

Agenda for a meeting of the Appointment Panel (Director of Legal and Governance) to be held on Tuesday, 5 April 2022 at 1.00 pm in Committee Room 1 - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE
Hinchcliffe I Khan	Pollard

Notes:

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

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

To:

A. PROCEDURAL ITEMS

1. APPOINTMENT OF CHAIR

Recommended –

To appoint a Chair for the duration of this appointments process.

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 – 07970 411923)

B. BUSINESS ITEMS

4. APPOINTMENT PROCESS FOR THE POSITION OF DIRECTOR OF LEGAL & GOVERNANCE (PREVIOUSLY REFERRED TO AS CITY SOLICITOR) 1 - 20

The Chief Executive will submit a report (**Document “A”**) which asks the Panel to consider, in accordance with the Council’s Officer Employment Procedure Rules the elements required for the search, assessment and appointment process for the recruitment to the position of Director of Legal & Governance.

Recommended –

- (1) That the Appointment Panel agrees the elements required for the recruitment process to the post of Director of Legal & Governance as briefly outlined in Section 2.4 to Document “A”.**
- (2) That the Appointment Panel delegates to the Chief Executive in consultation with the chair of the Appointment Panel, the responsibility to liaise directly with the search and selection consultant, stakeholder participants if involved and technical advisors to ensure an effective and efficient recruitment process.**

(Anne Lloyd - 01274 437335)

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Report of the Chief Executive to the meeting of the Appointment Panel to be held on 5 April 2022

A

Subject:

Appointment process for the position of Director of Legal and Governance (previously referred to as City Solicitor)

Summary statement:

The Appointment Panel is asked to consider, in accordance with the Council's Officer Employment Procedure Rules the elements required for the search, assessment and appointment process for the recruitment to the position of Director of Legal and Governance.

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.

Kersten England
Chief Executive

Portfolio:

Corporate

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

Overview & Scrutiny Area:

Corporate

1. SUMMARY

- 1.1 The Officer Employment Procedure Rules in the Council's Constitution require Staffing Committee to determine whether to fill a vacancy at Strategic Director level and Director level and, if so, to establish an Appointment Panel or delegate the power to make the appointment to the Chief Executive or her nominee.
- 1.2 On 7th February 2022 Staffing Committee determined that the position of Director of Legal and Governance needed to be filled as the current post holder was serving her notice and due to leave on 31st March 2022. Staffing Committee delegated the responsibility to an Appointments Panel to appoint to the position.
- 1.3 This report outlines the proposed steps within the recruitment process to appoint to the position of Director of Legal and Governance and the elements that need to be considered by the Appointment Panel.

2. BACKGROUND

- 2.1 On 7th February 2022 Staffing Committee delegated the responsibility to appoint to the position of Director of Legal and Governance to an Appointments Panel. The post of Director of Legal and Governance is a key post in leading the Legal and Democratic Services of the Council to ensure that the needs and aspirations of the citizens of the Bradford District are met. The post holder also acts as the Authority's Monitoring Officer under section 5 Local Government and Housing Act 1989. This is a statutory chief officer post. The job profile and person specification for the role is at Appendix 1.
- 2.2 A procurement process has taken place to secure the services of a search and selection consultant. Proventure Consulting have been appointed to support with the recruitment process. Proventure have already supported with the advertisement for the position and the post has been advertised.
- 2.3 In accordance with the Council's Officer Employment Procedure Rules the Appointment Panel needs to consider the process for each stage in the recruitment process, including search, short listing and interviewing to ensure a thorough and robust appointments process is undertaken.
- 2.4 The main elements of the recruitment process requiring consideration by the Appointment Panel are:
 - The role of the search and selection consultant.
 - The contents and requirements of the role. Appendix 1 shows the Job Profile and Person Specification for the post of Director of Legal and Governance.
 - Selection Process – discussion and agreement as to the elements of this stage of the process.
 - Stakeholder Engagement –to decide whether any stakeholder involvement is required. If it is decided there should be stakeholder involvement to decide whether this is by way of stakeholder panels and if so what the role of such

panels would be. It is recommended, that if a decision is made to include stakeholder engagement, that the stakeholders provide feedback to the Appointment Panel in a consultative/advisory capacity.

- Technical Advice to the Appointment Panel – discussion and agreement as to whether technical advice is required as part of the process, and if so, who should provide technical advice to the Panel.
- Assessment Centre activities - discussion and agreement as to the elements within this stage of the process to fully measure and assess the suitability of applicants, for example by way of technical interviews.
- Timetable - as far as possible to agree a proposed timetable for the recruitment process.

3. OTHER CONSIDERATIONS

- 3.1 It is recommended that the Appointment Panel delegate to the Chief Executive in consultation with the chair of the Appointment Panel, the responsibility to liaise directly with the search and selection consultant, stakeholder participants (if it is agreed to use stakeholders) and technical advisors, in order to manage the process effectively.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 In accordance with Section 4 of the Council's Pay Policy Statement appended to this report as Appendix 2, the post of Director of Legal and Governance is graded at Assistant Director 1, which is a salary level of £100,749 rising to £106,677 per annum and appointed 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. Other aspects of the remuneration are set out in Appendix B of the Pay Policy Statement 2022/23.
- 4.2 It is estimated that the cost of the consultancy services referred to at 2.2 above will be in the region of £20,000. Depending on the recruitment process additional costs may need to be factored in.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 It is important that the Council has the right skills and knowledge within the Senior Management team of the Council.

6. LEGAL APPRAISAL

- 6.1 Section 112 of the 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 In accordance with the Article 4 of the Council's Constitution and the Council's last published Pay Policy Statement for the financial year 2022/23 full Council must approve any proposed salary package of £100,000 pa or more before it is offered in respect of a new post not listed in Appendix B of the Council's Pay Policy Statement 2022/23 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 the pay policy statement applies.

7. OTHER IMPLICATIONS

- 7.1 There are no sustainability, greenhouse gas emission impacts, community safety, Human Rights Act, Ward and Area Committee Action Plan or Corporate Parenting implications.

7.2 TRADE UNION

The Trade Unions (Unison and GMB) will be informed of the intention to appoint to the position of Director of Legal & Governance.

7.3 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

The organisation appointed will need to demonstrate compliance with data protection and information security as part of the procurement process.

8. NOT FOR PUBLICATION DOCUMENTS

Received Tender documentation referred to in 12 below.

9. OPTIONS

Not Applicable

10. RECOMMENDATIONS

- 10.1 That the Appointment Panel agrees the elements required for the recruitment process to the post of Director of Legal and Governance as briefly outlined in Section 2.4 above.
- 10.2 That the Appointment Panel delegates to the Chief Executive in consultation with the chair of the Appointment Panel, the responsibility to liaise directly with the search and selection consultant, stakeholder participants if involved and technical advisors to ensure an effective and efficient recruitment process.

11. APPENDICES

Appendix 1 – Director of Legal and Governance Job Profile and Person Specification

Appendix 2 – The Council's Pay Policy Statement 2022/23

12. BACKGROUND DOCUMENTS

Invitation to Quote (ITQ) DN582665

Contract variation to include appointment of Director of Legal & Governance. The received tender responses are Not for Publication on the grounds that they contain exempt information within paragraph 3 (information relating to the financial or business affairs of the tenderer) of Schedule 12A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing this information.

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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 Legal and Democratic; Legal, Committee Secretariat, Elections, Civic Affairs, 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.

Appendix 1

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, Registrars, Mortuary, Civic Affairs and Elections.
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.

Appendix 1

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.

PAY POLICY STATEMENT

FOR THE FINANCIAL YEAR

2022/2023

Statement of Pay Policy for the year 1 April 2022 to 31 March 2023

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 2021/22 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
 - Director of Legal & Governance** 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 2021 is £197,547 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 2021 are:

Strategic Director 1	£144,091 - £151,062 (SD1)
Strategic Director 2	£118,529 - £130,148 (SD2)
Director 1	£110,686 - £121,753 (Dir 1)
Assistant Director 1	£100,749 - £106,677 (AD1)
Assistant Director 2	£ 88,896 - £100,749 (AD2)
Assistant Director 3	£ 77,045 - £ 88,896 (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 2021 is spinal column point 1 which relates to an annual full time salary of £18,333 p.a. and can be expressed as an hourly rate of pay of £9.50. 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 Council adopted the then current level of the Living Wage Foundation voluntary living wage rate of £9.50 per hour with effect from 1st April 2021. This did not have an impact in the last year as the NJC rate of pay for SCP1 was subsequently increased to the same level of £9.50 per hour from 1st April 2021.
- 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

Pay Policy Statement

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 2021 the highest paid salary in this Authority is £197,547 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 £23,212 p.a. The ratio between the two salaries, the 'pay multiple' is 8.5:1. 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 17.1% (at 1 April 2022) 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 2022 are:</p> <p>Employees earning up to £15,000 contribute 5.5% Employees earning between £15,001 and £23,600 contribute 5.8% Employees earning between £23,601 and £38,300 contribute 6.5% Employees earning between £38,301 and £48,500 contribute 6.8% Employees earning between £48,501 and £67,900 contribute 8.5% Employees earning between £67,901 and £96,200 contribute 9.9% Employees earning between £96,201 and £113,400 contribute 10.5%. Employees earning between £113,401 and £170,100 contribute 11.4%. Employees earning more than £170,101 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 Director of Legal & Governance 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 1/4/21

JOB TITLE	GRADE	SALARY RANGE
Chief Executive	CEX	£197,547
SD Corporate Resources	SD1	£144,091 - £151,062
SD Children's Services	SD1	£144,091 - £151,062
SD Health & Wellbeing	SD1	£144,091 - £151,062
SD Place	SD1	£144,091 - £151,062
CHIEF EXECUTIVE'S OFFICE		
Director of West Yorkshire Pension Fund	Director 1	£110,686 - £121,753
Deputy Director of Investments	AD2	£88,896 - £100,749
AD of Investments (UK, Overseas, Alternatives) (3)	AD3	£77,045 - £88,896
AD Finance, Admin and Governance	AD3	£77,045 - £88,896
AD Office of the Chief Executive	AD2	£88,896 - £100,749
CORPORATE RESOURCES		
Director of Legal & Governance	AD1	£100,749 - £106,677
Director of Finance	AD1	£100,749 - £106,677
Director of Human Resources	AD1	£100,749 - £106,677
AD Revenue & Benefits	AD3	£77,045 - £88,896
AD Information Services	AD3	£77,045 - £88,896
AD Estates & Property	AD2	£88,896 - £100,749
CHILDREN'S SERVICES		
Deputy Director Children's Social Care	AD1	£100,749 - £106,677
Deputy Director Education & Learning	AD1	£100,749 - £106,677
AD Performance, Commissioning & Partnerships	AD2	£88,896 - £100,749
HEALTH & WELLBEING		
AD Operational Services	AD2	£88,896 - £100,749
AD Commissioning & Integration	AD2	£88,896 - £100,749
Director of Public Health	AD1	£100,749 - £106,677
Programme Director Mental Health Temp 0.65FTE	AD2	£57,782 - £65,487
PLACE		
AD Waste, Fleet & Transport Services	AD2	£88,896 - £100,749
AD Sport & Culture	AD2	£88,896 - £100,749
AD Neighbourhoods & Customer Services	AD2	£88,896 - £100,749
AD Economy & Development Services	AD2	£88,896 - £100,749
AD Planning, Transportation & Highways	AD2	£88,896 - £100,749
Air Quality Programme Director (Temporary)	AD3	£77,045 - £88,896