

## **AGENDA ITEM 4**

<b>Report to the Committee to Determine the Terms &amp; Conditions of Chief and Deputy Chief Officers</b>	<b>Date of meeting: 27<sup>th</sup> May 2014</b>
<b>Title of Report: Amendment to Individual &amp; Team Reward Policy</b>	
<b>Report by:- Joanna Killian, Chief Executive</b>	
<b>Enquiries to Adam Bowles, Director for HR</b>	

### **1. Introduction**

1.1 ECC adopted a number of years ago a policy relating to Individual & Team Rewards.

1.2 The purpose of this Policy was to enable employee recognition to take place where employees had either excelled in the performance of their duties or undertaken additional duties outside of the scope of their normal role.

1.3 This report informs members of the Chief Executive's intention to revise the policy by changing the provisions relating to annual leave and to seek endorsement from the committee for that revision in so far as it relates to chief officers.

### **2. Recommendations**

- (1) To note the proposed revisions to the Individual & Team Rewards Policy
- (2) To endorse the application of the Policy to Executive Directors as determined by the Chief Executive

### **3. Report Detail**

3.1 Introduced a number of years ago, the Individual & Team Rewards Policy provides the ability to recognise individual employee and team contributions outside of the annual performance pay arrangements.

3.2 Such recognition can take the form of a temporary addition to pay, the award of reward vouchers or the award of additional annual leave.

3.3 The Policy contains the following on the award of additional annual leave:

*“Up to two additional days leave can be awarded in any annual leave year for employees who demonstrate an exceptional level of performance. A days leave will be 7 hours 24 minutes for full time employees or pro-rata for those working part-time.”*

3.4 It is proposed to enhance this form of reward, and the following amendment to the Policy will be made:

*“ In recognition of an employee undertaking additional duties (particularly, but not exclusively, where those additional duties are at the same level as the postholder’s main role and would not normally attract additional payment), this may be recognised by the award of additional annual leave.*

*In such cases, authorisation to approve is required as follows:*

*Up to 2 days – Tier 3 manager to approve  
3 to 5 days – Functional Executive Director to approve  
Above 5 days – Head of Paid Service (Chief Executive) to approve”*

3.5 This Policy amendment will apply to Executive Directors (whose terms and conditions of employment are within the remit of the Committee) and a request to be considered under the revised policy has already been made.

3.6 The Committee are requested to note this proposed revision and to endorse this Policy amendment for application to Executive Directors.

3.7 This change to Policy does not conflict with the Council’s Pay Policy Statement.