

## Comparison between Senior Manager Terms and Chief Officer Handbook

Term	Senior Manager's Terms	Chief Officer's Handbook
Sickness Absence	<p>Sick leave is specified:</p> <ul style="list-style-type: none"> <li>• During the first year of service: one month's full pay during your first three month's service; one month's full pay and two months' half pay after four month's service</li> <li>• During the second year: two months' full pay and two months' half pay</li> <li>• During the third year: four months' full pay and four months' half pay</li> <li>• During the fourth year: five months' full pay and five months' half pay</li> <li>• After completing five years' service: six month's full pay and six months' half pay.</li> </ul>	Where terms are not specified locally, Green Book provisions shall apply
Notice to terminate employment	12 weeks on either side	3 months on either side, but this can be changed by mutual agreement
Annual Leave	26 days, rising to 31 days after 5 years' service plus BHs	30 days plus BHs from day one
Relocation expenses	<p>The Council's policy will apply. This may be subject to revision, as determined by the Council from time to time. Reimbursement will be based on receipts only and completion of relevant claim form. No expenditure will be authorised without receipts.</p>	<p>It is the practice of some authorities to contribute towards the approved costs of removal expenses and of other incidental expenses attributed to moving. It would be in the best interests of local government if this practice were more widely followed.</p>

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Setting remuneration levels	<p>The Council will ensure that every senior management post is job evaluated using the Local Government Employers (LGE) job evaluation system for senior managers. The LGE job evaluation system will determine the band the post is allocated to. Where there is a salary range within a salary band, the Council will determine the exact point within the band for each senior manager (spot point). There is no automatic incremental progression. Movement within the band (where incremental points are applicable) in exceptional circumstances will be dealt with by the Head of Paid Service upon recommendation from an Executive Director or, in the case of Executive Directors, on the grounds of exceptional performance by that Executive Director.</p>	
Performance Appraisal	<p>Senior managers are required to actively participate in the prevailing Performance Management Scheme.</p>	<p>Fairly vague, but talks about setting objectives at the outset. The setting of objectives should be by consensus between the chief officer and his/her line manager. It will be for local decision in the light of local circumstances whether the appraisal should include any input from elected members representing all political groups or by a senior representative of the controlling group.</p>

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Restrictions on re-employment	Not mentioned	<p>After termination of the chief officer's employment he/she:</p> <ul style="list-style-type: none"> <li>• Will not divulge any information to any third party which is confidential to the authority</li> <li>• Will not, without the consent of the authority, which will not be unreasonably withheld, within a period of 12 months take up employment with or provide services for reward to any body: <ul style="list-style-type: none"> <li>○ If during the chief officer's last two years of employment with the authority the officer has been directly involved in transactions with that body for which the offer of employment or provision of services could reasonably be regarded as a reward.</li> <li>○ Which is likely to benefit from commercially sensitive information which is known to the chief officer by virtue of his/her past employment by the authority.</li> </ul> </li> </ul> <p>These provisions do not apply if the termination arose as the result of redundancy or TUPE</p>
Disclosure of Salary	All senior manager salaries will need to be disclosed in the annual accounts and any other relevant form in line	The salary paid to a chief officer will be that determined by the employing local authority.

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	<p>with relevant statute or guidance. This will normally take the form of name, designation and salary band but this may be subject to change. This is a condition of employment for all senior managers. Where a severance has taken place this will also need to be disclosed in line with above provisions</p>	<p>The Local Government Transparency Code 2015 requires local authorities to publish...details of senior employee salaries (above £50,000), names (with the option for individuals to refuse to consent for their name to be published), job descriptions, responsibilities, budgets and numbers of staff.</p>
Disciplinary	<p>With the exception of Chief Officers and Deputy Chief Officers, Senior Managers will be subject to the Council's Disciplinary Procedures. A separate procedure exists for Chief Officers and Deputy Chief Officers. Details can be found in the terms of reference for the Employment (Appeals) Committee.</p>	<p>Use JNC Code for Chief Execs if disciplinary investigation involves the Monitoring Officer or s151 Officer.</p> <p>For other Chief Officers, local authorities will have local procedures to deal with such issues. Usual guidance such as try informal resolution first, follow ACAS code of practice, hearings/investigation normally carried out by officers, but if the person is very senior consider using Members for the hearing or the appeal, suspension must be on full pay – nothing that you wouldn't expect in a standard disciplinary policy.</p>
Grievance	<p>Senior managers are subject to the Council's normal policy and procedures for officers. Grievances raised by Chief Officers are dealt with by the Grievance Committee.</p>	<p>A chief officer shall enjoy terms and conditions in other respects not less favourable than those accorded to other employees of the local authority. Where terms and conditions are not specified locally, 'Green Book' provisions shall apply.</p>

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Redundancy, redeployment and early retirement	<ul style="list-style-type: none"> <li>• If a senior management post is deemed as redundant decisions will be in accordance with the Council's normal policy and procedures</li> <li>• If a senior management post becomes at risk of redundancy the normal Council procedures for redeployment will apply, along with the Council's prevailing Pay Protection Scheme.</li> <li>• Senior managers are subject to the Council's normal policy and procedures for severance and early retirement. Any policy decisions in relation to the Council's schemes are not contractual and will be reviewed on a regular basis in accordance with the relevant Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Employing authority should consult with any chief officer at earliest opportunity</li> <li>• Collective consultation takes place when appropriate but, in any event, individual consultation should be no less than 28 days</li> <li>• Must be offered any suitable alternative employment that may be available</li> <li>• Authority should bear in mind the possible application of discretionary powers of premature retirement and permissible enhancement of benefits or redundancy payments and the possibilities of providing an alternative post or of extending the period of notice to assist the chief officer in finding other employment.</li> <li>• Where the chief officer is the Director of Public Health then the authority should ensure that it complies with section 73A of the National Health Act 2006 (concerns consultation with the Secretary of State for Health)</li> </ul>