

PERSONNEL COMMITTEE

Director Increments Tuesday 14th June

Report of the Head of HR

PURPOSE OF REPORT

To seek approval from the Committee for Directors and Deputy Directors to increment to the next level on the pay scale.

This report is public.

RECOMMENDATION

- (1) That Committee considers and approves incremental progression for current Directors and agrees the future approach.**

1.0 Introduction

- 1.1 As per the Pay Policy Statement, Directors (and Deputy Directors) will move up the pay scale through incremental progression, linked to objectives following approval from Personnel Committee based on a recommendation made by the Chief Executive.
- 1.2 Appraisals are conducted at the end of the financial year in order to ensure the whole year's performance is taken into account.
- 1.3 A decision on whether to award the increment or not will be applied as a pay adjustment and should be approved by Personnel Committee but this has been applied inconsistently in previous years.

2.0 Overview

- 2.1 For the financial year 21/22, formal appraisals were not held for the Executive Team. However, regular one to one meetings were held with the Chief Executive where priorities were discussed and agreed and regular updates given.
- 2.2 The annual increment is paid on 1st April but Director increments for 21/22 have been paused pending a decision from Personnel Committee. On the basis of current post-holders this applies to the Deputy Director of Communities & Environment (currently interim Director of Communities & Environment) and the Director of Economic Growth and Regeneration.

- 2.3 Going forwards, with a new Chief Executive in-place, appraisals will be held with each Director (and when appropriate Deputy Directors) and objectives set for the year 22/23 and each financial year thereafter. This will ensure that future increments will be based on performance against clear objectives, which will be recommended by the Chief Executive and approved by Personnel Committee before any pay adjustment takes place.
- 2.4 In previous years, it has not always been the case that Director increments have only been applied following a recommendation by the Chief Executive and Personnel Committee approval.
- 2.5 Work will also be undertaken to ensure that the Pay Policy Statement and contractual paperwork are consistent on the how increments are applied at Director level.

3.0 Recommendation

- 3.1 That Committee approve the Chief Executive's recommendation that incremental progression is agreed for Directors and Deputy Directors to the next point on the pay spine for 21/22.
- 3.2 To allow retrospective increments to stand with a commitment that no future increments are awarded without approval of Personnel Committee via the process outlined in the report.

4.0 Conclusion

- 4.1 The Committee is asked to approve the recommendations.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS

Legal have been consulted and have no comments to add.

FINANCIAL IMPLICATIONS

The general fund revenue budget includes budgetary provision and assumes annual incremental progression for Directors. Should increments not be awarded this will create a revenue saving and will be built into future year projections as appropriate.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The s151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments to add.

BACKGROUND PAPERS

[Pay and Grading Structure](#)

[Pay Policy Statement](#)

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