



GUILDFORD
BOROUGH



Guildford Borough Council

Millmead House, Millmead,
Guildford, Surrey
GU2 4BB
www.guildford.gov.uk

Waverley Borough Council

Council Offices, The Burys,
Godalming, Surrey
GU7 1HR
www.waverley.gov.uk

To: All Members of the Guildford &
Waverley Joint Appointments
Committee

John Armstrong, Democratic Services and
Elections Manager Tel: 01483 444102
E-mail: john.armstrong@guildford.gov.uk
Direct line: 01483 444102
Date: 22 March 2022

Membership of the Guildford & Waverley Joint Appointments Committee:

Guildford Borough Councillors:

Councillor Joss Bigmore (co-Chairman)
Councillor Jan Harwood
Councillor Julia McShane

Waverley Borough Councillors:

Councillor Paul Follows (co-Chairman)
Councillor Peter Clark
Councillor Stephen Mulliner

Dear Councillor

A MEETING of GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE will be held in the COUNCIL CHAMBER, WAVERLEY BOROUGH COUNCIL, COUNCIL OFFICES, THE BURYS, GODALMING, SURREY, GU7 1HR on TUESDAY, 5 APRIL 2022 at 9.00 am and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

TOM HORWOOD

Joint Chief Executive of Guildford and Waverley Borough Councils

AGENDA

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF INTEREST

To receive from Members, disclosures of interest in relation to any item included on the agenda for this meeting in accordance with Guildford and Waverley's respective Codes of Conduct for Councillors.

3. MINUTES (Pages 3 - 10)

To confirm as a correct record the minutes of the last meeting of the Joint Appointments Committee held on 14 January 2022.

4. SALARY BENCHMARKING FOR THE JOINT CHIEF EXECUTIVE PAY AWARD (Pages 11 - 14)

5. EXCLUSION OF THE PUBLIC

The Joint Appointments Committee is asked to consider passing the following resolution:

“That pursuant to Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during consideration of the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraphs 4 and 5 of the revised Part 1 of Schedule 12A to the Act:

- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.”

6. PERFORMANCE MANAGEMENT PROCESS FOR JOINT SENIOR OFFICERS (Pages 15 - 20)

Guildford Borough Council and Waverley Borough Council Joint Appointments Committee

To confirm as a correct record:

- the public Minutes of the meeting of the Joint Appointments Committee held on 14 January 2022 (Appendix 1), and
- the exempt Minutes of the meeting of the Joint Appointments Committee held on 14 January 2022 (Appendix 2)

This page is intentionally left blank

GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE

MINUTES OF MEETING HELD ON FRIDAY, 14 JANUARY 2022

Present:

Councillor Joss Bigmore, Leader, Guildford Borough Council (Joint Chairman, in the Chair)

Councillor Paul Follows, Leader, Waverley Borough Council (Joint Chairman)

Councillor Peter Clark, Deputy Leader, Waverley Borough Council

Councillor Jan Harwood, Guildford Borough Council

Councillor Stephen Mulliner, Waverley Borough Council

Action By

15. APOLOGIES FOR ABSENCE (Agenda Item 1)

An apology for absence was received from Councillor Julia McShane.

16. DISCLOSURE OF INTERESTS (Agenda Item 2)

There were no disclosures of interest.

17. MINUTES (Agenda Item 3)

The Joint Appointments Committee

RESOLVED: That the minutes of the meeting held on 22 November 2021 be approved as a correct record.

18. EXCLUSION OF THE PUBLIC (Agenda Item 4)

The Joint Appointments Committee

RESOLVED: That pursuant to Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during consideration of the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraphs 1 and 4 of the revised Part 1 of Schedule 12A to the Act:

- (1) Information relating to any individual
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Agenda item number: 3

Appendix 1

19. ASSESSMENT OF TRIAL PERIOD OF JOINT CHIEF EXECUTIVE
(Agenda Item 5)

Action By:

The Joint Appointments Committee

RESOLVED: That the recommendations contained in the exempt report be approved, subject to the deferral of the recommendation in paragraph 2.2.3 of the report for further HR and Legal advice.

SK/FC
DO/DB

The meeting finished at 10.20am

Signed

Date

Chairman

By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda item number: 3
Appendix 2

Document is Restricted

This page is intentionally left blank

Salary Benchmarking

Job Title: Joint Chief Executive (JCX)

Current Pay Band: NA – Paid on spot/clean contract salary (£150,000)

The following information has been collected from the Local Government Association (LGA), InfiniStats and other joint local authorities. Data provided by named borough/districts is based on both LGA information, and from published data available within the public domain.

Waverley's pay for this role in comparison to other Joint Local Authorities is shown below:

Partnership	Housing authority?	No. of Councillors	Population	CX salary	CX allowances	CX total remun	Remun per pop (£)	Year
Bolsover / NE Derbyshire*	Y / Y	90	182,024	116,578	2,778	119,356	0.66	2020-21
Adur / Worthing	Y / N	66	174,439	125,406	(salary inc allowances)	125,406	0.72	2020-21
Cannock Chase / Stafford	Y / N	81	238,042	134,798	882	135,680	0.57	2021-22
Bromsgrove / Redditch	N / Y	68	185,142	139,038	(salary inc allowances)	139,038	0.75	2020-21
E Hants / Havant	N / N	81	248,528	139,087		139,087	0.56	2020-21
Malvern Hills / Wychavon	N / N	83	208,131	135,316	4,600	139,916	0.67	2019-20
Boston / East Lindsey / South Holland	N / N / Y	122	301,383	140,940		140,940	0.47	2021-22
Eastbourne / Lewes	Y / Y	68	206,489	145,004	2,660	147,664	0.72	2020-21
Broadland / S Norfolk	N / N	93	271,663	166,714	(salary inc allowances)	166,714	0.61	2020-21
High Peak / Staffs Moorlands	Y / N	95	191,101	164,362	11,603	175,965	0.92	2020-21
S Oxfordshire / Vale of White Horse	N / N	74	278,064	179,348		179,348	0.64	2020-21
Babergh / Mid Suffolk	Y / Y	66	193,894	181,346	(salary inc allowances)	181,346	0.94	2020-21
Average		81	223,242	147,328		149,205	0.67	
* did not serve full year 2019-20 or 2020-21								
Guildford / Waverley	Y / Y	105	275,326	150,000		150,000	0.54	2021-22

Salary Benchmarking

As can be seen from the table above, the Guildford/Waverley Joint Chief Executive is accountable to the third largest population and the second highest number of councillors from the collaborating councils. The salary per head of population is the second lowest. Allowances have been included where this information is publicly available. The JCX role at Guildford/Waverley is 'clean' pay which means there are no additional allowances to consider.

119,356 – 134,854	134,854 – 150,352	150,352 – 165,850	165,850 – 181,346
-------------------	-------------------	-------------------	-------------------

From this, it could be expected that the JCX role would be in the highest quartile for salary, however the salary currently falls into the highlighted quartile as can be seen above.

Relevant Pay Awards 2021-2022

The following relevant pay awards are known:

- Nationally a 1.5% pay award for Chief Executives has been agreed with effect from April 2021 (for the financial year 2021-2022). The 2022 award is yet to be decided.
- Locally, Waverley Borough Council are recommending a 3% award for all staff
- Guildford award (not including directors) is 3.75%. Directors' pay recommendation is to match this award (and is subject to a separate report to Council shortly)
- The most recent CPIH cost of living inflation figure is 4.9% and the expected direction of travel for that figure is to increase given the current economic climate. Please see: [Consumer price inflation, UK - Office for National Statistics](#)

Information on InfiniStats

Information on InfiniStats for this level of role is limited due to the nature and seniority of the role, please see below. It should be noted that the roles and tiers are not clear.

Job Title	Role	Occupation Code	Basic Salary Maximum	Headcount of Staff for which Post is Responsible
Chief Executive (London Borough)	A1 - Head of paid service	01 - Chief Executive	179933	2667
Strategic Director Children's and Adults	A3 - Second tier manager	30 – Other	143683	814
Strategic Director Law and Governance	A3 - Second tier manager	13 - Legal Services	143683	992
Strategic Director Community Solutions	A3 - Second tier manager	30 – Other	130862	609

Salary Benchmarking

Job Title	Role	Occupation Code	Basic Salary Maximum	Headcount of Staff for which Post is Responsible
Strategic Director My Place	A3 - Second tier manager	15 - Property Services	128282	123
Chief Financial Officer (Section 151 Officer)	A2 – First tier manager	39 - Multi-service - Central Support type services (inc. CFO roles)	118497	40
Commissioning Director	A3 - Second tier manager	34 - Strategic Commissioning/Procurement	118497	158
Director of Strategy and Participation	A2 – First tier manager	02 – Strategy	118497	90
Operational Director Children's Care and Support	A3 - Second tier manager	29 - Children's Services	118497	287
Strategic Director Inclusive Growth	A3 - Second tier manager	26 - Economic Development	118497	8

UK Salary and Recruiting Trends

In 2014, Thomson Reuters published an account of Local Authority Chief Executives which can be accessed here: [local authority chief executive pay review | Public Sector Blog \(practicallaw.com\)](#)

In that blog, the following salaries were quoted:

Current median levels of chief executive pay are:

- District councils: £114,000.
- English unitary authorities: £157,000.
- Metropolitan councils: £174,000.
- County councils: £182,000.
- London boroughs: £184,000.

It might be expected that those salaries today would equate to the below (assuming a 1.5% year on year increase):

Salary Benchmarking

District Councils (not shared Councils)	£128,420
Unitary authorities	£174,245

Advertised Vacancies

Most Chief Executive Roles are identified through specialist recruiters. However, those that are currently being advertised are shown below:

Council	Salary
Ealing London Borough Council (Unitary)	£200,000
Haringey London Borough Council (Unitary)	£188,000 - £213,000

This is in line with the median levels of pay shown above for a London Borough.

Summary:

It can be seen from the data included in the above tables that salary band £165,000 - £180,000 would be appropriate for the role of Joint Chief Executive of two councils with the population, number of councillors and housing stock that Guildford and Waverley are accountable for. The current salary of £150,000 falls below that and therefore a pay review for April 2022 should be considered.

Sally Kipping

March 2022.

By virtue of paragraph(s) 4, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda item number: 6

Document is Restricted

This page is intentionally left blank