

Chief Officer Pay Policy

1.0 Scope

- 1.1 This policy applies to employees covered by the Joint Negotiating Committee for Local Authority Chief Officers. In City of York Council this is Assistant Directors, Directors and Corporate Directors. Separate arrangements exist for the Chief Operating Officer.

2.0 Role of the Unions in Chief Officer Terms and Conditions/Pay and Grading

- 2.1 At national level Unison and GMB are recognised for negotiation purposes on Chief Officer terms and conditions. Terms and conditions are set out in the Joint Negotiating Committee for Local Authority Chief Officers Conditions of Service Handbook.
- 2.2 Collective bargaining arrangements for the Chief Officer group at City of York Council are set out in the Trade Union Engagement Framework, (Recognition at City of York Council). The Framework can be viewed here: <http://colin.york.gov.uk/besupported/hr/trade-union-engagement/>

3.0 Policy on remunerating Chief Officers (from Pay Policy)

- 3.1 It is the policy of this council to establish a remuneration package for each Chief Officer post based on evaluation of the role to determine its size and consequently its position in the Chief Officer grading structure. The salaries attached to the structure originate from the historic national framework for Chief Officers.
- 3.2 Increases to the salary scales are based on nationally negotiated settlements by the Joint Negotiating Committee for Chief Officers of Local Government, and progression through a salary scale is incremental and based on performance.

4.0 Salary on Appointment of Chief Officers

- 4.1 The appointments sub-committee; subject to the Chief Officer Pay Policy and job evaluated range for the post determines the salary level and package offered to the successful candidate.
- 4.2 Chief Officer pay packages over £100k in value are subject to approval by the Council's Staffing Matters & Urgency Committee.

5.0 Termination payments of Chief Officers including redundancy and pension discretion

- 5.1 The council applies its normal redundancy payments arrangements to senior officers and does not have separate provisions for senior officers. The council also applies the appropriate Pensions regulations when they apply. The council has agreed policies in place on how it will apply any discretionary powers it has under Pensions regulations. Any costs that are incurred by the council regarding senior officers are published in the authority accounts as required under the Accounts and Audit (England) Regulations 2015.
- 5.2 Approval of any pension discretions is made by the Staffing Matters and Urgency Committee.
- 5.3 Chief Officer Severance packages over £100k in value are subject to approval by the Council's staffing Matters & Urgency Committee.

6.0 Job Evaluation

- 6.1 Chief Officer's roles are evaluated using Hay Job Evaluation methodology. Trained Hay analysts are employed within HR and there will always be at least 3 analysts trained at any one time.
- 6.2 Where a Chief Officer post is being amended or new posts created two Hay analysts will analyse the job description and provide a Hay score. The analysts will inform the trade unions of the outcome to ensure consistency and transparency. The Hay score will be used to establish the grade for the role within the pay structure.
- 6.3 Where an initial job evaluation exercise is carried out on more than five Chief Officer roles then the unions will observe the evaluations.
- 6.4 If it is not possible for the analysts to determine a score then this will be referred to the Head of HR (who will be Hay trained) to make the final decision, observed by trade unions.

7.0 Pay Structure

- 7.1 There are 3 levels of Chief Officer Grades within CYC. These are shown below with the corresponding Hay scores:

| | |
|--------------------|-------------|
| Corporate Director | 1401 - 2000 |
| Director | 1001- 1400 |
| Assistant Director | 800 - 1000 |

7.2 Directors and above are part of the Corporate Management team responsible for delivering the Council's Objectives.

7.3 Below shows the structure, incremental points for each of the Chief Officer pay grades:

Chief Officer Pay rates as at 1st April 2020

| | | |
|------------------------|---|----------|
| Corporate Directors | 4 | £112,067 |
| | 3 | £108,473 |
| | 2 | £105,015 |
| | 1 | £101,661 |

| | | |
|-----------|---|---------|
| Directors | 4 | £99,821 |
| | 3 | £96,445 |
| | 2 | £93,184 |
| | 1 | £90,033 |

| | | |
|------------------------|---|---------|
| Assistant Directors | 4 | £81,644 |
| | 3 | £78,698 |
| | 2 | £76,097 |
| | 1 | £73,488 |

8.0 Pay Awards

8.1 Any nationally negotiated annual pay settlement by the Joint Negotiating Committee for Chief Officers of Local Government will be applied to the salary scales. The National pay settlements are effective from 1st April of that year.

9.0 Incremental Progression

9.1 Incremental progression is not automatic and is based upon annual performance and achievement of objectives.

9.2 Incremental progression is agreed by the line manager i.e. the Chief Operating Officer, Corporate Director or Director.

9.3 Only one increment level can be made at a time

9.4 Progression through the levels will be either 1st April or 1st October each year, whichever comes first following the completion of 12 months' continuous service. This applies to both new starters and existing employees promoted to a higher Chief Officer grade.

10.0 Pension

10.1 Chief Officers have access to the LGPS.

11.0 Market Supplement

- 11.1 A [Market Supplement](#) Policy is in place for Chief Officers which allows, where there is objective justification and evidence for, a supplement to be paid to reflect a market premium for a specific role.

12.0 Stand By

- 12.1 A contractual standby requirement is in place for Chief Officers to participate in a Stand By rota to provide emergency cover out of hours. Payment for hours on Standby is at the agreed rate in force under the Council's standard Stand By Policy for Local Government Service Employees. The stand by rate can be viewed here:

<http://colin.york.gov.uk/besupported/hr/pay-pensions-reward/allowances/>

13.0 Call out

- 13.1 Time worked when called out from Stand By can either be claimed at normal hourly rate or taken as time off in lieu. Work is deemed to have commenced from the time of the call.

14.0 Expenses

- 14.1 Travel and other expenses are reimbursed through normal council [procedures](#).

15.0 Other allowances

- 15.1 There is no provision in the Chief Officer pay policy for:

- Bonus
- Earn Back
- Ex gratia payments
- Honoraria
- Or any other payments not specifically referenced.

16.0 Pay Protection

- 16.1 The council's standard Pay Protection Policy applies to Chief Officers. The policy can be viewed here: <http://colin.york.gov.uk/besupported/hr/supporting-transformation-managing-change/redeployment/>