

**HUMAN RESOURCES DIRECTORATE
PAY AND EMPLOYMENT UNIT**

**The Chief Executive of each HPSS
Organisation¹**

For Information

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

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Your Reference: **HSS (SM) 1/2008**

Our Reference:

21 April 2008

Dear Colleague

SENIOR EXECUTIVE PAY AWARD 2007/2008

1. This Circular provides details of the salary review figure, to be applied to Senior Executives' pay for 2007/2008 and where appropriate, performance pay or pay progression earned in the period 1 April 2006 to 31 March 2007. A Senior Executive is defined for this purpose as a Chief Executive, Executive Director and functional director who operates at board level within their respective organisation.
2. The Department has determined the following pay increases for HPSS Senior Executives employed by HSS Boards and Special Agencies, and has issued a direction that the same increases should be applied to Senior Executives employed by HSC Trusts. Both increases are effective from 1 April 2007.

SENIOR EXECUTIVE CONTRACTS OF EMPLOYMENT

3. The revised 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)

¹ Health and Social Services Boards, HSC Trusts, the Central Services Agency (CSA), the Health Promotion Agency, the Northern Ireland Regional Medical Physics Agency, the Northern Ireland Guardian ad Litem Agency, the Northern Ireland Practice & Education Council for Nursing & Midwifery, Northern Ireland Social Care Council, the Northern Ireland Medical and Dental Training Agency and the Northern Ireland Health and Personal Social Services, Quality, Regulation and Improvement Authority.

2/2003 will be increased by **2.5%**. Revised pay bands are set out in the Annex to this Circular.

4. The performance levels as set out in paragraph 4 of Circular HSS (SM) 2/2003 will be redefined as follows:

- *Superior performance:* **4.5%** consolidated
(plus **up to 4%** non-consolidated)
- *Fully acceptable performance* **4.5%** consolidated
- *Incomplete performance* **2.5%** consolidated
- *Unsatisfactory performance* **0%**

PRE 1 OCTOBER 2001 CONTRACTS

HSS Boards, CSA & Special Agencies

5. For Senior Executive staff in the HSS Boards Central Services Agency and the Special Agencies continuing on their existing pre October 2001 employment contracts where a performance pay scheme is in operation the salary review increase is **2.5%** and **up to a maximum of 2% for performance pay**. Employers are reminded that *there is no automatic entitlement to the maximum increases for the performance banding awarded*.

Band 5 Performance

6. Any Senior Executive whose performance ranking is classified in Band 5 shall not receive an increase under the terms of this Circular.

IMPLEMENTATION

7. Employers should ensure that:
- (i) the necessary arrangements are made as soon as possible to pay the increased rates from 1 April 2007, and
 - (ii) 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. Superannuation Branch should be notified of any increase in superannuable remuneration and contributions resulting from the payment of arrears of pay to former employees.

ENQUIRIES

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

FURTHER COPIES

10. Copies of this Circular can be obtained from the Department's extranet site at <http://extranet.dhsspsni.gov.uk>

Yours sincerely



DIANE TAYLOR
Deputy Director

SENIOR EXECUTIVE PAY RANGES FROM 1 APRIL 2007

Level	Minimum (£)	Maximum (£)
1+	120,435	160,541
1	103,233	137,642
2	90,328	120,435
3	77,422	103,233
4	67,745	90,328
5	58,066	77,422
6	50,807	67,745
7	43,552	58,066
8	38,107	50,807