

**HUMAN RESOURCES DIRECTORATE
PAY AND EMPLOYMENT UNIT**

**The Chief Executive of each HSC
Organisation¹**

For Information

**The Chair,
Director of Human Resources
and Director of Finance in each
Organisation**

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Your Reference: **HSC (SE) 1/2011**

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Dear Colleague

SENIOR EXECUTIVE PAY AWARD 2010/2011

1. In July 2010 the Northern Ireland Executive agreed that a two year pay freeze would operate on public sector pay. For public sector staff where the 2010 pay award had already been agreed the pay freeze will operate from April 2011 to March 2013. For other staff groups where there was no agreement on a 2010 award the freeze will come into force a year earlier in April 2010 but this group of staff will also exit the freeze a year earlier in March 2012. Health and Social Care Senior Executive staff (Chief Executive, Executive Director and functional director who operates at board level within their respective organisation) fall into the latter group. Throughout the period of the pay freeze HSC employers will still be required to meet their contractual liabilities in relation to all staff.
2. The Department has sought legal advice on the requirements of HSC employers in relation to contractual liabilities for Senior Executive staff and has been advised as follows. Throughout the period of the pay freeze the minimum and maximum of each of the Senior Executive pay bands will not change. Staff on contracts entered into before 23 December 2008 will have a continued contractual entitlement to progression based on performance. Staff on contracts entered into after 23 December 2008 are bound by the Executive's pay policy and do not have a contractual right to performance payments during the period of the pay freeze.

¹The Health and Social Care Board, HSC Trusts, the Public Health Agency, the Business Services Organisation, the Northern Ireland Blood Transfusion Service Agency, the Northern Ireland Guardian ad Litem Agency (NIGALA), the Northern Ireland Practice & Education Council for Nursing, Midwifery & Health Visiting (NIPEC), the Northern Ireland Social Care Council (NISCC), the Patient & Client Council, the Northern Ireland Regulation and Quality Improvement Authority (RQIA) and the Northern Ireland Medical and Dental Training Agency (NIMDTA).

3. This Circular provides details of the level of pay progression based on performance for HSC Senior Executives on pre December 2008 contracts in the period 1 April 2009 to 31 March 2010. The Department has issued a direction and determination on the increases to be applied to these HSC Senior Executives from 1 April 2010.
4. In light of this direction and determination the pay arrangements for Senior Executives employed in the HSC as set out in Circular HSS (SM) 2/2003 will be amended as follows. The minimum and maximum of each of the pay bands as set out in the Annex to Circular HSS (SM) 2/2003 will be frozen at 2009 rates. The 2009 pay bands rates are set out in the Annex to this Circular.
5. The performance levels as set out in paragraph 4 of Circular HSS (SM) 2/2003 will be redefined as follows:

| Performance Rating | Pre 23rd December 2008 contracts | Post 23rd December 2008 contracts |
|---------------------------|--|---|
| Fully Acceptable | 2% | 0% |
| Incomplete | 2% | 0% |
| Unsatisfactory | 0% | 0% |

6. There will be no Superior Performance Awards for 2010/11. HSC Employers are also reminded that *there is no automatic entitlement to the maximum increases for the performance banding awarded.*
7. Any Senior Executive whose performance ranking is classified as “Unsatisfactory”, regardless of the date of their employment contract, shall not receive an increase under the terms of this Circular.

IMPLEMENTATION

8. HSC employers should ensure that:
 - (i) The necessary arrangements are made as soon as possible for their Remuneration Committee to consider increases under the terms of this pay award,
 - (ii) Remuneration Committees are reminded of their responsibility in ensuring good governance in the implementation of this pay award. The Department will conduct a monitoring round of all payments made to Senior Executive’s as a result of this award. Chairs are reminded of their responsibility to bring the Remuneration Committee’s recommendations to the full board for their approval, and
 - (iii) Any arrears of pay due to staff who have left their employment are notified to them. If a current address is in doubt enquiries should be made to confirm it so that payment can be made. HSC Pensions Service Branch should be notified

of any increase in pensionable remuneration and contributions resulting from the payment of arrears of pay to former employees.

ENQUIRIES

9. Employers should direct enquiries about the content of this Circular to **Pay & Employment Unit, Room D 1, Castle Buildings, Belfast, telephone number 90522794.**
10. Employees should direct their personal enquiries to their employer.

FURTHER COPIES

11. Copies of this Circular can be obtained from the Department's website at www.dhsspsni.gov.uk/index/publications

Yours sincerely



DIANE TAYLOR
Director of Human Resources

SENIOR EXECUTIVE PAY RANGES FROM 1 APRIL 2010

| Level | Minimum (£) | Maximum (£) |
|--------------|--------------------|--------------------|
| 1+ | £126,717 | £168,915 |
| 1 | £108,618 | £144,821 |
| 2 | £95,039 | £126,717 |
| 3 | £81,460 | £108,618 |
| 4 | £71,279 | £95,039 |
| 5 | £61,095 | £81,460 |
| 6 | £53,457 | £71,279 |
| 7 | £45,824 | £61,095 |
| 8 | £40,095 | £53,457 |