

Agenda for a meeting of the Staffing Committee to be held on Monday, 7 February 2022 at 3.15 pm in Committee Room 5 - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE
Hinchcliffe I Khan Lal	Davies Poulsen

Alternates:

LABOUR	CONSERVATIVE
Ferriby Salam Tait	Pollard

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- On the day of the meeting you are encouraged to wear a suitable face covering (unless you are medically exempt) and adhere to social distancing.

From:
Parveen Akhtar
City Solicitor
Agenda Contact: Yusuf Patel
Phone: 07970 411923
E-Mail: yusuf.patel@bradford.gov.uk

To:

A. PROCEDURAL ITEMS

1. ALTERNATE MEMBERS (Standing Order 34)

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

2. DISCLOSURES OF INTEREST

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

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

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

Notes:

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

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

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

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

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

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

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

(Yusuf Patel - 01274 434579)

B. BUSINESS ITEMS

4. APPOINTMENT OF DIRECTOR LEGAL GOVERNANCE (PREVIOUSLY REFERRED TO AS CITY SOLICITOR) & DIRECTOR WEST YORKSHIRE PENSION FUND IN ACCORDANCE WITH THE COUNCIL'S CONSTITUTION AND PAY POLICY STATEMENT

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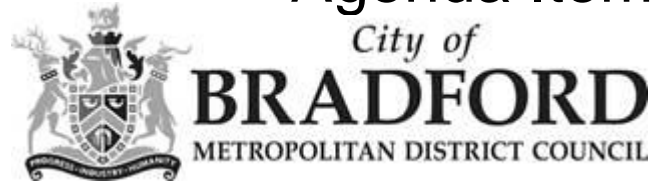
The Chief Executive will submit a report (**Document "C"**) which seeks approval from Staffing Committee to delegate to an Appointments Panel the authority to appoint to the position of Director of Legal Governance and Director West Yorkshire Pension Fund in accordance with the Council's Constitution and Pay Policy Statement.

Recommended –

That Staffing Committee approve the proposals:

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

(Anne Lloyd - 07976 163200)



Report of the Chief Executive to the meeting of Staffing Committee to be held on 7 February 2022

C

Subject:

Appointment of Director Legal Governance (previously referred to as City Solicitor) & Director West Yorkshire Pension Fund in accordance with the Council's Constitution and Pay Policy Statement.

Summary statement:

This report seeks approval from Staffing Committee:

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

EQUALITY & DIVERSITY:

The appointment to the post will support a number of priority outcome areas in the Bradford Council Plan 2021-2025 and in particular the priority of 'An Enabling Council' and working towards making the Council a great place to work and reflects the communities we serve. In addition, it will support the Council Equality Objectives and Equality Plan around Leadership and Workforce Diversity. All work that relates to our workforce must support the Council objectives on Equality and Diversity. Recruitment, retention and succession has inclusion at its core.

Kersten England
Chief Executive

Portfolio:
Corporate

Report Contact: Anne Lloyd
Director of Human Resources
Phone: 07976 163200
E-mail: anne.lloyd@bradford.gov.uk

Overview & Scrutiny Area:
Corporate

1. SUMMARY

- 1.1 In accordance with the Council's Constitution the appointment of the Director of Legal Governance and the Director WYPF is a function of Staffing Committee. The Council's current Senior Management structure was approved by Executive on 20 September 2016 and this approved structure included the post of City Solicitor (now referred to as Director Legal Governance) and Director WYPF. The Structure is at Appendix 1 of this report.
- 1.2 Following her resignation, the current City Solicitor is due to leave the Council in March 2022. The post holder is currently working their notice.
- 1.3 Following his notice of resignation (retirement), the current Director WYPF is due to leave the Council in Spring 2022.
- 1.4 It is proposed to appoint to the post of Director of Legal Governance and the Director WYPF in line with the Council's Constitution and Pay Policy Statement. The Pay Policy Statement is at Appendix 2 of this Report.

2. BACKGROUND

- 2.1. On 20 September 2016 Executive approved the current senior management structure.
- 2.2. The Council has approved the Council's Pay Policy Statement for the year 1 April 2021 to 31 March 2022.
- 2.3. Following her resignation the Council's current City Solicitor leaves the Council's employment in March 2022.
- 2.4. Following his resignation the Council's current Director WYPF is due to leave the Council's employment in Spring 2022.

4. OTHER CONSIDERATIONS

- 3.1. In accordance with Article 12A.4 and Part 3H (the Officer Employment Procedure Rules) of the Constitution it is a function of Staffing Committee to appoint the Director of Legal Governance (formerly referred to as City Solicitor) and Director WYPF. This function is normally delegated by Staffing Committee to a sub – committee, (an appointment panel). The power to make the appointment can also be delegated to the Chief Executive or her nominee.
- 3.2. The post of Director of Legal Governance is a key post in leading the Legal Services of the Council to ensure that the needs and aspirations of the citizens of the Bradford District are met. It also acts as the Authority's Monitoring Officer under section 5 Local Government and Housing Act 1989, and is a statutory chief officer post. The job profile and person specification for the role is at Appendix 3 of this report.

- 3.3. In accordance with Section 4 of the Council's Pay Policy Statement the post of Director of Legal Governance (formerly referred to as City Solicitor) is subject to the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Officers as amended and supplemented by local agreements and decisions. The post is graded at AD1 (Assistant Director 1) with a salary range of £99,260 - £105,100 per annum being one of the grade ranges and salary levels within the Council's Pay Policy Statement. Other aspects of the remuneration for the post are set out in Appendix A of the Pay Policy Statement.
- 3.4. The post of Director WYPF is a key post in leading the West Yorkshire Pension Fund of the Council to ensure that pension fund investments for members and employer organisations are sound, the fund is well managed and grows and is sustainable. The job profile and person specification for the role is at Appendix 4 of this report.
- 3.5. In accordance with Section 4 of the Council's Pay Policy Statement the post of Director WYPF is subject to the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Officers as amended and supplemented by local agreements and decisions. The post is graded at Director 1 with a salary range of £109,050 - £119,954 per annum being one of the grade ranges and salary levels within the Council's Pay Policy Statement. Other aspects of the remuneration for the post are set out in Appendix A of the Pay Policy Statement.
- 3.6. Staffing Committee is asked to approve the proposal to appoint to the post of Director of Legal Governance and the post of Director WYPF in accordance with the Council's Pay Policy Statement.
- 3.7. Staffing Committee is asked to approve the proposal that the Appointment Panel be given delegated responsibility to appoint to the position of Director of Legal Governance and Director WYPF and that the Panel comprise three Elected Members (two Labour and one Conservative) with the membership to be on the nomination of the Leader of Council and Leader of the Conservative Group (and shall include at least one Member of Executive).
- 3.8. A procurement process has already taken place to secure the services of a search and selection consultant. Proventure Consulting have been appointed to support with the recruitment process.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 It is proposed that the appointment of both posts (Director of Legal Governance (formerly referred to as City Solicitor) and Director WYPF) is in accordance with the provisions of the Council's Pay Policy Statement as set out in section 3 above and as detailed in Appendix 2.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

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

6. LEGAL APPRAISAL

- 6.1 Section 112 Local Government Act 1972 allows the Council to appoint such officers that it thinks necessary for the proper discharge by the Authority of its duties. Such officers shall hold office on such reasonable terms and conditions as the Council thinks fit.
- 6.2 The position of Director of Legal Governance is a statutory chief officer post under the Local Government and Housing Act 1989 and acts as the Authority's Monitoring Officer under section 5 of the Local Government and Housing Act 1989.
- 6.3 In accordance with the Council's published Pay Policy Statement for the financial year 2021/22 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 of the Pay Policy Statement, or if it is proposed to pay more than the top of the salary range for an existing post in Appendix B of the Pay Policy Statement.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

The processes within this Report are equality compliant. The recruitment and selection will be advertised widely to reach potential candidates from all backgrounds, applicants are encouraged from diverse backgrounds.

7.2 SUSTAINABILITY IMPLICATIONS

None

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

None

7.4 COMMUNITY SAFETY IMPLICATIONS

None

7.5 HUMAN RIGHTS ACT

None

7.6 TRADE UNION

None

7.7 WARD IMPLICATIONS

None

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

None

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

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

10. RECOMMENDATIONS

That Staffing Committee approve the proposals:

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

11. APPENDICES

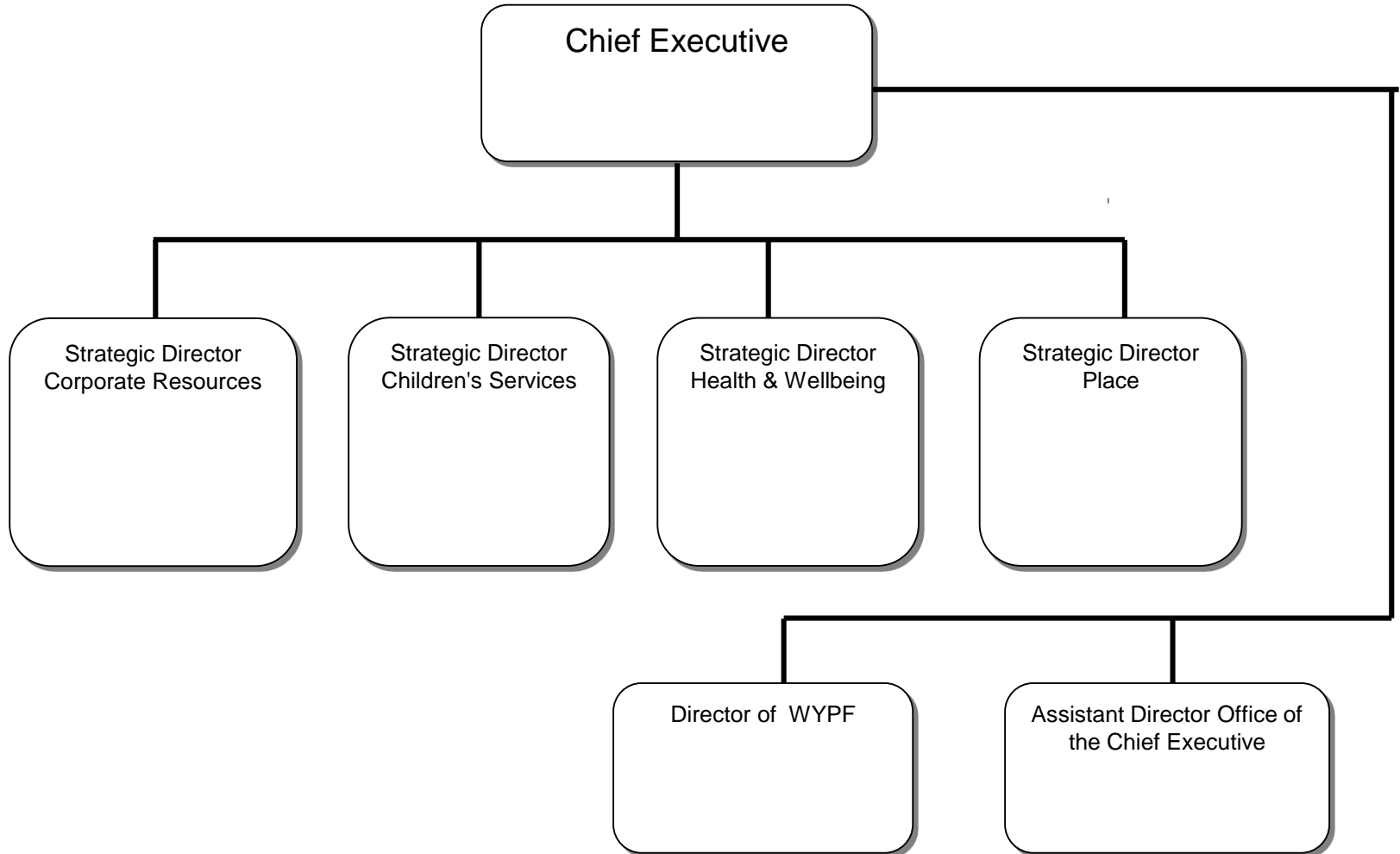
Appendix 1 – Senior Management Structure 2020
Appendix 2 – The Council's Pay Policy Statement 2021/22
Appendix 3 – Job Profile and Personnel Specification Director of Legal Governance
Appendix 4 – Job Profile and Personnel Specification Director West Yorkshire Pension Fund

12. BACKGROUND DOCUMENTS

None

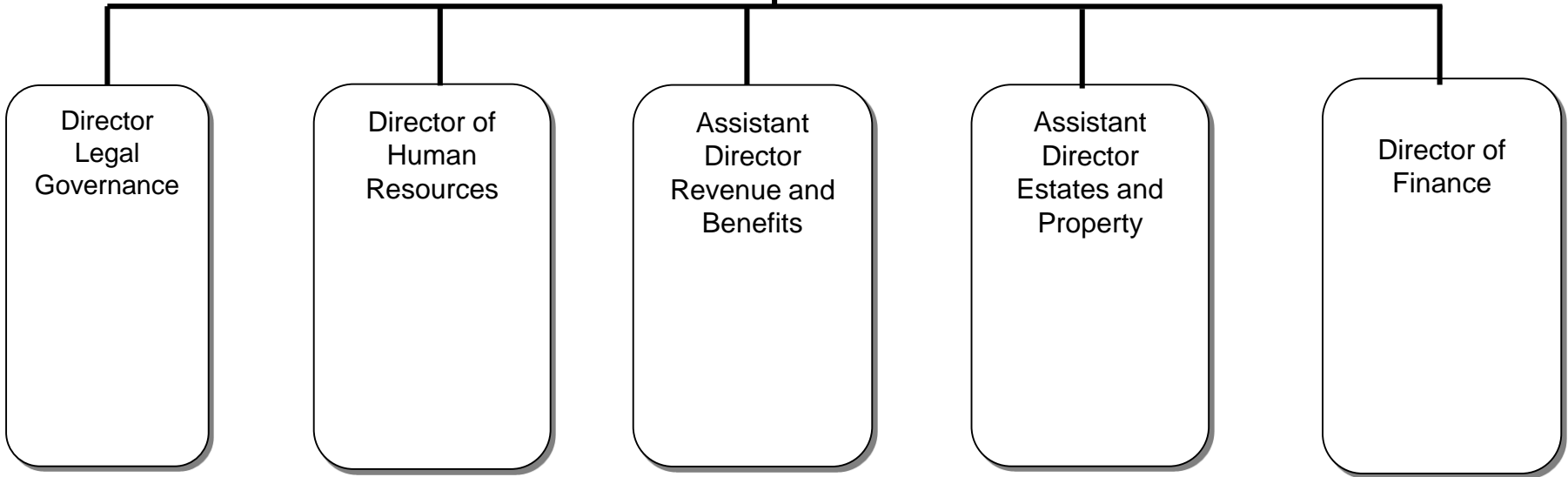
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SENIOR MANAGEMENT STRUCTURE





Strategic Director



DEPARTMENT OF CORPORATE RESOURCES



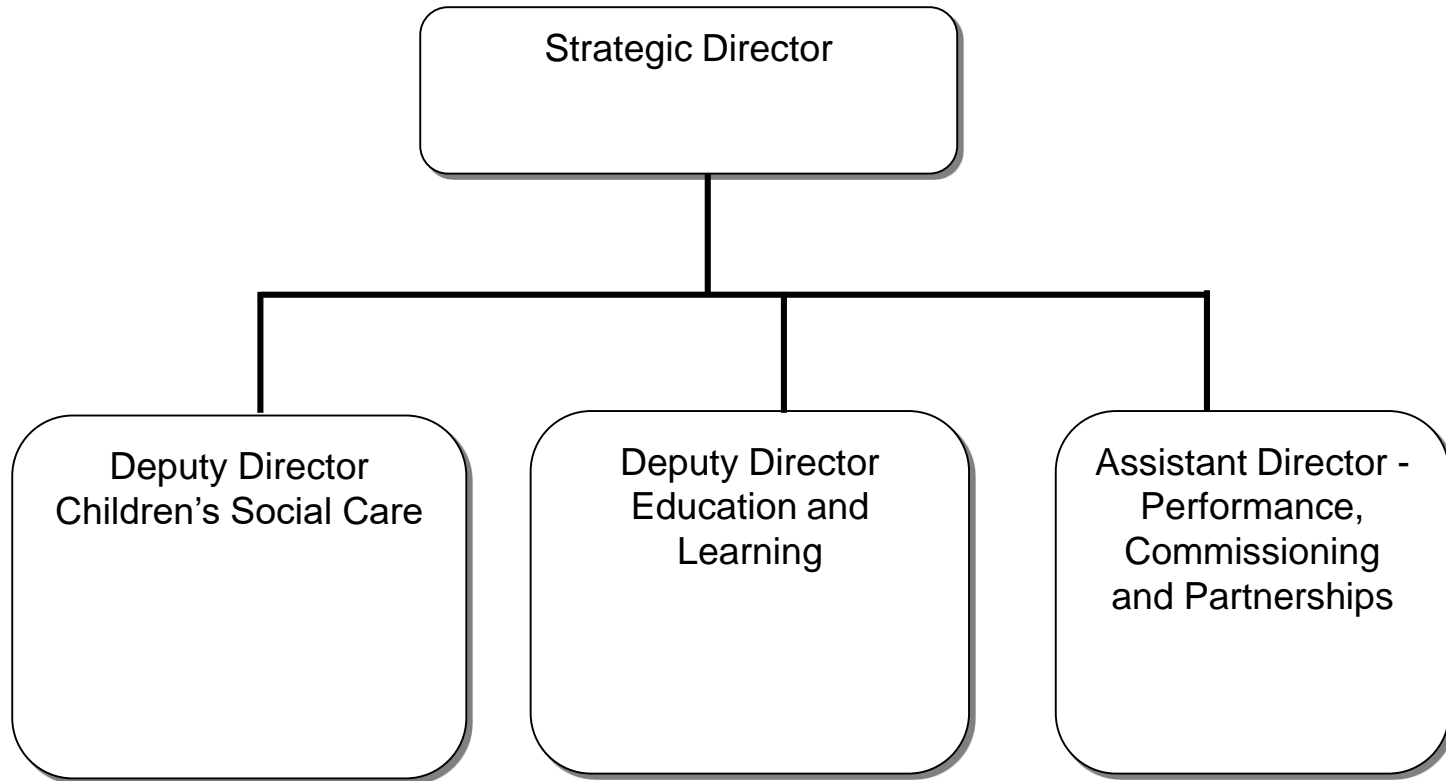
Strategic Director

Assistant Director
Operational Services

Assistant Director
Commissioning &
Integration

Director of Public
Health

DEPARTMENT OF HEALTH & WELLBEING



DEPARTMENT OF CHILDREN'S SERVICES



Strategic Director

Interim
Assistant
Director
Waste, Fleet
& Transport
Services

Assistant
Director
Sport &
Culture

Assistant
Director
Neighbourhoods
& Customer
Services

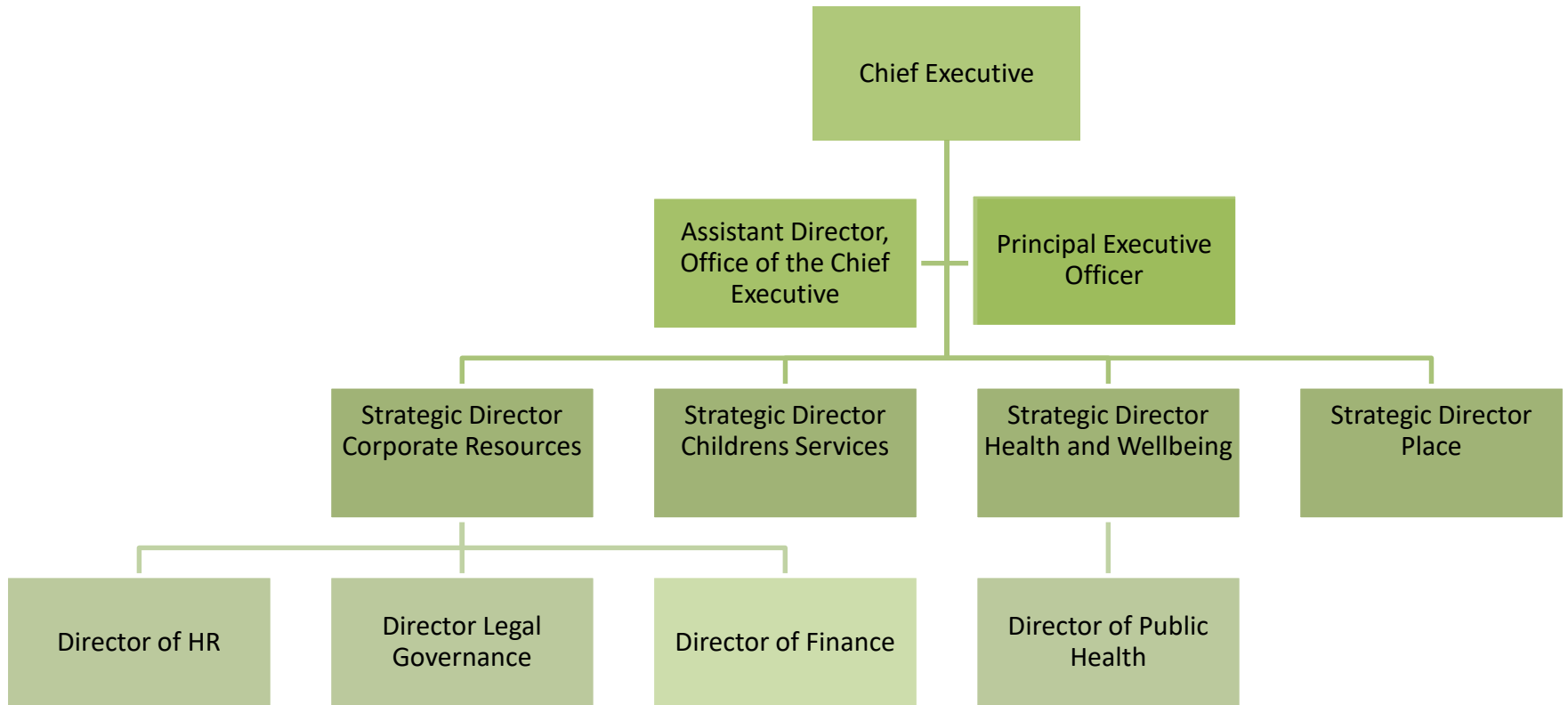
Assistant
Director,
Economy and
Development
Services

Assistant
Director
Planning,
Transportation
& Highways

DEPARTMENT OF PLACE



MEMBERS OF THE COUNCIL MANAGEMENT TEAM



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 (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 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.

Pay Policy Statement

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 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.

Pay Policy Statement

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 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

Pay Policy Statement

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

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

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>

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.</p> <p>The Restriction of Public Sector Exit Payments Regulations 2020 now apply to prohibit local authorities and other public bodies from making an exit payment which exceeds the exit payment cap, currently £95 000.</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

Job Profile – Director Legal Governance (AD1)

Department: Corporate Resources
Responsible to: Strategic Director Corporate Resources
Responsible for: Legal Governance

Job purpose Lead and manage Democratic, Legal, Mortuary and Registrar's Services, providing a comprehensive legal and governance framework, advice and support in order to facilitate the delivery of modern Council services.

Act as Statutory Monitoring Officer pursuant to Section 5 of the Local Government and Housing Act 1989.

Build, nurture and sustain effective multi-agency partnerships across the locality ensuring the delivery of needs-led integrated, joined-up, fit for purpose and responsive services.

Corporate responsibilities

1. Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies and plans that will deliver the Council's priority outcomes.
2. Create, encourage and role model a culture of achievement and service excellence through efficiency and continuous improvement.
3. Inform, support and advise Elected Members so that they can fulfil their executive, scrutiny and representational responsibilities.
4. Design and implement service delivery standards and performance criteria and develop and mature key performance data.
5. Champion employee engagement and experience ensuring Bradford Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.

6. Ensure the department resources are used and managed effectively, efficiently and sustainably and in accordance with Council Standing Orders and Financial Regulations.
 7. Ensure that all decisions made across the department are based on sound risk management principles which comply with Council procedures and processes within its financial, legal, ethical and statutory frameworks.
 8. Take collective responsibility for the delivery of the Council's transformation programmes.
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Service focused responsibilities

1. Promote, develop and monitor good governance across the Council's functions and activities encompassing work with partners including development of a modern accessible constitution.
2. Deliver across a range of democratic services including those provided by Committee Secretariat, Members Support Team, Civic Affairs Team and the Elections Team.
3. Key contact to the Coroner to ensure that the Council provides appropriate support to the West Yorkshire (West) Division of the Coronial Service.
4. Lead role in developing the Council's approach to democratic renewal within the overall community leadership and corporate governance framework.
5. Proactively lead on legal matters within the corporate governance framework providing advice and guidance that secures efficient and effective decision-making.
6. Provide constitutional and legal advice to members/officers and attending meetings of the full Council, the Executive Committee and other appropriate member bodies in support of the Strategic Directors and as may be required.
7. Foster excellence by developing effective working relationships with members, officers, clients and lawyers providing advice and support.
8. Manage the legal team's participation in and development of the relationship with WYLAW and develop collaborative arrangements with other public and private bodies.
9. Ensure efficient and effective conduct of parish, local, parliamentary and European elections, and referenda.
10. Manage the Overview and Scrutiny function to ensure effective challenge is in place across the Council and District Partnership to support district wide improvements.
11. Develop overall support package across the organisation for Members to enable them to carry out their roles effectively.
12. Ensure effective decision-making and governance arrangements between the Council and its strategic partners in the District.

Person specification – Director Legal Governance

<p>Qualifications</p>	<p>A professional, academic or management qualification or relevant professional experience</p> <p>Evidence of sustained personal and professional development</p>
<p>Knowledge and experience</p>	<p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment</p> <p>Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services</p> <p>Extensive experience of working collaboratively in order to drive forward new and innovative approaches to both service development and delivery across all areas</p> <p>Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation</p> <p>Tangible evidence of guiding, motivating and developing people, to achieve high performance</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination</p>
<p>Skills</p>	<p>Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs</p> <p>Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility</p> <p>High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies</p> <p>Ability to inspire, guide, motivate and develop people, to achieve high performance</p> <p>Ability to listen to and influence others, presenting information and arguments convincingly</p> <p>IT literate and able to manage information systems as necessary</p>

Other requirements	<p>Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods</p> <p>To participate in the Senior Leadership Team (SLT) Emergency Duty rota</p> <p>This post is subject to DBS requirements</p> <p>This post is politically restricted</p>
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Completed by:		Date:	
Quality checked: (HR)		Date:	

Job Profile – Director of Legal and Governance (AD1)

Department: Corporate Resources
Responsible to: Strategic Director Corporate Resources
Responsible for: Legal and Governance

Job purpose Lead and manage Democratic, Legal, Mortuary and Registrar's Services, providing a comprehensive legal and governance framework, advice and support in order to facilitate the delivery of modern Council services.

Act as Statutory Monitoring Officer pursuant to Section 5 of the Local Government and Housing Act 1989.

Build, nurture and sustain effective multi-agency partnerships across the locality ensuring the delivery of needs-led integrated, joined-up, fit for purpose and responsive services.

Corporate responsibilities

1. Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies and plans that will deliver the Council's priority outcomes.
2. Create, encourage and role model a culture of achievement and service excellence through efficiency and continuous improvement.
3. Inform, support and advise Elected Members so that they can fulfil their executive, scrutiny and representational responsibilities.
4. Design and implement service delivery standards and performance criteria and develop and mature key performance data.
5. Champion employee engagement and experience ensuring Bradford Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.

6. Ensure the department resources are used and managed effectively, efficiently and sustainably and in accordance with Council Standing Orders and Financial Regulations.
 7. Ensure that all decisions made across the department are based on sound risk management principles which comply with Council procedures and processes within its financial, legal, ethical and statutory frameworks.
 8. Take collective responsibility for the delivery of the Council's transformation programmes.
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Service focused responsibilities

1. Promote, develop and monitor good governance across the Council's functions and activities encompassing work with partners including development of a modern accessible constitution.
2. Deliver across a range of democratic services including those provided by Committee Secretariat, Members Support Team, Civic Affairs Team and the Elections Team.
3. Key contact to the Coroner to ensure that the Council provides appropriate support to the West Yorkshire (West) Division of the Coronial Service.
4. Lead role in developing the Council's approach to democratic renewal within the overall community leadership and corporate governance framework.
5. Proactively lead on legal matters within the corporate governance framework providing advice and guidance that secures efficient and effective decision-making.
6. Provide constitutional and legal advice to members/officers and attending meetings of the full Council, the Executive Committee and other appropriate member bodies in support of the Strategic Directors and as may be required.
7. Foster excellence by developing effective working relationships with members, officers, clients and lawyers providing advice and support.
8. Manage the legal team's participation in and development of the relationship with WYLAW and develop collaborative arrangements with other public and private bodies.
9. Ensure efficient and effective conduct of parish, local, parliamentary and European elections, and referenda.
10. Manage the Overview and Scrutiny function to ensure effective challenge is in place across the Council and District Partnership to support district wide improvements.
11. Develop overall support package across the organisation for Members to enable them to carry out their roles effectively.
12. Ensure effective decision-making and governance arrangements between the Council and its strategic partners in the District.

Person specification – Director of Legal and Governance

Part One

Qualifications

1. Either qualified as a Solicitor OR Barrister, able to practice at the Bar.

Experience

2. Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment.
3. Experience in the development, presentation and implementation of complex strategy and policy in a relevant area.
4. Extensive experience of effective corporate and collaborative working, building cross sector or cross service partnerships and relationships to deliver corporate and service priorities.
5. Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation.
6. Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management.
7. A track record of promoting, leading and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture.
8. Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives.
9. A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination.

Part Two

Skills, Knowledge and Abilities

1. Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs.
2. Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services.
3. Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility.

4. High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies.
5. Ability to inspire, guide, motivate and develop people, to achieve high performance.
6. Ability to listen to and influence others, presenting information and arguments convincingly.
7. IT literate and able to manage information systems as necessary

Part Three

Other requirements

- Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods
- To participate in the Senior Leadership Team (SLT) Emergency Duty rota
- This post is subject to DBS requirements
- This post is politically restricted

Completed by:		Date:	
Quality checked: (HR)		Date:	

Job Profile – Director West Yorkshire Pension Fund (D1)

Department: Office of the CEO
Responsible to: Chief Executive Officer
Responsible for: West Yorkshire Pension Fund (WYPF)

Job purpose Lead the effective management of the West Yorkshire Pension Fund (Administration, Accounting and Investment), pursuing best practice and best value to deliver a high quality service.

Lead and develop the Shared Service Partnership which manages the administration of third party schemes, pursuing best practice and best value to deliver a high quality service to all participants.

Lead on all Treasury Management relating to Bradford Council.

Build, nurture and sustain effective multi-agency partnerships ensuring the delivery of needs-led integrated, joined-up, fit for purpose and responsive services.

Corporate responsibilities

1. Contribute to the strategic leadership of the Council by establishing, leading, developing and implementing effective strategies and plans that will deliver the Council's priority outcomes.
2. Create, encourage and role model a culture of achievement and service excellence through efficiency and continuous improvement.
3. Inform, support and advise Elected Members so that they can fulfil their executive, scrutiny and representational responsibilities.
4. Design and implement service delivery standards and performance criteria and develop and mature key performance data.

5. Champion employee engagement and experience ensuring Bradford Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.
 6. Ensure effective, efficient and sustainable use and management of resources in accordance with Council Standing Orders and Financial Regulations.
 7. Ensure all decisions are based on sound risk management principles which comply with Council procedures and processes within its financial, legal, ethical and statutory frameworks.
 8. Take collective responsibility for the delivery of the Council's transformation programmes.
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Service focused responsibilities

1. Ensure adequate decision-support techniques, processes and skills are in place with an emphasis on delivering the service across the full range of business activities, both internally and externally managed, and improving both investment returns and value for money.
2. Ensure financial reporting, audit and control mechanisms are in place for all activities, including external custody, and the budgetary monitoring and reporting system is effective and capable of meeting all cost and performance disclosure requirements.
3. Ensure all aspects of pension fund management function including:
 - Long Term Investment Strategy
 - Tactical Asset Allocation
 - Investment Policy Implementation
 - Investment Performance
 - Member services
 - Employer Services and Compliance
 - Financial Control
 - Governance and Business Development
 - Projects, Communications & IT
 - Reportingare effectively managed and delivered to the latest industry standards.
4. Ensure all requirements of the Local Government Pension Scheme Investment Regulations are met, including developing and revising the policy statements required, in accordance with the relevant guidance issued by the Secretary of State or the National Scheme Advisory Board.
5. Provide leadership, direction and professional advice to the Fund on investment policy, strategy and practice, in particular to the Investment Advisory Panel and Joint Advisory Group.

6. Promote the WYPF strategic vision to manage investments internally as part of the Northern Pool, based in Bradford, operating jointly with Greater Manchester and Merseyside, delivering a high quality service and excellent value for money.
7. Lead on the development of investment strategy to manage the portfolio with the objective of delivering the rate of return required by the actuarial valuation to ensure employer contributions are minimised, and maintained at as consistent a level as is possible.
8. Create and sustain effective working relationships with Northern Pool Partners, to promote efficient and effective joint working.
9. Be appointed as a director of Northern Pool joint venture companies, or other corporate structures as may be required from time to time, for the efficient management of investments within the pool, representing the interests of WYPF to the extent permitted by law.
10. Support the development and management of the Northern Pool to enable the Joint Committee to fulfil its role under the Investment Regulations and Statutory Guidance.
11. Ensure the principles of automation and digital by design run through the service's activities.

Person specification – Director WYPF

<p>Qualifications</p>	<p><i>A professional, academic or management qualification or relevant professional experience</i></p> <p>Evidence of sustained personal and professional development</p>
<p>Knowledge and experience</p>	<p>Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment</p> <p>Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services</p> <p>Extensive experience of working collaboratively in order to drive forward new and innovative approaches to both service development and delivery across all areas</p> <p>Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation</p> <p>Tangible evidence of guiding, motivating and developing people, to achieve high performance</p> <p>A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination</p>
<p>Skills</p>	<p>Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs</p> <p>Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility</p> <p>High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies</p> <p>Ability to inspire, guide, motivate and develop people, to achieve high performance</p> <p>Ability to listen to and influence others, presenting information and arguments convincingly</p> <p>IT literate and able to manage information systems as necessary</p>

Other requirements	<p>Prepared to take an active role in the District affairs outside usual office hours, including weekends and holiday periods</p> <p>To participate in the Senior Leadership Team (SLT) Emergency Duty rota</p> <p>This post is subject to DBS requirements</p> <p>This post is politically restricted</p>
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Completed by:		Date:	
Quality checked: (HR)		Date:	

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