



# Medway Council

## MedPay Policy Statement

~~April 2014~~ December 2015



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## **1.0 Introduction**

- 1.1 This policy statement provides the principles within which the MedPay Progression Award Scheme will operate. Further detailed guidance is available in the Managers Guidance to MedPay.
- 1.2 This scheme provides a mechanism for employees' performance to be measured and rewarded fairly and equitably based on their individual competence to do their job and the achievement of set individual targets and objectives. It also provides a mechanism for the council to reward those who make a wider organisation contribution.

## **2.0 Equalities Statement**

- 2.1 Medway Council is committed to providing equal opportunities and access to all. This policy statement embraces the spirit of managing a diverse workforce and those responsible for making pay decisions must ensure that no employee or group of employees are discriminated against either directly or indirectly or victimised on the grounds of their race, disability, sex, sexual orientation, religion or belief, age, marital or civil partnership status or any stage of gender reassignment.

## **3.0 Scope**

- 3.1 This policy applies to all employees except:
  - school-based staff, and centrally employed teachers and classroom assistants;
  - ~~those employees who are at the top of their grade (range);~~
  - those in receipt of salary protection;
  - casual staff with less than six months accrued service during the assessment year (see paragraph 12.0)

## **4.0 Principles**

- 4.1 All managers undertaking the pay review assessment of another member of staff must have undertaken the specified mandatory training (see paragraph 10.0).
- 4.2 All recommendations for a MedPay Progression Award will be authorised by the manager's manager (the grand parent).
- 4.3 A high level consistency exercise will be undertaken by HR Services prior to any MedPay Progression Award being made.
- 4.4 HR Services will be responsible for co-ordinating performance level recommendations, advising on the application of MedPay, monitoring consistency of application across the council and reporting overall recommendations to senior management prior to any MedPay Progression Awards being paid.
- 4.5 Should the employee disagree with their individual performance level awarded they may ask the grandparent to review the performance level. The decision of the grandparent is final.
- 4.6 Should the employee believe a procedural error has been made this should be addressed using the council's Grievance Procedure.

- 4.7 Where an Additional Duties payment is being paid, the additional duties cannot be measured as a 'wider contribution'.
- 4.8 MedPay Progression Award payments will be made in the April of each year following the PDR assessment in February.
- 4.9 Any required exceptions to the process outlined in this policy must be agreed by the Assistant Director, Organisational Services.

## **5.0 MedPay Progression Award provision**

5.1 Pay progression will be based on the achievement of three factors, these are:

- the achievement of objectives and
- demonstration of competencies for the role
- demonstration of exceptional wider contribution to the organisation

Note: only the full achievement of all three factors will result in an Excellence rating.

5.2 There will be ~~three~~four levels of assessment, these are attached as appendix one

5.3 Staff who are at the top of their range cannot progress beyond the maximum of the range through any pay progression element. Staff who are close to the top of their range will have any element of pay progression capped at the maximum of the range:

## **6.0 Objective and target setting**

6.1 The setting and measurement of performance objectives and targets will take place in consultation with the individual employee and their line manager at the annual PDR in February. The following PDR (ie a year later in most cases) will include an assessment of the individual performance level for MedPay purposes.

6.2 Targets and objectives may change during the assessment period and if so, this will be recorded formally.

### **6.3 PDR Review**

6.3.1 The assessment period will run from March to February, ~~except in year 1 (2014/15) where it will run from July to February.~~ For employees with less than a full years' attendance or service the provisions of paragraph 11.1 will apply.

6.3.2 The annual PDR will normally take place in February in order to review the past year's performance and set the targets and objectives for the following year.

6.3.3 Progress will be monitored during the assessment period through individual 1-2-1 meetings and at a ~~six-monthly interim~~mid-year review.

6.3.4 When reviewing the past years performance it is the responsibility of the individual employee's line manager to identify whether:

- the agreed objectives and targets have been achieved;
- the individual has either met, exceeded or failed to reach the required competency levels; and

- whether the individual has made a wider contribution to the organization as these deliberations will determine the level of any MedPay Progression Award.

6.3.5 Whilst it will not normally be necessary for the employee to gather physical evidence to prove they have met the targets and objectives, all MedPay recommendations will need to be supported by fully completed PDR documentation which provides a comprehensive overview of performance across the year to underpin the recommended performance level assessment.

6.3.6 All employees will receive a PDR, with at least one review meeting during the year.

6.3.7 In the event of disagreements with the assessment level awarded, post holders may ask their line manager's manager (ie the 'grandparent') to review the level as outlined in Managers Guidance Notes.

## **7.0 The Competency Scheme**

7.1 The Competency Scheme is attached as appendix two. The competency scheme is aligned to the relevant job evaluation factors that have been undertaken to evaluate the role.

7.2 Each employee will be provided by their line manager with a competency profile for their role together with a role profile.

7.3 Responsibility lies with the line manager to ensure that the role profile is kept up-to-date. Any significant changes required which may lead to both the role profile and the competency profile changing must be referred to HR Services for review and re-grading where appropriate.

## **8.0 Demonstrating a wider contribution to the organisation**

8.1 The council wishes to formally recognise those employees who make a wider contribution to the organisation in addition to performing well within their individual role. There will not be a definitive list of what constitutes a wider contribution as this will be flexible. Further information is available in the guidance pack. Examples may be:

- 'Going the extra mile' e.g. undertaking a piece of work outside of the scope of the role or team role in addition to carrying out their own role;
- Making an innovative suggestion (s) for improvement to work practices which has been adopted and has had a positive impact on the success of the service/team;
- Making an innovative suggestion (s) for income raising or cost savings which has been adopted and has had a positive impact on the success of the service/team;
- Actively partaking in a cross-cutting excellence groups ~~such as the Medway Maker engagement champions~~. The employee will need to provide tangible evidence as proof that they have actively made an exceptional positive difference to the organisation's benefit.

## **9.0 Other pay increases**

9.1 Full Council may, on an annual basis, decide to award an additional across-the-board pay increase for all staff who meet performance levels one and two. This will follow negotiation with the trade unions and be ratified at the formal budget setting meeting.

## 10.0 Training

10.1 Any officer who is required to undertake a MedPay Progression Award Review will be required to undertake specific training before they proceed with the review. This training will cover i) objective and target setting, ii) making a MedPay Progression Award assessment and iii) how to combat perceptions of unfairness, discrimination and resentment among staff.

## 11.0 Other considerations

### 11.1 Assessments for those who have not completed a full year (excluding staff new to the role)

11.1.1 Where the individual has been prevented from completing a full ~~years~~year's work activity due to one of the reasons below but has completed at least six months work activity the assessment will be made based on the ~~individuals~~individual's performance for those six months, ~~upon their return to work i.e. as soon as it is possible for them to have a PDR.~~

~~(i)~~ (i) long term sickness

~~(ii)~~(i) maternity leave

~~(iii)~~(ii) adoption leave

~~(iv)~~(iii) other authorised absence.

11.1.2 Where the individual has worked less than six ~~months in~~months in the current assessment period ~~due to the reasons they~~above they will be assessed automatically at level two and will not be able to be assessed any higher unless there are exceptional circumstances.

11.1.3 Where an individual is receiving a payment for Acting Up or is seconded to a role which is at a higher grade (range), the MedPay assessment and any resultant increase may be based on their substantive post or a combination of the two.

### 11.2 Assessment for those starting their role mid-year (including new starters)

11.2.1 Those employees who are either new starters or new in post must have a target setting meeting arranged within the first month of being in post.

11.2.2 For employees who start between 1 ~~March~~April and 31 ~~August~~September a MedPay assessment will be made in February/March.

11.2.3 Employees who start between 1 ~~September~~October and ~~last day of February~~31 March will have an individual MedPay assessment once they have been in post for six months and any increase awarded will be payable from their six month anniversary of being in the role.

## 12.0 Casual Staff

12.1 Casual staff are normally on a contract of employment of 13 weeks or less and are therefore not subject to MedPay assessment. Anyone holding a contract with zero hours working over the 13 week period will need to have worked for the number of hours or frequency agreed with their line manager in the current MedPay year. Normally, an individual will be required to have achieved a six month working aggregate to be assessed under MedPay progression.

## 13.0 Scheme review

- 13.1 The scheme will be monitored and reviewed on an annual basis by HR Services and the outcomes will be reported to Employment Matters Committee.

#### **14.0 Diversity Impact Assessment**

- 14.1 Any new or reviewed policy or procedure will be Diversity Impact Assessed.

Level	Description	Individual assessment criteria	MedPay Progression Award
1a	Excellence	<ul style="list-style-type: none"> <li>Achievement of all agreed objectives and targets, some exceeded.</li> <li>Assessed as competent in all areas of their individual competency profile, some exceeded</li> <li><u>A consistently high level of exceptional performance over the year</u></li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>Demonstrated <del>ana</del> <u>significant and</u> exceptional wider contribution over year.</li> </ul>	Amount to be set by Full Council
2a1b	<del>Performance</del> <u>Performance</u> exceeded the required standard	<ul style="list-style-type: none"> <li>Achievement of all agreed objectives and targets, some exceeded.</li> <li>Assessed as competent in all areas of their individual competency profile, some exceeded</li> <li><u>A consistently high level of exceptional performance over the year</u></li> <li><u>Some evidence of wider contribution, but not significant</u></li> </ul>	Amount to be set by Full Council
2b	Performance to the required standard	<ul style="list-style-type: none"> <li>Achievement of <u>all majority of</u> agreed objectives and targets</li> <li>Assessed as competent in relation <u>to to the majority of</u> the competencies <u>considered reasonable</u> for the role (with minor development areas where competency could be improved).</li> <li><u>Limited, or no, evidence of wider contribution</u></li> </ul>	Amount to be set by Full Council
3	Performance improvement required	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>Limited achievement of <u>individual-agreed action plan targets and objectives</u></li> <li>Development needs identified in relation to competency</li> <li><del>Limited evidence of a wider contribution across the year.</del></li> <li><u>Consistently low level of performance and effort over the year</u></li> <li><u></u></li> </ul>	No progression
4	Excellence	<del>Achievement of all agreed objectives and targets, and is assessed as competent in all areas of their individual competency profile, and has demonstrated an exceptional wider contribution this year.</del>	<del>Amount to be set by Full Council</del>



2	Performance to the required standard	Achievement of all agreed objectives and targets, and is assessed as competent in relation to the majority of the competencies for the role (with minor development areas where competency could be improved).	Amount to be set by Full Council
3	Performance improvement required	One or more of the following:  Limited achievement of individual action plan Development needs identified in relation to competency Limited evidence of a wider contribution across the year.	No progression