

# STAFF & APPOINTMENTS COMMITTEE

22 February 2024

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## Incremental Pay Progression for Senior Managers (Bands 14-17)

Report of the Chief Executive

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### 1. Purpose of the Report

1.1 This report outlines a proposed revised process for the handling of requests for incremental progression for senior managers ie those managers at Bands 14 – 17.

### 2. Recommendations

2 The committee are asked to approve the following:

2.1 the content and application of the proposed assessment process (appendix 1) with effect from 1 April 2024.

2.2 The transitional arrangements outlined at 4.5 (immediate access to the scheme for historic applications and those on static salaries for more than 2 years) and 4.6 (accelerated increment for those at the bottom of Band 14)

### 4. Key Issues and Background

4.1 The 2023/24 pay policy states:

*All senior staff are appointed to a spot point within their salary range and there is no automatic incremental progression within the range. The default position is that there is no increment awarded, however, in exceptional circumstances the Head of Paid Service may consider awarding an increment following objective assessment of performance. in accordance with the Senior Manager Terms and Conditions of Employment. Any recommendations made by the Head of Paid Service should then be subject to the approval of the Staff and Appointments Committee. There is no "earn back" scheme in operation.*

4.2 Despite this, historically, incremental progression has been awarded in an inconsistent way. In some past cases, increments have been awarded with little evidence of merit or objectivity and in other cases, rejected without justifiable reason or available recourse. This has caused consternation within the senior management population and a number of

challenges have been raised.

4.3 In order to allay concerns and to ensure fairness, consistency and objectivity a proposed assessment process has been developed (appendix 1).

4.4 The process is proposed as follows:

4.4.1 those members of staff on Bands 14-17 that wish to apply for incremental progression to satisfactorily fulfil their appraisal objectives two years in succession can submit an application form evidencing how they met the criteria.

4.4.2 Submissions can only be made during a designated timeframe (1-30 April) and will then be assessed by Executive Directors with support from HR (1-31 May).

4.4.3 Increments will be paid from April the same year of the application.

4.4.4 New submissions can only be made following a 2-year appraisal objective period.

4.4.5 A summary report detailing awarded increments will be submitted to this committee on an annual basis.

## **5. Transitional arrangements**

5.1 In the absence of an agreed, standardised process for a number of years, it is proposed that previously denied, historic applications are considered retrospectively under the new scheme. If an eligible manager has remained 'static' on their current spinal column point (SCP) for 2 years or more, they will be permitted immediate access to the scheme ie from 1 April 2024.

5.2 It is also proposed that all managers currently occupying the bottom scp of Band 14 (scp 56) will be accelerated to the second point of Band 14 (scp 57) in recognition of the differentiation of the Head of Service role and responsibilities from that of senior managers at Band 13. The financial difference between scp 55 (top of Band 13) and scp 56 (bottom of Band 14) is currently approximately £5k. It is felt that this differential does not adequately compensate those being promoted from a Band 13 to a Band 14 for the loss of a significant benefit enjoyed by those at Band 13 and below – the flexi scheme. This increment will be backdated to the point that the revised senior management structure was implemented (1 July 2023).

## Implications

<b>Policy</b>	This approach to handling of requests for incremental progression is referenced in the proposed 2024/25 Pay Policy
<b>Finance and value for money</b>	The cost of any increments awarded will be met from within existing staffing budgets.
<b>Legal</b>	The functions of the Staff and Appointments Committee include the following: <ul style="list-style-type: none"> <li>a. To discharge the Council's functions of the employer in relation to the Chief and Deputy Chief Officers.</li> <li>b. (not relevant)</li> <li>c. To determine the terms and conditions relating to employees of the County Council to include the remuneration and terms and conditions of employment for the Head of Paid Service and Chief and Deputy Chief Officers.</li> </ul>
<b>Procurement</b>	N/A
<b>Human Resources</b>	This process is designed to comply with employment legislation and enables a consistent and objective approach to handling requests for incremental progression
<b>Property</b>	n/a
<b>Equalities</b> (Impact Assessment attached) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	This provision is applicable to the entire senior management population and does not disproportionately affect any individual or group
<b>Risk Assessment</b>	N/A
<b>Crime &amp; Disorder</b>	N/A
<b>Customer Consideration</b>	N/A
<b>Carbon reduction</b>	N/A
<b>Health and Wellbeing</b>	N/A
<b>Wards</b>	The recommendations are not related to any particular ward but cover the whole of Northumberland.

**Report sign off.**

***Authors must ensure that officers and members have agreed the content of the report:***

<b>Role</b>	<b>Full Name of Officer</b>
Director of Law and Corporate Governance (Monitoring Officer)	Stephen Gerrard
Executive Director Transformation & Resources (Section 151 Officer)	Jan Willis
Chief Executive	Helen Paterson

**Authors and Contact Details**

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