

Terms and Conditions of Employment

Senior Management

1. Remuneration

The Managing Director will ensure that every senior management post is job evaluated using the Hay job evaluation system.

The Hay job evaluation system will determine the grade of the post. The Managing Director will determine the exact point within the grade for each senior manager upon appointment.

There is no automatic incremental progression.

Movement within grade is dependent on performance and will be dealt with by the Managing Director upon recommendation from a Strategic Director.

The Managing Director will follow consideration of an SEB discussion on the performance of all Director, Strategic Director, Service / Assistant Director and Lead Professional performance. The core consideration will be achievement of the individual objectives set in the individual Work Programme, overall performance and effectiveness as a team player.

In the case of a Strategic Director, the Managing Director may determine movement on the grounds of exceptional performance by that Strategic Director. This will be done in consultation with the Leader of the Council.

In the case of the Managing Director, the Leader of the Council may determine movement on the grounds of exceptional performance by the Managing Director. This will be done in consultation with Cabinet Members.

2. Cost of Living Pay Rise

Senior management pay will increase in line with nationally negotiated pay increases for local government employees as appropriate.

3. Pension Arrangements

All local government employees will be 'auto enrolled' into the Local Government Pension Scheme (LGPS).

4. Car Mileage and Travel allowances

All mileage payments will be consistent with the policy of the Council which will apply to all employees.

Travel other than mileage will be reimbursed on a "costs incurred" basis.

5. Overtime Payments

No overtime is payable.

6. Sick Pay

Absence through sickness should be notified immediately to Human Resources and your immediate manager. If you are due to start work between 8am and 6pm Monday - Friday you are required to call the Human Resources Sickness Reporting Line on 01902 555999. If you work Out of Office Hours, Weekends or Bank Holidays you are required to notify your immediate supervisor/designated officer. A fit note must be obtained if the absence continues for more than seven days. Your immediate manager needs to be kept informed of the situation and likely return date.

Subject to eligibility, if you are absent from work owing to illness (including injury or other disability) you will be entitled to the following:

During first year of service

1 months full pay and (after 4 months service) 2 months half pay

During second year of service

2 months full pay and 2 months half pay

During third year of service

4 months full pay and 4 months half pay

During fourth and fifth years of service

5 months full pay and 5 months half pay

After fifth year of service

6 months full pay and 6 months half pay

The provision of the above scheme also applies pro-rata to part-time and job share employees. Refer to the Management of Attendance Policy and Procedure and Employee Guidance.

7. Hours of Work

Reasonable hours (including out of hours working) in accordance with the needs of the job and to ensure the Council's business is efficiently discharged. Minimum 37 hours for full time post, pro-rata for Part-Time or Job Share. Senior Managers must ensure that they work within the Working Time Directive and other legislative requirements.

8. Flexitime

The Flexitime scheme (especially flexi leave) is not available to senior managers. However, flexible working is an important aspect of work life balance. Refer to the Flexible Working Policy for further guidance.

9. Annual Leave

The Annual Leave entitlement is 31 days. Additional 3 days for 10 years continuous Local Government Service.

10. Bank Holidays

Bank Holidays will be in addition to Annual Leave.
There are 8 Bank Holidays or as determined by Government.

11. Car Parking

Car parking may be made available to senior managers if available on the same basis as it is to all other employees of the Council. This is not a right of employment and will be charged for in accordance with the prevailing policy unless usage criteria are met.

12. Relocation Expenses

On appointment relocation expenses may be payable where offered as part of the contract of employment. This will be at the level prescribed in the Council's policy and subject to revision as per the Council's policy. Reimbursement will be based on receipts only and completion of relevant claim form. No expenditure will be authorised without receipts. The scheme is subject to change if the Government or HMRC change the rules affecting such schemes.

13. Lodging Allowance

Where offered as part of the Contract of Employment, Lodging Allowance will be paid at £66.65 per week for a maximum of 39 weeks.

14. Council Business Expenses

Reasonable expenses will be reimbursed where these are incurred on behalf of the Council. This includes business lunches and evening meal expenses if undertaken on behalf of the Council. If the expense is outside of the clearly defined Council scheme already in place (which can be the case for senior management expenses) then the Managing Director (or appropriate Strategic Director) will determine what is reasonable.

Any expenses deemed unreasonable by the Managing Director (or appropriate Strategic Director) will not be reimbursed and therefore prior authorisation is essential.

15. Subsistence Reimbursement

For work undertaken outside of Wolverhampton, (breakfast, lunch, tea, dinner) reasonable expenses incurred in pursuit of Council business will be reimbursed up to the level defined in the Council scheme already in place.

All claims must be supported by receipts.

Subsistence will not be reimbursed where activities are undertaken within Wolverhampton.

If the expense is outside of the clearly defined Council scheme already in place (which can sometimes be the case for senior management expenses) then the Managing Director (or appropriate Strategic Director) will determine what is reasonable.

Any expenses deemed unreasonable by the Managing Director (or appropriate Strategic Director) will not be reimbursed.

16. Subsistence for Evening Meetings & Weekend Working

No expenses are payable for evening meetings or weekend working undertaken within Wolverhampton.

17. Political Restriction

Many senior management posts are politically restricted by virtue of restrictions placed by statute. All posts covered by the Senior Management Terms and Conditions of Employment are politically restricted. Any appeal against this should be made to the Managing Director.

18. Civil Emergency Resilience Breach

Senior managers will be on the emergency standby rota and contact schedule and may be required to attend or support activity from home.

In the case of a Civil Emergency or Resilience Breach the Strategic Executive Board will decide either at the beginning, during or after the event what arrangements will be (if any) for time off in lieu or payment for time worked with regard to senior managers.

19. Standby and Callout for Senior Managers

Generally senior managers would expect to receive urgent calls out of hours in relation to their business. This ad hoc arrangement will be supported by a formal framework of standby and call out.

All senior managers will be required to participate in a standby rota as determined by the Managing Director. No additional payment will be received for this.

If a senior manager is called out or required to work from home then they will be entitled to claim time off in lieu equivalent to the time they have spent working. No payments will be made for call out or working at home in response to a standby mobilisation.

20. Location of Employment

Location of employment will be within Wolverhampton or outside of Wolverhampton as required by the Managing Director. The location can change at the discretion of the Managing Director. Reasonable notice will be given of such a change. No additional expenses or excess travel will be paid in these circumstances.

21. Probation

All new senior managers will be subject to 6 months probation where an external appointment is made. Where an internal appointment is made and the new appointee is not already on senior management terms and conditions then the appointment will be subject to 6 months probation.

22. Performance Management - Appraisal

Senior managers are required to actively participate in the prevailing Performance Management - Appraisal Scheme.

23. Performance Management & 1-1 Performance Monitoring

Senior managers are required to undertake Performance Management - Appraisal with those who report to them as required by the prevailing system at any point in time.

Senior managers are also required to undertake 1 to 1 performance monitoring (recorded with notes) at least once every month with those who report directly to them. Senior managers must ensure that 1-1 performance and development review monitoring is carried out for all in their business areas.

24. Self Development & Team Development

Senior managers are required to participate in self development or team development activities as required by the Managing Director or relevant Strategic Director.

25. Confidentiality

In line with the Constitution employees should ensure that confidentiality of information is maintained when required by the law and the Council.

Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

26. Promoting the Council & Code of Conduct

Senior managers are required to ensure that they promote the best interests of City of Wolverhampton Council at all times.

The Code of Conduct relating to all employees must be adhered to.

27. Professional Fees

Individual professional subscriptions are not paid by the Council.

However, if the senior manager is the lead professional in the Council and membership of the professional body is required by the corporate body then the Council will pay for membership. The requirement for the membership and the institute must be agreed by the Strategic Executive Board.

28. Mobile Phone

A mobile phone will be available if required by the business area. The prevailing scheme needs to be adhered to and all personal calls paid for in line with the provisions of any scheme in place.

29. Telephone Allowance

No fixed line telephone allowances will be payable. If costs of calls are incurred in pursuit of Council business and a Council mobile phone is unable to be used then the costs will be reimbursed by the Council upon receipt of a suitable bill detailing the calls to be reimbursed.

30. Induction

Newly appointed senior managers will have an induction programme prepared for them and are required to fully participate in the requirements of that programme.

31. Job Descriptions

Senior managers will have a job description which outlines the key strategic and service accountabilities of the role or a generic job description for the relevant role occupied.

32. Cover for Other Posts or Functions

Senior managers are required to cover for other service areas considered by the Managing Director to be within their ability and range of responsibilities.

33. Directorate Assignment

All employees, including Senior Managers are appointed to designated post in a designated directorate. The Directorate to which they are assigned may be changed at any time at the sole discretion of the Managing Director.

34. Strategic Executive Board

Strategic Executive Board will normally consist of the Managing Director and Strategic Directors. This may be changed at any time to include or exclude any senior managers of the Council at the sole discretion of the Managing Director.

35. Grievance

Senior managers are subject to the Council's normal policy and procedures for grievances.

36. Disciplinary

With the exception of the Managing Director (Head of Paid Service), the Monitoring Officer and the S151 Officer, all Strategic Directors, Assistant Directors and Lead Professionals will be subject to the Council's Disciplinary Procedures.

A separate procedure exists for the Managing Director (Head of Paid Service), The Monitoring Officer and the S151 Officer.

37. Redeployment

If a senior management post becomes at risk of redundancy the normal Council procedures for redeployment will apply.

38. Redundancy

If a senior management post is deemed as redundant decisions will be in accordance with the Council's normal policy and procedures.

39. Retirement

Normal retirement age for senior managers is in accordance with relevant legislation.

40. Early Retirement

Senior managers are subject to the Council's normal policy and procedures for early retirement. The Local Government Pension Scheme (LGPS) regulations also makes provision for non-enhanced retirement subject to the conditions of the scheme and approval, where necessary, of the Council or Councillors.

41. Whole Time Service

Senior managers must give their whole time service to the Council. Any other interests must be approved in advance by the managing Director or relevant Managing Director.

42. Notice Period

Senior managers are required to give 3 months if they wish to leave the Council's employment. The Council will give three months' notice if employment is to be terminated.

43. Other Policies & Procedures

Other policies and procedures not covered within these terms and conditions of employment will default to the Council's general policies on the relevant subject.

44. Disclosure

All senior manager salaries will need to be disclosed in the annual accounts and any other relevant form in line with relevant Guidance.

At present for those who earn over £50,000 salary the disclosure requirement is how many in any given pay band. For Director's and Statutory Officers the requirement is more onerous and normally takes the form of Name, Designation, Salary, bonuses, expense allowances, compensation for loss of office, benefits in kind and employer's pension contribution.

With greater transparency the Council's policy is that it is a condition of employment for all senior managers that the full Director level disclosure or beyond can be made if required by Government or Government agency or Council policy.

Where a severance has taken place this will also need to be disclosed in line with above provisions.

45. Changes to Terms & Conditions

Any changes will be advised in writing and 12 weeks notice of variation given. Consultation will take place before any changes are formalised.

46. Note 1 Status of these Terms and Conditions of Employment

These Terms & Conditions of Employment for senior management supersede all other terms and conditions, collective agreements, custom and practice or historical agreements made between the Council and individual employees or their representatives.

47. Note 2 Allowances and Payments

No other allowances or payments will be made to senior managers other than those listed in this document, without the express permission of the Managing Director or as changed by collective agreement or changes to these Terms and Conditions of Employment.