



Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
Telephone 01572 722577 Facsimile 01572 758307

Ladies and Gentlemen,

A meeting of the **EMPLOYMENT AND APPEALS COMMITTEE** will be held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on **Wednesday, 27th March, 2019** commencing at 7.00 pm when it is hoped you will be able to attend.

Yours faithfully

Helen Briggs
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/my-council/have-your-say/

A G E N D A

1) APOLOGIES FOR ABSENCE

2) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

3) MINUTES

To confirm the Minutes of the Employment and Appeals Committee held on 17 July 2018, previously circulated.

4) PETITIONS, DEPUTATIONS AND QUESTIONS

To receive any petitions, deputations and questions received from members of the public in accordance with the provisions of Procedure Rules.

The total time allowed for this shall be 30 minutes. Petitions, deputations and questions shall be dealt with in the order in which they are received.

Questions may also be submitted at short notice by giving a written copy to the

Governance Officer 15 minutes before the start of the meeting. The total time allowed for questions at short notice is 15 minutes out of the total time of 30 minutes.

Any petitions, deputations and questions which have been submitted with prior formal notice will take precedence over questions submitted at short notice. Any questions which are not considered within the time limit shall receive a written response after the meeting and be the subject of a report to the next meeting.

5) QUESTIONS FROM MEMBERS

To consider any questions received from Members of the Council in accordance with the provisions of Procedure Rule 95.

6) NOTICES OF MOTION

To consider any Notices of Motion from Members submitted under Procedure Rule 97.

7) HR POLICIES

To receive Report No.46/2019 from the Strategic Director for Resources.
(Pages 5 - 10)

8) GENDER PAY GAP

To receive Report No.47/2019 from the Strategic Director for Resources.
(Pages 11 - 18)

9) NJC PAY SCALE

To receive Report No.48/2019 from the Strategic Director for Resources.
(Pages 19 - 28)

10) ANY URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

DISTRIBUTION

MEMBERS OF THE EMPLOYMENT AND APPEALS COMMITTEE:

Mr K Bool (Chairman)

Mr N Begy
Miss G Waller
Mr D Wilby

Mr M Oxley
Mr A Walters

This page is intentionally left blank

EMPLOYMENT AND APPEALS COMMITTEE

27 March 2019

HR POLICIES

Report of the Strategic Director for Resources

Strategic Aim:	Sound Financial and Workforce Planning	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate and Growth, Tourism and Economic Development, Communications and Resources (other than Finance)	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources	01572 758159 sdrocca@rutland.gov.uk
	Carol Snell, Head of Human Resources	01572 720969 csnell@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That the Committee:

1. Notes the amendments to the Accessing Personal Records Policy.
2. Notes the amendments to the Probation Policy.

1 PURPOSE OF THE REPORT

- 1.1 To advise Members of some minor amendments to the Accessing Personal Records Policy in relation to reflecting General Data Protection Regulations (GDPR), and the Probation Policy with regard to clarification of continuous local government service.
- 1.2 In October 2014, Employment Committee authorised the "Head of Human Resources to amend and update policies in line with changes to employment legislation/regulation and where this happens Members of the Employment and Appeals Committee are advised in writing. This applies to policies and procedures that Members have previously approved."

2 ACCESSING PERSONAL RECORDS POLICY

- 2.1 Rutland collects a range of employee data – HR records – including information on pay, sickness absence, contracts of employment and personal data. Since 2014, information has been held in electronic form only on our HR information system – U4BW (Agresso). We are required, under Data Protection legislation and General Data Protection Regulations to ensure the information is well-organised, secured and retrievable.
- 2.2 Employees have a statutory right to access their personal records – the Accessing Personal Records policy therefore provides advice and guidance to individuals who may wish to do so.
- 2.3 The Policy has been amended and improved to reflect the following – there is no change to ‘policy’:
- Reference to compliance with GDPR in addition to Data Protection legislation.
 - Signposting to the Council’s Document Retention and Records Disposal Policy which provides further information regarding retention of personal records.
 - Inclusion of signposting to the Council’s HR Privacy notices (as required under GDPR) which enables employees to understand what information is kept on their file, why it is kept and what it will be used for.
 - Removal of any outstanding references to paper/hard copy personal files.
- 2.4 For the implementation of GDPR in March 2018, employees were requested to check their personal data within U4BW and correct where necessary. Human Resources will remind staff on a periodic basis to undertake such checks to ensure that the data held remains up to date.

3 PROBATION POLICY

- 3.1 This was last approved by Employment Committee in 2014.
- 3.2 All new employees to Rutland Council – irrespective of their previous employer (including local authorities) undergo a 6 month probationary period. This provides an opportunity (for the Council) to assess a new employee’s suitability in the role they have been appointed to and for the employee to demonstrate their ability to effectively perform.
- 3.3 Our objective is to create a positive environment where all staff are enabled to perform to the best of their ability – the first few months is key to establishing a good grounding/development of skills and experience through an effective induction and probationary period.

3.4 The amendments/updates to the policy document include:

- Notice periods – to reflect the re-alignment against grades rather than mid pay points as agreed with Unison as part of a Collective Agreement in February 2019 alongside the assimilation and implementation of the new Pay Scale for April 2019 – as reported to Full Council on 11 March 2019 within our annual Pay Policy.
- Clarification that employees with continuous local government service (ie. where employment prior to joining Rutland Council is with an employer on the 'Modification Order' without any break in service) still undergo a probationary period. The required amendment is to reflect that such previous service does not count as accrued service (two years) for claims of unfair dismissal. All employees are therefore subject to the same terms of the policy in the event that employment is to be determined for unsatisfactory performance during the probationary period.

3.5 Continuous service gives rights in other areas of employment including qualifying periods for occupational maternity pay, sickness benefit, annual leave entitlement, notice period, flexible working requests and redundancy payments.

3.6 Members are advised that 3 employees were dismissed within the probationary period in the period December 2017 to December 2018. This represents 4.2% of new joiners (excluding casual contracts) in that period.

The Modification Order originated in 1983 and was reorganised and re-issued in 1999 as The Redundancy Payments (Continuity of Employment in Local Government etc.)(Modification) Order 1999. The Order contains lists of organisations who must take into account continuous service with bodies listed. As the heading indicates, it was primarily to enable service with previous eligible employment to be taken into account when calculating redundancy payments (aligned to age and length of service); the National Conditions of Service for Local Government staff, extends this provision for the benefits and entitlements identified in 3.5.

4 CONSULTATION

4.1 There are no further consultation requirements as the items identified in this paper are necessary to (a) comply with regulation and (b) provide for clarity – rather than changes to Policy.

5 ALTERNATIVE OPTIONS

5.1 Policies and procedures provide clear and important frameworks that serve to protect and manage a level of risk and exposure through employee challenge and potential employment tribunal claims.

5.2 The Council ensures that such policies and procedures reflect employment law, provisions of the national terms and conditions of employment and best employee practice. The amendments within this paper relate to necessary updates and amendments.

6 FINANCIAL IMPLICATIONS

- 6.1 There are no costs associated with the updates to these policies. However, failure to comply with legislation and terms and conditions of employment, would present risks of employment tribunal which could be costly and damage organisational reputation.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 The Council must be compliant with relevant employment law and regulations.
- 7.2 Delegated authority in relation to organisational decisions is defined in paragraph 1.2 of this paper.

8 DATA PROTECTION IMPLICATIONS

- 8.1 A Data Protection Impact Assessments (DPIA) has not been completed as there are no risks/issues identified to the rights of individuals or personal data.

9 EQUALITY IMPACT ASSESSMENT

- 9.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the Head of Human Resources.

10 COMMUNITY SAFETY IMPLICATIONS

- 10.1 There are no Community Safety implications arising from this report.

11 HEALTH AND WELLBEING IMPLICATIONS

- 11.1 There are no specific Health and Wellbeing implications to these particular policies but the Council has an overall duty of care to its employees which means taking all steps which are reasonably possible to ensure the health, safety and wellbeing of staff. Clear and fair policies and procedures can also be a key factor in building trust and reinforcing commitment to our staff and help improve staff retention, productivity and performance and greater employment engagement.

12 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 12.1 The Council provides updates of policies to all staff and ensure that updated copies are available on the Council's intranet.

13 BACKGROUND PAPERS

13.1 There are no additional background papers to the report.

14 APPENDICES

14.1 No Appendices.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank

EMPLOYMENT AND APPEALS COMMITTEE

27 March 2019

GENDER PAY GAP

Report of the Strategic Director for Resources

Strategic Aim:	Sound Financial and Workforce Planning	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate and Growth, Tourism and Economic Development, Communications and Resources (other than Finance)	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources	01572 758159 sdrocca@rutland.gov.uk
	Carol Snell, Head of Human Resources	01572 720969 csnell@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That the Committee notes the Council’s Gender Pay Gap data for 31 March 2018 and the commentary/comparison to our previous year report.

1 PURPOSE OF THE REPORT

- 1.1 From 2017, organisations that employ 250 or more must publish and report specific data about their Gender Pay Gap. In accordance with the new regulations, Rutland published its first report in 2018 for data ‘as at 31 March 2017’. This was reported to Employment and Appeals Committee in July 2018.
- 1.2 This report informs Members of our second year’s data and some comparator data across the region, together with some contextual information on Gender Pay Gap.

2 GENDER PAY GAP REPORTING

2.1 The Gender Pay Gap is defined as the difference between the pay of men and women. For reporting purposes, there are two measures:

- Median hourly pay
- Mean (average) hourly pay.

Each is represented as the percentage of the difference with men's pay. Therefore, where men are paid more than women, the pay gap will be 'positive'. Negative pay gaps are represented as minus percentages.

2.2 Gender Pay gap is not about men and women being paid differently for the same job – this would be unlawful. In Rutland, we use a job evaluation scheme to evaluate a role and this establishes a grade which is equally applied to male and female employees. Rutland has also carried out a sample Equal Pay Audit – the overall findings provided no areas of concern.

2.3 The data used to calculate our Gender Pay Gap covers all employees of Rutland Council except those based in Schools. Included are staff permanently and temporarily employed as at the effective reporting date – i.e. 31 March.

2.4 For reporting purposes, 'pay' includes – basic pay, paid leave (including annual leave, sick leave, maternity, paternity, adoption and parental leave), allowances, shift premium pay. Employees at Rutland do not receive bonus payments. 'Pay' does not include – overtime pay, expenses, redundancy payments and tax credits.

3 HOW DID WE DO?

3.1 Below shows our comparator data for the first two years of reporting:

For data as at 31.3.17 we reported		For data as at 31.3.18 we will be reporting	
Median	12.3%	Median	-1.54%
Mean (average)	14.2%	Mean (average)	5.7%

Our data for 31 March 2018 shows that our gender pay gap has narrowed.

This shows a shift of percentage points against both the Median and Mean, and in particular:

a) With a 5.7% Mean pay gap, women earn, on average, 94.3p for every £1 a man earns

Compared to women's earnings as at 31 March 2017 which was 85.8p for every £1 a man earns, but

b) With a minus percentage of Median pay at -1.54% (as at 31 March 2018) this means the Median value of women's pay is £1.01 for every £1 a man earns.

Compared to women's earnings as at 31 March 2017 which was 87.7p for every £1 a man earns.

3.2 The actual change in hourly rates have been

	2017	2018	Difference
Median			
Female	£11.62	£12.50	Up 88p
Male	£13.25	£12.31	Down 94p
Mean (average)			
Female	£12.75	£13.89	Up £1.14
male	£14.86	£14.73	Down 13p

This represents an increase in the hourly rates for females and a decrease in the hourly rates for male employees – **hence the change in our overall %age figures.**

4 EXPLAINING THE GAP

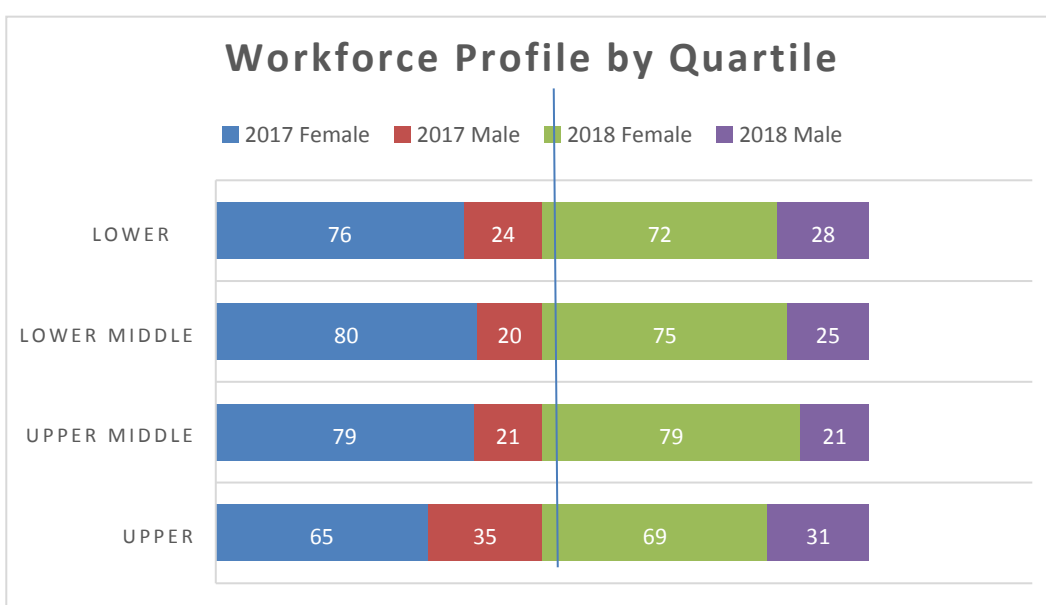
4.1 The causes of Gender Pay Gap are complex and overlapping but we know that contributory factors are: workforce profiles and the nature of roles and services e.g. services that have not been outsourced but tend to be supported by a predominant female or male workforce. To help explain this in more detail and to delve further into the organisation, we have based our analysis on some models and guidance developed by the Government Equalities Office and the Behavioural Insights Team.

4.2 Median and Mean salaries are affected by the profile of the workforce (see para 4.3 below) and natural changes through the year such as turnover and recruitment which may affect where in the job grade a new employee commences their employment. Para 4.5 explains that turnover of male employees has been slightly higher than female when compared to the profile of the workforce.

4.3 Workforce Profile

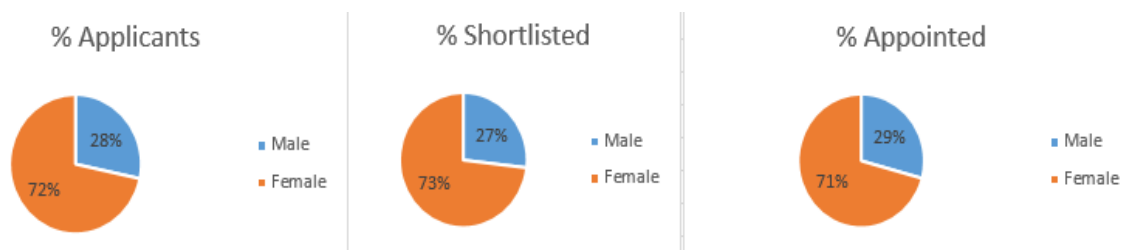
4.3.1 At Rutland, we know that our workforce is predominantly female – there has been little variance between 2017 and 2018 and this is replicated across the pay quartiles as below. Overall, as at 31 March 2018 – 74% of the workforce are female and 26% are male.

Definition of Pay Quartiles = the proportion of male and female relevant employees in four quartile bands. To do this we rank all relevant employees from highest to lower and then divide into four equal parts ('quartiles').



4.4 Gender imbalance in recruitment and promotion

4.4.1 To avoid any imbalance, we should expect to see men and women applying for roles and promotion that match the composition of the staff group. If we look at the balance of our overall recruitment in 2017/18 by gender, we find:



4.4.2 We also know, from our quartile data that the proportion of women in the upper pay quartiles has increased between 2017 and 2018 so this would not indicate any imbalance in the chances/opportunities of promotion for women.

4.5 Analysis of leavers

4.5.1 If women were leaving the organisation more quickly than men, this could contribute to a Gender Pay Gap, particularly if this was occurring in more senior roles. Of all leavers in 2017-18 – 30% were Male and 70% were Female. To understand this in more detail, our leaver data for 2017/18 shows

Grade range	% of all leavers	Female	Male
Appr to Scale 6	59%	79%	21%
SO1 to PO2	33%	59%	41%
PO3 to PO5	2%	0	100%
HOS/Directors	2%	0	100%
Other	5%	67%	33%

4.5.2 Compared to the workforce profile of 74% female and 26% male, there is a slightly higher turnover of male employees – given that new joiners generally commence employment lower in the pay scale, this would contribute to a lowering of the average hourly rate for men (see para 4.6).

Note

Appr to Scale 6 = Apprenticeship posts and posts of a support and administrative nature

SO1 to PO2 – Management roles and senior officer/specialist roles

PO3 to PO5 – Team Manager and Service Manager Roles

HOS/Directors – Posts on Chief Officer Terms and Conditions, Heads of Service, Directors and Chief Executive

Other – employees on other Terms and Conditions eg. Tutors, Youth Workers.

4.6 Aspects of pay (eg starting salaries) by gender

4.6.1 Rutland evaluates all its roles through a Job Evaluation Scheme - the grade then determines the pay band which contains incremental pay points. Therefore men and women doing comparable work receive the same pay band. Variations will only occur depending on length of service.

4.7 Support for Part-time staff

4.7.1 In Rutland 47% of the workforce are part-time. Of these a significantly high proportion (82.3%) are female. Across the staff groups, this looks like:

	Female	Male
Appr to Scale 6	80%	20%
SO1 to PO2	94%	6%
PO3 to PO5	100%	0
HOS/Directors	0	0
Other	84%	16%

- 4.7.2 This indicates a low proportion of part time roles at a more senior level. The Council has a Flexible Working policy which is accessible to all; our review in 2019 of this policy should include a reflection on how roles at a more senior level could be supported and undertaken more flexibly.

5 HOW DO WE COMPARE TO OTHERS?

- 5.1 Comparator data for 31 March 2018 is not yet available, but we now know from the first years' reporting that 77% of organisations had a Gender Pay Gap in favour of men but the trend is that this is reducing across all sectors. Comparator data for 31 March 2017 was as follows – whilst higher than the rate across all Local Authorities our rate was lower than the Whole Economy.

	Median	Mean (average)
As at 31.3.17 our data was	12.3%	14.2%
Whole Economy (ONS Annual survey)	18.4%	17.4%
Local Government	5.0%	6.8%
Unitary Councils	7.4%	NK
Councils across the East Midlands	4.2%	NK
Nottinghamshire County Council	25.37%	12.33%
Derbyshire County Council	25.3%	13.7%
Leicestershire County Council	20%	18%
Lincolnshire County Council	13.3%	11.1%
Peterborough City Council	4.7%	8.9%
Leicester City Council	3.12%	0.46%
Nottingham City Council	2.6%	4.2%
Derby City Council	-0.2%	2.7%

- 5.2 We will undertake analysis of comparator data for 31 March 2018 data when available after the March 2019 reporting deadline.

6 CONSULTATION

- 6.1 There are no further consultation requirements arising from this report.

7 ALTERNATIVE OPTIONS

- 7.1 The Council is required to publish its Gender Pay Gap data by 30 March for data as at 31 March the preceding year – there are no alternative options.

8 FINANCIAL IMPLICATIONS

- 8.1 There are no financial implications arising from this report. The Council ensures it complies with Equal Pay legislation – any challenge could be costly in an Employment Tribunal and reputational damage.

9 LEGAL AND GOVERNANCE CONSIDERATIONS

- 9.1 As an employer of 250+ employees, we are required to publish our annual Gender Pay Gap Data as specified in The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

10 DATA PROTECTION IMPLICATIONS

- 10.1 A Data Protection Impact Assessments (DPIA) has not been completed as there are no risks/issues identified to the rights of individuals or personal data

11 EQUALITY IMPACT ASSESSMENT

- 11.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the Head of Human Resources.

12 COMMUNITY SAFETY IMPLICATIONS

- 12.1 There are no Community Safety implications arising from this report.

13 HEALTH AND WELLBEING IMPLICATIONS

- 13.1 There are no Health and Wellbeing implications.

14 ORGANISATIONAL IMPLICATIONS

- 14.1 Human Resource implications – Gender Pay Gaps do not reflect gaps in Equal Pay. The Council, as part of its equality and workforce strategies will continue to monitor pay across its staff groups.

15 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 15.1 This report is provided to Employment and Appeals Committee for their information.

16 BACKGROUND PAPERS

- 16.1 There are no additional background papers to the report.

17 APPENDICES

- 17.1 There are no appendices to the report..

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

EMPLOYMENT AND APPEALS COMMITTEE

27 March 2019

NJC PAY SCALE APRIL 2019

Report of the Strategic Director for Resources

Strategic Aim:	Sound Financial and Workforce Planning	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate and Growth, Tourism and Economic Development, Communications and Resources (other than Finance)	
Contact Officer(s):	Saverio Della Rocca, Strategic Director Resources	01572 758159 sdrocca@rutland.gov.uk
	Carol Snell, Head of Human Resources	01572 720969 csnell@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That the Committee notes the update on the implementation of the amended Pay Spine for employees on National Joint Council terms and conditions of employment, effective April 2019.

1 PURPOSE OF THE REPORT

- 1.1 To provide Members with an update regarding national pay bargaining and in particular the implementation of the amended NJC Pay Scale for April 2019.
- 1.2 For Members to note the Council's successful work in reaching a collective agreement with Unison regarding the assimilation and implementation process.
- 1.3 The Council's annual pay policy has been updated and was approved by Full Council on 11 March 2019.
- 1.4 A copy of the new pay scale for April 2019 is shown as Appendix A.

2 NATIONAL PAY BARGAINING – CONTEXT

2.1 Employment Committee was advised last July of the agreement reached between the Trade Unions (Unison, GMB and Unite) and the National Employers for a two year pay deal for April 2018 and April 2019 – supplemented with an amended pay scale for April 2019.

2.2 The two year pay deal was far more complex than any other set of negotiations over the past few years and certainly since the Single Status Agreement of the 1990s. In particular:

- a) The introduction of the National Living Wage announced by George Osborne in the July 2015 budget set a forecast target of reaching at least £9.00 per hour by 2020.
- b) At the time, the lower rate on the NJC Pay scale was £7.00 per hour highlighting a substantial increase required over the subsequent 5 years. Some headway was made between 2016 and 2018 by introducing higher minimum hourly rates, bottom loading increases to assist in maintaining differentials and then annual pay awards of 1% further up the pay scale.
- c) Costs and budget pressures on the sector was a significant issue – specifically:
 - i) A one year only settlement for April 2018 – with a new pay spine - was not achievable in the timescale.
 - ii) Expectations of the Unions was much higher than affordability of the sector.
 - iii) Recognition that the work on the pay spine and introduction of the NLW could not be delivered within a 1% increase to the overall pay bill.
 - iv) Recognition that costs locally could vary significantly depending on each Council's workforce profile.

2.3 Following collaborative work with National Employers and authorities, an offer and a revised pay spine was developed and agreed, to be effective 1 April 2019 based on:

- A bottom rate of £9.00 per hour on a new pay point 1;
- Increases between 2.3% and 7.3% on pay points in 1 to 22;
- An increase of 2% for new pay points 23 and above;
- Merging the lower 12 pay points into 6 new pay points in order to deal with the compacting of differentials at the lower end of the pay scale; and
- Renumbering of all pay points.

2.4 Rutland, as most authorities in the UK remain aligned to the national pay bargaining framework with the majority of staff on the NJC Green Book terms and conditions of employment. Other staff groups include:

NJC Green Book 93.1%	JNC Chief Officers 3.5%	FENJC (Tutors) 2.8%	JNC Pink (Youth) 0.6%
-------------------------	----------------------------	------------------------	--------------------------

2.5 Full Council were advised on 11 March 2019 of the risks and inherent costs associated with moving away from national pay bargaining and that the Council would require significant investment in pay in order to achieve such an outcome and successfully negotiate with the Trade Unions. The Council is therefore not currently recommending or proposing any change.

3 IMPLEMENTATION

3.1 Whilst implementation of the pay spine is mandatory (*as per alignment to national pay bargaining*), there were considerations open to us to support the implementation. Our objective was also to avoid any disruption to the organisation and any further budget pressure. In all cases, as illustrated below, the Council undertook a modelling exercise across all staff to fully understand and assess the implications of any emerging options. In addition, the Council worked closely with National Employers, East Midlands Councils and authorities in the region.

3.2 The process of assimilation of staff from one pay scale to the other

3.2.1 For pay assimilation purposes, the model is:

Apply the annual incremental progression (within grade) and then assimilate across to the new pay scale. To illustrate

Grade PO1	Current pay point		New pay point
	35	↓	29
	36		30
	37	→	31
	38		32

3.2.2 This model presents no disadvantage to any employee and is the approach adopted by most authorities.

3.3 Impact on the current pay structure

3.3.1 The Council uses a Job Evaluation Scheme to determine the 'grade' of each post. The pay grade range has aligned to it a number of pay points and associated values which therefore determines the pay range.

3.3.2 Any departure from this arrangements would require a full JE review of all posts to determine a new rank order of jobs and a new grading structure. Our assimilation model therefore results in no grade shift (and subsequent budget pressure) for any group of staff – employees remain within their existing grade and move across to the new pay spine in their existing grade. For example:

Grade SO1	Current pay scale		New pay scale	
	Pay Point	Value	Pay Point	Value
Grade SO1	29	£26,470	23	£26,999
	30	£27,358	24	£27,905
	31	£28,221	25	£28,785
Grade SO2	32	£29,055	26	£29,636
	33	£29,909	27	£30,507
	34	£30,756	28	£31,371

3.3.3 However, the new pay grade structure included the removal of the current pay points 6 to 17 and the creation of new points 1 to 6. For Rutland this impacts on our Scale 1, 2 and 3 posts and whilst representing a shorter number of pay point steps in each grade, this is compensated by the greater %age increase on the pay points. In accordance with the national agreement, the pay point ranges for Scales 1, 2 and 3 have become

Grade	Current pay point range	New pay point range
1	6 to 10	1 to 3
2	11 to 13	2 to 4
3	14 to 17	5 to 6

3.4 Use of additional pay points

3.4.1 To even out the difference in value between each pay point, this resulted in 5 new pay points to the pay range. As part of our union consultation, Unison expressed concern about the large number of pay points this would result in for the Rutland pay structure. For example our Grade 5 would increase from 4 pay points to 6. This has been a common factor for a number of authorities.

3.4.2 Guidance from the LGA advised that good practice (particularly where incremental progression is largely automatic) would limit incremental progression to five years which is the case with a six point grade. They also advised that it is possible for authorities to 'lose' any or all of the new scps.

3.4.3 The Council fully modelled the pay progression of a small proportion of staff who would be affected by the new points (Grades 4, 5 and 6); as a consequence we could evidence some negative impact by way of pay progression in subsequent years. Therefore on a no detriment basis and no further budget pressure, the Council agreed as part of its collective agreement to remove the 5 new pay points from the pay structure. We are aware of other authorities who have also adopted the same approach.

3.5 Other implications associated with a new scale

3.5.1 A number of other employee provisions are aligned to pay points and will be assimilated across to the new pay points. These represent no contractual change nor cost pressure.

- Changes in annual leave entitlement (from 24 to 26 to 27 days)
- Changes to employee notice periods (between 4 weeks, 8 weeks, and 12 weeks)
- Eligibility for overtime – remains top of Scale 6 (new point 22)
- Changes in provision for Weekend enhancements – remains at Scale 2

4 CONSULTATION

4.1 The Council reached a Collective Agreement with Unison at the end of January 2019 – this contains the provisions and issues highlighted in this paper and represents a formal agreement between Unison and Rutland. Both parties recognise their common interest and joint purpose in furthering the aims and objectives of the Council. Both parties declare their commitment to maintaining good industrial and employee relations.

5 ALTERNATIVE OPTIONS

5.1 Throughout the planning phase of the implementation, the Council has considered alternative models and approaches e.g. assimilation, changing the grade structure. Options have been fully modelled to assess financial implications and the scale of impact on the organisation and individuals. The model adopted and as agreed with the Unions, represents the most practical outcome.

6 FINANCIAL IMPLICATIONS

6.1 The impact on the local government pay bill was a significant factor in the national negotiations. The introduction of the National Living Wage was also identified as a pressure on pay. The first year of the pay offer (2018) increased the national pay bill by 2.7%, the second year (2019) by 2.8%.

- 6.2 From Rutland's perspective, our planning assumption and provision is for 2% uplift year on year. Our Medium Term Financial Plan therefore reflects the pay award for 2019/20 and implications of the new pay scale at £390,000 (including Pension and National Insurance contributions).

7 LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 As the Council remains part of local government national pay bargaining, we are legally and contractually required to implement national pay awards (and the 2019 amended pay scale), as negotiated and agreed by National Employers and the recognised trade unions.

8 DATA PROTECTION IMPLICATIONS

- 8.1 A Data Protection Impact Assessments (DPIA) has been completed. No adverse or other significant risks/issues were found. A copy of the DPIA can be obtained from the Head of HR.

9 EQUALITY IMPACT ASSESSMENT

- 9.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the Head of HR.

10 COMMUNITY SAFETY IMPLICATIONS

- 10.1 There are no Community Safety implications arising from this report.

11 HEALTH AND WELLBEING IMPLICATIONS

- 11.1 There are no Health and Wellbeing implications arising from this report.

12 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 12.1 The Council has taken all steps necessary to enable the implementation of the amended pay scale for April 2019 in accordance with the national agreement.

13 BACKGROUND PAPERS

13.1 There are no background papers.

14 APPENDICES

14.1 Appendix A – Pay Scale April 2019

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

This page is intentionally left blank

Appendix A. New Pay Scale April 2019

PAY STRUCTURE - 1 April 2019

NJC Green Book

Pay Structure as at 1 April 2018				Pay Structure as at 1 April 2019			
Pay Grade	SCP	£ per annum	£ per hour	New scp	£ per annum	£ per hour	Pay Grade
	6	16394	£ 8.50				Grade 1 1 - 3
	7	16495	£ 8.55	1	17364	9	
	8	16626	£ 8.62				
	9	16755	£ 8.68	2	17711	9.18	
SCP 4-10 = GRADE 1	10	16863	£ 8.74				Grade 2 3 - 4
	11	17007	£ 8.82	3	18065	9.36	
	12	17173	£ 8.90				
SCP 11-13 = GRADE 2	13	17391	£ 9.01	4	18426	9.55	Grade 3 5 - 6
	14	17681	£ 9.16				
	15	17972	£ 9.32	5	18795	9.74	
	16	18319	£ 9.50				
SCP 14-17 = GRADE 3	17	18672	£ 9.68	6	19171	9.94	Grade 4 7 - 11
	18	18870	£ 9.78	7	19554	10.14	
	19	19446	£ 10.08	8	19945	10.34	
	20	19819	£ 10.27	9	20344	10.54	
				10	20751	10.76	
SCP 18-21 = GRADE 4	21	20541	£ 10.65	11	21166	10.97	Grade 5 12 - 17
	22	21074	£ 10.92	12	21589	11.19	
				13	22021	11.41	
	23	21693	£ 11.24	14	22462	11.64	
	24	22401	£ 11.61	15	22911	11.88	
SCP 22-25 GRADE 5	25	23111	£ 11.98	16	23369	12.11	
				17	23836	12.35	Grade 6 19 - 22
				18	24313	12.60	
	26	23866	£ 12.37	19	24799	12.85	
	27	24657	£ 12.78	20	25295	13.11	
				21	25801	13.37	

SCP 26-28 GRADE 6	28	25463	£	13.20		22	26317	13.64	
	29	26470	£	13.72		23	26999	13.99	Grade S01
	30	27358	£	14.18		24	27905	14.46	
SCP 29-31 GRADE so1	31	28221	£	14.63		25	28785	14.92	
	32	29055	£	15.06		26	29636	15.36	Grade S02
	33	29909	£	15.50		27	30507	15.81	
scp 32-34 = grade SO2	34	30756	£	15.94		28	31371	16.26	
	35	31401	£	16.28		29	32029	16.60	Grade P01
	36	32233	£	16.71		30	32878	17.04	
	37	33136	£	17.18		31	33799	17.52	
SCP 35-38 = Grade PO1	38	34106	£	17.68		32	34788	18.03	
	39	35229	£	18.26		33	35934	18.63	Grade P02
	40	36153	£	18.74		34	36876	19.11	
	41	37107	£	19.23		35	37849	19.62	
SCP 39-42 = grade PO2	42	38052	£	19.72		36	38813	20.12	
	43	39002	£	20.22		37	39782	20.62	Grade P03
	44	39961	£	20.71		38	40760	21.13	
SCP 43-45 = Grade PO3	45	40858	£	21.18		39	41675	21.60	
	46	41846	£	21.69		40	42683	22.12	Grade P04
	47	42806	£	22.19		41	43662	22.63	
	48	43757	£	22.68		42	44632	23.13	
SCP 46-49 = grade PO4	49	44697	£	23.17		43	45591	23.63	
	50	46612	£	24.16		44	47544	24.64	Grade P05
	51	47503	£	24.62		45	48453	25.11	
	52	48376	£	25.07		46	49344	25.58	
	53	49260	£	25.53		47	50245	26.04	
SCP 50-52 = grade PO5	54	50135	£	25.99		48	51138	26.51	