

Achievement Award for WDC staff

The Fit For the Future Achievement Award is designed to incentivise staff to work as One Council to achieve the necessary level of savings/increased income and deliver the service performance that will enable the Council to set a robust and balanced budget without having to reduce the breadth or quality of Council services. It is proposed that the scheme will operate in the following way:

1. Alongside setting the Council Tax for the forthcoming year, the savings/increased income (hereafter referred to as the target) needed to be found in that year will be determined. For 2012/2013 the target has been set at £334,000.
2. Portfolio Holders will each select three service performance measures from their Service Area Plans – these can be quantitative e.g. speed of processing benefit claims or milestone based e.g. an intervention is completed in accordance with project timescales.
3. If the financial target has been achieved and at least 75% of service measures achieved, the FFF Achievement Award will be payable. If the full level of savings and service performance has not been achieved, then no Award will be payable. No partial payments will be made, other than as in paragraphs 8-12 below.
4. Following the closure of the Accounts for the year in question, it will be possible to confirm whether the target has been achieved. Achievement of the target will be measured against the following:
 - **Savings/increased income directly attributable to the projects contained within the Council's Service Area Plans.** In making the assessment, it will be necessary to be able to confirm that the saving is apparent against the controllable budget, or if the budget has been adjusted to reflect the anticipated saving, that the net expenditure is within that budget. The savings must be able to be reasonably expected to be maintained for future years.
5. In assessing achievement of the target, factors outside the Council's direct financial control will be discounted. These factors may include change in Government Grant or funding from another body, income levels not influenced by the Council's actions, use of Council Reserves, unplanned change in national policy or Act of God.
6. In tandem with the financial assessment, the Chief Executive in consultation with the Trade Unions will determine whether at least 75% of the service performance measures have been achieved i.e. at least 18 out of 24 measures.
7. The FFF Achievement Award will be based upon a percentage of basic pay. The percentage for the year will be agreed before the year. The percentage will apply equally to all staff. For 2012/2013 the % has been set at 1% or £250 whichever is the higher.
8. Part time staff will receive the Award in proportion to their normal weekly hours.
9. To be eligible for the full award, staff must have worked for the District Council for the full twelve months of the financial year in question.

10. Staff joining the Council before 1 October will receive 50% of the full award (adjusted proportionately in the case of part time staff). Those commencing after 30 September, will not be eligible for the Award for the year in question.
11. Staff leaving the authority after 30 September will receive 50% of the full award (adjusted proportionately in the case of part time staff). Those leaving before 1 October will not be eligible for the Award for the year in question.
12. The Award will be paid as a one off lump sum. It will not be added to the pay levels for the future. It is understood that the award will be classed as superannuable pay, and as such, superannuation contributions by the Council and the individual will be payable. It will be subject to Income Tax and National Insurance as with any other remuneration.
13. It is intended that the award should be paid with the July salaries. If for whatever reason it is not possible to meet this date, the Award will be paid as soon as possible thereafter.
14. The Fit For the Future projects will be monitored during the year. Additional projects may be brought in to become Achievement Award projects to be agreed in advance with Unions. The financial position and savings expected for each project will need to be duly assessed at this stage, as well as at year end.
15. All parties recognise that this local agreement does not remove the Council from the national pay bargaining machinery.
16. It is intended that the agreement will run for a minimum period of 3 years, with an option of an extension for a further 2 years. However, the agreement will be formally reviewed each April to ensure that any changes to the national and local landscape are considered.