

Remuneration and Staff Report 2020/21

- 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 2020/21 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 MBE (Non-Executive Director)
- ❖ Kate Eden (Vice Chair and Non-Executive Director)
- ❖ Alison Ward CBE (Non-Executive Director)
- ❖ Dyfed Edwards (Non-Executive Director)
- ❖ Professor Stephen Palmer (Non-Executive Director) until 30 September 2020
- ❖ Professor Diane Crone (Non-Executive Director) from 01 September 2020
- ❖ Professor Sian Griffiths (Non-Executive Director) from 01 September 2020
- ❖ Mohammed Mehmet (Non-Executive Director) from 21 September 2020.

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 2020/21, the Remuneration and Terms of Service Committee approved the following (in consultation with Welsh Government where appropriate):

- ❖ 30 July 2020 – approved the extension of Jyoti Atri as Interim Executive Director of Health and Well-being until the 31 October 2020
- ❖ 30 July 2020 – approved the extension of Sian Bolton as Transition Director, Knowledge until the 31 October 2020
- ❖ 30 July 2020 – approved the appointment of Neil Lewis as Acting Director of People and Organisational Development
- ❖ 24 November 2020 - approved the extension of Jyoti Atri as Interim Executive Director of Health and Well-being until the 31 March 2021 (resolution backdated to 01 November 2020)

- ❖ 24 November 2020 - approved the extension of Sian Bolton as Transition Director, Knowledge until the 31 March 2021 (resolution backdated to 01 November 2020)
- ❖ 24 November 2020 – approved the appointment of Andrew Jones as Interim Executive Director of Public Health Services
- ❖ 24 November 2020 – approved the appointment of Eleri Davies as Interim Medical Director

Voluntary Early Release and Redundancy payments:

- ❖ Approval of four applications, totalling £75,793 under the Voluntary Early Release Scheme.
- ❖ Approval of one redundancy payment, totalling £11,438

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 2019/20 figure is 1.7% as set out by the 2020/21 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. 2020/21 Staff Report

5.1 Number of Senior Managers

As of 31 March 2021 there were 11 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: 4

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	2020/21 Total WTE	2019/20 Total WTE
Administrative, clerical and board members	1,024	26	52	1,102	1,044
Ambulance Staff	0	0	0	0	0
Medical and Dental	95	0	21	116	115
Nursing, Midwifery registered	68	0	4	72	62

Professional, scientific and technical staff	682	0	1	683	511
Additional Clinical Services	0	0	0	0	0
Allied Health Professionals	64	1	1	66	62
Healthcare Scientists	0	14	1	15	8
Estates and Ancillary	0	0	0	0	0
Students	0	0	0	0	0
Total	1,933	41	80	2,054	1,802

5.3 Staff Composition

The gender breakdown of the Senior Managers and other employees as of 31 March 2021 was as follows:

	Male	Female
Senior Managers	45%	55%
Other employees	25%	75%

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 2021 was as follows:

Gender	Mean. Hourly Rate (£)	Median Hourly Rate (£)
Male	23.76	19.21
Female	18.54	15.55
Difference	5.22	3.67
Pay Gap %	21.9	19.1

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, which can be as high as almost 90% which in turn brings the overall average down. Analysis of the staff data shows that from Band 8a, the number of women in the higher grades drops significantly. Further work is planned, including focus groups with the Staff Diversity Networks, expanding the mentoring, training and development offered to women in the organisation, and also encouraging more part time working in the higher grades and the take up of Shared Parental Leave.

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 2019/20 and 2020/21:

	2020-2021 Number	2019-2020 Number
Days lost (long term)	17,707	15,316
Days lost (short term)	6,581	7,575
Total days lost	24,288	22,891
Total staff years	1,811	1,699
Average working days lost	723	898
Total staff employed in period (headcount)	2,009	1,866
Total staff employed in period with no absence (headcount)	1,086	848
Percentage staff with no sick leave	61.63%	47.50%

Sickness absence rates across Public Health Wales over 2020/2021 have seen an increase with number of days lost due to sickness absence up by 1397 days from 2019/2020, this is likely to be related to the Covid-19 pandemic. It should also be noted that there has been an increase in the headcount over this period.

Once again there has been an increase in the percentage of staff with no sickness absence, with 61.63% of staff recording no sickness absences, this is just over a 14% increase from last year.

The number of days lost due to long term sickness absence has increased from 19/20, and we currently have one case of long Covid. All long term cases are being supported by a HR Representative.

The All Wales Managing Attendance at Work Policy is now being delivered remotely. The target to deliver training on the new policy to all Line Managers by December 2020 was paused and this will be reviewed again in September.

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 of appointments linked to underlying health concerns. There is a greater emphasis on access to advice and support (Employee Assistance Programme), 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.

In response to the COVID-19 pandemic, a number of temporary amendments were made to the All Wales Managing Attendance at Work Policy, an example of this was the extension of full sick pay for a period of 12 months for those on sickness absence due to Covid

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, which usually requires a paper revalidation after two years. Owing to our ongoing response to the pandemic, formal work to continue our journey through the Corporate Health Standard to the remaining Platinum level of award has been paused. However, we have continued to support organisational wellbeing and are assessing what our next steps may be as we commence work on our organisational recovery, including assessment of staff wellbeing needs.

Public Health Wales is committed to providing a working environment free from harassment and bullying and to ensuring all staff are treated, and treat others, with dignity and respect. NHS Wales has engaged widely with people across the service to develop a new approach entitled "Healthy Working Relationships". Whilst the approach includes the development of a new Respect and Resolution Policy (which will replace the existing Grievance and Dignity at Work Policies), most of the change requires us to think and behave differently, encouraging us to deal with issues as soon as possible, taking action ourselves wherever we can, without the need to resort to formal process. As part of this work, which will be launched on 1 June 2021, we are in the process of establishing Resolution and Facilitation Networks, designed to help colleagues who don't feel able to talk directly about an issue to the person concerned and need some help.

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 policy 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. They have been particularly important for staff who have been working remotely over the past year, offering support and a sense of belonging to members. We 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 was published in July 2020.

We have continued to hold various awareness raising events throughout the year, and supported the “Virtual” Pride event that Pride Cymru organised online. Once again we held “Diversity and Inclusion Week” in January, which involved a range of speakers, Intranet articles and opportunities for staff to celebrate difference. Many more staff were involved this year with events taking place via Teams, and were recorded and made available for those who were unable to attend at the time.

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 2020/21, Public Health Wales’ expenditure on consultancy was £620k compared to £448k in 2019/20.

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	2020-21	2020-21	2020-21	2020-21	2019-20
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	0	2	2	0	2
£10,000 to £25,000	1	0	1	0	1
£25,000 to £50,000	0	2	2	0	2
£50,000 to £100,000	0	0	0	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	1	4	5	0	6
	2020-21	2020-21	2020-21	2020-21	2019-20
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	0	9,259	9,259	0	14,958
£10,000 to £25,000	11,438	0	11,438	0	23,761
£25,000 to £50,000	0	66,534	66,534	0	84,661
£50,000 to £100,000	0	0	0	0	55,291
£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	11,438	75,793	87,231	0	178,671

6. Statement of Assurance

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

Signed: **Dr Tracey Cooper**

Date: **10 June 2021**

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

Annex 1a - Single Figure of Remuneration (2020/21) (Audited)

Name and Title	Salary (Bands of £5,000)	Bonus Payments (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	160 - 165	0	0	41	200 - 205
Huw George, Deputy Chief Executive and Executive Director of Operations and Finance	130 - 135	0	0	39	170 - 175
Dr Quentin Sandifer, Executive Director of Public Health Services and Medical Director ¹	105 - 110	0	0	33	135 - 140
Rhiannon Beaumont-Wood, Executive Director of Quality, Nursing and Allied Health Professionals	110 - 115	0	0	28	135 - 140
Jyoti Atri, Interim Executive Director of Health and Well-being	120 - 125	0	0	27	150 - 155
Professor Mark Bellis OBE, Director of Policy and International Health, WHO Collaborating Centre on Investment for Health and Well-being	130-135	0	0	26	-155-160
Dr John Boulton, Director for NHS Quality Improvement and Patient Safety/Director 1000 Lives Improvement Service (Improvement Cymru)	130 - 135	0	0	19	150 - 155
Philip Bushby, Director of People and Organisational Development ²	35 - 40	0	1,300	10	50 - 55
Sian Bolton, Transition Director, Knowledge	105 - 110	0	0	19	125 - 130
Neil Lewis, Acting Director of People and Organisational Development ³	60 - 65	0	0	40	100 - 105
Andrew Jones, Interim Executive Director of Public Health Services ⁴	40 - 45	0	0	8	45 - 50

Dr Eleri Davies, Interim Medical Director ⁵	50 - 55	0	0	22	70 - 75
Helen Bushell, Board Secretary and Head of Board Business Unit	85 - 90	0	0	21	105 - 110
Non-Executive Directors:					
Jan Williams OBE	40 - 45	0	0	0	40 - 45
Kate Eden	15 - 20	0	0	0	15 - 20
Judith Rhys MBE	5 - 10	0	0	0	5 - 10
Dyfed Edwards	5 - 10	0	0	0	5 - 10
Professor Stephen Palmer ⁶	0 - 5	0	0	0	0 - 5
Alison Ward CBE ⁷	5 - 10	0	0	0	5 - 10
Professor Diane Crone ⁸	5 - 10	0	0	0	5 - 10
Professor Sian Griffiths ⁹	5-10	0	0	0	5-10
Mohammed Mehmet ¹⁰	0 - 5	0	0	0	0 - 5

1. Dr Quentin Sandifer retired from Public Health Wales on 11/12/2020 and subsequently returned as a Consultant Advisor on Pandemic and International Health (non-Board role)
2. Philip Bushby started a 6 month secondment with Health Education Improvement Wales on 17/08/2020 and subsequently left Public Health Wales NHS Trust employment on 03/01/2021. Salary includes £1,466 sacrificed in respect of a personal lease car.
3. Neil Lewis was appointed on 17/08/2020 as Acting Director of People and Organisational Development
4. Andrew Jones was appointed on 01/12/2020 as Interim Executive Director of Public Health Services
5. Dr Eleri Davies was appointed on 01/12/2020 as Interim Medical Director
6. Professor Stephen Palmer left the Trust on 30/09/2020
7. Alison Ward CBE receives no direct benefit as the above costs are paid directly to her employer. Alison Ward left the Trust on 31/03/2021
8. Professor Diane Crone was appointed on 01/09/2020 as Non-Executive Director
9. Professor Sian Griffiths was appointed on 01/09/2020 as Non-Executive Director
10. Mohammed Mehmet was appointed on 21/09/2020 as Non-Executive Director (0.5 appointment)

NHS and social care financial recognition scheme bonus

The NHS and social care financial recognition scheme bonus of £735 payment to reward eligible NHS staff has not been included in the NHS Remuneration Report calculations. This bonus payment is not a contractual payment, but a one off payment to reward eligible staff for their commitment and tireless efforts in the most challenging circumstances

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

Name and Title	Salary (bands of £5,000)	Bonus Payments (bands of £5,000)	Benefits in kind (taxable) to nearest £100	Pension Benefit to nearest £1,000	Total to nearest (bands of £5,000)
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 ⁵	130-135	-	-	25	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 CBE 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.
5. Salary and pension benefit have been restated to reflect the impact of a backdated pay increase which was approved by Welsh Government and paid in May 2021.

Annex 2 - Pension Benefits (Audited)

Name and Title	Real increase in pension at pension age, (bands of £2,500)	Real increase in pension lump sum at pension age, (bands of £2,500)	Total accrued pension at pension age at 31 March 2021 (bands of £5,000)	Lump sum at pension age related to accrued pension at 31 March 2021 (bands of £5,000)	Cash Equivalent Transfer Value at 31 March 2021	Cash Equivalent Transfer Value at 31 March 2020	Real increase in Cash Equivalent Transfer Value	Employer's contribution to stakeholder pension
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Dr Tracey Cooper, Chief Executive	2.5-5	(2.5)-0	40-45	55-60	717	648	35	0
Huw George, Deputy Chief Executive and Executive Director of Operations and Finance	2.5-5	0-2.5	45-50	110-115	1,015	934	45	0
Dr Quentin Sandifer Executive Director of Public Health Services and Medical Director ¹	0-2.5	12.5-15	55-60	180-185	0	1,347	0	0
Rhiannon Beaumont-Wood, Executive Director Quality, Nursing and Allied Health	0-2.5	0-2.5	25-30	80-85	672	616	31	0
Jyoti Atri, Interim Executive Director of Health and Wellbeing	0-2.5	(2.5)-0	35-40	70-75	684	632	23	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	265	221	17	0
Dr John Boulton, Director for NHS Quality Improvement and Patient Safety/Director 1000 Lives Improvement Service (Improvement Cymru)	0-2.5	0	0-5	0	51	28	3	0
Philip Bushby, Director of People & Organisational Development ²	0-2.5	0	5-10	0	116	93	6	0
Sian Bolton, Transition Director, Knowledge	0-2.5	2.5-5	40-45	130-135	957	889	38	0
Neil Lewis, Acting Director of People and Organisational Development ²	0-2.5	0	40-45	0	480	420	24	0
Andrew Jones, Interim Executive Director of Public Health Services ²	0-2.5	(2.5)-0	55-60	125-130	1,173	1,103	11	0
Dr Eleri Davies, Interim Medical Director ²	0-2.5	0-2.5	55-60	125-130	1,101	989	23	0
Helen Bushell, Board Secretary and Head of Board Business Unit	0-2.5	0	0-5	0	30	14	5	0

1. Dr Quentin Sandifer retired during 2020-21 and therefore no CETV is reported

2. Real increases pro rata to reflect period of time on Board

Annex 3 – Pay Policy Statement 2020/21

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 pay scale).

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 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 Knowledge

- b) The "lowest-paid employees" within Public Health Wales are paid £18,005 per annum (£9.23 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 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 - £104,927

Lowest point - £18,005

- 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 authorisation for any payment to be made over a certain threshold 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.

5.0 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.