



## **Senior Managers Pay & Performance**

### **Terms of the Scheme**

Updated January 2022

1. This scheme applies to the Chief Executive, Deputy Chief Executive, Executive Directors and Directors.
2. The pay review year will run from 1<sup>st</sup> April to 31<sup>st</sup> March.
3. Objectives agreed targets and leadership behaviours and values will need to be in place at the start of each review year on 1<sup>st</sup> April in order to ensure that staff have a clear idea of what is expected of them.
4. A review of the scheme will be undertaken at the end of each year and changes may be made in the light of this evaluation.
5. A key date checklist is attached (Appendix A).
6. The scheme seeks to measure the achievement of objectives and actions within target dates. (The 'What') It also measures the behaviours/values that are brought to the working environment by the individual through the use of the Council's Behaviours and Values framework (The 'How')
7. The objectives need to be clearly defined and actions need to have a time and quality indicator in order to ensure that individuals can evidence their performance and show what they have achieved by the end of the review year. The objectives/targets set must be SMART (Specific, Measurable, Achievable, Relevant and Timebound) and will be independently verified by the Senior Managers Pay Panel to ensure consistency across the organisation. Objectives may be reviewed during the year if circumstances change. Some objectives will be set corporately and will apply across the Senior Leadership Group.
8. The required leadership behaviours and values need to be demonstrated and will count towards the assessment of overall performance.
9. The scheme provides for a mid-year review of performance normally in October, in order that progress can be monitored and if there are development areas required these can be addressed within the Personal Development Plan.
10. For new recruits previous experience and existing salary level will be used to determine if an individual is placed on the 'rate for the job' or the 'development rate' appropriate to the grade.
11. Individuals deemed as less than satisfactory within this scheme will not receive an annual pay award for that particular review year. In these cases, performance issues should be addressed through other mechanisms e.g. capability procedures.
12. Staff subject to this scheme will cease to have a contractual entitlement to NJC pay awards as the Council will no longer be part of the national machinery for pay bargaining for staff within the Senior Manager Pay Scheme. All other terms and conditions of service remain within NJC unless otherwise stated in contractual documents and amendments.
13. Grades are determined by the relevant job evaluation scheme.
14. All payments, including annual pay awards, are superannuable.

15. Pay awards will be considered annually by the Senior Managers Pay Panel having regard to:
- a) Any national pay award agreed for the rest of the workforce.
  - b) Financial situation within the Council
  - c) Organisational, department, service and individual performance.
  - d) The prevailing situation in the labour market and its impact on salaries regionally and nationally, and the Council's ability to recruit and retain Senior Managers.
16. The expectation is that the organisation will continuously improve through the use of this scheme.

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| <b>Scope:</b>                    | <b>The scheme will apply to the Chief Executive, Deputy Chief Executive, Executive Directors and Directors.</b>  |
| <b>Delegations:</b>              | <b>Decisions on annual pay awards will be taken by a Member panel based on recommendations from the Chief Executive and advised by the Head of HR and Payroll.</b> |
| <b>Amendments in this Issue:</b> | <b>New Policy : September 2006 Amended November 2009<br/>Amended annually since November 2009<br/>Latest amendment January 2022</b>                                |

**Key Dates/Checklist**

| <b><u>DATE</u></b> | <b><u>ACTION</u></b>  | <b><u>ACTION BY</u></b>  |
|--------------------|---|--|
| February           | Prepare end of year evidence to support delivery of objectives and demonstration of the Council's behaviours and values.<br>Prepare draft objectives for the forthcoming year and highlight any known development needs   | Individual   |
| March              | <p><b><u>Chief Executive</u></b><br/>Appraisal meeting with Group Leaders to agree final year assessment and new year's objectives, behaviours and values</p> <p><b><u>CMT Members</u></b><br/>Appraisal meeting with Chief Executive to agree final year assessment and new year's objectives, behaviours and values</p> <p><b><u>Directors</u></b><br/>Appraisal meeting with Deputy Chief Executive/Executive Director to agree final year assessment and new year's objectives, behaviours and values</p> | <p>Individual / Group Leaders</p> <p>Individual / Chief Executive</p> <p>Individual / Deputy Chief Executive /Executive Director</p> |
| April              | <p><b><u>CMT Members</u></b><br/>Documentation to be forwarded to the Leader and the Leader of the largest opposition group for review and comment.<br/>NB Both leaders may choose to consult other members, including relevant Cabinet Members as part of this review.</p> <p><b><u>Directors</u></b><br/>Documentation to be forwarded to the Chief Executive or Executive Director for review and comment</p>  | <p>Individual / Leader / Leader of the largest opposition group</p> <p>Individual / Chief Executive</p>                              |
| May                | Senior Managers Pay Panel meet to moderate all assessments and new objectives and to recommend any annual pay award.  | Senior Managers Pay Panel  |
| June               | Cabinet to endorse any recommendations of the Pay Panel   | Cabinet  |
| June / July        | Individuals are notified of any annual pay awards   | HR Services  |
| October            | Mid year review is held with the individual and Line Manager to review progress   | Line Manager / Individual  |