



## SHEFFIELD CITY COUNCIL Report to Council

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**Report of:** Claire Taylor, Chief Operating Officer

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**Date:** 1 November 2023

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**Subject:** Appointment to Chief Officer Post – Approval of Salary Package

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**Author of Report:** Caroline Nugent (Interim Director of People and Culture)  
Tel: 0114 273 4081

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**Purpose of Report:**

This report asks Council to consider the salary package and to approve this on the basis that the salary package is proposed to be above £100k.

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**Recommendations:** That the Council:-

- (a) notes the salary package
- (b) approves the proposed total salary range for the permanent post of Director of People and Culture, which is above £100,000 per annum.

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**Background Papers:** NONE

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**Category of Report:** OPEN

## Statutory and Council Policy Checklist

<b>Financial &amp; Commercial Implications</b>
YES
<b>Legal Implications</b>
YES
<b>Equality of Opportunity Implications</b>
NO
<b>Climate impact</b>
NO
<b>Tackling Health Inequalities implications</b>
NO
<b>Human Rights implications</b>
NO
<b>Economic impact</b>
NO
<b>Community Safety implications</b>
NO
<b>Human Resources implications</b>
YES
<b>Property implications</b>
NO
<b>Area(s) affected</b>
NONE
<b>Is the item a matter which is reserved for approval by the City Council?</b>
YES
<b>Press release</b>
NO

## 1. INTRODUCTION & BACKGROUND

1.	<p>The Director of People and Culture role is new and has more strategic responsibilities than the previous role of Director of HR and Employee Engagement and will be key in supporting the transformational aspirations of the Council.</p> <p>It is not a replacement of the Director of HR and Employee Engagement role, which is published in the Council's Pay Policy Statement, Annexe 1 as Director Grade (DG) 4 £94,022 to £97,396</p>
2	<p>The Council's Pay Policy Statement was approved by the Council at its Budget meeting held on 1 March 2023. Annexe 1 of the Statement sets out the officer posts which are covered by the Policy Statement. As the post being recruited to is a new role, it is not listed in Annexe 1.</p>
3.	<p>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 who have the appropriate skills, knowledge, experience, abilities, and qualities that is consistent with the authority's requirements for the post in question at the relevant time. Grading decisions are determined through a process of Job Evaluation which assesses the key factors of each role.</p>
4.	<p>The Pay Policy Statement also states, at paragraph 25, that "the Authority will ensure that, at the latest before an offer of appointment is made, any salary package for any 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 fees, routinely payable allowances, and benefits in kind that are due under the contract." In preparing its Pay Policy Statement, the Council has had regard to the Department for Communities and Local Government's guidance under Section 40 of the Localism Act 2011, <i>Openness and Accountability in Local Pay</i>.</p> <p>Council is asked to approve the salary package:</p> <p>Director of People and Culture: DG 3 £99,784 to £106,960. This is the job evaluated grade for the role.</p>
5.	<p>The Senior Officer Employment Sub-Committee concluded final interviews on 10 October 2023. In relation to these recruitment exercises, the Senior Officer Employment Sub-Committee has the authority to appoint a Chief Officer. After the offer of appointment has been accepted, the appointment will be reported to the next available meeting of the Council for information.</p>
6.	<p>To secure the appointment of the successful applicant, it is proposed to offer the salary at the maximum point £106,960. The Chief Executive has delegated authority, in line with the published Pay Policy delegations, to finalise the pay discussions and agree the final remuneration package.</p>

<b>3.</b>	<b>RISK ANALYSIS &amp; IMPLICATIONS</b>
<b>3.1</b>	<b><u>Legal Implications</u></b>
3.1.1	<p>The Council has published its current Pay Policy Statement in accordance with sections 38 - 43 of the Localism Act 2011. Paragraph 8 of the Council's Pay Policy Statement provides that, "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." the latest before an offer of appointment is made, any salary package for any 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 fees, routinely payable allowances and benefits in kind that are due under the contract".</p> <p>The Guidance, made under s.40 of the Localism Act 2011, requires that councils seek approval of payments of salary and benefit packages in excess of £100,000. This guidance is reflected in the Council's statutory Pay Policy Statement which requires that all pay and benefits packages in excess of £100,000 are approved by full Council.</p> <p>Pursuant to the Equality Act 2010, ["the Act"] the Council must in the exercise of its functions, have due regard to the need to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act,</li> <li>• Advance equality of opportunity between people who share a protected characteristic and those who do not,</li> <li>• Foster good relations between people who share a protected characteristic those who do not.</li> </ul> <p>The Council's recruitment practices including both salary and recruitment packages are tailored to address the provisions of the Equality Act 2010 requirements.</p>
<b>3.2</b>	<b><u>Financial and Commercial Implications</u></b>
3.2.1	The post is within the budgeted establishment and provision has been made to fund the salary on appointment.
<b>3.3</b>	<b><u>Equality of Opportunity Implications</u></b>
3.3.1	This is a vacant post, which we recruited to. We positively promote the Council as an employer of choice and encourage diversity by ensuring

	that our recruitment practices are designed to attract and recruit talented people from all sections of the community. The resourcing approach taken, was to ensure a diverse range of applicants were available for the Senior Officer Employment Sub-Committee to interview and the Council was successful in achieving this.
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**4. ALTERNATIVE OPTIONS CONSIDERED**

4.1 This role has been evaluated to establish the job rate and salary for the role.

**5. REASONS FOR RECOMMENDATIONS**

5.1 Based on the job evaluation, it is recommended that Full Council approves this salary package, which is above £100,000.

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