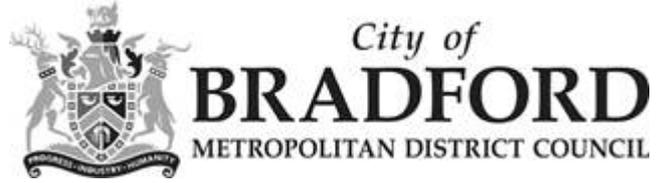


Public Document Pack



Department of Corporate Resources

Members of Council

Committee Secretariat

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Bradford
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BD1 1HY

Tel: 07970 412150
Contact: Adrian Tumber
Email: adrian.tumber@bradford.gov.uk
Your Ref: AT/Council

Date: 8 March 2021

Dear Councillor

MEETING OF COUNCIL – TUESDAY, 16 MARCH 2021

You are requested to attend the meeting of the Council to be held Remotely on Tuesday, 16 March 2021 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 18 February 2021 be signed as a correct record.

(Adrian Tumber – 07970 412150)

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 - 07970 412150)

B. BUSINESS ITEMS

6. PETITIONS (Standing Order 11)

There are no petitions to receive.

(Tracey Sugden – 07970 411941)

7. PUBLIC QUESTION TIME (Standing Order 13)

There are no public questions.

(Tracey Sugden – 07970 411941)

**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 OF THE LEADER OF COUNCIL

A written report by the Leader of Council giving an update on key issues will be circulated to Members in advance of the meeting and published on the Council's website. There shall be a period of up to 15 minutes during which any Member of Council who has provide notification by 1000am on 15 March 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 to the Leader of Council and portfolio holders providing advance notice has been given by the Member asking the supplementary question by 1000am on Monday 15 March arising from the attached questions of which written notice has been given.

Notes:

- (i) Answers to written questions shall be circulated to Members on Friday 12 March.*
- (ii) A period of up to 30 minutes shall be available for supplementary questions to Members of the Executive.*

1. Councillor Carol Thirkill

Can I have an update on the roll-out of electric car charging and in particular what is being considered for on-street charging for residents who don't have a driveway?

2. Councillor Mike Pollard

It is noted that, as of 26 February, only approximately £0.4 million of the Government's allocation to Bradford Council of £15.59 million in respect of Additional Restrictions Grant has been distributed to local businesses. Would the Leader of the Council please explain the nature of the barriers causing the undue delays in distributing this important Government support? Compared with Bradford Council's rather less than 3% distributed, the equivalent figure nationally at the same date, albeit still unsatisfactory, was approximately 13%?

3. Councillor Rachel Sunderland

We have seen an increase in the number of people enjoying our parks over the past twelve months as a place for exercise and leisure. I am sure the Portfolio Holder will join me in thanking all those involved in keeping our parks clean and tidy, in my Ward the work of the Friends of Peel Park volunteers have been invaluable. But will the Portfolio Holder recognise that there are some issues that are beyond the role

of a volunteer and consider focusing additional investment into our major parks and look at introducing a pilot scheme for Park Warden in Peel Park, specifically to tackle the behaviour of the few users whose bad behaviour impact negatively on the experience of so many?

4. Councillor Martin Love

Does the Leader of Council agree that it is inappropriate for the Council to allocate housing in the Shipley ward for two greenbelt sites (SH4/H and SH5/H) and one greenfield site (SH3/H) as part of the draft Local Plan, plus other greenbelt sites elsewhere across the district, bearing in mind that (a) we are likely to see more opportunities to convert existing retail space into residential accommodation in our post-Covid economy; (b) developing these greenbelt sites will result in the loss of valuable green space and habitat and add hugely to local traffic pressures; (c) the greenfield site in the Wycliffe neighbourhood is a valuable and much-loved area of recreational land for local residents; and (d) there is an excellent brownfield site by the Valley Road, until recently used for housing, that should be allocated for much-needed housing rather than being used by the Council to widen the existing road (and increase traffic and local air pollution as a result)?

5. Councillor David Warburton

At the present time government rules prevent local election candidates from either delivering newsletters or manifestos. What is the Council doing to support all candidates at the upcoming local elections in May?

6. Councillor David Warburton

What measures are the Council putting in place to protect staff and constituents from exposure to the coronavirus at Polling Stations and at the Election Count?

7. Councillor John Pennington

As £40m was originally allocated for the provision of new swimming pool facilities for Bradford District, could the Portfolio Holder for Healthy People and Places, confirm how much of that money is coming to Bingley either to maintain the existing pool or provide a new facility?

8. Councillor David Warburton

This Tory Government has promised record infrastructure investment as part of its "levelling up" agenda, but we've now seen Network Rail's 2019-24 budget cut by £1bn – a cut not mentioned in Spending Review documentation which stressed record investment in strategic road and rail projects. Now there's also a 40% cut to Transport for the North's budget, from £10m in 2020/21 down to £6m in 2021/22. What effect will this have on our ambitions for Northern Powerhouse Rail and other major improvements?

9. Councillor Richard Dunbar

Would the leader agree that the budget presented by the Chancellor did little to address the widescale inequality in society and did nothing to reward our public service heroes – the very people who have got this country through the pandemic?

10. Councillor Robert Hargreaves

Given that £40m was allocated for the provision of new swimming pool facilities for Bradford District, could the Portfolio Holder for Healthy People and Places, confirm what plans the Council has put in place for primary schools that previously used Queensbury Pool to deliver swimming as part of the curriculum?

11. Councillor Richard Dunbar

'Culture is our Plan' is the recently approved ten year strategy for cultural development in our district. Please can the portfolio holder explain the key themes and anticipated outcomes and why culture is so central to Bradford's economic recovery and future prosperity?

12. Councillor Geoff Reid

Now that many of our bus services in Bradford have returned to pre-pandemic frequencies, will the Director of Public Health be issuing fresh guidance for the use of public transport in the light of the possible easing of lockdown restrictions?

13. Councillor Paul Godwin

Keighley Library is a jewel in the crown for the district and I know the portfolio holder will join me in welcoming our recent and continuing investments in it – please could you tell us about the improvements that have been made?

14. Councillor Debbie Davies

Can the Leader of the Council confirm why it has taken over three months to provide answers to questions submitted to the December meeting of Full Council for written reply?

15. Councillor Mohammed Shafiq

How many food parcels and meals has the Council delivered to help prevent children and families going hungry in this pandemic and what plans do we have in place for the next school holidays?

16. Councillor Nazam Azam

Can the portfolio holder give an update on the works to make way for the new Darley Street Market?

17. Councillor David Heseltine

Would the Portfolio Holder for Healthy People and Places please confirm what happened to the proposed new Squire Lane leisure facility?

18. Councillor Taj Salam

The Council has invested in various schemes to promote walking and cycling in recent months – can the portfolio holder give an update?

19. Councillor Tariq Hussain

Will the portfolio holder update us on progress in getting blight sites cleaned up and back into use, as it continues to be a key concern for

the council and for residents?

20. Councillor Alun Griffiths

What percentage of staff in children's homes have had a first coronavirus immunisation?

21. Councillor Mohammed Shafiq

How many laptops or other devices have been sent out to support children's learning since the pandemic started in the district and what more can be done to tackle the digital divide?

22. Councillor Mike Pollard

Would the Regeneration, Planning and Transport Portfolio Holder kindly provide a breakdown of actual spending to date and projections on future spending, on the Darley Street Market?

23. Councillor Angela Tait

I was pleased to support our additional investment in footpaths and rights of way which have been so heavily used by people exercising during the lockdowns. How will we be using this and other planned investments to improve our walking routes, parks and green spaces in the coming year?

24. Councillor Kevin Warnes

Can the Leader of Council explain how doubling the number of flights to and from Leeds-Bradford airport is consistent with decarbonising our economy and addressing the 'climate emergency' declared by Bradford Council in 2019?

25. Councillor Tariq Hussain

What has the City of Culture bid achieved so far in terms of drawing in new funding to the district and promoting new cultural activities, and what are the next steps?

26. Councillor Kyle Green

Would the Regeneration, Planning and Transport Portfolio Holder, advise members how much revenue has been raised by after 6pm parking charges, broken down by individual car parks?

27. Councillor Aneela Ahmed

Can I have an update on our work in partnership with the police and other partners to tackle crime and antisocial behaviour?

28. Councillor Nussrat Mohammed

What progress are we making on our plan to 'plant a tree for every child' and how else can we engage with children and families in our actions to improve the environment?

29. Councillor Alun Griffiths

Given the rapid decline of Covid infection rates and the remarkably high uptake of Covid vaccination, can the portfolio holder explain what

youth Covid ambassadors will do after November to justify an additional £300,0000 expenditure?

30. Councillor Aneela Ahmed

The Council has recently announced additional investment for mental health and suicide prevention work which is likely to be seeing increased pressures given the pandemic. Can we have some detail of how these investments will be used to improve the provision?

31. Councillor John Pennington

As The Prince of Wales Park Lodge in Bingley is in a very poor dilapidated condition and possibly abandoned, could the Leader of the Council, please confirm who is responsible for its upkeep and repair?

32. Councillor David Warburton

Can I have an update on our work to tackle fly-tipping and prosecute the culprits and how our recent additional budget investment will help in cleaning up our streets and neighbourhoods?

33. Councillor Kyle Green

What funding will be made available to support life saving measures for the River Wharfe in Ilkley where bathing status has been granted?

34. Councillor Tariq Hussain

Can the portfolio holder for healthy people and places tell me about the £5,000 grants we are offering to community groups to support climate action projects and how they go about bidding?

35. Councillor Debbie Davies

Could the Leader of the Council confirm whether the Council maintains Performance Indicator records or other Service Standard measurements for Customer Service e.g. a Customer Charter, detailing target and actual times to answer telephone calls, emails, paper correspondence etc and if so, how is the Council performing against these targets?

36. Councillor Jeanette Sunderland

To the Portfolio holder for Neighbourhoods and Community Safety. In November 2020 you were featured in the press sharing with the public that a significant impact was being made with an initiative to tackle serious and organised crime in Bradford East.

Can you please advise what actions have been taken to reduce serious and organised crime? Please include the number of people been charged with offences and the type of offence committed.?

37. Councillor Debbie Davies

Would the Leader of the Council acknowledge that there is a danger, that Bradford introducing the only Clean Air Zone in West Yorkshire will act as a disincentive to set up a new business in the district, because of the risk of increased costs e.g. for suppliers?

38. Councillor Angela Tait

With the news that the new Infrastructure Bank will be located in our region, how might it support this Council's infrastructure investments in particular our work to urgently address the climate emergency?

39. Councillor Robert Hargreaves

Would the Leader of the Council be so kind as to reassure the residents of Queensbury, regarding what steps the Council has taken in the past 12 months, towards securing the future of Queensbury Tunnel as a cycle / greenway and what are its plans for the future, given that the Local Plan Consultation states "The Local Plan will protect the Queensbury Tunnel which runs under the settlement as part of a wider connection with the Great Northern Trail"?

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

There are no recommendations to consider.

12. NOTICES OF MOTION (Standing Order 17)

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

12.1 SUPPORTING THE MENTAL HEALTH AND WELLBEING OF CHILDREN AND YOUNG PEOPLE

To be moved by Councillor David Ward
Seconded by Councillor Brendan Stubbs

This Council is extremely concerned about the effect that protracted school closures have had on our children and young people.

This Council recognises the reports by the Children's Commissioner, paediatricians, psychologists and charitable groups who warned "a surge in child mental health cases that is expected to emerge as schools reopen" and of a "crisis on top of a crisis hitting vulnerable children during the pandemic".

This Council notes that much of the debate and Government funding is focused on how to help pupils "catch up" on their "lost learning" placing further pressure on students and their families.

This Council further notes that the Covid restrictions over the last year have severely limited the opportunities for all children and young people to enjoy life, be with friends, family and take part in community events.

We believe that emotional wellbeing is fundamental and foundational for academic attainment. A stressed, anxious child will have difficulty learning anything.

We believe that the Council, along with partners, should use its resources to promote the well-being of children in their communities to improve their mental health and wellbeing by helping them to reconnect with each other through social activity.

The Council therefore instructs the Chief Executive to use remaining Covid 19 funds to create opportunities for social activity across the district.

Such opportunities for all children and young people should include, but not be limited to:

- A free pass to all council recreational facilities such as swimming pools, sports centres, exhibitions, theatres etc.
- An offer for children of a free to visit the District's Outdoor Centres with the potential for a residential stay
- A programme of play activities in all parks outside school hours
- Access to free public transport for children and young people.

To ensure that everyone can choose to take part the Chief Executive is further instructed to:

- Ensure that those with additional needs are able to access this by ensuring that carers and supporters where needed also have free access
- Cancel charges for the resources, usually hired out by the Council at a cost to the organisers, for community events such as summer fairs, galas etc.
- Provide support by insuring and helping with risk assessments for organisations wishing to provide social events and activities for communities, children and young people.

12.2 EXTENSION OF THE LOCAL PLAN CONSULTATION

To be moved by Councillor Geoff Winnard
Seconded by Councillor Debbie Davies

Council notes:

- the importance of far reaching public consultation regarding the Local Plan, prior to the December 2023 deadline for its adoption

- that the majority of residents are unaware of the existing online consultation, which is also reported by some to be less than user friendly
- disadvantaged, vulnerable and hard to reach residents are even more likely to be unaware of and less capable of responding to a complicated online consultation, due to problems accessing a computer and limited IT literacy
- Calderdale Council postponed its Local Plan First Draft Consultation until after an election, because they recognized that “Launching a public consultation within this pre-election period would make it difficult for us to make sure that we have engaged as fully as possible with the public and with politicians on such an important issue for the borough. We want everyone to have the opportunity to take part, so to ensure this happens, there will be a slight delay”
- that a significant number of Councils currently undertaking Local Plan First Draft Consultations, have recognised the need to do all possible to ensure that these hard to reach and disadvantaged residents should not be excluded from taking part in such an important discussion, some having extended their consultations from the minimum requirement of 6 weeks opted for by Bradford MDC, to as much as over twice as long.
- That the Roadmap out of Lockdown, recently announced by the Government, gradually increases the ability of the Council to widen its methods of public engagement for the Local Plan First Draft Consultation.

Council resolves to:

- acknowledge and respond to the unnecessary challenges posed to local residents, particularly the disadvantaged, by the restrictive characteristics of the Council’s current Local Plan First Draft Consultation
- alleviate the unnecessary social exclusion built into the existing process, by extending the consultation period, after the Local Elections, up until 21st June 2021 allowing the Council to greatly widen the channels of engagement available to local people.
- take whatever measures necessary to ensure that the Council is amongst those who can legitimately claim to have engaged as fully as possible with the public on such an important issue for the District.

12.3 ROADMAP TO RECOVERY FOR BRADFORD DISTRICT

To be moved by Councillor Susan Hinchcliffe
Seconded by Councillor Imran Khan

This Council is focussed on supporting our residents through the pandemic but also planning the social and economic recovery that we need to follow it. We commit to working with Government to deliver long-term positive change for the people of this district.

Council notes:

- The pandemic has had a huge impact on our lives, our families' health and on the economy of our district. Nationally over 100,000 people have lost their lives. We will remember them and we give our condolences to their families.
- National GDP has declined by 10% in the last year, the biggest decline in the last 300 years.
- We are faced with a huge challenge in mapping out the recovery from here but in establishing the recovery we must build a better future for our place where more people benefit from economic success than they have in the past.
- In the district unemployment has doubled, including a significant spike in youth unemployment.
- The pandemic has highlighted structural inequalities, disproportionately affecting our most disadvantaged residents such as those living in poverty or on low incomes, vulnerable older people, Black, Asian and Minority Ethnic communities, people with disabilities and women.
- The pandemic has shown that we are only as well and prosperous as our least advantaged neighbour – it makes sound moral and economic sense to tackle inequality and poverty.
- The £20 a week Universal Credit boost announced last March reflected the reality that the level of payments was not adequate to protect the swiftly increasing number of households relying on them as the crisis hit. Exactly because that increase was a welcome move to bolster low- and middle-income families' living standards, its removal will be a huge loss.
- In his 3rd March 2021 Budget, the Chancellor announced a six-month extension to the £20 uplift in the basic rate of Universal Credit. The government had previously planned to cut welfare for millions of claimants by ending the £20 increase this April. It will now implement the cut in October.
- Pressing ahead with the cut – whether in April as originally planned or six months later – would see the level of unemployment support fall to its lowest real-terms level since

1990-91, and its lowest ever relative to average earnings.

In Bradford district we as a council resolve to:

- Invest in our communities – we want residents to see the benefit of more investment in the streets where they live. We will focus this on street cleansing, removing fly-tipping and connecting communities with more joined up local services.
- Invest in our young people – investing in our Youth Service so that it is a core part of our neighbourhoods service budget going forward. And investing in young people’s education.
- Invest in regeneration and in jobs, skills and education for people whose jobs may have been displaced during the pandemic. We will fund the rapid expansion of our award-winning SkillsHouse to provide skills leading to good jobs.
- Grasp the opportunity to build a better, fairer and greener future for the district – not a return to the old normal. The district needs new low-carbon technologies, delivery of our ambitious climate plans and putting the environment at the heart of growth.

We ask Government to:

- Fund regional economic recovery with £1.4bn in the West Yorkshire Economic Recovery Plan.
- Make the £20 increase for Universal Credit claimants permanent and extend to claimants on legacy benefits. This helps hard-pressed families and also supports the Bradford district economy.
- Substantially increase its funding for councils and regions to invest in skills and jobs post-pandemic.
- Invest in Northern Powerhouse Rail calling in Central Bradford plus restore the Skipton-Colne link.
- Continue to lobby government for more support to affected individuals and businesses.
- Tackle health inequalities and invest in mental health support to meet the anticipated increase in demands for services post-pandemic.
- Be a partner with us in building a better Bradford district.

13. PAY POLICY STATEMENTS 2020/21 AND 2021/22

1 - 28

In accordance with the Localism Act 2011 Local Authorities are required to produce and publish a Pay Policy Statement for each financial year. The report of the Director of Human Resources (**Document “E”**) contains 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 “E” and the Pay Policy Statement for the financial year 2021/22 as set out at Appendix 2 to Document “E”, be approved.

(Tim Barker – 01274 432031)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



Report of the Director of Human Resources to the meeting of the Council to be held on 16 March 2021

E

Subject:

Pay Policy Statements for 2020/21 and 2021/22

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.

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.

Anne Lloyd
Director of Human Resources

Portfolio:

Corporate

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

Overview & Scrutiny Area:

Corporate

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 Statements for the year 1 April 2020 to 31 March 2021 and for the year 1 April 2021 to 31 March 2022 have 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 The Pay Policy Statement should be approved by a resolution of the Authority before it comes into force but because the 17 March 2020 full Council meeting did not proceed due to the pandemic, it was not possible to achieve this last year. Hence the Pay Policy Statement for the financial year 2020/21 is brought to this meeting of Council.
- 1.4 This report provides details of the proposed Pay Policy Statements for the financial years 2020/21 and 2021/22.

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 2021/22 Pay Policy Statement must be prepared and approved before 31 March 2021. 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 January 2020) which had 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 and that the information contained within that policy statement was the position at March 2020:

- 2.7.1 The pay multiple had been recalculated and remained 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 remained 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 effective from 1 April 2020 had not been agreed and therefore all salaries quoted in the pay policy statement are based on salary levels at 1 April 2019.
- 2.7.3 Revised salary bandings for the application of LGPS employee pension contribution rates from 1 April 2020 in Appendix A of the Pay Policy Statement had also not yet been officially approved and therefore are the rates at 1 April 2019.
- 2.8 The West Yorkshire Pension Fund has seen significant growth in both the volume

and complexity of administration required for the increased membership of around 287,000 for 450 employers and of the investment funds under management which total over £13 billion. The fund manages a number of other local authority Local Government Pension schemes and Fire & Rescue Service Pension schemes. An independent report in 2018 recommended a structural review of staffing and the creation of new Assistant Director posts to manage the investment funds. The report was considered and endorsed by the Joint Advisory Group. These new posts are required to ensure the pension schemes are managed effectively within the complex statutory framework and that investment funds are effectively managed to ensure the financial viability of the pension schemes which otherwise would result in increased employer contributions and would add significant costs to local authority and fire & rescue authority budgets. These posts were approved by the Chief Executive under delegated powers in accordance with article 14.20.3 of the Council's constitution. The costs are funded from the allowable administration costs that are met from the fund itself and there are no costs to the Council. The new posts have been included in Appendix B of the Pay Policy Statement.

- 2.9 The proposed **Pay Policy Statement for 2021/22** can be found at **Appendix 2**. The proposed Statement for 2021/22 is based on the proposed Statement for 2020/21 at Appendix 1.

The following should be noted:

- 2.9.1 The pay multiple has been recalculated based on the pay awards effective from 1 April 2020 that have now been agreed and implemented. The value of the 'pay multiple' between the highest paid salary and the median earnings figure of the whole of the Council's workforce has reduced slightly to **8.8:1**

*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'.*

- 2.9.2 The full Council meeting on 20 February 2020 adopted the then current level of the Living Wage Foundation voluntary living wage rate of £9.30 per hour with effect from 1 April 2020. This will benefit around 1,500 employees paid on SCP1 or equivalent as the NJC rate of pay for SCP1 is £9.25 from 1 April 2020. This has been included in the calculation of the pay multiple.

The full Council meeting on 18 February 2021 committed to pay the current level of the Living Wage Foundation voluntary living wage rate (the 'Real' Living Wage) of £9.50 per hour, for one year with effect from 1 April 2021 to be implemented at the same time as the national pay awards are determined / implemented.

- 2.9.3 Revised salary bandings for the application of LGPS employee pension contribution rates have been updated from 1 April 2020 in Appendix A of the Pay Policy Statement.

- 2.10 The Executive on 18 February 2020 approved the consultation process for the preferred option to commence on ambitious plans for the introduction of a Clean Air Zone (CAZ) in the Bradford District to reduce air pollution in the shortest possible time, which will also result in reduced greenhouse gas emissions in line with the Council's Climate Emergency declaration, backed by £4m of government funding.

In order to secure the continued resourcing through to completion of this complex programme involving numerous public / private stakeholders and ensure the Council meets this ambitious objective, a temporary post of Air Quality Programme Director has been established for the duration of the implementation plan. The post was approved by the Chief Executive under delegated powers in accordance with article 14.20.3 of the Council's constitution. The costs will be met from the government funding and there are no costs to the Council. The post has been included in Appendix B of the Pay Policy Statement.

3. FULL COUNCIL CONSIDERATION

- 3.1 Full Council will consider this report and the draft Pay Policy Statements at **Appendix 1 and Appendix 2** on Tuesday 16 March 2021.

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.
- 4.2 The Restriction of Public Sector Exit Payments Regulations 2020 came into force on 4 November 2020 and apply to all parts of the public sector, with limited exceptions. However, on 12 February 2021 the Government announced that, after extensive review of the application of the Cap, the Government has concluded that the Cap may have had unintended consequences and the Regulations should be revoked. HMT Directions have been published that disapply the Cap until the Regulations have been revoked. The Government also stated its intention to bring new proposals to limit termination payments in the public sector and these will be the subject of a further consultation exercise.
- 4.3 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 these provisions will be brought into force have yet to be announced.

5. FINANCIAL & RESOURCE APPRAISAL

There are no direct financial implications arising from this report.

6. RISK MANAGEMENT & GOVERNANCE ISSUES

No significant implications have been identified.

7. LEGAL APPRAISAL

- 7.1 The Authority is under a statutory duty to prepare and publish a Pay Policy Statement for the financial year 2021/22 and each subsequent financial year pursuant to the requirements set out in sections 38-43 of the Localism Act 2011. The Pay Policy Statement should be approved by a resolution of the Authority before it comes into force but because the 17 March 2020 full Council meeting did not proceed due to the pandemic, it was not possible to achieve this last year. Hence the Pay Policy Statement for the financial year 2020/21 is brought to this meeting of Council. 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.

8. OTHER IMPLICATIONS

8.1 SUSTAINABILITY IMPLICATIONS

Not applicable.

8.2 GREENHOUSE GAS EMISSIONS IMPACTS

Not applicable.

8.3 IMPLICATIONS FOR CORPORATE PARENTING

Not applicable.

8.4 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

Not applicable.

8.5 HUMAN RIGHTS ACT

No implications arising from this report.

8.6 TRADE UNION

There is no formal requirement to consult about the 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.

8.7 WARD IMPLICATIONS

Not applicable.

9. NOT FOR PUBLICATION DOCUMENTS

None

10. OPTIONS

- 10.1 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 2021/22 and each subsequent financial year.

11. RECOMMENDATIONS

That the Pay Policy Statement for the financial year 2020/21 as set out at **Appendix 1** to this report and the Pay Policy Statement for the financial year 2021/22 as set out at **Appendix 2** to this report, be approved.

12. APPENDICES

Appendix 1: Proposed Pay Policy Statement 2020/21

Appendix 2: Proposed Pay Policy Statement 2021/22

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

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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 job evaluation which is a systematic way of determining the value of a job in relation to other jobs in the organisation and 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

Pay Policy Statement

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.

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

Pay Policy Statement

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 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

Pay Policy Statement

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.

10. Amendments to the Policy

Pay Policy Statement

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) 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

Aspect of Chief Officer Remuneration	Authority Policy
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>

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 Discretionary Compensation Policy.doc</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 LGPS Pension Discretion Policy Statements. 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. Statement of Accounts Bradford Council</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
CHIEF EXECUTIVE'S OFFICE		
Director of West Yorkshire Pension Fund	Director 1	£106,131 - £116,744
Deputy Director of Investments	AD2	£85,238 - £96,603
Assistant Director of Investments (UK, Overseas, Alternatives) (3)	AD3	£73,874 - £85,238
Assistant Director Finance, Admin and Governance	AD3	£73,874 - £85,238
AD Office of the Chief Executive	AD2	£85,238 - £96,603
CORPORATE RESOURCES		
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
CHILDREN'S SERVICES		
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
HEALTH & WELLBEING		
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
PLACE		
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

PAY POLICY STATEMENT

FOR THE FINANCIAL YEAR

2021/2022

Statement of Pay Policy for the year 1 April 2021 to 31 March 2022

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 2020/21 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**.

- **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 2020 is £194,628 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 job evaluation which is a systematic way of determining the value of a job in relation to other jobs in the organisation and 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

Pay Policy Statement

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 2020 are:

Strategic Director 1	£141,962 - £148,830 (SD1)
Strategic Director 2	£116,777 - £128,225 (SD2)
Director 1	£109,050 - £119,954 (Dir 1)
Assistant Director 1	£ 99,260 - £105,100 (AD1)
Assistant Director 2	£ 87,582 - £ 99,260 (AD2)
Assistant Director 3	£ 75,906 - £ 87,582 (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.

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

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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 2020 is spinal column point 1 which relates to an annual full time salary of £17,842 p.a. and can be expressed as an hourly rate of pay of £9.25. 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 full Council meeting on 20th February 2020 adopted the then current level of the Living Wage Foundation voluntary living wage rate of £9.30 per hour with effect from 1st April 2020. This will impact on any employee paid on SCP1 or equivalent as the NJC rate of pay for SCP1 is £9.25 from 1st April 2020.
- 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

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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.

From 1 April 2020 the highest paid salary in this Authority is £194,628 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 £22,102 p.a. The ratio between the two salaries, the 'pay multiple' is 8.8:1. 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.

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) 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

Aspect of Chief Officer Remuneration	Authority Policy
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 17.1% (at 1 April 2020) 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 2020 are:</p> <p>Employees earning up to £14,600 contribute 5.5% Employees earning between £14,601 and £22,800 contribute 5.8% Employees earning between £22,801 and £37,100 contribute 6.5% Employees earning between £37,101 and £46,900 contribute 6.8% Employees earning between £46,901 and £65,600 contribute 8.5% Employees earning between £65,601 and £93,000 contribute 9.9% Employees earning between £93,001 and £109,500 contribute 10.5%. Employees earning between £109,501 and £164,200 contribute 11.4%. Employees earning more than £164,201 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 Discretionary Compensation Policy.doc</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 LGPS Pension Discretion Policy Statements. 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. Statement of Accounts Bradford Council</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 AND SALARY RANGES AT 1/4/20

JOB TITLE	GRADE	SALARY RANGE
Chief Executive	CEX	£194,628
SD Corporate Resources	SD1	£141,962 - £148,830
SD Children's Services	SD1	£141,962 - £148,830
SD Health & Wellbeing	SD1	£141,962 - £148,830
SD Place	SD1	£141,962 - £148,830
CHIEF EXECUTIVE'S OFFICE		
Director of West Yorkshire Pension Fund	Director 1	£109,050 - £119,954
Deputy Director of Investments	AD2	£87,582 - £99,260
Assistant Director of Investments (UK, Overseas, Alternatives) (3)	AD3	£75,906 - £87,582
Assistant Director Finance, Admin and Governance	AD3	£75,906 - £87,582
AD Office of the Chief Executive	AD2	£87,582 - £99,260
CORPORATE RESOURCES		
City Solicitor	AD1	£99,260 - £105,100
Director of Finance	AD1	£99,260 - £105,100
Director of Human Resources	AD1	£99,260 - £105,100
AD Revenue & Benefits	AD3	£75,906 - £87,582
AD Information Services	AD3	£75,906 - £87,582
AD Estates & Property	AD2	£87,582 - £99,260
CHILDREN'S SERVICES		
Deputy Director Children's Social Care	AD1	£99,260 - £105,100
Deputy Director Education & Learning	AD1	£99,260 - £105,100
AD Performance, Commissioning & Partnerships	AD2	£87,582 - £99,260
HEALTH & WELLBEING		
AD Operational Services	AD2	£87,582 - £99,260
AD Commissioning & Integration	AD2	£87,582 - £99,260
Director of Public Health	AD1	£99,260 - £105,100
Air Quality Programme Director (Temporary)	AD3	£75,906 - £87,582
PLACE		
AD Waste, Fleet & Transport Services	AD2	£87,582 - £99,260
AD Sport & Culture	AD2	£87,582 - £99,260
AD Neighbourhoods & Customer Services	AD2	£87,582 - £99,260
AD Economy & Development Services	AD2	£87,582 - £99,260
AD Planning, Transportation & Highways	AD2	£87,582 - £99,260