Welcome from Helen Seechurn, Director of Resources

In and Around Burnley

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Thank you for showing an interest in this post, which has become vacant due to the promotion of a highly valued senior management colleague.

Our senior management structure has recently been revised and streamlined. It retains an important role for a leader who can work closely with council members, management team and senior management colleagues, including myself, to provide support, clarity, transparency and confidence in council and management decisions so that we deliver on our strategic priorities.
Burnley is undergoing major re-development and has achieved record levels of economic growth in the last three years culminating in being awarded the title Most Enterprising Place in Britain by the Department for Business Innovation and Skills. So you can see we are an ambitious authority that punches above its weight and we are looking for a committed professional to shape our key projects:

- **Innovation Drive** – the development of an advanced Aerospace Supply Park to encourage companies to expand and relocate there, estimated to create 1,000 jobs

- **On the Banks** (Weavers’ Triangle) – a multi-million pound regeneration of Burnley’s historic heart including a University Technical College, offices and open air performance area.

- **Knowledge Park** – next to the UCLAN/Burnley college complex focusing on attracting growing advanced engineering, manufacturing and digital industries

- **Todmorden Curve** – creating a direct rail link to Manchester cutting journey times to 45 minutes

- **A new railway station building**, boosting transport links from Burnley to Manchester and Leeds.

You can find more information on these and other projects on [www.burnley.co.uk](http://www.burnley.co.uk) and [www.burnley.gov.uk](http://www.burnley.gov.uk)

Our organisation is committed to maximising its resources and is firmly committed to coaching and developing our employees. We are proud of our Champion Investors in People status, our Health and Wellbeing Good Practice award and our Lexel legal kite mark.

If the post interests you and you feel you have the qualities we are looking for, I would like to encourage you to join our team. If you have any questions about the role then please contact me.

I look forward to hearing from you.

Yours sincerely,

Helen Seechurn   Director of Resources
In and around Burnley

Lying in the valley of the South Pennine Moors, at the meeting of two rivers, Burnley is located amongst some of the most beautiful countryside in England.

Burnley is a borough council with an area of 43 square miles and a population of approximately 87,000. The lifeblood of the area is its industry, which is concentrated in the urban cores of Burnley and Padiham.

We are a confident ever changing town with a clear vision for a vibrant future. Being located at the heart of Britain means we are easily accessible and it’s a great place to live and work with all you could want right on your doorstep.

Burnley is a thriving town weaved into a Pennine landscape of historical houses, canal-side cottages, former mills, popular suburbs and sleepy villages. It has excellent shopping, great nightlife and award winning parks, all surrounded by breathtaking countryside.

The borough has the M65 running through it, providing a fast link to the national network through the M6 and M62. While there are plenty of reasons to want to stay local, Manchester, Preston and Leeds city centres are all less than an hour’s drive away and the Lake District and Yorkshire Dales are within easy reach.
Our strategic objectives

PLACES: making the borough cleaner, greener and safer

PEOPLE: creating opportunities, sustaining ambition

PROSPERITY: promoting the borough, supporting local firms, investing in the future

PERFORMANCE: improving services, delivering value for money
Burnley’s Sustainable Community Strategy

The purpose of the partnership is to:
• develop the strategic vision for Burnley
• develop and implement plans to achieve that vision
• enable member organisations to work together in a sustainable and co-ordinated way to deliver on agreed priorities for Burnley
• make best use of members’ expertise and resources to avoid duplication and to add value to the services provided and activities undertaken

See more at: http://www.burnley.gov.uk/about-council/burnley-action-partnership

Further details on Burnley’s Sustainable Community Strategy can be found here – http://www.burnley.gov.uk/sites/default/files/Community%20Strategy%202014-17_0.pdf
The Strategic Plan describes how the council will make the vision for the borough, which is described in the Community Strategy, a reality. It unifies the council’s service units, and is used to articulate common purpose. Strategic analysis helps anticipate and prepare for change.

The strategic planning process enables the council to audit internal capacity, informing decisions about resource allocation (staff, budgets, technology, equipment, and premises). The Strategic Plan also encourages dialogue amongst different service units in the council which in turn facilitates joined up working as council officers identify points of connection at the level of outcome, output, process or input.

The four strands of our strategic objectives in summary are:

**Places**

**Making the borough a place of choice**

Making the whole borough clean, green, and safe is a priority and a key expectation of residents. This will help foster community pride, which in turn helps make investment in new housing and other infrastructure projects sustainable over the long-term. A clean, green and safe borough will also attract new private sector investment.

**People**

**Creating opportunities and sustaining ambition**

The council is ambitious for Burnley. It will lead the delivery of our ambitious Community Strategy alongside our partners. To ensure that Burnley punches above its weight and gets a fair deal, the council’s executive and management team will make sure that the business case for Burnley is heard at sub-regional, regional and national decision making levels.

We are also developing opportunities and sustaining ambition of local residents, regenerating neighbourhoods, emphasising the importance of acquiring new skills, of leading a healthy lifestyle and the need to pass on a sense of social responsibility to the next generation. Ensuring services to vulnerable groups are protected wherever possible and health standards are improved.
Prosperity
Promoting transformational economic change for Burnley
In the past, Burnley’s economy was too reliant on mass manufacturing. The borough has therefore suffered in the face of the changing global economy. Diversification protects against this.

Our focus is on developing a diverse business base with an entrepreneurial culture, establishing Burnley as a key retail and service centre in Pennine Lancashire and an attractive, alternative place to live, work and play. We are working to enhance Burnley’s reputation as a regional manufacturing centre and improve the skills, qualifications and employability of the borough’s workforce.

Performance
Ensuring continuous improvement in all aspects of the council’s performance.

- Improving value for money for our tax payers and striving to cut unnecessary costs
- Continually improving our performance through an improvement culture in which all staff feel able to improve the quality of service the council provides and looking for new ways to improve customer experience
- Having senior managers that buy into or lead on key corporate change initiatives, providing direct leadership where transformation in ways of working is required

The Strategic Plan can be viewed on the council’s website: http://www.burnley.gov.uk/sites/default/files/Burnley%20Council%20Strategic%20Plan%202014.pdf
Our Vision

‘The council wants to make the borough a place of choice. It will be a place where businesses want to invest, because of its skilled workforce and its competitive, modern economy. It will be a place where people want to live because of its clean and safe neighbourhoods, its reputation as a centre of educational excellence, and its quality green space.’

Our Values

Responsibility & Accountability
The council is accountable to the community. We will take responsibility for the part we play and help the community to play their part.

Progressive
We will challenge ways of working, listen and learn from experience and explore new ways so we can change for the better.

Honesty & Trust
We will continue to build trust with each other and in the community by being open, honest and clear about what we can and cannot do.

Making a Difference
We will work hard to improve people’s circumstances and opportunities, making a difference to individuals, the community and our neighbourhoods.

Fairness and Respect
We will respect all members of the community providing fair access to services; even when we have to say no. We will support the community to respect each other and their surroundings.
The borough is divided into 15 wards with three councillors representing each ward - making a total of 45 councillors.

The council seats are as follows:

- Labour = 28
- Liberal Democrats = 12
- Conservative = 5

The Labour Group is the majority party and has formed an administration, holding all six seats on the executive.

### Council Structure

<table>
<thead>
<tr>
<th>Councillors</th>
<th>Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Townsend</td>
<td>Leader</td>
</tr>
<tr>
<td>John Harbour</td>
<td>Deputy Leader and Executive Member for Housing and Environment</td>
</tr>
<tr>
<td>Shah Hussain</td>
<td>Executive Member for Regeneration and Economic Development</td>
</tr>
<tr>
<td>Howard Baker</td>
<td>Executive Member for Resources and Performance Management</td>
</tr>
<tr>
<td>Bea Foster</td>
<td>Executive Member for Leisure and Culture</td>
</tr>
<tr>
<td>Tony Harrison</td>
<td>Executive Member for Community Services</td>
</tr>
</tbody>
</table>
Job Description

DIRECTORATE: Resources
POST NO: RB0001
TERMS AND CONDITIONS: JNC for Chief Officers
GRADE: Band 3
POST TITLE: Head of Revenues & Benefits
STATUS: Senior Manager
RESPONSIBLE TO: Director of Resources
RESPONSIBLE FOR: All employees in the service unit
LOCATION: Parker Lane Offices

This job description is in 3 sections:
1. Job purpose and principal roles of the post
2. A description of the assigned service units for which the Director will be directly accountable
3. Details of specific duties

SECTION 1 - Job Purpose

- To direct, lead and manage the provision of high quality, cost-effective services to the Council for the delivery of Revenues and Benefits services and to ensure that the Council’s policy objectives in relation to Revenues and Benefits are met.
- To lead and support initiatives to facilitate change and organisational improvement. The postholder may be allocated leadership of specific corporate projects or initiatives.
- To proactively promote the Borough.
- The postholder will be a member of the Senior Management Group and will be accountable to the Director of Resources.
- This is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1989.
- This job description summarises the major responsibilities of the post. It is not intended to exclude other activities that are commensurate with the grading of the post, nor future changes, from the post holder’s responsibilities.

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Burnley Council... Working hard for you
SECTION 1 – Main Duties and Responsibilities

1. The strategic management of the services assigned to this post.

2. To advise on the Council’s Strategic Plan, support its implementation and be accountable for the performance of the Service Unit in delivering the agreed outcomes in the Service Plan.

3. To be accountable for the performance of the budget of the Unit, to deliver their objectives in line with the Council’s Financial Regulations and Contract Procedure Rules.

4. To support the Director of Resources and play a full role in the corporate management of the Council as a member of the Senior Management Group, attending Management Team as required and pro-actively promoting good cross-organisational working to deliver outcomes for our customers.

5. To work collaboratively with other partners, external organisations and individuals to support the delivery of the Council’s objectives and the continuous improvement of service delivery.

6. To promote and maintain effective working relationships, providing support and advice to Executive Members, Scrutiny and other Council members, within the scope of the postholder’s strategic responsibilities.

7. To deputise for the Director of Resources as and when required.

SECTION 2 – Assigned Services

Revenues
The management of the Revenues Team including the management and administration of Council Tax, Non-Domestic Rates and Sundry Debts, and the completion of all returns for Government subsidy and management information.

Benefits
To manage the Benefits Team which provides verification and assessment of all claims for housing and council tax benefits in the Borough including new claims, renewals and changes in circumstances. This includes the prevention and detection of fraudulent claims.
SECTION 3 – Specific Duties

1. To lead, motivate and manage the performance of the team leaders and employees in the group of services as assigned.

2. To foster a high performing culture within the Unit, ensuring a customer focussed approach and a drive for continuous improvement, best practice and value for money.

3. To be responsible for producing, monitoring and reviewing service plans in relation to the services assigned in line with the Strategic Plan to enable the achievement of the Council’s strategic objectives and the provision of high quality and services.


5. To be responsible for all aspects of staff management in relation to the Service Unit, including recruitment and selection, performance and development, motivation, equality, counselling, discipline, grievance, consultation and negotiation with staff.

6. To promote and be committed to the Council’s core values, staff empowerment and wellbeing including high standards of health and safety supported by effective management processes that are regularly monitored and appropriately resourced.

7. To prepare annual estimates for the income and expenditure for the Service Unit, in conjunction with the Director of Resources and to monitor and report on Service Unit expenditure against budget, taking all necessary corrective action.

8. To practice and promote effective communication across the Council and ensure arrangements are in place for effective liaison with the media and that services are appropriately communicated to service users.
9. To ensure the corporate complaints process is operated fairly and effectively within the Unit and all appropriate corrective or remedial action is taken.

10. To lead, participate in or contribute to multi disciplinary or other corporate or member working groups.

11. Lead by example, making sure that the Council’s Equal Opportunity policies are implemented.

12. To agree an annual personal development plan and be responsible for continuing personal development.

13. Work co-operatively with Executive Members, supporting, advising and informing them and acting in accordance with Council policy.

14. Provide a support and advice role to Councillors on matters relating to the Service Unit.

### Other Responsibilities

1. Accept and discharge the responsibilities of all proper officer and other statutory appointments relevant to the post and those which the Council which from time to time may make.

2. To be aware of and carry out the duties set out in the Emergency Plan and Business Continuity Plan.

### Footnote

Senior Managers are required to provide a working environment that is safe and without risks to the health, safety and welfare of employees and others who may be affected. This is in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

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**Equality Act 2010**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties, the Council will consider making some changes it thinks are reasonable. Examples of changes may include providing equipment, making alternations to the workplace or changing some parts of the job Description.

Prepared by: Helen Seechurn  
Date: December 2014  
Postholder: Date of issue:
# Person Specification

**POST:** Head Revenues and Benefits  
**GRADE:** Band 3  
**DIRECTORATE:** Resources  
**POST NO:** RB0001

## Behaviour Framework

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Management: Constantly striving to improve performance, providing a clear vision for the service, ensuring this is understood.</td>
<td>Interview/Presentation</td>
</tr>
<tr>
<td>Achieves results through managing performance, challenges negative behaviours and resolves problems in a fair and consistent way.</td>
<td>Application form/Interview</td>
</tr>
<tr>
<td>Inspires and motivates others to achieve</td>
<td>Interview</td>
</tr>
<tr>
<td>Customer Focus: Is ambitious and communicates clearly and positively about Burnley</td>
<td>Interview</td>
</tr>
<tr>
<td>Decision making and service planning is informed by strategic objectives and informed by an understanding of customer impact.</td>
<td>Application form/Interview</td>
</tr>
<tr>
<td>Leads by example, living and promoting the Council’s values, acting ethically and withstanding scrutiny.</td>
<td>Interview/Presentation</td>
</tr>
<tr>
<td>Decision Making: Communicates decisions effectively and takes personal ownership.</td>
<td>Interview</td>
</tr>
<tr>
<td>Involves, engages and listens to their team, peers and colleagues.</td>
<td>Interview/Presentation</td>
</tr>
<tr>
<td>Is commercially and politically aware.</td>
<td>Application form/Interview</td>
</tr>
</tbody>
</table>

## Method of Assessment

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to analyse complex information and make balanced and tough decisions</td>
<td>Interview</td>
</tr>
<tr>
<td>Managing Change: Identifies and drives efficiency and service improvements, acting as a change agent.</td>
<td>Application form/Interview/Presentation</td>
</tr>
<tr>
<td>Promotes and supports an agile working environment.</td>
<td>Interview</td>
</tr>
<tr>
<td>Identifies opportunities to collaborate at a range of levels and uses partnerships to best effect.</td>
<td>Interview/Presentation</td>
</tr>
<tr>
<td>Leads and supports employees through change and uncertainty, understanding varying reactions. Uses mentoring and coaching to grow skills personally of in others.</td>
<td>Application form/interview</td>
</tr>
<tr>
<td>Learns and Challenges: Has a coaching style of leadership and is a role model for personal development.</td>
<td>Interview</td>
</tr>
<tr>
<td>Interview: Recognises, shares and celebrates successes regularly.</td>
<td>Application form/Interview</td>
</tr>
<tr>
<td>Exhibits personal resilience</td>
<td>Interview/Presentation</td>
</tr>
<tr>
<td>Selection Criteria</td>
<td>Essential/Desirable E/D</td>
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<tr>
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</tr>
<tr>
<td><strong>QUALIFICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>1. Degree or equivalent.</td>
<td>D</td>
</tr>
<tr>
<td>2. Management qualification.</td>
<td>D</td>
</tr>
<tr>
<td>3. Relevant Professional Qualification.</td>
<td>D</td>
</tr>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td></td>
</tr>
<tr>
<td>1. Experience of management of one or more of the services referred to in the job purpose.</td>
<td>E</td>
</tr>
<tr>
<td>2. Experience of working in Local Government at a senior level.</td>
<td>D</td>
</tr>
<tr>
<td>3. Experience of leading change and delivering value for money services</td>
<td>E</td>
</tr>
<tr>
<td>4. Experience of the management and development of employees.</td>
<td>E</td>
</tr>
<tr>
<td>5. Experience of the preparation and control of budgets.</td>
<td>D</td>
</tr>
<tr>
<td>6. Experience of working as part of a corporate team.</td>
<td>D</td>
</tr>
<tr>
<td><strong>SKILLS</strong></td>
<td></td>
</tr>
<tr>
<td>1. Effective management, motivation and leadership skills</td>
<td>E</td>
</tr>
<tr>
<td>2. Effective personal communication and presentational skills both verbal and written</td>
<td>E</td>
</tr>
<tr>
<td>3. High quality and effective negotiation and advocacy skills both verbal and written</td>
<td>E</td>
</tr>
<tr>
<td>4. Ability to work to deadlines, exercising judgement over priorities and reconciling conflicting demands and pressures</td>
<td>E</td>
</tr>
<tr>
<td>5. Ability to prepare and manage budgets and resources effectively</td>
<td>E</td>
</tr>
<tr>
<td>6. The ability to successfully manage complex projects on time and within budget</td>
<td>E</td>
</tr>
<tr>
<td>7. Ability to manage and implement change taking into customer impact into account</td>
<td>E</td>
</tr>
<tr>
<td>8. An ability to successfully work across traditional and organisational boundaries to deliver outcomes</td>
<td>E</td>
</tr>
</tbody>
</table>
Appointments Procedure

1. Applications
Candidates are required to complete the council’s standard application form which is available on-line only. Additional sheets can be used with regard to details of your work experience. CVs will not be accepted. All applicants are required to supply an email address to which pre-interview tests can be sent.

2. References
The referees who are quoted on your application form must be able to be contacted before any interview takes place. They should be able to comment from first-hand experience on your suitability for this position. References will be required for at least the last three years of your employment.

3. Closing Date
The closing date for receipt of applications is 23rd March 2015. Application forms should be returned to vacancies@burnley.gov.uk or to Personnel Administration, People and Development, Burnley Borough Council, Town Hall, Manchester Road, Lancashire, BB11 9SA. Applications should be marked Personal – Job Application.

4. Acknowledgements
All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application when the short list is finalised.

5. Timetable
Short listing will take place in week commencing 23rd March and candidates will be notified if they are on the short list by 1st April. Details will be sent via email.

All shortlisted candidates will be required to undertake a web based personality assessment, the dates of which will be confirmed but will be completed by 8th April. Interviews will be held week commencing 13th April.
6. Selection Process
The Director of Resources, the principal personnel officer and a panel of elected members will consider your application. The selection process will be as follows:

Your completed application form will be considered by the panel who will prepare a short list of candidates for initial assessments. Candidates should note that this short list will be based strictly on the criteria set out in the person specification and behaviour framework.

Shortlisted candidates must complete an online assessment prior to the interview which will be sent out by email. You will also be required to prepare a presentation lasting no more than 10 minutes to be delivered at your interview. Further details will be sent to short-listed candidates.

7. Validation of Qualifications
Please note that, if you are shortlisted, you will be required to bring with you to the interview your original certificates or other documentary evidence of qualifications obtained that are relevant to this post, as stated on the person specification. We will also require a copy of each of these to be placed on file.

8. Asylum and Immigration Act
Please note that in accordance with the provisions of the Asylum and Immigration Act 1996, and before commencing employment, the successful applicant will have to provide either documentary evidence of National Insurance Number or other documentary evidence to show that they are entitled to work in the U.K. This evidence will be retained on file during employment. In your own interests please make sure that you can meet this requirement.

9. Medical
An appointment to this post is subject to medical clearance and therefore it will be necessary to complete a standard questionnaire and possibly undergo a physical examination by the council’s medical adviser.

10. Interview Expenses
Expenses incurred in attending the interview should be claimed on the standard form, which will be forwarded to candidates who are short-listed for interview. Travel expenses should be claimed on the basis of standard class rail fare. Any applicants who withdraw after being short-listed will not be entitled to any refund of expenses.
Head of Revenues & Benefits

Main Terms and Conditions of Appointment

The conditions of service are those prescribed by the Joint Negotiating Committee for Chief Officers and Statutory151 Officers of Local Authorities as supplemented from time to time by Burnley Borough Council.

The annual salary for the appointment will be £50,766.

The appointment is subject to three months’ notice in writing on either side.

The status of this post requires the post-holder to accept a high level of flexibility in the performance of the duties and responsibilities attached to the post. The successful candidate will, therefore, be required to attend meetings and perform other duties relating to council business outside normal office hours.

The leave entitlement inclusive of two local and two extra statutory holidays is 34 days. In addition the post holder is entitled to a further eight public holidays as they occur, plus one local holiday utilised at Christmas.

The person appointed will be eligible to join the Local Government Pension Scheme administered locally by Lancashire County Council.

The council is not in a position to accept the transfer of existing car lease agreements.

The holder of the post will be subject to the political restrictions contained within the provisions of the Local Government and Housing Act 1989.

The post attracts removal expenses in appropriate cases.

The council will provide a mobile telephone for business use.
CHIEF OFFICER PAY POLICY

1. Introduction
The terms and conditions of employment of the council’s chief officers are determined nationally by the Joint Negotiating Committee for Chief Officers of Local Authorities, as detailed in the Constitution Condition of Service Salaries.

Pay levels do not directly depend on national negotiations. They are locally determined and operated with the intention of sustaining and continuously improving high performance outcomes from the top of the organisation.

2. Scope
This policy applies specifically to the paid remuneration of those council employees employed on chief officer terms and conditions. Except where referred to in this policy or the Constitution Condition of Service Salaries, chief officers shall enjoy terms and conditions no less favourable than those afforded to National Joint Council (NJC) conditions.

3. Aims
The aims of this policy are to:
- promote fairness and equality;
- encourage cross organisational working;
- ensure pay levels are affordable and responsive to market pay rates;
- provide effective resourcing capacity for chief officer posts in order to deliver the council’s priority outcomes.

4. Determining Individual Salaries
The relative job size of each post is determined through an agreed job evaluation scheme, supported by independent assessors.

The council agreed in 2011 to use the nationally agreed Local Government Employers JNC Job Evaluation Scheme which assesses jobs in the areas of knowledge, analysis and planning, impact and responsibility for resources.

Job questionnaires are completed and authorised for each job role and are individually evaluated. The resulting total points score will determine the salary level for each post as assessed against the council’s agreed salary structure for chief officers.
5. Appeals
A chief officer who is not satisfied with their resulting job evaluation score should set out the grounds for his/her appeal under the relevant job evaluation factor.

Step 1
The employee will discuss their appeal with the Chief Executive (Directors) or the Director of Resources (Heads of Service), supported by the Head of People and Development. The employee is entitled to representation from a work colleague of trade union representative.

Step 2
If the concerns are not settled or withdrawn the matter will be referred to an independent expert in the scheme for an independent view of the factor concerned.

The decision of the external review will be final. Chief officers must wait a minimum of 12 months before submitting a further request for review.

6. Salary Structure
When establishing or reviewing the salary structure for chief officers the council will refer to the most relevant median salary, in terms of local authority population and type. The council will seek independent external advice on the relevant pay data to be used.

The median of the relevant benchmark pay data will normally be appropriate although pay levels may be assessed above or below the median taking account of external independent advice.

The pay rates do not take account of market factors. This is dealt with under the paragraph on market supplements.

In determining the pay structure other factors which may be taken into account include:

- Chief Executive's salary
- special market/economic conditions;
- relationship of current salary levels to national median salaries
- the management team structures compared to authorities of a similar structure and size
- the size of each job as objectively assessed through a job evaluation scheme
The salary structure from April 2012 will be made up of three bands with a single pay point in each band:

- Band 1: JE Score 1501 and above
- Band 2: JE Score 1101 – 1300
- Band 3: JE Score 901 - 1100

The salary in each pay band as agreed from January 2015 is as follows:

- Band 1: £74,622
- Band 2: £56,109
- Band 3: £50,766

Median pay levels will be monitored and independently reviewed every three years. The council will be advised where the salary levels are significantly above or below the median for comparable local authorities as defined above.

7. Hours of Work

The normal week is 36.25 hours Monday to Friday. The normal working day is within the hours of 7.30 am and 6.30 pm. However, the status of chief officer requires postholders to accept a high level of flexibility in the performance of the duties and responsibilities attached to the job role. Therefore, the salary agreed takes account of the fact that chief officers will be required to attend meetings and perform other duties relating to council business outside normal office hours. In circumstances where this is excessive, some time off in lieu may be granted in consultation with the relevant line manager.

8. Honoraria

The council may consider granting an honorarium to a chief officer who performs duties outside the scope of his/her post over an extended period. The amount will be assessed in line with the salary structure and job evaluation scheme and will be subject to objective justification.
9. Pay Protection
Pay protection will be limited to no more than one pay point above the existing chief officer salary level, subject to a maximum of £6,000 per annum on all pay bands. The chief officer will accept additional duties and responsibilities beyond the scope of the lower graded job description up to the value of the protection and will continue to seek employment within the council at a higher grade when this becomes available so the cost of protection is reduced.

Protection will be on the following basis:
- Years 1 – 100% cash protection*
- Year 2 – 66% protection
- Year 3 – 33% protection
- Year 4 and beyond – no protection

*Cash protection means that pay is frozen at the time of redeployment with no further annual pay rises being paid. The percentages referred to are of the difference between the pay in the old and new job.

10. Market Supplements
Pay is an important element in recruitment and retention, and if the council is unable to recruit or retain a chief officer then a market supplement may be considered.

Market supplements will be used in a manner that:
- helps preserve the integrity of the salary structure
- is fair and transparent
- is consistent with equal pay considerations

A market supplement or retention payment will normally be considered where there is difficulty recruiting a chief officer following one/two advertisements within six months or a risk assessment indicates potential retention difficulties. There would need to be investigation and analysis by the Chief Executive/Director of Resources and Head of People and Development supported by external, independent advice.

Any additional payments would require the approval of the council following receipt of appropriate advice, together with agreed mechanisms for the review and removal of the supplement.

CO Pay Policy Feb 2015  HAB
Welcome from Helen Seechurn, Director of Resources

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