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

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Friday 28 March 2025

Notice of Meeting

Dear Member

Personnel Committee

The **Personnel Committee** will meet in the **Leadership Meeting Room, Civic Centre III** at **4.30 pm** on **Monday 7 April 2025**.

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 Carole Pattison (Chair)
Councillor Andrew Cooper
Councillor Aziz Daji
Councillor David Hall
Councillor Viv Kendrick
Councillor John Lawson
Councillor Cathy Scott
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	Labour	Liberal Democrat	Green Party	Community Alliance	Kirklees Community Independents
B Armer	M Sokhal	PA Davies	S Lee-	A Anwar	n/a
D Bellamy	M Ahmed	A Munro	Richards	A Zaman	
M Thompson	J Homewood	A Pinnock	K Allison		
C Holt	S Ullah	A Marchington			
	B Addy	A Smith			
	M Crook	C Burke			
	J Rylah	D Longstaff			
	A Sewell	A Robinson			
	E Firth				
	H McCarthy				

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

To receive any apologies for absence, or details of substitutions to Committee membership.

2: Minutes of Previous Meeting

1 - 2

To approve the Minutes of the Meeting of the Committee held on the 6 November 2024.

3: Declaration of Interests

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

4: Admission of the Public

Most agenda items will be considered in public session, however, it shall be advised whether the Committee will consider any matters in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

5: Public Question Time

To receive any public questions.

In accordance with Council Procedure Rule 11, the period for the asking and answering of public questions shall not exceed 15 minutes.

Any questions must be submitted in writing at least three clear working days in advance of the meeting.

6: 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.

7: Senior Management Arrangements Update

3 - 6

To consider the report.

Contact: Steve Mawson – Chief Executive

8: Pay Policy Statement 2025/26

7 - 26

To consider the report.

Contact:

Shauna Coyle – Head of People Services

Margaret Lunn – Human Resources Partner, People Services

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

PERSONNEL COMMITTEE

Wednesday 6th November 2024

Present: Councillor Carole Pattison (Chair)
Councillor Viv Kendrick
Councillor Jo Lawson
Councillor John Lawson
Councillor Graham Turner

Apologies: Councillor Andrew Cooper
Councillor David Hall

1 Membership of the Committee

Apologies for absence were received on behalf of Councillors Cooper and Hall.

2 Minutes of Previous Meeting

RESOLVED – That the Minutes of the Meeting of the Committee held on 2 July 2024 be approved as a correct record.

3 Declaration of Interests

No interests were declared.

4 Admission of the Public

It was noted that all agenda items would be considered in public session.

5 Deputation/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were asked.

7 Update on Senior Management Arrangements

The Committee gave consideration to a report which provided an update on the Senior Management Structure and sought agreement to commence recruitment to the posts of (i) Service Director - In House Provision, Learning Disabilities and Mental Health and (ii) Service Director – Homes and Neighbourhoods.

The Committee were asked to note the appointment of Michelle Cross to the role of Executive Director for Adults and Health, and that this appointment had consequently created a vacancy for the post of Service Director - In House Provision, Learning Disabilities and Mental Health. The report advised the responsibilities of each of the three Service Directors within the Adults and Health Directorate would be reviewed in order to ensure appropriate leadership to each of the specialist areas.

Personnel Committee - 6 November 2024

With regard to the post of Service Director – Homes and Neighbourhoods, which would be vacant from the end of December due to the retirement of the current post holder, the Committee were asked to note the potential difficulty in recruiting to such a specialist role and the need for interim support to be put in place whilst a search and selection process takes place for permanent recruitment to the role.

RESOLVED –

- 1) That the recent appointment to the post of Executive Director – Adults and Health be noted.
- 2) That approval be given to commence permanent recruitment to the post of Service Director – In House Provision, Learning Disabilities and Mental Health, in accordance with the Council's approved practice for Chief Officer recruitment.
- 3) That approval be given to commence permanent recruitment to the post of Service Director – Homes and Neighbourhoods, in accordance with the Council's approved practice for Chief Officer recruitment.
- 4) That, pursuant to (3) and (4) above, Member Appointment Panels be convened to recruit to the roles.



REPORT TITLE: Update on Senior Management arrangements

Meeting:	Personnel Committee
Date:	7 April 2025
Cabinet Member (if applicable)	N/A
Key Decision Eligible for Call In	No No
<p>Purpose of Report 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>Recommendations</p> <p>It is recommended that this committee agrees to:</p> <ol style="list-style-type: none"> 1. Note the recent appointment of Service Director – Strategic commissioning, Partnerships and Provider Services 2. Note the recent appointment of Service director – Homes and Neighbourhoods 3. Commence permanent recruitment to Service Director – Skills and Regeneration to be carried out in accordance with the Council’s established and approved chief officer recruitment practices 4. Convene member appointment panel to recruit to the roles as set out in above. 	
<p>Resource Implications:</p> <p>No additional resource implications</p>	
<p>Date signed off by <u>Strategic Director</u> & name</p> <p>Is it also signed off by the Service Director for Finance?</p> <p>Is it also signed off by the Service Director for Legal Governance and Commissioning?</p>	<p>Steve Mawson – 28/3/2025</p> <p>Kevin Mulvaney – 25/3/2025</p> <p>Samantha Lawton – 26/3/2025</p>

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 the committee with an update from the Chief Executive on the senior management structure and to seek agreement to commence recruitment to Service Director for Skills and Regeneration. The report also seeks agreement to convene a member appointment panel to recruit to the above role.

2. Information required to take a decision

Background

Service Director – Strategic Commissioning, Partnerships and Provider Services

Personnel Committee are asked to note the successful appointment to this role following a robust externally advertised recruitment process. The appointment of an internal candidate is a positive example of the council's approach to supporting development of internal talent.

Service Director – Homes and Neighbourhoods

The Service Director for Homes and Neighbourhoods retired with effect from 31 December 2024. This is a critical role responsible for Homes and Neighbourhoods and of critical importance as the council works with the regulator to make service improvements.

Personnel Committee are asked to note that despite a challenging recruitment market for this specialist role, recruitment has been successful, and an appointment confirmed. The successful candidate will join Kirklees in July 2025.

Service Director – Skills and Regeneration

The council's current Service Director for Skills and Regeneration will be leaving Kirklees in May, to take up a new role. The Executive Director is currently considering what interim arrangements may be needed whilst a permanent appointment is made. Personnel committee are asked to agree to recruit to the role on a permanent basis at the appropriate time to maximise candidate availability in the market, and to convene an appointment panel when a recruitment timetable is confirmed.

3. Implications for the Council

The implications for the Council are to ensure that the Council meets its responsibilities in respect of:

- Requirements related to planning
- Ongoing development of regeneration activity and delivery of the skills agenda
- Providing effective leadership as part of the Council's leadership team.

Council Plan

The roles to be recruited to will be expected to make a significant contribution to the delivery of these priorities.

Financial Implications

There are no additional financial implications

Other (e.g. 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.

4. Consultation

The recruitment processes 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:

- Note the recent appointment of Service Director for strategic Commissioning, Partnerships and Provider Services.
- Note the recent appointment of Service Director for Homes and Neighbourhoods
- Commence permanent recruitment at an appropriate point to Service Director – Skills and Regeneration to be carried out in accordance with the Council's established and approved chief officer recruitment practices. Personnel Committee are asked the note the potential for an acting arrangement pending permanent recruitment.
- Convene a member appointment panel to recruit to the role as set out above at an appropriate time.

7. Next steps and timelines

Should Personnel Committee approve the recommendation to progress recruitment, recruitment will be planned to commence at an appropriate time.

8. Contact officer

Steve Mawson – Chief Executive

9. Background Papers and History of Decisions

This report builds on Personnel Committee of 2 July 2024 and 6 November 2024

10. Service Director responsible

Steve Mawson – Chief Executive

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REPORT TITLE: Pay Policy Statement 2025/2026

Cabinet date	Personnel Committee 7 April 2025 Full Council – 23 April 2025
Cabinet Member	N/A
Key Decision Eligible for Call In	No – Not applicable No
<p>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 matters concerning the pay of the authority’s principal Chief Officers.</p>	
<p>Recommendations</p> <ul style="list-style-type: none"> That Personnel Committee note, and full Council approve the annual Pay Policy Statement for 2025-26. <p>Reasons for Recommendations</p> <ul style="list-style-type: none"> 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. 	
<p>Resource Implications:</p> <ul style="list-style-type: none"> There is sufficient revenue budgetary provision within the approved budget plans for 2025/26 to implement the attached 2025/26 pay policy statement. 	
<p>Date signed off by <u>Executive Director</u> & name.</p> <p>Is it also signed off by the Service Director for Finance?</p> <p>Is it also signed off by the Service Director for Legal Governance and Commissioning?</p>	<p>Steve Mawson 28/3/2025</p> <p>Kevin Mulvaney 26/3/2025</p> <p>Sam Lawton 26/3/2025</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 2025/26 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 2025/26 to implement the attached 2025/26 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**
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**
2024-25 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 2025/26
Remuneration of Chief Officers
Kirklees Council Single Status Grades (1st April 2024) this will be subject to the national pay award consultations for 2025/26.
Range of Policies
11. **Service Director responsible**
Rachel Spencer-Henshall – Strategic Director Corporate Strategy, Commissioning and Public Health

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Pay Policy Statement

1st April 2025 to 31st March 2026

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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 Senior Officers covered by the Policy Statement

Level	Position in Organisation	Position Title
Level A	Head of Paid Service	Chief Executive
Level B	Monitoring Officer	Service Director – Governance & Commissioning
Level C	Statutory Chief Officer	Executive Director – Children & Families
Level C	Statutory Chief Officer	Executive Director – Adults & Health
Level C	Statutory Chief Officer	Deputy Chief Executive and Executive Director – Public Health & Corporate Resources
Level C	Statutory Chief Officer	Service Director – Finance – Section 151 Officer
Level D	Non-statutory Chief Officer	Executive Director – Place
Level E	Deputy Chief Officers	Service Director – Child Protection & Family Support
Level E	Deputy Chief Officers	Service Director – Learning & Early Support
Level E	Deputy Chief Officers	Service Director – Resources, Improvement & Partnerships
Level E	Deputy Chief Officers	Service Director – Adults Social Care Operation
Level E	Deputy Chief Officers	Service Director – Communities & Access Services
Level E	Deputy Chief Officers	Service Director – Strategic Commissioning, Partnerships & Provider Services

Level	Position in Organisation	Position Title
Level E	Deputy Chief Officers	Service Director – Development
Level E	Deputy Chief Officers	Service Director – Environmental Strategy & Climate Change
Level E	Deputy Chief Officers	Service Director – Highways & Streetscene
Level E	Deputy Chief Officers	Service Director – Homes & Neighbourhoods
Level E	Deputy Chief Officers	Service Director – Skills & Regeneration
Level E	Deputy Chief Officers	Service Director – Culture & Visitor Economy
Level E	Deputy Chief Officers	Service Director – Strategy & Innovation
Level E	Deputy Chief Officers	Head of People Services
Level E	Deputy Chief Officers	Consultant in Public Health
Level E	Deputy Chief Officers	Head of Health Protection
Level E	Deputy Chief Officers	Head of Improving Population Health
Level E	Deputy Chief Officers	Head of Accountancy
Level E	Deputy Chief Officers	Head of Commercial Services
Level E	Deputy Chief Officers	Head of Finance
Level E	Deputy Chief Officers	Head of Welfare & Exchequer Services

Level E are those officers who report directly to a Statutory or Non-Statutory Chief Officer.

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; £12.26 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 2024 pay spine shown at Appendix B, will be subject to the national pay award consultations, for 2025/26).

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 1st of April 2024, the Year 1 rate will be increased in line with the percentage set by Government for the national living wage. For 2025 the hourly rate will be £11.93 and the Year 2 onwards rate will be £12.21 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 £176,672, Grade 24, SCP 73, which is paid to Steve Mawson. The median (full-time equivalent) salary * in this authority (not including schools or other external organisations) is £30,060 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 5.88:1.

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.

Appendix A - Remuneration of Chief Officers

Job Level	Position in Organisation	Employment Conditions	Job Title	Salary Banding	Election Fees
A	Head of Paid Service	Single Status	Chief Executive	£170,000 £199,999	Contract includes duties of returning officer for District, Regional, & Parliamentary elections. Election duty fees are a normal part of the salary for local elections. Additional payment for other national elections is paid at the nationally agreed rate depending upon the type of election.
B	Monitoring Officer	Single Status	Service Director Governance & Commissioning (Monitoring Officer)	£95,000 £114,999	No
C	Statutory Chief Officer	Single Status	Executive Director Children & Families	£135,000 £149,999	Election duty fees are in accordance with normal authority procedures
C	Statutory Chief Officer	Single Status	Executive Director Adults & Health	£135,000 £149,999	Election duty fees are in accordance with normal authority procedures
C	Statutory Chief Officer	Single Status	Deputy Chief Executive and Executive Director – Public Health & Corporate Resources	£135,000 £149,999	Election duty fees are in accordance with normal authority procedures

Job Level	Position in Organisation	Employment Conditions	Job Title	Salary Banding	Election Fees
C	Statutory Chief Officer	Single Status	Service Director - Finance (Section 151 Officer)	£95,000 £114,999	No
D	Non-statutory Chief Officer	Single Status	Executive Director - Place	£135,000 £149,999	Election duty fees are in accordance with normal authority procedures
E	Deputy Chief Officer	Single Status	Service Director - Child Protection & Family Support	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Learning & Early Support	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Resources, Improvement & Partnerships	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Adult Social Care Operation	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Communities & Access Services	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Learning Disabilities & Mental Health	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Development	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Environmental Strategy & Climate Change	£95,000 £114,999	No

Job Level	Position in Organisation	Employment Conditions	Job Title	Salary Banding	Election Fees
E	Deputy Chief Officer	Single Status	Service Director - Highways & Streetscene	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Homes & Neighbourhoods	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Skills & Regeneration	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Culture & Visitor Economy	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Service Director - Strategy & Innovation	£95,000 £114,999	No
E	Deputy Chief Officer	Single Status	Consultant in Public Health	£75,000 £90,999	No
E	Deputy Chief Officer	Single Status	Head of Improving Population Health	£60,000 £70,999	No
E	Deputy Chief Officer	Single Status	Head of Health Protection	£75,000 £90,999	No
E	Deputy Chief Officer	Single Status	Head of Accountancy	£60,000 £70,999	No
E	Deputy Chief Officer	Single Status	Head of Commercial Services	£60,000 £70,999	No

Job Level	Position in Organisation	Employment Conditions	Job Title	Salary Banding	Election Fees
E	Deputy Chief Officer	Single Status	Head of Finance	£60,000 £70,999	No
E	Deputy Chief Officer	Single Status	Head of Welfare & Exchequer Services	£60,000 £70,999	No
E	Deputy Chief Officer	Single Status	Head of People Service	£75,000 £90,999	No

Notes

- 1 Salary is Full Time Equivalent – current salary bands quoted reflect pay levels as of 1 April each year.
- 2 2025 Salaries are still to be confirmed salary band based on 2024 salaries.
- 3 Kirklees Council has a common set of Terms and Conditions that applies to all staff, entitled to claim.
- 4 No positions attract Performance Related Pay (PRP), Earn Back, Bonus or non-cash bonus, arrangements.
- 5 No positions have Joint Authority payment arrangements.

Appendix B - Kirklees Council Single Status Salary Grades

Grade	SCP	Salary	Grade	SCP	Salary
Apprentice	Year 1	£23,016	14	40	£49,764
Apprentice	Year 2	£23,557	14	41	£50,788
1	1	£23,656	14	42	£51,802
2	2	£23,656	15	43	£52,805
3	3	£24,027	15	44	£53,748
4	4	£24,404	15	45	£54,742
4	5	£24,790	16	46	£55,675
5	5	£24,790	16	47	£56,649
5	6	£25,183	17	48	£57,604
6	7	£25,584	17	49	£58,574
6	8	£25,992	17	50	£59,546
6	9	£26,409	18	51	£60,537
6 Not used	10	£26,835	18	52	£61,336
6	11	£27,269	18	53	£62,551
Unused	12	£27,711	19	54	£63,586
Unused	13	£28,163	19	55	£64,648
7	14	£28,624	19	56	£66,101
7	15	£29,093	19	57	£70,791
7 Not used	16	£29,572	20	58	£79,214
7	17	£30,060	20	59	£84,837
Unused	18	£30,559	20	60	£90,885
8	19	£31,067	21	61	£90,497

Grade	SCP	Salary	Grade	SCP	Salary
8	20	£31,586	21	62	£96,959
8 Not used	21	£32,115	21	63	£103,866
8	22	£32,654	22	64	£99,372
9	23	£33,366	22	65	£106,699
9	24	£34,314	22	66	£114,023
9	25	£35,235	23	67	£135,567
9	26	£36,124	23	68	£138,810
10	27	£37,035	23	69	£142,242
10	28	£37,938	23	70	£145,580
10	29	£38,626	23	71	£148,919
10	30	£39,513	24	72	£171,038
11	31	£40,476	24	73	£176,672
11	32	£41,511	24	74	£182,302
11	33	£42,708	24	75	£187,936
12	34	£43,693	24	76	£193,569
12	35	£44,711	24	77	£199,205
12	36	£45,718			
13	37	£46,731			
13	38	£47,754			
13	39	£48,710			

*Revised Pay spine Implemented 1st April 2023

** 2025 Salaries are still to be confirmed salary band based on 2024 salaries

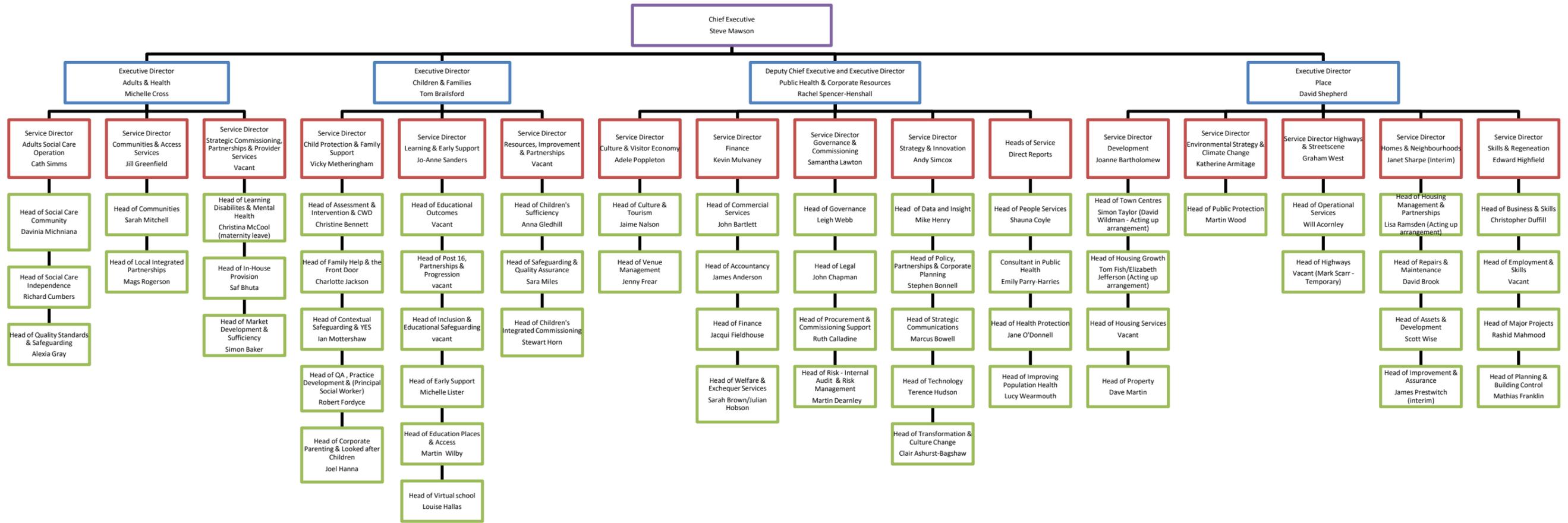
*** Apprenticeship rates of pay are increased in accordance with the national minimum wage and national living wage requirements (rates shown are from 01.04.2025).

Appendix C – Range of Kirklees Policies

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

Aspect of Chief Officer Remuneration	Authority Policy
	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>

Kirklees Council – Senior Management Structure Chart



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