799		22	59	74,370
	20	25,295			60	79,801
	21	25,801	Not Used	23	61	79,453
	22	26,317			62	85,258
9	23	26,999		24	63	91,463
	24	27,905			64	87,426
	25	28,785			65	94,009
	26	29,636			66	100,587
10	27	30,507		23	67	119,940
	28	31,371			68	122,854
	29	32,029			69	125,937
	30	32,878			70	128,935
11	31	33,799		24	71	131,935
	32	34,788			72	151,803
	33	35,934			73	156,865
12	34	36,876			74	161,923
	35	37,849		75	166,984	
	36	38,813		76	172,044	
13	37	39,782		77	177,107	
	38	40,760				
	39	41,675				

*Revised Pay Spine Implemented 1/4/2019

This page is intentionally left blank

Range of Policies

APPENDIX a iv)

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 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>