

## Methodology for bonus payments (non-SMB)

### Background

The Authority's Pay Policy at Annex C outlines the position on bonus payments. This is explicitly linked with excellent performance and states any scheme will be self-funding.

The Authority is clear recognition does not have to take the form of payment, and where financial awards are proposed it requires a fair and transparent process to be in place. Accordingly in March 2015 we agreed eligibility criteria for the payment of "merit/bonus" awards for use by managers. This decision reflected the high performance and delivery of Corporate objectives across the Authority.

Managers were reminded that the process was not designed to give additional reward to staff who are performing at a fully satisfactory level in their role and/or developing in line with normal expectations for that post. Furthermore it was made clear discretionary payments such as merit awards should not be used where a manager considers the requirements of a job itself to have changed significantly, such that the job may now fall into a higher grade. In this case the job will need to be considered for re-evaluation.

Managers were invited to make applications for merit/bonus awards for staff in line with the following criteria:

Criteria	Category
Where an individual consistently demonstrates <b>significant outcomes and achievements</b> that are beyond what is expected for the role, performing at an exceptional standard.	<b>A</b>
Where there is a <b>retention issue</b> with a member of staff who has significant experience, knowledge and/or skills which are of high value to the work of the Authority and without whom its effectiveness would be significantly reduced.	<b>B</b>
Where an individual has contributed to the success of a <b>one-off project</b> to an exceptionally high standard and to the benefit of the Authority, beyond normal expectations.	<b>C</b>
Where an individual has helped to cover the <b>absence of a colleague</b> for a significant period of time whilst not undertaking the role in total.	<b>D</b>
Where an individual has developed or changed a <b>way of working</b> in a way which has had a significant, positive impact on the effectiveness of the service.	<b>E</b>
<b>Other reason:</b> to be described in full	<b>F</b>

## **Outcome**

Applications were received for 5 operational staff and 14 support services staff. (One support services staff was nominated twice.)

In May 2015 applications were considered by a panel made up of SMB members, and the panel reviewed the evidence supporting the applications, performance rating, attendance levels and the amounts applied for.

In several cases the panel recommended an alternative amount than was applied for. This was as a result of a moderation exercise across all cases. A cap of £2000 was proposed on any single award. All payments were non pensionable.

All applications were supported and recommended for a merit award- the panel were pleased with the evidence and cases put forward for all nominations. The CFO approved the recommendations and payments were made in June 2015.