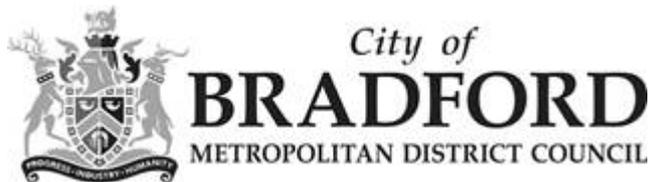


# Public Document Pack



## Department of Corporate Resources

Members of Council

### Committee Secretariat

Legal and Democratic Services  
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Contact: Adrian Tumber  
Email: [adrian.tumber@bradford.gov.uk](mailto:adrian.tumber@bradford.gov.uk)  
Your Ref: AT/Council

Date: 9 March 2020

Dear Councillor

### MEETING OF COUNCIL – TUESDAY, 17 MARCH 2020

You are requested to attend the meeting of the Council to be held in the Council Chamber, City Hall - City Hall, Bradford, City Hall, Bradford, on Tuesday, 17 March 2020 at 4.00 pm

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink that reads 'P. Akhtar'.

Parveen Akhtar  
City Solicitor

#### Notes:

- ◆ This agenda can be made available in Braille, large print or tape format.
- ◆ 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 at the meeting should be aware that they may be filmed or sound recorded.

The Council's Fire Bell and Evacuation Procedure requires people to leave the building in an orderly fashion by the nearest exit, should the fire alarm sound. No one will be allowed to stay or return until the building has been checked.

**Members are reminded that under the Members' Code of Conduct, they must register within 28 days any changes to their financial and other interests and notify the Monitoring Officer of any gift or hospitality received.**

## AGENDA

### A. PROCEDURAL ITEMS

#### 1. 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.*

#### 2. MINUTES

**Recommended –**

**That the minutes of the meeting held on 20 February 2020 be signed as a correct record (previously circulated).**

(Adrian Tumber – 01274 432435)

**3. APOLOGIES FOR ABSENCE**

**4. WRITTEN ANNOUNCEMENTS FROM THE LORD MAYOR  
(Standing Order 4)**

*(To be circulated before the meeting).*

**5. 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.

(Adrian Tumber - 01274 432435)

**B. BUSINESS ITEMS**

**6. PETITIONS (Standing Order 11)**

To consider up to five requests for the Council to receive petitions in accordance with Standing Orders.

**Ward**

(i) Slade Lane, Riddlesden – Removal of debris on road

**Keighley East**

(ii) Keighley's Carnegie Library

**Keighley Central**

As the Keighley Carnegie Library petition contains more than 1500 signatures there will be a Council debate for a maximum of 15 minutes. The Council will then decide how to respond to the petition. They may decide to take the action the petition requests, not to take the action requested for the reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the Council's Executive is

required to make the final decision, the Full Council will decide whether to make recommendations to inform that decision.

If any further requests are received, in writing, by mid-day three working days before the meeting (Thursday), details will be circulated.

(Fatima Butt - 01274 432227)

**7. PUBLIC QUESTION TIME (Standing Order 13)**

There are no public questions.

(Fatima Butt - 01274 432227)

**8. MEMBERSHIP OF COMMITTEES AND JOINT COMMITTEES (Standing Order 4)**

To consider any motions (i) to appoint members to a Committee or a Joint Committee; or (ii) to appoint Chairs or Deputy Chairs of Committees (excluding Area Committees).

**9. REPORT BY THE LEADER OF COUNCIL**

A written report by the Leader of Council giving an update on key issues will be circulated before the start of the meeting. There shall be a period of up to 15 minutes during which any Member of Council may ask the Leader of the Council (or a Member of the Council nominated by the Leader) a question on any matter arising out of the written report.

**10. MEMBER QUESTION TIME (Standing Order 12)**

To deal with supplementary questions arising from the following questions of which written notice has been given.

*Notes:*

- (i) Answers to written questions shall be circulated at the commencement of the meeting.*
- (ii) The Lord Mayor will have regard to the list of questions and the political composition of the Council in calling on Members to put their supplementary question to the Leader of Council and Portfolio Holders.*
- (iii) A period of up to 30 minutes shall be available for supplementary questions to Members of the Executive.*

**1. Councillor Vanda Greenwood**

Has the Council got sufficient processes and plans in place to deal with the coronavirus outbreak and are we fully prepared for the possibility of a pandemic?

**2. Councillor Debbie Davies**

Why do you have such confidence that spending £25m on 5240 square metres of Grade A office space in the city centre is a sensible investment when there is 5589 square metres of contemporary Grade A office space in nearby Nelson Street which has remained un-let for several months?

**3. Councillor Jeanette Sunderland**

Question to the Portfolio Holder for Neighbourhoods and Community Safety - In the event of the Police and Fire and Rescue Services enacting business continuity plans to ensure they are able to maintain a level of services that fulfils their critical functions, widely reported as "the Police being set to ignore low-level crime" what steps has he, as the Portfolio Holder for Neighbourhoods and Community Safety, taken to ensure the safety and security of the District and its residents?

**4. Councillor Angela Tait**

Will the Leader join me in thanking the West Yorkshire Fire and Rescue Service for their great support and efforts during the recent storms and can we congratulate them on their inspection in December when they were recognised as good across all three areas covered by the inspection?

**5. Councillor Richard Dunbar**

Can the leader update me on where we are with the development of the new Domestic Abuse strategy and if as an authority we have made representations to the Government as the proposed new Domestic Abuse Bill makes its way through parliament?

**6. Councillor Debbie Davies**

Commercial sensitivity was given as the reason for not releasing details on the proposed public sector hub at the Jacob's Well city centre site which was expected to open in 2018 bringing up to 3500 jobs in the city. Given this project now looks unlikely to go ahead could we be told what went wrong?

**7. Councillor Richard Dunbar**

Bradford's bid to be Capital of Culture 2025 has really got off to a flying start. Can the Portfolio Holder update us on where we currently are in the bidding process, what we can expect over the next year and how the good people of Bradford can get involved?

**8. Councillor Hassan Khan**

It was encouraging news to see a drop in rough sleeping in the Bradford district in the latest official government count. Can the portfolio holder explain how we are achieving that and what more we can do to build on this progress?

**9. Councillor Rebecca Poulsen**

How many gully cleaning requests are outstanding and what is the current time take to respond to reports?

**10. Councillor Aneela Ahmed**

It's great that the public has voted for Darley Street Market as the name for our new market – can the portfolio holder give an update on the latest plans for the scheme?

**11. Councillor Riaz Ahmed**

What are the current service standards for the replacement or repair of streetlights by Bradford Council and Northern Powergrid and how many streetlights are currently awaiting repair or replacement broken down by ward and detailing how many of these are outside the services standards time limit ?

**12. Councillor Carol Thirkill**

Will the portfolio holder tell me how we are putting our social value principles into practice through the council's tenders and procurement processes, in particular to ensure Bradford's young people are getting new opportunities such as apprenticeships?

**13. Councillor Jackie Whiteley**

Given that many retail outlets would like to add external shutters to their premises, despite reservations from the Police and it being against Bradford Council's own policy, could the portfolio holder please outline what this Council is willing to give to retailers, some of whom are experiencing regular anti social behaviour and economic loss to help them to consider alternatives to outside shutters?

**14. Councillor Nazam Azam**

Can the portfolio holder tell us about the £925,000 funding we've just secured from the European Regional Development Agency for the top of town area and how the money will be spent?

**15. Councillor Vanda Greenwood**

The challenges facing high streets obviously continues to be a big national issue. What are the latest figures on vacancy rates for our district?

**16. Councillor Val Townend**

Despite officers requesting financial information when applications are sent out prior to a hearing, what can be done urgently to ensure parents who are applying to the Council to transport their children to school to supply written details of their finances as in the majority of cases no details are given?

**17. Councillor Rizwana Jamil**

We've just set aside additional funding in the budget to continue the rollout of 20mph zones – can we have an update on the planned delivery of the zones?

**18. Councillor Abid Hussain**

I'm very encouraged by our opportunity to secure more funding for Keighley through the Towns Fund. Can I have an update on what the process is and when we will know how much Keighley has been

awarded from government?

**19. Councillor Jeanette Sunderland**

Question to the Portfolio Holder for Children and Families - How many children are looked after in private care homes?

**20. Councillor David Warburton**

How successful has the new Sedbergh leisure centre been so far in terms of attracting users to the facilities and signing up new memberships?

**21. Councillor John Pennington**

In your role as skills guru can the Leader tell us what is being done to better match skills with job need?

**22. Councillor Vick Jenkins**

Can the portfolio holder tell me the timescales for our delivery of the District Heat Network and the extent to which it will cut carbon emissions and costs?

**23. Councillor Mohammed Shafiq**

Will the portfolio holder outline the main points relating to the planned Clean Air Zone in terms of who will be impacted and also the health benefits we expect it will achieve in particular for children growing up here?

**24. Councillor Geoff Winnard**

To ask the Portfolio holder to set out the reason why Bingley Music Live festival in 2018 was delivered over budget and to provide a detailed breakdown of the elements that contributed to the loss of circa £300k?

**25. Councillor Alan Wainwright**

Can the Portfolio Holder provide an update on the proposed redevelopment of the TFD centre in Tong that will not only allow the co-location of up to 45 workers from education and health services to serve the Holme Wood community but also secure the centre for other organisations such as the excellent Build a Girl, Dance United, the community library, the Council's Youth Services and other groups who use the centre?

**26. Councillor Nazam Azam**

Do we have an update on our long-running campaign for a city centre stop on Northern Powerhouse Rail?

**27. Councillor Geoff Reid**

Question to the Portfolio Holder for Regeneration, Transportation and Planning -

How many Park and Ride schemes are in the pipeline by Areas for Bradford East, Bradford South and Bradford West?

**28. Councillor Richard Dunbar**

We passed a climate emergency resolution in January 2019, committing us to a number of carbon reducing schemes and we've also just announced £25m of new investments as part of addressing this challenge. Given that we know the average carbon footprint of a Bradford resident is around 5 tons of CO2 a year how will we be able to assess our progress on this vital issue?

**29. Councillor Jackie Whiteley**

Please can the portfolio holder details of the costs associated with the Sun Lane judicial review? Both upfront legal costs and the estimated legal costs if the Secretary of State decision is upheld? What expenses will be incurred?

**30. Councillor Richard Dunbar**

When will all Council decisions be subject to a climate filter as happens in Calderdale where they are seeking to bring carbon emissions to zero by 2030?

**31. Councillor Geoff Winnard**

Incorrect Council advice on removing children from school rolls - what has the impact of the incorrect advice given by the Council 'over several years' about removing children from school rolls? To what extent has this resulted in the numbers of persistently absent pupils recorded by Bradford Schools has been under recorded?

**32. Councillor David Heseltine**

Cafés have been unfairly targeted for a pavement use tax, which in many peoples opinion affects the cafe culture and vibrancy of our communities. If this tax is to remain when other businesses who liberally use the pavement to display and sell goods going to be put on an equally footing?

**33. Councillor David Ward**

Question to the Portfolio Holder for Education, Employment and Skills - Using the January census point, will the Portfolio Holder show the number of new Elective Home Educated children for 2018-19 by school attended immediately prior to commencing Elective Home Education and for each school provide the breakdown between those entitled to Free School Meals and those not entitled to them?

**34. Councillor Debbie Davies**

How much was spent on marketing the now redundant Richard Dunn Sports Centre and what interest did you get in the site?

**35. Councillor David Ward**

Question to the Portfolio Holder for Education, Employment and Skills - Will the Portfolio Holder show the proportion of children in each Secondary School who live within the same postcode as the school that they attend?

**36. Councillor Debbie Davies**

Have any steps been taken towards Bradford City Centre achieving purple flag status as neighbouring Halifax has achieved this since 2010?

**37. Councillor Debbie Davies**

When and how much was spent on refurbishing Jacob's Well, what year were these offices vacated and how much did it cost to demolish the building?

**11. RECOMMENDATIONS FROM THE EXECUTIVE AND COMMITTEES (Standing Order 15)**

To consider any recommendations arising from meetings of the Executive and Committees held after the publication of this agenda and prior to the Council meeting.

**12. NOTICES OF MOTION (Standing Order 17)**

To consider the attached motions of which notice has been given.

**12.1 IMPROVING MENTAL HEALTH AND WELLBEING**

To be moved by Councillor Jeanette Sunderland  
Seconded by Councillor Brendan Stubbs

This Council aims to create environments and communities that keep people well and sustain good mental health and wellbeing.

To do this successfully the Council commits to work with individuals, families, employers, educators, communities and the public, private and voluntary sectors to promote better mental health and to drive the transformation needed to sustain good mental health.

This Council notes that Saturday 10<sup>th</sup> October 2020 is World Mental Health Day with the key theme this year of supporting good mental health in the workplace.

This Council resolves to:

1. Sign up to the Prevention Concordat for Better Mental Health
2. Highlight World Mental Health Day by show-casing good practice by employers in the District
3. Encourage other employers to learn from the awareness of supporting good mental health in the workplace raised by this activity.

**12.2 BRADFORD'S AMBITION TO BE A CHILD FRIENDLY DISTRICT**

To be moved by Councillor Adrian Farley  
Seconded by Councillor Carol Thirkill

Council notes:

Bradford is the UK's youngest city. Our young people are full of

potential. The future success of our district and the Northern Powerhouse depends on the future success of our young people.

Unicef states that a Child Friendly place is “a city, town, community or any system of local governance committed to fulfilling child rights as articulated in the Convention on the Rights of the Child. It is a city or community where the voices, needs, priorities and rights of children are an integral part of public policies, programmes and decisions. Thus, a child-friendly city is a city that is fit for all”.

Collectively as councillors we represent all our young people across the district. We recognise that we need to do more to make this a place that supports children and young people to really thrive. Over the next three to five years we therefore need sustained cross-cutting action across all of the council’s services and beyond, working with communities and children themselves to ensure that children are put at the heart of everything we do. The aim is that the rights of the child will then be enshrined into everything the city does and put into action on a local level.

We have made a start:

- We are investing £7 million in natural play areas in our parks across Bradford district.
- We are consulting on the introduction of a Clean Air Zone which will improve air quality to the extent that the incidence of childhood respiratory issues should decline.
- We are partners in Born in Bradford, the biggest longitudinal child health study in the world, enabling us to work out which public policy interventions work best to improve childhood health.
- We are developing policy on doorstep play (small playable spaces within sight of homes) and Play Streets which will encourage more children to be active.
- We have budgeted for every primary school child to plant a tree as part of our Climate Emergency commitment.

This Council resolves to:

- Have an ambition to be a Unicef Child Friendly City.
- Apply to Unicef to begin the process of improving our district to be child-friendly.
- Achieve official accreditation as a Child Friendly district within three to five years, subject to being accepted by Unicef onto the programme.

- Instruct the Chief Executive to ensure the voice of the child is heard strongly as part of our engagement with communities and partners, including in the development of the district's 2040 Vision.

### **12.3 CALL FOR ACTION ON FLOODING FROM NATIONAL GOVERNMENT**

To be moved by Councillor Susan Hinchcliffe

Seconded by Councillor Alex Ross-Shaw

This Council expresses its sympathy and support for all residents and businesses in our district affected by severe flooding in recent weeks including in Haworth, Bingley, Ilkley, Clayton and Baildon to name but a few. A number of people and properties have suffered significant flooding over three weekends from Storms Ciara and Dennis in particular.

This Council thanks council officers, councillors and community volunteers throughout the district who helped people in their time of need and in many cases prevented further damage to property.

We also express sympathy and solidarity with our neighbouring authorities, in particular Calderdale who were worst hit with around 1,000 properties affected.

Council notes:

- We stepped in quickly to offer grants for residents and businesses who were badly affected. We did this by adding funds to the Bradford Flood Appeal Fund which was set up in the aftermath of the Boxing Day 2015 floods. We thank the Leeds Community Foundation for their work in setting up the fund.
- West Yorkshire Combined Authority has set aside £2 million to support affected businesses with flood recovery including £500,000 for emergency response.
- The Government's immediate response stopped short of what it should have been. Only later did they announce grants for those affected. These are now being processed in the same way and are in addition to the original council assistance.

This Council:

- Resolves to support residents and businesses to get back on their feet as quickly as possible.
- Calls on Government to fund the £125 million which we have been asking for continuously for a year now for 27 flood schemes across West and North Yorkshire including in

Keighley and Canal Road corridor.

- Tasks officers to undertake an analysis in a report to Scrutiny of how effective the flood measures applied to properties after the 2015 floods have been and whether there are any lessons to be learned from 2020.
- Notes that the climate emergency is real and that the risk of extreme weather events appears to be increasing as a result. Appropriate funding from Government therefore needs to be delivered fast to local authorities and city regions for flood alleviation but also to tackle the climate emergency more widely in keeping with this authority's declaration.

**13. PAY POLICY STATEMENT 2020/21**

1 - 16

In accordance with the Localism Act 2011 Local Authorities are required to produce and publish a Pay Policy Statement for each financial year. The Director of Human Resources submitted **Document "U"** containing the Pay Policy Statement which must be approved by full Council before publication.

**Recommended –**

**That the Pay Policy Statement for the financial year 2020/21, as set out at Appendix 1 to Document "U", be approved.**

(Tim Barker – 01274 432031)



## **Report of the Director of Human Resources to the meeting of Council to be held on 17<sup>th</sup> March 2020**

# U

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### **Subject:**

**Pay Policy Statement 2020/21**

### **Summary statement:**

In accordance with the Localism Act 2011 Local Authorities are required to produce and publish a Pay Policy Statement for each financial year. The Pay Policy Statement must be approved by full Council before publication.

Anne Lloyd  
Director of Human Resources

Report Contact: Tim Barker  
Employee Relations Manager  
Phone: (01274) 432031  
E-mail: [tim.barker@bradford.gov.uk](mailto:tim.barker@bradford.gov.uk)

## **1. SUMMARY**

- 1.1 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.
- 1.2 The Pay Policy Statement for the year 1 April 2020 to 31 March 2021 has been produced taking into account the relevant requirements of the Localism Act 2011 and having regard to the statutory guidance issued by the then Department for Communities and Local Government (DCLG) 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 2011' ("the Guidance") together with the Local Government Transparency Code 2015 where applicable.
- 1.3 This report provides details of the proposed Pay Policy Statement for the financial year 2020/21.

## **2. BACKGROUND**

- 2.1 Section 38 of the Localism Act 2011 requires local authorities to publish a Pay Policy Statement for each financial year.
- 2.2 The Pay Policy Statement must:
  - Be produced annually in time for the start of each financial year and be approved by a resolution of full Council (the power cannot be delegated). The 2020/21 Pay Policy Statement must be prepared and approved before 31 March 2020. Any amendments required to the Pay Policy Statement in year must also be considered by full Council.
  - Be published which must include publication on the Council's website, as a minimum, soon after approval or amendment.
  - Set out the Authority's policies on a range of issues particularly relating to its chief officers and lowest paid employees.
  - Be complied with.

The Guidance also states that:

- Full Council be offered the opportunity to vote on salary packages of £100k pa or more in respect of new appointments and severance packages of £100k or more.
- 2.3 The Pay Policy Statement must set out the Authority's policy relating to:-
    - The level and elements of remuneration for each Chief Officer, which includes salary, any charges, fees or allowances, benefits in kind, bonuses, the use of performance related pay, increases and additions to remuneration, remuneration on recruitment and the approach to the payment of Chief Officers ceasing to be employed by the Authority.
    - The remuneration of the lowest paid employees in the workforce.

- The relationship between the remuneration of Chief Officers and other employees.
  - The publication of and access to information relating to remuneration of Chief Officers.
- 2.4 The provisions of the Localism Act 2011 do not apply to employees of schools maintained by the Authority and therefore they are not within the scope of the Pay Policy Statement.
- 2.5 Chief Officers are defined in the Pay Policy Statement as the posts of Chief Executive, Strategic Directors, Directors, Deputy Directors, City Solicitor and Assistant Directors.
- 2.6 The Pay Policy Statement must be approved by a resolution of the full Council before it comes into force.
- 2.7 The proposed Pay Policy Statement for 2020/21 can be found at **Appendix 1**. The proposed Statement is based on the approved 2019/20 statement (as amended by resolution of Council at the meeting on 14<sup>th</sup> January 2020) which has been updated with some minor wording clarification (not affecting the policy itself) and the removal of the reference to European Elections in Appendix A. The following should be noted:
- 2.7.1 The pay multiple has been recalculated and remains unchanged. From 1 April 2019 the value of the 'pay multiple' between the highest paid salary and the median earnings figure of the whole of the Council's workforce remains at **8.9:1**
- NB. The pay multiple is **not** based on the lowest paid employee nor the simple average salary but it is based on the median earnings figure ie the 'mid-point'.*
- 2.7.2 The national pay awards that will be effective from 1<sup>st</sup> April 2020 have not been agreed and therefore all salaries quoted in the pay policy statement are based on salary levels at 1<sup>st</sup> April 2019.
- 2.7.3 Revised salary bandings for the application of LGPS employee pension contribution rates from 1 April 2020 in Appendix A have not yet been officially approved.
- 2.8 The Council is currently consulting on proposals for additional posts at Chief Officer level in the West Yorkshire Pension Fund. A further report to Council may be required should additional posts be considered necessary following consultation.

### **3. FULL COUNCIL CONSIDERATION**

- 3.1 Full Council will consider this report and the draft Pay Policy Statement at **Appendix 1** on Tuesday 17<sup>th</sup> March 2020.

### **4. OTHER CONSIDERATIONS**

- 4.1 The Council may, by resolution of the full Council, amend this Pay Policy Statement during the course of the year to which it relates.

Regulations have yet to be introduced pursuant to the Enterprise Act 2016 restricting public sector exit payments to £95,000. Whilst the detail of when and how these regulations are to be implemented is not currently available, these regulations will necessitate changes to the Council's Discretionary Compensation Policy and the LGPS Pension Discretion Policy Statements that are referenced in the Pay Policy Statement.

Regulations are also to be introduced requiring those earning £80,000 pa or more who leave public sector employment and then return to work in the public sector within 12 months, to repay some or most of their redundancy payment, depending on how soon they gain new employment. When introduced this will necessitate changes to the Appendix to the Pay Policy Statement (the section entitled "Re-employment of Chief Officers in receipt of a LGPS Pension or a redundancy/severance payment".)

Exact details and when the provisions will be brought into force have yet to be announced.

## **5. OPTIONS**

- 5.1 The production and publication of a Pay Policy Statement is a statutory requirement under the Localism Act 2011 for the financial year 2020/21 and each subsequent financial year.

## **6. FINANCIAL & RESOURCE APPRAISAL**

- 6.1 There are no direct financial implications arising from this report.

## **7. RISK MANAGEMENT & GOVERNANCE ISSUES**

- 7.1 No significant implications have been identified.

## **8. LEGAL APPRAISAL**

- 8.1 The Authority is under a statutory duty to prepare and publish a Pay Policy Statement for the financial year 2020/21 and each subsequent financial year pursuant to the requirements set out in sections 38-43 of the Localism Act 2011. The Pay Policy Statement must be approved by a resolution of the Authority before it comes into force. The Pay Policy Statement for the financial year 2020/21 must be prepared and approved before 31 March 2020. The Authority must have regard to the Guidance referred to in this report in preparing and approving the Pay Policy Statement together with the provisions of the Local Government Transparency Code 2015 where applicable.

## **9. OTHER IMPLICATIONS**

### **9.1 EQUALITY & DIVERSITY**

This Pay Policy Statement is a confirmation of existing policies, documents and relevant terms and conditions of employment therefore there are no diversity and equality implications arising.

An Equality Impact Assessment is not required as the Pay Policy Statement does not include proposals for new or changing policies, services or functions.

**9.2 SUSTAINABILITY IMPLICATIONS**

Not applicable.

**9.3 GREENHOUSE GAS EMISSIONS IMPACTS**

Not applicable.

**9.4 COMMUNITY SAFETY, CORPORATE PARENTING & PRIVACY IMPACT ASSESSMENT IMPLICATIONS**

Not applicable.

**9.5 HUMAN RIGHTS ACT**

No implications arising from this report.

**9.6 TRADE UNION**

There is no formal requirement to consult about this Pay Policy Statement however it will be shared with the recognised Trade Unions for information.

The Pay Policy Statement brings together the Authority's existing policies which have been subject to consultation where required.

**9.7 WARD IMPLICATIONS**

Not applicable.

**10. NOT FOR PUBLICATION DOCUMENTS**

None

**11. RECOMMENDATIONS**

That the Pay Policy Statement for the financial year 2020/21, as set out at **Appendix 1** to this report, be approved.

**12. APPENDICES**

Appendix 1: Proposed Pay Policy Statement 2020/21

**13. BACKGROUND DOCUMENTS**

- Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011, February 2012. [Openness & Accountability in Local Pay - Feb 2012](#)
- Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011 (Supplementary Guidance) February 2013. [Openness and Accountability in Local Pay - Feb 2013](#)

- Local government transparency code 2015  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/408386/150227\\_PUBLICATION\\_Final\\_LGTC\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/408386/150227_PUBLICATION_Final_LGTC_2015.pdf)

# **PAY POLICY STATEMENT**

## **FOR THE FINANCIAL YEAR**

### **2020/2021**

### Statement of Pay Policy for the year 1 April 2020 to 31 March 2021

#### 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 2019/20 pay policy statement (as amended in January 2020), and will be reviewed annually.

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

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

- **Chief Executive**, who is the Authority's **Head of the Paid Service** under section 4(1) Local Government and Housing Act 1989.
- **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.
  - Director of Finance** who is the Authority's Chief Finance Officer under section 151 Local Government Act 1972 and section 6 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**
- **Non-statutory Chief Officers and Deputy Chief Officers**, which in this Authority are:-

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

The **Lowest Paid Employees** are defined as employees paid on Spinal Column Point 1 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, decisions and the rules of the Council.

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 2019 is £189,419 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.

#### **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 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.

## Pay Policy Statement

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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.

The grades and salary ranges as at 1 April 2019 are:

Strategic Director 1	£138,163 - £144,847 (SD1)
Strategic Director 2	£113,652 - £124,793 (SD2)
Director 1	£106,131 - £116,744 (Dir 1)
Assistant Director 1	£ 96,603 - £102,287 (AD1)
Assistant Director 2	£ 85,238 - £ 96,603 (AD2)
Assistant Director 3	£ 73,874 - £ 85,238 (AD3)

All the posts referred to as 'Chief Officer' for the purpose of this pay policy statement and the respective salary ranges are attached at Appendix B.

### 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, 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.

There are a number of the Public Health Consultants who report to the Director of Public Health on NHS pay rates which fall within the pay ranges assigned to JNC Chief Officers within the Council. As such, some or all of this pay policy statement may not apply to them.

### 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 regulations.

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### **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 points 1 to 22 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 as at 1 April 2019 is spinal column point 1 which relates to an annual full time salary of £17,364 p.a. and can be expressed as an hourly rate of pay of £9.00. 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.
- 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 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 1 to 22 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

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## **Pay Policy Statement**

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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.

From 1 April 2019 the highest paid salary in this Authority is £189,419 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 £21,166 p.a. The ratio between the two salaries, the 'pay multiple' is 8.9:1. 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 New Posts with a Salary Package of £100,000 p.a. or more**

All the posts referred to as 'Chief Officer' for the purpose of this pay policy statement and the respective salary ranges are attached at Appendix B.

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 post not listed in Appendix B or if it is proposed to pay more than the top of the salary range for an existing post in Appendix B (excluding pay awards) unless paragraph 9 of this pay policy statement applies. 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.

### **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.

## Pay Policy Statement

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### 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 salary range for the post in question (as set out in Section 4 and Appendix B) 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% (from 1 April 2019) 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 2019 are:</p> <p>Employees earning up to £14,400 contribute 5.5%                      Employees earning between £14,401 and £22,500 contribute 5.8%                      Employees earning between £22,501 and £36,500 contribute 6.5%                      Employees earning between £36,501 and £46,200 contribute 6.8%                      Employees earning between £46,201 and £64,600 contribute 8.5%                      Employees earning between £64,601 and £91,500 contribute 9.9%                      Employees earning between £91,501 and £107,700 contribute 10.5%.                      Employees earning between £107,701 and £161,500 contribute 11.4%.                      Employees earning more than £161,501 contribute 12.5%.</p>

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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 national elections. The fees paid in respect of national elections vary according to the size of the electorate and number of postal voters and are calculated in accordance with an allowance set by central government. Fee payments for national elections 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	A professional subscription is only paid if membership is required by statute.

SENIOR MANAGEMENT STRUCTURE AT 1/4/20 (SALARY RANGES AS AT 1/4/19)

JOB TITLE	GRADE	SALARY RANGE
Chief Executive	CEX	£189,419
SD Corporate Resources	SD1	£138,163 - £144,847
SD Children's Services	SD1	£138,163 - £144,847
SD Health & Wellbeing	SD1	£138,163 - £144,847
SD Place	SD1	£138,163 - £144,847
<b>CHIEF EXECUTIVE'S OFFICE</b>		
Director of West Yorkshire Pension Fund	Director 1	£106,131 - £116,744
AD Office of the Chief Executive	AD2	£85,238 - £96,603
<b>CORPORATE RESOURCES</b>		
City Solicitor	AD1	£96,603 - £102,287
Director of Finance	AD1	£96,603 - £102,287
Director of Human Resources	AD1	£96,603 - £102,287
AD Revenue & Benefits	AD3	£73,874 - £85,238
AD Information Services	AD3	£73,874 - £85,238
AD Estates & Property	AD2	£85,238 - £96,603
<b>CHILDREN'S SERVICES</b>		
Deputy Director Children's Social Care	AD1	£96,603 - £102,287
Deputy Director Education & Learning	AD1	£96,603 - £102,287
AD Performance, Commissioning & Partnerships	AD2	£85,238 - £96,603
<b>HEALTH &amp; WELLBEING</b>		
AD Operational Services	AD2	£85,238 - £96,603
AD Commissioning & Integration	AD2	£85,238 - £96,603
Director of Public Health	AD1	£96,603 - £102,287
<b>PLACE</b>		
AD Waste, Fleet & Transport Services	AD2	£85,238 - £96,603
AD Sport & Culture	AD2	£85,238 - £96,603
AD Neighbourhoods & Customer Services	AD2	£85,238 - £96,603
AD Economy & Development Services	AD2	£85,238 - £96,603
AD Planning, Transportation & Highways	AD2	£85,238 - £96,603