

DRAFT

SENIOR PAY POLICY

Summary

Procedure Ratified	
Procedure Review Date <i>when under review, this procedure should continue to be used</i>	September 2025
This procedure is contractual This policy forms part of your contract of employment. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing and will consult all employees and the trades union representatives on any significant changes.	
Author	HR
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Related Procedures	n/a

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POLICY DOCUMENT

1. PURPOSE

The purpose of this document is to set out the senior management remuneration scheme which was implemented in March 2016 and revised in June 2020. This updates the policy agreed September 2022, in regards to national pay awards notified November 2022, and for a textual clarification on leave awards.

2. SCOPE

- 2.1. This scheme is applicable to the Council's Chief Officers specifically the Chief Executive, Executive Heads of Service, Chief Officers for Finance (and Section 151 Officer) and Legal (and Monitoring Officer) and senior technical officers.
- 2.2. It is wholly agreed locally and is outside of any nationally agreed pay bargaining arrangements.

3. OUTLINE OF THE SCHEME

- 3.1. Senior pay scales are set with reference to market rates for the relevant roles.

The current pay ranges are as follows:

Role	Minimum	Midpoint	Maximum
CEO	£107,419	£126,035	£144,652
Chief Officers (Executive Heads of Service and statutory officers)	£75,925	£89,425	£102,925
Senior Technical Officers (subject to Management team approval)	£69,925	£75,925	£81,925

- 3.2. The Council retains the right to determine what constitutes comparable market data and to use private sector pay benchmarking where needed.
- 3.3. Appointment to the pay band will generally be at the entry point to mid-point pay level subject to experience, expertise and skills. Over a two-year period it is anticipated that an individual will progress through the pay band in reflection of their competence and performance in role. This will be reviewed on average at six monthly intervals.
- 3.4. Senior Technical Officers are those roles considered by the Management Team to require particular expertise, qualifications or skills and experience that are generally hard to recruit to in the public sector market. Where a role is to be advertised as a senior technical role this will be subject to agreement of the management team following presentation of a business case.
- 3.5. It is not envisaged that employees will move from their entry point to next stage in the scale in less than two years. If a manager wishes to fast track an employee through

the pay band in less than two years, this will require a business case which will be considered by the Management Team. A decision by the Management Team will be documented for transparency purposes. The Management Team's decision will be final. This does not apply to the Chief Executive whose pay is determined by the Leader of the Council (paragraph 3.8)

- 3.6. Where new appointments to roles are offered above the mid-point level of the band, this will require a business case which will be considered by the Management Team.
- 3.7. National and local pay awards which are applied across the Council to all grades of staff below senior management will not apply to senior level roles. Pay for senior staff will be determined by the JNC Chief Officer pay negotiations. Any award given will be effective from April of the relevant year and will be formally noted by JHR Committee in line with HR standing orders.
- 3.8. The performance award for the Chief Executive will be agreed by the Leader of the Council via Leader delegated decisions and formally noted at HR Committee. Again, any award given will be effective from April of the relevant year.
- 3.9. For any employee at the top of the scale, their pay award will be non-consolidated to ensure the pay remains within the salary levels for the role.

4. ADDITIONAL TERMS AND CONDITIONS

- 4.1. It is not envisaged that any additional payments will be made to the Councils' Chief Officers (as outlined at para 2.1) in respect of additional duties, honoraria or acting up allowances. Instead the broad band for salary at this level will allow for high/exceptional performance to be rewarded through a consolidated pay increase (or non-consolidated where pay is above the market maximum).
- 4.2. Participation in the on-call and emergency rotas is expected and additional payments are not made to any employee subject to this senior pay policy. There is no payment for overtime and no formal flexi-time scheme for senior staff subject to this policy. Attendance at evening meetings is expected as part of the role. A flexible approach to work, including working from home, where appropriate is encouraged. Senior officers are expected to attend the office at least 3 days per week.
- 4.3. Annual leave entitlement will be as follows:
 - 4.3.1. 26 days on appointment and 31 days after five years' local government service;
or
 - 4.3.2. 30 days increasing to 35 days after five years' service for those employed in a chief officer or deputy chief officer post at HBC before April 2017 and who benefit from a previously acquired contractual right to this privilege.

For the avoidance of doubt, employees employed before April 2017 and to whom this senior pay policy applies but who do not have the right set out in 4.3.2 above shall only receive the leave entitlement set out in 4.3.1

5. REVIEW

- 5.1. This procedure will be reviewed every three years by Human Resources with the support of external reward specialists to ensure fairness and equity if required. It may also be reviewed more frequently, as required, to remain consistent with current employment legislation or may be reviewed earlier if requested by UNISON.