

Pay Elements & Discretions

PIR Action Plan Recommendation 2

Decision notes should be maintained that document the factors that explain the case for the use of public funds under the scheme of delegation such as where payments exceed contractual elements.

The below table applies to all employees including Chief Officer

- CCNC refers to CNNC Pay Board

	Pay Element	Discretion Available	Process for approval	Control Measures	Final Sign Off
1	Payment in lieu of notice	PILON	Head of Service via email and Leavers form	Leavers Form Payroll	Chief Officer
2a	Sick pay	Extend full pay / Half Pay for non chief officers	Head of HR	Email / in writing the request for extension to be considered by the HHR Email trail to record sign off store on employees record	Section 151 and Head of Paid Service – via email
2b	Sick Pay	Extend Full / Half Pay for Chief Officers	Head of HR S 151 and HOPS Staffing Matters & Urgency	Email / in writing the request for extension to be considered by the HHR, S151 and HoPS Report (private session) to SMU, detailing request, recommendation Decision stored on personal file	SMU

	Pay Element	Discretion Available	Process for approval	Control Measures	Final Sign Off
3	Redundancy pay	<p>No discretion on normal redundancy pay where the redundancy has been agreed and dismissal progressed</p> <hr/> <p>Additional weeks to 104</p>	<p>Approval process for redundancy, including discretion and non discretionary elements – Chief Officer and Section 151</p> <p>Where the redundancy relates to a Chief Officer approval is via SMU</p>	<p>Business Case completed with approvals</p>	<p>SMU - note the non Chief Officer Redundancies</p> <p>SMU to approve Chief Officer Redundancies</p>
4	Outstanding Annual Leave	<p>Should be taken and only paid in exceptional circumstances. Must be able to justify why leave is unable to be taken.</p> <p>Contractually there is no discretion – must be paid if employee is unable to take prior to exit date, based on above.</p>	<p>Head of Service</p>	<p>Via email, justification to the Chief Officer of circumstances that prevent the employee from taking outstanding leave prior to exit.</p> <p>Leavers Form</p> <p>Payroll</p>	<p>Chief Officer</p>

	Pay Element	Discretion Available	Process for approval	Control Measures	Final Sign Off
5a	Starting Salary – external applicants	<p>To start at a salary above point 1 of the scale</p> <p>Ability to match the current salary of the applicant (expected to go to the next incremental point)</p> <hr/> <p>There are some exceptions to this where the recruitment exercise has proved that this is the only suitable candidate and in order for them to accept an offer of employment a higher incremental point may be required.</p>	<p>Appointing Manager</p> <hr/> <p>Appointing Manager and Head of HR on behalf of CCNC Pay Board</p>	<p>Evidence of current salary</p> <p>Payroll</p> <hr/> <p>Email requesting the higher salary and reason for the request (mini business case)</p> <p>New Starter Form</p> <p>HR Business Support – Recruitment</p>	<p>Head of Service</p> <hr/> <p>CCNC Pay Board via email (due to meetings schedule and need to respond)</p>

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5b	Starting Salaries – Internal Applicants	<p>Expectation that they commence at L1 of new grade - no discretion required</p> <p>Where a member of staff has been acting up / seconded into the new role that they are successful for they maintained the level of pay – no discretion required, the secondment / acting up will count for incremental purposes.</p> <hr/> <p>There may be occasions when there are exceptions to this where the internal applicant may have requested a higher starting salary. Where this is the case then seek approval</p>	<hr/> <p>Appointing Manager and Head of HR on behalf of CCNC Pay Board</p>	<hr/> <p>Email requesting the higher salary and reason for the request (mini business case)</p> <p>New Starter Form</p> <p>HR Business Support – Recruitment</p>	<hr/> <p>CCNC Pay Board via email (due to meetings schedule and need to respond)</p>

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6	Market Supplements	New Request and Renewal After 2 Years: Where this is requested evidence of market rates and business case produced.	Application Form submitted to Chief Officer to Approve support for Market Supplement - then submitted to HR HR obtain relevant Market Data and discuss with Trade Unions HR Make recommendation to Support or reject and progress to CCNC Pay Board for approval	Application Form Market Data CCNC Pay Board Payroll	CCNC Pay Board via email (due to meetings schedule and need to respond)
7	Business Critical Retention Payments	Where this is requested evidence of retention issues produced, maximum 12 month retention	Application Form submitted to Chief Officer to Approve support for Retention case then submitted to HR HR consider evidence and discuss with Trade Unions HR Make recommendation to Support or reject and progress to CCNC Pay Board for approval	Application Form Relevant Evidence CCNC Pay Board Payroll	CCNC Pay Board via email (due to meetings schedule and need to respond)

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8	Regrade of roles	<p>Job evaluation forms completed and outcome of panel shared with the Line Manager</p> <p>Line Manager has discretion not to implement and to do so they would need to remove the new elements added to the job description that resulted in the higher grade.</p> <p>Where the Line Manager accepts the new grade this is implemented from the date of the form being completed by the individual and line manager.</p> <hr/> <p>Discretion is considered where there has been disagreement in the effective date. Where this disagreement occurs, the Head of HR considers the evidence.</p>	<hr/> <p>The JE Panel provides the JE forms to the Head of HR to consider the evidence.</p> <p>HHR speaks with the Trade Unions</p> <p>CCNC Pay Board to approve</p>	<hr/> <p>JE Forms</p> <p>Relevant emails as evidence</p> <p>Decision of CCNC Pay Board</p>	<hr/> <p>CCNC Pay Board via email (due to meetings schedule and need to respond)</p>

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9	Application of Allowances as agreed with Trade Unions	Application via the Line Manager as appropriate in line with guidance		Forms Self Service Payroll	Line Manager
10	Temporary Discretions to Allowance for business critical need	There are occasion where exception to normal allowances may be required to ensure statutory services are maintained	Relevant Line managers, Head of Service, HR and Trade Unions – often through a Task & Finish Group Reporting to CCNC Pay Board	Output from Task & Finish Group Approval from CCNC Pay Board	CCNC expected at a Scheduled meeting