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**TRAFFORD
COUNCIL**

AGENDA PAPERS FOR EMPLOYMENT COMMITTEE

Date: Monday, 11 March 2019

Time: 5.00 p.m.

**Place: Committee Room 2 and 3, Trafford Town Hall, Talbot Road, Stretford,
M32 0TH**

A G E N D A	PART I	Pages
1. ATTENDANCES		
To note attendances, including Officers and any apologies for absence.		
2. QUESTIONS FROM THE PUBLIC		
A maximum of 15 minutes will be allocated to public questions submitted in writing to Democratic Services (democratic.services@trafford.gov.uk) by 4 p.m. on the working day prior to the meeting. Questions must be relevant to items appearing on the agenda and will be submitted at the meeting in the order in which they were received.		
3. PAY POLICY STATEMENT		1 - 12
To receive a report from the Corporate Director of People.		
4. NEW PAY STRUCTURE		13 - 18
To receive a report from the Corporate Director of People.		
5. 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.		

Employment Committee - Monday, 11 March 2019

SARA TODD
Chief Executive

Membership of the Committee

Councillors J. Bennett (Chair), J. Slater (Vice-Chair), D. Acton, M. Cawdrey, M. Hyman, B. Rigby and G. Whitham.

Further Information

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

Alexander Murray, Democratic and Scrutiny Officer
Tel: 0161 912 4250
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This agenda was issued on **Friday, 1 March 2019** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall; Talbot Road, Stretford, Manchester, M32 0TH

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TRAFFORD COUNCIL

Report to: Employment Committee
Date: 25^h March 2019
Report for: Approval
Report of: Sara Saleh, Corporate Director of People

Report Title

Trafford Council's Pay Policy Statement 2019/20

Summary

This paper provides Council with information relating to Trafford's pay policy for 2019/20 in line with the requirements for the Localism Act 2011.

Recommendations

To note and approve the 2019/20 Pay Policy statement as set out in the attached report and recommend any amendments for approval at full Council on 20th March 2019.

Contact person for access to background papers and further information:

Name: Kate Sturman
Extension: 2148

Background Papers:

The Code of Recommended Practice for Local Authorities on Data Transparency - Department for Communities and Local Government.

Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011 – Department for Communities and Local Government.

Local Government Transparency Code 2015.

Relationship to Policy Framework/Corporate Priorities	The information provided within the report aligns with the Council's corporate priority of 'Low Council Tax and Value for Money'
Financial	The report information ensures that we comply with financial regulations in respect of data transparency and accounts and audit regulations.
Legal Implications:	Compliance with all relevant employment legislation is a critical and a key component of this strategy to ensure that our legal governance

	structure is robust and can defend employment claims should the need arise.
Equality/Diversity Implications	The pay policy will ensure that we remunerate our employees fairly and with due respect to all equality policies and strategies.
Sustainability Implications	Not applicable
Staffing/E-Government/Asset Management Implications	Not applicable
Risk Management Implications	Not applicable
Health & Wellbeing Implications	Not applicable
Health and Safety Implications	Not applicable

1. Background

The Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The requirements of the Localism Act in respect of transparency about senior pay builds on the Accounts and Audit Regulations 2015 with which the Council is also compliant; published details of the Council's remuneration of its Chief Executive and Corporate Directors can be found on the Council's public website.

The Pay Policy Statement articulates the Council's own policies towards a range of issues relating to the pay of its workforce, in particular its senior staff (Chief Officers, as defined by the Local Government and Housing Act 1989) and to its lowest paid employees. The purpose of the Pay Policy Statement is to increase accountability in relation to pay.

As specified in the Act, this requirement does not extend to schools and this Statement does not therefore include school based employees.

The statement also incorporates the Council's Gender Pay Gap information as the Council is now required to publish this on an annual basis under the GPG reporting requirements.

In summary, the Pay Policy Statement identifies:

- ❖ The method by which salaries and severance payment are determined;
- ❖ The detail and level of remuneration of the Council's most senior managers i.e. Chief Executive, Corporate Leadership Team, Service Directors;
- ❖ The committee responsible for ensuring that the Pay Policy Statement is applied consistently, the Employment Committee, which has delegated powers in relation to senior manager employment;
- ❖ The detail and level of remuneration for the lowest level of post/employee;
- ❖ The ratio of pay of the top earner and that of the median earner.

❖ The Council's Gender Pay Gap

2. Recommendation

Employment Committee is recommended to note and approve the 2019/20 Pay Policy statement as detailed below and recommend any amendments for approval at full Council on 20th March 2019.

TRAFFORD PAY POLICY STATEMENT 2019/20

1. Introduction

1.1 The purpose of the Pay Policy Statement is to ensure transparency and accountability with regard to the Council's approach to setting pay.

1.2 The Pay Policy Statement has been approved by Council and is publicised on the Council's website in accordance with the requirements of the Localism Act 2011.

1.3 The Pay Policy Statement identifies:

- The methods by which salaries of all employees are determined;
- The detail and level of remuneration of its most senior staff i.e. Head of Paid Service, 'Chief Officers', the Monitoring Officer, and Deputy Chief Officers as defined by the relevant legislation;
- The remuneration of its lowest paid employees;
- The relationship between the remuneration levels of the most senior employees and that of other employees;
- The Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and making recommendations on any amendments to Full Council.

1.3 Once approved by Full Council, this policy statement will come into immediate effect and will be subject to review as a minimum on an annual basis.

2. Legislation Relevant to Pay and Remuneration

2.1. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the National Minimum Wage (Amendment) Regulations 2018, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.

2.2 The Council ensures there is no discrimination within its pay structures and that all pay differentials can be objectively justified through the use of NJC and Hay job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.

3. Accountability and Decision Making

3.1 In accordance with the Constitution of the Council, the Employment Committee is responsible for decision making in relation to the recruitment, pay,

terms and conditions and severance arrangements in relation to employees of the Council.

3.2 Decisions relating to salary packages for new posts above £100k are subject to full Council approval. In addition, any severance arrangements agreed in line with the relevant policies that exceed £100k are subject to full Council approval.

4. Pay Structure

4.1 The Council's pay strategy must be one of balance between securing and retaining high-quality employees whilst maintaining pay equality and avoiding excessive pay rates.

4.2 The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its local pay structure, which determines the salaries of the large majority of its (non-teaching) workforce together with the use of locally determined rates where these do not apply.

4.3 All other pay-related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time further to collective bargaining.

4.4 In determining its grading structure and setting remuneration levels for any posts, which fall outside its scope, the Council takes account of the need to ensure value for money in respect of the use of public expenditure. However this has to be balanced against the need to recruit and retain employees who are able to provide high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

4.5 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although from time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate.

4.6 To meet specific operational requirements, it may be necessary for an individual to temporarily take on extra duties, which are in addition to their normal role. The Council's arrangements for authorising any additional remuneration relating to temporary additional duties are set out in the Acting-up and Additional Responsibility Payments Policy.

4.7 Any temporary supplement to the salary scale for the grade is approved in accordance with the Council's Market Supplement Policy.

4.8 An organisational chart covering staff in the top three levels of the organisation provides information on the senior salary pay structure for the Council.

5. Senior Management Pay Arrangements

5.1 For the purposes of this statement, senior management means 'Chief Officers' as defined within the Localism Act. The posts falling within the statutory definition are set out in the data published for the Local Government Transparency Code 2015 and the Accounts and Audit Regulations 2015.

5.2 The Chief Executive and Chief Officers receive minimal additions to salary. The Chief Executive receives Returning Officer fees for local and other elections as they arise from time to time. The Returning Officer fees for Local Elections have remained at the same level since 2012 and are published along with the fees for other elections, annually in the Council's annual Statement of Accounts.

5.3 The Chief Officer car allowance scheme was deleted as part of the 2014/15 budget proposals along with the general essential car user scheme which was replaced by a critical car user scheme. The Chief Executive and Chief Officers do not qualify for the scheme and so do not receive critical car user allowance.

5.4 The Council does not pay performance related pay to Senior Managers or any other employee group.

5.5 The Council does not pay bonuses to Senior Managers or any other employee group.

5.6 We will continue to consider how we can introduce more transparent performance arrangements at a senior management level. Salary progression within the range is linked to attainment of pre-determined objectives and targets as set out in the Performance Development Review process.

6. Recruitment of Chief Officers

6.1 The Council's policy and procedures with regard to recruitment of Chief Officers is set out within the Council constitution Part 4 Officer Employment procedure rules.

6.2 When recruiting to all posts, the Council will take full and proper account of all provisions of relevant employment law and its own Equality, Recruitment and Redeployment Policies as approved by Council.

6.3 Decisions relating to the remuneration of any newly appointed Chief Officer will be in accordance with relevant job evaluation methodology, market factors and recruitment policies in place at the time. For new posts, with recommended salary packages in excess of £100k, approval of Full Council is required.

6.4 Where the Council is unable to recruit Chief Officer posts, or there is a need for interim support to provide cover for a substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits, from competition, in securing the relevant service.

6.5 It should be noted that when these engagements are established, the Council is not required to make either pension or national insurance contributions for such individuals.

6.6 The Council has had 1 interim appointment in place at Chief Officer level throughout 2018/19 to lead on the Property and Investment strategy supporting the regeneration priorities of Trafford. This has required specialist expertise not readily available in the current market.

7. Pension Contributions

7.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee.

7.2 The rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate is set at 20.4%

8. Payments on Termination

8.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 [and if appropriate] Regulation 12 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

8.2 The proposed 'Public Sector Exit Payments (Limitation) Bill 2017-19 has been delayed and timescales for likely implementation are unclear. The bill proposes to cap public sector exit payments and to enforce the repayment of public sector payments in certain circumstances where an individual returns to the public sector. The cap for exit payments is currently proposed at £95,000 on the total value of exit payments made and applies to all types of arrangements and forms of exit payment such as redundancy payments, compensatory payments and lump sums awarded under a settlement agreement or a COT3, for example. The recovery of exit payments is suggested as being for those who earn £80,000 or more who return to the public sector within 12 months. There would be a requirement to repay a proportion of exit payments.

8.3 The Council will fully comply with changes to legislation in relation to remuneration and exit payment requirements should legislation change.

8.4 Any current payments falling outside of these provisions or the relevant periods of notice within the contract of employment shall be subject to a formal decision made by the Employment Committee. Payments on termination in relation to the policy set out above that exceed £100k are subject to approval of Full Council.

9. Re-employment / Re-engagement of former Chief Officers

9.1 The Organisational Change Framework sets out the arrangements and restrictions by which Chief Officers are re-employed or re-engaged on a contract for services following termination of employment.

9.2 The repayment of public sector exit payments as per 8.2 once confirmed will determine our revised approach to the re-engagement of Chief Officers.

10. Lowest Paid Employees

10.1 The lowest paid employees employed under a contract of employment with the Council are employed on full time [36.25 hours] equivalent salaries in accordance with the minimum spinal column point (scp) currently in use within the Council's grading structure.

10.2 As at 1st April 2019, the lowest entry level spinal column point is equivalent to £17,364 per annum. This is an hourly rate of £9.19.

10.3 We track the current national and local initiatives regarding low paid staff, benchmarking with our regional counterparts to ensure pay parity. The Real Living Wage, is a minimum hourly rate based on the real cost of living and is currently at £9.00 and will rise again in November 2019. The Council's minimum hourly rate will rise above the Real Living Wage from April 2019.

10.4 The Council employs Apprentices who receive the National Living Wage, which is based on age.

National Living Wage rates 2019

Age	25 plus	21 to 24	18 to 20	Under 18	Apprentice (under 19 or in first year)
Hourly rate	£8.21	£7.70	£6.15	£4.35	£3.90

11. Pay Ratio

11.1 The following information is provided to assist with understanding the ratio calculation;

The Chief Executive Salary level used for comparative purposes is £165,000

- The lowest paid Council job has a maximum salary level of £15,016
- The Median (middle) of the salary range is £23,111

11.2 The ratio of pay of the top earner i.e. Chief Executive and that of the median earner is 1 to 7.14 and is within the 1:20 ratio recommended by the Hutton Review. In other words for every £1 earned by the median earner the Chief Executive earns £7.14.

11.3 The ratio between the lowest paid employee and average Chief Officer is 1:6.23 so for every £1 earned for the lowest paid member of staff the Chief Officer earns £6.23.

11.4 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmarking information as appropriate. In addition, upon the annual review of this statement, it will also monitor any changes in the relevant 'pay multiples' and benchmark against other comparable Local Authorities.

12. Gender Pay Gap

12.1 2018 is the second year of statutory Gender Pay Gap (GPG) reporting for the public sector. Public Authorities including government departments, the armed forces, local authorities and NHS bodies and most schools with 250 employees or more, must publish and report specific figures about their gender pay gap.

12.2 The information which must be published is the mean gender pay gap in hourly pay, the median gender pay gap in hourly pay, the mean bonus gender pay gap, the median bonus gender pay gap: promotion of males and females receiving a bonus payment and the proportion of males and females in each pay quartile.

A point to note is that Trafford Council does not have any pay bonus schemes and so we do not report on this aspect.

12.3 The figures are based on pay received in March 2018, and the Council will publish on the National Gender Pay Gap Reporting website before the deadline of 30th March 2019.

12.4 Trafford Council's overall mean pay gap is 10.9% and the median is 17.6%, both in favour of male employees. There are a number of influencing factors which are as follows.

- Our GPG is significantly affected by the gender composition of our workforce which is 75% female and 25% male.
- We employ a lot of part time roles in Trafford (around 50% of posts) which attract females and evidence shows that part-time roles pay less than full time roles.

When part-time roles are looked at the gender pay gap is only 0.18% (mean) and the median gap is positive for women at -5.99%. For full-time employees the gender pay gap is 2.58% (mean) and 5.61% (median).

- We have some large in house services with lower paid bands which traditionally attract females – catering, cleaning, passenger assistants, care assistants and support workers; If we remove these groups the gap reduces to 2.44% (mean) and 6.95% (median);
- We have an ageing workforce and evidence shows that the gender pay gap widens above age 40;
- Some services such as highways and street cleaning services that predominantly attract male workers have been transferred out to a Contractor; this will have affected our GPG as associated posts tended to be on the lower pay bands;
- When we break this down into workforce quartiles, the gap significantly reduces or becomes negative. When looking at the mean gender pay gap, women in the top quartile of earners and women in the bottom quartile of earners in the organisation actually have a higher average hourly rate than men in the corresponding quartiles.

12.5 This is a very marginal increase on the figures for 2017, as published in March 2018 when the mean pay gap was 10.7% and the median pay gap was 17.0%.

12.6 Further to the implementation of Gender Pay Gap reporting, the Department for Business, Energy & Industrial Strategy has recently closed consultation on ethnicity pay reporting (11th January 2019). We are starting to consider what steps the Council might need to take in preparation.

13. Equality and Inclusion

13.1 Chief Officers are responsible for ensuring that they operate within the Council's Equality & Diversity Policy to provide equality of opportunity for all employees.

13.2 The Council is committed to ensuring that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, particularly based on age; disability; gender reassignment; race, religion or belief; sex; sexual orientation; marriage and civil partnership and pregnancy and maternity. This policy will be applied equally to all employees irrespective of their background or membership of a particular group.

13.3 In addition, in line with the Trade Union and Labour Relations (Consolidation) Act 1992 (TULCRA) Part 3, the Council is committed to ensure that employees are not disadvantaged or discriminated against by virtue of their trade union membership in the application of this policy.

13.4 The Council will regularly review this policy's impact on any equality and diversity issues, and will identify any inequalities by monitoring and will take appropriate action where necessary.

14. Trade Unions

14.1 The Council recognises two trade unions – UNISON and GMB, for collective bargaining purposes and there are currently two full time equivalent UNISON officials in employment.

15. Publication

15.1 Upon approval by the Full Council, this statement will be published on the Council's Website.

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TRAFFORD COUNCIL

Report to: Employment Committee
Date: 25th March 2019
Report for: Decision
Report of: Corporate Director of People

Report Title

Revised implementation arrangements regarding the national two year pay deal for 2019/20 and proposed new pay structure following regional trade union negotiations.

Summary

The purpose of this report is to seek approval following trade union negotiations at regional level for a variation to the proposal considered and agreed by this committee in December 2018 relating to implementation of year 2 (2019-20) of the NJC Pay Agreement.

These proposals have been developed in consultation with the Head of Financial Management and the Corporate Director People.

There is support at UNISON and GMB regional and local levels for the proposals contained in this report for a collective local agreement.

The constitution requires that this is approved by Council. This report seeks the approval of the Employment Committee to the proposed revised arrangements and agreement that the recommendation to full Council is that it should be approved

Recommendation(s)

1. Agree the adoption of the new grade structure and spinal column points, as set out in Appendix 1 to be applied across staff employed by the Council on Grades 1 – SM4 with effect from 1 April 2019.
2. Agree that the bar for enhanced overtime payments will remain at the top of band 5 new scp 22.
3. Recommend the new pay structure is formally endorsed by full Council in March as part of the Pay Policy Statement.

Contact person for access to background papers and further information:

Name: Sara Saleh
Extension: 4007

Relationship to Policy Framework/Corporate Priorities	These proposals align with the council's Corporate Priorities in respect to 'Low Council Tax and Value for Money' and 'Reshaping Trafford
Financial	The financial impact on the Council will be contained within the Revenue Budget and Schools will be required to manage the increase within their individual DSG allocations Minimal
Legal Implications:	The implementation process will be fully compliant with employment and equalities legislation.
Equality/Diversity Implications	An Equality Impact Assessment is being undertaken in line with the Equality Framework.
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	The introduction of the new minimum hourly rate of £9.19. This is a really positive step for those entering on the pay ladder and will better support our recruitment offer.
Risk Management Implications	See impact on catering & cleaning A review of Catering and Cleaning Service contracts will be undertaken to ensure we have a robust contractual position in advance of the implementation of the pay award, to mitigate risk of redundancy costs following potential TUPE exercises.
Health & Wellbeing Implications	N/A
Health and Safety Implications	N/A

1.0 Background

1.1 Agreement was reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2018** and **1 April 2019**. This was a 2 year pay deal which included the introduction of a new pay spine from 1 April 2019 that is based on the following:

- A bottom rate of £9.00 per hour (£17,364) on new Spinal Column Point (SCP)1 (equivalent to old SCPs 6 & 7) based on a 37 hour week and for Trafford this equates to **£9.19** per hour on a 36.25 working week;
- Recognition of the future changes to the minimum wage;
- Renumbering of spinal column points in recognition of amalgamated old SCPs 6-17 incl. to create new SCPs 1-6 inclusive;
- Equal steps of 2.0% between each of the new SCPs 1-22 inclusive (equivalent to old SCPs 6-28 incl.)

1.2 In 2014, the pay structure in Trafford was revised into a more linear structure, removing all overlapping grades. A new pay grade of Band 12 was introduced at the top of the pay structure in recognition of the gap to senior management grade SM4C.

- 1.3 The Council's current entry level is Band 1, SCP 6 which has an hourly rate currently of £8.67 and SCP7 has an hourly rate of £8.73. Both entry level points are below the current Real Living Wage rate of £8.75 but above the National Minimum wage of £7.38 and National Living Wage of £7.83 per hour.
- 1.4 In April 2019, following the implementation of the NJC pay award, the Council's lowest hourly rate and entry level will be **£9.19** per hr which means we will be above the Real Living Wage set to rise to **£9.00** per hour and National Minimum Wage rates as they currently stand.
- 1.5 The age rates for employees is attached below for information and for those under age 25 they will attract national minimum wage rates and for those over 25 it's called the national living wage rate which will be £8.21 from April 2019.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2018 (current rate)	£7.83	£7.38	£5.90	£4.20	£3.70
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

- 1.5 Having a linear and equal pay compliant pay structure will assist with a fairly straight forward transition to the new pay spine along with incremental progression for most staff in January 2019. The new pay spine introduces a new numbering system corresponding to the new pay rates implementation recommendations are outlined below.

2.0 Design Principles & Scope

- 2.1 The principles outlined below guided the design of the new pay structure;
- Minimise impact on pay for staff;
 - 5 spinal column points as a maximum per band;
 - No overlapping bands;
 - Increment first then assimilate to new pay spine where appropriate;
 - No job re-evaluations;
 - Equality compliant;
 - Minimum impact to budgets.
- 2.2 All staff employed by Trafford Council and Schools in our control who are on NJC terms and conditions will be included in the implementation of the new national pay spine. As discussed at the last Employment Committee we have been updating Schools to alert them to these changes and a series of meetings have taken place with Head teachers and Business and Finance Managers so they are fully prepared and can factor the new proposals into their financial planning.

- 2.3 Trafford's Schools Finance and HR teams offer advice and guidance for those Schools who buy back our services. It is anticipated that those Trafford Schools who do not buy back will receive assistance from their own advisers.

3.0 Pay Structure Design - amendment

- 3.1 As previously discussed at the last Employment Committee there is a degree of local flexibility for implementation of the new pay spine and this proposal sets out Trafford's *revised* recommended approach following further negotiations with UNISON at regional level.
- 3.2 To recap on the process undertaken to arrive at the new pay structure - a pay modelling exercise was undertaken to identify cost impact to the Council's salary budgets for staff on Bands 1 to 5 who are in the main affected by the changes proposed to the introduction of the year 2 pay award and a new pay spine. A range of options were developed utilising the above design principles and presented to Employment Committee in December 2018.
- 3.3 Benchmarking was carried out to identify how other Councils across GM are approaching implementation and there is a varied approach consistent with their local pay scales and grading structures. One issue that Trafford will not have to grapple with is the principle of whether to pay annual increments first then implement the pay award as in the main our incremental progression occurs in January. For roles where this does not apply, in the main in schools, we will adopt the position currently negotiated with GM Trade Unions of increment first.
- 3.4 In line with the Government's pledge to increase the National Living Wage to £9.00 per hour from 2020, this exercise enables us to achieve this sooner and based on our 36.25 hrs per week, the new hourly rate for entry level and the bottom point from 1st April 2019 will be **£9.19** per hour.
- 3.5 This is a really positive step for those entering on the pay ladder and will better support our recruitment offer, as well as enabling a better standard of living for people working in and for Trafford.

4.0 Pay Structure Revised Recommendation

- 4.1 As referenced in Paragraph 3, a number of options were considered and an option was agreed at the last Employment Committee for the preferred implementation approach that saw a range of changes to the numbers of grade levels in each band, introduced as part of year 2 of the pay award.
- 4.2 Since the last Employment Committee, further discussions have been held with UNISON Regional Officers who raised concerns over the implementation arrangements that introduced new scps in some

grades. Their concerns centred around the increased length of time it would take employees to reach the top of the grade.

- 4.3 Following discussions a revised approach has been proposed and they are in agreement to this proposal and willing to enter into a collective agreement based on the revised pay structure as outlined in Appendix 1.
- 4.4 There is no change to the overall costs to the council including Schools of adopting the new pay structure highlighted, will be in the region of £2.8m and includes the additional costs to the Catering & Cleaning Service of £274k included in the MTFP for 2019/20.

5.0 Recommended changes to implementation of part 2 of the NJC pay award

- 51 The recommended changes as discussed and agreed with UNISON are as follows:
- Agree that the mapping of old scp to new scp follows the NJC principles outlined in the 2018/19 agreement;
 - Retain the entry level point for band 3 at new scp 6 £19,171;
 - Those new scps proposed in the option discussed in December (scp 10, 13, 16, 18 and 21 highlighted in Appendix 1) to be deemed inactive and not to be used for any staff to assimilate to or progress onto.
 - The overtime threshold scp 28 will remain at the equivalent top of grade band 5 that will be renamed scp 22 in the new pay spine.

6.0 Conclusion

- 6.1 The revised proposal offers a robust and equitable pay structure, where there will be no financial impact on staff and meets our aspirations to pay above the Real Living Wage and National Minimum Wage pay rates. From 1st April our entry level will be £9.19 per hour in Trafford based on a 36.25 working week.

APPENDIX 1

01-Apr-18		Old proposal 01/04/2019			New Proposal following UNISON agreement		
SCP	£ per annum	New SCP	£ per annum	New Proposed Bands	New SCP	£ per annum	New Proposed Bands
6	£16,394	1	£17,364	BAND 1	1	£17,364	BAND 1
7	£16,495						
8	£16,626	2	£17,711		2	£17,711	
9	£16,755						
10	£16,863	3	£18,065		3	£18,065	
11	£17,007						
12	£17,173	4	£18,426	BAND 2	4	£18,426	BAND 2
13	£17,391						
14	£17,681						
15	£17,972	5	£18,795	5	£18,795		
16	£18,319						
17	£18,672	6	£19,171	6	£19,171		
18	£18,870						
19	£19,446	7	£19,554	7	£19,554		
20	£19,819						
		8	£19,945	8	£19,945		
		9	£20,344	9	£20,344		
		10	£20,751	10	£20,751	Inactive	
21	£20,541	11	£21,166	BAND 3	11	£21,166	BAND 3
22	£21,074						
		12	£21,589	12	£21,589		
		13	£22,021	13	£22,021	Inactive	
23	£21,693	14	£22,462	14	£22,462		
24	£22,401						
		15	£22,911	15	£22,911		
		16	£23,369	16	£23,369	Inactive	
25	£23,111	17	£23,836	BAND 4	17	£23,836	BAND 4
		18	£24,313	18	£24,313	Inactive	
26	£23,866	19	£24,799	19	£24,799		
27	£24,657						
		20	£25,295	20	£25,295		
		21	£25,801	21	£25,801	Inactive	
28	£25,463	22	£26,317	BAND 5	22	£26,317	BAND 5
29	£26,470						
30	£27,358	23	£26,999	23	£26,999		
31	£28,221						
32	£29,055	24	£27,905	BAND 6	24	£27,905	BAND 6
33	£29,909						
34	£30,756	25	£28,785	25	£28,785		
35	£31,401						
36	£32,233	26	£29,636	26	£29,636		
37	£33,136						
38	£34,106	27	£30,507	27	£30,507		
39	£35,229						
40	£36,153	28	£31,371	28	£31,371		
41	£37,107						
42	£38,052	29	£32,029	BAND 7	29	£32,029	BAND 7
43	£39,002						
44	£39,961	30	£32,878	30	£32,878		
45	£40,858						
46	£41,846	31	£33,799	31	£33,799		
47	£42,806						
48	£43,757	32	£34,788	BAND 8	32	£34,788	BAND8
49	£44,697						
50	£45,659	33	£35,934	33	£35,934		
51	£46,623						
52	£47,585	34	£36,876	34	£36,876		
53	£48,558						
		35	£37,849	35	£37,849		
		36	£38,813	BAND 9	36	£38,813	BAND 9
		37	£39,782	37	£39,782		
		38	£40,760	38	£40,760		
		39	£41,675	BAND 10	39	£41,675	BAND 10
		40	£42,683	40	£42,683		
		41	£43,662	41	£43,662		
		42	£44,632	42	£44,632		
		43	£45,591	BAND 11	43	£45,591	BAND 11
		44	£46,572	44	£46,572		
		45	£47,555	45	£47,555		
		46	£48,537	46	£48,537		
		47	£49,529	BAND 12	47	£49,529	BAND 12