

## **Agenda for a meeting of the Staffing Committee to be held on Tuesday, 29 January 2019 at 3.00 pm in Committee Room 2 - City Hall, Bradford**

### **Members of the Committee – Councillors**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>BRADFORD INDEPENDENT GROUP</b>
<b>Pennington</b>	<b>Hinchcliffe I Khan Lal</b>	<b>Sajawal</b>

### **Alternates:**

<b>CONSERVATIVE</b>	<b>LABOUR</b>
<b>Poulsen</b>	<b>Lee Salam Tait</b>

### **Notes:**

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

### **From:**

Parveen Akhtar  
City Solicitor  
Agenda Contact: Yusuf Patel  
Phone:  
E-Mail:

### **To:**

## **A. PROCEDURAL ITEMS**

### **1. ALTERNATE MEMBERS (Standing Order 34)**

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

### **2. DISCLOSURES OF INTEREST**

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

*Notes:*

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

### **3. INSPECTION OF REPORTS AND BACKGROUND PAPERS**

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Yusuf Patel - 01274 434579)

## **B. BUSINESS ITEMS**

### **4. APPOINTMENT OF A DIRECTOR OF FINANCE IN ACCORDANCE WITH THE COUNCIL'S CONSTITUTION AND PAY POLICY STATEMENT** 1 - 20

The Chief Executive will submit a report (**Document "B"**) which seeks approval from Staffing Committee to appoint to the position of Director of Finance in accordance with the Council's Constitution and Pay Policy Statement, as well to appoint an Appointments Panel to be given delegated responsibility to appoint to the position of Director of Finance.

**Recommended –**

**That Staffing Committee approve the proposals:**

- (1) To appoint to the position of Director of Finance in accordance with the Council's Constitution and Pay Policy Statement.**
- (2) To delegate to an Appointments Panel the responsibility to appoint to the position of Director of Finance and that the Panel comprise three Elected Members (two Labour and one Conservative) with the membership to be on the nomination of the Leader of Council and Leader of the Conservative Group (and shall include at least one Member of Executive).**

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## Report of the Chief Executive to the meeting of Staffing Committee to be held on 29 January 2019

**B**

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### Subject:

APPOINTMENT OF A DIRECTOR OF FINANCE IN ACCORDANCE WITH THE COUNCIL'S CONSTITUTION AND PAY POLICY STATEMENT.

### Summary statement:

This report seeks approval from Staffing Committee:

1. To appoint to the position of Director of Finance in accordance with the Council's Constitution and Pay Policy Statement.
2. To appoint an Appointments Panel to be given delegated responsibility to appoint to the position of Director of Finance and that the Panel comprise three Elected Members (two Labour and **one** Conservative) with the membership to be on the nomination of the Leader of Council and Leader of the Conservative Group (and shall include at least one Member of Executive).

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Kersten England  
Chief Executive

**Portfolio:**

Corporate

Report Contact: Anne Lloyd  
Director Of Human Resources  
Phone: (01274) 437335  
E-mail: [anne.lloyd@bradford.gov.uk](mailto:anne.lloyd@bradford.gov.uk)

**Overview & Scrutiny Area:**

Corporate

## **1. SUMMARY**

- 1.1 In accordance with the Council's Constitution the appointment of directors is a function of Staffing Committee. The Council's current Senior Management structure was approved by Executive on 20 September 2016 and this approved structure includes the post of Director of Finance. The Structure is at Appendix 1 of this Report.
- 1.2 Following his resignation, the current Director of Finance is due to leave the Council on 31 March 2019. The post holder is currently working their notice.
- 1.3 It is proposed to appoint to the post of Director of Finance in line with the Council's Constitution and Pay Policy Statement. The Pay Policy Statement is at Appendix 2 of this Report.

## **2. BACKGROUND**

- 2.1. On 20 September 2016 Executive approved the current senior management structure. This structure made no changes to the post of Director of Finance other than reporting arrangements.
- 2.2. On 20 March 2018 Council approved the Council's Pay Policy Statement for the year 1 April 2018 to 31 March 2019.
- 2.3. Following his resignation the Council's current Director of Finance leaves the Council's employment on 31<sup>st</sup> March 2019.

## **3. OTHER CONSIDERATIONS**

- 3.1. In accordance with Article 12A.4 and Part 3H (the Officer Employment Procedure Rules) of the Constitution it is a function of Staffing Committee to appoint directors. This function is normally delegated by Staffing Committee to a sub – committee, (an appointment panel). The power to make the appointment can also be delegated to the Chief Executive or her nominee.
- 3.2. The post of Director of Finance is a key post in leading the finance and procurement services of the Council to ensure that the needs and aspirations of the citizens of the Bradford District are met. It also acts as the statutory Section 151 Officer for the Council.
- 3.3. In accordance with Section 4 of the Council's Pay Policy Statement the post of Director of Finance is subject to the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Officers as amended and supplemented by local agreements and decisions. The post is graded at AD1 (Assistant Director 1) with a salary range of £94,709 - £100,281 being one of the grade ranges and salary levels within the Council's Pay Policy Statement. Other aspects of the remuneration for the post are set out in Appendix A of the Pay Policy Statement a number of which are currently under review.
- 3.4. Staffing Committee is asked to approve the proposal to appoint to the post of Director of Finance in accordance with the Council's Pay Policy Statement.

- 3.5. Staffing Committee is asked to approve the proposal that the Appointment Panel be given delegated responsibility to appoint to the position of Director of Finance and that the Panel comprise three Elected Members (two Labour and one Conservative) with the membership to be on the nomination of the Leader of Council and Leader of the Conservative Group (and shall include at least one Member of Executive).
- 3.6. A tender process has already taken place for a search and selection consultant to assist with this appointment. Proventure Consulting have been appointed as a result of this process.

#### **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1 It is proposed that the appointment of the Director of Finance is in accordance with the provisions of the Council's Pay Policy Statement as set out in section 3 above and as detailed in Appendix 2.

#### **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 5.1 If Staffing Committee decide that there be no appointment to the position as detailed in paragraph 3.4 above, then Staffing Committee instructs officers to prepare alternative proposals to fulfil the duties and responsibilities of the Director of Finance.

#### **6. LEGAL APPRAISAL**

- 6.1 Section 112 Local Government Act 1972 allows the Council to appoint such officers that it thinks necessary for the proper discharge by the Authority of its duties. Such officers shall hold office on such reasonable terms and conditions as the Council thinks fit.
- 6.2 The position of Director of Finance is a statutory chief officer post under Local Government and Housing Act 1989 and is Section 151 Officer under the Local Government Act 1972.
- 6.3 In accordance with the Council's published Pay Policy Statement for the financial year 2018/19 full Council must approve any salary package of £100,000 pa or more before it is offered in respect of a new appointment.

#### **7. OTHER IMPLICATIONS**

##### **7.1 EQUALITY & DIVERSITY**

The processes within this Report are equality compliant.

##### **7.2 SUSTAINABILITY IMPLICATIONS**

None

##### **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

None

**7.4 COMMUNITY SAFETY IMPLICATIONS**

None

**7.5 HUMAN RIGHTS ACT**

None

**7.6 TRADE UNION**

None

**7.7 WARD IMPLICATIONS**

None

**7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS  
(for reports to Area Committees only)**

None

**8. NOT FOR PUBLICATION DOCUMENTS**

None

**9. OPTIONS**

- 9.1 If Staffing Committee decide that there be no appointment to the position, then Staffing Committee instructs officers to prepare alternative proposals to fulfil the duties and responsibilities of the Director of Finance.

**10. RECOMMENDATIONS**

That Staffing Committee approve the proposals:

- 10.1 To appoint to the position of Director of Finance in accordance with the Council's Constitution and Pay Policy Statement.
- 10.2 To delegate to an Appointments Panel the responsibility to appoint to the position of Director of Finance and that the Panel comprise three Elected Members (two Labour and one Conservative) with the membership to be on the nomination of the Leader of Council and Leader of the Conservative Group (and shall include at least one Member of Executive).

**11. APPENDICES**

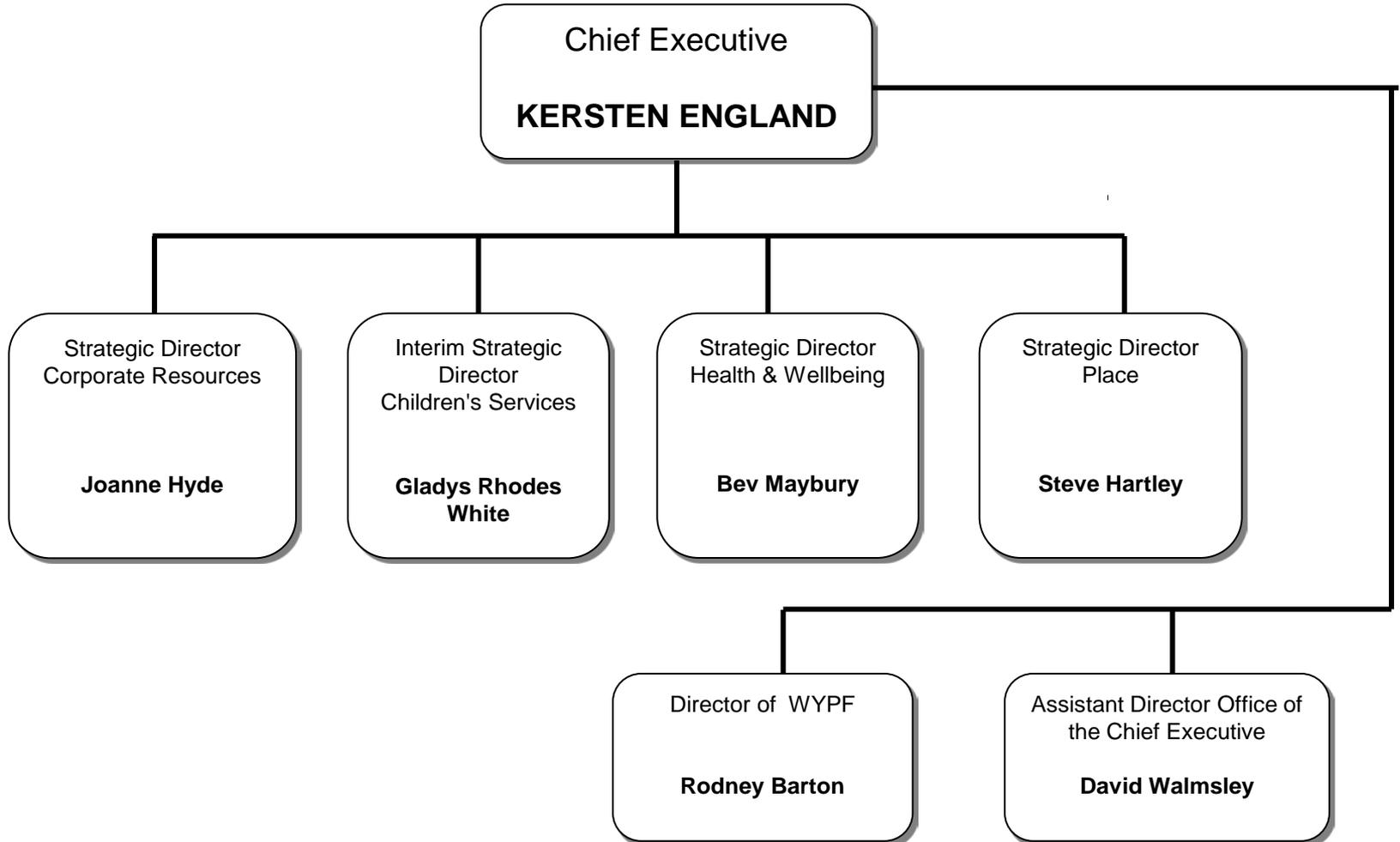
- 11.1 Appendix 1 – Senior Management Structure

Appendix 2 – The Council's Pay Policy Statement 2017/18

**12. BACKGROUND DOCUMENTS**

None

## SENIOR MANAGEMENT STRUCTURE





Strategic Director

**JOANNE HYDE**

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City Solicitor

**PARVEEN  
AKHTAR**

Director of  
Human  
Resources

**ANNE  
LLOYD**

Assistant  
Director  
Revenue and  
Benefits

**MARTIN  
STUBBS**

Assistant  
Director  
Information  
Services

**DAVID  
CAWTHRAY**

Assistant  
Director  
Estates and  
Property

**BEN  
MIDDLETON**

Director of  
Finance

**ANDREW  
CROOKHAM**

## **DEPARTMENT OF CORPORATE RESOURCES**



Strategic Director

**BEV MAYBURY**

Assistant Director  
Operational Services

**LYN SOWRAY**

Assistant Director  
Commissioning &  
Integration

**JANE WOOD**

Director of Public  
Health

**SARAH MUCKLE**

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## **DEPARTMENT OF HEALTH & WELLBEING**

Interim Strategic Director  
**GLADYS RHODES WHITE**

Deputy Director  
Children's Social Care

**JIM HOPKINSON**

Deputy Director  
Education and  
Learning

**MARIUM HAQUE**

Assistant Director -  
Performance,  
Commissioning  
and Partnerships

**JENNY CRYER**

**DEPARTMENT OF CHILDREN'S SERVICES**



City of  
**BRADFORD**  
METROPOLITAN DISTRICT COUNCIL

Strategic Director

**STEVE HARTLEY**

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Assistant Director  
Waste, Fleet  
& Transport  
Services

**JOHN  
MAJOR**

Assistant  
Director  
Sport &  
Culture

**PHIL  
BARKER**

Assistant  
Director  
Neighbourhoods  
& Customer  
Services

**IAN DAY**

Assistant  
Director,  
Economy and  
Development  
Services

**SHELAGH  
O'NEILL**

Assistant  
Director  
Planning,  
Transportation  
& Highways

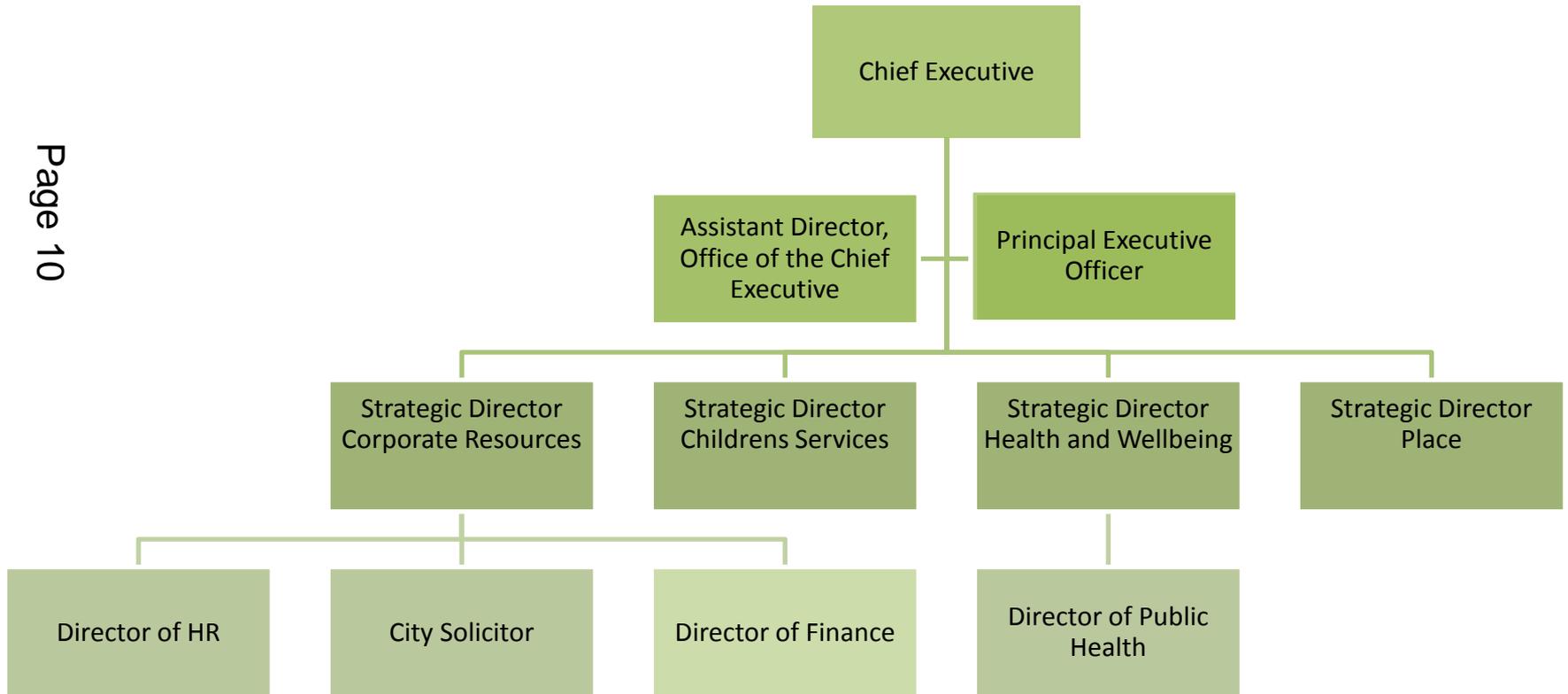
**JULIAN  
JACKSON**

**DEPARTMENT OF PLACE**



## MEMBERS OF THE COUNCIL MANAGEMENT TEAM

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# **PAY POLICY STATEMENT**

## **FOR THE FINANCIAL YEAR**

### **2018/2019**

### Statement of Pay Policy for the year 1 April 2018 to 31 March 2019

#### 1. Introduction

Sections 38 – 43 of the Localism Act 2011 require the Authority to produce a policy statement that covers a number of matters concerning the pay of the Authority's staff, principally its Chief Officers and the Authority's lowest paid employees. This pay policy statement meets the requirements of the Localism Act 2011 and takes account of the guidance issued by the Secretary of State for Communities and Local Government in February 2012 and the supplementary guidance issued in February 2013 both entitled "Openness and accountability in local pay: Guidance under section 40 of the Localism Act" together with the Local Government Transparency Code 2015 where applicable.

This pay policy statement does not apply to employees of schools maintained by the Authority and is not required to do so.

In accordance with the provisions of the Localism Act 2011 this pay policy statement is required to be approved by a resolution of the Authority before it comes into force.

Once approved by the full Council, this policy statement will come into immediate effect, superseding the 2017/2018 pay policy statement, and will be reviewed annually.

#### 2. Definitions used in this Pay Policy Statement

All the posts below are collectively referred to as **Chief Officer**.

- **Head of the Paid Service**, which in this Authority is the post of Chief Executive
- **Statutory Chief Officers**, which in this Authority are:-
  - Strategic Director - Children's Services
  - Strategic Director - Health & Wellbeing who is the Authority's designated Director of Adult Social Services.
  - Strategic Director - Corporate Resources who is the Authority's Chief Finance Officer under section 151 Local Government and Housing Act 1989\*.
  - City Solicitor who is the Authority's Monitoring Officer under section 5 Local Government and Housing Act 1989.
  - Director of Public Health.

\* The City Solicitor has been temporarily appointed to the post of Interim Strategic Director Corporate Resources and in that role remains the Council's Monitoring Officer. As a consequence the post of Assistant Director Finance and Procurement has been designated as the Authority's Chief Finance Officer under section 151 Local Government and Housing Act 1989 for the term of office of the Interim Strategic Director Corporate Resources. A locum solicitor has been engaged as the Interim City Solicitor without the Monitoring Officer responsibilities.

- **Non-statutory Chief Officers and Deputy Chief Officers**, which in this Authority are:-

All other Strategic Directors, Directors, Deputy Directors and Assistant Directors.

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The **Lowest Paid Employees** are defined as employees paid on Spinal Column Point 6 of the National Joint Council (NJC) for Local Government Services pay scales. This definition has been adopted as it is the lowest level of remuneration attached to a post in this Authority (see section 5 below).

### **3. The Overall Approach to Pay and Remuneration**

The Authority's overall approach to pay and remuneration for its employees is based on:

- Ensuring that the overall remuneration aligns with:-
  - The responsibilities and accountabilities of particular posts
  - Market norms for the local government and public sectors
  - Pay levels in the local area, including neighbouring public sector employers.

The Authority seeks to maintain this overall approach by carefully monitoring pay data provided by the Joint Negotiating Committees (JNCs) for Chief Officers and Chief Executives of Local Authorities, Local Government Association/Employers and other pay surveys.

### **4. Policy on Remunerating Chief Officers**

#### **Policy on Remunerating the Chief Executive**

The Chief Executive is employed pursuant to the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities as amended and supplemented by local agreements and decisions.

The Authority recognises that the role of Chief Executive is to lead the Authority's workforce, has the greatest level of accountability and so warrants the highest pay level in the Authority.

When setting the remuneration for the Chief Executive the Authority will compare the current salary of the post with comparable salaries for Chief Executives at councils of a similar size, type and location. Specialist advice will normally be sought on an appropriate starting salary.

The Chief Executive is employed on a defined salary (not a grade range) and this salary is increased in accordance with any nationally agreed pay awards as determined by the national Joint Negotiating Committee for Chief Executives of Local Authorities.

Salary of the Chief Executive as at 1 April 2017 is £182,064 p.a. which has been increased in accordance with the nationally agreed pay award as determined by the national Joint Negotiating Committee for Chief Executives of Local Authorities. A pay award for 2018/19 has yet to be agreed.

#### **Policy on Remunerating other Chief Officers**

Chief Officers are employed pursuant to the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Officers as amended and supplemented by local agreements and decisions.

Grades for Chief Officer posts are determined through the recognised 'Hay' job evaluation system. Job evaluation is a systematic way of determining the value of a job in relation to

## Pay Policy Statement

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other jobs in the organisation. The 'Hay' system provides an analytical approach to evaluating the job value through allocating points to different factors (responsibilities and duties) of the job role, the total score of which equates to a grade range within the Authority's pay and grading structure for Chief Officers. These grade ranges are set out below.

A grade range consists of a number of incremental salary points through which employees may progress until the top of the grade is reached. Progression within each grade range will normally be by annual increment at 1 April each year until the top of the grade range is reached.

At the time of writing this policy the grade ranges and salary levels as at 1 April 2017 are:

Strategic Director 1	£132,798 - £139,223 (SD1)
Strategic Director 2	£109,239 - £119,947 (SD2)
Director 1	£102,010 - £112,211 (Dir 1)
Assistant Director 1	£ 92,852 - £ 98,315 (AD1)
Assistant Director 2	£ 81,928 - £ 92,852 (AD2)
Assistant Director 3	£ 71,005 - £ 81,928 (AD3)

The Assistant Director Finance and Procurement, whilst the Authority's Chief Finance Officer, is paid an honorarium to reflect the additional responsibilities and the temporary salary level is £92,102.

The post of Deputy Director Education Employment and Skills is employed on a fixed salary of £100,990 as at 1 April 2017 (not a grade range) and this salary is increased in accordance with nationally agreed pay awards determined by the national Joint Negotiating Committee for Chief Officers of Local Authorities. A pay award has yet to be agreed for 2018/19.

### Other Aspects of Chief Officer Remuneration

Other aspects of Chief Officer remuneration covered by this pay policy statement include the policies in respect of recruitment, pay increases, performance related pay, earn back (withholding an element of base salary related to performance), bonuses, ex gratia payments, honoraria (payment for increased duties and responsibilities), termination payments 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 pay policy statement at **Appendix A**.

### Public Health

Following the transfer of responsibility for public health to local authorities on 1 April 2013, those employees of the NHS assigned to the area transferring, including the Director of Public Health, transferred to the employment of the Authority and remain on their current terms and conditions of employment including salary and membership of the NHS pension scheme. The Director of Public Health is a statutory appointment. The salary for the post remains within the Primary Care Trust Band 4 which is a fixed salary of £99,910 p.a.

In addition a number of the Public Health Consultants who report to the Director of Public Health transferred to the Authority on 1 April 2013 on their NHS pay rates which fall within the pay ranges assigned to JNC Chief Officers within the Council. Their salaries range between £70,631 p.a. and £83,829 p.a. As such officers transferred to the Authority and remain on their current terms and conditions of employment, some or all of this pay policy statement may not apply to them.

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### Tax Avoidance Measures

All chief officers are remunerated via monthly salary payments through PAYE. Appropriate tax and national insurance deductions are made in accordance with HMRC regulations and there are no arrangements in place for the purpose of minimising tax payments.

Where the Council is unable to recruit senior managers, or there is a need for interim support to provide cover for a substantive Chief Officer role, the Council will, where necessary, consider engaging individuals under a “contract for service”. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition. In these cases, appropriate tax and national insurance deductions will be assessed and deducted as required in accordance with HMRC IR35 regulations.

### 5. Policy on Remunerating the Lowest Paid Employees in the Workforce

Pay levels for specific posts are determined through a job evaluation system. Job Evaluation is a systematic way of determining the value of a job in relation to other jobs in the organisation. The job evaluation scheme provides an analytical approach to evaluating the job value through allocating points to different factors (responsibilities and duties) of the job role, the total score of which equates to a grade within the Authority’s pay and grading structure. The Authority uses the National Joint Council Local Government Services Job Evaluation Scheme (the NJC Scheme) to evaluate all posts on Bands 1 to 8 (this covers spinal column point 6 to 28 of the NJC pay spine).

The pay levels are increased in accordance with any nationally agreed pay awards as determined by the National Joint Council (NJC) for Local Government Services.

### Remuneration of Lowest Paid Employees

- a. The lowest pay point in this Authority is spinal column point 6 which relates to an annual full time salary of £15,014 p.a. and can be expressed as an hourly rate of pay of £7.78 as at 1 April 2017 and which apply from that date. A pay award for 2018/19 has yet to be agreed. This pay point and salary is the lowest pay point routinely used by the Authority for its substantive roles determined by the Authority as part of its pay and grading structure for employees employed on Local Government Services Terms and Conditions. This is the definition of the “lowest paid employees” adopted by the Authority for the purposes of this Pay Policy Statement and is only increased in accordance with any nationally agreed pay awards as determined by the NJC for Local Government Services. The Executive on 23 June 2015 adopted the then level of UK living wage of £7.85 per hour with effect from 1<sup>st</sup> October 2015. The difference between spinal column point 6 and 7 and £7.85 is paid as a supplement to all employees and casual workers resulting in all weekly hours up to 37 hours per week being paid at the equivalent of £7.85 per hour.
- b. There is no bonus pay.
- c. Additional allowances or other payments are made in connection with an employee’s pattern of hours e.g. shift work, but these are only paid in accordance with the 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.
- d. There are no benefits in kind.
- e. Redundancy payments are paid in accordance with the Authority’s Discretionary

## Pay Policy Statement

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Compensation Policy. [Discretionary Compensation Policy.doc](#)

- f. Based on the application of the job evaluation process, the Council uses the nationally negotiated, National Joint Council (NJC) pay spine as the basis for its local grading structure for all posts graded up to and including Band 8 (this covers spinal column points 6 to 28 of the NJC pay spine.)

### **6. Policy on the Relationship between Chief Officer Remuneration and that of Other Staff**

This section sets out the Authority's overall approach to ensuring pay levels are fairly and appropriately dispersed across the organisation, including the current pay multiple which applies within the Authority.

The Authority believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices. The Authority's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with, and properly reflect, the relative demands and responsibilities of each post and the knowledge, skills and capabilities necessary to ensure that the post's duties are undertaken to the required standard, as well as taking account of relevant market considerations, if necessary. This includes ensuring that there is an appropriate relationship between the pay levels of its senior managers and of all other employees.

The Local Government Transparency Code 2015 requires the Authority to publish its 'pay multiple', i.e. the ratio between the highest paid salary and the median average salary of the whole of the Authority's workforce. Guidance issued under the Localism Act 2011 recommends that the 'pay multiple' is included in the Authority's pay policy statement.

The highest paid salary in this Authority is £182,064 p.a. which is paid to the Chief Executive. The median average salary in this Authority (not including employees in schools maintained by the Authority) is £20,138p.a. The ratio between the two salaries, the 'pay multiple' is 9.0:1. 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 pay policy statement.

### **7. Approval of Salary Packages of £100,000 p.a. or more**

The Authority will ensure that full Council must approve any salary package of £100,000 p.a. or more before it is offered in respect of a new appointment. This does not apply to offers of appointment made to employees employed in schools maintained by the Authority. The salary package will be defined as base salary, routinely payable allowances and any benefits in kind that are due under the contract.

### **8. Severance Payments for Chief Officers**

If the Council is considering making a severance payment to a Chief Officer the decision as to whether such a payment should be made will be taken by Staffing Committee or a sub-committee of Staffing Committee both of which are sub-committees of full Council provided that if the proposed severance payment is £100,000 or more, (excluding accrued pension rights) then the decision as to whether the payment should be made will be taken by full Council.

## Pay Policy Statement

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### **9. Flexibility to Address Recruitment Issues for Vacant Posts**

In the vast majority of circumstances the provisions of this pay policy statement 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 of the overall remuneration is not sufficient to secure an effective appointment. This pay 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 pay policy statement. Such a departure from this pay policy statement will be expressly justified in each case and will be approved through an appropriate Authority decision making process.

### **10. Amendments to the Policy**

If a major change to this pay policy statement is considered to be appropriate during the year, then a revised draft pay policy statement will be presented to full Council for consideration.

### **11. Policy for Future Years**

This pay 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.

### **12. Publication**

The Authority will publish this pay policy statement on its website ([www.bradford.gov.uk](http://www.bradford.gov.uk)) as soon as is reasonably practicable after it has been approved by Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published. The Authority currently publishes information on Chief Officer Remuneration in its Annual Statement of Accounts in accordance with the requirements of the Accounts and Audit Regulations 2015 and the Local Government Transparency Code 2015 [Statement of Accounts | Bradford Council](#)

**Other Aspects of Chief Officer Remuneration**

<b>Aspect of Chief Officer Remuneration</b>	<b>Authority Policy</b>
Recruitment	The post will be advertised and appointed to at the appropriate approved salary grade and pay range for the post in question (as set out in Section 4) 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 overall remuneration. In such circumstances a variation to the remuneration package may be appropriate under the Authority's pay policy statement and any variation will be approved through the appropriate decision making process. The Authority has a relocation scheme that provides assistance to all new employees including Chief Officers meeting the relocation criteria up to a maximum of £5,750.
Pay Increases	The Authority will apply any pay increases that are determined by relevant national negotiating bodies.
Performance Related Pay	The terms of the contract of employment do not provide for performance related pay.
Earn-Back (Withholding an element of base salary related to performance)	The terms of the contract of employment do not provide for an element of base salary to be withheld related to performance. Any areas of underperformance are addressed in accordance with relevant Authority procedure.
Bonuses	The terms of the contract of employment do not provide for the payment of bonuses.
Ex-Gratia Payments	The Authority does not make ex gratia payments.
Honoraria	Honoraria payments are additional payments paid to employees for increased duties and responsibilities. Honoraria will only be considered where employees take on additional duties and responsibilities beyond the remit of their substantive role and would be subject to approval through the appropriate decision making process.
Expenses	The Authority pays reasonable out-of-pocket expenses actually incurred.
Local Government Pension Scheme (LGPS)	<p>The Authority provides access to the Local Government Pension Scheme for Chief Officers in accordance with the statutory provisions of the scheme.</p> <p>The employer's contribution rate for all Authority employees who are members of the LGPS is currently 17.5% (1 April 2018) of salary and is set by actuarial valuation of the West Yorkshire Pension Fund every 3 years. How much employees pay themselves in pension scheme contributions depends on how much they earn. The employee contribution rates from 1 April 2018 are:</p> <p>Employees earning up to £13,700 contribute 5.5%                      Employees earning between £13,701 and £21,400 contribute 5.8%                      Employees earning between £21,401 and £34,700 contribute 6.5%                      Employees earning between £34,701 and £43,900 contribute 6.8%                      Employees earning between £43,901 and £61,300 contribute 8.5%                      Employees earning between £61,301 and £86,800 contribute 9.9%                      Employees earning between £86,801 and £102,200 contribute 10.5%.                      Employees earning between £102,201 and £153,300 contribute 11.4%.                      Employees earning more than £153,301 contribute 12.5%.</p>

## Pay Policy Statement

Aspect of Chief Officer Remuneration	Authority Policy
Termination Payments and payment of pension benefits on termination	<p>There are no separate provisions for termination payments for Chief Officers. Redundancy payments will be paid in accordance with the Authority's <a href="#">Discretionary Compensation Policy.doc</a></p> <p>The Authority has agreed written policies on how it will apply any discretionary powers it has under the LGPS regulations. The Authority's policies are provided at <a href="#">LGPS Pension Discretion Policy Statements</a>. There are no separate policies for Chief Officers.</p> <p>Other than payments referred to above the Authority's policy is not to make any other termination payments, other than where it has received specific legal advice to the effect that a payment may be necessary in appropriate cases to eliminate risk of successful legal claims or to settle legal proceedings against the Authority.</p>
Election Fees	<p>The Chief Executive receives fee payments pursuant to his/her appointment as Returning Officer at elections. The fees paid in respect of district elections vary according to the size of the electorate and number of postal voters and are calculated in accordance with the allowance set by the Authority. Fee payments for national and European elections are set by central government and are, in effect, not paid by the Authority, as the fees are reclaimed.</p> <p>The Chief Executive does not receive any additional payment for the role of Returning Officer for local government elections.</p> <p>Separate payments set by the Authority are made to the City Solicitor as Deputy Returning Officer, in accordance with the same principles for the Returning Officer as described above.</p> <p>The amounts paid are published on the Authority's website in the Annual Statement of Accounts in accordance with the requirements of The Accounts and Audit Regulations 2015. <a href="#">Statement of Accounts   Bradford Council</a></p>
Re-employment of Chief Officers in receipt of a LGPS Pension or a redundancy/ severance payment	<p>The Authority is under a statutory duty to appoint on merit (section 7 Local Government and Housing Act 1989) 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 who has the skills, knowledge, experience, abilities and qualities needed for the post. The Authority will therefore consider all applications from candidates to try to ensure the best available candidate is appointed. If a candidate is a former employee in receipt of a LGPS pension or a redundancy payment this will not rule a candidate out from being re-employed by the Authority. If a former employee leaves the Authority by reason of redundancy the individual cannot be reappointed to their old post as it will not exist. The Authority will apply the provisions of the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 regarding the recovery of redundancy payments where appropriate. Pension Regulations also contain provisions to reduce pension payments in certain circumstances to those in receipt of a pension who return to work within the local government service.</p>
Car allowance payment	Chief Officers will be paid Car Allowances in accordance with HMRC rates.
Provision of Mobile Telephones/Communication device/ICT equipment	Where appropriate these will be provided for business use and any work related costs will be met by the Authority.
Professional subscriptions	The Authority pays the annual subscription to one relevant professional body.

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