

Special Committee

Tuesday, 5 November 2013

Agenda Item 5: Revised Appendix 1

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Matrix to Determine the Level of Enhancement for Chief Officer Severance Payments

Criteria	Length of Time/Other Measurement	Level of Potential Payment (Time) – NB: Statutory maximum of 24 month's pay
1. Length of service in post (as a Chief Officer and/or member of Corporate Board)*	1 to 5 years	1 month
	5-10 years	2 months
	10 years plus	3 months
2. Holder of the following statutory posts - HoPS / CFO / MO / DCS or DASS and also of the post of MD SCS Ltd**	Yes	Up to 3 months depending on length of service at SBC:
	Up to 5 years	1 month
	5-10 years	2 months
	10 years plus	3 months
3. Extensive responsibility and level of risk in role***	Low	0
	Medium	1 month
	High	3 month
Where there is felt to be a need for a compromise agreement, the above will not apply and a separate arrangement will be agreed on an individual basis, taking account of the nature and potential of the risks being managed. This will continue to be submitted to members for approval.	This will depend on individual factors	Variable, depending on level of risk and size of total package on offer. Likely to be between 1-9 months

Key

HoPS - Head of Paid Services

CFO - Chief Finance Officer

MO - Monitoring Officer

DCS – Director, Children Services

DASS - Director of Adult Social Care

MD SCS Ltd – Managing Director Swindon Commercial Services

*Length of service in post, rather than length of service with the authority

**Holder of a Statutory post (HoPS, CFO, MO, DCS, DASS) – the rationale for this is that the job holder has a statutory responsibility which includes holding others to account on specific issues (ie through challenge or “enforcement” if necessary) and that they will be held personally accountable, irrespective of personal performance. In addition, the MD for SCS Ltd holds specific and high risk accountability for both the commercial and operational aspects of this role, with high personal accountability linked to Health & Safety issues. When this role is held by a senior employee of SBC this risk is over and above that held within their SBC role covered by the separate criteria outlined below.

***Extent of responsibility and level of risk in role – the rationale for having this is that all CO roles carry a level of risk due to their seniority. It also takes account of the fact that a wider breadth of responsibility creates more potential risk for an individual holding a role. That risk will be relating to varying issues, depending on the nature of the role, but will include things like public profile and exposure, the extent and breadth of working within the political arena, commercial decision making, the level and type of consequence should something go wrong in the areas they are responsible for. The expectation is that high risk would apply to the CE and Tier 1 posts, Medium risk to the majority of Tier 2 roles – potentially with a couple of exceptions but we must not double count risk that goes with a statutory position, alongside this separate consideration. The level of risk cannot be pre-determined, as it will depend on the nature of the role at the time the decision is made to terminate the contract.