

# Chief Officer Pay Progression Procedure

Version Control	Changes Made	Author
Version 1 – July 2024	Draft purposes for Staffing Committee	HR/OD
Version 2 – November 2024	After consultation completed	

## Introduction

Grades and salary levels for the Chief Executive, Chief Officer and other Senior Leadership Posts are determined using the Korn Ferry Hay job evaluation methodology using external support from Korn Ferry (formerly Hay Group). Job evaluation is a consistent process used for determining relative size of jobs. It is based on a systematic analysis of the different factors found within all jobs.

At the point of recruitment to the position, pay will be set individually, based on the following components:

- The size of the job as determined by job evaluation.
- The benchmark data for the market and sector rate for the post
- The assessed quality of the applicant, including skills and experience balanced against candidate expectations.
- Scarcity of the required skills

The grading and salary levels for Chief Executive, Chief Officer and other Senior Leadership posts are detailed in appendix 1.

Following implementation of the grading and salary levels a pay progression process will determine when Chief Officers/Senior Leaders progress to the mid-point and maximum point of the salary scale following successful completion of their probationary period and when they are able to evidence, they have met the required levels of experience, competence, and behaviours to be able to progress.

This assessment process is separate to but may run concurrently with any induction and probation period.

## Eligibility

Eligibility is for Chief Officers/Senior Leaders that are currently on the minimum or mid-point of the salary scale and have completed 12 months of service in that post.

It is expected that if the Chief Officer/Senior Leader is providing excellent performance in their post, then they will progress. Where performance is a concern, pay progression may have to be deferred until a satisfactory level of performance has been reached.

There is no system to appeal or challenge this process.

## Process

Chief Officers/Senior Leaders will be considered for pay progression after 12 months in post at their next appraisal meeting.

The assessment should take account of:

- The competencies and behaviours expected in the role.
- Occupational/Professional standards as outlined within the role profile.
- The essential knowledge and skills described in the post specification for the post.
- Discussions and output collected from regular one to one, appraisal or supervision meeting with their line manager.
- Achieving the objectives set in the probation period and following the probation period in their appraisal which will include budget targets, service level targets and targets set as part of the council plan and workforce plans

The manager must then decide which level of performance, described below, the Chief Officer/Senior Leader meets:

Criteria	Recommendation
Satisfactorily meets the requirements of the job and the standards of behaviours and competencies	Recommend Progression
Meeting some but not all the requirements of the job, or the standards of behaviours and competence required. Needs further action including training and development before progression can be granted.	Do not recommend progression currently (defer decision)
Not meeting the requirements of the role despite being provided with the relevant training, development and support.	Do not recommend progression (performance management should be implemented)

Where a Chief Officer/Senior Leader progresses to the Mid-Point of the scale it will be a further 12 months after this point that they will be able to progress to the maximum point of the scale.

Where progression has been agreed the manager must complete the progression form on the HR Admin portal

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There is no guarantee that a Chief Officer/Senior Leader will progress to the mid-point of the scale after 12 months from the date of commencement within that post. Reassessment may be carried out as set out below.

Where a decision of pay progression is deferred:

- The manager and Chief Officer/Senior Leader should agree an action plan which will include learning and development activities and any other subsequent support necessary to assist the Chief Officer/Senior Leader to achieve a satisfactory level of performance.
- A further review will take place and any pay progression would be effective from the subsequent date of review.

Where the decision is that pay progression is not recommended following further intervention then the manager supported by Human Resources will be required to take further action which may include implementing performance management measures.

There is no right to appeal or challenge the outcome of a review and subsequent non progression.

### **Further Information**

If you have any further queries about this process, please raise them with Human Resources

## Appendix 1

Salary Scale as at 1<sup>st</sup> April 2024

Post Title	Minimum	Mid	Maximum
Chief Executive Officer	£182,391	£182,391	£182,391
Director of Adult Social Care and Housing	£134,652	£142,608	£150,565
Director of Business Transformation and Change	£134,652	£142,608	£150,565
Director of Children and Family Wellbeing	£134,652	£142,608	£150,565
Director of Place, Sustainable Growth and Transport	£134,652	£142,608	£150,565
Director of Public Health and Communities	£134,652	£142,608	£150,565
Director of Resources	£134,652	£142,608	£150,565
Assistant Chief Executive-Strategy, Policy and Performance	£113,434	£120,330	£127,225
Chief Finance Officer (S151 Officer)	£113,434	£120,227	£127,225
Assistant Director - Children and Families	£95,399	£100,703	£106,008
Assistant Director - Climate and Waste	£95,399	£100,703	£106,008
Assistant Director - Commissioning and Procurement	£95,399	£100,703	£106,008
Assistant Director – Communities and Localities	£95,399	£100,703	£106,008
Assistant Director - Corporate Assets and Fleet	£95,399	£100,703	£106,008
Assistant Director - Customer Solutions	£95,399	£100,703	£106,008
Assistant Director - Early Help, Prevention and Youth Justice	£95,399	£100,703	£106,008
Assistant Director - Highways and Transport	£95,399	£100,703	£106,008
Assistant Director - HR/OD	£95,399	£100,703	£106,008
Assistant Director - ICT	£95,399	£100,703	£106,008
Assistant Director - Neighbourhoods	£95,399	£100,703	£106,008
Assistant Director - Operations (Adult Social Care and Housing)	£95,399	£100,703	£106,008
Assistant Director – Programme Management Office (Capital Programme)	£95,399	£100,703	£106,008
Assistant Director - Public Health and Public Protection	£95,399	£100,703	£106,008
Assistant Director - Quality and Resources (Adult Social Care and Housing)	£95,399	£100,703	£106,008
Assistant Director - Quality and Safeguarding (Children and Family Wellbeing)	£95,399	£100,703	£106,008
Assistant Director - SEND, Education and Inclusion	£95,399	£100,703	£106,008
Assistant Director - Service Provision (Adult Social Care and Housing)	£95,399	£100,703	£106,008
Chief Legal and Monitoring Officer	£95,399	£100,703	£106,008
Assistant Director - Strategy and Policy	£79,486	£83,729	£87,973
Assistant Director- Communications	£79,486	£83,729	£87,973