

## Chief Executive

### General Terms and Conditions of Service

1. The appointment will be subject to the terms and conditions of the Joint Negotiating Committee for Chief Executives of Local Authorities, subject to any modifications made in accordance therewith from time to time by Wrexham County Borough Council at its discretion.

- 2. Salary**

The salary scale for the post is £111,191 - £127,513 per annum.

£127,513
£123,432
£119,352
£115,271
£111,191

Employees, who apply and are appointed, whether through internal or external recruitment, will normally be placed on the minimum of the grade that was allocated to the job through Job Evaluation. Under exceptional circumstances, and where there are compelling and evidenced reasons to support the decision, a new employee may be appointed to a higher increment, subject to the maximum of the grade.

- 3.** Performance will be measured against agreed criteria every six months which will include meeting the performance targets of Elected members in relation to the principal accountabilities of the post.

- 4. Expenses**

Travelling and subsistence, together with other payments that can properly be made, shall be on the basis decided by the County Borough Council and will be consistent with the national agreement as added to or amended locally.

- 5. Professional Fees**

The Council will approve reimbursement of the annual subscriptions of up to two appropriate professional bodies.

- 6. Pension**

- a. The post holder will automatically become a member of the Local Government Pension Scheme unless you elect to make your own arrangements for a personal pension.
- b. The Local Government Pension Scheme is a Career Average Revalued Earnings ('CARE') scheme which provides a pension at retirement based on accrued service and the average of your annual earnings over your membership of the Local Government Pension Scheme.
- c. Members' contributions are banded in accordance with full-time equivalent remuneration (As at April 2017 – 11.4% - reviewed annually)

## **7. Hours of Work**

- a. The basic working week is one of 37 hours.
- b. However, for a post of this seniority, the post holder will be required to work such hours as directed by the needs and demands of the service and the salary for the post reflects this requirement.

## **8. Holidays**

The Council's leave year runs from 1 April to 31 March. Annual leave entitlement is 35 days plus public holidays as they occur.

## **9. Termination of Contract**

The Chief Executive is required to give the Council a period of 3 months' notice.

## **10. Politically Restricted Post**

In accordance with the Local Government Housing Act 1989, the Council is obliged to prepare and maintain a list of posts which it deems to be politically restricted. The post of Chief Executive is a politically restricted post.

## **11. Advice to Political Groups**

The Chief Executive shall not be required to advise any political group of the County Borough Council, either as to the work of the group or as to the work of the Council, neither shall he/she be required to attend any meeting of any political group.

This shall be without prejudice to any arrangements to the contrary which may be made in agreement with the Council and which includes adequate safeguards to preserve the political neutrality of his/her affairs in relations to the affairs of the County Borough Council.

## **Other - Election Fees**

The Chief Executive is designated Returning Officer / Electoral Registration Officer, and will therefore receive and retain the fees paid in accordance with the schedule in force at the time. Please note Election fees attract a pension entitlement separate from your main employment.

The Council also has a relocation policy, further information is available on request please contact the HR & OD Manager of 01978 297510.