

# **BRIDGEND COUNTY BOROUGH COUNCIL**

## **PAY POLICY 2023/2024**

To be approved by	Council
Approval Date	TBC
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## 1. **Pay Policy Statement**

- 1.1 This Pay Policy Statement for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 provides the framework for decision making on pay and, in particular, decision making on senior pay.

## 2. **Introduction from the Leader**

- 2.1 Bridgend County Borough Council recognises the importance of remuneration decisions that are appropriate, transparent, provide value for money and reward employees fairly for the work that they do. This policy statement sets out the Council's key approaches to pay for our employees.

## 3. **Policy Statement**

- 3.1 Under Section 112 of the Local Government Act 1972 the Council has 'the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit'. This Pay Policy Statement outlines the Council's approach to its pay policy in accordance with the requirements of 38(1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement from 2012/2013 and for each financial year after that, detailing:

- a) The Authority's policies towards all aspects and elements of the remuneration of Chief Officers;
- b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers;
- c) The Authority's policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it);
- d) The relationship between the remuneration of its Chief Officers and other employees.

- 3.2 As an employer this Council has a very wide range of functions and is responsible for the provision of many essential services at a local level. The general approach to employee remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. The Council will require some flexibility in its Pay Policy Statement to address changing circumstances which may or may not be foreseeable.

- 3.3 This is an update to the Pay Policy Statement first issued in April 2012, and last updated with Council approval on 9<sup>th</sup> March 2022.

## 4. **Scope**

- 4.1 Section 38 of the Localism Act 2011, requires Authorities to produce and publish a Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and detail pertaining to the 'lowest paid' in the Authority. It also requires an explanation of the policy regarding the relationship between remuneration for Chief Officers and other groups.

- 4.2 In the interests of transparency and accountability the Council has chosen to take a broad approach, producing a pay policy which covers all employee groups with the exception of School Teachers. The remuneration for this latter group is set by the Minister for Education in Wales and not in the control of Local Authorities.

4.3 Nothing within the provisions of the Localism Act 2011 detract from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, the Council will comply with this Pay Policy Statement in setting remuneration levels for all groups within its scope.

## 5. **Legislative Framework**

5.1 In determining the pay and remuneration of all its employees, the Council will comply with all relevant employment legislation.

## 6. **Accountability and Decision Making**

6.1 The Council's Constitution and Scheme of Delegation of Functions set out the procedure for decision making in relation to the organisational structure, recruitment, pay, terms and conditions and severance arrangements for all employees of the Council.

6.2 This Pay Policy Statement outlines the remuneration levels believed to be effective in facilitating a sufficient supply of appropriately skilled employees which can be objectively justified and provide the local tax payer with an assurance of value for money.

6.3 The Council is committed to an open and transparent approach to its pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end the following are provided as Appendices to this policy:-

- NJC Pay Scales (Appendix A)
- JNC Pay Scales (Appendix B)
- Soulbury Pay Scales (Appendix C)
- JNC (Youth & Community) (Appendix D)
- Policy on redundancy and severance payments (including additional pension payments) (Appendix E)
- Acting Rank/Honoraria Payments Protocol (Appendix F)
- Collective Agreements for both NJC & JNC (Appendix G)
- Market Supplement Policy (Appendix H)

6.4 The Pay and Grading Structure and any corresponding policies are reviewed when required and meet the principles of fairness, equality, accountability and value for money.

## 7. **Pay Arrangements**

### 7.1 **Pay Structures & Job Evaluation**

7.1.1 The Council's pay structure for NJC employees was implemented in September 2013 follow the signing of a collective agreement with UNISON, GMB and UNITE (Appendix G). The pay structure was devised following the evaluation of all posts using the Greater London Provincial Council (GLPC) job evaluation scheme. Each pay grade has a corresponding job evaluation score.

7.1.2 The Council uses the nationally negotiated pay spine as the basis for its pay and grading structure. This determines the remuneration of the majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.

7.1.3 Addendums to the collective agreement have been agreed with the Trade Unions and they are attached within the collective agreement.

7.1.4 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.

7.1.5 The Council seeks to maintain the equal pay requirements within the Pay and Grading Structure by evaluating any new or significantly changed roles through its Job Evaluation Scheme. This will ensure that all pay differentials can be objectively justified.

## 7.2 **National Pay Awards**

7.2.1 For all employee groups, pay awards, agreed and negotiated at a national level by the Local Government employers in conjunction with Trade Unions will be applied. The Council will pay these as and when determined unless Council agrees otherwise.

## 7.3 **Starting Salaries**

7.3.1 New appointments will normally be made at the minimum of the relevant grade, although flexibility exists to ensure the best candidate is secured.

## 7.4 **Talent Management**

7.4.1 The Council's approach to talent management is through the employee appraisal process, which as well as placing an emphasis on performance, encourages the identification of learning objectives in the development of employee skills.

## 7.5 **Performance Related Pay**

7.5.1 The Council does not have performance related pay at any level. There are a number of managerial processes in place to monitor, evaluate and manage performance, including employee appraisal.

## 7.6 **Market Supplements**

7.6.1 The Market Supplement policy takes into account factors such as market pay rates or fluctuating demand for skills in the marketplace. Market Supplements will be used as an exception rather than the rule and must be considered through submission of a robust business case comprising clear objective evidence on all relevant factors.

## 7.7 **Honoraria**

7.7.1 When the Council requires an employee to carry out additional duties to those of their substantive post, for a proposed period of time, an additional payment commensurate with those duties may be made in accordance with the Council's Acting Rank/Honorarium Payments Protocol, which is attached as Appendix F.

## **8 Support for Lower Paid Staff**

- 8.1 The National Living Wage effective from 1 April 2023 will be at £10.42.
- 8.2 The Council, as a Real Living Wage (RLW) employer, is committed to pay its employees the Real Living Wage. The Living Wage Foundation, announced in November 2022 the new RLW, as £10.90 per hour, which the Council will implement from 1 April 2023.
- 8.3 The Council is committed to provide employees with opportunities to enhance their skills to enable them to fulfil their personal development aspirations.

## **9 Pay Relativities**

- 9.1 The lowest paid individuals, employed with the Council receive a salary based on £21,029 per annum as at 1 April 2023.
- 9.2 The highest paid employee is the Chief Executive, and the pay band minimum is £137,319 rising to £147,024. The salary of the current post holder is £147,024 per annum. These salaries reflect pay award agreed for 1 April 2022.
- 9.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton report 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earning was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between the highest paid salary and the median average salary of the whole of the Authority's workforce.
- 9.4 The median salary in the Council is £23,620 and falls within Grade 6.
- 9.5 The current pay levels within the Council define the multiple between:
- the annual salary of the lowest paid Council employees and the Chief Executive (FTE basis) as: 1:7.0
  - the annual salary of the lowest paid Council employees and the average Chief Officer (FTE basis) as: 1:5.1
  - median earning of Council employees and the Chief Executive (FTE basis) as: 1:6.2
  - median earning of Council employees and the average Chief Officer (FTE basis) as: 1:4.6

## **10 Chief Officer Remuneration**

10.1 For the purposes of this policy, Chief Officers and Deputy Chief Officers are defined within section 43 of the Localism Act. The posts within the Council's structure identified by the statutory definition include:

- Chief Executive
- Corporate Directors
- Chief Officers (Monitoring Officer & Section 151)
- Heads of Service

10.1.1 The Council also has other officers employed on Grades 17 and 18. Such officers are also employed on the JNC Chief Officers' terms and conditions of employment although not all are defined as Chief Officers within the meaning of section 43 of the Localism Act.

10.1.2 The current salary ranges for the above posts can be found at Appendix B.

### **10.2 Additions to Salary of Chief Officers**

10.2.1 The Council does not apply bonuses or performance related pay to its Chief Officers.

10.2.2 The Council pays all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.

10.2.3 The cost of membership of one professional body is met by the Council.

10.2.4 The Chief Executive is also appointed as Returning Officer. This is an office holding function rather than an employment contract. The Returning Officer will receive a fee from the organisation requiring the election to be carried out in accordance with the Fee Order in force at the time. In the case of a local election the Council's fee structure will be approved at the time.

10.2.5 The Deputy Returning Officer's fees are authorised by the Returning Officer in accordance with the Fee Order or, in the case of local elections, the Council's fee structure at the time.

10.2.6 Fees applied for all other Elections and referenda are prescribed by the UK Government or Welsh Government.

### **10.3 Recruitment to Chief Officers**

10.3.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

10.3.2 The Regulations prescribe that where an authority proposes to appoint a chief officer with an annual remuneration package of £100,000 or more the post must be publicly advertised. The only exception to this requirement is where the appointment would be for no longer than 12 months.

- 10.3.3 Where the Council remains unable to directly recruit Chief Officers or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council may consider engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money. The Council does not currently have any Chief Officers engaged under such arrangements.
- 10.3.4 In accordance with Section 143A of the Local Government (Wales) Measure 2011 the Independent Remuneration Panel for Wales ("the IRP) has powers to make recommendations in relation to any policy in an authority's pay policy statement which relates to the salary of the Chief Executive.
- 10.3.5 The Council recognises that it must consult with and have due regard to any recommendation received from the Independent Remuneration Panel for Wales when deciding whether to make changes to the salary of its Chief Executive which is 'not commensurate with a change to the salaries of the Council's other staff'.
- 10.4 **Role of the Chief Executive**
- 10.4.1 The Council's Chief Executive, Mark Shephard, has worked in Bridgend County Borough Council since July 2003 and held a number of roles within the Council before being appointed Chief Executive in May 2019, following 4 months as Interim Chief Executive.
- 10.4.2 The Chief Executive is the Chief Officer who leads and takes responsibility for the implementation of the Council's wellbeing objectives. The organisation has a gross revenue budget of £483 million and is responsible for a wide range of services employing some 5849 staff, as at 31 December 2022.
- 10.4.3 The Chief Executive works closely with elected members to deliver Bridgend County Borough Council's strategic objectives including corporate well-being objectives.
- 10.4.4 The Chief Executive provides leadership, direction and motivation for staff and is responsible for ensuring the effective use of resources.
- 10.4.5 The role includes representing the Council, working closely with Welsh Government, the Cardiff Capital Region City Deal, Cwm Taf Morgannwg University Health Board, South Wales Police and other national and regional bodies. The Chief Executive works collaboratively to ensure the interests of the County Borough are acknowledged and taken into account as well as having personal responsibility in respect of a number of statutory obligations.
- 10.4.6 There is a requirement for the Chief Executive to work in excess of normal hours as is necessary for the proper performance of the duties and responsibilities of the post, including evening and weekend commitments.
- 10.4.7 The notice period for the role is three months.



## **11 Payments on Termination**

- 11.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Ill Health, Early Retirement & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 11.2 Statutory Guidance issued by the Welsh Government 'recommends that full Council should be offered the opportunity to vote before severance packages of £100,000 and above are approved for staff leaving the organisation'. However, Members must be aware of the statutory or contractual entitlements due to an employee and the consequences of non-approval by Council, in which failure to fulfil statutory or contractual obligations may enable an employee to claim damages for breach of contract.
- 11.3 In presenting information to full Council, all components of relevant severance packages including any statutory or non-statutory components should be set out clearly.
- 11.4 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Council or Committee of the Council in the case of the Chief Executive or; Council or Council Committee or Officer with delegated powers at the time, in the case of other JNC Officers. The Chief Executive or officer with delegated power from the Chief Executive will determine such payments in respect of all other staff.

## **12 Re-Employment**

- 12.1 Whilst having due regard to the Council's duty under Section 7 of the Local Government and Housing Act 1989, no Chief Officer who was previously made redundant or granted early retirement from the Council will be later re-employed or re-engaged either as an employee (Contract of Service), as a Consultant (Contract of Service) or through an external contractor commissioned to work on behalf of the Council.
- 12.2 In addition to the terms of the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order (Amendment) 2010, the Council will not re-employ ex-employees who have been made redundant until a period of time has elapsed that is equal in length to the number of weeks' pay their compensation payment equates to, e.g. a redundant employee in receipt of 25 weeks redundancy pay would not be eligible for consideration for re-employment until 25 weeks after their termination date has passed. In the case of ex-employees accessing their pension it will only be possible to re-employ with specific approval.

## **13 Publication**

- 13.1 The Council currently publishes its Annual Statement of Accounts in accordance with the requirements of the Accounts and Audit (Wales)

Regulations 2014 (as amended) and discloses the following information in respect of remuneration:

- Salary, fees and allowances;
- Expenses;
- Termination payments and pension contributions;
- The number of employees whose remuneration, excluding pension contributions, is greater than £60,000 in multiples of £5,000 brackets of scale.

13.2 This Pay Policy Statement will be published on the Council's website as soon as is reasonably practicable after it has been approved by Council. Any subsequent amendments to this policy statement made during the financial year to which it relates will similarly be published.

#### **14 Appendices**

- NJC Pay Scales (Appendix A)
- JNC Pay Scales (Appendix B)
- Soulbury Pay Scales (Appendix C)
- JNC (Youth & Community) (Appendix D)
- Policy on redundancy and severance payments (including additional pension payments) (Appendix E) (Subject to Council approval on 15<sup>th</sup> March 2023)
- Acting Rank/Honoraria Payments Protocol (Appendix F)
- Collective Agreements for both NJC & JNC (Appendix G)
- Market Supplements Policy (Appendix H)

## Appendix A – NJC Pay Scales

- The pay award for 1 April 23 at the time of publication has not been agreed.
- \*Effective from 1 April 2023 to take account of Real Living Wage.

SCP	Salary	Hourly Rate	Grades	
2*	£21,029	£10.90	Grade 1	
3*	£21,029	£10.90		Grade 2
4	£21,189	£10.98	Grade 3	
5	£21,575	£11.18		
6	£21,968	£11.39		Grade 4
7	£22,369	£11.59	Grade 5	
8	£22,777	£11.81		
9	£23,194	£12.02		Grade 6
10	£23,620	£12.24		
11	£24,054	£12.47		
12	£24,496	£12.70	Grade 7	
13	£24,948	£12.93		
14	£25,409	£13.17		
15	£25,878	£13.41		
16	£26,357	£13.66		
17	£26,845	£13.91		
18	£27,344	£14.17		Grade 8
19	£27,852	£14.44		
20	£28,371	£14.71		
21	£28,900	£14.98		
22	£29,439	£15.26		
23	£30,151	£15.63	Grade 9	
24	£31,099	£16.12		
25	£32,020	£16.60		

SCP	Salary	Hourly Rate	Grades	
26	£32,909	£17.06		Grade 10
27	£33,820	£17.53		
28	£34,723	£18.00		
29	£35,411	£18.35		
30	£36,298	£18.81	Grade 11	
31	£37,261	£19.31		
32	£38,296	£19.85		
33	£39,493	£20.47		Grade 12
34	£40,478	£20.98		
35	£41,496	£21.51		
36	£42,503	£22.03	Grade 13	
37	£43,516	£22.56		
38	£44,539	£23.09		
39	£45,495	£23.58		
40	£46,549	£24.13		
41	£47,573	£24.66		Grade 14
42	£48,587	£25.18		
43	£49,590	£25.70		
44	£50,589	£26.22		
45	£51,588	£26.74	Grade 15	
46	£52,590	£27.26		
47	£53,590	£27.78		
48	£54,589	£28.29		Grade 16
49	£55,590	£28.81		

## Appendix B – JNC Pay Scales

- Effective from 1 April 2022
- The pay award for 1 April 23 at the time of publication has not been agreed.

Designation	Grade	Scale Point	Salary
Chief Executive	Grade 25	36	£147,024
		35	£143,790
		34	£140,554
		33	£137,319
Assistant Chief Executive	Grade 24	32	£132,069
		31	£129,031
		30	£126,063
		29	£123,166
Corporate Director [1]	Grade 23	28	£117,113
		27	£114,666
		26	£114,425
		25	£111,928
Corporate Director [2]	Grade 22	24	£103,576
		23	£101,320
		22	£99,113
		21	£96,956
Head of Service [1]	Grade 21	20	£90,042
		19	£88,172
		18	£86,301
		17	£84,432
Head of Service [2]	Grade 20	16	£81,396
		15	£79,634
		14	£77,911
		13	£76,227
Head of Service [3]	Grade 19	12	£72,749
		11	£71,687
		10	£70,640
		9	£69,610
Group Manager [1]	Grade 18	8	£69,036
		7	£67,762
		6	£66,513
		5	£65,287
Group Manager [2]	Grade 17	4	£62,246
		3	£61,101
		2	£59,978
		1	£58,876

## Appendix C – Soulbury Pay Scales

- The pay award for 1 September 22 at the time of publication has not been agreed.
- Effective from 1 September 2021

### EDUCATIONAL PSYCHOLOGISTS – SCALE A

SCP	SALARY
1	£38,865
2	£40,838
3	£42,811
4	£44,782
5	£46,755
6	£48,727
7	£50,584
8	£52,440
9	£54,179
10	£55,921
11	£57,544

### SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS – SCALE B

SCP	SALARY
1	£48,727
2	£50,584
3	£52,440
4	£54,179
5	£55,921
6	£57,544
7	£58,210
8	£59,456
9	£60,690
10	£61,945
11	£63,177
12	£64,431
13	£65,707
14	£66,941
15	£68,235
16	£69,514
17	£70,803
18	£72,090

## EDUCATIONAL IMPROVEMENT PROFESSIONALS

SCP	SALARY	SCP	SALARY
1	£37,056	26	£68,434
2	£38,383	27	£69,616
3	£39,637	28	£70,815
4	£40,907	29	£72,016
5	£42,168	30	£73,215
6	£43,431	31	£74,404
7	£44,758	32	£75,611
8	£46,035	33	£76,819
9	£47,522	34	£78,056
10	£48,849	35	£79,291
11	£50,158	36	£80,560
12	£51,425	37	£81,809
13	£52,860	38	£83,071
14	£54,140	39	£84,316
15	£55,553	40	£85,561
16	£56,831	41	£86,811
17	£58,113	42	£88,061
18	£59,371	43	£89,309
19	£60,668	44	£90,564
20	£61,338	45	£91,815
21	£62,626	46	£93,069
22	£63,749	47	£94,327
23	£64,985	48	£95,574
24	£66,093	49	£96,825
25	£67,278	50	£98,079

## Appendix D - JNC Youth & Community Pay Scales

Effective from 1 September 2022

### SUPPORT WORKER RANGE

SCP	SALARY
5	£21,571
6	£21,900
7	£22,196
8	£22,874
9	£23,739
10	£24,416
11	£25,509
12	£26,576
13	£27,681
14	£28,825
15	£29,603
16	£30,416
17	£31,216

### PROFESSIONAL RANGE

SCP	SALARY
13	£27,681
14	£28,825
15	£29,603
16	£30,416
17	£31,216
18	£32,021
19	£32,820
20	£33,622
21	£34,522
22	£35,542
23	£36,536
24	£37,534
25	£38,540
26	£39,545
27	£40,550
28	£41,568
29	£42,577
30	£43,588

## Appendix E

# **EARLY RETIREMENT ILL-HEALTH RETIREMENT AND REDUNDANCY POLICY**

**(Subject to Council approval 15 March 2023)**

### **SCOPE STATEMENT**

This Policy applies to all members of the Local Government Pension Scheme (or those non-LGPS members who are eligible for membership) excluding:

- Those employed by Governing Bodies in educational establishments under delegated powers.

**Date of Issue:**



<b>DOCUMENT CONTROL</b>	
Document Title	Early Retirement, Ill Health Retirement & Redundancy Policy
Previous Publication Date	
<b>DOCUMENT APPROVAL</b>	
This document received approval from:	Date
Group Manager HR & OD	
Trade Unions	
Corporate Management Board	
Cabinet/Council	
<b>REVISION HISTORY</b>	
Revision History	

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## **1. Introduction**

- 1.1 This policy statement is made in accordance with regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and the Local Government Pension Scheme Regulations 2013 which require each Local Government Pension Scheme (LGPS) employer to formulate and review its policy on early retirement.
- 1.2 This policy will be reviewed under these provisions and in order to meet other relevant statutory legislation. If the Council decides to change its policy, it will publish a statement of the amended policy within one month of the date of its decision.
- 1.3 In formulating and reviewing its policy, the Council
  - (a) has regard to the extent to which the exercise of its discretionary powers (in accordance with the policy), unless properly limited, could lead to a serious loss of confidence in the public service;
  - (b) is satisfied that the policy is workable, affordable and reasonable having regard to the foreseeable costs;
  - (c) has regard to service delivery needs; and
  - (d) recognises the need for consistency, fairness and equity in employee relations.

## **2. General Principles**

- 2.1 The Council's application of this policy will have regard to an employee's entitlement under this policy and appropriate pension legislation.
- 2.2 Applications and proposals under these schemes will be made to an Early Retirement Panel constituted by the Chief Officer - Finance, Performance & Change, Chief Officer - Legal & Regulatory Services, HR & Corporate Policy; and the Group Manager - Human Resources and Organisational Development, or their nominated officers.
- 2.3 All applications for early retirement will be considered objectively

## **Section 1 – Schemes**

### **3. SCHEME A - VOLUNTARY EARLY RETIREMENT (The 85 Year Rule)**

- 3.1 The Local Government Pension Scheme (Amendment) Regulations 2006 removed the 85 Year Rule with effect from 1 October 2006. However, these Regulations allow for a measure of protection for existing scheme members as at 30 September 2006.
- 3.2 Scheme A only applies to those employees protected by the LGPS (Amendment) (No 2) Regulations 2006.
- 3.3 This scheme applies to those employees who are 55 years of age and over (if protected) who apply to retire early and elect to receive immediate payment of retirement benefits.

3.4 An employee who qualifies and whose total age and service (both in whole years) is 85 years or more will receive pension and lump sum benefits based upon actual service, which may be subject to actuarial reductions; as determined on the merits of the individual application by the Voluntary Early Retirement (VER) Panel.

#### 4. **SCHEME A - VOLUNTARY EARLY RETIREMENT (Employee Request)**

4.1 Employees who are eligible under this scheme and are aged over 55 will be allowed to retire voluntarily and early under the following scheme.

4.2 Pension and retirement grant will be reduced by an amount shown as appropriate in guidance issued by the Government actuary.

#### 5. **SCHEME B - EARLY RETIREMENT IN THE INTEREST OF THE EFFICIENCY OF THE SERVICE**

5.1 This scheme will apply to those employees who qualify for early release of pension under the Local Government Pension Scheme Regulations 2013 and subsequent legislation and in respect of whom the Council determines that retirement would be in the interests of the efficiency of the service, in that it would meet one of the following criteria:

- **Criterion A:** Retirement would be **beneficial to service delivery and would produce measurable net savings** to the salary bill over a maximum period of five years or would permit a **fundamental improvement to the delivery of services**, which would not be possible by other means such as redeployment, retraining etc. This must take into account any capitalised cost to the pension fund and any additional costs arising from any associated restructuring or re-grading exercise – to be stated at the time of the proposal.
- **Criterion B:** There are **compelling personal reasons** to release an individual (e.g., on grounds of compassion) **and release would permit significant service delivery improvements.**

5.2 The calculation of any compensatory payment will be based on average weekly earnings.

5.3 Those employees who retire early under this scheme will qualify for benefits in line with the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006, or where appropriate Regulation 52 of the Local Government Pension Scheme Regulations 2013, as outlined below.

#### **IF QUALIFYING UNDER CRITERION A**

5.4 The employee who retires under this scheme will be entitled to receive:

- (a) an annual retirement pension; and
- (b) a lump sum retiring allowance (as appropriate)  
*(each calculated on the basis of reckonable service)* and

- (c) an award of a compensatory payment based upon actual wage and a multiplication factor of 1.2 applied to the formula for Statutory Redundancy Pay equivalent to a maximum of 36 weeks.

5.5 An employee may request, before leaving and whilst an active member of the pension scheme, to convert the full amount of the compensatory payment due into additional pension.

#### **IF QUALIFYING UNDER CRITERION B**

5.6 An employee who retires under this scheme will be entitled to receive:

- (a) an annual retirement pension; and

- (b) a lump sum retiring allowance (as appropriate)  
*(each calculated on the basis of reckonable service)*

5.7 In very exceptional circumstances an award of a compensatory lump sum payment based upon actual wage and a multiplication factor of 1.2 applied to the formula for statutory redundancy pay equivalent to a maximum of 36 weeks' pay may be approved by the VER Panel.

5.8 An employee may request, before leaving and whilst an active member of the pension scheme, to convert the full amount of the compensatory payment into additional pension.

#### **6. SCHEME C – EARLY RETIREMENT IN THE INTEREST OF THE EFFICIENCY OF THE SERVICE WITH REDUNDANCY**

6.1 This scheme will apply to pensionable employees who are eligible to retire early under the Local Government Pension Scheme Regulations 2013, but who have not reached normal retirement age and whose post becomes redundant in the interest of the efficiency of the service.

6.2 Those employees who qualify will be offered benefits in line with Parts II and III of the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006.

6.3 An employee who retires under this scheme will be entitled to receive:

- (a) an annual retirement pension; and

- (b) a lump sum retiring allowance (as appropriate)  
*(each calculated on the basis of reckonable service)*, together with

- (c) a statutory redundancy payment calculated in accordance with Regulation 5(2) of the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006. Payment will therefore be based upon average weekly wage to a maximum of 30 weeks' pay according to age and service; and

- (d) a compensatory lump sum payment based upon a multiplication factor of 1.2 applied to the formula for statutory redundancy pay equivalent to a maximum of 36 weeks' pay.

6.4 The employee may request, before leaving and whilst an active member of the pension scheme, to convert the full amount of the compensatory payment into additional pension.

6.5 To qualify for redundancy and compensatory payment employees must have a minimum of two years' qualifying service.

## 7. SCHEME D – REDUNDANCY (Voluntary or Involuntary)

7.1 This scheme will apply to those employees whose redundancy will produce measurable net savings, who have a minimum two years' qualifying employment, and who are:

- (a) LGPS Members (or those non-LGPS Members who are eligible for membership) who **do not qualify for early release of pension benefits** under the LGPS Regulations 2013; or
- (b) LGPS Members (or those non-LGPS Members who are eligible for membership) **who are over the permitted age for early retirement.**

7.2 An employee who retires under this scheme will be entitled to receive:

- (a) a statutory redundancy payment calculated in accordance with Regulation 5(2) of the Local Government (Early Termination of Employment) (Discretionary Payments) (England and Wales) Regulations 2006. Payment will therefore be based upon average weekly wage to a maximum of 30 weeks' pay according to age and service; and
- (b) a compensatory lump sum payment based upon a multiplication factor of 1.83 applied to the formula for statutory redundancy pay equivalent to a maximum of 55 weeks' pay.

6.5 An employee may request, before leaving and whilst an active member of the pension scheme, to convert the full amount of the compensatory payment into additional pension.

7.4 Exceptions to this scheme outlined above include:

- employees over the permitted age (55 years) to qualify for early release of pension who have opted out of the LGPS in the one-year period prior to termination on the grounds of redundancy; and
- re-employed pensioners who return to work following early retirement.

- 7.5 In these instances a compensatory payment will be based upon the average weekly wage to a maximum of 66 weeks according to age and service (a maximum of 30 weeks statutory redundancy pay and 36 weeks compensatory payment in total).
- 7.6 Subject to a minimum of 2 years' service, LGPS members who are under the permitted age to qualify for early release of pension (55 years) who are made redundant, will be entitled to preserved pension benefits.

## **8. SCHEME ON RETIREMENT ON THE GROUNDS OF ILL-HEALTH**

- 8.1 The scheme will apply to all employees who have a minimum of 2 years membership of the Local Government Pension Scheme who become permanently or semi permanently unable to work due to ill-health. Any retirement on the grounds of ill-health will be dealt with in line with the Council's policy for managing attendance.
- 8.2 An employee who is absent from duty will be referred to the Council's Medical Adviser in line with the Council's corporate policy and procedure.
- 8.3 The Council's Medical Adviser, in consultation with the employee's physician where appropriate, will provide medical opinion regarding the employee's continued employment.

## **9 *Termination of employment***

- 9.1 If an employee is unable to discharge the duties of the post for which they are employed they will, wherever possible, be offered appropriate alternative employment, in line with the procedure outlined in the paragraph 5.1 of the Redundancy and Redeployment Protocol.

## **10 *Ill-health retirement – seeking medical advice***

- 10.1 In instances where the Council has determined that the employment of a scheme member is to be terminated, the employee will be referred to an independent registered medical adviser for a medical opinion on whether the employee is permanently incapable of discharging efficiently their duties of employment or that they are not immediately capable of undertaking any gainful employment.
- 10.2 The independent registered medical adviser will be required to certify whether the employee is capable of obtaining gainful employment before normal retirement age. If there is no such prospect, then a Tier 1 retirement with full enhancement to benefit is awarded. If there is no prospect of them undertaking gainful employment within 3 years of leaving employment but is likely to undertake gainful employment before normal retirement age, then a Tier 2 retirement with 25% of full enhancement to benefit is awarded. If there is a realistic prospect of obtaining gainful employment within 3 years, then a Tier 3 retirement is awarded without enhancement until such employment is obtained.
- 10.3 Tier 3 retirements are for a maximum duration of 3 years and are subject to review after 18 months. The retiree is obliged to inform the Council of changes

to his/her employment status and repay any overpayment of pension so identified where employment has commenced.

- 10.4 The employee may be referred back to an independent registered medical adviser with a view to reviewing the Tier awarded.
- 10.5 Employees who have less than 2 years total pension membership will receive a refund of contributions.
- 10.6 An employee who has over 2 years total pension membership will be entitled to immediate payment of a pension and a tax-free lump sum (as appropriate). These benefits are calculated in the same way as normal retirement benefits and increased in line with the Tier awarded to compensate for early retirement.
- 10.7 The enhancement to pension will be in accordance with the Local Government Pension Scheme Regulations.
- 10.8 The retired employee will be eligible to a period of notice in accordance with the individual's contractual rights, or statutory entitlement whichever is the greater. Where it would be impractical to serve such notice, e.g., due to a person's continued absence, a payment in lieu of notice will be payable.

## **Section 2 – Dependant's Benefits**

- 11 The LGPS Regulations provide for certain benefits to be payable on the death of a scheme member.
  - 11.1 Benefits are payable, when qualifying conditions are met, to the spouse, civil partner or cohabiting partner, together with dependent children's pensions.

### ***Death in service***

- 11.2 If an employee were to die in service as a member of the LGPS, subject to qualifying conditions, following benefits are applicable:
  - A lump sum death grant of three times the assumed pensionable pay no matter how long they had been a member of the scheme.
  - If the employee had accrued 3 months total membership or if they had brought a transfer value into the scheme then there would be a long-term pension payable to the spouse, civil partner or nominated cohabiting partner.
  - Pensions for eligible children: A long-term children's pension would be payable for so long as eligible children remain following an employee's death. Eligible children are defined as children to the age of 18, together with those in full time education or vocational training up to a maximum of age 23.



## Section 3 – Miscellaneous Provisions

### 12 GENERAL CONDITIONS

#### ***Reduction in pension benefits***

- 12.1 If any employee is entitled to compensation upon retirement under any other Regulations, their pension and lump sum retiring allowances under this scheme could be reduced in accordance with the provisions of such regulations, or the regulations of the Local Government Pension Scheme.

#### ***Making application under the Schemes***

- 12.2 An employee wishing to retire under Scheme A (The 85 Year Rule) must make a written request to the appropriate Corporate Director or Chief Officer for initial consideration prior to submission to the VER Panel.
- 12.3 Any proposal under Schemes B, C or D will be initiated by the appropriate Corporate Director or Chief Officer.
- 12.4 Should the number of approved applications under Scheme A (The 85 Year Rule) need to be limited for financial or other reasons, selection will be on the basis of economy, effectiveness and the efficiency of the service.

#### ***Notice periods***

- 12.5 In normal circumstances the retiring or redundant employee will serve a notice period in accordance with the individual's contractual rights or statutory entitlement, whichever is the greater, although the entitlement to notice (or pay in lieu of notice) may be waived by the employee concerned. Only in cases where operational considerations make it impracticable for a period of notice to be served (e.g., closure of an establishment) will pay in lieu of notice be made.

#### ***Re-engagement of those in receipt of Pension***

- 12.6 Employees whose employment terminates under Scheme A may only be re-engaged with the specific approval of the Group Manager Human Resources and Organisational Development. The same restriction will apply in the respect of the placement via employment agencies.

#### ***Re-engagement of those in receipt of Pension and been made redundant***

- 12.7 In instances of termination under Scheme B and C employees will be prevented from being re-engaged until the expiration of a period equivalent to the discretionary element of the redundancy payment and may only be re-engaged with the specific approval of the Group Manager Human Resources and Organisational Development. The same restriction will apply in the respect of the placement via employment agencies.

#### ***Re-engagement of employees made redundant***

- 12.8 In instances of termination under Scheme D employees will be prevented from being re-engaged until the expiration of a period equivalent to the discretionary element of the redundancy payment. The same restriction will apply in the respect of the placement via employment agencies.

#### ***Internal Dispute Resolution Procedure (IDRP)***

- 12.9 When a decision is made under the LGPS Regulations relating to the rights or liabilities of an employee under the scheme, that employee must be notified of the decision as soon as is reasonably practicable.
- 12.10 If the decision is disputed by the employee they should first contact the employing department who should review their decision after taking appropriate advice.
- 12.11 The notification sent to the employee must contain the address from which they may request an appeals application form to make an appeal against the decision under the formal Internal Disputes Resolution Procedure (IDRP).
- 12.12 The Internal Dispute Resolution Procedure (IDRP) will apply to prospective and active members of the LGPS and to others, such as deferred members, pensioner members and pension credit members, whose position may be affected by decisions of the Council.
- 12.13 On receipt of an appeal application form the Group Manager Human Resources and Organisational Development will pass the appeal to the nominated person(s) for adjudication under stage 1 of the appeals procedure.

***Implementation of Policy Statement***

- 12.14 The revised schemes will come into operation on the **<Date>** and will continue in force until such time as the Council resolves that it should be discontinued or amended.
- 12.15 Nothing in this policy statement or its schemes can override the statutory provisions of the Local Government Superannuation Acts, or any other relevant legislation or regulations.

## Appendix F

# Bridgend County Borough Council

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

 [www.bridgend.gov.uk](http://www.bridgend.gov.uk)



### ACTING RANK/HONORARIA PAYMENTS PROTOCOL

#### PURPOSE

It will be necessary for the Authority to make arrangements to cover the absence of officers other than for annual leave purposes.

The payment of honoraria is designed to cover relatively short-term and usually unplanned absences to ensure that there is no reduction in provision of service.

#### PAYMENT (Acting Rank)

1. Employees who are requested to undertake the full range of duties and responsibilities of a higher graded post are entitled to additional remuneration commensurate with those duties, for the period during which they are undertaken.
2. An employee will only receive an additional payment after the additional duties and responsibilities have been undertaken for a continuous period of 4 weeks.
3. Once the qualifying period of 4 weeks has elapsed, the additional payment will be paid with effect from the first day on which the employee undertook the additional duties and responsibilities.

#### HONORARIUM

1. Where employees are requested to undertake less than the full duties and responsibilities of a higher graded post an honorarium may be paid on a pro rata basis.
2. Where the duties and responsibilities are shared between two or more employees then any amount paid will be calculated pro rata dependent upon the circumstances of each case.
3. Employees who are requested to perform additional duties and responsibilities outside the scope of their substantive post e.g. undertaking project work will receive an honorarium based upon the value of the duties and responsibilities (valuated by HR/OD & JE).

4.

## **SELECTION**

### **(Acting up and honorarium payment)**

1. An honorarium will be paid to an individual who is a recognised and agreed [by management] as deputy or assistant clearly identified within a section or division.
2. Where no obvious deputy exists the consideration should be given to sharing the honorarium between the direct line management reports of the [temporarily] vacant post.
3. Where no deputy or assistant exists but it is felt that just one person is required to undertake the full range of duties and responsibilities of the higher graded post, then competitive interviews should be undertaken.
4. The selection process will mirror the Authority's policy on Recruitment & Selection.
5. Where cover is anticipated to be required for between 1-3 months, the temporary vacancy will be ring-fenced to the Service Unit or Section in which it occurs.
6. Where cover is anticipated to be required for in excess of 3 months, it will be regarded as a temporary vacancy and will be dealt with under the Protocol for Secondments.

## **EXCEPTIONAL CIRCUMSTANCES**

### **(Acting up and honorarium payments)**

1. There may be occasions where a member of the Corporate Management Board [or nominated Officer] and the Group Manager HR/OD [or nominated officer] will determine that exceptional circumstances occur. In these cases there may be a requirement to deviate from the normal procedures, e.g., where a senior officer is absented, without notice, from his/her duties and responsibilities.
2. Each case will be determined on its merits and any deviation to the protocol will be authorised by a second member of the Corporate Management Board and the Group Manager HR/OD.

## **AUTHORISATION**

1. All honorarium payments must be agreed with the Human Resources/Organisational Development Service Unit and only the Human Resources/Organisational Development Service Unit may authorise payment.

## **REVIEW PERIOD**

1. All honorarium payments will be subject to a review period of no less frequently than 3 months.

Issue Date: October 2013 Updated March 2019

## Appendix G

**Bridgend County Borough Council**  
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

www.bridgend.gov.uk



# BRIDGEND COUNCIL

## SINGLE STATUS / JOB EVALUATION

## COLLECTIVE AGREEMENT

Working in partnership



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## **1. Introduction**

- 1.1 The Council is legally required to carry out a review of its pay and grading structure and Part 3 terms and conditions under the 1997 national Single Status Agreement.
- 1.2 The purpose of this is to ensure employees covered by the Green Book receive the same terms and conditions of employment and any pay differential can be objectively justified.
- 1.3 This document sets out the terms of a collective agreement between Bridgend Council and the trade unions recognised for the purpose of negotiating on NJC pay and terms and conditions, UNISON, GMB and UNITE.
- 1.4 The agreement covers both a new pay and grading structure and any locally negotiated changes to “Part 3” terms and conditions covered by the Green Book.

## **2. Scope**

- 2.1 The Single Status legislation covers all employees on NJC terms and conditions. It does not cover JNC Officers, Youth and Community workers, Teachers and those employees on Soulbury terms and conditions.
- 2.2 The legislation also does not cover employees who are on Craft terms and conditions (Red Book). However, it has been locally agreed that these employees are covered by this collective agreement.

## **3. Principles and Objectives**

- 3.1 Develop a new pay and grading structure and agree terms and conditions covered by Part 3 of the Green Book that are both affordable and sustainable.
- 3.2 Ensure the pay and grading structure and terms and conditions are fair and equitable, thereby removing the pay inequality between male and female employees.
- 3.3 Ensure the Council can robustly defend any future equal pay claims post implementation.
- 3.4 The Council has elected to use the Greater London Provincial (GLPC) Job Evaluation scheme.
- 3.5 A partnership approach between the recognised trade unions, management, and the Job Evaluation team.
- 3.6 Develop benchmarks and job families for those areas of work that cover large numbers of employees in similar roles.

## **4. Pay and Grading Structure**

- 4.1 The new pay structure uses spinal column points 5 to 55 and is made up of 16 grades of either 2 or 3 spinal points, illustrated below at current pay rates.

Table 1

Grade	JE Score		SCP Range		Min Salary	Max Salary
1	0	249	5	6	£12,312	£12,489
2	250	294	8	9	£13,189	£13,589
3	295	320	12	13	£15,039	£15,444
4	321	349	15	16	£16,054	£16,440
5	350	379	17	18	£16,830	£17,161
6	380	409	20	21	£18,453	£19,126
7	410	439	22	23	£19,621	£20,198
8	440	469	25	27	£21,519	£22,958
9	470	503	29	31	£24,646	£26,276
10	504	539	32	34	£27,052	£28,636
11	540	569	36	38	£30,011	£31,754
12	570	599	39	41	£32,800	£34,549
13	600	639	42	44	£35,430	£37,206
14	640	669	47	48	£39,855	£40,741
15	670	697	51	52	£43,361	£44,236
16	698+		54	55	£45,981	£46,855

## 5. Part 3 Terms and Conditions

All Part 3 terms and conditions are listed below.

### Bank Holidays

- 5.1 Employees who work public and extra statutory holidays will in addition to their normal pay receive plain time rates of pay for all hours worked which equates to double time. Employees will also receive the actual hours worked as time in lieu.

### Weekends

- 5.2 Employees that are rota'd to work on a Saturday and / or Sunday will be paid at time and a third.



## **Overtime**

- 5.3 All overtime over 37 hours per week will be paid at time and a third.

## **Nights**

- 5.4 Employees that are rota'd to work a night shift will be paid at time and a third. A night shift is between the hours of 10pm and 7.30am.

## **Standby for Non 24/7 Services**

- 5.5 Employees on the standby rota will receive a payment of £32.94 per shift. There are 9 standby shifts a week, 5 shifts (Monday – Friday) and 2 shifts on Saturday and 2 shifts on Sunday. Should the employee be called out the hours worked will be paid at time and a third.

## **Emergency Response for Non 24/7 Services**

- 5.6 Employees that are not on the standby rota and are called out to respond to an emergency will receive payment of £32.94. Should the employee be called out the hours worked will be paid at time and a third.

## **Special Rates for Cemeteries**

- 5.7 All employees who carry out an exhumation will receive a payment of £150 per exhumation.

## **Sleeping in Duties**

- 5.8 Employees that are required to sleep in on the premises will continue to receive a payment in line with the national agreement of £32.94 per night. Should the employee be awakened to work, the hours will be paid at time and a third.

## **Lettings**

- 5.9 Current arrangements will continue at the time of signing. Any proposed changes will be subject to negotiation.

## **Approved Social Worker Payment**

- 5.10 The Approved Social Worker payment will continue at the current rate of £1,907, 2 increments on top of the maximum of the Social Worker Grade. To receive this payment an employee must fulfil the following 2 criteria:

- Be in possession of a warrant
- Participate on the rota for Approved Social Worker duties

### **Shifts**

5.11 Shift payments will cease to be paid.

### **Unsocial Hours**

5.12 Unsocial hours payments will cease to be paid.

### **Market Supplements**

5.13 All market supplements will cease and the current policy will terminate.

### **Bonus Payments**

5.14 All bonus payments will cease.

### **Telephone Allowance**

5.15 All telephone allowances will cease.

### **Other Job Related Allowances**

5.16 The following allowances will cease.

- Autistic Unit allowance
- Special Class allowance
- Forensic Lead Allowance

### **Car Allowances**

5.17 Essential car user allowances will cease to be paid.

5.18 The mileage rate for cars will be 47p per mile for the first 8,500 miles claimed in the tax year and 27p per mile for all mileage claimed over 8,500. The mileage rate for motorcycles will be 24p per mile.

### **Current Arrangements**

5.19 First Aid Allowance will continue at the current rate of £104 per annum.

## **6. Assimilation into the New Pay Structure**

- 6.1 Employees receiving a pay increase at implementation (greens) will be assimilated to the bottom point of their new grade. Employees will receive an annual increment until the maximum point of the new grade is reached.
- 6.2 Employees whose salary point decreases on implementation (reds) will be assimilated to the top point of their new grade. The difference between the current and new grade will be subject to the pay protection arrangement detailed in section 7.
- 6.3 Employees whose current pay is within their new JE grade (whites) will be assimilated to the same point in the new grade. Employees will receive an annual increment until the maximum point of the new grade is reached.
- 6.4 Existing honoraria will need to be recalculated in line with the new pay and grading structure.

## 7. **Pay Protection**

- 7.1 All current pay protection arrangements will cease following implementation.
- 7.2 Following implementation of the new pay and grading system pay protection will be paid to cover any detriment. It will last for either 12 or 18 months and be paid monthly as a separate element through employees pay. See below:
  - Employees that suffer a detriment below 25% will be offered 12 months pay protection.
  - Employees that suffer a detriment of 25% and above will be offered 18 months pay protection.
- 7.3 Pay protection will be treated as pensionable.
- 7.4 The following conditions apply if an employee moves to a different post within the Council during the period of protection:
  - If the pay of the new post is the same or higher than the protected (original) salary pay protection will end.
  - If the pay for the new post is less than the protected pay, pay protection will continue. Pay protection will only be paid to cover the differential between the protected (original) salary and the new (lower) salary.
- 7.5 An employee who suffers a detriment for any other reason than the implementation of the new pay and grading system will not receive any pay protection. Examples of when an employee may suffer a detriment are shown below (this list is not exhaustive):
  - Voluntary demotion,
  - Involuntary demotion [eg, following a disciplinary process or restructure]

- Voluntary decrease in hours

7.6 Employees that lose the essential user car allowance will receive a one off payment in the form of a one off lump sum, equivalent to one year's allowance.

7.7 All employees eligible for pay protection or the essential user payment will be required to sign a compromise agreement prior to implementation.

## 8. **Payments for employees who are gaining on Implementation of the New Pay & Grading System**

8.1 Recognising that the original implementation date for a new pay and grading structure will be later than 1 April 2013 employees who will receive an increase in salary will have that increase effective from 1 April 2013.

8.2 These monies will be paid in a lump sum post implementation.

8.3 The payment will be treated as pensionable

8.4 These employees will be required to sign a compromise agreement prior to implementation.

## 9. **Appeals Procedure**

9.1 Employees will be able to register an appeal against the outcome of the job evaluation exercise in line with the Appeals Procedure provided in Annex 1.

## 10. **Implementation Date**

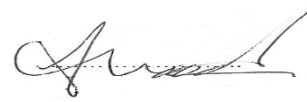
10.1 1<sup>st</sup> September 2013.

## 11. **Signatures and Date**

Bridgend Council Andrew Jolley (Assistant Chief Executive)



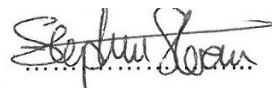
UNISON Andrew Woodman (Regional Officer)



GMB Kelly Andrews (Regional Officer)



UNITE Steve Sloan (Regional Officer)



**BRIDGEND COUNCIL**  
**SINGLE STATUS / JOB EVALUATION**  
**COLLECTIVE AGREEMENT**

**ADDENDUM – January 2019**

## 1. Introduction

- 1.1 The Council has previously complied with its statutory obligation to review its pay and grading structure and Part 3 terms and conditions under the 1997 National Single Status Agreement which relates to those employed under NJC terms and conditions.
- 1.2 At the conclusion of this review a Collective Agreement was entered into and the agreed scheme was implemented in September 2013.
- 1.3 The NJC pay agreement for 2018-2020 includes the introduction of a new pay spine on 1 April 2019.

## 2. Pay and Grading Structure

- 2.1 The existing pay structure ranges between spinal column points 6 - 55 comprising 16 grades, (each consisting of up to 3 increments).
- 2.2 The revised pay structure ranges between spinal column points 1 - 49 and will continue to comprise of 16 grades, (each consisting of up to 3 increments) as detailed below:

Old SCP	New SCP	Salary	Hourly Rate	Grades	
6/7	1	£17,364	£9.00	Grade 1	
8/9	2	£17,711	£9.18		Grade 2
10/11	3	£18,065	£9.36		
12/13	4	£18,426	£9.55	Grade 3	
14	5	£18,795	£9.74		
15/16	6	£19,171	£9.94		Grade 4
17/18	7	£19,554	£10.14	Grade 5	
19	8	£19,945	£10.34		
20	9	£20,344	£10.54		Grade 6
-	10*	£20,751	£10.76		
21	11	£21,166	£10.97		
22	12	£21,589	£11.19	Grade 7	
-	13*	£22,021	£11.41		
23	14	£22,462	£11.64		
24	15	£22,911	£11.88		
-	16*	£23,369	£12.11		
-	17	£23,836	£12.35		
25	18*	£24,313	£12.60		

Old SCP	New SCP	Salary	Hourly Rate	Grades	
32	26	£29,636	£15.36		Grade 10
33	27	£30,507	£15.81		
34	28	£31,371	£16.26		
35	29	£32,029	£16.60		
36	30	£32,878	£17.04	Grade 11	
37	31	£33,799	£17.52		
38	32	£34,788	£18.03		
39	33	£35,934	£18.63		Grade 12
40	34	£36,876	£19.11		
41	35	£37,849	£19.62		
42	36	£38,813	£20.12	Grade 13	
43	37	£39,782	£20.62		
44	38	£40,760	£21.13		
45	39	£41,675	£21.60		
46	40	£42,683	£22.12		
47	41	£43,662	£22.63		Grade 14
48	42	£44,632	£23.13		
49	43	£45,591	£23.63		

Old SCP	New SCP	Salary	Hourly Rate	Grades	
26	19	£24,799	£12.85		Grade 8
27	20	£25,295	£13.11		
-	21*	£25,801	£13.37		
28	22	£26,317	£13.64		
29	23	£26,999	£13.99	Grade 9	
30	24	£27,905	£14.46		
31	25	£28,785	£14.92		

Old SCP	New SCP	Salary	Hourly Rate	Grades	
50	44	£46,547	£24.13		
51	45	£47,503	£24.62	Grade 15	
52	46	£48,461	£25.12		
53	47	£49,417	£25.61		
54	48	£50,373	£26.11		Grade 16
55	49	£51,330	£26.61		

### 3. Implementation of Revised NJC Structure

- 3.1 The date of implementation is 1st April 2019.
- 3.2 Employees will assimilate across on the 1st April 2019 and then be awarded an increment where available in line with their contract.

### 4. Other conditions

- 4.1 All other terms and conditions remain as set out in the original collective agreement.

### 5. Signatures and Date

Bridgend Council Mark Shephard (Interim Chief Executive)



UNISON Lynne Hackett (Regional Officer)



GMB Kelly Andrews (Regional Officer)



UNITE Nicholas Blundell (Regional Officer)



**BRIDGEND COUNCIL**

**SINGLE STATUS / JOB EVALUATION**

**COLLECTIVE AGREEMENT**

**ADDENDUM – JULY 2018**



## 1. Introduction

- 1.1 The Council has previously complied with its statutory obligation to review its pay and grading structure and Part 3 terms and conditions under the 1997 National Single Status Agreement which relates to those employed under NJC terms and conditions.
- 1.2 At the conclusion of this review a Collective Agreement was entered into and the agreed scheme was implemented in September 2013.
- 1.3 As part of a recent senior management review a decision has been taken to alter the JNC pay structure. This will allow movement between the NJC and JNC pay structures. To enable this a cap will need to be introduced to the NJC pay structure at Grade 16.

## 2. Pay and Grading Structure

- 2.1 The existing pay structure ranges between spinal column points 6 -55 comprising 16 grades, (each consisting of up to 3 increments).
- 2.2 Each grade has a corresponding JE score, however, Grade 16 (ie JE score 698 and above) is currently uncapped as there has previously been no progression past this point.
- 2.3 The amended pay structure will place a cap of 728 on Grade 16. Posts which are evaluated above 728 will move onto the JNC pay structure and associated terms and conditions, which are not covered by the collective agreement.
- 2.4 The amended senior management pay and grading structure (which includes JNC & NJC) is illustrated below and are based on salaries as at 31.03.18.

Designation	Grade	Point 1	Point 2	Point 3	Point 4	JE Score
Chief Executive	25	£124,781	£127,763	£130,745	£133,725	986+
Deputy Chief Executive	24	£111,737	£114,408	£117,143	£119,943	954-984
Corporate Director [1]	23	£101,381	£103,681	£103,904	£106,159	922-952
Corporate Director [2]	22	£87,582	£89,570	£91,604	£93,684	890-920
Head of Service [1]	21	£76,039	£77,762	£79,487	£81,210	858-888
Head of Service [2]	20	£68,477	£70,030	£71,618	£73,242	826-856
Head of Service [3]	19	£62,379	£63,329	£64,293	£65,273	794-824
Group Manager [1] JNC	18	£58,395	£59,525	£60,677	£61,851	762-792
Group Manager [2] JNC	17	£52,487	£53,502	£54,537	£55,593	730-760
Group Manager [3] NJC	16	£48,417	£49,336			698-728

## 3. Implementation of New NJC Structure

- 3.1 The implementation date for applying the cap to Grade 16 is 1st April 2018.
- 3.2 All Grade 16 postholders will be invited to complete a job description questionnaire for evaluation based on current duties.
- 3.3 Grade 16 posts that are subject to restructure proposals prior to implementation date will be considered as part of the restructure.
- 3.4 Employees will be able to register an appeal in accordance with the appeal process as set out at paragraph 9 of the original collective agreement.

**4. Other conditions**

- 4.1 All other terms and conditions remain as set out in the original collective agreement.

**5. Signatures and Date**

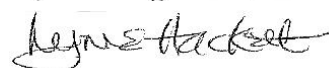
Bridgend Council

Darren Mepham (Chief Executive)



UNISON

Lynne Hackett (Regional Officer)



GMB

Kelly Andrews (Regional Officer)



UNITE

Nicholas Blundell (Regional Officer)



**BRIDGEND COUNCIL**  
**SINGLE STATUS / JOB EVALUATION**  
**COLLECTIVE AGREEMENT**

**ADDENDUM – January 2023**

## 6. Introduction

- 6.1 The Council has previously complied with its statutory obligation to review its pay and grading structure and Part 3 terms and conditions under the 1997 National Single Status Agreement which relates to those employed under NJC terms and conditions.
- 6.2 At the conclusion of this review a Collective Agreement was entered into and the agreed scheme was implemented in September 2013.
- 6.3 An addendum to the collective agreement was agreed in January 2019, in preparation for the introduction of the new pay spine on 1 April 2019.

## 7. Pay and Grading Structure

- 7.1 The existing pay structure ranges between spinal column points 1 - 49 comprising of 16 grades. As part of the 2022/23 pay award, the NJC agreed that with effect from 1 April 2023 spinal column point 1 will be permanently deleted from the NJC pay spine.
- 7.2 The revised pay structure will therefore range between spinal column points 2 - 49 and will continue to comprise of 16 grades, as detailed below:

SCP	Grades			SCP	Grades	
2	Grade 1			26		
3		Grade 2		27		Grade 10
4	Grade 3			28		
5				29		
6		Grade 4		30	Grade 11	
7	Grade 5			31		
8				32		
9		Grade 6		33		Grade 12
10				34		
11				35		
12	Grade 7			36	Grade 13	
13				37		
14				38		
15				39		
16				40		
17				41		Grade 14
18		Grade 8		42		
19				43		
20				44		
21				45	Grade 15	
22				46		

23	Grade 9			47		
24				48		Grade 16
25				49		

**8. Implementation of Revised NJC Structure**

3.1 The date of implementation is 1st April 2023.


**4. Market Supplement**

4.1 The Market Supplement policy has been approved by Council in October 2021 to consider factors such as market pay rates or fluctuating demand for skills in the marketplace. Market Supplements will be used as an exception rather than the rule and must be considered through submission of a robust business case comprising clear objective evidence on all relevant factors.

**5. Other conditions**

5.1 All other terms and conditions remain as set out in the original collective agreement and previous addendum.

**6. Signatures and Date**

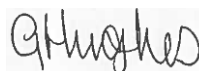
Signature:   
Date: 20/02/2023

Bridgend County Borough Council                      Mark Shephard (Chief Executive)

UNISON                      Rachel Price (Regional Officer)



GMB                      Greg Hughes (Regional Officer)



UNITE                      Zoe Codd (Regional Officer)



## Appendix H

# MARKET SUPPLEMENT POLICY

### SCOPE STATEMENT

This Policy applies to all employees of Bridgend County Borough Council except:

- Those employed under the Conditions of Service for School Teachers in England and Wales
- Those employed under the JNC Grade 19 and above.
- Those employed under Soulbury Terms and Conditions and Youth Terms and Conditions.

**Date of Issue: October 2021**

<b>DOCUMENT CONTROL</b>	
Document Title:	Market Supplement Policy
Previous Publication Date:	N/A
<b>DOCUMENT APPROVAL</b>	
This document received approval from:	Date:
Group Manager HR/OD	
Trade Unions	
Corporate Management Board	
Council	20.10.2021
<b>REVISION HISTORY</b>	
Revision History:	New Policy

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## **1. Introduction**

- 1.1 Market supplements are a way of tackling recruitment and/or retention issues by temporarily increasing the pay awarded to a post, without altering the determined job evaluation grade. There can be occasions, due to changing trends in the labour markets that the grade for a post, as determined by job evaluation, does not meet the “going rate” for a particular job or occupation. A shortage of people with particular skills – both locally and nationally – may drive up the going rate and create challenges in recruiting and retaining staff.
- 1.2 This market supplement policy is required as the council’s job evaluation scheme and grading structure do not take into account market factors such as market pay rates or fluctuating demand for skills in the market place. It is therefore occasionally necessary to pay a market supplement in addition to the base salary in order to recruit or retain staff. It should be noted however that a market supplement must be the absolute exception rather than the rule.
- 1.3 Market supplements will be made on the basis that they are objectively justified, e.g. where there are demonstrable recruitment and/or retention difficulties and it can be shown that these will be eradicated or mitigated against by the payment of this supplement.
- 1.4 Base salary is not the only factor which influences the council’s ability to recruit and retain employees. The remuneration package should be part of an overall total reward strategy and the need for market supplements should be considered in this context.

## **2. Principles**

- 2.1 Any market supplement must be objectively justifiable and will be applied according to the following principles:
  - 2.1.1 The decision to pay a market supplement will only be taken when all other non-pay related measures to successfully recruit to a vacant post or retain employees in current posts have been reasonably explored and evidenced.
  - 2.1.2 The decision to pay a market supplement must be supported by a robust business case and approved in accordance with an authorisation process – see point 3.1.1.
  - 2.1.3 Prior to the completion of any application for a market supplement, the Head of Service must confirm that the job description/personal specification for the post is up-to-date. The Job Evaluation Team

will also need to verify that an evaluation accompanies the current version of the job description. If the job description needs to be changed to reflect the present duties and responsibilities, then the changes will need to be evaluated in order to determine the appropriate grade for the post.

- 2.1.4 Market supplements will apply for 2 years and will be subject to review after 18 months. It is the responsibility of the Head of Service to ensure that it is reviewed after 18 months. Should evidence at that time not justify a market supplement continuing then the payment will cease at the original end date.
- 2.1.5 If a post attracting a market supplement is subsequently re-graded to a higher grade, the market supplement will be reviewed.
- 2.1.6 Market supplements will not be increased in line with annual pay awards.
- 2.1.7 The cost of market supplements will be met from service budgets will be included as part of the annual budget preparation process.
- 2.1.8 Where a market supplement is introduced for a specific post, it will apply to all existing post holders with the same Job Description.
- 2.1.9 Market supplements should be clearly indicated in job adverts
- 2.1.10 Information on market supplements will be reported to CMB on a quarterly basis.

### **3. Process to Pay a Market Supplement**

- 3.1 There has to be clear justification for the need of a market supplement. The relevant Directorate / Service will be required to demonstrate:
  - Difficulties in attracting and/or retaining staff; -
  - High levels of business risk; -
  - Relevant market data reflecting significant difference in levels of pay.
- 3.1.1 The business case will be provided by the Head of Service, which is then signed off by the CMB Member together with input from Finance and Human Resources.
- 3.1.2 The business case should cover the following:
  - Evidence to show that pay is the primary issue;
  - Details of other attempts to resolve the issue;

- Market data showing the difference between the salaries offered and the external market rate.

3.1.3 Once the business case and application form has been completed it should be submitted to the Chief Officer – Legal and Regulatory Services, Human Resources and Corporate Policy for approval or rejection. Should the application be made from Legal, HR & Regulatory Service then the application will be submitted to the Chief Executive, who will delegate to a member of Corporate Management Board (CMB). Trade Unions are also to be notified at this time.

3.1.4 The decision should then be communicated back to the CMB Member and if they are dissatisfied with the outcome then they can refer the matter to CMB for final decision – see Appeals section.

3.1.5 If an employee in receipt of a market supplement is promoted or appointed to another role which is not subject to a market supplement, the supplement will cease with effect from the date of their commencement in the new role.

3.1.6 The value of the supplement will be the difference between the maximum of the current grade range and the determined market rate. This may need to take into account any allowances that apply to BCBC and competitor employer posts.

### 3.2 **Other pay arrangements include:**

- The amount of any market supplement should be clearly identified as a separate payment and not incorporated in the basic grade/rate of pay for the post. It will not alter the grade of the post determined by the job evaluation process.
- Part-time employees will receive a payment pro-rata to their contractual hours.
- The payment will be subject to statutory deductions.
- Market supplements form part of an employee's pay and will be pensionable.
- Market Supplement will not be included for enhanced payments, overtime, call out, etc.

## 4. **Reviewing the Market Supplement**

- 4.1.1. All market supplements will be reviewed after 18 months. The purpose of the review is to establish whether there have been any changes in the labour market in respect of particular posts and skills sets.
- 4.1.2 The review will be undertaken by the appropriate Head of Service, along with colleagues in Finance and Human Resources as per the original application process, with approval from the CMB Member.
- 4.1.3 A review will take place if a post in receipt of a market supplement is re-graded as a result of a re-evaluation of changed duties.
- 4.1.4 A review will also take place when a post holder(s) leaves a post prior to the end of the formal review period, subject to all posts with the same job description being vacant.

## **5 Appeals**

- 5.1.1 The corporate CMB Member who supports the market supplement application can request that CMB reviews the decision. The CMB Member will need to present why they feel the decision is inappropriate and provide supporting evidence.
- 5.1.2 Any appeal should be made to the Chief Officer – Legal and Regulatory Services, Human Resources and Corporate Policy within 20 working days of receiving the outcome of the review. The appeal must be in writing and should include the reasons for dissatisfaction and supporting evidence and documents.

## **6 Policy Review**

- 6.1 This policy will be periodically reviewed in line with procedures, in order that it remains appropriate to the Council's operation, is best practice and meets legal requirements.

**Market Supplement Application Form**

<b>Job Title</b>	
<b>Department</b>	
<b>Service</b>	
<b>Post Holders</b>	
<b>Current JD/PS to be attached</b>	
<b>Is the current JD/PS up to date?</b>	
<b>Business Case</b>	
<p>Business Case should consider the relevance of the following points for the market supplement:</p> <p><b>Recruitment Summary</b></p> <ul style="list-style-type: none"> <li>• Number of times the post has been advertised (including dates advertised)</li> <li>• Number of responses to each advertisement</li> <li>• Level of vacancies</li> <li>• Assessment of the quantity of responses</li> <li>• Assessment of the quality of responses</li> <li>• Turnover statistics for the post</li> <li>• Supporting data from exit interviews</li> <li>• Articles in professional bodies' journals / websites, press etc re skills shortages and / or evidence from national surveys</li> </ul> <p><b>Other Options</b></p> <p>What evidence is there that pay (and not some other factor) is causing the recruitment/retention problems being experienced?</p> <p>What recruitment / retention initiatives have been tried / exhausted?</p> <p>Have alternatives to paying a market supplement been considered?</p> <p>Is filling the post</p> <ul style="list-style-type: none"> <li>• Market Pay Rates</li> <li>• Supporting Information</li> </ul> <p><b>Market Supplement</b></p>	

- What appears to be the 'going rate' for the job?
- Is this the 'going rate' for the job locally, regionally, nationally or occupational labour market?
- What sources have been used to obtain this data?

<b>Market Supplement Rate</b>	
<b>Period for Payment (Max 2 Years):</b>	
<b>Human Resource Input</b>	
<b>Approved HR:</b>	
<b>Finance Input</b>	
<b>Approved Finance:</b>	
<b>Approved Head of Service</b>	
<b>Approved CMB Member</b>	