

Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	10 September 2019

Title of Report:	Senior Leadership Pay Statement – September 2019
Responsible Officer or Relevant Member:	Sarah Murphy-Brookman, Director HR&OD, Buckinghamshire County Council
Officer Contact:	e-mail: smbrookman@buckscc.gov.uk Tel: 01296387931
Recommendations:	<p>Shadow Executive are recommended to:</p> <p>(i) Endorse the senior leadership pay statement (Annex 1)</p> <p>(ii) In accordance with the pay statement, to delegate powers for agreeing salaries of or greater than £100,000 to the Senior Appointments Committee</p> <p>(iii) Note personnel matters covered by delegated authority</p>
Corporate Implications:	<p><u>Resourcing requirements</u> There are no additional financial resourcing requirements as a consequence of this report</p> <p><u>Legal implications</u> As outlined in the report</p>
Options: (If any)	The Shadow Council could choose not to publish a senior leadership pay statement at this point. However, this would not give total transparency on senior management pay.
Reason: (Executive only)	To give clarity and total transparency on the senior management pay and delegated personnel matters.

1. Purpose of Report

1.1 The Shadow Executive is asked to:

- (i) Endorse the senior leadership pay statement (Annex 1)



- (ii) In accordance with the pay statement, to delegate powers for agreeing salaries of or greater than £100,000 to the Senior Appointments Committee
- (iii) Note personnel matters covered by delegated authority

2. Background

- 2.1 In accordance with Section 38(1) of the Localism Act 2011, Buckinghamshire Council will be required to publish its pay policy statement by 31 March 2021.
- 2.2 As appointments for Tiers 1-3 are being made before vesting day, a senior leadership pay statement (Annex 1) has been developed to ensure clarity and transparency around leadership pay for new appointments to the new council.
- 2.3 Pay and terms and conditions of employment for other grades in the new structure are yet to be consulted on and agreed.
- 2.4 The senior leadership pay statement – September 2019 covers the following roles at Buckinghamshire Council:
 - I. Chief Executive (Head of Paid Service); (Tier 1)
 - II. Corporate Directors; (Tier 2)
 - III. Service Directors. (Tier 3)

3. Senior Leadership Pay Statement Content

- 3.1 At its meeting of 23 July 2019, Shadow Executive agreed the leadership pay structure and terms and conditions of employment for Tiers 2 and 3. At this meeting, the Shadow Executive also agreed the Tier 2 and 3 Resourcing and Chief Office Designation. The pay statement brings together key elements of these two papers into a statement.
- 3.2 The pay statement outlines the approach to agreeing new appointments and the remuneration packages of the senior leadership team. This responsibility can be delegated, with the exception of the Chief Executive Officer to the Senior Appointments Committee or their delegated sub-committee.
- 3.3 It is also proposed in the statement, that this Committee will have delegated responsibility for approving remuneration packages and severance payments in excess of £100,000.
- 3.4 In addition, and as required, the pay statement outlines:
 - i. The Pay Framework
 - ii. Detail on charges, fees or allowances, for this group of employees (none payable)
 - iii. The approach to severance payments (as determined by the Council's redundancy policy)

- iv. The approach to the publication of the statement.

4. Personnel matters covered by delegated authority

- 4.1 Section F Paragraph 3.1 of the Shadow Constitution - *Responsibility for Human Resources Matters* - sets out the Shadow Executive's responsibilities with regard to corporate personnel policies. This is delegated to the Head of Paid Service, as set out in Section 4 of the Local Government Housing Act 1989. The Shadow Constitution also recognises that these powers are derived directly from statute and which is provided for at Paragraph 10.1 'Powers of Officers'.
- 4.2 The Head of Paid Service will prepare a report for the Shadow Executive about personnel matters as relevant. The purpose of reporting these matters to members will be so that they are informed as to the decisions that the Head of Paid Service has made.

5. Monitoring Officer and S.151 Officer Designation and Appointments

- 5.1 The pay statement sets out that the statutory functions are designated to the roles of Monitoring Officer and S151 Officer. The function of Monitoring Officer is designated to the either the roles of Deputy Chief Officer or the role of Service Director – Legal and Democratic Services and the function of S151 Officer is designated to the role of Corporate Director Resources or the role of Service Director Finance – Corporate.
- 5.2 These Statutory Officers and Director of Public Health will be Member appointments made by the Senior Appointments Committee.

6. Offers of Appointment

- 6.1 Formal offers of appointment to Chief Officer roles will only be made after the call-in period has lapsed.

7. Next Steps

- 7.1 If agreed, the pay statement will be published and applied for senior appointments to the new council.

Background Papers	Previous Shadow Executive papers: https://shadow-buckinghamshire.moderngov.co.uk/documents/b359/Supplementary%20Agenda%201%2023rd-Jul-2019%2010.00%20Shadow%20Executive.pdf?T=9
--------------------------	--



Buckinghamshire Council Shadow Authority - Senior Leadership Pay Statement September 2019

1. Purpose

In accordance with Section 38(1) of the Localism Act 2011, Buckinghamshire Council will be required to produce and publish a Pay Policy Statement by 31 March 2021. In advance of that, this pay statement outlines the principles that will be applied to determining pay for senior leadership roles that are newly appointed to, for Buckinghamshire Council.

2. Introduction

2.1. This pay statement sets out the Shadow Authority's principles relating to determining the pay of the newly appointed Senior Leadership Team for Buckinghamshire Council, comprising; Chief Officers, including Non-Statutory Officers and their direct reports (Service Directors) for the year 2019-20. All other existing Chief Officers will TUPE transfer to Buckinghamshire Council on their existing pay and terms and conditions of employment.

3. Scope of Pay Statement

3.1 The pay statement covers the following roles for the Shadow Authority:

- IV. Chief Executive (Head of Paid Service);
- V. Corporate Directors;
- VI. Service Directors.

3.2. The terms of the employees referred to in paragraph 2.1 are all set by the Shadow Authority via individual agreements. They are not covered by any nationally determined collective agreements.

3.3 The pay statement does not cover those employed in schools.

4. Definitions

4.1. "Chief Officer" refers to the following roles within the Shadow Authority:

Table 1 Chief Officers

Definition under the Localism Act 2011	Post Held at Buckinghamshire Council Shadow Authority
The Head of Paid Service	Chief Executive Officer
The Monitoring Officer	The responsibility will be held either by the Deputy Chief Executive or the Service Director – Legal & Democratic Services
Section 151 Officer	The responsibility will be held either by the Corporate Director Resources or the Service Director Finance – Corporate

Statutory Chief Officers	Corporate Director (Children's Services) Corporate Director (Adult Services, Health and Culture) Director of Public Health
Non-Statutory Officers	Corporate Director (Planning Growth and Sustainability) Corporate Director (Communities) Corporate Director (Resources) Deputy Chief Executive

5. Remuneration levels

5.1 The Shadow Executive may delegate responsibility for new appointments and remuneration packages of the senior leadership team; with the exception of the Chief Executive Officer; to the Senior Appointments Committee (Para 7.1.b of Shadow Constitution) or their delegated sub-committee. The committee approves remuneration packages in excess of £100,000 (to include salary, bonus, fees allowances and benefits in kind) offered in respect of a new appointment; and for severance payments in excess of £100,000.

5.2. The approach is that remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive.

5.3 It is essential for good governance that decisions on pay and reward packages for Chief Executive and Chief Officers are made in an open and accountable way and that there is a verified and accountable process for recommending the levels of top salaries.

5.4 The Chief Executive of Buckinghamshire Council has been appointed at a salary of £210,000.

6. Pay Framework

6.1 Pay is determined by recognising what people do – their jobs and responsibilities – and paying them accordingly using HAY job evaluation. Job evaluation is a consistent process used for determining the relative worth of jobs. Whilst the process is not a science, it is based on the systematic analysis of the different factors found within all jobs. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.

6.2 The Senior Leadership Team comprising of, Chief Officers, other Corporate Directors and Service Directors are paid on a Leadership Pay Broad Band and are appointed on a personal contract with a spot salary with the opportunity for a discretionary additional annual non-consolidated performance payment to those who have 'exceeded' expectations for their role. Each role will have pay set individually based on the following components:



- The size of the job as determined by Job Evaluation
- The benchmark data for the market and sector rate for the post
- The assessed quality of the applicant including skills and experience balanced against candidate expectations
- Scarcity of the required skills

6.3 Senior Leadership pay will be reviewed annually by the Shadow Authority's Senior Appointments Committee (or its successor Committee) and there is no guarantee of a pay uplift or performance payment.

7. Charges, fees or allowances

7.1. No specific fees or allowances are made to Chief Officers or others in the Leadership team. The Shadow Authority through the predecessor Councils offers childcare vouchers, annual leave purchase and bicycle purchase through salary sacrifice schemes. The Council has negotiated various discounts with local suppliers, including gym memberships and local restaurants, which are available to all employees through the schools website and intranet. The Council reimburses mileage and travel expenses.

8.0 Severance Payments

8.1 In the event that a Chief Officer ceases to hold office and is eligible for a severance or redundancy payment, such payment is determined in accordance with the Shadow Authority's redundancy policy and procedure or any protection rights accrued from a predecessor Council in Buckinghamshire. In exceptional circumstances and in the best interest of the Council a termination payment may be made to an employee. Any such payment requires signed approval by the appropriate Corporate Director, the Section 151 Officer, the Monitoring Officer, and referred to the Shadow Executive for approval. Severance Payments will be subject to "Public Sector Exit Payment Regulations" when they come into effect.

8.2 If the Council employs a Chief Officer already in receipt of a Local Government Pension Scheme pension, the Council will apply the normal pension abatement rules.

8.3 If the Council re-employs any employee, including Chief Officers and senior managers, in receipt of a severance or redundancy payment from the Council within five weeks of termination of prior employment, re-employment is subject to repayment of the severance or redundancy payment. Anyone returning to the Council or any other public sector body within 12 months will be subject to the 'Public Sector Exit Payment Regulations' when they come into effect

9.0. Transparency

9.1 The pay statement and any amendments will be published on the Councils' websites.

