

## 35350 Salary Exceptional Increments

In a follow-up to 35027:

What is the process from start to finish for employees that have received exceptional increments out with the normal annual incremental / performance exercise?  
(Does the employee request this, does the manager initiate this, does a senior manager reward this?)

Normally a colleague joining the Council will be placed on the lowest Spinal Column Point (SCP) of the grade for the post. Meeting the 'essential' criteria for appointment to the post does not justify higher placement on the scale but in exceptional circumstances, identified by the line manager, a colleague's pay may start at a higher point, however, this must be approved by the appropriate Executive Director in advance of the offer being made.

Where an employee is appointed to a new position on the same grade, placement can be on their existing SCP without the need to apply an exceptional increment.

Where an employee is appointed to a higher graded position, if competence in the higher grade has been consistently demonstrated through Performance Review and Development (PRD), placement on a higher SCP can be applied.

Where an employee has taken on additional duties this can lead to placement on a higher SCP however, the process would be different, i.e. job evaluation, new job title, salary assessment, internal advertisement then appointment.

If there is no process in place, how is it decided, and who decides that these employees are granted an exceptional increment?

Please refer to the response above for colleagues placed above the lowest Spinal Column Point for the grade.

How many council employees within the last six years have been rewarded an exceptional salary increment?

If applicable, can Q3 be broken down via directorate.

As per request 35027, there were four employees who received exceptional increments in the last year; One in Communities & Families, one in the Edinburgh Health & Social Care Partnership and two in Place Directorate.

Unfortunately, we are unable to provide the information requested for previous years as the cost to the Council of locating, retrieving and providing the information exceeds the statutory maximum of £600.