

**TERMS AND CONDITIONS OF APPOINTMENT**

The terms and conditions for the post of Chief Executive (Head of the Paid Service) were reviewed in 2006 prior to the appointment of the current postholder. Salary level was compared with other similar local authorities and, recognising the new senior management structure, and on the advice of consultants, was increased by 10%.

Current terms are as follows:

Salary Range	£99,319 - £123,928 *
	*Pay scales from 01.04.2009
Lease Car	Annual rental = £6,745 +vat (net value to employee = £3308)
Professional fees	CIPFA
6 months notice	both employer and employee
Annual Leave	33 days plus 2 extra statutory days
	Post is outside of the flexi time scheme
Politically Restricted Post	

The postholder also holds the position of Electoral Registration Officer and various Returning Officer roles for local and national elections. Associated fees paid are, on average, in the region of £10,000 per annum.

The Employment Committee may wish to consider:

1.0 Review of salary level

There are a number of ways in which local authorities can undertake this including:

- Market place analysis of recent appointments/advertisements
- Based on size of workforce using LGE information
- Based on population using JNC national salary framework

2.0 Performance objective setting and review process

There is no formal process currently in place at SCDC. Guidance and best practice indicates that local authorities need to have in place arrangements whereby their Chief Executive and Chief Officers understand what they are required to deliver and how their performance will be appraised. This is particularly important if performance is linked to a pay element, ie PRP. There are model processes set out by the JNC for Chief Executives.

3.0 Lease Car

The Council is currently considering a number of cost saving measures including a review of car allowances and lease cars. In addition the Council is also committed to a Sustainability strategy which includes transport and business travel. It may be prudent to no longer offer a car as part of the remuneration package for this post in line with proposed measures for the wider workforce.

4.0 Notice Period

At the time, it was felt that a six-month notice period, on both sides (employee and employer), would be appropriate however the norm is for a minimum three-month notice period.

5.0 Relocation package

The Council's standard relocation policy will apply. Assistance with removal expenses and arrangements can be claimed up to a maximum of £7,000.