

# Public Document Pack



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

**Julie Muscroft**

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Wednesday 26 February 2020

## Notice of Meeting

Dear Member

### Personnel Committee

The **Personnel Committee** will meet in the **Meeting Room 2 - Town Hall, Huddersfield** at **2.30 pm** on **Thursday 5 March 2020**.

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 Graham Turner  
Councillor Susan Lee-Richards  
Councillor Naheed Mather  
Councillor Peter McBride  
Councillor John Taylor  
Councillor David Hall  
Councillor John Lawson  
Councillor Rob Walker

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

### **Substitutes Panel**

#### **Conservative**

B Armer  
N Patrick  
R Smith  
M Thompson  
V Lees-Hamilton

#### **Green**

K Allison

#### **Independent**

T Lyons  
C Greaves

#### **Labour**

M Akhtar  
S Hall  
M Kaushik  
W Simpson  
M Sokhal  
H Uppal

#### **Liberal Democrat**

A Munro  
A Pinnock



# Agenda

## Reports or Explanatory Notes Attached

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**Pages**

**1: Membership of the Committee**

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

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**2: Minutes of Previous Meeting**

1 - 4

To approve the Minutes of the meeting of the Committee held on 4 November 2019.

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**3: Interests**

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.

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**4: 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.

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**5: 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.

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**6: Public Question Time**

The Committee will hear any questions from the general public.

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**7: Pay Policy Statement 2020/2021**

5 - 20

To consider the attached report.

Contact: Deborah Lucas, Head of People Services

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**8: Update on Senior Management Arrangements**

21 - 24

Contact: Jacqui Gedman, Chief Executive  
Deborah Lucas, Head of People Services

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Contact Officer: Andrea Woodside

## KIRKLEES COUNCIL

### PERSONNEL COMMITTEE

**Monday 4th November 2019**

Present: Councillor Shabir Pandor (Chair)  
Councillor Graham Turner  
Councillor Susan Lee-Richards  
Councillor Naheed Mather  
Councillor Peter McBride  
Councillor John Taylor  
Councillor David Hall  
Councillor John Lawson  
Councillor Rob Walker

**1 Membership of the Committee**

All Committee Members were present.

**2 Minutes of Previous Meeting**

**RESOLVED** – That the Minutes of the Meeting held on 1 July 2019 be approved as a correct record.

**3 Interests**

No interests were declared.

**4 Admission of the Public**

All agenda items were considered in public session.

**5 Deputations/Petitions**

No deputations or petitions were received.

**6 Public Question Time**

No questions were asked.

**7 Dying to Work Charter**

The Committee received a report which explained the Dying to Work Charter and sought support for the approval of the Charter.

The report advised that the Charter set out an agreed commitment and approach as to how employees would be supported, protected and guided throughout their employment, following a terminal diagnosis. The Charter was appended to the considered report. It was noted that, whilst the Council already had established guidance and practice in managing complex health issues, the signing of the Charter would provide an affirmation of a collective approach as a supportive employer.

## Personnel Committee - 4 November 2019

The Committee were advised that, in addition to providing support to employees, it was also proposed that the Council's commitment extended to supporting employees who have close family members with a terminal illness.

**RESOLVED** - That the Dying to Work Charter be adopted.

### 8 **Update - Senior Management Arrangements**

The Committee received an update on recent changes to the senior management structure within the Council. The report advised that (i) an appointment had been made to the post of Service Director for Innovation and Strategy in May 2019 (ii) the post of Service Director for Environment was currently subject to advertisement and that an interim Service Director had been appointed to oversee the role (iii) it was proposed that two part-time Service Director posts be reconfigured into a single new Service Director role focussed upon mental health and learning disabilities, and that a new Head of Service for regulated in-house care services be created and (iv) it was proposed that a new full-time post of Service Director for Customers and Communities would be created, to replacing an existing part-time Service Director role.

The report advised that the changes and proposals reflected upon the recommendations arising from the peer challenge in relation to increased leadership capacity, building on the community plus model, and creating an environment which would best facilitate collaborative working.

The Committee were also informed that responsibility for Kirklees Neighbourhood Housing would be transferred to the Strategic Director for Adults and Health, in order to allow the Strategic Director for Economy and Infrastructure to focus upon other priority areas, and that the Directorate would be designated as 'Adults, Housing and Health'.

A senior management structure chart, setting out the proposed changes and amendments, was attached at Appendix 1 of the considered report.

The Committee discussed the proposed restructuring and the rationale for the changes to the existing structure. It was agreed that the proposals be progressed in support of creating a long term structure which is fit for purpose.

### **RESOLVED –**

- 1) That the update from the Strategic Director for Strategy, Commissioning and Public Health on senior management changes be received and noted.
- 2) That approval be given to establish the post of Service Director – Customer and Communities, and that the structure of Service Directors therefore be increased by one full-time equivalent.
- 3) That, pursuant to (2) above, a Member Appointment Panel be convened on a 3:1:1 ratio to recruit to the post of Service Director for Customer and Communities.
- 4) That the reconfiguration of Service Director roles within Adults, Housing and Health Directorate, to include the post of Service Director for Learning Disabilities and Mental Health, be noted.



**Personnel Committee - 4 November 2019**

- 5) That, pursuant to (4) above, a Member Appointment Panel be convened on a 3:1:1 ratio to recruit to the post of Service Director for Learning Disabilities and Mental Health.
- 6) That approval be given to the extension of contracts for the part-time posts of Service Directors in the Adults and Health Directorate in order to ensure the provision of adequate capacity during the transitional period.

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**Name of meeting:** Personnel Committee/Full Council Meeting  
**Date:** 5<sup>th</sup> March 2020 and 18<sup>th</sup> March 2020  
**Title of report:** Pay Policy Statement 2020/21

**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.

<b>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?</b>	<b>Not Applicable</b>
<b>Key Decision - Is it in the <a href="#">Council’s Forward Plan (key decisions and private reports?)</a></b>	<b>No – Not Applicable</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>No</b>
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	Rachel Spencer-Henshall 26/02/20
<b>Is it also signed off by the Service Director (Finance)?</b>	Eamonn Croston 26/02/20
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	Julie Muscroft 26/02/20
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Corporate – Graham Turner</b>

**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 meet 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 2020/21 Pay Policy Statement is attached in more detail for Council approval as follows:

### Appendices

- Ai) Kirklees Pay Policy Statement 2020/21
- Aii) Remuneration of Chief Officers
- Aiii) Kirklees Council Single Status Grades and NHS – Public Health grades (1<sup>st</sup> April 2019) this will be subject to the national pay award consultations for 2020/21.
- 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 2020/21 to implement the attached 2020/21 pay policy statement.
4. **Next steps and timelines**  
Publish the Pay Policy Statement on the Council's Internet site, to meet the requirements of the Localism Act.
5. **Officer recommendations and reasons**  
Request that Personnel Committee note and full Council approve the annual Pay Policy Statement attached to this report in accordance with the 2011 Localism Act.
6. **Cabinet portfolio holder's recommendations**  
That Personnel Committee note and full Council approve the annual Pay Policy Statement for 2020-21
7. **Contact officer**  
Deborah Lucas – Head of People Services  
Margaret Lunn – Human Resources Partner, People Services
8. **Background Papers and History of Decisions**  
  
2019-20 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](#)
9. **Service Director responsible**  
  
Rachel Spencer-Henshall – Strategic Director Corporate Strategy, Commissioning and Public Health

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## **Kirklees Council – Pay Policy Statement for the period 1 April 2020 to 31 March 2021**

### **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, Housing & 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 – Resources, Improvement & partnerships
  - Service Director – Adults Sufficiency
  - Service Director – Customers & Communities
  - Service Director – Adults Social Care Operation
  - Service Director – Learning Disabilities & Mental Health
  - Service Director – Economy & Skills
  - Service Director – Growth & Housing
  - Service Director – Environment
  - Service Director – Strategy & Innovation

- Head of People Services
- Consultant in Public Health
- Head of Health Protection
- Council Business Manager
- 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 revised the pay spine with effect from 1 April 2019 to recognise the implementation of the national minimum wage. The lowest pay point in this Authority, is Grade 1, Spinal Column Point (SCP) 1; £9.00 hourly rate.

The authority has reviewed and implemented apprenticeship rates of pay from the 1<sup>st</sup> 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 is 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 2019 pay spine shown at Appendix Aiii, will be subject to the national pay award consultations, for 2020/21).

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

The highest paid (actual) salary in this authority is £166,984 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 7.89:1.

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, Housing & 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 - Resources, Improvement & Partnerships (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 - Adults Sufficiency (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 - Customers & Communities	£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 - Learning Disabilities & Mental 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

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 & 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 - Environment	£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 - 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 - Strategy & Innovation	£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	Consultant in Public Health	£65,000 - £79,999	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 Health Protection	£55,000 - £74,999	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

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	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 Welfare & Exchequer 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

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

\*\* 2020 Salaries are still to be confirmed salary band based on 2019 salaries

(a) These positions are held by employee's 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	47,334
	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		50	51,650
Unused	11	21,166	19	51	52,539
Unused	12	21,589		52	53,257
7	13	22,021	20	53	54,349
	14	22,462		54	55,279
	15	22,911	21	55	56,233
	16	23,369		56	57,538
Unused	17	23,836	22	57	61,751
Unused	18	24,313		58	69,318
8	19	24,799	23	59	74,370
	20	25,295		60	79,801
	21	25,801	24	61	79,453
22	26,317	62		85,258	
9	23	26,999	25	63	91,463
	24	27,905		64	87,426
	25	28,785	26	65	94,009
26	29,636	66		100,587	
10	27	30,507	27	67	119,940
	28	31,371		68	122,854
	29	32,029	28	69	125,937
	30	32,878		70	128,935
11	31	33,799	29	71	131,935
	32	34,788		72	151,803
	33	35,934	30	73	156,865
34	36,876	74		161,923	
12	35	37,849	31	75	166,984
	36	38,813		76	172,044
	37	39,782	32	77	177,107
38	40,760				
13	39	41,675			

\*Revised Pay Spine Implemented 1/4/2019

**NHS - Public Health**

Band	Point	1.4.19 £	Band	Point	1.4.19 £	
1	1	17,598	7	26	33,368	
	2	17,598		27	34,458	
	3	17,598		28	35,684	
2	1	17,598		29	37,453	
	2	17,598		30	38,545	
	3	17,598		31	39,771	
	4	17,598	32	41,132		
3	5	17,598	8A	33	42,561	
	6	17,648		34	43,992	
	7	18,235		33	42,561	
	8	18,900		34	43,992	
	4	6	17,648	8B	35	45,761
		7	18,235		36	47,532
8		18,900	37		49,577	
9		19,299	38		51,074	
10		19,833	37		49,577	
5	11	20,433	8C	38	51,074	
	12	20,900		39	53,661	
	13	21,636		40	56,657	
	6	14	22,385	8D	41	59,655
		15	23,065		42	61,288
		16	23,198		43	64,012
		17	23,879		44	67,009
7	16	23,198	9	45*	71,503	
	17	23,879		46*	73,546	
	18	24,842	45	71,503		
	19	25,842	46	73,546		
	20	26,898	47	76,611		
	21	27,965	48	80,357		
	22	29,092	49*	84,441		
	23	30,263	50*	88,528		
	8	21	27,965	9	49	84,441
		22	29,092		50	88,528
23		30,263	51		92,777	
24		31,190	52		97,229	
25		32,279	53*		101,898	
26		33,368	54*		106,788	
27		34,458				
28	35,684					
29	37,453					

\* 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

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**Range of Policies**

**APPENDIX a iv)**

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



**Personnel Committee  
5<sup>th</sup> March 2020  
Update on Senior Management Arrangements**

**Purpose of report: To update Personnel Committee on a number of changes to Senior Management arrangements and seek approval to convene a number of recruitment panels**

<b>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?</b>	<b>Not Applicable</b>
<b>Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u></b>	<b>Key Decision – No</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>No</b>
<b>Date signed off by Chief Executive</b>	<b>Jacqui Gedman 26<sup>th</sup> February 2020</b>
<b>Is it also signed off by the Service Director for Finance?</b>	<b>Eamonn Croston 26<sup>th</sup> February 2020</b>
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>Julie Muscroft 26<sup>th</sup> February 2020</b>
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Cllr Pandor 26<sup>th</sup> February 2020</b>

**Electoral wards affected: None**

**Ward councillors consulted: N/A**

**Public or private: Public**

**Has GDPR been considered? Yes. Not applicable, as no personal information included.**

## **1.0 Purpose of Report**

- 1.1 To receive an update from the Chief Executive on changes to senior management arrangements.
- 1.2 To formalise the role of Service Director Resources, Improvement and Partnerships.
- 1.3 To seek approval to disestablish the role of Strategic Director for Economy and Infrastructure following the resignation of the existing incumbent and to establish two new roles of Strategic Director; one role to focus on environment and climate change as well as bringing together property functions and leading on the delivery of the Council's capital programme; the other to focus on focus on growth and regeneration covering housing growth, town centre regeneration, planning and major project delivery.
- 1.4 To seek approval to create Service Director capacity of one additional role across highways and property to enable the effective delivery of very challenging agendas in these areas.
- 1.5 To seek agreement to convene member appointment panels to recruit to the above roles.
- 1.6 This report builds on the reports to Personnel Committee of 4<sup>th</sup> November 2019, 29<sup>th</sup> October 2018, 30<sup>th</sup> July 2018, 25<sup>th</sup> April 2018, 13<sup>th</sup> February 2018, 18<sup>th</sup> December 2017, 19<sup>th</sup> September 2017 and 25<sup>th</sup> January 2017.

## **2.0 Senior Management Update**

- 2.1 In November 2019, this Committee gave approval to establish and recruit to the roles of Service Director Customers and Communities and Service Director Mental Health and Learning Disabilities. Following successful external recruitment exercises, two internal candidates were appointed to these roles. Both applicants took up their new roles on 1<sup>st</sup> March 2020.
- 2.2 A temporary arrangement has also been in place over the past 6 months to deliver the role of Service Director Resources, Improvement and Partnerships in Children's Services. This has been funded by a Service Director role that was vacant on the structure and has been filled on a secondment basis. The temporary role has had a positive impact in Children's and the proposal is that the role is formalised on a permanent. It will be permanently funded by the disestablishment of the vacant post on the structure.
- 2.3 The Strategic Director for Economy and Infrastructure is due to leave the Council on the 1<sup>st</sup> August 2020. There is therefore a need to consider what the senior management arrangements should look like post August. It is intended to begin recruitment and appoint in time to have a handover before the current post holder leaves the Council.

- 2.4 The Economy and Infrastructure Directorate is the most diverse in the Council, covering a significant range of public facing services and currently faces significant challenges, including:
- A huge regeneration agenda, with Blueprints for both Huddersfield and Dewsbury
  - Modernisation of front line environmental services, particularly cleansing and highways
  - A requirement to fundamentally change our waste collection arrangements and put in place new arrangements for the disposal of our waste
  - A significant housing growth agenda, in particular a number of key sites in Council ownership
  - Delivery of a very ambitious capital programme
  - Responding to climate emergency
- 2.5 In Kirklees, the level of focus required on environmental services, particularly cleansing, has taken a disproportionate amount of the Strategic Director's time, especially at a time when there is such a significant growth and regeneration agenda. Whilst progress has been made across many areas, we are now firmly in delivery mode and that requires additional capacity.
- 2.6 Members will also be aware of the outcome of the LGA Peer Review in 2019 which was very positive about the Council's growth agenda and the scale of ambition but recognised that capacity to deliver is an issue.
- 2.7 It is of note that a number of Councils have had similar challenges with their place based Directorates and we have seen an increasing trend to split those directorates and most senior roles into two – one essentially to focus on environment matters and the other on growth and regeneration.

### **3.0 Proposed Changes**

- 3.1 It is therefore proposed to split the current Strategic Director role into two roles, to provide that additional capacity and focus.
- 3.2 One role would focus on environment and climate change also bringing together property functions and the delivery of the Council's capital programme. The second role would focus on growth and regeneration covering housing growth, town centre regeneration, planning and major project delivery.
- 3.3 In addition, to further strengthen capacity, it is proposed to review the existing Service Director role for Environment and create an additional Service Director role, which would sit under the Strategic Director for Environment and Climate Change. This new role would be created in recognition of the fact that the current Service Director for Environment already has a very broad and challenging remit – one which is required to modernise a significant frontline waste service that impacts on every single citizen in Kirklees as well as managing the Council's property assets and the Council's highway network. It is therefore crucial that these areas are given an absolute focus by more than one Service Director.

- 3.4 The proposal is therefore to enable the existing Service Director for Environment to have a discrete focus on modernising waste services and creating an additional Service Director to focus on property and highways. This additional role would focus on delivering the Council's asset strategy, maintaining the Council's highway network and also programme manage the delivery of the Council's wider capital programme. This role would be very much focussed on delivery and compliance, freeing up the current service Director for Environment to focus on the waste modernisation agenda.
- 3.5 Further changes will be required at Head of Service level and these will be considered at a later date, once the senior appointments have been made.

#### **4.0 Recommendation**

- 4.1 It is recommended that this Committee agrees to:
- Formalise the role of Service Director Resources, Improvement and Partnerships.
  - Disestablish the role of Strategic Director for Economy and Infrastructure and establish two new roles of Strategic Director; one role to focus on environment and climate change as well as bringing together property functions and leading on the delivery of the Council's capital programme; the other to focus on focus on growth and regeneration covering housing growth, town centre regeneration, planning and major project delivery
  - Increase Service Director capacity by one to work across highways and property to enable the effective delivery of very challenging agendas in these areas
  - Convene member appointment panels to recruit to the above roles.

#### **5.0 Contact officers**

Jacqui Gedman, Chief Executive

Deborah Lucas, Head of People Services