

Pay Policy 2019 – 2020 – Glossary of Terms

NJC Green Book	NJC stands for National Joint Council. The Green book is the document that contains the national agreement on pay and conditions of service for 1.4 million local government services. This applies to most staff in Rutland (<i>excludes for example Youth Workers, and Tutors, and senior officer posts on JNC Conditions - see below</i>). It is also known as the Single Status Agreement as it comprises the harmonised terms and conditions which were previously in place for Manual workers and other staff which were termed as 'Administrative, Professional and Technical'.
NJC Pay Spine	This relates to the salary levels that are negotiated through the Local Government Association (as the 'National Employer') and the trade unions (eg. Unison, GMB). Rutland's salary scales for posts on grades 1 through to P05 are determined by this pay scale and we are therefore subject to national pay bargaining which is led by the Local Government Association and negotiated with the trade unions.
Spinal Column points	The pay spine is made up of a number of Spinal Column Points (SCPs) and each has an associated salary value. These national spinal column points are then used to shape pay grades – therefore each grade has a number of spinal column points. SCPs are also sometimes known as incremental steps.
Annual progression	This is linked to the SCPs and provides for progression to the next SCP within the job holders grade. This takes place on 1 April each year until the employee reaches the top of their grade – there is then no further SCP/ incremental progression and any pay increase is associated with any annual pay award that is negotiated nationally. Part of the national pay conditions means that an employee joining between October and March receive their first SCP progression/increment, 6 months after joining.
JNC for Chief Executives	This is the Joint Negotiating Committee (JNC) for Chief Executives and is the national negotiating body for the pay and conditions of service of Chief Executives in England and Wales. It is made up of representatives from the Local Government Association as the national employer and also representatives of Chief Executives and the registered independent trade union (ALACE).

Appendix 1

JNC for Chief Officers	Similar to the JNC for Chief Executives but this relates to the terms and conditions of posts that are attached to a Chief Officer position. In Rutland this includes Directors, Deputy Director, Assistant Director and the two Heads of Service grades.
Market Supplements	Market supplements are payable where the 'going rate' for a specific job or specialism is higher than that offered by the Council. The enhancement brings the base salary to a comparable market rate that enables the Council to recruit and retain key skills.