

**HUMAN RESOURCES DIRECTORATE  
PAY AND EMPLOYMENT UNIT**

**The Chief Executive of each HSC  
Organisation<sup>1</sup>**

**For Information**

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

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Your Reference: **HSC (SE) 1/2012**  
Date: 16 March 2012

Dear Colleague

**SENIOR EXECUTIVE PAY AWARD 2011/2012**

1. This year (2011/12) is the second year of the two year public sector pay freeze for Health and Social Care (HSC) Senior Executive staff. Senior Executive staff includes Chief Executive, Executive Director and functional directors who operate at board level within their respective organisation. Throughout the period of the pay freeze however HSC employers will still be required to meet their contractual liabilities in relation to all staff.
2. When considering the 2010/11 pay increase I advised you that the Department's legal advice was that staff on contracts entered into before 23 December 2008 continued to have a contractual entitlement to pay progression, based on performance, for the duration of the pay freeze. Whereas staff on contracts entered into after 23 December 2008 are by virtue of timing bound by the Executive's pay policy and do not have a contractual right to performance payments in the pay freeze period.
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 2010 to 31 March 2011. The Department has issued a direction and determination on the increases to be applied to these HSC Senior Executives from 1 April 2011.

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<sup>1</sup>The 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).

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:

<b>Performance Rating</b>	<b>Pre 23<sup>rd</sup> December 2008 contracts</b>	<b>Post 23<sup>rd</sup> December 2008 contracts</b>
Fully Acceptable	2%	0%
Incomplete	2%	0%
Unsatisfactory	0%	0%

6. Where an individual, who is entitled to an increase under the terms of this circular, has reached the maximum of the pay band they will receive a non-consolidated payment equal to the value of pay award. There will be no Superior Performance Awards for 2011/12. 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 Branch should be notified of any increase in pensionable remuneration and contributions resulting from the payment of arrears of pay to former employees.

## ENQUIRIES

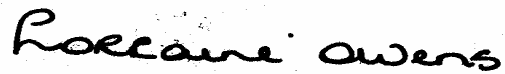
9. Employers should direct enquiries about the content of this Circular to **Non Medical Unit, Room D 1, Castle Buildings, Belfast, telephone number 90522794.**

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:  
[http://www.dhsspsni.gov.uk/index/hrd/pay\\_and\\_employment/pepublications.htm](http://www.dhsspsni.gov.uk/index/hrd/pay_and_employment/pepublications.htm)

Yours sincerely

A handwritten signature in black ink that reads "Diane Taylor". The signature is written in a cursive style with a large initial 'D'.

For **DIANE TAYLOR**  
Director of Human Resources

## SENIOR EXECUTIVE PAY RANGES FROM 1 APRIL 2011

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