

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

### **Introduction**

Sections 38 – 43 of the Localism Act 2011 requires that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. This policy also has some connection with the data on pay and rewards for staff which the Authority publishes under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2015). This policy statement does not cover or include school staff and is not required to do so.

### **Definition of officers covered by the Policy Statement**

This policy statement covers the following posts:

- a) Head of the Paid Service, which in this authority is the post of
  - Chief Executive
  
- b) Monitoring Officer, which in this authority is the post of
  - Service Director Governance & Commissioning
  
- c) Statutory Chief Officers, which in this authority are the posts of
  - Strategic Director Children and Families
  - Strategic Director Adults & Health
  - Strategic Director Corporate Strategy, Commissioning & Public Health
  - Service Director – Finance – Section 151 Officer
  
- d) Non-statutory Chief Officers, which in this authority is the post of
  - Strategic Director Economy, & Infrastructure
  
- e) Deputy Chief Officers, (those who report directly to a Statutory or Non-Statutory Chief Officer) which in this authority are the posts of:
  - Service Director – Child Protection & Family Support
  - Service Director – Learning & Early Support
  - Service Director – Commissioning, Quality & Performance
  - Service Director – Integration, Access & Community Plus
  - Service Director – Adults Social Care Operation
  - Service Director – Economy & Skills
  - Service Director – Growth & Housing
  - Service Director – Commercial, Regulatory & Operational Services
  - Service Director – Policy, Intelligence & Public Health
  - Head of People Services
  - Head of Policy, Partnerships & Transformation

- Head of Strategic Communications
- Head of IT
- Council Business Manager
- Electoral Services Manager
- Assistant to the Chief Executive
- Head of Finance & Accountancy
- Head of Commercial Services
- Head of Revenues & Benefits

### **Policy on remunerating Chief Officers**

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

Following the implementation of Single Status, all Chief Officers are paid in accordance with the Council's pay spine including national pay awards.

### **Policy on remunerating the lowest paid in the workforce**

The authority applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of authority decisions, these are then incorporated into contracts of employment. This authority has revised the pay spine with effect from 1 April 2019 to recognise the implementation of the national minimum wage. The new lowest pay point in this Authority, will be Grade 1, Spinal Column Point (SCP) 1; £9.00 hourly rate.

The authority has reviewed and implemented apprenticeship rates of pay from the 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 are no longer related to the age of the apprentice.

The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services and the apprenticeship rates are increased in accordance with the national minimum wage and national living wage requirements (the pay spine shown at Appendix Aiii) is inclusive of the most recent pay award offer).

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

The highest paid (actual) salary in this authority is £156,865 which is paid to Jacqui Gedman. The median (full time equivalent) salary\* in this authority (not including Schools or other external organisations) is £21,166 Top of Grade 6 SCP11.

### **\*Median**

*The median is the value falling in the middle when the data items are arranged in an array of either ascending or descending order. If there is an odd number of items, the median is the value of the middle item. If there is an even number of items, the median is obtained by taking the mid points of the two middle points (add middle points together and divide by 2).*

*Excluded: Kirklees active Leisure, Kirklees neighbourhood Housing, Maintained Schools, Academies, Claiming Teachers, Temp Direct, Teachers pensions, casual and Paymaster Only Contracts, any record where the actual salary is zero.*

The ratio between the two salaries, the 'pay multiple', is 7.41:1.

This authority does not have a policy on maintaining or reaching a specific 'pay multiple', however the authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the authority as expressed in this policy statement and its wider pay policy and approach.

The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay.

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

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

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

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

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

In the vast majority of circumstances the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment difficulties for a particular post

and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This policy statement recognises that this situation may arise in exceptional circumstances and therefore a departure from this policy can be implemented without having to seek full Council approval for a change of the policy statement. Such a departure from this policy will be expressly justified in each case and will be approved through an appropriate authority decision making route.

### **Policy for future years**

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