



# Complete Agenda

**Democratic Service**  
Council Offices  
CAERNARFON  
Gwynedd  
LL55 1SH

## Meeting

### **CHIEF OFFICERS APPOINTMENTS COMMITTEE**

## Date and Time

**2.00 pm, THURSDAY, 25TH FEBRUARY, 2016**

## Location

**Siambr Hywel Dda, Council Offices, Caernarfon, Gwynedd. LL55 1SH**

## Contact Point

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(DISTRIBUTED 18/2/16)

# **CHIEF OFFICERS APPOINTMENTS COMMITTEE**

## **MEMBERSHIP (15)**

### **Plaid Cymru (8)**

Councillors

Dyfed Wyn Edwards  
Peredur Jenkins  
W. Gareth Roberts  
R. H. Wyn Williams

E. Selwyn Griffiths  
Michael Sol Owen  
Dyfrig L. Siencyn  
Vacant Seat

### **Independent (4)**

Councillors

Trevor Edwards  
Eric M. Jones

Jean Forsyth  
Angela Russell

### **Llais Gwynedd (1)**

Councillor Alwyn Gruffydd

### **Labour (1)**

Councillor Brian Jones

### **Liberal Democrats (1)**

Councillor Stephen Churchman

### **Ex-officio Member**

Chairman of the Council – Councillor Dilwyn Morgan

# **A G E N D A**

## **1. CHAIRMAN**

To elect a Chairman for 2015/16.

## **2. VICE-CHAIRMAN**

To elect a Vice-chairman for 2015/16.

## **3. APOLOGIES**

To receive any apologies for absence.

## **4. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of personal interest

## **5. URGENT ITEMS**

To note any items that is a matter of urgency in the view of the Chairman for consideration.

## **6. MINUTES**

1 - 7

The Chairman shall propose that the minutes of the meetings of this committee held on the undermentioned dates be signed as true records:-

- (a) 24 February, 2015
- (b) 6 March, 2015
- (c) 26 March, 2015

## **7. ANNUAL REVIEW - COUNCIL'S PAY POLICY**

8 - 18

To submit the report of the Chief Executive

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## CHIEF OFFICERS' APPOINTMENT COMMITTEE, 24.02.15

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**Present:** Councillor Peredur Jenkins (Chairman)

Councillors Stephen Churchman, Dyfed Edwards, Trevor Edwards, Jean Forsyth, Selwyn Griffiths, Alwyn Gruffydd, Sian Gwenllian, Jason Humphreys, Brian Jones, Eric M. Jones, Angela Russell, Dyfrig Siencyn and R.H. Wyn Williams.

**Also in attendance:** Dilwyn Williams (Chief Executive), Iwan Evans (Legal Service Manager), Rhun ap Gareth (Senior Solicitor) and Lowri Haf Evans (Member Support and Scrutiny).

**1. Apologies**

An apology was received from Councillor Liz Saville Roberts.

**2. DECLARATION OF PERSONAL INTEREST**

The following members declared a personal interest for the reasons noted:

Dilwyn Williams in item 6. He noted that it was not proposed to discuss the salary of the Chief Executive but as his salary was noted in the Pay Policy, should there be any discussion on that matter, then he would have to withdraw from the meeting.

Iwan Evans (Legal Service Manager), in item 6 on the agenda as his post was considered a chief officer's post and, therefore, the subject of the Pay Policy.

**4. URGENT ITEMS**

None to note

**5. MINUTES**

The Chairman signed the minutes of the previous meeting of this committee, held on 16 October 2014, as a true record.

**6. PAY POLICY REPORT – ANNUAL REVIEW**

The Pay Policy Report was submitted to Members by the Chief Executive. It was explained that there was a legal obligation on all councils in Wales to adopt a Pay Policy for their staff. The statutory provision required that this should be a function of the Full Council.

The Appointment Committee was requested to advise the Council on its Pay Policy for 2015/16. The Pay Policy would be considered by the Full Council on March 5.

The Legal Service Manager withdrew from the meeting for the discussion on Chief Officers' Salary.

In his presentation, the Chief Executive highlighted the main recommendations that had to be considered.

- i) The effects of restructuring services that had happened in 2014/15.  
It was reported that the post of Head of Customer Care, the post of Head of Legal Services and one Corporate Director's post had been deleted from the structure with a further intention of merging the post of Head of Human Resources Department with the post of Head of Strategic and Improvement Department by deleting two posts and creating one new post of Head of Department. It was reported that all these steps had saved over £700,000 in a full year, but to achieve these savings there was a need to allocate several responsibilities to the other Heads of Department.
- ii) Evaluation of the effects of restructuring.  
In a report commissioned by the Hay Group, it appeared that only the post of Head of Finance Department justified a rise to a higher salary band as a result of reallocation of responsibilities. It was noted that there was no change to the salary bands of other posts of Heads of Departments affected by the restructuring.
- iii) In terms of the Chief Officers' salaries that were benchmarked against the market, an observation was made that the Council had decided to consider updating in 2015/16. The Hay Group had suggested in their report that the benchmarks had increased £1,500 for the posts of Heads of Department. However, in the face of the financial climate, it was highlighted that it was not timely to review these benchmarks and consequently there would be no change to the general Pay Policy for next year in terms of the benchmark levels, i.e. median level and lower quartile for the same posts.
- iv) Attention was drawn to the national annual increase of 2% paid to the remainder of Council staff in accordance with their national agreement. The need was highlighted to recommend to the Council that the national salary increase for Chief Officers would be implemented from 1 January 2015.
- v) One further change to the Pay Policy would be to note that point 8 would become the Council's minimum wage point, rather than point 7 - this would be a step towards implementing a Living Wage.

The Chief Executive was thanked for the presentation.

In response to a question regarding a request to consider the Appointment Committee's function in having an input in deciding on amendments to the structure, the Chief Executive expressed that although the constitution stated that it was his right and duty as the Head of the Council's Paid Service to make the final decision, there was a risk that it would affect the Cabinet's ability to act and therefore for this reason he had consulted with the Cabinet (19.2.15) and it had accepted that risk.

In further response to the next steps in ensuring a Living Wage, it was noted that work had been commissioned to review the appropriate steps with the intention of submitting a report, when it had been completed, to the Cabinet or to the Appointment Committee. In terms of benchmarking

Principal Officers' salaries, it was reported that it was intended to keep an eye on the benchmarks and to review the situation on an annual basis.

It was highlighted that there was a need to develop a recruitment procedure across the Council. It appeared that there was a need to foster talent and to build on the strengths of individuals so that the Council would not face difficult situations in the future. Care had to be taken not to cut too much in a difficult period and that clear guidance was shared with Heads and Chief Officers during a period of changing functions. It was noted also that perhaps the current pay system for staff was not necessarily appropriate for disseminating the principles of the Gwynedd Way and, therefore, the system would have to be reviewed in due course to ensure an appropriate pay system.

- vi) The Chief Executive left the meeting so that the Committee could hold a discussion on the salary of the Chief Executive.

The Senior Solicitor reported that the salary scale was included in the Pay Policy and it would be reviewed annually.

**THE REPORT WAS ACCEPTED UNANIMOUSLY IN ACCORDANCE WITH THE RECOMMENDATIONS BELOW.**

- **The salary of the Head of Finance Department that has been recently evaluated, must be set at £75,511 from 1 January 2015.**
- **There is no change to the salary bands of other posts of Heads of Departments affected by the restructuring.**
- **That there is no change to the overall Pay Policy for next year in terms of the benchmark levels i.e. median and lower quartile for the same posts.**
- **The next consideration will be re-grading real pay to benchmark levels when reviewing the 2016/17 Pay Policy and annually thereafter.**
- **That the Pay Policy is adapted to note that point 8 will be the Council's lowest salary, rather than point 7.**
- **That the Council adopts the attached Pay Policy for 2015/16 including the national pay increase of 2% for Chief Officers which will be implemented from 1 January 2015.**

The meeting commenced at 3.30pm and concluded at 4.40pm.

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## CHIEF OFFICERS' APPOINTMENT COMMITTEE, 06.03.15

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**Present:** Councillor Peredur Jenkins (Chairman)

Councillors Stephen Churchman, Trevor Edwards, Jean Forsyth, Alwyn Gruffydd, Brian Jones, Eric M. Jones, Liz Saville Roberts, and Angela Russell

**Also in attendance:** Dilwyn O Williams (Chief Executive), Sian Bebb (Human Resources Advisor) and Lowri Haf Evans (Members' Support and Scrutiny Officer).

### 1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting.

Apologies had been received from Councillors Dyfed Edwards, Selwyn Griffith, Sian Gwenllian, Jason Humphreys, Dyfrig Siencyn and R.H. Wyn Williams

### 2. DECLARATION OF PERSONAL INTEREST

None to note

### 3. URGENT ITEMS

None to note

### 4. EXCLUSION OF PRESS AND PUBLIC

**RESOLVED** to exclude the press and public from the meeting during the discussion on the following item because of the likely disclosure of exempt information as defined in paragraph 12, Part 4, Schedule 12A of the Local Government Act 1972. This paragraph applies because the report contains information relating to specific individuals and those individuals have a right to privacy. There is no public interest that calls for disclosing personal information about the individuals or for them to be identified. Consequently, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

### 5. SHORTLIST FOR THE APPOINTMENT OF HEAD OF CORPORATE SUPPORT AND ORGANISATIONAL DEVELOPMENT

The Chief Executive reported that three applications had been received for the post that had been advertised internally. In response to a question regarding the need to hold an assessment centre considering that all three candidates were worthy of being shortlisted, the Chief Executive noted that holding an assessment centre was central to the process of appointing Heads of Department in order to ensure quality and to receive an independent opinion.

#### **RESOLVED**

**To include three candidates on the shortlist.**

(Councillor Trevor Edwards made a request to note that he did not support the inclusion of three candidates on the shortlist)

Members were reminded that the interviews would be held on 26 March 2015.

### **INTERVIEW QUESTIONS**

Five questions and a presentation topic for the interview were circulated. The content of the questions was discussed, and an addition to question 1 was suggested.

### **RESOLVED**

**The Human Resources Department to amend question one in accordance with the recommendation**

The meeting commenced at 2.00pm and concluded at 2.45pm.



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## CHIEF OFFICERS APPOINTMENT COMMITTEE, 26.03.15

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**Present:** Councillor Peredur Jenkins (Chairman)

Councillors Stephen Churchman, Dyfed Edwards, Trevor Edwards, Jean Forsyth, Selwyn Griffiths, Siân Gwenllian, Jason Humphreys, Eric M. Jones, Angela Russell, Dyfrig Siencyn and R.H. Wyn Williams.

**Also in attendance:** Dilwyn O Williams (Chief Executive), Sian Bebb (Human Resources Advisor) and Lowri Haf Evans (Members' Support and Scrutiny Officer).

### 1. APOLOGIES

Apologies were received from Councillors Alwyn Gruffydd, Brian Jones and Liz Saville Roberts.

### 2. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any members present.

### 3. URGENT ITEMS

None to note

### 4. EXCLUSION OF PRESS AND PUBLIC

**RESOLVED** to exclude the press and public from the meeting during the discussion on the following item because of the likely disclosure of exempt information as defined in paragraph 12, Part 4, Schedule 12A of the Local Government Act 1972. This paragraph applies because the report contains information relating to specific individuals and those individuals have a right to privacy. There is no public interest that calls for disclosing personal information about the individuals or for them to be identified. Consequently, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

### 5. INTERVIEWING APPLICANTS FOR THE APPOINTMENT OF THE HEAD OF CORPORATE SUPPORT AND ORGANISATIONAL DEVELOPMENT DEPARTMENT

It had been the Committee's decision at its meeting at the beginning of the month to send three applicants forward to the assessment centre. The Chief Executive announced that one applicant had withdrawn her application and it would be two applicants who would now be interviewed for the post.

It was the Members' wish for the applicant who had withdrawn her application to receive the feedback that had been received from the assessment centre; that they respected her decision and they were supportive of any application from her in the future.

Two applicants were interviewed for the post.

Mr Arwyn Reynolds, Independent Consultant from the company PCS Associates was invited to submit observations from the Assessment Centre held on 09.03.15. A detailed summary of the performances of the two applicants was received.

Mr Reynolds was thanked for his observations.

It was proposed and seconded that the post be offered to Mr Geraint Owen.

**RESOLVED UNANIMOUSLY TO APPOINT MR GERAINT OWEN TO THE POST OF HEAD OF CORPORATE SUPPORT AND ORGANISATIONAL DEVELOPMENT DEPARTMENT.**

\*\*\*\*\*

Sian Bebb (Human Resources Advisor) was wished well in her new post. She was thanked for her contribution and her service to the Council over recent years.

The meeting commenced at 2.00pm and concluded at 4.40pm.

# Agenda Item 7

<b>Meeting</b>	<b>Chief Officers' Appointments Committee</b>
<b>Date</b>	<b>25 February 2016</b>
<b>Title</b>	<b>Annual Review – Council's Pay Policy</b>
<b>Purpose</b>	<b>Agree on a recommendation to full Council</b>
<b>Author</b>	<b>Chief Executive – Dilwyn O. Williams</b>
<b>Cabinet Member</b>	<b>Councillor Peredur Jenkins</b>

## BACKGROUND

- 1 Since 2012 there is a statutory responsibility on all Councils to adopt a pay policy on an annual basis. This statutory requirement notes that it is a function for the full Council to approve that pay policy.
- 2 When adopting the pay policy for 2012/13, the full Council resolved to ask the Chief Officers' Appointments Committee to conduct an annual review of the pay policy's future sustainability and to submit recommendations to a meeting of the full Council in March each year.
- 3 Subsequently, and in accordance with the arrangements adopted since then, the Committee is asked to consider the content of the draft pay policy for 2016/17 and to submit a recommendation to the meeting of the full Council on the 3 March.

## CHIEF OFFICERS

- 4 Last year, it was reported that a number of responsibilities had been re-allocated to some Heads of Department following the deletion of the posts of Head of Customer Care, Head of Legal Services and one Corporate Director as well as the combining of the previous roles of Head of Human Resources and Head of Strategic and Improvement. Those posts which undertook additional responsibilities were evaluated and the Council accepted this Committee's recommendation to amend the Head of Finance's pay band as a consequence.
- 5 No further amendments to Heads of Department nor Corporate Directors' responsibilities have been introduced during 2015/16 and therefore no new evaluations have been conducted in respect of 2016/17. The current policy does state that Chief Officers' salaries are to be benchmarked with the market and in light of movements within the market, there is a need to review any updates. However, in light of the financial climate currently faced, and the effect of it on a

number of Council staff, it would not be appropriate to conduct the exercise this year. The matter has been discussed with the Heads of Department and the Directors and they are unanimously agreed that it would not be appropriate to review the benchmarking at this point in time.

- 6 The Joint National Council for Chief Officers and the Joint National Council for Chief Executives has offered a 1% pay rise per annum for the next two years to Chief Officers and Chief Executives. This offer has not, as yet, been accepted.
- 7 Amendments to the Local Authorities Regulations (Standing Orders) (Wales) 2006, which came into force on the 1st July, 2014, notes that the relevant authority must set the level of salary paid to a chief officer and any change to that level of salary. This includes any salary increases that the Joint National Council agrees upon nationally.
- 8 Chief Officers and the Chief Executive have a contractual right to those pay rises agreed upon nationally and to this end, the draft policy states, **“Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements”**. This means that the Council approves those pay rises agreed upon nationally as a result of annually adopting the pay policy.

## **POSTS BELOW CHIEF OFFICER LEVEL**

- 9 The Council resolved to establish its minimum salary on point 8 within the National pay scale following a review of the 2015/16 Pay Policy, this in an attempt to move closer towards the “Living Wage”, as defined by the Living Wage Foundation. Point 8 currently lies at £7.19 per hour (compared with the £8.25 per hour recognised as the Living Wage by the Living Wage Foundation).
- 10 In his budget statement on the 8th July, 2015, the Chancellor of the Exchequer announced that he would establish £7.20 per hour as the “Living Wage” as from the 1st April this year (rising to £9.00 per hour by April 2020) for workers aged 25 and above.
- 11 The National Employers’ representatives have presented an offer to the trade unions (who represent local government workers) for 2016/17 and 2017/18 which has an emphasis on moving closer to paying the “Living Wage”. This offer, as yet, has not been accepted.
- 12 The offer is based on a pay rise of 6.5% in 2016/17 and 3.2% in 2017/18 for those workers on the minimum salary within the Council, with each pay point up to point 17 (2016/17) and point 13 (2017/18) receiving a pay rise higher than the 1% which is to be offered to all other staff in both years.

- 13 In light of these national proposals to raise salaries on the lower levels of the pay structure and the fact that the Council remains in a position of needing to budget for the cost of any national agreement, there is no intention to recommend any further local changes to the minimum salary in 2016/17.
- 14 The Council will maintain a dialogue with local representatives of the recognised unions during the next twelve months in order to consider possibilities relating to raising the Council's minimum salary in future. We will report back to the Committee on the conclusions of those discussions when reviewing the Pay Policy for 2017/18.

## **RECOMMENDATION**

- 15 That the Committee submits the draft 2016/17 Pay Policy Statement (Appendix 1) to the Council for adoption.



## **Pay Policy Statement – 2016/17**

### **INTRODUCTION**

The Council is required by Section 38(1) of the Localism Act 2011 to prepare pay policy statements. These statements must articulate the Authority's own policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year. They must be approved by full Council.

### **PAY POLICY FOR CHIEF OFFICERS**

The Council defines its chief officers as being its Chief Executive, Corporate Directors and Heads of Department. The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.

### **Salaries**

The policy appertaining to the salaries of Heads of Department and Corporate Directors was originally adopted by the full Council in October 2009 and subsequently in June 2012 as part of the overall Policy's annual review. A further partial review was conducted in March 2015 in order to reflect further structural changes within the Council.

It is based on an independent report by the Hay Group and is based on their job evaluation scheme.

Corporate Directors' salary is set just under the lower quartile of the National Public Sector Market, as shown in January 2012, for jobs of corresponding size (lower quartile means that 75% of the sector are paid more).

The Head of Education's salary is based on the median of the National Public Sector Market for jobs of corresponding size, as shown in January 2012 (median means that 50% of the sector are paid more).

The Head of Finance's salary is based on the lower quartile of the National Public Sector Market for jobs of corresponding size, as shown in January 2012 (lower quartile means that 75% of the sector are paid more).

All other Heads of Departments' salaries are based on the median of the National Public Sector Market for jobs of corresponding size as shown in January 2012 (median means that 50% of the sector are paid more).

Consideration to the reviewing of actual pay in relation to the benchmark levels will take place annually.

The Chief Executive's salary has been set in accordance with the scale of £100,536 - £108,264.

The Council does not pay any bonus payments or performance related pay to its Chief Officers. The Council's local terms and conditions of service are relevant to Chief Officers, as for all other staff, unless otherwise noted within individual policies.

The salaries of the Council's Chief Officers are available on the Council's website on the following link -[www.gwynedd.gov.uk/employmentbenefits](http://www.gwynedd.gov.uk/employmentbenefits) (See Appendix 1)

## **LOWER PAID**

The Council's pay policy for its remaining staff is based on the Council's equal pay policy and its collective agreement with the recognised trade unions as introduced on the 1<sup>st</sup> April 2008. The Council's pay structures are subject to equal pay audits.

The Council has adopted the GLPC Job Evaluation Scheme criteria as the basis for setting salary grades for all posts employed under the Local Government Workers' Conditions of Service. The Council is committed to pay salaries in accordance with equal Pay legislation and the "single status" agreement between local government employers and the recognised trade unions in 1997.

The Council defines its lowest paid, as spinal pay point 8 on the national pay scale as agreed by the National Joint Council. The Council does not pay any bonus payments nor pay which is based on workers' performance.

The relationship between the remunerations of its Chief Officers and its other employees is designed to secure the ability of the Council to be able to recruit and retain the best suitable candidates to its various posts, whilst maintaining the differentials as defined by the job's evaluation scheme.

The Hutton Review of Fair Pay in the Public Sector recommends a maximum ratio of no more than 1:20 between the highest and the lowest paid. The ratio within the Council is 1:7.8.

## **LOCAL CONDITIONS OF SERVICE**

### **Salary on Commencement in Post**

The number of increments within each grade reflects the possible period of development in post that could be relevant to individuals on that grade. Members of staff will be appointed to the salary point within the grade which reflects the time required for development in order that they are able to undertake the full responsibilities and duties of the post.

Normally, each employee is appointed to the lowest pay point within the appropriate pay grade. If an employee is already being paid above the lowest pay point or if there is sufficient evidence to demonstrate that the employee is already fully competent to fulfil a number of aspects relating to the post, a manager can, in consultation with the Head of Corporate Support, appoint on a higher pay point within the appropriate pay grade.

If there is a capacity within the job grade, all members of staff will receive an annual pay increment on the 1<sup>st</sup> April dependent upon those terms noted in the Council's Policy on Dealing with Underperformance and on condition that they have been appointed to their current post for more than six months prior to that date.

### **Re-location Expenses**

The scheme is relevant to staff appointed as a result of an advertisement or following an internal re-organisation where they have to move house.

The employee's present home must be more than 20 miles from his/her administrative centre in order to consider an application to reimburse costs.

In such circumstances, the cost of the removal of furniture and belongings will be reimbursed subject to accepting the lowest of three estimates as well as the full cost of storing furniture for up to three months. A contribution of up to £3,270 to cover legal expenses, estate agent fees, change of carpets and curtains and other incidental costs of removal will be paid subject to the receipt of supporting invoices.

### **Market Supplement**

The grading of posts is based on the Council's job evaluation scheme as this ensures that the pay system is based on equality as defined in the Equal Pay Act 1970 and ensures consistency in pay decisions. For these reasons any deviation from this system may create a risk to the Council that must be tightly regulated and must be for significant and clear reasons. There must be clear and detailed evidence in order to justify any deviation from this arrangement.

However, there may be occasions when market forces lead to recruitment and/or retention problems related to a particular post. The Council may in exceptional circumstances, and in order to attract and retain an individual to a particular post, offer an additional temporary supplement to the salary grade identified through the Authority's grading scheme.

In this respect a market supplement will only be used when there is adequate documented evidence of failure to attract and/or retain an employee to a post. A market supplement is not a permanent addition to the salary. Should circumstances related to the market rate of the post change, or where a member of staff is transferred by the Council to a different post that does not attract a market supplement, their entitlement to the payment will cease and the supplement will be withdrawn in line with agreed notice.

The Council, at its meeting on the 9 October, 2014, approved a market supplement provision of up to £3,000 for Chief Officers where it can be justified



by a business case. There is no ceiling set in respect of market supplement levels for other posts.

### **Honoraria (Undertaking Additional Responsibilities)**

An additional payment can be approved when an employee agrees to temporarily undertake some specific additional duties and responsibilities which are beyond the normal duties and responsibilities of their substantive post. The proportion of higher level of duties and responsibilities must be significant, evaluated at a higher salary level and over an extended period prior to being able to offer temporary additional remuneration.

### **On-Duty, Standby and Call-Out Payments**

The Council is committed to providing services according to the needs of the people of Gwynedd. This means that at times it is necessary for staff to be called upon to carry out work at times outside their normal working pattern and at unsociable times. The Council meets the need for these services by:

- having suitably trained staff on duty to take calls and to decide upon the relevant course of action
- having a suitably trained workforce on standby and able to be called out at short notice to respond to emergency work
- rewarding the above staff at suitable rates that recognise the inconvenience and disruption that this work causes.

**On duty** is defined as a period of time when an officer is on duty outside of their normal hours of work for a specific period of time and is available to respond to calls from residents, emergency services, etc.

**Standby** is defined as a specific period of time that an officer is available for call out outside of their normal hours of work.

In some cases on duty or being on standby will form a part of officers' basic salary and their contract of employment will specifically state this. They will not be entitled to any extra payment whilst on duty or on standby.

Payment for other officers will be by way of an additional, separately identified payment that will reflect the level of inconvenience and disruption to the officers' normal home life that is incurred. Officers will receive a minimum of two hours at the appropriate rate of pay for each time they are called out (including travelling time).

On-duty/standby payments will be updated annually in line with the annual salary increase agreed by the National Joint Council for Local Government Services.

### **Professional Fees**

One fee per annum will be reimbursed to officers in respect of membership to recognised bodies which are relevant to their professional function and where that membership is a requirement by the Council.

## **Car Users**

All staff are denoted as casual car users and reimbursements are paid for business travel on HMRC rates.

## **Subsistence Payments**

Subsistence repayments will be made when travelling out of County for breakfast, dinner, tea and supper up to the maximum of the Council's subsistence allowances on production of receipts. For those whose normal work covers more than one County, e.g. Gwynedd and Môn, "Out of County" is defined as outside that normal area of work.

## **Working Additional Hours**

Employees, in receipt of basic pay at or below point 28 who are required to work additional hours beyond the 37 hour working week are entitled to receive enhancements at the rate of basic pay at time and a half (alternative arrangements in place for those workers with work patterns where those hours worked are on a fortnightly/monthly or annual basis). Employees paid above point 28 who work planned additional hours beyond the 37 hour week, and where prior approval has been given by the Head of Department, will be paid at their basic rate of pay for those additional hours or will be entitled to time off in lieu.

## **Working Unsociable Hours**

Salary is paid at the basic rate on weekends for work within the 37 hours. Enhanced pay is due to those employees who work during the following hours;

- basic pay and one fifth of hourly rate for work conducted between 8 and 10 in the evening
- basic pay and one third of hourly rate for work conducted between 10 at night and 6 in the morning

Salary is paid in accordance with the national agreement for work conducted on bank holidays and additional statutory days.

## **First Aid Allowance**

An annual allowance is paid to employees who act as designated First Aiders.

## **Local Election Duties**

The Council's fees for payments to its Returning Officer and Deputy Returning Officer for local election duties are included in Appendix 2.

## **Severance and Retirement**

The Council's severance and retirement schemes are applied equally and fairly to all staff regardless of grade, age or gender and are implemented in accordance with the regulations of the relevant pension schemes. There are no exceptions for Chief Officers. The relevant policies are available on the Council's website on the following link - [www.gwynedd.gov.uk/employmentbenefits](http://www.gwynedd.gov.uk/employmentbenefits)

### **Financial Detriment Scheme**

Financial detriment is defined as a loss due to a change in salary grade and contractual terms and conditions. The Council provides financial assistance to staff who face financial loss (as a consequence of re-structuring or re-designation of responsibilities) for a period of three years from the date that the change in the employment package becomes operational. That financial assistance will cease after three years unless the individual member of staff has in the meantime been appointed to another post where he/she is not facing financial detriment.

### **Re-employment**

The Council does not have a policy which excludes former officers, who were in receipt of severance, redundancy or pension payments, from being re-employed.

The Council will however consider each candidate on their own merits and will appoint with a view of achieving the best efficiency for the service and best value for its ratepayers. Such appointment, if made, would be subject to any abatements stipulated in the Local Government Pension Scheme Regulations.

### **Appointment of New Chief Officer (Salary of £100,000 and above)**

The Full Council will approve any amendment to the salary package of any such post prior to its recruitment. Recruitment to any such post will be advertised externally.

## APPENDIX 1

### **Chief Officers' Salaries**

Chief Executive	£100,536 - £108,264
Strategic Directors x 2	£81,665 - £90,739
Head of Education	*£76,412 - £84,903
Head of Finance	£69,319 - £77,021
Head of Customer Care, Democracy and Legal, Economy and Community, Highways & Municipal, Regulatory, Corporate Support and Organisational Development, Children & Supporting Families, Adults, Health and Wellbeing	£64,502 - £71,668
Head of Consultancy	£54,486 - £60,540
Monitoring Officer	£54,660 - £57,361

\*A "Market Supplement" is paid in addition to the basic salary for this post

## APPENDIX 2

### ELECTION PAYMENT SCHEME AS APPROVED BY GWYNEDD COUNCIL

Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors		
Returning Officer and Deputy Returning officer Fees	Contested	Uncontested
Returning Officer	117.00	
For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.	)	
	)	
For each Electoral Division, Community/Town Council, Community/Town Council Ward	)	75.00
	)	
Deputy Returning Officer	80.00	
Specific duties to include attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals and conducting the counts.	)	
	)	
For each Electoral Division, Community/Town Council, Community/Town Council Ward	)	
By-Elections		
In any by-election where a Deputy Returning Officer is employed to manage the count:		
For each Electoral Division, Community/Town Council, Community/Town Council Ward	32.00	