

## Appendix 5: Matrix of Terms and Conditions

Terms and Conditions (as at 31 December 2013)	Chief Executive	Other Chief Officers	LGS Employee
Basic Pay <sup>1</sup>	Contractual Current pay £160,000 Range £165,000 - £185,000	Contractual Range £46,418 - £144,653 Competency pay from previous year may take pay up to £3000 over maximum salary band	Contractual Range £12,266 - £47,487
Performance Related Pay <sup>2</sup>	X	X	X
Incremental progression (frozen for years 2011/12, 2012/13 and 2013/14)	X	X	
Annual cost of living increase (nationally negotiated – frozen for chief officers for past 5 years)			
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	but no chief officers in receipt of payment	
Overtime, evening, weekend, night working payments	X	X	Contractual
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 Dec 13, six Chief Officers were in receipt of payment totalling £26,986 between them.	
Monitoring Officer Payment (statutory duty) <sup>3</sup>	X	payment of £11034 made to one chief officer	X
Returning/Counting Officer Payment (to run elections) <sup>4</sup> or Election Duty Payments	however no payment made during 2013	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)			

<sup>1</sup> See Appendix 3 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

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

<b>Terms and Conditions (as at 31 December 2013)</b>	<b>Chief Executive</b>	<b>Other Chief Officers</b>	<b>LGS Employee</b>
Efficiency Payment (same criteria used for all groups) <sup>5</sup>			
Relocation Payments			
Essential Car User Allowance (restricted and dependant on role)	X	X	where criteria is met
Company Car	X	X	X
Car Parking Allowances (restricted and dependant on role; the majority of employees pay for their own parking)	X	X	
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>			
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>			
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
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: 7.5%	Contractual Employee rate: 7.2-7.5%	Contractual Employee rate: 5.5-7.2%
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>5</sup> This is covered in the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (DCR) Policy. See Appendix 6

<sup>6</sup> See Appendix 8 for details of the Council's Business Travel Scheme

<sup>7</sup> See Appendix 9 for details of the Council's policy on Reimbursement of Expenditure

<sup>8</sup> See Appendix 7 for the Council's policy on in relation to the exercise of discretions under the Local Government Pension Scheme

