

T&C REVIEW

THE COUNCIL'S FINAL (COLLECTIVE AGREEMENT) PROPOSALS – AS AT 11/7/17

Ref No.	Initial Proposals	Post-Consultation Proposals	Final (Collective Agreement) Proposals
1	<i>Scope</i>	<i>Scope</i>	<i>Scope</i>
1.1	The T&C Review includes all positions and employees in the corporate (ie the non-schools) part of the organisation including oneSource services and employees who have transferred by way of the Transfer of Undertakings (TUPE) legislation into the Council before the Implementation Date (except employees employed on School Teachers Pay & Conditions). The T&C Review also includes all employees in Community & Voluntary Controlled (C/VC) schools (except employees employed on School Teachers Pay & Conditions)	No change	No change
2	<i>Job Evaluation and Appeals</i>	<i>Job Evaluation and Appeals</i>	<i>Job Evaluation and Appeals</i>
2.1	Replace the Greater London Whitley Council (GLWC) Job Evaluation (JE) scheme with the Greater London Provincial Council (GLPC) JE scheme	No change	No change
2.2	Replace the Hay JE scheme (used for senior management roles) with the Local Government Employers (LGE) JE scheme	No change	No change
2.3	Apply the GLPC JE scheme to all roles subject to the NJC Local Government Services at third tier and below except the following: Specified third tier roles graded under the LGE JE scheme; Election/Door to Door Canvassers; Specific sessional teaching roles; National Management Trainee Programme roles; Apprentice roles	No change	No change
2.4	Apply the LGE JE scheme to all roles subject to the JNC Chief Executives and JNC Chief Officers at first and second tier and to specified third tier roles	No change	No change

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2.5	<p>Employees may appeal against the proposed new grade of their substantive role. All appeals will be considered and determined by a joint Management/Trade Union JE Appeal Panel as follows:</p> <ul style="list-style-type: none"> • JE Appeal Panel to comprise 2 management representatives and 2 trade union representatives (Employee Side Secretary to coordinate who will comprise the 2 Trade Union reps for each appeal) • 2 management representatives to be the Director of HR&OD (or rep) and a service management representative (who will be the Head of Learning & Achievement (or rep) in relation to any appeal from a C/VC school employee) • The “Chair” of the JE Appeal Panel to alternate between employer/employee reps • “Like” appeals to be joined together (to be determined by the JE Appeal Panel following proposal from the T&C Review Project Manager) – relevant post holders to submit a single consolidated appeal • Appeals to be “heard” on a document basis (rather than physical meetings) – meeting could be arranged if absolutely necessary • Chair to coordinate Panel views on a document basis (rather than physical meetings) – meeting could be arranged if absolutely necessary • Appeal Panel decision determined by majority vote (Note: appeal decisions could result in: a grade reduction; no change to grade; an increase in grade) – where the panel vote is evenly split (eg 2-2) the status quo will prevail ie the appeal will not be upheld • Appeal Panel decision final – no recourse to elected members or Greater London Provincial Council 	<p>New starters and employees who have moved into a new substantive position between start of T&C consultation commenced (19th September 2016) and date of Governance Committee decision on implementation of T&C (tbc) are able to submit an appeal against the proposed new grade of their substantive post.</p> <p>Joint moderation process implemented following trade union/Council agreement.</p>	<p>New starters and employees who have moved into a new substantive position between start of T&C consultation commenced (19th September 2016) and date of Governance Committee decision on implementation of T&C (20th July 2017) are able to submit an appeal against the proposed new grade of their substantive post.</p> <p>Joint moderation process implemented following trade union/Council agreement.</p>
2.6	<p>The process to deal with JE Appeals after implementation of the T&C Review to be developed through the T&C Review consultation process</p>	<p>No change</p>	<p>No change</p>

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3	<i>Basic Pay, Grading, Assimilation and Pay Protection</i>	<i>Basic Pay, Grading, Assimilation and Pay Protection</i>	<i>Basic Pay, Grading, Assimilation and Pay Protection</i>
3.1	Reduce the current structure of 33 grades (APTC1 to HG1) to a new broader banded 18 grade structure (Grade 1 to Grade 18)	No change	No change
3.2	Continue to apply the GLPC Outer London Pay Spine to determine basic pay for roles graded under the GLPC JE scheme and the lowest graded role graded under the LGE JE scheme (ie Grade 1 to Grade 12) with the addition of 1 new local spine point (71)	No change	No change
3.3	Continue to apply locally determined salary scales to determine basic pay for all other roles graded under the LGE JE scheme	No change	No change
3.4	Each new grade to comprise 5 spine points	No change	No change
3.5	<p>Assimilate employees to the new 18 grade structure as follows:</p> <ul style="list-style-type: none"> Assimilation to be based on a comparison of current basic pay relevant to the employee's current substantive role (as determined by spine point) and proposed basic pay relevant to the employee's current substantive role (as determined by spine point) – no other payment/allowance relevant to the employee's substantive role or any payment/allowance relevant to any non-substantive role will be used to determine assimilation to the new 18 grade structure Where an employee is currently on a higher spine point than the maximum spine point of the proposed grade, the employee will be designated a "Red circle" and will be assimilated at the maximum spine point of the proposed grade Where an employee is currently on a spine point that falls within the spine point range of the proposed grade, the employee will be designated a "White circle" and will be assimilated at their current spine 	No change	No change

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	<p>point</p> <ul style="list-style-type: none"> Where an employee is currently on a lower spine point than the minimum spine point of the proposed grade, the employee will be designated a “Green circle” and will be assimilated at the minimum spine point of the proposed grade 		
3.6	<p>Apply pay protection to employees designated a Red circle for a period of 6 months</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> In relation to basic pay only (ie the value of the relevant spine point) pay protection (in all organisational change circumstances) will be for a period of six months full pay protection plus three months half pay protection An unanticipated consequence of the new grading structure is that a small number of employees would lose a small element of their annual leave entitlement. Current employees affected on Implementation Date will have their current annual leave entitlement protected for as long as they remain in their current position. 	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> In relation to basic pay only (ie the value of the relevant spine point) pay protection (in all organisational change circumstances) will be for a period of six months full pay protection plus three months half pay protection An unanticipated consequence of the new grading structure is that a small number of employees would lose a small element of their annual leave entitlement. Current employees affected on Implementation Date will have their current annual leave entitlement protected for as long as they remain in their current position. The protection will continue to apply if the employee is restructured into another position that is graded Grade 1, 2 or 3. This protection does not apply to new starters or existing employees otherwise moving into a Grade 1, 2 or 3 position. Pay protection will not apply to contractual overtime or any other allowance/payment with the following exception:

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			<ul style="list-style-type: none"> ○ Shift Allowance and Enhancement Allowance payments only <u>will be protected</u> for a period of six months following the T&C Implementation Date ○ Shift Allowance and Enhancement Allowance payments will not be protected following the implementation of any other organisational change
4	<i>Performance Based Progression</i>	<i>Performance Based Progression</i>	<i>Performance Based Progression</i>
4.1	Apply a Performance Based Progression scheme (PBP) to determine progression from one spine point to the next within each new grade	No change	No change
4.2	The Council will bring forward proposals to review its existing PDR scheme to ensure it is fit for the purpose of determining PBP in the corporate part of the organisation and to develop similar scheme for use in C/VC schools	No change	No change
4.3	Implement the results of the PBP scheme for the first time with effect from 1 April 2018	No change	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> • The PBP process will first apply to the 2018/19 performance year ie the result of the 2018/19 performance assessment process will be first applied to incremental progression due on 1st April 2019 • Any incremental progression due between 1st April 2018 and 30th September 2018 will be applied as per current arrangements

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5	<i>Allowances and Payments</i>	<i>Allowances and Payments</i>	<i>Allowances and Payments</i>
5.1	All existing allowances/payments (including those set out in “Local Agreements”) to cease and be replaced only by the allowances/payments specifically identified in the Council’s T&C Review.	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> • Payments to accredited social workers under the Approved Mental Health Practitioner and Best Interest Assessor local agreement will continue to be made • Gritting allowance local agreement to continue <p>Otherwise no change</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> • Payments to accredited social workers under the Approved Mental Health Practitioner and Best Interest Assessor local agreement will continue to be made • Gritting allowance local agreement to continue <p>Otherwise no change</p>
5.2	<p>The Council intends to reduce the total expenditure on allowances/payments paid in the corporate directorates through a combination of:</p> <ul style="list-style-type: none"> • Reducing the number of occurrences where the allowance/payment is paid • Reducing the rate at which the allowance/payment is paid 	No change	No change
5.3	<p>Additional Hours</p> <p>Leave the current rate of payment (at plain time) <u>unchanged</u> for all additional hours worked</p> <p>The Council aims to reduce the number of additional hours worked in corporate directorates by 25%. The decision as to whether the number of additional hours worked in C/VC schools to remain a matter entirely for each C/VC school to determine.</p>	No change	No change
5.4	<p>Enhancements (including contractual and public holiday enhancements)</p> <p>Apply a single enhancement rate of 0.25 for working outside “normal hours”, remove the £105 Outer London Weighting element currently applied to the hourly rate calculation and remove all associated Time Off In Lieu (TOIL) provisions :</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> • Premium payments (eg: overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate 	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> • Premium payments (eg: overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate

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	<p>eg 1 - reduce the current enhanced rate for Saturday working (as part of the normal working week) from 0.5 to 0.25 and, where currently applicable, remove all associated TOIL provisions</p> <p>eg 2 - increase the current enhanced rate for Unsocial Hours working (as part of the normal working week) from 0.2 to 0.25 and, where currently applicable, remove all associated TOIL provisions</p>	<p>calculation</p> <ul style="list-style-type: none"> Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the enhancement <p>Otherwise no change</p>	<p>calculation</p> <ul style="list-style-type: none"> Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the enhancement <p>Otherwise no change</p>
5.5	<p>Night Work</p> <p>Reduce the night work rate to the single enhancement rate of 0.25 for work between the hours of 10.00pm to 6.00am, remove the £105 Outer London Weighting element currently applied to the hourly rate calculation and remove all associated Time Off in Lieu (TOIL) provisions – eg reduce the current rate for night work from 0.33 to 0.25</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Night Rate allowance will <u>continue</u> to be paid as it currently is paid (ie at the 0.33 rate and inclusive of the £105 London Weighting component in the hourly rate Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the enhancement 	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Night Rate allowance will <u>continue</u> to be paid as it currently is paid (ie at the 0.33 rate and inclusive of the £105 London Weighting component in the hourly rate Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the enhancement
5.6	<p>Overtime (up to spine point 28)</p> <p>Apply a single Overtime rate of 1.25 time and remove the £105 Outer London Weighting element currently applied to the hourly rate calculation.</p> <p>The Council also aims to reduce the number of overtime hours worked in corporate directorates by 25%.The decision as to whether the number of overtime hours worked in C/VC schools to remain a matter entirely for each C/VC school to determine.</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Premium payments (eg: overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate <p>Otherwise no change</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Premium payments (eg: overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate <p>Otherwise no change</p>

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5.7	<p>Contractual Overtime</p> <p>Apply a single Overtime rate of 1.25 time and remove the £105 Outer London Weighting element currently applied to the hourly rate calculation.</p> <p>The Council also aims to reduce the number of overtime hours worked in corporate directorates by 25%.The decision as to whether the number of overtime hours worked in C/VC schools to remain a matter entirely for each C/VC school to determine.</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Premium payments (eg: overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the Contractual Overtime payment <p>Otherwise no change</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Premium payments (eg: overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the Contractual Overtime payment <p>Otherwise no change</p>
5.8	<p>Planned Overtime (spine point 29 and above)</p> <p>For new Grades up to and including Grade 10 - apply a single Overtime rate of 1.25 time and remove the £105 Outer London Weighting element currently applied to the hourly rate calculation.</p> <p>Remove Overtime for new Grade 11 and above.</p> <p>The Council also aims to reduce the number of overtime hours worked in corporate directorates by 25%.The decision as to whether the number of overtime hours worked in C/VC schools to remain a matter entirely for each C/VC school to determine.</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Premium payments (eg: overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate <p>Otherwise no change</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Premium payments (eg: overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate <p>Otherwise no change</p>
5.9	<p>Shift Allowance</p> <p>Reduce the various rates of shift allowance to a single rate of 5% and remove the £105 Outer London Weighting element currently applied to the hourly rate calculation and remove all</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Shift pay allowance will be 7% for day shifts and 10% for night shifts Premium payments (eg: 	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Shift pay allowance will be 7% for day shifts and 10% for night shifts Premium payments (eg:

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	TOIL provisions.	<p>overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate</p> <ul style="list-style-type: none"> Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the Shift Allowance 	<p>overtime/enhancements/ night rate/shift etc) will continue to include the £105 London Weighting component in the hourly rate</p> <ul style="list-style-type: none"> Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the Shift Allowance
5.10	<p>Standby</p> <p>Remove standby payments in service areas where standby arrangements are considered unnecessary (eg as per ICT). Where standby payments are considered necessary pay at a single rate of 1 hour of Overtime per standby period – no TOIL.</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Standby allowance (where considered necessary) will be: <ul style="list-style-type: none"> £22 for each standby period of up to and including 24 hours £100 for each standby period of over 24 hours (with the exception of Childrens' Social Workers for whom the current Standby rate will remain due to the statutory nature of the requirement <p>Otherwise no change</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Standby allowance (where considered necessary) will be: <ul style="list-style-type: none"> £22 for each standby period of up to and including 24 hours £100 for each standby period of over 24 hours (with the exception of Childrens' Social Workers for whom the current Standby rate will remain due to the statutory nature of the requirement <p>Otherwise no change</p>
5.11	<p>Call Out</p> <p>Where actually called out pay at a single rate equal to the Overtime rate for that role for actual hours called out (including travel time) – no TOIL</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the Call Out Allowance 	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Any TOIL provisions will be removed with the exception of rostered working on a public holiday in which case TOIL (in relation to the rostered hours worked) will continue to apply in addition to the Call Out Allowance

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		Otherwise no change	Otherwise no change
5.12	<p>Car Allowances</p> <p>Remove Essential Car User lump sum allowance and increase Essential Car User mileage to HMRC rate (45p per mile). Reduce Casual Car User mileage to HMRC rate (45p per mile)</p>	No change	No change
5.13	<p>Honorarium</p> <p>Review and tighten up the circumstances in which an honorarium payment is paid in the corporate directorates (eg by removing the current criteria of payment to recognise the carrying out of a one-off piece of project work; removing the ability to extend honoraria beyond a 6 month period)) in order to reduce the frequency that honoraria payments are made in order to reduce expenditure by 90%.</p> <p>The decision as to whether to review and tighten up the circumstances in which an honorarium payment is paid in C/VC schools to remain a matter entirely for each C/VC school to determine.</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Honoraria will be paid for up to nine months <p>Otherwise no change</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> Honoraria will be paid for up to nine months <p>Otherwise no change</p>
5.14	<p>First Aid</p> <p>Leave the current rate of payment unchanged.</p> <p>The Council will review the number and distribution of qualified First Aiders in the corporate directorates to ensure relevant statutory requirements are met but to also ensure they are not unnecessarily exceeded. This may result in a reduction in numbers of First Aiders.</p> <p>The decision as to whether to review the number and distribution of qualified First Aiders in C/VC schools to remain a matter entirely for each C/VC school to determine.</p>	No change	No change

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5.15	<p>Market Supplement</p> <p><u>Continue</u> to apply Market Supplements where there is an approved business case evidencing future recruitment and/or retention difficulties.</p> <p>Current Market Supplements to be adjusted where basic salary changes as a result of JE/Grading proposals</p>	No change	No change
5.16	<p>Three Year Plusage</p> <p>This was removed from the scope of the T&C Review and Proposals in September 2016.</p>	Not applicable	Not applicable
5.17	<p>Teaching Assistance2 (TA2) Allowance</p> <p><u>Apply a new allowance</u> of £402pa (pro rata) to all TA2 roles to differentiate between TA1 and TA2 roles</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> The TA2 allowance has been increased to £465pa (pro rata) <p>Otherwise no change</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> The TA2 allowance has been increased to £687pa (pro rata) <p>Otherwise no change</p>
5.18	<p>London Living Wage</p> <p><u>Introduce a new supplement</u> to ensure that hourly basic pay is equal to the current London Living Wage rate (this currently affects new Grade 1 only) – the supplement will be considered for approval by Council on a rolling annual basis as part of the approval process for the Pay Policy Statement.</p>	No change	No change
5.19	<p>Redundancy Pay</p> <p>The proposal at the start of consultation was that the statutory maximum level of weekly pay (currently £479) would be applied to the calculation of all redundancy payments. This would reduce the maximum total redundancy payment to £14,370.</p>	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> The Council has changed this proposal to continue to calculate redundancy pay using actual weekly pay and to apply a maximum total redundancy payment of £30,000 (currently tax free) 	<p>Subject to Collective Agreement being signed:</p> <ul style="list-style-type: none"> The Council has changed this proposal to continue to calculate redundancy pay using actual weekly pay and to apply a maximum total redundancy payment of £30,000 (currently tax free)

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5.20	LALO Instead of treating the Local Authority Liaison Officer (LALO) responsibilities as a separate job in its own right, <u>continue</u> to pay for the LALO role at £1000pa pro rata through a new allowance in addition to the employee's substantive position.	No change	No change
5.21	Special Educational Needs (SEN) Allowance The Council is not proposing to change this allowance	No change	No change
5.22	Laundry Remove the current Laundry Allowance	No change	No change
5.23	Noise Abatement Remove the current Noise Abatement Allowance	No change	No change
5.24	Tools Remove the current Tool Allowance	No change	No change
5.25	Dog Money Allowance Remove the current Dog Money Allowance	No change	No change
5.26	Phone Allowance Remove the current Phone Allowance	No change	No change
5.27	Split Duty Allowance Remove the current Split Duty Allowance	No change	No change
5.28	Additional Payments Huge variety of miscellaneous payments paid via the payroll element "Additional Payments". Some of these payments such as Shift Allowance/Honoraria already covered above. All other payments (eg Accelerated increments; Dog money; Phone allowance; Split Duty) will be terminated unless specifically identified in the Council's T&C Review	No change	No change

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6	<i>National Terms & Conditions</i>	<i>National Terms & Conditions</i>	<i>National Terms & Conditions</i>
6.1	Leave CEX role currently subject to JNC for Chief Executives <u>unchanged</u>	No change	No change
6.2	Leave first and second tier roles currently subject to JNC for Chief Officers <u>unchanged</u>	No change	No change
6.3	Leave all roles currently subject to NJC Local Government Services (as varied by the GLPC London Agreement) <u>unchanged</u> except a small number of specific roles as detailed below	No change	No change
6.4	Leave all roles currently subject to Soulbury Committee <u>unchanged</u> though these will be subject to a separate review in due course	No change	No change
6.5	Leave all roles currently subject to JNC Youth & Community Workers <u>unchanged</u> though these will be subject to a separate review in due course	No change	No change
7	<i>Miscellaneous</i>	<i>Miscellaneous</i>	<i>Miscellaneous</i>
7.1	Employee Benefits The Council is open to introduction of a new and coordinated approach to employee benefits and intends to survey all employees (including those in C/VC schools) as a separate exercise outside the scope of the T&C Review and after the T&C Consultation period has ended, about the range of employee benefits available which would be of most interest	No change	No change
7.2	Employee Recognition The Council is open to the introduction of a new and coordinated approach to employee recognition and will invite suggestions from all employees in the corporate directorates about the most appropriate means to do so as a separate exercise outside the scope of the T&C Review and after the T&C Consultation period has ended The decision as to whether to introduce an employee	No change	No change

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	recognition approach in C/VC schools remains a matter entirely for each C/VC school to determine.		
7.3	HR Policies A number of existing HR Policies will be modernised and updated (eg the Organisational Change & Redundancy Policy) and a number of new HR Policies will be developed (eg a Job Evaluation Policy) to reflect the T&C Proposals	No change	No change
7.4	Contracts of Employment Apply modernised and updated contracts of employment templates to reflect the T&C Proposals	No change	No change
7.5	Equalities Analysis In accordance with the Council's Managing Organisational Change & Redundancy policy, an initial Equality Analysis will be carried out on the Council's initial T&C Proposals prior to the launch of employee consultation and on the finalised T&C Proposals after employee consultation and a summary statement will be provided to employees as part of the T&C Consultation launch information. The Council will commission an independent consultant to carry out both of the above Equality Analyses of the Council's T&C Proposals.	No change	No change