

Remuneration and Staff Report

- 1.1 The information contained in this report relates to the remuneration of the senior managers employed by Public Health Wales and other people-related matters.
- 1.2 The Pay Policy Statement (Annex 3) relates to Public Health Wales' strategic stance on senior manager remuneration and provides a clear statement of the principles underpinning decisions on the use of public funds.
- 1.3 The definition of "Senior Manager" is:
'those persons in senior positions having authority or responsibility for directing or controlling the major activities of the NHS body. This means those who influence the decisions of the entity as a whole rather than the decisions of individual directorates or departments.'
- 1.4 For Public Health Wales, the Senior Managers are considered to be the regular attendees of the Trust Board meetings, i.e. the Executive Directors, the Non-Executive Directors and the remaining Board-Level Directors. Collectively the Executive and Board-Level Directors are known as the Executive Team. Although not formally a member of the Executive Team, the Board Secretary and Head of the Board Business Unit is also included within the definition of Senior Manager.

2. Remuneration and Terms of Service Committee

- 2.1 The Public Health Wales Remuneration and Terms of Service Committee considers and approves salaries, pay awards and terms and conditions of employment for the Executive Team and other key senior staff.
- 2.2 The Remuneration and Terms of Service Committee also considers and approves applications relating to the Voluntary Early Release Scheme, redundancy payments and early retirements.
- 2.3 All Executive Directors' pay and terms and conditions have been, and will be, determined by the Remuneration and Terms of Service Committee within the Framework set by the Welsh Government.
- 2.4 During 2019/20 the Public Health Wales Remuneration and Terms of Service Committee consisted of the following Members:
 - Jan Williams OBE (Chair)
 - Dr Tracey Cooper (Chief Executive). The role of CEO was made a member of the committee from November 2019
 - Judith Rhys (Non-Executive Director)
 - Professor Shantini Paranjothy (Non-Executive Director)
 - Kate Eden (Vice Chair and Non-Executive Director)
 - Alison Ward (Non-Executive Director)

- Dyfed Edwards (Non-Executive Director)
 - Professor Stephen Palmer (Non-Executive Director).
- 2.5 The performance of Executive Directors is assessed against individual objectives and the overall performance of Public Health Wales. Public Health Wales does not make bonus payments of any kind.
- 2.6 All payments are against the pay envelope in the annual letter from the Chief Executive of NHS Wales on this matter. The Senior Managers to receive pay-awards have been those remunerated on 'Medical and Dental' or 'Agenda for Change' pay scales and those in 'Executive and Senior Posts'.
- 2.7 During 2019/2020, the Public Health Wales Board noted that the roles of Executive Director of Health and Well-being and Director of Knowledge had not been recruited to despite extensive executive searches and approved the extension of the interim arrangements until the end of the year.
- 25 July 2019 – approved the extension of Jyoti Atri as Interim Executive Director of Health and Well-being until the end of 2019.
 - 25 July 2019 – approved the extension of Sian Bolton as Transition Director, Knowledge until the end of 2019.
- 2.8 During 2019/20, the Remuneration and Terms of Service Committee approved the following (in consultation with Welsh Government where appropriate):
- 28 March 2019 - approved the change in salary for Dr Quentin Sandifer, noting adjustments to certain allowances relating to his Public Health leadership role and in particular concerning the change of payment from Clinical Excellence Award to Commitment Award. This resulted in a reduction in overall salary as noted in Annex 1a. Although these decisions were taken in the previous financial year, the material change did not take effect until 1 April 2019 and are therefore included in this report.
 - 27 June 2019 – approved the appointment of Dr John Boulton as Director of NHS Quality Improvement and Patient Safety and Director of the 1000 Lives Improvement Service (Improvement Cymru) following a successful interview and assessment process on 24 June 2019, subject to agreement of salary and subsequent approval by Welsh Government.
 - 22 August 2019 – approved the salary of Dr John Boulton, Director of NHS Quality Improvement and Patient Safety/Director of the 1000 Lives Improvement Service (Improvement Cymru).

- 27 January 2020 – approved the extension of Jyoti Atri as Interim Executive Director of Health and Well-being until 31 July 2020.
- 27 January 2020 - approved the extension of Sian Bolton as Transition Director, Knowledge until 31 July 2020.

Voluntary Early Release and Redundancy payments:

- Approval of four applications, totalling £130,348 under the Voluntary Early Release Scheme.
- Approval of one redundancy payment, totalling £40,889 and one redundancy payment of £7,434 which is fully funded through the Early Action Together (EAT) programme and authorised by the Finance, Risk and Internal Control Sub-Committee (FRICS). This is a collaborative programme that Public Health Wales is a member of alongside South Wales Police and other organisations.

3. Salary and Pension Disclosures

- 3.1 Details of salaries and pension benefits for Senior Managers captured within this report are given in Annexes 1 and 2.
- 3.2 The single figure of remuneration (Annex 1) is intended to be a comprehensive figure that includes all types of reward received by Senior Managers in the period being reported on, including fixed and variable elements as well as pension provision.
- 3.3 The single figure includes the following:
- Salary and fees both pensionable and non-pensionable elements.
 - benefits in kind (taxable, total to the nearest £100)
 - pension-related benefits - those benefits accruing to Senior Managers from membership of a participating defined benefit pension scheme.
- 3.4 There are no annual or long-term performance-related bonuses.
- 3.5 Annual salary figures are shown prior to any reduction as a result of any salary sacrifice scheme.
- 3.6 The value of pension-related benefits accrued during the year is calculated as the employee's real increase in pension multiplied by 20, plus any real increase in pension lump sum (for scheme members entitled to a lump sum), less the contributions made by the employee. The real increase excludes increases due to inflation or any increase or decrease due to a transfer of pension rights.

3.7 Annex 2 gives the total pension benefits for all Senior Managers. The inflationary rate applied to the 2018/19 figure is 2.4% as set out by the 2019/20 Greenbury guidance.

4. Remuneration Relationship

4.1 NHS bodies in Wales are required to disclose the relationship between the remuneration of the highest-paid Director in their organisation and the median remuneration of the organisation's workforce. This information is provided in note 10.6 to the Financial Statements.

5. 2019/20 Staff Report

5.1 Number of Senior Managers

As of 31 March 2020 there were 10 Senior Managers that made up the Executive Team (including the role of Board Secretary and Head of the Board Business Unit); they were also Board members or regular attendees. Their terms and conditions are broken down as follows:

Consultant (Medical and Dental):	1
Executive and Senior Posts pay scale:	6
Agenda for Change Wales:	3

5.2 Staff Numbers

The following table shows the average number of staff employed by Public Health Wales NHS Trust, by group as defined in the annual accounts.

	Permanently Employed (inc Fixed Term) WTE	Agency Staff WTE	Staff on inward secondment WTE	2019/20 Total WTE	2018/19 Total WTE
Administrative, clerical and board members	981	22	41	1,044	940
Ambulance Staff	0	0	0	0	0
Medical and Dental	90	0	25	115	105
Nursing, Midwifery registered	56	0	6	62	58
Professional, scientific and technical staff	509	0	2	511	489
Additional Clinical Services	0	0	0	0	0
Allied Health Professionals	61	1	0	62	59
Healthcare Scientists	0	8	0	8	0
Estates and Ancillary	0	0	0	0	0

Students	0	0	0	0	0
Total	1,697	31	74	1,802	1,651

5.3 Staff Composition

The gender breakdown of the Senior Managers and other employees as of 31 March 2020 was as follows:

	Male	Female
Senior Managers	50%	50%
Other employees	23%	77%

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 came into force on 6 April 2017, which require employers in England and Wales with 250 or more employees to publish statutory calculations every year showing the pay gap between their male and female employees.

- mean gender pay gap in hourly pay;
- median gender pay gap in hourly pay;
- proportion of males and females in each pay quartile.

In Public Health Wales, the mean and median hourly rate by Gender as of 31 March 2019 was as follows:

Gender	Mean. Hourly Rate (£)	Median Hourly Rate (£)
Male	22.73	18.74
Female	17.98	15.07
Difference	4.75	3.67
Pay Gap %	20.89	19.57

The figures highlight a gap between the pay for men and women in the organisation. This is attributable to the high proportion of women in some of the lower grades, as well as a high proportion of men in certain senior grades, where staff numbers are not so large. We will review the gender profile of our workforce across service areas, identifying whether there are any barriers to recruitment and progression and taking necessary steps to address this, with targeted interventions to support women balancing domestic commitments and a career.

5.4 Sickness Absence data

The following table provides information on the number of days lost due to sickness during 2018/19 and 2019/20:

	2019-2020 Number	2018-2019 Number
Days lost (long term)	15,316	15,467
Days lost (short term)	7,575	6,823
Total days lost	22,891	22,294
Total staff years	1,699	1,586
Average working days lost	898	880
Total staff employed in period (headcount)	1,866	1,786
Total staff employed in period with no absence (headcount)	848	837
Percentage staff with no sick leave	47.50%	46.27%

Sickness absence rates across Public Health Wales over 2019/2020 have seen a slight increase with number of days lost due to sickness absence up by 598 days from 2018/2019. The last few months of 2019/2020 saw an increase in sickness absence rates in comparison to 2018/2019 which is likely to be related to the Covid-19 pandemic.

There has however been a slight increase in the percentage of staff with no sickness absence.

Each long-term sickness case is managed by the Line Manager concerned, supported by a HR representative, and the number of days lost due to long-term sickness absence has fallen slightly (1%) since last year.

The All Wales Managing Attendance at Work Policy has been in place within Public Health Wales for just over a year (since December 2018) and the People and Organisational Development team are on schedule to deliver training on the new policy to all Line Managers within the agreed two-year timeframe.

5.5 Staff policies applied during the financial year

The Trust's workforce policies cover all aspects of employment, from recruitment and selection, training and development to terms and conditions of service and termination of employment. They also set out the guiding principles that influence the way that Public Health Wales carries out its employment based activities and the expectations of all staff. Some of these policies are developed and reviewed with other NHS organisations on an "all Wales" basis

and their adoption is mandatory. All other employment policies are developed and reviewed through policy workshops attended by various stakeholders from within the organisation.

Public Health Wales also has a range of policies which enable people with a protected characteristic (including disability) to gain employment with the Trust, and remain in employment where appropriate, should they become covered by a protected characteristic during their employment. We have flexible working arrangements for staff to enable them to accommodate their personal situations and requirements, as well as an Occupational Health service who can advise on reasonable adjustments for those who require them. Our Recruitment Policy and candidate information promotes the use of inclusive and welcoming language and ensures that we will make reasonable adjustments to the process as required. We also have guidance for staff who are Transitioning in the workplace, to help individuals and managers through the process.

Public Health Wales' Recruitment Policy makes reference to eliminating all forms of discrimination in accordance with the Equality Act 2010. Public Health Wales operates a guaranteed interview scheme whereby disabled applicants are guaranteed an interview if they meet the essential requirements of the person specification for the post they are applying for. When invited to interview, all applicants are asked if any adjustments are required to enable them to attend.

Where a disabled candidate is appointed, Public Health Wales is responsible for carrying out any reasonable adaptations to the workplace or supplying additional equipment to assist the new employee in their role. This usually follows assessment, advice and support from the Trust's Occupational Health Service.

In July 2019, we were assessed and awarded Disability Confident Leader Status; the second NHS Organisation in Wales to be awarded this. A lot of work was put into reviewing and improving processes, awareness and our environment to get us to this stage and the feedback from disabled staff has been positive. This also builds on our reputation as an inclusive employer, building confidence for staff and prospective job applicants.

The All Wales Managing Attendance at Work Policy which was introduced in December 2018 has a focus on managers knowing and understanding their staff, and working in partnership to support individuals in the workplace. The policy has an emphasis on wellbeing rather than managing absence and is designed to support individuals to remain in the workplace. The policy retains mechanisms for phased return to work, with no loss of pay and makes enhancements in support for appointments linked to underlying health concerns. There is a greater emphasis on access to advice and support (EAP, Occupational Health, GP, Physiotherapy, Counselling, etc.) to enable the organisation to facilitate a more rapid return to the workplace, along with greater support to remain in work. Where a return to an individual's role is not possible, redeployment to a suitable alternative role is explored with an expectation that

the redeployment process will be supported across all NHS organisations, not just within Public Health Wales. A further emphasis is also made on temporary redeployment to an alternative role, which helps an individual to return to the workplace earlier, where they are currently not fit to return to their substantive role.

There are also a number of policies, procedures and guidelines that support staff health and well-being such as the Flexible Working Policy and Toolkit, Career Break Scheme, Annual Leave Purchase Scheme, Prevention of Stress and Management of Mental Health and Well-Being Policy. Public Health Wales also runs a workplace mediation service for staff.

In July 2019, we were assessed and awarded the Gold level of the Corporate Health Standard Award, which required a multi-site, two-day assessment process. This required significant work from every part of the organisation, and would not have been possible without the work of our Employee well-being Group, and our network of well-being Links. The latter signpost their colleagues to ongoing work to enable wellbeing and facilitate two way communication throughout all of our many sites and bases. We are continuing on our journey through the stages of the award system to the ultimate level of Platinum.

Public Health Wales is committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect. Our Dignity at Work Process promotes dignity and respect at work and supports and helps employees who may be experiencing bullying, harassment and/or victimisation.

All staff have equal access to appraisal, via Public Health Wales' 'My Contribution' process, training opportunities and career development. They are expected to undertake statutory and mandatory training applicable to their post.

In relation to staff organisational change and restructuring of services, Public Health Wales has adopted the All Wales Organisational Change Policy and has in place a Redundancy Policy and Voluntary Early Release Scheme.

All workforce policies are reviewed and developed jointly with the recognised trade unions, in accordance with an agreed review and development schedule.

Policies are published on the Public Health Wales website at <https://phw.nhs.wales/about-us/policies-and-procedures/policies-and-procedures-documents/human-resources-policies/>

5.6 Other Employee Matters

Our Staff Diversity Networks continue to grow and embed themselves within the organisation. We now have networks for Women, Carers, LGBT+, Disabled and BAME Staff. Members of these networks have been actively involved in developing the Strategic Equality Plan for 2020 – 2024, which will be published during 2020.

We have continued to hold various awareness raising events throughout the year, and attended Pride events in Swansea, Llanelli and Cardiff. Once again we held “Diversity and Inclusion Week” in January, which involved a range of speakers, Intranet articles, “Rainbow Day” and opportunities for staff to celebrate difference. Many more staff were involved this year with attendance at each event averaging around 50 people across several sites.

We participated in the Stonewall Workplace Equality Index for the third time, and were placed 100th out of 502 organisations taking part, which sees us enter the Top 100 employers in the UK for the first time. This is an increase of 73 places from the previous year and a total advance of 238 since the start of our participation three years ago. This clearly shows the improvements made towards creating an inclusive culture and bringing our organisation’s values to life.

5.7 Expenditure on Consultancy

For the purposes of the statutory accounts, Consultancy is defined as time limited/ad-hoc assignments that are not considered to be related to the day-to-day activities of the Trust. This can include expenditure on services such as:

- General Management Consultancy
- Legal
- Human Resources
- Financial
- IT Consultancy
- Property Services/Estates
- Marketing and Communication
- Programme and Project Management

During 2019/20, Public Health Wales’ expenditure on consultancy was £448k compared to £359k in 2018/19.

5.8 Tax Assurance for Off-Payroll Engagements

The Trust is required to disclose any arrangements it has whereby individuals are paid through their own companies or off-payroll. Where off-payroll payments have been made, the Trust has sought assurance from all relevant parties that the appropriate tax arrangements are in place. Full details of these arrangements are published on the Public Health Wales website at <https://phw.nhs.wales/about-us/publication-scheme/#what>

5.9 Exit Packages

The figures disclosed in this note relate to exit packages agreed in the year. The actual date of departure might be in a subsequent period, and the expense in relation to the departure costs may have been accrued in a previous period. The data are therefore presented on a different basis to other staff cost and expenditure notes in the accounts.

Table 1	2019-20	2019-20	2019-20	2019-20	2018-19
Exit packages cost band (including any special payment element)	Number of compulsory redundancies	Number of other departures	Total number of exit packages	Number of departures where special payments have been made	Total number of exit packages
less than £10,000	1	1	2	0	4
£10,000 to £25,000	0	1	1	0	0
£25,000 to £50,000	1	1	2	0	1
£50,000 to £100,000	0	1	1	0	1
£100,000 to £150,000	0	0	0	0	0
£150,000 to £200,000	0	0	0	0	0
more than £200,000	0	0	0	0	0
Total	2	4	6	0	6
	2019-20	2019-20	2019-20	2019-20	2018-19
Exit packages cost band (including any special payment element)	Cost of compulsory redundancies	Cost of other departures	Total cost of exit packages	Cost of special element included in exit packages	Total cost of exit packages
	£'s	£'s	£'s	£'s	£'s
less than £10,000	7,434 ¹	7,524	14,958	0	10,878
£10,000 to £25,000	0	23,761	23,761	0	0
£25,000 to £50,000	40,889	43,772	84,661	0	43,772
£50,000 to £100,000	0	55,291	55,291	0	65,651
£100,000 to £150,000	0	0	0	0	0
£150,000 to £200,000	0	0	0	0	0
more than £200,000	0	0	0	0	0
Total	48,323	130,348	178,671	0	120,301

1. Redundancy fully funded by EAT/FRICS see section 2.8

6. Statement of Assurance

- 6.1 I confirm that there is no relevant audit information in the Annual Report of which the Wales Audit Office is unaware. As Chief Executive, I have taken all the steps in order to make myself aware of any relevant information and ensure the Wales Audit Office is aware of that information.

Signed: _____

Date:

Dr Tracey Cooper
Chief Executive and Accountable Officer, Public Health Wales

Annex 1a - Single Figure of Remuneration (2019/20)

Name and Title	Salary (Bands of £5k)	Other (bands of £5,000)	Benefits in kind (taxable) to nearest £100	Pension Benefit to nearest £1,000	Total to nearest (Bands of £5k)
Dr Tracey Cooper, Chief Executive	155-160	-	-	39	195-200
Huw George, Deputy Chief Executive and Executive Director of Operations and Finance ¹	130-135	-	-	24	150-155
Dr Quentin Sandifer, Executive Director of Public Health Services and Medical Director	150-155	-	-	0	150-155
Rhiannon Beaumont-Wood, Executive Director of Quality, Nursing and Allied Health Professionals	105-110	-	-	17	125-130
Jyoti Atri, Interim Executive Director of Health and Well-being	120-125	-	-	23	145-150
Professor Mark Bellis OBE, Director of Policy and International Health, WHO Collaborating Centre on Investment for Health and Well-being	120-125	-	-	26	150-155
Dr John Boulton, Director for NHS Quality Improvement and Patient Safety/Director 1000 Lives Improvement Service (Improvement Cymru) ²	120-125	-	-	36	155-160
Philip Bushby, Director of People and Organisational Development ³	100-105	-	4,500	25	130-135
Sian Bolton, Transition Director, Knowledge	105-110	-	-	0	105-110
Helen Bushell, Board Secretary and Head of Board Business Unit	70-75	-	-	20	90-95
Non-Executive Directors:					
Jan Williams OBE	40-45	-	-	0	40-45
Kate Eden	15-20	-	-	0	15-20
Judith Rhys	5-10	-	-	0	5-10

Professor Shantini Paranjothy	5-10	-	-	0	5-10
Dyfed Edwards	5-10	-	-	0	5-10
Professor Stephen Palmer	5-10	-	-	0	5-10
Alison Ward ⁴	5-10	-	-	0	5-10

1. Salary includes £575 sacrificed in respect of cycle to work scheme.
2. Dr John Boulton's secondment to PHW from Aneurin Bevan ended on 31st August 2019 when he was appointed Director for NHS Quality Improvement and Patient Safety/Director 1000 Lives Improvement Service (Improvement Cymru).
3. Salary includes £3,895 sacrificed in respect of a personal lease car.
4. Alison Ward receives no direct benefit as the above costs are paid directly to her employer.

Annex 1b - Single Figure of Remuneration (2018/19)

Name and Title	Salary (Bands of £5k)	Other (bands of £5,000)	Benefits in kind (taxable) to nearest £100	Pension Benefit to nearest £1,000	Total to nearest (Bands of £5k)
Dr Tracey Cooper, Chief Executive	150 - 155	-	-	37	190 – 195
Huw George, Deputy Chief Executive and Executive Director of Operations and Finance	125 - 130	-	-	25	150 – 155
Dr Quentin Sandifer, Executive Director of Public Health Services ¹	160 - 165	-	-	21	180 – 185
Rhiannon Beaumont-Wood, Executive Director of Quality, Nursing and Allied Health Professionals ²	15 - 20	-	-	11	25 – 30
Dr Christine Pickin, Executive Director of Health and Well-being ³	120 - 125	65 - 70	-	28	210 – 215
Jyoti Atri, Interim Executive Director of Health and Well-being ⁴	30 - 35	-	-	6	35 – 40
Dr Aidan Fowler, Director of Patient Safety and Healthcare Quality/ Director 1000 Lives ⁵	40 - 45	-	-	26	65 – 70
Professor Mark Bellis, Director of Policy Research and International Development	120 - 125	-	-	25	145 – 150
Dr John Boulton, Interim Director for NHS Quality Improvement and Patient Safety/Director 1000 Lives ⁶	60 - 65	-	-	***	60 – 65
Philip Bushby, Director of People and Organisational Development ¹	100 - 105	-	-	25	125 – 130
Sian Bolton, Acting Executive Director of Nursing and Quality ⁷	85 - 90	-	-	129	215 – 220
Sian Bolton, Transition Director, Knowledge	15 - 20	-	-	25	40 - 45
Helen Bushell, Board Secretary ⁸	0 - 5	-	-	0	0 – 5
Eleanor Higgins, Acting Board Secretary ⁹	0 - 5	-	-	2	5 – 10
Catherine Steele, Acting Board Secretary ¹⁰	20 - 25	-	-	***	20 – 25

Melanie Westlake, Board Secretary ¹¹	20 - 25		-	10	30 - 35
Non Executive Directors:					
Jan Williams	40 - 45	-	-	0	40 - 45
Terence Rose ¹²	5 - 10	-	-	0	5 - 10
Kate Eden	15 - 20	-	-	0	15 - 20
Judith Rhys	5 - 10	-	-	0	5 - 10
Professor Shantini Paranjothy	5 - 10	-	-	0	5 - 10
Dyfed Edwards ¹³	5 - 10	-	-	0	5 - 10
Professor Stephen Palmer ¹⁴	0 - 5	-	-	0	0 - 5
Alison Ward ¹⁵	0 - 5	-	-	0	0 - 5

1. Dr Quentin Sandifer and Philip Bushby moved pay bands due to pay increase (2%) that applied to all directors with effect of 01 April 2018
2. Rhiannon Beaumont- Wood returned from secondment on 4 February 2019 from Powys Teaching Health Board
3. Dr Christine Pickin left the organisation on 24 February 2019
4. Jyoti Atri commenced the interim role on 25 February 2019 as Executive Director of Health and Wellbeing. She was acting up from 1 January 2019 to cover some planned annual leave at the beginning of the year for Dr Christine Pickin
5. Dr Aidan Fowler left the organisation on 15 July 2018
6. Dr John Boulton commenced a secondment on 01 August 2018. Reimbursement for all payroll costs are to Aneurin Bevan Health Board. There is no pension information available.
7. Sian Bolton finished acting up in the role on 4 February 2019 as Executive Director of Nursing and Quality and was appointed as Transition Director for the Knowledge Directorate on 5 February for a 6 month period
8. Helen Bushell was appointed on 11 March 2019 as Board Secretary
9. Eleanor Higgins acted up from 1 February 2019 to 10 March 2019 as Board Secretary
10. Cathie Steele was seconded from WHSSC from 12 July 2018 to 31 January 2019 as Board Secretary. There is no pension information available.
11. Melanie Westlake was seconded to Welsh Government on 11 July 2018
12. Terence Rose left the organisation on 31 October 2018
13. Dyfed Edwards was appointed on 1 May 2018
14. Stephen Palmer was appointed 1 September 2018
15. Alison Ward was appointed 1 April 2018. She receives no direct benefit as the above costs are paid directly to her employer.

Annex 2 - Pension Benefits

Name and Title	Real increase in pension at pension age, (bands of £2,500) £'000	Real increase in pension lump sum at pension age, (bands of £2,500) £'000	Total accrued pension at pension age at 31 March 2020 (bands of £5,000) £'000	Lump sum at pension age related to accrued pension at 31 March 2020 (bands of £5,000) £'000	Cash Equivalent Transfer Value at 31 March 2020 £'000	Cash Equivalent Transfer Value at 31 March 2019 £'000	Real increase in Cash Equivalent Transfer Value £'000	Employer's contribution to stakeholder pension £'000
Dr Tracey Cooper, Chief Executive	2.5-5	(2.5)-0	35-40	55-60	648	580	31	0
Huw George, Deputy Chief Executive and Executive Director of Operations and Finance	0-2.5	(2.5)-0	45-50	105-110	934	866	29	0
Dr Quentin Sandifer Executive Director of Public Health Services and Medical Director	(5)-(2.5)	(15)-(12.5)	50-55	160-165	1,347	1,384	0	0
Rhiannon Beaumont-Wood, Executive Director Quality, Nursing and Allied Health Professionals	0-2.5	0-2.5	25-30	75-80	616	562	26	0
Jyoti Atri, Interim Executive Director of Health and Wellbeing	0-2.5	(2.5)-0	35-40	70-75	632	581	19	0
Professor Mark Bellis OBE, Director of Policy and International Health, WHO Collaborating Centre and Investment for Health and Well-being.	0-2.5	0	15-20	0	221	179	16	0
Dr John Boulton, Interim Director for NHS Quality Improvement and Patient Safety/Director 1000 Lives	2.5-5	0	0-5	0	28	0	12	0

Philip Bushby, Director of People & Organisational Development	0-2.5	0	5-10	0	93	65	12	0
Sian Bolton, Transition Director, Knowledge	0-2.5	0-2.5	40-45	120-125	889	844	10	0
Helen Bushell, Board Secretary and Head of Board Business Unit	0-2.5	0	0-5	0	14	0	5	0

Annex 3 – Pay Policy Statement 2019/20

1.0 Introduction and Purpose

- 1.1 The purpose of this policy statement is to clarify Public Health Wales' strategic stance on senior remuneration and to provide a clear statement of the principles underpinning decisions on the use of public funds.
- 1.2 The annual Pay Policy Statement (the “statement”) is produced for each financial year, in accordance with the Welsh Government’s principles and minimum standards as set out in the document “Transparency of Senior Remuneration in the Devolved Welsh Public Sector” which includes a set of high level principles regarding the reporting of senior pay. The document sets out arrangements and principles in a series of standards and non statutory requirements on organisations in the devolved Welsh public sector. It includes a requirement to publish annual reports as well as an annual pay policy statement
- 1.3 The purpose of the statement is to provide transparency with regard to Public Health Wales' approach to setting the pay of its senior employees (this excludes staff employed on nationally set terms and conditions of employment) by stating:
 - a) the definition of “senior posts” adopted by Public Health Wales for the purposes of the pay policy statement,
 - b) the definition of “lowest-paid employees” adopted by Public Health Wales for the purposes of the pay policy statement,
 - c) Public Health Wales' reasons for adopting those definitions, and
 - d) the relationship between the remuneration of senior posts and that of the lowest-paid employees.

2.0 Legislative Framework

In determining the pay and remuneration of all of its employees, Public Health Wales will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the NHS Trust ensures there is no pay discrimination within its pay structures for employees covered by the NHS National Terms and Conditions (Agenda for Change), the Medical and Dental Staff (Wales) Handbook and the Executive and Senior Posts cohort and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3.0 Pay Structure

Senior posts are defined by Public Health Wales as all staff who are not covered by Agenda for Change or Medical and Dental contracts (with the exception of our Executive Director of Public Health Services who also holds the position of Medical Director and is covered by a Medical and Dental Contract and the Director of Policy Research and International Development who is paid on Agenda for Change payscale).

This cohort of staff are referred to as “Executive and Senior Posts (ESPs)”

- a) In relation to this statement the ESP posts within the NHS Trust are:

Chief Executive

Deputy Chief Executive / Executive Director of Operations and Finance

Executive Director of Health and Wellbeing

Executive Director of Public Health Services

Executive Director of Quality, Nursing and Allied Health Professionals

Director for NHS Quality Improvement and Patient Safety/ Director of Improvement Cymru

Director of People and Organisational Development

Director of Policy and International Health, WHO Collaborating Centre on Investment for Health and Well-being

Director of Knowledge

- b) The “lowest-paid employees” within Public Health Wales are paid £17,652 per annum (£9.05 per hour) in accordance with the nationally set Pay Bands and pay points in Wales.
- c) The definitions for senior posts and the lowest paid employees are in accordance with the national provisions as determined and set by Welsh Government as noted in a) above.
- d) The remuneration of senior posts is determined by a job evaluation process (Job Evaluation for Senior Posts (JESP)) and all salaries are agreed by Welsh Government. The remuneration of the lowest-paid employees is set by reference to the national Job Evaluation system (Agenda for Change) and salaries for the all Agenda for Change pay spine points (including the lowest) are set following receipt of recommendations from the Pay Review Body. From 1st January 2015, the lowest spine points were adjusted to incorporate the Living Wage.
- e) The annual process of submitting evidence to the pay review bodies (NHS Pay Review Body and Review Body on Doctors' and Dentists' Remuneration) enables an independent assessment to be made on NHS pay. The pay review bodies have regard to the following considerations in making their recommendations:
- the need to recruit, retain and motivate suitably able and qualified staff;

- regional/local variations in labour markets and their effects on the recruitment and retention of staff;
 - the funds available to the Health Departments, as set out in the Government's Departmental Expenditure Limits;
 - the Government's inflation target;
 - the principle of equal pay for work of equal value in the NHS;
 - the overall strategy that the NHS should place patients at the heart of all it does and the mechanisms by which that is to be achieved.
- f) Salary information relating to senior posts is provided in Annex 1a to the Remuneration and Staff report.
- g) Public Health Wales' approach to internal talent management is to share all vacancies and opportunities internally to encourage career mobility and development of all our employees. In addition, through our workforce planning process, we undertake learning needs analysis and succession planning processes to identify developmental needs of all staff. Succession planning is the process of identifying critical positions, assessing current staff members who may be able to fill these positions within several timescales (ready now; 1-2 years and 2-5 years) and developing action plans for these individuals to assume those positions.
- h) Public Health Wales does not use any system of performance related pay for senior posts.
- i) Public Health Wales has a comprehensive approach to performance, development and review and the policies / processes to support this are:

Strategic Workforce Planning Toolkit
My Contribution Policy (Performance Appraisal)
Core Skills and Training Framework
Learning and Development Programme
Management and Leadership Development Programme
Induction Policy and Process

- j) The highest and lowest Agenda for Change pay points set by Public Health Wales are:
- Highest point - £103,860
- Lowest point - £17,652
- k) The severance policies which are operated by Public Health Wales are;
- set out in Section 16 of the nationally agreed NHS Terms and Conditions of Service Handbook for redundancy and these conditions can only be varied by national agreement between government, employers and trade unions;

- the Voluntary Early Release scheme which requires Welsh Government authorization for any payment to be made and;
- the NHS Wales Organisational Change Policy which provides for a consistent approach to the management of organisational change and provides for redeployment and protection of pay.
- the Public Health Wales Redundancy Policy which sets out an organisational approach to managing situations where redundancies (or the risk of redundancies) arise

4.0 **Wider Reward and Recognition Package**

l) Additional Benefits offered by Public Health Wales are;

- **Annual leave** - Staff receive an annual leave allowance of 27 days a year plus bank holidays, rising to 29 days after five years and 33 days after ten years.
- **Flexible working** –. The Trust offers a flexible working policy to help balance home and working life, including: working from home, part-time hours and job sharing options.
- **Pension** - We are signed up to the NHS pension scheme. If staff join the NHS pension scheme the Trust will contribute 20.6% towards their pension.
- **Childcare Vouchers** - We offer membership to the childcare vouchers scheme to all employees who have children
- **Cycle to work scheme** – The Trust participates in a [cycle to work scheme](#), which offers savings of up to 42% off the cost of a new bike.
- **Travel loans** - Interest free season ticket loans are available to staff (on an annual basis).
- **Health and well-being** - Health and well-being initiatives are available across the Trust, including discounted gym membership across Wales.
- **Occupational Health** - All employees have access to our Occupational Health services: the service can support staff with, stress management, confidential counselling and seasonal vaccinations.
- **Car Lease scheme** - The NHS Wales Shared services partnership scheme allows Public Health Wales staff to apply for a [lease car](#), for business and personal use.

6.0 **Approach to Providing Support to lower paid staff**

Public Health Wales, in keeping with the wider NHS, ensures that all of its employees are paid the living wage.