

Westmorland & Furness Council
Senior Leadership Pay Policy Statement

Introduction and Purpose

Under section 112 of the Local Government Act 1972, local authorities have the power to appoint officers on such reasonable terms and conditions as the authority thinks fit. This Senior Leadership Pay Policy Statement (the "statement") sets out Westmorland & Furness Council pay policy in accordance with the requirements of the Localism Act 2011.

This is an interim Pay Policy Statement, including details relating to senior leadership posts. This statement will be updated following agreement of the pay and grading structure for new appointments to other grades in the Council.

The purpose of the statement is to provide transparency with regard to the Council's approach to setting the pay of Senior Leaders (as listed in Tables 1 and 2) by identifying:

- The methods by which salaries are determined
- The detail and level of remuneration for Senior Leadership roles
- The responsibility of the Shadow Council to ensure that the provisions set out in this statement are applied consistently throughout the Council

Definitions

Chief Officer refers to the following roles in Westmorland & Furness Council.

Table 1

Definition under the Localism Act 2011	Post Held at Westmorland & Furness Council	Post Tier and Level
The Head of Paid Service	Chief Executive Officer	Chief Executive
The Monitoring Officer	Chief Legal and Monitoring Officer	Tier 3, Level 2
Section 151 Officer	Director Resources (s151 Officer) (Director Level)	Tier 2

Statutory Chief Officers	Director of Public Health	Tier 3, Level 1
	Director – Adult Social Care	Tier 2
	Director – Children’s Services	Tier 2
Non-Statutory Officers	Assistant Chief Executive	Tier 3, Level 1
	Director – Enabler Services	Tier 2
	Director – Thriving Places	Tier 2
	Director – Thriving Communities	Tier 2

Other senior leadership posts, refers to all senior leadership roles at Tiers 2 and 3 in the Council that are not Chief Officer posts. The following table lists these roles:

Table 2

Level	Westmorland and Furness Council
Tier 3, Level 2	Assistant Director – Customer and Digital Assistant Director – HR/OD Assistant Director - ICT Assistant Director – Finance Assistant Director – Commissioning and Procurement Assistant Director – Corporate Assets, Fleet and Capital Programme Assistant Director – Inclusion and Growth Assistant Director – Sustainable Transport and Highways Assistant Director – Housing Assistant Director – Operations (Adult Social Care) Assistant Director – Service Provision (Adult Social Care) Assistant Director – Education and Inclusion Assistant Director – Children and Families
Tier 3, Level 3	Assistant Director – Climate and Natural Environment Assistant Director – Waste and Environmental Services Assistant Director – Safe and Strong Communities Assistant Director – Community Infrastructure Assistant Director – Quality, Resources and Transformation (Adult Social Care) Assistant Director – Quality, Resources and Transformation (Children’s Services)

Tiers refer to the reporting line for the role and **Levels** refers to the different size and level of roles within Tier 3 for the senior leadership pay and grading structure.

Decisions on Pay

When recruiting to all posts the Council takes full and proper account of all provisions of relevant employment law.

National pay frameworks are not specified for Chief Officers, and so the Council as an organisation will make the final decisions in determining the remuneration levels in accordance with the Council's constitution. Such determination takes into account the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who can make the Council an effective and efficient organisation that delivers the best possible services for the people of Westmorland & Furness Council within its available resources.

The determination of the remuneration to be offered to any newly appointed Chief Executive, Section 151 Officer and Monitoring Officer is determined by the Full Shadow Council.

The Senior Appointments Committee is responsible for determining the terms and conditions for other Chief Officer posts

Responsibility for new appointments and remuneration packages for other Senior Leadership posts will be the responsibility of the Chief Executive (Head of Paid Service).

To meet specific operational requirements, it may be necessary for an employee to temporarily take on additional duties to their identified role. Where these duties form either part or the whole of the duties of another job a Responsibility Allowance or Acting Up Allowance is payable respectively, reflecting the job evaluated rate for those additional duties.

Grading and Pay Ranges

Grades and salary levels for the Chief Executive, Chief Officer and other Senior Leadership Posts are determined using the Korn Ferry Hay job evaluation methodology using external support from Korn Ferry (formerly Hay Group). Job evaluation is a consistent process used for determining the relative size of jobs. It is based on the systemic analysis of the different factors found within all jobs.

At the point of recruitment to the position, pay will be 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

Remuneration Range for Senior Leadership Roles

NB: Please refer to Tables 1 and 2 to see which Tiers and Levels apply to individual roles

Table 3 - Senior Leadership Pay Range

	Minimum	Maximum
Chief Executive	£171,925	£171,925
Tier 2	£126,925	£146,925
Tier 3, Level 1	£106,925	£119,925
Tier 3, Level 2	£89,925	£99,925
Tier 3, Level 3	£74,925	£82,925

The Council will review market alignment every two years against the Korn Ferry national public sector market to support future pay decisions and minimise market supplements and pay drift.

Market Factor Supplements

There may be occasions when it is difficult to resource particular posts within the council and that it becomes necessary to take account of the external pay levels in the labour market. In these circumstances, and in order to attract and retain employees with particular experience, skills and capacity, the Council, where necessary, will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators. This will be done using data sources available from Korn Ferry and within the local government sector and outside, as appropriate. Subject to approval and in accordance with the Council's Market Supplement scheme, which is yet to be agreed, a market supplement to the salary scale for the grade may be considered.

Pay Increases

The council will participate in the national pay review process of the JNC to determine its annual increases.

Other Terms and Conditions Paid to Chief Executive (Head of Paid Service) and Tier 2 and Tier 3 Roles

Terms and Conditions	Cumberland Council/Westmorland & Furness Council
Annual Leave Entitlement	Minimum 30 days (In addition to statutory and other public holidays but inclusive of any long service leave, extra statutory and local holidays)
Pension	LGPS
Sick Pay Entitlements	Standard Local Government Terms: <ul style="list-style-type: none"> • During first four months service - One month full pay

	<ul style="list-style-type: none"> • After first four months' service, within the first year of service - One month full and two months' half pay • During the second year of service - Two months full pay and two months half pay • During third year of service - Four months' full pay and four months' half pay • During the fourth and fifth years of service - Five months' full pay and five months' half pay • After five years' service - Six months' full pay and six months' half pay
Notice Period	3 Months
Relocation	Where relocation would be of benefit to both employer and employee in the fulfilment of their duties, this will be provided in full accordance with HMRC guidelines and limited to the current £8,000 threshold. The entitlement to relocation payments will be decided at the discretion of the relevant member committee

Pension Contributions

Cumbria Local Government Pension Scheme is open to all employees, apart from teaching staff who have their own pension schemes.

Employees who are members of the Local Government Pension Scheme (LGPS) pay contributions from their salary dependent on earnings and the Council makes a contribution on their behalf in accordance with the LGPS Regulations.

A number of employees have transferred to the Council under a specific staff transfer arrangement which allowed them to continue membership of the NHS pension scheme. Employees and the Council both make contributions in accordance with the regulations of the NHS scheme.

Payments on Termination

The Council will comply with statutory guidance on exit payments and continues to monitor any proposed further reforms to exit payments. The Council will review, update and republish policies in line with any changes as they are implemented from Central Government.

Publication

The Pay Policy for the new Westmorland & Furness Council will be published in line with its legal obligations