

	Expenses Reimbursed in 2011/12			
	Car Mileage	Travel Expenses	Claims for Subsistence	Total
	£	£	£	£
Chief Executive	173.30	8.90	0.00	182.20
Deputy Chief Executive	60.54	24.21	17.06	101.81
Executive Director of Wellbeing Services (also Chief Executive of NHS Knowsley) <i>Note 1</i>	0.00	0.00	0.00	0.00
Executive Director of Regeneration, Economy and Skills <i>Note 2</i>	0.00	0.00	0.00	0.00
Executive Director of Children and Family Services	262.16	307.46	0.00	569.62
Executive Director of Neighbourhood Services <i>Note 3</i>	2.56	102.51	59.40	164.47
<b>TOTAL</b>	<b>498.56</b>	<b>443.08</b>	<b>76.46</b>	<b>1,018.10</b>

Knowsley Council has clear and public policies in place to govern and manage the way in which reimbursement is made for the above expenses. These support the Authority's principles that no employee should incur costs when undertaking work on behalf of the Council.

The main policies covering reimbursement of allowances and subsistence expenses are:-

- **Subsistence Allowances** – payment is only made when expenditure is incurred whilst working away from an employee's normal place of work. This may include travel, food, accommodation, and out of pocket expenses; and,

- **Travel Allowances** – these are set annually and on a national basis for Local Government Services by the National Employers' Organisation.

All employees, including the Corporate Management Team, are required to comply with all Council policies and are subject to the scrutiny of internal and external auditors.

### **Notes to the table**

Note 1: The Executive Director of Health and Wellbeing Services also fulfils the position of Chief Executive of NHS Knowsley. For the period April 2011 to March 2012 the postholder was seconded to the Department of Health and the responsibility for the directorate was transferred to the Chief Executive. The Council received full reimbursement from that organisation. In May 2012 the postholder left the Authority and the post was disestablished.

Note2: The Executive Director Regeneration, Economy and Skills left the Council early 2011/12 at which point the responsibility for the directorate transferred to the Deputy Chief Executive and the post was disestablished. As shown in the table above, there were no expenses incurred for the period prior to departure from the Council.

Note3: This post was disestablished in 2012/13.

## Knowsley Council's Senior Management Structure 2011/12

The Corporate Management Team comprises the Council's most senior officers - the Chief Executive (who is the Head of Paid Service) and the five Executive Directors of the Council.

The Corporate Management Team meets weekly and amongst other things is responsible for:

- Managerial leadership of the strategic direction of the Council;
- Commissioning and co-ordinating all Council activity, including strategic planning and programme management; and,
- Development of corporate policy options and initiatives for consideration by Elected Members.

<p><b><u>Chief Executive</u></b>          (Head of Paid Service)  <b>Sheena Ramsey</b>          Salary Band £165,357 to £181,893          Actual Salary 2012/13 £181,893</p>		
<p><b><u>Executive Director of Children's and Family Services</u></b>          Salary Band          £104,676 to £114,705</p>	<p><b><u>Directorate of Wellbeing Services</u></b>  <i>See note 1</i></p>	<p><b><u>Executive Director of Neighbourhood Services</u></b>          Salary Band          £104,676 to £114,705  <i>Note 3</i></p>

<p><b>Deputy Chief Executive</b>          (Salary Band £124,018 - £136,420)</p>	
<p><b><u>Directorate of Corporate Resources</u></b></p>	<p><b><u>Directorate of Regeneration, Economy and Skills</u></b>  <i>See note 2</i></p>

Click on each Executive Director post for information on the responsibilities and structure of the directorate.

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