

Public Document Pack



TRAFFORD COUNCIL

AGENDA PAPERS FOR EMPLOYMENT COMMITTEE

Date: Monday, 15 December 2014

Time: 10.30 a.m.
(or at the rising of the Joint Consultative Panel)

Place: Committee Rooms 2 and 3, Trafford Town Hall, Talbot Road, Stretford,
M32 0YT

A G E N D A	PART I	Pages
1. ATTENDANCES		
To note attendances, including Officers and any apologies for absence.		
2. MINUTES		
To receive and if so determined, to approve as a correct record the Minutes of the meeting held on 15 September 2014.		
		1 - 2
3. NATIONAL JOINT COUNCIL (NJC) PAY AWARD 2014-16 (NON-CONSOLIDATED PAY ELEMENT)		
To consider a report of the Acting Director of Human Resources.		
		3 - 12
4. TRADE UNION FACILITIES AGREEMENT REVIEW UPDATE		
To consider an oral report of the Acting Director of Human Resources.		
5. PAY AND GRADING STRUCTURE		
To consider a report of the Acting Director of Human Resources.		
		To Follow
6. QUARTERLY REPORT ON EXEMPTIONS TO THE SICKNESS POLICY		
To consider an oral report of the Acting Director of Human Resources.		

7. URGENT BUSINESS (IF ANY)

Any other item or items which, by reason of special circumstances (to be specified), the Chairman of the meeting is of the opinion should be considered at this meeting as a matter of urgency.

THERESA GRANT
Chief Executive

Membership of the Committee

Councillors B. Rigby (Chairman), Mrs. P. Dixon (Vice-Chairman), J. Bennett, N. Evans, C. Hynes, B. Shaw and A. Western.

Further Information

For help, advice and information about this meeting please contact:

Ian Cockill, Democratic Services Officer
Tel: 0161 912 1387
Email: ian.cockill@trafford.gov.uk

This agenda was issued on **Friday, 5 December 2014** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH.

Any person wishing to photograph, film or audio-record a public meeting are requested to inform Democratic Services in order that necessary arrangements can be made for the meeting.

Please contact the Democratic Services Officer 48 hours in advance of the meeting if you intend to do this or have any queries.

EMPLOYMENT COMMITTEE

15 SEPTEMBER 2014

PRESENT

Councillor B. Rigby (in the Chair).

Councillors Mrs. P. Dixon (Vice-Chairman), J. Bennett, N. Evans, C. Hynes, B. Shaw and A. Western.

In attendance

Head of Workforce & Core Strategy	(L. Hooley)
Transformation Programme Manager	(S. Maynard)
Director of Legal & Democratic Services	(J. Le-Fevre)
Democratic Services Officer	(R. Smithson)
Democratic Services Officer	(I. Cockill)

3. MINUTES

RESOLVED: That the Minutes of the meeting held on 7 July 2014 be approved as a correct record and signed by the Chairman.

4. REPORT ON EXEMPTIONS TO THE SICKNESS POLICY

An oral report on exemptions to the Sick Pay Scheme agreed by the Chief Executive, in consultation with the Director of Finance and the Director of Human Resources was outlined to the Committee by L Hooley. The new scheme for sick pay (regarding the number of months' payable based on length of service) had come into place from the 1 April this year. There had been 4 applications for exemptions since this date. Two had been refused with one exemption granted and the other under consideration.

In response to members' questions, it was explained that medical information was one of a number of factors considered when making the determination whether to grant an exemption. A team of 2 looked at each request and considered the reasons put forward. Specific criteria were not set with decisions made on the merit of individual circumstances. L Hooley advised that the exemptions process is unchanged from that in place prior to 1st April but acknowledged that the reductions in sick pay may lead to an increase in applications for exemptions.

The Committee asked that concerns be forwarded to the Director of Human Resources and that Committee be kept regularly informed of the exemption appeal process. The Committee appreciated the need for confidentiality with these updates but wished to have as much information as possible. It was agreed that the Director of Human Resources would be informed of the Committee's concerns.

RESOLVED:

- 1) That the report be noted
- 2) That the Director of HR be requested to consider the transparency of the appeals procedure and report back to the Committee on the proposals to improve them.

5. TRADE UNION FACILITIES UPDATE

The Panel received a report providing information about a proposed review of the corporate trade union facilities agreement, specifically in relation to the number of full time convenors.

The number of staff working for the Council has reduced in recent years; however, the trade union facilities agreement and associated budget has remained the same.

Given that the existing staff that are seconded to the two full-time trade union official roles are due to leave the service of the Council on 30 September 2014, it is timely to review the agreement to reflect current circumstances.

It was noted that the review will be undertaken in conjunction with the trade unions and the outcome of the review will be reported back to the next Employment Committee.

RESOLVED:

1) That the report be noted.

2) That the outcome of the review be reported back to the next Employment Committee.

The meeting commenced at 10.34 a.m. and finished at 10.52 a.m.

TRAFFORD COUNCIL

Report to: Employment Committee
Date: 15th December 2014
Report for: Decision
Report author: Lisa Hooley, Acting Director of HR

Report Title

NJC Pay Award 2014 - 16 (non-consolidated pay element)

Purpose of Report

To provide information on the non-consolidated pay element with respect to staff above SCP49.

Recommendation

That the non-consolidated pay element is applied to those staff on NJC terms and conditions who are above SCP49, at a one-off consolidated rate of £193

Contact person for access to background papers and further information:

Deborah Lucas, Head of HR Business Partnering ext. 4095

Relationship to Policy Framework/Corporate Priorities	These proposals align with the council's Corporate Priorities in respect to 'Reshaping Trafford Council'.
Financial	Implementation of the recommendation would have an estimated financial impact of £8,299
Legal Implications:	There are no legal implications related to this recommendation.
Equality/Diversity Implications	Implementation of the recommendation will ensure that a consistent approach is applied with respect to all groups of workers on NJC terms and conditions. Not to apply the recommendation would have an adverse impact on one pay band in Trafford's pay structure.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	Approval of the recommendation will assist with the reward and recognition strategy and will help to improve staff morale at a time when staff are undergoing a period of significant change.

Risk Management Implications	Taking into account the position being adopted by other AGMA authorities, if the recommendation is not accepted, this may impact on staff morale and Trafford's reputation and ability to attract and retain senior staff.
Health & Wellbeing Implications	As above, the recommendation should help to improve staff morale.
Health and Safety Implications	None

1. Background

- 1.1 Following the conclusion of the respective consultations by the Employers' and Trade Unions' sides, a national agreement has now been reached on revised pay scales and other non-consolidated payments for NJC Local Government Employees with respect to the 2014 – 16 pay award.
- 1.2 This national agreement sets out a 2.2% pay award for NJC staff over a two year period, effective from 1st January 2015 (see Annex 1). In addition, agreement has been reached on the award of non-consolidated payments to those NJC staff that are on spinal column points (SCP) 5 – 49 (see Annex 2).

2. Current position

- 2.1 At Trafford, there is a group of staff that are employed on NJC terms and conditions but who are paid above SCP49. This group of staff are on grade band SM4 (A, B and C).
- 2.2 In accordance with the recent NJC agreement, whilst this group of staff would be entitled to receive the 2.2% pay award by virtue of the fact that they are contractually on NJC terms and conditions, they would not automatically be entitled to receive a non-consolidated payment, given that their pay spine exceeds SCP49.
- 2.3 Advice from North West Employers has been that whilst there is no explicit requirement in the national agreement to make a non-consolidated payment to staff above SCP49, if authorities choose to make an award to this group of staff, then this would be entirely a local matter and any non-consolidated payment would be determined "as appropriate" at a local level.
- 2.4 To date, the feedback from other AGMA authorities is that Bolton, Salford, Tameside and Stockport are paying (in December 2014) the one-off, non-consolidated payment to this group of staff, in line with the national principles applying to staff at SCP49 and below; moreover, there is a consensus from the remaining authorities that they will shortly follow suit and plan to take their proposals to their relevant Committees in due course.
- 2.5 At Trafford, there are currently 43 staff employed within the SM4 grade band and in line with the national agreement, these staff will receive a 2.2% pay

award alongside all other NJC staff. This pay award will be made in January 2015. A decision therefore needs to be made as to whether Trafford will apply a locally determined non-consolidated payment to these staff.

- 2.6 If the principles of the national agreement on non-consolidated payments were applied to this group of staff i.e. they would receive a non-consolidated payment of no more than £193; it is therefore estimated that the cost would equate to a one-off amount equating to £8,299.

3. Conclusion and Recommendation

- 3.1 The underlying principle behind the national agreement on non-consolidated payments is to minimise the gap between the upper and lower end of the NJC pay spine.
- 3.2 However, it is important to recognise the position across AGMA as well as the importance of rewarding and recognising this group of staff in order to maintain morale during what is a difficult period of significant transformation.
- 3.3 Balancing the budgetary impact of £8,299 against the position as set out in paragraph 3.2, it is recommended that Trafford makes a decision to extend the national agreement for non-consolidated payments to staff above SCP49, who are on NJC terms and conditions.
- 3.4 In this respect, it is recommended that the non-consolidated payment is set in line with the principles of the national agreement for other staff i.e. it would equate to a one-off payment of £193. This payment would be made in January 2015.

This page is intentionally left blank

National Joint Council for Local Government Services

Employers' Secretary:

Sarah Messenger
Local Government House, Smith Square
London, SW1P 3HZ
Tel: 020 7187 7373 Fax: 020 7664 3030

Trade Union Secretaries

Fiona Farmer, Unite
Brian Strutton, GMB
Heather Wakefield, UNISON

Address for correspondence:

UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
Fax: 020 7551 1195

**To: Chief Executives in England, Wales and N Ireland
(copies for the Finance Director and HR Director)
Members of the National Joint Council**

14 November 2014

Dear Chief Executive,

2014-16 PAYSCALES & ALLOWANCES

Agreement has now been reached on rates of pay applicable from **1 January 2015**.

The new pay rates are attached at **Annex 1**.

Details of the non-consolidated payments to be paid in December 2014 (SCPs 5-49 only) and in April 2015 (SCPs 26-49 only) are attached at **Annex 2**.

The new rates for allowances up-rated in line with the pay increase of 2.20% are also set out at **Annex 3**.

It has been agreed that Spinal Column Point 5 (SCP5) will be deleted with effect from 1 October 2015. Therefore, employees on SCP5 shall progress to SCP6 on 1 October 2015.

NJC future work

Both Sides recognise that local government is undergoing a period of unprecedented change. The way that public services are designed and delivered is evolving at a rapid pace and against this background the NJC agrees that councils and their workforce need collective agreements that:

- reward employees fairly and recognise the diverse needs of the workforce
- attract, retain and train people with the skills needed for the future
- enable local service providers to react more quickly to changing circumstances
- facilitate effective partnership working and collaboration across organisations
- remove or modify existing barriers to ensure employees can move more easily between different public sector employers

The NJC remains committed to national collective bargaining and aims to ensure that the bargaining machinery can reflect and support new ways of working. The NJC will focus on

producing outputs that are relevant, fair and beneficial to both employers and those employed to provide public services.

Yours sincerely



Sarah
Messenger



Fiona
Farmer

Brian Strutton

Brian
Strutton



Heather
Wakefield

Joint Secretaries

NJC PAY SPINE 2014-16

SCP	1 Apr 13	1 Jan 15
5 (until 1 Oct 15)	£12,435	£13,500
6	£12,614	£13,614
7	£12,915	£13,715
8	£13,321	£13,871
9	£13,725	£14,075
10	£14,013	£14,338
11	£14,880	£15,207
12	£15,189	£15,523
13	£15,598	£15,941
14	£15,882	£16,231
15	£16,215	£16,572
16	£16,604	£16,969
17	£16,998	£17,372
18	£17,333	£17,714
19	£17,980	£18,376
20	£18,638	£19,048
21	£19,317	£19,742
22	£19,817	£20,253
23	£20,400	£20,849
24	£21,067	£21,530
25	£21,734	£22,212
26	£22,443	£22,937
27	£23,188	£23,698
28	£23,945	£24,472
29	£24,892	£25,440
30	£25,727	£26,293
31	£26,539	£27,123
32	£27,323	£27,924
33	£28,127	£28,746
34	£28,922	£29,558
35	£29,528	£30,178
36	£30,311	£30,978
37	£31,160	£31,846
38	£32,072	£32,778
39	£33,128	£33,857
40	£33,998	£34,746
41	£34,894	£35,662
42	£35,784	£36,571
43	£36,676	£37,483
44	£37,578	£38,405
45	£38,422	£39,267
46	£39,351	£40,217
47	£40,254	£41,140
48	£41,148	£42,053
49	£42,032	£42,957

NON-CONSOLIDATED PAYMENTS (see also Appendix)

SCP	December 14	April 15
5	£325	
6	£325	
7	£325	
8	£150	
9	£150	
10	£150	
11	£100	
12	£100	
13	£100	
14	£100	
15	£100	
16	£100	
17	£100	
18	£100	
19	£100	
20	£100	
21	£100	
22	£100	
23	£100	
24	£100	
25	£100	
26	£100	£3
27	£100	£7
28	£100	£10
29	£100	£14
30	£100	£18
31	£100	£22
32	£100	£26
33	£100	£29
34	£100	£33
35	£100	£36
36	£100	£39
37	£100	£43
38	£100	£47
39	£100	£52
40	£100	£56
41	£100	£60
42	£100	£65
43	£100	£69
44	£100	£73
45	£100	£77
46	£100	£81
47	£100	£85
48	£100	£89
49	£100	£93

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment

1 Jan 15
£34.00

**RATES OF PROTECTED ALLOWANCES AT 1 JAN 15
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 Jan 15
£1,215

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance

1 Jan 15
£197

City and Guilds Laboratory Technician's Advanced Certificate Allowance

1 Jan 15
£144

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area

1 Jan 15
£824

Outer Fringe Area

1 Jan 15
£573

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 Jan 15
£27.35

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area

1 Jan 15
£824

Outer Fringe Area

1 Jan 15
£573

Technical issues related to the non-consolidated payments

1. The payments are subject to the normal tax and national insurance requirements and are pensionable
2. The payments should be paid only to those employees who are in post on 1 December 2014. The payments are not 'back pay', so should not be paid to any employees who leave employment before 1 December
3. The payments should be paid on a pro-rated basis according to each council's established procedure for remunerating part-time employees
4. The payments should be paid to employees on SCPs 5, 6, 7, 8, 9 and 10 as indicated regardless of whether councils are already applying some form of Living Wage supplement
5. The payments should be paid to those on maternity leave whether in the paid or unpaid period at full rate (subject to appropriate pro-rating)
6. The payments should be paid to those on long-term sickness absence (even if on nil pay)
7. The payments should be paid at the relevant rate based on the current SCP at 1 December 2014, eg. an employee on SCP7 acting up to SCP12 should get the payment that applies to SCP12
8. The payments should be paid to those on adoption leave and parental leave
9. The payments should not be paid to employees on a career break at 1 December 2014
10. The payments do not apply to employees who are being paid above SCP49
11. If an employee has more than one contract, the payments should be paid pro-rata on each contract
12. Subject to any other exclusions, the payments should be paid to all employees whose pay is set in accordance with NJC for Local Government Services pay arrangements, regardless of whether they are on permanent or temporary contracts