

FINAL INCREMENT SCHEME

This scheme involves the use of Performance Criteria for progression to the final increment on the JNC pay scale

The purpose of a performance related increment is to reward senior managers who have achieved an agreed level of performance within their own unit and whose management has contributed towards the overall performance of the Council.

Principles

1. The final increment scheme is applicable to all staff employed on the JNC for Chief Officer's terms and conditions.
2. The increment is awarded once the performance criteria have been met
3. New staff must have been in post for at least two financial years before being considered for the final increment
4. The decision to award the increment lies with the Chief Executive or Director, an appeal can be made to an independent panel or Chief Executive
5. There will be the discretion to take into account exceptional events that have taken place during the review period and the effect these may have had on the individual and /or the service delivery.
6. The Final increment scheme will be reviewed in line with any changes to the Council's Performance Management Framework

Criteria

The criteria for assessment of performance will be in two areas linked to the Council's Performance Management Framework

Unit Performance

This will relate to the targets agreed for each in the relevant service area plans and will be measured by written evidence demonstrating the achievement of the targets within the time scales agreed. It will include the relevant Best Value Indicators for the service.

Council Performance

This will relate to the strategic indicators agreed by the Council and will be measured through an overall improvement in these key targets. There will also be a measurement of the achievement, by the unit, of the Council's strategic action plans and of the overall achievement in the comprehensive performance assessment/peer assessment applicable in the appropriate year

Measurement

Unit Performance

1. Achievement of an acceptable measure of performance against all actions contained within the service area plan.
2. Achievement against National and local performance indicators
3. Achievement of improvement actions related to Best Value reviews undertaken in the service area

Council Performance

1. Achievement against the strategic indicators for the Council
2. Achievement of Strategy Action Plans both Corporate and Specific
3. Achievement against Peer Assessment improvement plan based on EFQM criterion

An achievement or improvement level of 80% overall will be required to trigger payment of the final increment

Process

1. Each manager will be assessed by their line manager who will be either a Director or the Chief Executive.
2. The assessment will cover the period of one year prior to the incremental date – this will mean taking into account the final year results for April incremental dates and two lots of half year results for October incremental dates
3. The assessment will be paper based and will only result in an interview discussion if there are mitigating circumstances to take into account or where the assessor or employee feel it would be helpful.
4. The information will need to be supplied by the third week in March or September in order for an assessment to take place in time for the incremental pay date
5. An individual who is unsuccessful in achieving the standard for the award of the third increment will have the opportunity to appeal against that decision and also to be considered again for the award of the third increment at the earliest of 31st March or 30th September following the original increment date.

Appeal Process

1. Once a decision has been made on the basis of the paper information individuals who have not been successful will have the right to a review of the decision by the assessing manager ask the assessing Manager to reconsider their decision. This will involve a face to face meeting between the Individual and the assessing manager
2. If the assessing manager does not change their decision as a result of (1) the individual has a right to an appeal to the next level of management. For those individuals assessed by a Director this would be the Chief Executive and the two other Directors, for those assessed by the Chief Executive this would be a panel of three members arranged by the Employment Committee.
3. The appeal should be heard as quickly as possible, preferably within 20 working days of notification of the intent to appeal or otherwise by agreement of the parties involved
4. Individuals may take advice from a trade union representative at any stage of the procedure
5. Individuals have the right to be accompanied and represented by a trade union representative or work colleague at the appeal hearing
6. The decision of the appeals panel/Chief Executive will be final
7. Should an individual be unsuccessful at appeal, they will have the opportunity to be considered again for the award of the third increment at the earliest of 31st March or 30th September following the appeal.
8. Payment of the third increment will not commence until the performance criteria have been met or a successful appeal has occurred