CALDERDALE MBC

Item 7

WARDS AFFECTED: ALL

GOVERNANCE AND BUSINESS COMMITTEE

19 JANUARY 2026

PAY POLICY STATEMENT

Report of the Chief Executive

1. Issue

1.1 Sections 38 – 43 of the Localism Act 2011 require that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers.

1.2 This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of draft guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act. Should the draft guidance change the policy will be amended to reflect any such changes.

1.3 This policy statement is required to be considered and approved by full Council at the Council meeting on 9 February 2026.

1.4 This policy statement does not cover or include school staff and is not required to do so.

2. Need for a Decision

2.1 The Governance and Business Committee is asked to agree the information contained in this report and refer to full Council on 9 February 2026.

3. Recommendations

3.1 That the Governance and Business Committee agree and recommend to Council for approval the Council's Pay Policy Statement for 2026/2027 as set out in this report and the annexes attached.

4. Background

4.1 Sections 38 – 43 of the Localism Act 2011 require that the authority produce a policy statement that covers a number of matters concerning the pay of the authority's staff, principally Chief Officers. This policy statement meets the requirements of the Localism Act in this regard and also meets the requirements of guidance issued by the Secretary of State for Communities and Local Government to which the authority is required to have regard under Section 40 of the Act.

5. Definition of Officers Covered by the Policy Statement

5.1 This policy statement is required to cover the following posts:

a) Head of the Paid Service, which in this authority is the post of:

i. Chief Executive

b) Statutory Chief Officers, which in this authority are the posts of:

i. Director of Children and Young People's Services
ii. Director of Adult Services and Wellbeing
iii. Director of Resources and Transformation
iv. Head of Legal and Democratic Services
v. Director of Public Health

c) Non-statutory Chief Officers, which in this authority are the posts of:

i. Director of Regeneration & Strategy
ii. Director of Public Services
iii. Head of Human Resources & Organisational Development
iv. Assistant Director, Education and Inclusion
v. Assistant Director, Early Intervention & Safeguarding
vi. Assistant Director, Integrated Commissioning and Partnerships
vii. Assistant Director, Adult Social Care Operations
viii. Assistant Director, Customer Services
ix. Assistant Director, Neighbourhoods
x. Assistant Director, Strategic Infrastructure
xi. Assistant Director, Economy, Housing & Investment
xii. Assistant Director, IT and Digital
xiii. Assistant Director, Strategic Property

6. Policy on Remunerating Chief Officers

6.1 The authority's policy on remunerating Chief Officers is set out on the schedule that is attached to this policy statement at Annex A. It is the policy of this authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain staff of the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the authority's requirements of the post in question at the relevant time.

7. Policy on Remunerating the Lowest Paid in the Workforce

7.1 The authority applies 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, these are then incorporated into contracts of employment. The lowest pay point in this authority is SCP 2, this relates to an annual salary of £24,413 and can be expressed as an hourly rate of pay of £12.65. This pay point and salary was determined by the authority as part of a pay scale for employees employed on Local Government Services Terms and Conditions on 1 April 2025 and has been applied since that date. The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services.

7.2 From April 2014, the authority has applied a living wage supplement to bring the hourly rate of pay for the lowest paid employees in line with the cost of living. However, since April 2024, the lowest paid NJC pay grade has been higher than the Living Wage rate. The living wage hourly rate is calculated according to the basic cost of living in the UK as determined by the Living Wage Foundation. The amount is currently set at £12.60 by the Living Wage Foundation (the NJC lowest hourly rate is currently £12.65 per hour). The Living Wage Foundation rate will increase to £13.45 from 1 April 2026 – this equates to a salary of £25,949 (full time equivalent).

7.3 The JNC Chief Officer pay award effective from 1 April 2025 was settled in July 2025 and paid to salaries in September 2025.

7.4 The NJC pay award and the JNC Chief Executive pay award effective from 1 April 2025 were settled in July 2025 and paid to salaries in September 2025.

8. Policy on the Relationship between Chief Officer Remuneration and that of other Staff

8.1 The highest paid salary in this authority is £168,419 which is paid to the Chief Executive. The average median salary is £31,022. The ratio between this and the highest paid salary is 5.43:1. 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 policy statement. The authority's approach to the payment of other staff is to pay that which the authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the authority meets any contractual requirements for staff including the application of any local or national collective agreements, or authority decisions regarding pay.

9. Policy on other Aspects of Chief Officer Remuneration

9.1 Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement, these other aspects are defined as recruitment, pay increases, additions to pay, performance related pay, earn back, bonuses, termination payments, transparency and re-employment when in receipt of an LGPS pension or a redundancy/severance payment. These matters are addressed in the schedule that is attached to this policy statement at Annex B.

10. Approval of Salary Packages in Excess of £100k

10.1 The authority will ensure that, at the latest before an offer of appointment is made, any salary package for any new post (not including schools) that is in excess of £100k will be considered by full Council. The salary package will be defined as base salary, any bonuses, fees, routinely payable allowances and benefits in kind that are due under the contract.

11. Addressing Recruitment and Retention Issues

11.1 In the vast majority of circumstances the provisions of this policy will enable the authority to ensure that it can recruit effectively to any vacant post. There may be exceptional circumstances when there are recruitment/retention difficulties for a particular post and where there is evidence that an element or elements of the remuneration package are not sufficient to secure an effective appointment. This 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 policy statement.

11.2 Where there is any departure from this Pay Policy it will be justified and approved in accordance with the relevant policies and the recognised / prescribed appropriate authority decision making route, which is currently via the Council's Employment Committee.

12. Amendments to the Policy

12.1 As the policy covers the period April 2026 to the end of March 2027, amendments may need to be made to the policy throughout the relevant period. As the Localism Act 2011 requires that any amendments are approved by the Council by resolution, proposed amendments will be reported to the Governance and Business Committee for recommendation to the Council.

13. Policy for Future Years

13.1 This 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.

ROBIN TUDDENHAM
CHIEF EXECUTIVE

January 2026

FOR FURTHER INFORMATION ON THIS REPORT CONTACT:-

Jackie Addison, Head of HR and OD Tel: 01422 288417

DOCUMENTS USED IN THE PREPARATION OF THIS REPORT:-

1. Salary Rates
2. Corporate Leadership structure chart

DOCUMENTS ARE AVAILABLE FOR INSPECTION AT:

The Town Hall, Crossley Street, Halifax, HX1 1UJ

Annex A – Policy on Remunerating Chief Officers

Post	Base Salary (nearest 1k)	Expenses	Bonuses	PRP	Earn-Back	Honoraria/ Recruitment/ Retention	Ex-Gratia Payments	Election Fees	Joint Authority Duties	Severance Arrangements
Chief Executive	£168,419	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	The Returning Officers fee is based upon that payable at a national election and is variable dependent upon the type of election taking place	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Director of Children and Young People's Service	£148,737	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Director of Adult Services and Wellbeing	£148,737	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Director of Resources and Transformation	£148,737	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Head of Legal and Democratic Services	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Director of Regeneration & Strategy	£148,737	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Director of Public Services	£148,737	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Director of Public Health	£123,242	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Head of Human Resources and Organisational Development	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Assistant Director, Education and Inclusion	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Assistant Director, Early Intervention & Safeguarding	£113,352	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Assistant Director, Adult Social Care Operations	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Assistant Director, Integrated Commissioning and Partnerships	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Assistant Director, Economy, Housing & Investment	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Assistant Director, Customer Services	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Assistant Director, Neighbourhoods	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Assistant Director, IT and Digital	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.
Assistant Director, Strategic Infrastructure	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

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Assistant Director, Strategic Property[1]	£103,464	Travel and other expenses are reimbursed through normal authority procedures	The terms of the contract of employment do not provide for the payment of bonuses	The terms of the contract of employment do not provide for PRP	The terms of the contract of employment do not provide for an element of base salary to held back related to performance	Only in exceptional circumstances and via authorisation in line with the Council's approved Honorarium, Recruitment and Retention Policies	There are no plans for the postholder to receive any ex-gratia payments	Election duty fees are accordance with normal authority procedures	There are no payments related to joint authority duties	The authority's normal policies regarding redundancy and early retirement apply to the postholder. No payments were made in the last year and none are anticipated for 2026/27.

[1]vacant

Annex B – 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 for the post in question level 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 remuneration package. In such circumstances a variation to the remuneration package is appropriate under the authority's policy and any variation will be approved through the appropriate authority decision making process.
Pay Increases	The authority will apply any pay increases that are agreed by relevant national negotiating bodies and/or any pay increases that are agreed through local negotiations. The authority will also apply any pay increases that are as a result of authority decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.
Additions To Pay	The authority would not make additional payments beyond those specified in the contract of employment.
Performance Related Pay	The authority does not operate a performance related pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.
Earn-Back (Withholding an element of base pay related to performance)	The authority does not operate an earn-back pay system as it believes that it has sufficiently strong performance management arrangements in place to ensure high performance from its senior officers. Any areas of under-performance are addressed rigorously.