

## Appendix 7: Matrix of Terms and Conditions

Terms and Conditions (as at 30 September 2015)	Chief Executive	Other Chief Officers	LGS Employee
Basic Pay <sup>1</sup>	✓ Contractual Current pay £160,000  Range £165,000 - £185,000	✓ Contractual  Range £44,794 - £144,653 <i>Competency pay awarded before competency pay scheme was withdrawn may take pay up to £3000 over maximum salary band</i>	✓ Contractual  Range £13,614 - £48,532
Performance Related Pay <sup>2</sup>	X	X	X
Incremental progression (frozen since 2011/12; however being paid to colleagues on grades A-D in 2014/15 and 2015/16)	X	X	✓
Annual cost of living increase (nationally negotiated – frozen for chief officers for 5 years prior to 2015)	✓	✓	✓
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 30 Sep 15, eight Chief Officers were in receipt of payment totalling £31,929 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
Returning/Counting Officer Payment (to run elections) <sup>4</sup> or Election Duty Payments	✓ payment made for European Elections – 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

<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

<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 30 September 2015)</b>	<b>Chief Executive</b>	<b>Other Chief Officers</b>	<b>LGS Employee</b>
Redundancy Payment (same multiplier criteria used for all groups)	✓	✓ As at 30 September 2015, no redundancy payments had been paid to chief officers	✓
Efficiency Payment (same criteria used for all groups) <sup>5</sup>	✓	✓	✓
Relocation Payments	✓	✓ As at 30 Sept 2015, no relocation payments had been made to chief officers	✓
Essential Car User Allowance (restricted and dependant on role)	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	✓
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 30 Sept 15, 23 Chief Officers were in receipt of payment totalling £1,714 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 30 Oct 14, one Chief Officer was in receipt of payment totalling £201	✓
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: 12.5%	✓ Contractual Employee rate: 8.5-11.4%	✓ Contractual Employee rate: 5.5-8.5%

<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

<b>Terms and Conditions (as at 30 September 2015)</b>	<b>Chief Executive</b>	<b>Other Chief Officers</b>	<b>LGS Employee</b>
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	✓	✓	✓

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<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