

**POLICY & FINANCE COMMITTEE**  
**20 SEPTEMBER 2018**

**PAY AND GRADING ARRANGEMENTS 2019 FOR EMPLOYEES ON NJC TERMS AND CONDITIONS OF SERVICE**

**1.0 Purpose of Report**

1.1 This report seeks to obtain delegated authority for the Head of Paid Service (or his designated deputies ) in consultation with the Leader (or, in his absence his deputy) to negotiate any changes to the current pay and grading arrangements that are required in order to implement the 2019 NJC pay award. Negotiations will be undertaken with the recognised Trades Unions through the Council's Joint Consultative Committee.

**2.0 Background Information**

2.1 Policy and Finance are currently responsible for carrying out negotiations with the recognised Trades Unions in relation to any proposed amendments to Part 3 of the National Agreement on Pay and Conditions of service (NJC terms). This includes arrangements regarding pay and grading. Negotiations were last conducted through the Council's Joint Consultative Committee during 2005/06 as part of the implementation of Single Status.

2.2 During April 2018 agreement was reached between the National Employers and the NJC Trades Unions Side on rates of pay applicable from 1 April 2018 and 1 April 2019. Whilst the 2018 pay award was straight forward to implement the 2019 is more challenging.

2.3 Approximately 400 employees are currently engaged on NJC terms. In accordance with the national terms and conditions of service all employees must be aligned to the relevant scale point on the national pay scale on 1 April 2019.

2.4 A project group has recently been established to oversee/deliver the project. A summary of objectives included with the project brief are set out:

- 1) To carry out a review of the current pay and grading arrangements for employees engaged on NJC terms and conditions of service;
- 2) To propose a revised pay and grading framework for the Council that is affordable whilst also being fair and equitable from a gender pay perspective across all grades;
- 3) To undertake an equality impact assessment to ensure there are no negative equalities implications associated with the proposed revised grading structure;
- 4) To review/update the local conventions attached to the job evaluation scheme to ensure that they are fit for purpose and reflective of a modern working environment;
- 5) To consult/negotiate with the recognised trades unions to reach an agreement on amendments to the single status agreement as set out above;
- 6) To implement the 2019 Pay Award on 1 April 2019;

### **3.0 Proposals**

- 3.1 Given the timescales associated with progressing the project it is proposed that negotiations are conducted through the Joint Consultative Committee (similar to Single Status negotiations) and that the Head of Paid Service (or his deputy) is provided with the necessary delegated authority to conduct negotiations on behalf of the Council in consultation with the Leader (or his deputy).
- 3.2 The project plan requires an update to be provided to Policy & Finance once the final costs relating to the various options are known prior to commencing formal negotiations with the Trades Unions.

### **4.0 Equalities Implications**

- 4.1 A full Equalities Impact Assessment will be carried out as part of the review process and shared with the Trades Unions during negotiations.

### **5.0 Impact on Budget/Policy Framework**

- 5.1 A high level mapping exercise has already been undertaken to assess the minimum cost associated with aligning employees engaged on NJC terms to the new scale points to be implemented with effect from 1 April 2019.
- 5.2 Further modelling has also been undertaken to assess progression through pay points based on existing contractual terms and what this might cost in relation to a revised pay and grading structure. Various assumptions have been made in terms of what a new pay and grading model might look like given the necessity to include some provision within the budget for the forthcoming year. This information will be refined as pay modelling progresses with further updates being brought to committee in due course.

### **6.0 RECOMMENDATION**

**That delegated authority be given to the Head of Paid Service and/or his designated deputies, in consultation with the Leader (or, in his absence the Deputy Leader) to negotiate and agree changes to the current pay and grading arrangements with the recognised Trades Unions through the Joint Consultative Committee.**

#### **Reason for Recommendation**

**To agree revised pay and arrangements that meet the objectives set out above and in doing so enable the Council to implement the national scale points with effect from 1 April 2019.**

#### **Background Papers**

National Joint Council for Local Government Services - 2018 and 2019 Payscale and Allowances, April 2018

For further information please contact Tracey Mellors on Extension 5219.

T J Mellors

Business Manager – HR, Legal, OD/Director – Parks and Amenities/SAG.