



FLINTSHIRE LOCAL VOLUNTARY COUNCIL CYNGOR GWIRFODDOL LLEOL SIR FFLINT

INCREMENTAL PROGRESSION POLICY

Introduction

FLVC is committed to the fair and equitable remuneration of its staff. In 1999 it commissioned an independent job evaluation process to be undertaken by Flintshire County Council's Personnel Dept. All posts were scored and ranked using agreed job descriptions in accordance with the *Hay Method*. A salary scale was created relevant to the size and resources of the organization using National Joint Council (NJC) scale points as the basis. (See appendix 1). The outcomes of the job evaluation and recommendations about salary scale were accepted by the FLVC Board in September 1999. All posts were placed on the first point of the appropriate grade, each grade contains three incremental points and then a bar is reached. This policy sets out how judgments will be made about if and when staff members will progress to the next incremental point.

Implementation

1. The salaries of all staff will be reviewed annually, with any increase being paid from the anniversary of appointment for all those staff who have completed one year of continuous employment.
2. Payment of incremental increases will be implemented only if funding permits, subject to this being equally applicable to all staff due to different funding structures.
3. The only criteria for judging whether a member of staff is eligible for an incremental point increase is satisfactory performance against job description after the completion of one years continuous service.
4. Following a formal assessment meeting with a member of staff the appropriate line manager will make a recommendation to the F&GP on a standard form (see appendix 2) as to whether a staff member has performed satisfactorily and should move to the next incremental point.
5. In the case of the FLVC Manager, the Chair, or other nominated Trustee will make the assessment and recommendation on a standard form (see appendix 2).
6. The judgment as to whether FLVC can afford to offer the increase will be made by the Trustees on the F&GP Sub-committee and ratified by the Board.
7. Whatever the outcome, the member of staff will receive a letter informing them of the decision as follows:
 - (a) Your performance over the past year has been deemed satisfactory and the Board of Trustees has agreed to grant an incremental points increase.
 - (b) Your performance over the past year has been deemed satisfactory but unfortunately

there is not enough money in the budget to allow for an incremental increase. When sufficient funding becomes available this decision will be implemented.

(c) Your performance over the past year has been deemed unsatisfactory in some areas which have been identified by your line Manager (in the case of the FLVC Manager, by the Chair or nominated Trustee). Over the coming year you will receive additional support through the staff appraisal/development process to address these issues and to improve your performance.

8. It is accepted that incremental progression is a different and separate process from staff appraisal/development.

Kieran Duff
October 2000

Approved by the Finance & General Purposes Committee on

Signed..... Date.....

Position.....

Ratified by the FLVC Board on

Signed Date.....

Position.....