

DRAFT CHIEF OFFICER PAY POLICY – For negotiation with the trade unions and consultation with Chief Officers

Scope

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 Executive.

Policy on remunerating Chief Officers (from Pay Policy)

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

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.

Appointment of Chief Officers

Approval to recruit to a chief officer post is required from the Staffing Matters and Urgency Committee. The committee is responsible for establishing an appointments sub committee.

The appointments sub committee; subject to the council's pay policy and job evaluated range for the post determines the salary level and package offered to the successful candidate.

Chief Officer severance packages over £100k in value are subject to approval by the Council's Staffing Matters & Urgency Committee.

Termination payments of Chief Officers including redundancy and pension discretion

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

Consultation with Executive Members

Executive members should be notified of appointments and dismissals of Chief Officers. The detail of how the consultation is carried out is contained within Section 4D section 6 of the constitution.

<https://democracy.york.gov.uk/ecSDDisplay.aspx?NAME=Section%204D%20Appointment%20and%20Dismissal%20of%20Staff&ID=2088&RPID=20403282>

This is shown below for ease of reference in consultation / negotiation process.

6. Consultation with Executive Members

6.1 No offer of an appointment or notice of dismissal in relation to the appointment or dismissal of the Head of Paid Service or a Chief Officer or shall be given by the appointer or dismissor (as defined in the Local Authorities (Standing Orders) (England) Regulations 2001) until:

(a) the appointer or dismissor has notified the proper officer of the name of the person to whom the appointer wishes to make the offer and any other particulars which the appointer considers are relevant to the appointment;

(b) the proper officer has notified every member of the Executive of –

i. the name of the person to whom the appointer wishes to make the offer or who the dismissor wishes to dismiss;

ii. any other particulars relevant to the appointment or dismissal which the appointer or dismissor has notified to the proper officer; and

iii. the period within which any objection to the making of the offer or to the dismissal is to be made by the Leader on behalf of the Executive to the proper officer; and

either –

(i) the Leader has, notified the appointer or dismissor that neither he nor any other member of the Executive has any objection to the making of the offer or;

(ii) the proper officer has notified the appointer or dismissor that no objection was received by him within that period from the Leader; or

(iii) the appointer or dismissor is satisfied that any objection received from the Leader within that period is not material or is not well-founded.

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

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.

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 online.

Job Evaluation

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.

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.

Where an initial job evaluation exercise is carried out on more than five Chief Officer roles then the unions will observe the evaluations.

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.

Pay Structure

There are 3 levels of Chief Officer Grades within CYC. These are shown below with the corresponding Hay score.

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

Directors and above are part of the Corporate Management team responsible for delivering the Councils Objectives.

Below shows the structure, incremental points for each of the chief officer pay grades.

CorpDir	Corporate Directors	4	106,929.00
		3	103,500.00
		2	100,200.00
		1	97,000.00
Dir	Directors	4	95,244.41
		3	92,023.58
		2	88,911.68
		1	85,905.00
AsstDir	Assistant Directors	4	77,901.00
		3	75,090.00
		2	72,608.00
		1	70,119.00

Pay Awards

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.

Incremental Progression

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

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

Only one increment level can be made at a time.

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 or existing employees promoted to a higher Chief Officer grade

Pension

Chief Officers have access to the LGPS.

Market Supplements

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.

Stand By

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 is 56p/hour.

Call out

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.

Expenses

Travel and other expenses are reimbursed through normal council procedures.

Other allowances:

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.

Pay Protection

The council's standard Pay Protection Policy applies to Chief Officers. The policy can be viewed online.

Proposed Implementation Timescale for 2019

15 January – 19 February Negotiation and Consultation	Formal negotiation with trade unions and consultation with Chief Officer's.
4 February SMU Committee	SMU consider the proposal to continue to agree with Trade Unions through negotiation
19 February CCNC	CCNC agreement of the collective agreement
28 February Finalise Chief Officer Pay Policy	Agree the Chief Officer Pay Policy with the trade unions
1 March – 30 March	Chief Officers to ensure current Job Descriptions are up to date. HR Analysts to support Chief Officers individually to agree Job Descriptions CMT – to approve Job descriptions
21 March Full Council	Pay Policy 2019 approval
2 and 3 April Hay Panel	HAY Analysts and observed by Unions
4 April Outcomes	Staff Advised of outcomes
1 May	Any changes made to grading structure for individuals If grade increases will take effect 1 May If grade decreases, pay protection applies commencing 1 May