



West
Yorkshire
Combined
Authority

Tracy
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Mayor of
West Yorkshire



Pay Policy Statement

West Yorkshire Combined Authority

Chief Operating Officer / December 2024

Contents

Contents.....	2
Introduction.....	3
Scope	3
Definitions.....	3
Policy Statement	4
Pay Gap Reports	4
Principles.....	4
Roles & Responsibilities	4
Remuneration Strategy/Procedure	5
Pay Structure	5
Pay and Grading Structure	5
Collective Bargaining	6
Job Evaluation	6
The Living Wage Foundation	6
The Fair Work Charter	6
Chief Executive	7
Senior Management Salary	7
Remuneration of the lowest paid employees.....	7
Relationship between the remuneration of Senior Management and other officers.....	8
Recruitment of Senior Management Roles	8
Legislation Covering Remuneration.....	8
Market Rate Supplements (scarce skills)	8
Employee Benefits	8
Allowances, Expenses and Subscriptions	9
Termination Payments	9
Re-employment and Re-engagement.....	10
APPENDIX 1	12
APPENDIX 2.....	13

1. Introduction

The purpose of this policy statement is to set out the West Yorkshire Combined Authority's approach to pay so that it provides direction to both officers and members. Additionally, this Pay Policy Statement also provides assurance to the West Yorkshire (WY) public, through the adoption of a clear set of principles, that public funds are being used effectively and with fairness and transparency.

This Pay Policy Statement sets out the following:

- The method by which salaries and other remuneration of all employees are determined
- The detail and level of remuneration of its most senior officers

In determining the levels of remuneration, the Combined Authority will comply with all relevant legislation, including the Employment Rights Act 1996, Part-time Employment (Prevention of Less Favorable Treatment) Regulations 2000, Transfer of Undertakings (Protection of Employment) Regulations 2006, as amended, and Fixed-term Employees (Prevention of Less Favorable Treatment) Regulations 2002. The Combined Authority also recognises trade unions (namely UNISON and UNITE) for the purposes of collective bargaining and contractual arrangements.

The Combined Authority is also required by law (The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017) to publish an annual Gender Pay Gap Report. It also published equalities pay gap report voluntarily.

2. Scope

This Pay Policy Statement relates to employees of the Combined Authority whose remuneration packages, including rate of pay and terms and conditions, are determined by and within the control of the Combined Authority.

The Pay Policy Statement does not apply to:

- Staff employed by a third party contracted to work for the Combined Authority
- Staff on secondment to or from the Combined Authority, where their pay and conditions are not determined by the Combined Authority.
- Unpaid volunteers or individuals on work placement/work experience. Such placements are intended to give individuals valuable experience within a public sector environment.

3. Definitions

The Pay Policy Statement relates to the remuneration of our statutory and non-statutory Officers.

The strict definition of Officers within the legislation is limited to:

- The Head of Paid Service – Chief Executive Officer

- The Monitoring Officer – Assistant Director Legal and Governance and Compliance
- The Statutory Chief Finance Officer Director, Finance and Commercial Services

These Officers are employed on the terms and conditions of service of the Combined Authority, negotiated locally and set out in the employee handbook and contract of employment.

4. Policy Statement

The purpose of the Statement is to provide transparency with regard to the Combined Authority's approach to setting the pay of its employees, during the period 1 April 2023 to 31 March 2024.

In determining the pay and salary packages of all of its employees, the Combined Authority will comply with all relevant employment legislation.

It is the policy of the Combined Authority to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

5. Pay Gap Reports

The Combined Authority is also required by law (The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017) to publish an annual Gender Pay Gap Report and chooses to publish an Ethnicity Pay Gap Report.

6. Principles

The Combined Authority currently operates a locally agreed pay structure and grades. The annual cost of increase award (pay award) is negotiated under the CA collective bargaining arrangements

Roles & Responsibilities

The Combined Authority's Chief Operating Officer is responsible for reviewing and updating this Pay Policy on an annual basis.

The Passenger Transport Forum and Combined Authority is responsible for reviewing the salary levels contained within it.

The Combined Authority should ensure that the document is publicly available through its website and that the Policy is applied fairly and consistently throughout the Authority.

7. Remuneration Strategy Procedure

Pay Structure

The Combined Authority uses locally negotiated pay rates and grades, which determines the salaries of the large majority of its employees. The Combined Authority follows the LGA annual pay award process.

Revised pay rates and grades were implemented with effect from 1 October 2023 as part of the implementation of revised Terms and Conditions of Employment effective from 1 January 2024.

Where a nationally negotiated pay rate does not apply, the Combined Authority will determine the salary rate through a relevant job evaluation process, benchmarking and local negotiation and agreement, or Independent Review of Salary arrangements, for example an Independent Remuneration Panel (IRP) or the more recently created Employment Panel of the Combined Authority.

All other pay related issues are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery.

In determining its grading structure and setting salary packages for any posts which fall outside of the scope of the pay scales, the Combined Authority takes account of 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 are able to meet the requirements of providing high quality services to the community.

There are circumstances where the terms of Transfer of Undertakings Protection of Employees (TUPE) may determine the eligibility of pay awards for employees who transfer into the Combined Authority.

Where posts requiring scarce skills and experience are required, a 'scarce skills supplement' can be applied. This may mean a higher salary than the market median is justified to attract candidates & retain employees. Where necessary, the Combined Authority will ensure the requirement for such is objectively justified by reference to clear sources available from within the public sector and outside as appropriate. An agreed review process and timeline will be agreed as part of the scarce skills supplement offer.

8. Pay and Grading Structure

Revised pay scales and grades were implemented in October 2023. Details can be found in Appendix 2. Previous Pay rates can be seen at Appendix 1. [\[OBJ\]](#).

9. Collective Bargaining

The Combined Authority has a strong commitment to working with its recognised trade unions in all aspects of its employment practices, including pay arrangements. It remains committed to pay bargaining and local pay structures.

10. Job Evaluation

All new posts under the Combined Authority Terms and Conditions are job evaluated under the Hay Job Evaluation Scheme to ensure consistency and parity. Any exceptions to this would be evaluated using an appropriate scheme, ie the LGA Scheme.

11. The Living Wage Foundation

The West Yorkshire Combined Authority is certified by the Living Wage Foundation. The Living Wage is calculated each year based on living costs and accredited employers choose to go further by paying all their staff a real Living Wage. The commitment also means that future contracts for regularly outsourced workers for the Combined Authority will also require at least the real Living Wage to be paid, as opposed to the Government Minimum Wage. The real Living Wage also recognises that under 25s have the same living costs as everyone else. Through the Pay Policy Statement, the Combined Authority is committed to and pays the real Living Wage for all employees.

The real living wage on 1 April 2023 £10.90.

Any further changes to the pay scales and grades will ensure that the Combined Authority remains aligned with the any future increases to the 'Real' living wage.

12. The Fair Work Charter.

The Combined Authority is accredited to the West Yorkshire Fair Work Charter.

A Fair Work Charter is a way by which to secure commitments and support from employers (with public recognition) in terms of driving the fairest possible employment behaviors and practices.

Fair work can include good pay, fair and flexible working conditions, as well as greater wellbeing, diversity, and social mobility within the workplace. It's about helping turn a good business into a great one.

The West Yorkshire Charter supports our ambitions for a prosperous West Yorkshire – an inclusive economy with well paid jobs. It will support employers to develop good jobs, deliver opportunities for people to progress, and help employers to grow and succeed.

More information can be found on our website [here](#)

13. Chief Executive

The individual salary level for a Chief Executive of a Combined Authority is set entirely at local level.

The salary of the Chief Executive will be reviewed on a regular basis, at the least every five years. The Combined Authority Finance, Resources and Corporate Committee are responsible for decisions in relation to the review of the salary of the Chief Executive.

14. Senior Management Salary

For the purposes of this Policy Senior Management is considered by the Combined Authority to be those posts named below:

Job Title	Full Time Salary £ (PA) 1.10.23
Chief Executive	193,000
Executive Director (s)	135,938 to 156,329
Director (s)	114,411 to 131,573

* The above represents gross annual salary and does not include 'on costs or additional allowances which may be associated with the role

15. Remuneration of the lowest paid employees

For those on the Combined Authority pay scales, the lowest paid employees of the Combined Authority are defined as those on the lowest point of the pay scale (currently aligned to Grade 1 with effect from 1 October 2023) which equates to an annual salary of £24,613.00 and is compliant with the real living wage. These lowest paid roles having been evaluated using the Hay Job Evaluation scheme reflect the low level of accountability and responsibility relative to other roles in the Combined Authority.

16. Relationship between the remuneration of Senior Management and other officers

It is a requirement of the Local government transparency code 2015 for the Combined Authority to publish its pay multiple – the relationship between the Chief Executives remuneration and that of other staff. The 'Hutton Review of Fair Pay' which provided the genesis of the legislation here, identified that most top to bottom pay multiples in the public sector are in the region of 8:1 to 12:1.

The current pay multiples for the Chief Executive Officer of the Combined Authority and the lowest paid member of staff are as follows:

- Between the Chief Executive of the Combined Authority and the lowest paid member of staff the multiple is 7.33 to 1 as at 1 April 2023.

- Between the Chief Executive Officer of the Combined Authority and the average earnings £37,768 per annum, the multiple is 4.78 to 1 as at 1 April 2023.

17. Recruitment of Senior Management roles

When recruiting to all posts, the Combined Authority will take full and proper account of all provisions of relevant employment law and its own Recruitment and Selection Policies.

18. Legislation Covering Remuneration

In determining the pay and remuneration of all of its employees, the Combined Authority will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000.

19. Market Rate Supplements (scarce skills)

The Combined Authority acknowledges that our employees are our best asset and that due to external factors market allowances will be required for some posts in order to attract and retain employees with particular experience, skills and capacity.

A market rate supplement (scarce skills) allowance is deemed suitable where there are particular circumstances outlined in the terms and conditions of employment.

20. Employee Benefits

The Combined Authority provides access to the following benefits to its employees:

Pension Contributions: employer pension contributions are paid to the Local Government Pension Scheme (LGPS).

Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Combined Authority is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee. The rate of contribution is set by Actuaries advising the West Yorkshire Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded.

LGPS Rates and pay banks for the contributions to the main pension scheme and 50/50 option can be found [here](#)

The Combined Authority will automatically enrol all eligible employees into the pension scheme, with the option to opt out, and is required to make a contribution to the scheme representing a percentage of the pensionable salary due under the contract of employment of the employee.

MCard: The Combined Authority offer free, annual, travel via the MCard covering all travel within zones 1-5 in West Yorkshire. This card entitles employee to unlimited free travel on buses and trains, achieving significant savings on travel costs.

Salary Sacrifice Scheme: Cycle to Work scheme is in operation at the Combined Authority to enable both tax and national insurance savings for both its employees and the Combined Authority.

Leeds Credit Union: The Combined Authority's employees can become members of the Leeds Credit Union, which offers affordable loans, and a range of savings plans through a not-for-profit financial co-operative.

Employee Assistance Programme: As part of a wider health and wellbeing strategy, an Employee Assistance Programme (EAP) is a benefit provided to the Combined Authority employees and their dependants offering a 24/7 helpline and counselling service.

21. Allowances, Expenses and Subscriptions

Officers are able to receive a car user allowance (including mileage allowances) in recompense for the use of personal vehicles. The overall approach is aimed at promoting limited business travel for officers where possible but where travel is necessary. It is the responsibility of all officers and their line managers to ensure that if a business journey is required then the most sustainable journey method is prioritised whilst also considering the most cost-effective means of travel and where applicable, appropriate accommodation. This is subject to tax at the rate appropriate to the individual.

Officers are able to reclaim a restricted range of other, legitimate and evidenced 'out of pocket' expenses reasonably incurred in the performance of their roles.

If it is a requirement of the post that the postholder is a member of a professional body to practice professionally, the Combined Authority will reimburse for the cost of annual membership, paid by individuals to professional bodies.

22. Termination Payments

Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 requires an Authority to formulate, review and publish its policy on making discretionary payments on early termination of employment.

The Combined Authority has a policy in place in relation to Flexible Retirement. There are mutual benefits of a Flexible Retirement policy for both employer and employee. Any financial implications for the Combined Authority with the payment of benefits through flexible retirement must be accounted for as part of a business case based on affordability and delivering any identified efficiency savings.

The Combined Authority are committed to trying to avoid compulsory redundancies but in cases of voluntary redundancy, the Combined Authority may enhance the Compulsory Redundancy payment by calculating it based on the statutory redundancy payments scheme, but without the statutory cap to the employee's basic weekly earnings.

23. Re-employment and Re-engagement

Re-employment – involves the employee returning to work as if they have never left after or Voluntary Redundancy.

Re-engagement would only be on an exceptional basis and agreed by the Chief Executive Officer.

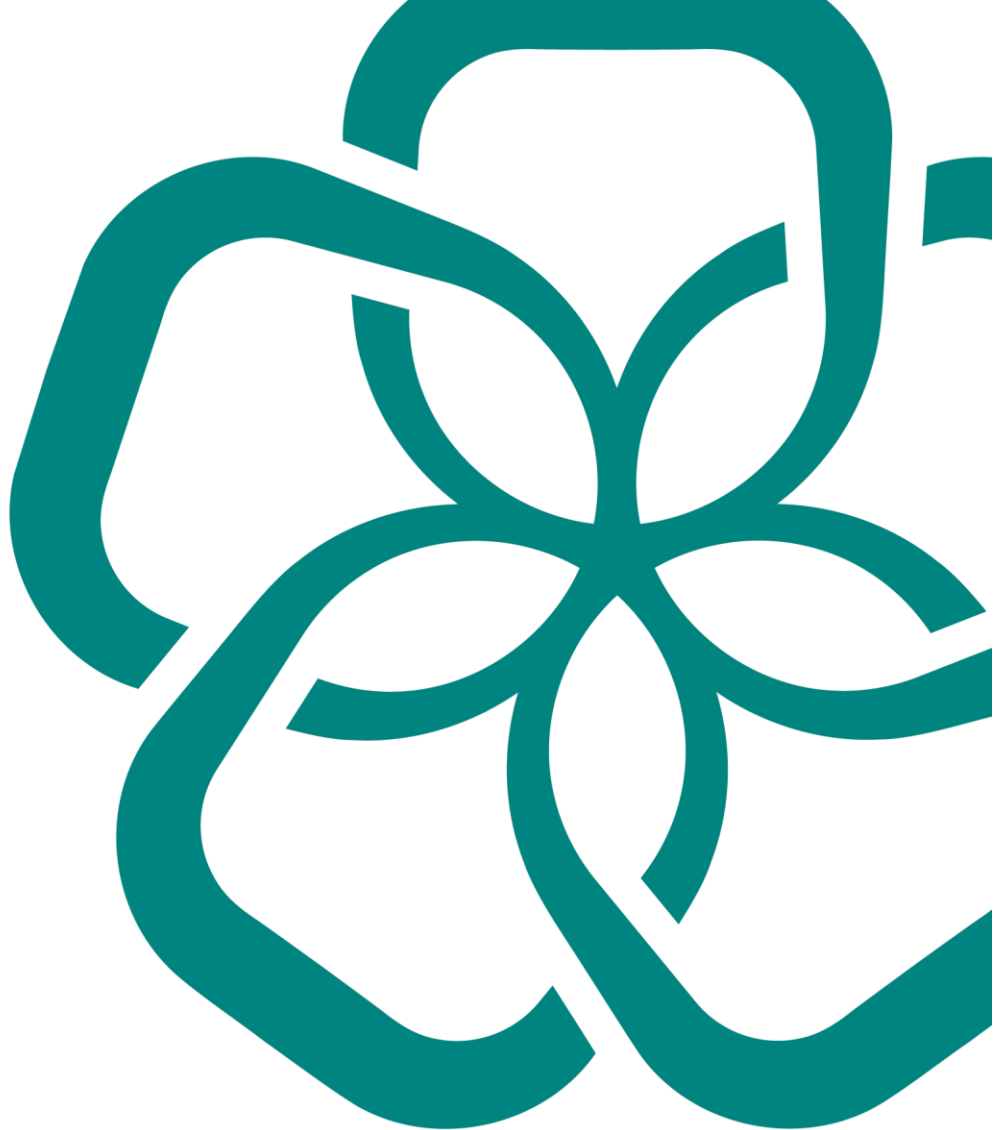
Re-engagement involves the employee engaging in employment similar to their initial job or in other suitable employment.

The Combined Authority will not re-employ any former employees that have left the Service through Voluntary Redundancy where there has been a cost to the Combined Authority.



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APPENDIX 1

Pay Scales at 1 April 2023



2023 Pay Scales -
with Pay Award (1).pdf

APPENDIX 2

Pay Scales at 1 October 2023



New Pay Scales Final
October 2023 (1).pdf



Find out more
westyorks-ca.gov.uk

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All information correct at time of writing