

# Public Document Pack



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

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Monday 24 June 2024

## Notice of Meeting

Dear Member

### Personnel Committee

The **Personnel Committee** will meet in the **Leadership Meeting Room, Civic Centre 3** at **1.30 pm** on **Tuesday 2 July 2024**.

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 "S Lawton".

**Samantha Lawton**

**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 Cathy Scott (Chair)  
Councillor Andrew Cooper  
Councillor David Hall  
Councillor Jo Lawson  
Councillor John Lawson  
Councillor Viv Kendrick  
Councillor Carole Pattison  
Councillor John Taylor  
Councillor Graham Turner

When a Member of the Personnel Committee cannot attend the meeting, a member of the Substitutes Panel (below) may attend in their place in accordance with the provision of Council Procedure Rule 35(7).

### **Substitutes Panel**

#### **Conservative**

B Armer  
D Bellamy  
C Holt  
M Thompson

#### **Labour**

B Addy  
M Ahmed  
M Crook  
J Homewood  
M Sokhal  
J Rylah  
A Sewell  
S Ullah  
E Firth  
H McCarthy

#### **Liberal**

**Democrat**  
C Burke  
PA Davies  
D Longstaff  
A Marchington  
A Munro  
A Pinnock  
A Smith  
A Robinson

#### **Community Alliance**

A Zaman

#### **Kirklees**

**Community Independents**  
A Anwar

# Agenda

## Reports or Explanatory Notes Attached

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**Pages**

**1: Membership of the Committee**

To receive apologies for absence from those Members who are unable to attend the meeting and details of substitutions and for whom they are attending. to the Committee membership.

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**2: Minutes of Previous Meeting**

1 - 2

To approve the Minutes of the meeting of the Committee held on 8 November 2023.

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**3: Declaration of Interests**

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

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**4: Admission of the Public**

Most agenda items take place in public. This only changes where there is a need to consider exempt information, as contained at Schedule 12A of the Local Government Act 1972. You will be informed at this point which items are to be recommended for exclusion and to be resolved by the Committee.

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**5: Deputation/Petitions**

The Committee will receive any petitions and/or 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 submit a petition at the meeting relating to a matter on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10, Members of the Public must submit a deputation in writing, at least three clear working days in advance of the meeting and shall subsequently be notified if the deputation shall be heard. A maximum of four deputations shall be heard at any one meeting.

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**6: Update on Senior Management Structure** 3 - 6

To consider the report.

Contact: Steve Mawson, Chief Executive

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**7: Re-Introduction of Post of Deputy Chief Executive** 7 - 10

To consider the report.

Contact: Steve Mawson, Chief Executive

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**8: Pay Policy Statement 2024/2025 (Reference to Council)** 11 - 26

To consider the report.

Contact: Shauna Coyle, Head of People Services

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Contact Officer: Andrea Woodside

## KIRKLEES COUNCIL

### PERSONNEL COMMITTEE

**Wednesday 8th November 2023**

Present: Councillor Cathy Scott (Chair)  
Councillor Paul Davies  
Councillor Viv Kendrick  
Councillor Jackie Ramsay  
Councillor John Taylor  
Councillor Graham Turner

Apologies: Councillor David Hall  
Councillor John Lawson

**1 Membership of the Committee**

Apologies for absence were received on behalf of Councillors D Hall and J Lawson.

**2 Minutes of Previous Meeting**

**RESOLVED** – That the Minutes of the previous Meeting be deferred to the next meeting of the Committee (for the reason that only one Member present had been in attendance on 26 June 2023).

**3 Declaration of Interests**

No interests were declared.

**4 Admission of the Public**

All agenda items were considered in public session.

**5 Public Question Time**

No questions were asked.

**6 Deputation/Petitions**

None received.

**7 Update on Senior Management Arrangements**

The Committee gave consideration to a report which sought approval to commence a recruitment process for the posts of Service Director for Finance (Section 151 Officer) and Service Director for Legal, Governance and Monitoring (Monitoring Officer).

The report advised that the statutory requirements of Chief Financial Officer and Monitoring Officer were fulfilled by these posts, which were critical statutory roles within the organisation. The report acknowledged the importance of making permanent appointments to these roles in order to provide stability and an effective transition. The report provided a summary of the role and function of both of the

## **Personnel Committee - 8 November 2023**

posts and requested that the Committee give approval to commence a recruitment process as soon as is possible.

### **RESOLVED –**

- 1) That approval be given to commence external recruitment to the posts of (i) Service Director – Finance (Section 151 Officer) and (ii) Service Director – Legal, Governance and Commissioning, which have statutory responsibilities to be carried out in accordance with the Council's established and approved Chief Officer recruitment practices.
- 2) That, pursuant to (1) above, approval be given to convene Member Appointment Panels.



**REPORT TITLE: Update on Senior Management Structure**

<b>Meeting:</b>	<b>Personnel Committee</b>
<b>Date:</b>	<b>2 July 2024</b>
<b>Cabinet Member</b> (if applicable)	<b>Cllr Cathy Scott</b>
<b>Key Decision Eligible for Call In</b>	<b>No No</b>
<p><b>Purpose of Report</b>                  To update Personnel Committee on recent appointments and pending changes to the senior management arrangements and to seek approval to convene associated recruitment panels.</p> <p>To confirm permanent arrangements following the absorption of Environment and Climate Change services into other directorates.</p>	
<p><b>Recommendations</b></p> <p>It is recommended that this Committee agrees to:</p> <ol style="list-style-type: none"> <li>1. Note the recent appointments of Service Director Finance (S151 Officer) and Service Director for Legal, Governance and Commissioning (Monitoring Officer)</li> <li>2. Confirm that the role of Strategic Director for Environment and Climate Change is deleted from the senior management structure and that the associated Joint Consultative Group (JCG) is disbanded with IR arrangements falling within new directorate arrangements</li> <li>3. Note job title changes for Strategic Directors to Executive Directors</li> <li>4. Commence permanent recruitment to Executive Director – Children and Families and Executive Director – Adults and Health which have statutory responsibilities to be carried out in accordance with the Council’s established and approved chief officer recruitment practices</li> <li>5. Convene member appointment panels to recruit to the roles as set out in above.</li> </ol>	
<p><b>Resource Implications:</b></p> <p>No additional resource implications</p>	
<b>Date signed off by <u>Strategic Director</u> &amp; name</b>	<b>Steve Mawson 24/6/24</b>
<b>Is it also signed off by the Service Director for Finance?</b>	<b>Kevin Mulvaney 18/6/24</b>

<b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b>	<b>Samantha Lawton 20/6/24</b>
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**Electoral wards affected: N/A**

**Ward councillors consulted: No**

**Public or private: Public**

**Has GDPR been considered? Yes – no implications**

**1. Executive Summary**

The purpose of the report is to provide an update from the Chief Executive on the senior management structure and to seek agreement to commence recruitment to Strategic Director for Children and Families (DCS) and Strategic Director for Adults and Health (DASS). The report also seeks agreement to convene member appointment panels to recruit to the above roles.

Following the departure of the Strategic Director for Environment and Climate Change, the role has remained vacant and the functions absorbed into other directorates. This report seeks to confirm deletion of the post and the recommended industrial relations arrangements moving forward.

**2. Information required to take a decision**

**Background**

**Service Director Finance (S151 Officer) and Service Director Legal, Governance and commissioning (Monitoring Officer)**

Personnel Committee agreed to recruitment to the above roles in October 2023.

Personnel Committee are asked to note the successful appointment to these statutory roles with Kevin Mulvaney appointed to Service Director Finance (S151 Officer) and Sam Lawton appointed to Service Director Legal, Governance and Commissioning (and Monitoring Officer).

**Strategic Director – Children and Families**

In Kirklees Council, the statutory function of Director of Childrens Services (DCS), required by s. 18 of the Children Act 2004, is held by Strategic Director for Children and Families.

Following the retirement of the DCS in May 2023, an internal interim appointment was made pending the recruitment of the Chief Executive to allow the new Chief executive to be involved in the permanent recruitment (Personnel Committee March 2023). The job was advertised internally on an interim basis and recruited to with the successful candidate starting in May 2023. The arrangement has worked well and supported continued improvement in Children’s Services. It is important to ensure stability in this statutory role; Personnel Committee are asked to agree to commence internal recruitment to bring a permanent appointment as soon as possible.



### **Strategic Director – Adults and Health**

The statutory role of Director of Adult Social Services (DASS) is required by s.6 of the Local Authority Social Services Act 1970 accountable for the delivery of local authority social services functions specified in the 1970 Act, other than those for which the Director of Children's services is responsible. In Kirklees this statutory function is held by the Strategic Director for Adults and Health.

The Strategic Director for Adults and Health will take up a new part time role from August remaining with Kirklees in the DASS role on a part time basis until December to ensure stability and a smooth transition until a successor is recruited.

Personnel Committee are asked to agree to commence permanent external recruitment as soon as practicable.

### **Strategic Director - Environment and Climate Change**

The Strategic Director for Environment and Climate Change left Kirklees in summer 2023. The role has not been recruited to and the functions that previously made up Environment and Climate Change have moved into alternative directorates.

Personnel Committee are now asked to agree to the deletion of the role and note updated job titles as follows:

- Deputy Chief Executive and Executive Director for Public Health and Corporate Resources
- Executive Director for Place
- Executive Director for Adults and Health (DASS)
- Executive Director for Children and Families (DCS)

To date, Directorate JCGs have continued to be held and chaired by the Strategic Director for Growth and Regeneration. Personnel Committee are requested to agree to disband the Environment and Climate Change JCGs and for IR arrangements for former ECC functions to form part of their new Directorate arrangements. Industrial relations guidance will be reissued if Personnel Committee are in agreement with the proposal.

### **3. Implications for the Council**

The implications for the Council are to ensure that the Council meets its statutory responsibilities in respect of children, families and vulnerable adults whilst also providing effective leadership as part of the Executive Leadership Team.

#### **Council Plan**

Roles where recruitment is proposed are key statutory roles within the Council's management structure and the successful candidate will be expected to make a significant contribution to the delivery of these priorities.

#### **Financial Implications**

There are no additional financial implications

#### **Other (eg Risk, Integrated Impact Assessment or Human Resources)**

Under the Council's Constitution, the responsibility for the appointment of these roles, sits with the Personnel Committee. The appointments should be compliant with the Council's Officer Employment Procedure Rules and the Recruitment and Selection Procedure. The appointment should be made on merit in accordance with section 7 of the Local Government

and Housing Act 1989. There are no other specific human resources or financial implications other than those mentioned elsewhere in this report.

Proposed IR arrangements ensures reflection of the organisational structure.

**4. Consultation**

The recruitment process will involve elected members.

**5. Engagement**

Internal and external stakeholders will be engaged in the recruitment processes.

**6. Recommendation**

It is recommended that this committee agrees to:

1. Note the recent appointments of Service Director Finance (S151 Officer) and Service Director for Legal, Governance and Commissioning (Monitoring Officer)
2. Confirm that the role of Strategic Director for Environment and Climate Change is deleted from the senior management structure and that the associated Joint Consultative Group (JCG) is disbanded with IR arrangements falling within new directorate arrangements
3. Note job title changes for Strategic Directors to Executive Directors
4. Commence permanent recruitment to Executive Director – Children and Families and Executive Director – Adults and Health which have statutory responsibilities to be carried out in accordance with the Council's established and approved chief officer recruitment practices
5. Convene member appointment panels to recruit to the roles as set out in above.

**7. Next steps and timelines**

Should Personnel Committee approve the recommendation to progress recruitment to these roles, recruitment will commence as soon as practicable.

**8. Contact officer**

Steve Mawson – Chief Executive

**9. Background Papers and History of Decisions**

Not applicable

**10. Service Director responsible**

Steve Mawson – Chief Executive



**REPORT TITLE: Re-Introduction of Post of Deputy Chief Executive**

<b>Meeting:</b>	<b>Personnel Committee</b>
<b>Date:</b>	<b>2 July 2024</b>
<b>Cabinet Member (if applicable)</b>	<b>Cllr Cathy Scott</b>
<b>Key Decision Eligible for Call In</b>	<b>No No</b>
<p><b>Purpose of Report</b> To seek agreement of Personnel Committee to the re-introduction of the role of Deputy Chief Executive</p>	
<p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>Re-introduce the role of Deputy Chief Executive</li> </ul> <p><b>Reasons for Recommendations</b></p> <ul style="list-style-type: none"> <li>To support pace of decision making through consistency and clarity of officer leadership arrangements in support of the Chief Executive</li> </ul>	
<p><b>Resource Implications:</b></p> <p>Not applicable.</p>	
<p><b>Date signed off by <u>Strategic Director</u> &amp; name</b></p> <p><b>Is it also signed off by the Service Director for Finance?</b></p> <p><b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b></p>	<p><b>Steve Mawson 24/6/24</b></p> <p><b>Kevin Mulvaney 18/6/24</b></p> <p><b>Samantha Lawton 21/6/24</b></p>

**Electoral wards affected:**

**Ward councillors consulted:**

**Public or private:**

**Has GDPR been considered?** No GDPR implications from this report

**1. Executive Summary**

The Council's senior managerial leadership is provided by the Chief Executive and the Executive Leadership Team comprising the Council's Strategic Directors.

Currently, in the extended absence of the Chief Executive the Strategic Directors act as Chief Executive in rotation, exercising the formal authority of the Chief Executive if this is necessary.

This report seeks to change that and gain agreement from Personnel Committee to re-introduce the role of Deputy Chief Executive to support effective and efficient leadership of the Council and to support succession planning at a senior level.

## **2. Information required to take a decision**

The Council's senior managerial leadership is provided by the Chief Executive and the Executive Leadership Team comprising the Council's Executive Directors.

In the extended absence of the Chief Executive (for example, during annual leave) the Deputy Chief Executive will act as Chief Executive, exercising the formal authority of the Chief Executive if this is necessary. This approach has the advantage of absolute clarity regarding who is covering. Previously, during short absences of the Chief Executive from the Council (e.g. regular meetings in London) there are no formal delegation arrangements in place. On occasions when neither the Chief Executive or Deputy Chief are available a delegation to a Strategic Director will be put in place.

In a period of significant change, it is increasingly important to have very clear deputising arrangements.

In January 2016, Personnel Committee agreed to the creation of a Deputy Chief Executive role, a role carried out by the previous Chief Executive prior to their appointment to Chief Executive. The role has not been in place since April 2017 when the council reverted to the above arrangements on appointment of the previous Chief Executive.

The current arrangements do not sufficiently support succession planning at a senior level. In a buoyant market, there is a risk that the Council could lose Strategic Directors who aspire to be a Chief Executive if they do not have a way to gain directly relevant experience in the role. Introducing a role of Deputy Chief Executive is one way that that relevant experience can be offered. It is not, however, the only route to such experience. Not having a formalised Deputy Chief Executive role is unusual amongst comparable Local Authorities.

It is recognised that there is some risk in creating a Deputy role in terms of potentially demotivating Directors who do not achieve a deputy role but may aspire to do so. There is also the potential for concerns from staff and trade unions about creating new senior posts during a time of significant financial challenge if any changes lead to an additional cost.

The key purpose of the designation of Deputy Chief Executive would be to bring consistency and clarity to officer leadership arrangements in support of the Chief Executive. The components of the role are set out below:

- To exercise the Chief Executive's delegation on urgent decision making in their absence;
- To represent the Council at regional and sub-regional meetings, particularly those also involving the Leader of the Council, in the Chief Executive's absence;
- To provide a clear point of reference for Councillors in the absence of the Chief Executive;

- To lead on specific items of business as delegated by the Chief Executive from time to time.

This report seeks to create the additional role, but it should also be clear that this is not a standalone role and will be assigned by the Chief Executive to the Strategic Director for Corporate Strategy and Public Health (to be retitled Deputy Chief Executive and Executive Director for Public Health and Corporate Resources).

Personnel Committee are asked to approve re-introducing a role of Deputy Chief Executive in Kirklees.

In reviewing the Chief Executive/Deputy Chief Executive arrangements alongside those of other LAs, it became apparent that Kirklees position on remuneration for Electoral Registration Officer and (Acting) (Local) Returning Officer is inconsistent with others, Personnel Committee are asked to note that work will be undertaken over summer to review the arrangements with a further report anticipated being presented to Personnel Committee in due course.

### **3. Implications for the Council**

#### **3.1 Council Plan**

The recommendations within this report support effective and efficient leadership of the council in a time of uncertainty and change which will support focus on the delivery of the Council Plan.

#### **3.2 Financial Implications**

There are no financial implications to the recommendations as this additionality is not subject to additional pay.

#### **3.3 Legal Implications**

The Council has the legal powers required to implement the proposed changes

#### **3.4 Other (eg Risk, Integrated Impact Assessment or Human Resources)**

There are no HR implications other than already set out within the report

### **4. Consultation**

In developing the recommendations, consultation has taken place with members of the Executive Leadership Team, and they are supportive of the recommendations.

### **5. Engagement**

N/A

### **6. Options**

Surrounding councils all have different approaches to deputising arrangements for their Chief Executives. Consideration has been given to these different models in, with the recommended option being deemed most suited to Kirklees Council at this point in time.

#### **6.1 Options considered**

- a) Continue with current arrangement accepting risks related to pace of decision making and succession planning
- b) Re-introduce the Deputy Chief Executive role as additional responsibilities with no additional remuneration

## 6.2 **Reasons for recommended option**

It is recommended that this committee agrees to:

Agree to the re-introduction of the Deputy Chief Executive role and its application to Strategic Director for Corporate Strategy and Public Health (to be retitled Deputy Chief Executive and Executive Director for Public Health and Corporate Strategy).

## 7. **Next steps and timelines**

If Personnel Committee are in agreement with the recommendations, the revised approach will take immediate effect.

## 8. **Contact officer**

Steve Mawson, Chief Executive

## 9. **Background Papers and History of Decisions**

Personnel Committee 19 January 2016 agreed creation of Deputy Chief Executive role.

## 10. **Service Director responsible**

Steve Mawson  
Chief Executive



**REPORT TITLE: Pay Policy Statement 2024/25 (Reference to Council)**

<b>Date:</b>	<b>Personnel Committee 02/07/2024 Council 17/7/2024</b>
<b>Cabinet Member</b>	<b>Cllr Cathy Scott</b>
<b>Key Decision Eligible for Call In</b>	<b>No No</b>
<p><b>Purpose of Report</b> To comply with the requirements of Sections 38 – 43 of the Localism Act 2011, that the authority produces a policy statement that covers matters concerning the pay of the authority’s principal Chief Officers.</p>	
<p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>That Personnel Committee note, and Council approve, the annual Pay Policy Statement for 2024-25.</li> </ul> <p><b>Reasons for Recommendations</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	
<p><b>Resource Implications:</b></p> <ul style="list-style-type: none"> <li>There is sufficient revenue budgetary provision within the approved budget plans for 2024/25 to implement the attached 2024/25 pay policy statement.</li> </ul>	
<p><b>Date signed off by <u>Strategic Director</u> &amp; name.</b></p> <p><b>Is it also signed off by the Service Director for Finance?</b></p> <p><b>Is it also signed off by the Service Director for Legal Governance and Commissioning?</b></p>	<p><b>Rachel Spencer-Henshall 21.06.24</b></p> <p><b>Kevin Mulvaney 21.06.24</b></p> <p><b>Samantha Lawton 21.06.24</b></p>

**Electoral wards affected:** All

**Ward councillors consulted:** All

**Public or private:** Public

**Has GDPR been considered?** This report contains no information that falls within the scope of the General Data Protection Regulation.

## 1. **Executive Summary**

- Sections 38 – 43 of the Localism Act 2011 requires that the authority produce a policy statement that covers several matters concerning the pay of the authority's staff, principally Chief Officers. The attached policy statement appendices meet the requirements of the Localism Act.
- 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.**

- 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 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.
- 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.
- The proposed 2024/25 Pay Policy Statement is attached in more detail for Council approval see the appendices.

## 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 **Climate Change and Air Quality**

N/A

### 3.5 **Improving outcomes for children**

N/A

### 3.6 **Financial Implications**

There is sufficient revenue budgetary provision within the approved budget plans for 2024/25 to implement the attached 2024/25 pay policy statement.



- 3.7 **Legal Implications**  
None to report
- 3.8 **Other (e.g., Risk, Integrated Impact Assessment or Human Resources)**  
None to report
4. **Consultation**  
N/A
5. **Engagement**  
N/A
6. **Options**
- 6.1 **Options considered**  
N/A
- 6.2 **Reasons for recommended option**  
N/A
7. **Next steps and timelines**  
Subject to approval, to publish the Pay Policy Statement on the Council's Internet site, to meet the requirements of the Localism Act.
8. **Contact officer**  
Shauna Coyle – Head of People Services, shauna.coyle@kirklees.gov.uk  
Margaret Lunn – Human Resources Partner, People Services,  
Margaret.lunn@kirklees.gov.uk
9. **Background Papers and History of Decisions**  
2023-24 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. **Appendices**  
Ai) Kirklees Pay Policy Statement 2024/25  
Remuneration of Chief Officers  
Kirklees Council Single Status Grades (1<sup>st</sup> April 2023) this will be subject to the national pay award consultations for 2024/25.  
Range of Policies
11. **Service Director responsible**  
Rachel Spencer-Henshall – Strategic Director Corporate Strategy, Commissioning and Public Health

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# Kirklees Council – Pay Policy Statement

## 1 April 2024 to 31 March 2025

### Introduction

Sections 38 – 43 of the Localism Act 2011 requires that the authority produce a policy statement that covers 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 & 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 - Growth & Regeneration
  
- 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 – Communities & Access Services
  - Service Director – Adults Social Care Operation
  - Service Director – Learning Disabilities & Mental Health
  - Service Director – Development
  - Service Director – Homes & Neighbourhoods
  - Service Director – Skills & Regeneration
  - Service Director – Environmental Strategy & Climate Change
  - Service Director – Culture & Visitor Economy
  - Service Director – Highways & Streetscene

- Service Director – Strategy & Innovation
- Head of People Services
- Consultant in Public Health
- Head of Health Protection
- Head of Improving Population Health
- Head of Accountancy
- Head of Commercial Services
- Head of Welfare & Exchequer Services
- Head of Finance

## **Policy on remunerating Chief Officers**

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

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) 2; £11.59 hourly rate.

The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services. (The 2023 pay spine shown at Appendix B, will be subject to the national pay award consultations, for 2024/25).

From April 2024, the government is revising the criteria for national living wage payments. Therefore, the authority has reviewed the implementation of apprenticeship rates of pay from the 1<sup>st</sup> of April 2024, the Year 1 rate will be increased in line with the percentage set by Government for the national living wage, this year the hourly rate will be £11.18 and the Year 2 onwards rate will be £11.44 per hour, in accordance with the national living wage requirements. The rates are paid to all apprentices and is not related to the age of the apprentice.

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

The highest paid (actual) salary in this authority is £166,866 bottom of Grade 24 SCP 72, which is paid to Steve Mawson. The median (full time equivalent) salary\* in this authority (not including Schools or other external organisations) is £28,770 second point of Grade 7 SCP 17.

### **\*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, 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 5.80:1.

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, which may include reference to appropriate benchmarks, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay.

### **Policy on other aspects of Chief Officer Remuneration**

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

### **Approval of Salary Packages in excess of £100k**

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

### **Flexibility to address recruitment issues for vacant posts**

In the vast majority of circumstances, the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment or retention 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 or retention through for example market supplements or recruitment and retention payments. This policy statement recognises that this

situation may arise in exceptional circumstances and therefore a departure from this policy can be implemented without having to seek full Council approval for a change of the policy statement. Such a departure from this policy will be expressly justified in each case and will be approved through an appropriate authority decision making route.

### **Policy for future years**

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

## Remuneration of Chief Officers

## Appendix A

Job Category	Employment Conditions either Chief Execs, Chief Officer, or Local Government Scheme (LGS)	Post Title	Salary Band* **	Expenses ***	Performance Related Pay (PRP) Arrangements	Earn Back Arrangements	Bonus	Non-Cash Benefits	Election Fees	Any Joint Authority Payments
A Head of Paid Service	LGS	Chief Executive	£165,000 - £195,999	***	No	No	No	No	Contract includes duties of returning officer for District, Regional, & Parliamentary elections. Election duty fees are a normal part of the salary for local elections. (NB to be reviewed) Additional payment for other national elections are paid at the nationally agreed rate depending upon the type of election.	No
B Monitoring Officer	LGS	Service Director Governance & Commissioning (Monitoring Officer)	£95,000 - £111,999	***	No	No	No	No	No	No
C Statutory Chief Officers	LGS	Strategic Director Children & Families	£130,000 - £145,999	***	No	No	No	No	Election duty fees are in accordance with normal authority procedures	No
C Statutory Chief Officers	LGS	Strategic Director Adults & Health	£130,000 - £145,999	***	No	No	No	No	Election duty fees are in accordance with normal authority procedures	No
C Statutory Chief Officers	LGS	Strategic Director - Corporate Strategy, Commissioning & Public Health	£130,000 - £145,999	***	No	No	No	No	Election duty fees are in accordance with normal authority procedures	No

Job Category	Employment Conditions either Chief Execs, Chief Officer, or Local Government Scheme (LGS)	Post Title	Salary Band* **	Expenses ***	Performance Related Pay (PRP) Arrangements	Earn Back Arrangements	Bonus	Non-Cash Benefits	Election Fees	Any Joint Authority Payments
C Statutory Chief Officers	LGS	Service Director - Finance (Section 151 Officer)	£95,000 - £111,999	***	No	No	No	No	No	No
D Non -Statutory Chief Officers	LGS	Strategic Director Growth & Regeneration	£130,000 - £145,999	***	No	No	No	No	Election duty fees are in accordance with normal authority procedures	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Child Protection & Family Support	£95,000 - £111,999	***	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	£95,000 - £111,999	***	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	£95,000 - £111,999	***	No	No	No	No	No	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Communities & Access Services	£95,000 - £111,999	***	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	£95,000 - £111,999	***	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 - Learning Disabilities & Mental Health	£95,000 - £111,999	***	No	No	No	No	No	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Development	£95,000 - £111,999	***	No	No	No	No	No	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Homes & Neighbourhoods	£95,000 - £111,999	***	No	No	No	No	No	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Skills & Regeneration	£95,000 - £111,999	***	No	No	No	No	No	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Environmental Strategy & Climate Change	£95,000 - £111,999	***	No	No	No	No	No	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Culture & Visitor Economy	£95,000 - £111,999	***	No	No	No	No	No	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Service Director - Highways & Streetscene	£95,000 - £111,999	***	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 - Strategy & Innovation	£95,000 - £111,999	***	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	£75,000 - £88,999	***	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	£75,000 - £88,999	***	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	£75,000 - £88,999	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
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Head of Improving Population Health	£59,000 - £69,999	***	No	No	No	No	No	No
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Head of Accountancy	£59,000 - £69,999	***	No	No	No	No	No	No

Job Category	Employment Conditions either Chief Execs, Chief Officer, or Local Government Scheme (LGS)	Post Title	Salary Band* **	Expenses ***	Performance Related Pay (PRP) Arrangements	Earn Back Arrangements	Bonus	Non-Cash Benefits	Election Fees	Any Joint Authority Payments
E Deputy Chief Officer (those who report to a Statutory or Non-Statutory Chief Officer)	LGS	Head of Commercial Services	£59,000 - £69,999	***	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	£59,000 - £69,999	***	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	£59,000 - £69,999	***	No	No	No	No	No	No

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

\*\* 2024 Salaries are still to be confirmed (subject to pay award) salary band based on 2023 salaries.

\*\*\* Kirklees has a common set of Terms and Conditions that applies to all staff. Entitled to claim.

## Kirklees Council Single Status Salary Grades

## Appendix B

Grade	SCP	Salary		Grade	SCP	Salary
Apprentice	Year 1	£21,569		14	40	£48,474
Apprentice	Year 2	£22,071		14	41	£49,498
1	1	£22,366		14	42	£50,512
2	2	£22,366		15	43	£51,515
3	3	£22,737		15	44	£52,437
4	4	£23,114		15	45	£53,407
4	5	£23,500		16	46	£54,317
5	5	£23,500		16	47	£55,267
5	6	£23,893		17	48	£56,199
6	7	£24,294		17	49	£57,145
6	8	£24,702		17	50	£58,094
6	9	£25,119		18	51	£59,060
6	10	£25,545	Not used	18	52	£59,840
6	11	£25,979		18	53	£61,025
Unused	12	£26,421		19	54	£62,035
Unused	13	£26,873		19	55	£63,071
7	14	£27,334		19	56	£64,489
7	15	£27,803		19	57	£69,064
7	16	£28,282	Not Used	20	58	£77,282
7	17	£28,770		20	59	£82,768
Unused	18	£29,269		20	60	£88,668
8	19	£29,777		21	61	£88,290
8	20	£30,296		21	62	£94,594
8	21	£30,825	Not Used	21	63	£101,333
8	22	£31,364		22	64	£96,948
9	23	£32,076		22	65	£104,097
9	24	£33,024		22	66	£111,242
9	25	£33,945		23	67	£132,260
9	26	£34,834		23	68	£135,424
10	27	£35,745		23	69	£138,773
10	28	£36,648		23	70	£142,029
10	29	£37,336		23	71	£145,287
10	30	£38,223		24	72	£166,866
11	31	£39,186		24	73	£172,363
11	32	£40,221		24	74	£177,856
11	33	£41,418		24	75	£183,352
12	34	£42,403		24	76	£188,848
12	35	£43,421		24	77	£194,346
12	36	£44,428				
13	37	£45,441				
13	38	£46,464				
13	39	£47,420				

\*Revised Pay spine Implemented 1st April 2023

\*\* 2024 Salaries are still to be confirmed salary band based on 2023 salaries

\*\*\* Apprenticeship rates of pay are increased in accordance with the national minimum wage and national living wage requirements (rates shown are from 01.04.2024).

## Range of Kirklees Policies

## Appendix C

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

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