



GUILDFORD
B O R O U G H



Guildford Borough Council

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Waverley Borough Council

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

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Calls may be recorded for training or monitoring

Date: 3 April 2023

Membership of the Guildford & Waverley Joint Appointments Committee:

Guildford Borough Councillors:

Councillor Julia McShane
Councillor Joss Bigmore
Councillor Paul Spooner

Waverley Borough Councillors:

Councillor Paul Follows
Councillor Peter Clark
Councillor Stephen Mulliner

Dear Councillor

A MEETING of GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE will be held in COMMITTEE ROOM 1- CHANTRIES, MILLMEAD HOUSE, MILLMEAD, GUILDFORD, SURREY GU2 4BB on THURSDAY, 13 APRIL 2023 at 2.00 pm 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
3. MINUTES (Pages 3 - 4)

To confirm, as a correct record, the minutes of the last meeting held on 5 December 2022.

4. CHIEF EXECUTIVE'S PAY AWARD 2023/24 (Pages 5 - 14)

GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 5 DECEMBER 2022

Present:

Councillor Paul Follows, Leader, Waverley Borough Council (co-chair) [in the chair]
Councillor Julia McShane, Leader, Guildford Borough Council (co-chair)
Councillor Joss Bigmore, Deputy Leader, Guildford Borough Council
Councillor Stephen Mulliner, Waverley Borough Council
Councillor Paul Spooner, Guildford Borough Council

Action By

10. APOLOGIES FOR ABSENCE

An apology was received from Councillor Peter Clark.

11. DISCLOSURES OF INTEREST

There were no disclosures of interest.

12. MINUTES

RESOLVED: That the minutes of the meeting held on 22 August 2022 be agreed as a correct record.

13. APPOINTMENT OF JOINT MONITORING OFFICER

The Joint Appointments Committee (JAC) noted that, under the collaboration arrangements, both councils had agreed to appoint a Joint Management Team comprising, amongst others, the three statutory offices of Head of Paid Service, Monitoring Officer, and the Section 151 Officer (Chief Finance Officer).

The JAC was responsible for undertaking the appointment process in respect of the statutory officers and making recommendations to the Full Council meetings of both councils in that regard.

Following the final interviews of the short-listed candidates with regard to the appointment of a Joint Executive Head of Legal and Democratic Services (which incorporated the Monitoring Officer role), the JAC was invited to consider formally making a recommendation to both councils in respect of that appointment.

RESOLVED:

- (1) To recommend to both Councils that Susan Sale, currently Head of Law and Governance at Oxford City Council be appointed to the role of Joint Executive Head of Legal and Democratic Services (Monitoring Officer), subject to no material or well-founded objection being made by either of the Council Leaders

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on behalf of their respective Executives.

- (2) To note that the Joint Chief Executive will provisionally offer the role to the candidate accordingly and progress HR procedures in line with the Councils' relevant policies.

The meeting commenced at 4.58 pm and concluded at 5 pm

Chairman

Joint Appointments Committee Report

Ward(s) affected: n/a

Report of Director of Transformation and Governance

Author: Jon Formby (HR Manager, Waverley Borough Council)

Tel: 01483 523499

Email: jon.formby@waverley.gov.uk

Date: 13 April 2023

Chief Executive's Pay Award 2023/24

Executive Summary

The remuneration package of the Guildford and Waverley Joint Chief Executive is determined by the Joint Appointments Committee.

The accompanying benchmarking information sets out the current landscape for comparable roles across other Councils with joint arrangements, other local South East Councils and the proposed national pay award information. The figures are also included for the 2023/24 pay award agreed for both councils up to Director level.

Based on the benchmarking figures, the current salary of the Chief Executive role, £155,625 based on other joint local authorities sits above average taking into account the 2022/23 National Pay Award Figure of £1,925, which would bring the average to £146,380.

Due to the wider economic climate and the high cost of living, it has been agreed at both councils to make a pay award for 2023/24 consisting of a consolidated fixed amount and a separate non-consolidated amount. The figures for these vary slightly due to the current affordability and financial situation of each council. These pay awards have been agreed as part of the councils' budget setting processes.

Applying the Waverley Borough Council pay award to the Chief Executive salary would equate to an overall percentage increase of 2.7%, with 1.6% consolidated and 1.1% non-consolidated.

The current proposal from Employers Nationally is for a 3.5% increase to Chief Executive Pay, but it should be noted both Waverley and Guildford negotiate pay locally.

Recommendation to Joint Appointments Committee

That the Committee approves the pay award for the Chief Executive of Guildford and Waverley for the 2023/24 Financial Year based on the same pay award agreed for Waverley staff up to Director level comprising:

- (a) a consolidated increase to salary of £2,500, taking the new salary to £158,125 per annum, and
- (b) the three cost of living payments of £550 payable in April, May and June 2023, totalling £1650 as a non-consolidated payment.

Reasons for Recommendation:

- Waverley and Guildford both have local pay negotiation processes in place and whilst they should consider the National Pay approach, they are not bound by it.
- The current Chief Executive salary is currently above average when considering other joint local authorities.
- This year Waverley and Guildford have both taken the approach to recognise the significant impact of the cost of living on lower paid staff and to make an 'across the board' equitable consolidated pay award to all incremental points supplemented with a separate non-consolidated payment paid in three consecutive monthly instalments from April 2023.
- The Joint Chief Executive undertakes the role across both Waverley and Guildford Borough Councils and as with the other Senior Team members of three Strategic Directors and twelve Executive Heads of Service are all Waverley employees. All the others will all be awarded the £2,500 consolidated pay award and the £1,650 non-consolidated cost of living payment as agreed by the Waverley Joint Negotiation Committee. These are the Chief Executive's closest contemporaries, and the role leads this team.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 To seek approval for the pay award for the Joint Chief Executive role.

2. Strategic Priorities

- 2.1 This report supports the commitment in Waverley's Corporate Strategy to continue to explore shared opportunities with other local authorities to work at scale where there are benefits to be achieved for our residents.

In order to meet changing circumstances, we will embrace new ways of working whilst maintaining standards, improving public participation and caring for our staff.

- 2.2 The report also supports the commitment in Guildford's Corporate Plan to collaborate with Waverley Borough Council in order to deliver cost savings and protect or enhance frontline services in priority areas.

3. Background

- 3.1 The remuneration package of the Guildford and Waverley Joint Chief Executive is determined by the Joint Appointments Committee.
- 3.2 Both Guildford and Waverley negotiate and agree pay locally through their agreed mechanisms.
- 3.3 Consideration should be given to the National Employers Pay Award which is currently offering a 3.5% increase to the Chief Executive salaries level but note this is not binding as both councils are not part of the National Negotiation arrangements.
- 3.4 Consideration should also be given to benchmarking information for comparable joint chief executives nationally and other closely located councils in the South East of England. This information is provided in the accompanying Benchmarking information document attached as Appendix 1. This data currently shows that the existing Chief Executive salary is above the average for other joint local authorities.
- 3.5 Consideration of the Pay Award for Waverley and Guildford staff this year has taken into account the broader challenging environment of the UK cost of living crisis and the impact on staff, particularly on lower salaries.
- 3.6 Consideration has also been given to the payment of both a fixed consolidated amount to all salary increments and a separate non-consolidated cost of living payment rather than a set percentage increase for 2023/24.
- 3.7 It was an important element of the pay award for both Guildford and Waverley for 2023/24 that an equitable payment was made across all salary points and that an equal cost of living payment was made.
- 3.8 The Senior Team of Strategic Directors and Executive Heads of Service are employed by Waverley Borough Council and are the closest contemporaries of the Chief Executive role which leads this team.

- 3.9 The approach this year does not create a precedent for future years, and it has been clear as part of the negotiations that future years' pay awards would be considered based on the relevant pay claims and taking into consideration the broader financial situation at that time.
- 3.10 The pay award for the Chief Executive should be in line with the award approach agreed by both councils for all staff up to Director level.
- 3.11 The award for the Chief Executive as a Waverley employee should be in line with the consolidated and non-consolidated awards for all Waverley staff for the financial year 2023/24 of an increase of £2,500, taking the salary to £158,125 per annum, and a non-consolidated cost-of-living payment of £1,650 in three instalments of £550 paid in April, May and June 2023. The cost-of-living payments require the individual to be in post on the last day of each of these months to qualify for them.
- 3.12 The Guildford award for comparison was a £2,000 consolidated increase and a £1,700 non-consolidated cost of living payment.

4. Consultations

- 4.1 The Leaders of both Guildford and Waverley were both asked to comment on the recommendation, but a reply was not received.

5. Key Risks

- 5.1 It is important that we ensure that remuneration package levels remain competitive within the South East, both to ensure that we can retain Senior Staff and also that we are competitive when going out to market to recruit,

6. Financial Implications

- 6.1 The recommended pay award of a £2,500 consolidated payment would take the Chief Executive's salary to £158,125 per annum. The non-consolidated cost of living payment is payable only in the year 2023/24 as it is a one-off payment.
- 6.2 The cost of the Chief Executive's salary is split equally between the two councils.

7. Legal Implications

- 7.1 There are no direct legal implications arising from this report.

8. Human Resource Implications

8.1 None

9. Equality and Diversity Implications

9.1 Both councils have a statutory duty under section 149 of the Equality Act 2010 which provides that public authorities must, in exercise of their functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation

9.2 There are no specific equality and diversity implications associated with this proposed decision. However, it should be noted that the recommended pay award is in line with an overall approach of fairness and equity across all pay points for 2023/24.

10. Climate Change/Sustainability Implications

10.1 None

11. Summary of Options

11.1 Make no pay award for the Chief Executive role for 2023/24.

11.2 Make the payment in line with the National Employer's Figure of 3.5% for 2023/24.

11.3 Make a payment in line with the approach for staff at Waverley of a consolidated and non-consolidated amount agreed for 2023/24 (Recommended).

11.4 The Chief Executive, as the Head of Paid Service for both Waverley and Guildford, is responsible for leading both councils through a significant period of change and needs to maintain a competitive market salary rate, whilst recognising current budget and affordability.

- 11.5 Whilst acknowledgement of the National Pay approach is important to ensure salaries remain competitive, the majority of councils, particularly in the South East, negotiate pay locally and so are not bound by national agreements. Waverley and Guildford have not been part of national negotiations for many years and so have developed their own pay approach and scales to tackle local challenges and to be able to reflect and consider specific requests from staff side.
- 11.6 The last 12 months have been particularly challenging with the UK going through a period of high inflation and the increase in the cost of living has been particularly difficult for those on lower salaries.
- 11.7 An important part of our pay award approach is that it is transparent, fair and equitable. The approach agreed at both Guildford and Waverley acknowledges particular challenges for the lower paid but also provides a consistent and fair award across all salary points, whilst allowing for a one off non-consolidated payment to reflect the specific challenges of the cost-of-living crisis.
- 11.8 For 2023/24, a pay award for the Chief Executive in line with that agreed at Waverley for all staff up to Director level would be most appropriate.

12. Background Papers

None.

13. Appendices

Appendix 1: Benchmarking Information

Benchmarking

Job Title: Joint Chief Executive

Current Pay: £155,625

The following information has been collected from the Office for National Statistics, Infinitats and other joint local authorities. Data provided by named boroughs/districts is based on information and published data available within the public domain.

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

Council	Council Housing Stock	Councillor Numbers	Population (as per ONS 2021 census)	Chief Exec Salary	Chief Exec Salary per population (£)	Year
Broadland District / S Norfolk	N / N	93	273600	169,677	0.62	2021-22
S Oxfordshire District / Vale of White Horse District	N / N	74	288000	169,447	0.59	2022-23
High Peak Borough / Staffordshire Moorlands District	Y / N	97	186700	164,430	0.88	2021-22
Waverley Borough / Guildford Borough	Y/Y	105	271800	155,625	0.57	2022-23
Eastbourne Borough / Lewes District	Y / Y	68	201600	147,179	0.73	2021-22
Babergh District / Mid Suffolk District	Y / Y	66	195000	140,275	0.72	2021-22
Bromsgrove District / Redditch Borough	N / Y	60	186200	139,038	0.75	2020-21
Cannock Chase District / Stafford Borough	Y / N	81	237300	134,798	0.57	2020-21
Malvern Hills District / Wychavon District	N / N	83	211900	132,132	0.62	2021-22
Boston Borough / East Lindsey District / South Holland District	N / N / Y	121	307900	130,527	0.42	2021-22
Adur District / Worthing Borough	Y / N	66	175900	128,987	0.73	2021-22
South Hams District / West Devon Borough	N / N	62	145700	125,200	0.86	2021-22
Average		81	223467	144,776	0.67	

As can be seen from the table above, the Guildford/Waverley Joint Chief Executive is accountable to the fourth largest population and the second highest number of Councillors from the joint Councils. Although the salary per head of population is below the average and the third lowest, the actual salary falls above the average and in the Upper Middle Quartile as can be seen below.

Benchmarking

It should be noted that the salary figures above (other than those for Waverley/Guildford and South Oxfordshire/Vale of White Horse) relate to 2021/22 and it is expected, therefore, that the 2022/23 salary is higher. If the 22/23 NJC award of £1925 were applied to the above salaries, the average salary would increase to £146,380.

125,200 – 131,731	131,731 – 139,657	139,657 – 157,826	157,826 – 169,677
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Waverley’s pay for this role in comparison to some other Local Authorities within the South East is shown below:

Council	Council Housing Stock	Councillor Numbers	Population (as per ONS 2021 census)	Chief Exec Salary	Chief Exec Salary per population (£)	Year
Buckinghamshire	N	147	553100	210000	0.38	01-Apr-22
Brighton and Hove City Council	Y	54	277200	166029	0.60	01-Apr-22
Waverley Borough / Guildford Borough	Y/Y	105	271800	155625	0.57	01-Apr-22
Isle of Wight	N	39	140400	138038	0.98	01-Apr-22
Elmbridge Borough Council	N	48	138800	135960	0.98	01-Apr-22
Maidstone Borough Council	Y	55	175800	133871	0.76	01-Apr-22
Swale Borough Council	N	46	151700	129596	0.85	01-Apr-22
Arun District Council	Y	54	164800	126000	0.76	01-Apr-22
New Forest District Council	Y	60	175800	123192	0.70	01-Apr-22
Average		68	227711	146479	0.73	

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. Although the salary per head of population is below average and the second lowest, the actual salary falls above the average and at the top of the Upper Middle Quartile and the bottom of the Upper Quartile as can be seen below.

123,192 – 129,596	129,596 – 135,960	135,960 – 155,625	155,625 – 210,000
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UK Salary and Recruiting Trends

In July 2022, an article in the LGC (see link below) suggested that chief executive pay may be stagnating, with new chief executives earning on average 1% less than their predecessors, which could in part be because 72% of new appointments over the previous 2 years were starting their first chief role. It reports the average chief executive salary as £154,764, with the trend since 2010 to give proportionally higher pay rises to those at the lower end of the scale, though ALACE argues that there should be an “immutable link” between the pay of chief executives and other council staff.

Benchmarking

[Chief executive pay: Tough times and wage stagnation | Local Government Chronicle \(LGC\) \(lgcplus.com\)](#)

Advertised Vacancies

The only Chief Executive role for a local authority currently being advertised is shown below:

Role	Salary
Chief Executive - Sefton Borough Council	£155,279 - £170,615

Accountable for a population of 279,300 and with 66 Councillors, this salary range aligns with the Upper Middle and Upper Quartile of Chief Executive salaries in the local authorities above.

Relevant Pay Awards 2022/20223 and 2023/24

Nationally, proposals for pay awards for Chief Officers reflect those put forward for all staff.

- The 2022/23 NJC pay claim reached agreement to increase basic salaries for Chief Executives within scope of the JNC by £1,925 from 1 April 2022.
- The NJC pay claim for Chief Officers for 2023/24 requests an increase of RPI + 2% for all Chief Officers covered by JNC terms and conditions, together with an additional day of annual leave from 1 April 2023 and an additional day of annual leave for personal or well-being purposes.
- ALACE is seeking a pay increase for chief executives that is not less than the equivalent percentage increase for the top point on the NJC scale, spinal column point 43.
- An offer has been made by the National Employers as a full and final one year deal on Chief Executive's Salaries of 3.5%, effective from the 1st April 2023 to 31st March 2024.
- Locally, Waverley Borough Council have agreed with Staff Side a consolidated payment of £2,500 on all incremental points from the 1st April 2023 and a non-consolidated payment of £1,650 for all staff. This non-consolidated payment is classed as a Cost of Living Payment and will be paid in three equal instalments of £550 in April, May and June 2023. This equates to a 2% consolidated increase for those on the highest Grade of 1 and 3.4% including the unconsolidated award.
- The agreed Guildford award is a £2000 consolidated payment from the 1st April on all incremental points and a £1,700 unconsolidated payment, paid in two equal instalments of £850 on the 1st April and 1st September 2023.
- The most recent CPIH cost of living inflation figure of 9.2% (December 2022) is slightly lower than that in October and November. Please see: [Consumer price inflation, UK - Office for National Statistics](#)

Summary:

The current actual Chief Executive Officer salary sits around the Upper Middle to Upper Quartiles, when compared with other Chief Executive salaries.

It sits just above the average Chief Executive salary as reported by LGC and whilst the LGC report describes potential wage stagnation for this level role, this could be related to a number of incumbents taking on their

Benchmarking

first chief role, rather than more experienced CEOs.

Nationally, the pay award for last year and the current pay proposal for Chief Officers is that they receive a pay award equivalent to other staff or equivalent to those on the top grade.

Locally, this would equate to a consolidated payment of £2,500 and a non-consolidated payment of £1,650, which would equate to a 1.6% consolidated increase and 2.7% including the unconsolidated award.