

Wolverhampton City Council**OPEN DECISION
(RED)**

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| Cabinet / Cabinet Panel | COUNCIL | Date | 6 March 2013 |
| Portfolio(s) | GOVERNANCE & PERFORMANCE COUNCILLOR P SWEET | | |
| Originating Service Group(s) | OFFICE OF THE CHIEF EXECUTIVE | | |
| Contact Officer(s)/ Telephone Number(s) | SIMON WARREN 4000 | | |
| Title | SENIOR PAY POLICY & SENIOR MANAGEMENT TERMS & CONDITIONS OF EMPLOYMENT | | |

RECOMMENDATIONS

It is recommended that Council:

1. Approve the Senior Pay Policy as detailed within this report.
2. Confirm the Chief Executive's pay at £158,124 which represents the combining of the elements of current pay for greater transparency in Council business, (noting that this decision does not increase the pay of the Chief Executive but remains at his current level of remuneration).
3. Confirm that £17,166 of the Chief Executive's combined pay detailed in recommendation 3 is for his role as the Chief Executive of the West Midlands Pension Fund and is not paid by the Council's budget.
4. Approve the pay of the Strategic Directors Delivery and Education and Enterprise at £130,000. This is the salary both of these roles were offered at on appointment.
5. Approve the pay of the Strategic Director Community at £131,818.
6. Approve that pay progression for the senior manager population of the Council be integrated into the performance management programme of the Council and that there be no automatic progression within the pay grade with effect from 2014.
7. Approve the Senior Management Terms & Conditions of Employment for Senior Managers outlined in Appendix 1, for implementation on 1 April 2013 (or as soon as possible thereafter), subject to consultation with employees and trade unions.
8. At the request of the Chief Executive and Strategic Directors, approve the removal of the Travel Allowance of £1,989 from these roles with effect from 1 April 2013 requesting a real terms reduction in their pay. This is a year in advance of changes to allowances for the rest of the Council's employees.
9. Approve the creation of grade 11 as detailed in Appendix 2 of the report.

10. Grant approval to Strategic Executive Board to set the pay of Heads of Service in consultation with the Chief Executive within the agreed pay policy at the nearest assimilation point within the new pay structure once the overall grade of each individual post has been established via Job Evaluation.
11. Approve the pay line for the whole Council as detailed in Appendix 2 of this report (subject to the Single Status Agreement being approved).
12. To approve the appointment and redesignation of the Chief Finance officer as the Assistant Director - Finance at a salary of £85,287.

It is recommended that Council note:

13. That the multiplier from bottom of the payline (living wage) to the top Chief Executive's pay is 11.1. This is a reduction from last year when the multiplier was 13.
14. That restructuring and Layers and Spans proposals in 2013-2014 will reduce the overall senior management posts within the Council's structure and therefore the overall senior management pay bill.
15. That this policy will be on the website of the Council as part of the Council's transparency and openness, also demonstrated by the level of openness within this report.
16. That the Chief Executive and Strategic Directors receive a Car Allowance of £1,989 per annum. This will be removed with effect from 1 April 2013 representing a reduction in their remuneration.
17. That the grade 11 Heads of Service have been created as a result of Hay job evaluations and not as part of the single status Ways methodology.
18. That as part of the consultation with trade unions consideration be given as to whether grade 11 Heads of Service be part of the senior management terms and conditions of employment or part of the single status terms and conditions of employment.
19. That an equality impact assessment on the grade 11 and senior management grades has been commissioned.

1. **PURPOSE OF REPORT**

1.1 To secure the approval of Council to:

- Revise senior pay and to establish an overall senior manager pay policy linked to new terms and conditions and more rigorous performance management.
- To reflect the levels of senior pay against the market place to attract and retain skilled and quality candidates to Wolverhampton City Council.
- Approve senior management pay ranges.
- Approve, subject to consultation the “Wolverhampton Senior Management Terms & Conditions of Employment”.

2. **BACKGROUND**

2.1 Under Section 112 of the Local Government Act 1972, the Council has the “Power to appoint officers on such reasonable terms and conditions as the authority thinks fit”.

2.2 The Localism Act requires each Authority to prepare an annual policy statement setting out:

- The remuneration of its chief officers which includes the Chief Executive and Strategic Directors
- The remuneration of its lowest paid employees, and
- The relationship between the remuneration of its chief officers, and
- The remuneration of its employees who are not chief officers.

2.3 The removal of one Director and a number of Chief Officers over the last 2 years has created savings in excess of a million pounds on the overall senior management pay budget. Layers and Spans and restructuring will create further savings during 2013-2014.

3. **CURRENT PAY POSITION**

3.1 The published senior pay policy statement 2012-2013 provided a mandate to review salary on recruitment to Strategic Director posts for both Education and Enterprise and Delivery; and that recruitment to these roles will be reflective of the prevailing conditions for senior management pay. It was recommended a job evaluation and salary benchmarking exercise be undertaken to confirm the prevailing remuneration levels. Both of these posts were advertised and reported in the press as appointments made at £130,000.

3.2 The Strategic Director Community post currently attracts a market forces supplement of £15,000 which was awarded to reflect that the grade for the post was insufficient to attract or retain postholders in this field of work. This will be consolidated as part of these proposals.

- 3.3 The Leading for a Stronger City restructure deleted twenty-one Chief Officer posts and created 11 Assistant Director posts, each with a broad portfolio of services.
- 3.4 Each Assistant Director has a number of Heads of Service reporting to them. The configuration of services reporting to Assistant Directors, created some large Heads of Service roles which have, out of necessity, encompassed responsibilities that were historically those of Chief Officers.
- 3.5 Before the changes in this report there is an unacceptably large salary gap between the top of the new NJC pay model (grade 10 £54,163) and the bottom of the current Assistant Director scale (£82,437). New salary points between the two scales are required for some Head of Service posts which are evaluated as being larger than the top of the current NJC scale but are not operating at Assistant Director level. This will be linked with higher expectations of Heads of Service and the Council's new Performance Management framework to ensure that Heads of Service are operating at the right level and are delivering against a fair but challenging programme of objectives.

4. SENIOR PAY EVALUATION

- 4.1 The Council has for some years used the Hay Group's job evaluation methodology to size (job evaluate) the senior roles in the organisation.
- 4.2 The Hay group have been engaged to:
- Conduct a review of senior officer pay which will include the largest Heads of Service roles as identified by the Single Status job allocation outcomes i.e. all of those on grade 10 in the new pay structure. See Appendix 2 for the full proposed pay line of the Council with effect from 1st April 2013.
 - Review the overlap between the groups of roles, define grades/levels of work that exist within the senior population, and recommend a pay policy for this population.
 - Review and evaluate a number of roles from the NJC Grade 10 population, and all of the roles above this level, to establish an accurate job size.
 - Advise on which Head of Service roles are correctly sized as being NJC grade 10.
 - Advise on which Head of Service roles are appropriate for the new Hay grade 11 to be established via this report.

5. MARKET BENCHMARKS

- 5.1 Benchmarking senior pay to establish the senior pay policy has taken into consideration the type of organisation the Council expects to compete with in order to attract and retain talent at this level.
- 5.2 For Strategic Directors, the proposal is to use a national public and not for profit market for comparison, reflecting that there is a national market for executive level roles, and that public sector is the most likely background of candidates. For Assistant Directors, the proposal is to use the regional (west midlands) public and not for profit market as a benchmark, reflecting a more local talent market at this level. Both of these benchmarks exclude London.

5.3 The proposal is to use market median as the benchmark for senior staff pay in order to provide a competitive but not over generous package for senior management roles. At the same time Senior Management Terms & Conditions of Employment are being revised to ensure that they reflect as far as possible those of NJC Terms & Conditions (the majority of all staff who are not senior managers). The draft Senior Management Terms and Conditions of Employment are attached as Appendix 2 for approval.

6. PAY RANGES

6.1 Pay ranges allow individual salary decisions to be made but within broad guidelines and in line with criteria determined by the Council. They allow flexibility but maintain the level of equity between the pay of the individuals undertaking jobs of similar complexity.

6.2 It is proposed to introduce pay grades within the pay line that are referenced to the median of the appropriate market, as detailed in the table below:

| Level of Work | Market Median | Proposed Pay Range |
|--------------------|---------------|---------------------|
| Chief Executive | £158,400 | £150,500 - £166,250 |
| Strategic Director | £130,000 | £123,757 - £133,500 |
| Assistant Director | £87,500 | £78,500 - £94,500 |
| Lead Professional | £70,000 | £63,750 - £73,000 |

| Level of Work | Market Median | Proposed Pay Range |
|-------------------------------------|---------------|--------------------|
| Grade 11 (New Hay Grade) | N/A | £56,804 - £60,335 |
| Grade 10 (remaining as part of NJC) | N/A | £51,506 - £54,163 |

7. SENIOR MANAGEMENT TERMS AND CONDITIONS OF EMPLOYMENT

7.1. Work has been undertaken to create new Senior Management Terms and Conditions of Employment (Appendix 1). The changes include senior managers making payment for car parking, participation in the Emergency Standby duty rota (at no extra payment), removal of essential user car allowance (April 2014) and no automatic incremental progression within the pay band. The latter point does not apply to non senior management employees.

7.2. The senior pay policy and revised Senior Management Terms and Conditions of Employment will be effective from 1 April 2013 or as soon as consultation is concluded with employees and trade unions; at the same time as the implementation of Single Status and the introduction of the Living Wage.

8. MANAGING PAY – CHIEF EXECUTIVE, STRATEGIC DIRECTORS, ASSISTANT DIRECTORS AND LEAD PROFESSIONALS

8.1 From 2014 there will be no automatic incremental progression for the population that are defined in the Senior Management Terms and Conditions of Employment thereby ensuring that progression within the grade is controlled.

8.2 Progression will be dependent upon, but not limited to, contribution to delivery of work programme objectives, team work and performance in the role. Criteria will be developed and used fairly and consistently to manage pay within the agreed pay ranges.

9. THE DETAILED PROPOSALS FOR SENIOR MANAGERS AND HEADS OF SERVICE

9.1 Chief Executive

9.2 Hay Grade Chief Executive:

| Level of Work | Hay Job Size | No. of Roles | Proposed Pay Range |
|-----------------|--------------|--------------|---------------------|
| Chief Executive | 750 | 1 | £150,500 - £166,250 |

9.3 Currently the Chief Executive's salary is made up of three elements. The base salary (£140,958) plus a separate salary element for undertaking the role of Chief Executive to the West Midlands Pension Fund (£17,166), paid by the West Midlands Pension Fund. The Chief Executive's current overall remuneration is £158,124. A Car Allowance of £1,989 is also paid but the Chief Executive has requested that this be removed with effect from 1 April 2013 representing a cut in overall pay.

9.4 This model is being replaced by a consolidated pay range combining the two pay elements to reduce confusion in the pay line and create greater transparency in the dealings of the Council. The Chief Executive will earn £1,989 less than his current remuneration as a result of these proposals.

9.5 Strategic Directors

Hay Grades Strategic Directors:

| Level of Work | Hay Job Size | No. of Roles | Proposed Pay Range |
|--------------------|--------------|--------------|---------------------|
| Strategic Director | 700 | 3 | £120,500 - £133,500 |

The Strategic Directors Delivery and Enterprise and Education have been appointed on £130,000. The Strategic Director Community will be paid at £131,818.

A Car Allowance of £1,989 is also payable. Strategic Directors have requested that this be removed with effect from 1 April 2013 representing a cut in overall pay.

9.6 Assistant Director and Lead Professionals

9.7 The objective of the proposals is to ensure there is a clear senior management structure within the Council for senior management Hay graded posts. There will be a distinction between this group (Assistant Directors and Lead Professional Roles) and Operational Heads of Service who will remain on NJC terms and conditions as supplemented by local Wolverhampton Terms and Conditions negotiated as part of the Single Status Agreement.

9.8 Hay Grades

Assistant Directors:

| Level of Work | Hay Job Size | No. of Roles | Proposed Pay Range |
|--------------------|--------------|--------------|--------------------|
| Assistant Director | 460 - 528 | 11 | £78,500 - £94,500 |

9.9 As part of these proposals the current Chief Financial Officer will be re-designated to Assistant Director – Finance at a salary of £85,287.

9.10 The current Assistant Director grade starts at £82,437 it is proposed to lower this to £78,500 to create greater recruitment opportunities when appointing to a vacant post. Posts at Assistant Director level are detailed below:

| | Hay 460 - 528 Points |
|----------------------------|--|
| Directorate | Role |
| Community | Assistant Director - Older People and Personalisation |
| Community | Assistant Director - Children, Young People & Families |
| Community | Assistant Director - Health, Wellbeing & Disability |
| Community | Assistant Director - Safeguarding, Business Support & Community Services |
| Delivery | Assistant Director - Central Services |
| Delivery | Assistant Director - Finance |
| Delivery | Assistant Director - Business Change |
| Education & Enterprise | Assistant Director - Schools, Skills and Learning |
| Education & Enterprise | Assistant Director - Partnerships, Economy and Culture |
| Education & Enterprise | Assistant Director - Regeneration |
| West Midlands Pension Fund | Assistant Director - Investments (vacant) |

9.11 The Director of Public Health will be absorbed into the Assistant Director senior management pay arrangements following the planned TUPE transfer on 1 April 2013 (but will remain Director of Public Health).

9.12 New Hay Grade

Lead Professional Roles:

| Level of Work | Hay Job Size | No. of Roles | Proposed Pay Range |
|-------------------------|--------------|--------------|--------------------|
| Lead Professional Roles | 400 | 2 | £63,750 - £73,000 |

9.13 This is a new grade created as part of the overall review of Senior Management Pay. These two roles have been assessed by Hay as having strategic impact and importance in the organisation and should be part of the Senior Management Pay Structure under the Hay grades. Posts proposed to be re-designated to this level are detailed below:

| Directorate | Role |
|-------------|-------------------------------|
| Delivery | Chief Human Resources Officer |
| Delivery | Chief Legal Officer |

The two postholders will be assimilated within the pay scale at the most appropriate point.

10. IMPLEMENTATION – HEADS OF SERVICE

- 10.1 Heads of Service grade 10 will remain on NJC and local Wolverhampton Terms and Conditions. Heads of Service evaluated by Hay as grade 11 will be on a Hay grade. Trade Unions will be consulted as to whether the grade 11 should be on senior management terms and conditions or single status terms and conditions. The exception to the NJC and local Wolverhampton terms agreed under Single Status will be that Heads of Service grade 10 will be required to participate in standby, call out and emergency activities as part of their role. A variation to contract will be issued as part of the creation of this new pay policy.
- 10.2. Any posts currently titled Head of Service who are job evaluated at grade 9 will no longer be titled Head of Service with effect from 1st April 2013.

10.3 NJC Grades

Operational Heads of Service:

This section details the proposals for Heads of Services. Any current Heads of Service assessed as grade 9 will no longer be called Head of Service. There are currently around 10 roles requiring a job evaluation and these will be allocated as per the evaluation outcomes.

| Level of Work | Hay Job Size | No. of Roles | Proposed Pay Range |
|--------------------------------|--------------|--------------|--|
| Head of Service | 350 | 30 | (Grade 11 - Hay Grade) £55,921 - £60,010 |
| Head of Service | 304 | 11 | (Grade 10 NJC) £51,506 - £54,163 |
| Head of Service or other grade | Unallocated | 12 | Grade to be determined |

- 10.4 Posts at Head of Service, Hay Grade (11) are detailed below:

| | Hay 350 Points Hay Grade (11) - Hay Grade |
|----------------------------|--|
| Directorate | Role |
| Community | Head of Service - Youth Offending Team |
| Community | Head of Service - Learning Disability Provision |
| Community | Head of Service - All Age Disability |
| Community | Head of Service - Older People Provision |
| Community | Head of Service - Mental Health |
| Community | Head of Service - Adults Safeguarding and Quality |
| Community | Head of Service - Children in Need / Child Protection |
| Delivery | Head of Service - Audit |
| Delivery | Head of Service - Revenues & Benefits |
| Delivery | Head of Service - Commercial Services |
| Delivery | Head of Service - Facilities Management |
| Delivery | Head of Service - ICT |
| Delivery | Head of Service - Operational Services |
| Delivery | Head of Service - Property Services |
| Delivery | Head of Service - Public Realm |
| Education & Enterprise | Head of Service - Economic Partnerships and Investment |
| Education & Enterprise | Head of Service - Communications and Marketing |
| Education & Enterprise | Head of Service - Entertainments and Events |
| Education & Enterprise | Head of Service - Culture, Arts and Heritage |
| Education & Enterprise | Head of Service - Housing |
| Education & Enterprise | Head of Service - Regulatory Services |
| Education & Enterprise | Head of Service - Transportation |
| Education & Enterprise | Head of Service - Physical Regeneration |
| Education & Enterprise | Head of Service - Planning |
| Education & Enterprise | Head of Service - School and Pupil Services |
| Education & Enterprise | Head of Service - Skill Development |
| Education & Enterprise | Head of Service - Adult Education |
| Education & Enterprise | Head of Service - School Organisation and Development |
| Education & Enterprise | Head of Service - Neighbourhood Services |
| West Midlands Pension Fund | Head of Service - Pensions Administration |

Posts at Head of Service, NJC Grade 10 are detailed below:

| | Hay 304 Points NJC Grade 10 |
|----------------------------|--|
| Directorate | Role |
| Office of Chief Executive | Head of Service - Policy |
| Community | Head of Service - Housing Support |
| Community | Head of Service - Community Recreation Manager |
| Community | Head of Service - Development |
| Delivery | Head of Service - Operational Finance |
| Delivery | Head of Service - Risk Management & Insurance |
| Delivery | Head of Service - Legal x 4 posts |
| West Midlands Pension Fund | Head of Service - Risk and Governance |

To achieve this graduated approach Council is asked to approve the creation of the new Grade (11) within the Hay spinal column points as shown on Appendix 2 of the report. The terms and conditions for these roles will be subject to consultation with the trade unions as to whether Hay Grade 11 should be on the senior management terms and conditions or single status terms and conditions.

Posts to be evaluated

Twelve posts still need to be evaluated and these will be assimilated into the relevant grade after the job evaluation result has been determined. This includes three posts currently paid under the Soulbury terms and conditions.

Soulbury

Senior managers currently on Soulbury pay scales who do not meet the strict Soulbury criteria will be redesignated to the new relevant pay grades for their role as part of the on-going harmonisation agenda.

Public Health Transfer

The Director of Public Health will be integrated into the senior management pay structure.

The Public Health function will transfer on NHS terms and conditions but will integrate and harmonise to NJC and local Wolverhampton terms and conditions over time.

Pension Fund Supplements

The Assistant Director Business-Change receives payment of 10% of pay for previous pension fund responsibilities. This will cease from 31 March 2013. Moving forward the Assistant Director Finance will not receive this payment.

Neither the Monitoring Officer nor the Chief Legal Officer will receive the Monitoring Officer allowance of 10% of pay paid to the previous role of Assistant Director Governance.

The payments from the West Midlands Pension Fund of some £18,000 for the Section 151 and Monitoring Officer responsibilities will be absorbed into the overall senior management pay budgets.

11. CONCLUSIONS

- 11.1 Inevitably, the proposals involve a change to the composition and pay of the senior manager population but it is necessary for the Council to position itself favourably in the market place if it wishes to play a dominant role in the public sector and be competitive in the retention and attraction of talent to Wolverhampton to deliver the City's aspirations as detailed in the Corporate Plan and City Strategy.

12. FINANCIAL IMPLICATIONS

- 12.1 The additional cost of the senior management pay bill against the 2013/14 general fund budget, arising from the revised senior management pay policy, is estimated to be £221k. This figure does however remain subject to change due to the fact that 12 posts are currently being subjected to a Hay job evaluation. Based on an average increase in pay for those posts that have already been Hay evaluated the total impact is unlikely to exceed £280k. This increased cost will be contained within existing pay budgets through the identification of savings within each directorate.

It should also be noted that 2 out of 3 of the West Midlands Pension Fund senior management posts are currently being subjected to a Hay job evaluation, so it is not currently possible to estimate the impact of the revised senior management pay policy on the pension fund. Overall however this will not have a material impact on the pension fund pay bill and therefore these costs will be contained within the existing pension fund administration budget.

[MT/26022013/K]

12. LEGAL IMPLICATIONS

- 12.1 The Council is required to outline it's senior management pay policy as described in this report.
(KI/280213/A)

13. EQUALITY IMPLICATIONS

- 13.1 Single Status job evaluations using Ways methodology and Hay job evaluation has been used to ensure that roles have been assigned appropriately.

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| February 2013 | Senior Management Draft Terms and Conditions of Employment - Subject to Consultation Wolverhampton City Council |
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| | Definition | Senior Management for the purposes of these Terms and Conditions are the Chief Executive, Strategic Directors, Assistant Directors and Lead Professionals. [Heads of Service Hay Grade (11): - This will be a question for consultation with trade unions] |
| 1 | Remuneration | <p>The Chief Executive will ensure that every senior management post is job evaluated using the Hay job evaluation system.</p> <p>The Hay job evaluation system will determine the grade the post is allocated to. The Chief Executive will determine the exact point within the grade for each senior manager upon appointment.</p> <p>There is no automatic incremental progression.</p> <p>Movement within grade is dependent on performance and will be dealt with by the Chief Executive upon recommendation from a Strategic Director.</p> <p>The Chief Executive's decision will follow consideration of an SEB discussion on the performance of all Assistant Director and Lead Professional performance. The core consideration will be achievement of the individual objectives set in the individual Work Programme, overall performance and effectiveness as a team player.</p> <p>In the case of a Strategic Director, the Chief Executive may determine movement on the grounds of exceptional performance by that Strategic Director. This will be done in consultation with the Leader of the Council.</p> <p>In the case of the Chief Executive, the Leader of the Council may determine movement on the grounds of exceptional performance by the Chief Executive. This will be done in consultation with Cabinet Members.</p> |
| 2 | Cost of Living Pay Rise | Senior management pay will increase in line with nationally negotiated pay increases for local government employees as appropriate. |
| 3 | Pension Arrangements | All local government employees, including senior managers will be 'auto enrolled' into the Local Government Pension Scheme (LGPS). If a senior manager wishes to opt out they will do so using the appropriate pro-forma. |

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| 4 | Car Mileage and Travel Allowances | <p>All mileage payments will be consistent with the policy of the Council which will apply to all employees.</p> <p>Travel other than mileage will be reimbursed on a “costs incurred” basis.</p> <p>No essential user or travel allowances (lump sum) will be payable for Senior Managers with effect from 1 April 2014.</p> <p>Travel allowance of £1,989 for the Chief Executive and Strategic Directors is removed with effect from 1 April 2013.</p> |
| 5 | Overtime Payments | <p>No overtime is payable.</p> |
| 6 | Sick Pay | <p>Absence through sickness should be notified immediately to your immediate manager and a fit note must be obtained if the absence continues for more than seven days. Your immediate manager needs to be kept informed of the situation and likely return date.</p> <p>Subject to eligibility, if you are absent from work owing to illness (including injury or other disability) you will be entitled to the following:</p> <ul style="list-style-type: none"> • During the first year of continuous service: one month’s full pay during your first three month’s service; one month’s full pay and two month’s half pay after four month’s service • During the second year: two month’s full pay and two month’s half pay • During the third year: four month’s full pay and four month’s half pay • During the fourth year: five month’s full pay and five month’s half pay • After completing five years service: six month’s full pay and six month’s half pay. <p>The provision of the above scheme also applies pro-rata to part-time and job share employees.</p> |
| 7 | Hours of Work | <p>Reasonable hours (including out of hours working) in accordance with the needs of the job and to ensure the Council’s business is efficiently discharged. Minimum 37 hours for full time post, pro-rata for Part-Time or Job Share. Senior Managers must ensure that they work within the Working Time Directive and other legislative requirements.</p> |

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| 8 | Flexitime | The Flexitime scheme (especially flexi leave) is not available to senior managers. However, flexible working is an important aspect of work life balance. |
| 9 | Annual Leave | The Annual Leave entitlement is 31 days. Additional 3 days for 10 years continuous Local Government Service. |
| 10 | Bank Holidays | Bank Holidays will be in addition to Annual Leave. There are 8 Bank Holidays or as determined by Government. |
| 11 | Car Parking | Car parking may be made available to senior managers if available on the same basis as it is to all other employees of the Council. This is not a right of employment and will be charged for in accordance with the prevailing policy unless usage criteria are met. |
| 12 | Relocation Expenses | On appointment relocation expenses may be payable where offered as part of the contract of employment. This will be at the level prescribed in the Council's policy and subject to revision as per the Council's policy. Reimbursement will be based on receipts only and completion of relevant claim form. No expenditure will be authorised without receipts. The scheme is subject to change if the Government or HMRC change the rules affecting such schemes. |
| 13 | Lodging Allowance | Where offered as part of the Contract of Employment, Lodging Allowance will be paid at £66.65 per week for a maximum of 39 weeks. |
| 14 | Council Business Expenses | <p>Reasonable expenses will be reimbursed where these are incurred on behalf of the Council. This includes business lunches and evening meal expenses if undertaken on behalf of the Council. If the expense is outside of the clearly defined Council scheme already in place (which can be the case for senior management expenses) then the Chief Executive (or appropriate Strategic Director) will determine what is reasonable.</p> <p>Any expenses deemed unreasonable by the Chief Executive (or appropriate Strategic Director) will not be reimbursed and therefore prior authorisation is essential.</p> |

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| 15 | Subsistence Reimbursement | <p>For work undertaken outside of Wolverhampton, (breakfast, lunch, tea, dinner) reasonable expenses incurred in pursuit of Council business will be reimbursed up to the level defined in the Council scheme already in place.</p> <p>All claims must be supported by receipts.</p> <p>Subsistence will not be reimbursed where activities are undertaken within Wolverhampton.</p> <p>If the expense is outside of the clearly defined Council scheme already in place (which can sometimes be the case for senior management expenses) then the Chief Executive (or appropriate Strategic Director) will determine what is reasonable.</p> <p>Any expenses deemed unreasonable by the Chief Executive (or appropriate Strategic Director) will not be reimbursed.</p> |
| 16 | Subsistence for Evening Meetings & Weekend Working | <p>No expenses are payable for evening meetings or weekend working undertaken within Wolverhampton.</p> |
| 17 | Political Restriction | <p>Many senior management posts are politically restricted by virtue of restrictions placed by statute. All posts covered by the Senior Management Terms and Conditions of Employment are politically restricted. Any appeal against this should be made to the Chief Executive.</p> |
| 18 | Civil Emergency Resilience Breach | <p>Senior managers will be on the emergency standby rota and contact schedule and may be required to attend or support activity from home. If the senior manager is not on the standby rota at the time of the emergency or breach and is unable to attend because of, for instance, having consumed alcohol and unable to drive then this should be made clear as soon as the senior manager is contacted. If the senior manager is able to offer support from home or able to attend by taxi then this should also be made clear.</p> <p>In the case of a Civil Emergency or Resilience Breach the Strategic Executive Board will decide either at the beginning, during or after the event what arrangements will be (if any) for time off in lieu or payment for time worked with regard to senior managers.</p> |

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| 19 | Standby and Callout for Senior Managers | <p>Generally senior managers would expect to receive urgent calls out of hours in relation to their business. This ad hoc arrangement will be supported by a formal framework of standby and call out.</p> <p>All senior managers will be required to participate in a standby rota as determined by the Chief Executive. No additional payment will be received for this.</p> <p>If a senior manager is called out or required to work from home then they will be entitled to claim time off in lieu equivalent to the time they have spent working. No payments will be made for call out or working at home in response to a standby mobilisation.</p> |
| 20 | Location of Employment | <p>Location of employment will be within Wolverhampton or outside of Wolverhampton as required by the Chief Executive. The location can change at the discretion of the Chief Executive. Reasonable notice will be given of such a change. No additional expenses or excess travel will be paid in these circumstances.</p> |
| 21 | Probation | <p>All new senior managers will be subject to 6 months probation where an external appointment is made. Where an internal appointment is made and the new appointee is not already on senior management terms and conditions then the appointment will be subject to 6 months probation.</p> |
| 22 | Performance Management - Appraisal | <p>Senior managers are required to actively participate in the prevailing Performance Management - Appraisal Scheme.</p> |
| 23 | Performance Management & 1-1 Performance Monitoring | <p>Senior managers are required to undertake Performance Management - Appraisal with those who report to them as required by the prevailing system at any point in time.</p> <p>Senior managers are also required to undertake 1 to 1 performance monitoring (recorded with notes) at least once every month with those who report directly to them. Senior managers must ensure that 1-1 performance and development review monitoring is carried out for all in their business areas.</p> |
| 24 | Self Development & Team Development | <p>Senior managers are required to participate in self development or team development activities as required by the Chief Executive or relevant Strategic Director.</p> |

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| 25 | Promoting the Council & Code of Conduct | Senior managers are required to ensure that they promote the best interests of Wolverhampton City Council at all times. The Code of Conduct relating to all employees must be adhered to. |
| 26 | Professional Fees | Individual professional subscriptions are not paid by the Council. However, if the senior manager is the lead professional in the Council and membership of the professional body is required by the corporate body then the Council will pay for membership. The requirement for the membership and the institute must be agreed by the Strategic Executive Board. |
| 27 | Mobile Phone | A mobile phone will be available if required by the business area. The prevailing scheme needs to be adhered to and all personal calls paid for in line with the provisions of any scheme in place. |
| 28 | Telephone Allowance | No fixed line telephone allowances will be payable. If costs of calls are incurred in pursuit of Council business and a Council mobile phone is unable to be used then the costs will be reimbursed by the Council upon receipt of a suitable bill detailing the calls to be reimbursed. |
| 29 | Induction | Newly appointed senior managers will have an induction programme prepared for them and are required to fully participate in the requirements of that programme. |
| 30 | Job Descriptions | Senior managers will have a job description which outlines the key strategic and service accountabilities of the role or a generic job description for the relevant role occupied. |
| 31 | Cover for Other Posts or Functions | Senior managers are required to cover for other service areas considered by the Chief Executive to be within their ability and range of responsibilities. |

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| 32 | Directorate Assignment | All employees, including Senior Managers are appointed to designated post in a designated directorate. The Directorate to which they are assigned may be changed at any time at the sole discretion of the Chief Executive. |
| 33 | Strategic Executive Board | Strategic Executive Board will normally consist of the Chief Executive and Strategic Directors. This may be changed at any time to include or exclude any senior managers of the Council at the sole discretion of the Chief Executive. |
| 34 | Grievance | Senior managers are subject to the Council's normal policy and procedures for grievances. |
| 35 | Disciplinary | With the exception of the Chief Executive (Head of Paid Service), the Monitoring Officer and the S151 Officer, all Strategic Directors, Assistant Directors and Lead Professionals will be subject to the Council's Disciplinary Procedures. A separate procedure exists for the Chief Executive (Head of Paid Service), The Monitoring Officer and the S151 Officer. |
| 36 | Redeployment | If a senior management post becomes at risk of redundancy the normal Council procedures for redeployment will apply. |
| 37 | Redundancy | If a senior management post is deemed as redundant decisions will be in accordance with the Council's normal policy and procedures. |
| 38 | Retirement | Normal retirement age for senior managers is in accordance with relevant legislation. |
| 39 | Early Retirement | Senior managers are subject to the Council's normal policy and procedures for early retirement. The Local Government Pension Scheme (LGPS) regulations also makes provision for non-enhanced retirement subject to the conditions of the scheme and approval, where necessary, of the Council or Councillors. |
| 40 | Whole Time Service | Senior managers must give their whole time service to the Council. Any other interests must be approved in advance by the relevant Strategic Director or Chief Executive in the case of a Strategic Director. |

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| 41 | Notice Period | <p>Senior managers are required to give 12 weeks notice if they wish to leave the Council's employment. The Chief Executive may agree a shorter notice period subject to the needs of the business.</p> <p>The Council will give twelve weeks notice if employment is to be terminated.</p> |
| 42 | Other Policies & Procedures | <p>Other policies and procedures not covered within these terms and conditions of employment will default to the Council's general policies on the relevant subject.</p> |
| 43 | Disclosure | <p>All senior manager salaries will need to be disclosed in the annual accounts and any other relevant form in line with relevant Guidance.</p> <p>At present for those who earn over £50,000 salary the disclosure requirement is how many in any given pay band. For Director's and Statutory Officers the requirement is more onerous and normally takes the form of Name, Designation, Salary, bonuses, expense allowances, compensation for loss of office, benefits in kind and employer's pension contribution.</p> <p>With greater transparency the Council's policy is that it is a condition of employment for all senior managers that the full Director level disclosure or beyond can be made if required by Government or Government agency or Council policy.</p> <p>Where a severance has taken place this will also need to be disclosed in line with above provisions.</p> |
| 45 | Changes to Terms & Conditions | <p>Any changes will be advised in writing and 12 weeks notice of variation given. Consultation will take place before any changes are formalised.</p> |
| 46 | Note 1 Status of these Terms and Conditions of Employment | <p>These Terms & Conditions of Employment for senior management supersede all other terms and conditions, collective agreements, custom and practice or historical agreements made between the Council and individual employees or their representatives.</p> |
| 47 | Note 2 Allowances and Payments | <p>No other allowances or payments will be made to senior managers other than those listed in this document, without the express permission of the Chief Executive or as changed by collective agreement or changes to these Terms and Conditions of Employment.</p> |

Proposed Wolverhampton City Council Pay Spine 2013/14

| NJC SCP | *Salary | Grade | Local Pay Point |
|-------------|---------|-------|-----------------|
| 4 | £12,145 | | |
| 5 | £12,312 | | |
| 6 | £12,489 | | |
| 7 | £12,787 | | |
| 8 | £13,189 | | |
| 9 | £13,589 | | |
| Living Wage | £14,373 | 1 | 1 |
| 11 | £14,733 | 2 | 2 |
| 12 | £15,039 | 3 | 3 |
| 13 | £15,444 | 3 | 4 |
| 14 | £15,725 | 3 | 5 |
| 15 | £16,054 | 3 | 6 |
| 16 | £16,440 | | 7 |
| 17 | £16,830 | 4 | 8 |
| 18 | £17,161 | 4 | 9 |
| 19 | £17,802 | 4 | 10 |
| 20 | £18,453 | 4 | 11 |
| 21 | £19,126 | 4 | 12 |
| 22 | £19,621 | | 13 |
| 23 | £20,198 | | 14 |
| 24 | £20,858 | 5 | 15 |
| 25 | £21,519 | 5 | 16 |
| 26 | £22,221 | 5 | 17 |
| 27 | £22,958 | 5 | 18 |
| 28 | £23,708 | 5 | 19 |
| 29 | £24,646 | | 20 |
| 30 | £25,475 | | 21 |
| 31 | £26,276 | 6 | 22 |
| 32 | £27,052 | 6 | 23 |
| 33 | £27,846 | 6 | 24 |
| 34 | £28,636 | 6 | 25 |
| 35 | £30,011 | 6 | 26 |
| 36 | £30,011 | 6 | 27 |
| 37 | £30,851 | | 28 |
| 38 | £31,754 | | 29 |
| 39 | £32,800 | 7 | 30 |
| 40 | £33,661 | 7 | 31 |
| 41 | £34,549 | 7 | 32 |
| 42 | £35,430 | 7 | 33 |
| 43 | £36,313 | 7 | 34 |
| 44 | £37,206 | 7 | 35 |
| 45 | £38,042 | | 36 |
| 46 | £39,961 | | 37 |
| 47 | £39,855 | 8 | 38 |
| 48 | £40,741 | 8 | 39 |
| 49 | £41,616 | 8 | 40 |
| 50 | £42,505 | 8 | 41 |
| 51 | £43,396 | 8 | 42 |

| NJC SCP | *Salary | Grade | Local Pay Point |
|----------------|----------------|--------------|------------------------|
| 52 | £44,299 | | 43 |
| 53 | £45,202 | | 44 |
| 54 | £46,108 | 9 | 45 |
| 55 | £46,997 | 9 | 46 |
| 56 | £47,897 | 9 | 47 |
| 57 | £48,803 | 9 | 48 |
| 58 | £49,715 | | 49 |
| 59 | £50,612 | | 50 |
| 60 | £51,506 | 10 | 51 |
| 61 | £52,409 | 10 | 52 |
| 62 | £53,289 | 10 | 53 |
| 63 | £54,163 | 10 | 54 |
| 64 | £55,044 | | 55 |
| 65 | £55,921 | | 56 |

| Heads of Service | Salary | Hay Grade | Local Pay Point |
|-------------------------|---------------|------------------|------------------------|
| 66 | £56,804 | 11 | 57 |
| 67 | £57,686 | 11 | 58 |
| 68 | £58,569 | 11 | 59 |
| 69 | £59,452 | 11 | 60 |
| 70 | £60,335 | 11 | 61 |

| Lead Professionals | Salary | Hay Grade | Local Pay Point |
|---------------------------|---------------|------------------|------------------------|
| 101 | £63,750 | 12 | 62 |
| 102 | £66,062 | 12 | 63 |
| 103 | £68,374 | 12 | 64 |
| 104 | £70,686 | 12 | 65 |
| 105 | £73,000 | 12 | 66 |

| Assistant Directors | Salary | Hay Grade | Local Pay Point |
|----------------------------|---------------|------------------|------------------------|
| 201 | £78,500 | 13 | 67 |
| 202 | £81,893 | 13 | 68 |
| 203 | £85,287 | 13 | 69 |
| 204 | £89,526 | 13 | 70 |
| 205 | £94,500 | 13 | 71 |

| Strategic Directors | Salary | Hay Grade | Local Pay Point |
|----------------------------|---------------|------------------|------------------------|
| 301 | £123,757 | 14 | 72 |
| 302 | £126,857 | 14 | 73 |
| 303 | £130,000 | 14 | 74 |
| 304 | £131,818 | 14 | 75 |
| 305 | £133,500 | 14 | 76 |

| Chief Executive | Salary | Hay Grade | Local Pay Point |
|------------------------|---------------|------------------|------------------------|
| 401 | £148,511 | 15 | 77 |
| 402 | £153,317 | 15 | 78 |
| 403 | £158,124 | 15 | 79 |
| 404 | £164,261 | 15 | 80 |