

Incentive Scheme (City West Homes)



Below you will find guidance on the incentive scheme, objective setting, the rating nomination process and important upcoming deadlines. This scheme relates to those that are employed on City West Homes terms and conditions.

You can find full details of the Incentive Scheme in the [Guidance Note](#).

For further queries, please email incentiveschemedata@westminster.gov.uk

How should I arrange to review my objectives?

Your regular one to ones and seasonal conversations provide an opportunity for you to discuss and agree both objectives and expectations with your people leader and get feedback on how you are doing. Remember these are employee led discussions and your people leader's role is to offer guidance and feedback.

To be considered for an enhanced incentive payment, you should be high performing against the things your people leader has set out as key priorities and objectives for your role as well as contributing to your overall team performance in delivering the council's vision - this is the **'what'**. This will be looked at along with **'how'** you deliver, making sure it is in line with the Westminster Way.

You should have a seasonal conversation every quarter. If you haven't had one recently, please book it in with your people leader as soon as possible. [Click here](#) to access the resources and complete your development tracker before the conversation.

What is the rating nomination process?

Ratings proposed by people leaders should be based on what and how CSMART objectives have been delivered over the past year. This will take into account:

- insights gained from one to ones
- seasonal conversations
- feedback from other people leaders about the contribution you have made to your team
- The contribution of each team member to the overall team performance in delivering the council's vision and how you have delivered your contribution
- The council's ambition to become a fully inclusive place to work with no gender or ethnicity pay gaps.

Each year, up to 10% of employees in the scheme can receive a rating of outstanding and up to 20% of employees in the scheme can receive a rating of exceed.

Any proposed ratings remain provisional until signed off by the Executive Leadership Team and may be subject to change through the moderation process.

Timeline and deadlines for the incentive scheme

Thursday 6 April 2023	Deadline for people leaders to send ratings to department coordinators
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Friday 14 April 2023	Deadline for directorate co-ordinators to send ratings to incentiveschemedata@westminster.gov.uk
Friday 21 April 2023	Proposed ratings shared with Divisional Head (or Head of manager), relevant Directors and relevant ELT
Monday 24 April – Friday 5 May 2023	Moderation panel with Divisional Heads (or Head of manager), relevant Directors as required, and Partners.
Friday 12 May 2023	Deadline to send approved nominations to incentiveschemedata@westminster.gov.uk
Friday 19 May 2023	Approved nominations sent to ELT with D&I
Friday 26 May 2023	Deadline for ELT to approve incentive ratings
Monday 29 May – Friday 2 June 2023	Collation of final data to send payment amounts
Monday 5 – Friday 16 June 2023	Directors/Divisional Heads/Heads of Teams to communicate to the team and People Services to send out rating outcomes to employees.
Tuesday 20 June 2023	Incentive scheme payments made.

Directorate co-ordinators

Directorate	Coordinator	Email address
Finance and Resources	Sally Tierney	stierney@westminster.gov.uk
Growth, Planning and Housing	Angela Bishop	abishop@westminster.gov.uk
Innovation and Change	Linda Wadkin	lwadkin@westminster.gov.uk



Support and Resources

[Incentive Scheme Guidance Note](#)

[Incentive Scheme Objective Form](#)

[Incentive Scheme Timeline 2022-23](#)

Useful links

The Westminster Way



Westminster Way

The Diversity and Inclusion Hub



Diversity and Inclusion Hub