

## Appendix 6: Matrix of Terms and Conditions

Terms and Conditions (as at 31 October 2017)	Chief Executive	Other Chief Officers	LGS Employee
Basic Pay <sup>1</sup>	✓ Contractual Current pay £163,216 Range £165,000 - £185,000	✓ Contractual Range £45,694-£147,561	✓ Contractual Range £15,917-£47,561
Performance Related Pay <sup>2</sup>	X	X	X
Incremental progression (one pay increase available after one year in grade, conditional on successful completion of six month review period)	X	X	✓
Annual cost of living increase (nationally negotiated. Pay award of 1% applied to LGS, Chief Officer and CEX from 1 April 2017. Those on SCP 6-17 received an increase of between 10.28-2.30%)	✓	✓	✓
Market Supplement Payment (Restricted - based on business case requiring evidence. Approval by Director of HR and Transformation. Reviewed every 12-24 months)	✓ but not in receipt of payment and historically never offered to the Chief Executive	✓ as at 31 Oct 2017 one Chief Officer was in receipt of payment totalling £7,035	✓ paid only to certain roles on approval of a business case.
Overtime and night working payments	X	X	✓ Contractual
Evening and weekend payments	X	X	X Removed in terms and conditions review wef 1 April 2017
Out of hours, recall to work, standby payments, critical incidents, sleep in duty, shift working, client holidays payments	X	X	✓ Contractual
Acting up allowances, honoraria and ex gratia payments	X	✓ As at 31 Oct 17, three Chief Officers were in receipt of payments totalling £13,690 between them.	✓
Monitoring Officer Payment (statutory duty) <sup>3</sup>	X	X payment no longer made as now incorporated into one Corporate Director role	X

<sup>1</sup> See Appendix 4 for pay bandings

<sup>2</sup> A competency based pay scheme was in operation for SLMG managers until 1 April 2011 where it was removed

<sup>3</sup> This payment is being made to fulfil a statutory obligation and paid to one Chief Officer

Returning/Counting Officer Payment (to run elections) <sup>4</sup> or Election Duty Payments	✓ payment made for a Parliamentary election – but not paid by NCC	✓ if acting as deputy, this payment is paid out of the Returning Officer's personal fee	✓ if working on elections
Bonus payments	X	X	X
Redundancy Payment (same multiplier criteria used for all groups)	✓	✓	✓
Efficiency Payment (same criteria used for all groups) <sup>5</sup>	✓	✓	✓
Relocation Payments	✓	✓ As at 31 Oct 2017, no relocation payments had been made to chief officers	✓
Essential Car User Allowance (The Council removed ECU in September 2014 so this is no longer available to any colleagues)	X	X	X
Company Car	X	X	X
Car Parking Allowances (restricted and dependant on role; the majority of employees pay for their own parking)	X	X as at 31 Oct 2017, four Chief Officers were in receipt of payments totalling £68.	✓
Travel expenses within County of Nottinghamshire	X	X	✓
Travel expenses outside of County of Nottinghamshire (Must use standard rail fare. mileage capped at 40p per mile for 10,000 miles and 25p per mile thereafter) <sup>6</sup>	✓	✓ As at 31 Oct 2017, 6 Chief Officers were in receipt of payments totalling £506 between them	✓
Disturbance Allowance (paid up to one year for significant changes to work location)	X	X	✓
Payment for home telephone line for work purposes	X	X	✓ however only a small number of employees receive this payment
Reimbursement of reasonable expenditure (limits apply equally to all groups and receipts must be provided) <sup>7</sup>	✓	✓ As at 31 Oct 17, one Chief Officer was in receipt of payments totalling £24	✓
Sickness Pay entitlement linked to length of service – applied equally to all groups	✓ Contractual	✓ Contractual	✓ Contractual
Notice Period	✓ Contractual 3 months	✓ Contractual 3 months	✓ Contractual 1-2 months

<sup>4</sup> This is a bulk payment made to a nominated chief officer to fulfil the duties of running National Referendum, Local, European or Parliamentary elections.

<sup>5</sup> This is covered in the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (DCR) Policy. See Appendix 7

<sup>6</sup> See Appendix 9 for details of the Council's Business Travel Scheme

<sup>7</sup> See Appendix 10 for details of the Council's policy on Reimbursement of Expenditure

Payment of Membership Fees	X	X	X
Access to the Local Government Pension Scheme – employer and employee contribution (Employer rate contribution equal for all groups)	✓ Contractual Employee rate: 12.5%	✓ Contractual Employee rate: 8.5-11.4%	✓ Contractual Employee rate: 5.8-8.5%
Discretion to enhance pension entitlements <sup>8</sup>	✓	✓	✓
Salary Sacrifice Benefits allowing NI and Tax relief (purchase of annual leave, bike, childcare, mobile phones etc)	✓	✓	✓
Other employee discounts through works perks (e.g. retail discounts etc) applies to all groups equally	✓	✓	✓

---

<sup>8</sup> See Appendix 8 for the Council's policy on in relation to the exercise of discretions under the Local Government Pension Scheme