



Bolsover District Council Pay Agreement

Pay and Conditions of Service

[April 2012](#)

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(Version 10)



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL
DEVELOPMENT

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1. Implementing Equal Pay

- 1.1 In 1997 the National Joint Council (NJC) introduced a new National Agreement for Local Government Services (The Green Book). This agreement replaced the terms and conditions of service in the old Purple Book (former officers) and White Book (former manual workers). The new agreement was generally called The Single Status Agreement since its intention was to introduce equal pay and eliminate the old blue/white collar divides.
- 1.2 The first affect of this new agreement was to introduce the 37-hour week. The agreement allows for certain conditions of service to be agreed locally once there has been an audit of the equal pay issues and full consultation with the Unions (UNISON and UNITE). The agreement also recommended a job evaluation scheme to ensure that equal pay would be part of any review. As you are aware Bolsover District Council have complied with all of these terms and implemented from 1 April 2009 for the majority of employees. Red Book employees (Craft Workers) were job evaluated during 2009 and agreed to move to Green Book terms and conditions from 1 May 2010.
- 1.3 We've tried to make this package of proposals as easy to understand as possible. But it does cover a number of aspects of your terms and conditions of service, and so a detailed explanation of how it works has to include some technical expressions and phrases that may be new to you. We've included a list and explanation of some of the more common words and phrases used in single status – you can find this on page 19. We hope this is helpful.
- 1.4 At the heart of the National Agreement is the principle of fairness and equality for all employees; equalising pay differences across the council that have existed for decades means that some jobs will be graded higher than before, some will be graded lower than before and some allowances will change or stop.
- 1.5 We recognise how difficult this will be for affected employees, so we have developed a salary protection scheme [which will protect employee pay for one year](#).
- 1.6 The Council as part of this agreement has conducted an Equal Pay Audit to ensure that the gender pay gap has reduced. The Council will investigate the validity of any claims received and may make an offer of compensation to the individual employee(s) by using a standard procedure agreed by ACAS to settle such claims. The Council accepts that the Trade Unions will have to advise their members of their employment rights in relation to any offer made, and the Unions may support their members in taking equal pay claims.
- 1.7 Regular Equal Pay Audits will be carried out jointly between management and the trade unions and action plans produced. Interim Equal Pay Audits will be carried out when any significant changes occur.
- 1.8 An Equality Impact Assessment was carried out on this Pay Agreement to establish the gender equality impact of these changes. This will be kept under review through the regular Equal Pay Audits outlined above.
- 1.9 This booklet aims to cover the key aspects of the potential agreement and what it means to you. It includes explanations on the following:

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- Pay and grading structure
- Incremental Progression
- Market Supplements
- Assimilation into the new pay structure
- Protection
- Proposed terms and conditions of service
- Reimbursement of Expenditure
- Flexible working
- Process for future changes

This documentation is also available on the Council's Intranet site (ERIC). Your manager, trade union representative and human resources team will also have copies of this booklet and will be able to answer the questions you raise.

2. Pay and Grading Structure

2.1 Grading Structure Explanation

2.1.1 The chart (Appendix 1) illustrates the grading structure. The grading structure has 12 grades. The first two grades have fixed salary points. The remaining grades allow progression by steps (known as increments) within each grade. The grades are numbered from 1 (the lowest) to 12 (the highest). Down the left hand side of the chart are the figures showing the minimum and maximum points for each grade. For instance, grade 1 show up to 300 points. This means if you have a job evaluation score up to and including 300 points you will be placed within this grade for your basic salary.

2.1.2 Heads of Service, who have, 741 points or more, have been placed in grade 12 and will be subject to the JNC for Chief Officers National Agreement (Blue Book). Other Heads of Service with less than 741 points will be subject to the NJC for Local Government Employees (Green Book). [Further details of senior managers pay is provided in Appendix Two.](#)

2.1.3 There will be no multi-graded posts. Movement to another grade means a move into a higher evaluated job.

2.1.4 Funding for the new pay structure has been made assuming that employees will progress through increments, and budgets will be adjusted to reflect this. **Any changes to jobs will need to be agreed with the Head of Service and re-evaluated prior to implementation of any changes. Any changes which result in a change in grade will need to be agreed by the Chief Executive Officer and Council where necessary. [For full details see the Grading Review Procedure](#)**

2.1.5 You can determine your hourly/weekly rate of pay as follows:

Hourly rate

Annual Salary ÷ 365 x 7 ÷ 37

Weekly rate

Take your hourly rate and multiply by the number of hours you are contracted to work each week (see table below for examples)

Hourly Rate (£)	Hours Per Week	Weekly Rate (£)
10.00	20	200.00
10.00	37	£370.00

2.1.6 If you are a part time employee you can determine your annual salary by dividing the full time annual salary by 37 and multiplying by your part time hours.

Comment [L1]: Removed 2.1.4 and 2.1.5 as Env Health transferring to NEDDC from 1 March 2012

Deleted: 2.1.4 . There are a small number of posts within the Council, which have been assessed at both entry and qualified level. For example:-
<#>Environmental Health Officer
<#>Environmental Health Technical Officer

Deleted: If you are in one of these posts, and have not yet attained the qualification level set out in your contract of employment, you will be on the entry level grade. You will not progress to the qualified grade until such time as the necessary requirements have been met.
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2.2 Incremental Progression

- 2.2.1 With the exception of the first 2 grades, incremental progression will happen automatically. If you are assimilated into the new grading structure below the top point of your new grade, incremental progression will continue every 12 months from the implementation date/[effective date of grade change](#) until the top of the grade is reached.
- 2.2.2 Recruitment will normally be to the first point of the grade, or **in exceptional circumstances** (as agreed with the Head of Human Resources/Payroll) will reflect a level commensurate with candidates existing skills and experience in the job.
- 2.2.3 New recruits or existing employees who apply for and are appointed to a new post (including secondments). In both cases, increments will only become due from 1st of the month following completion of 12 month's service with the Council from appointment to post. Following this future increments will be awarded automatically on the anniversary of the first increment until the top of the grade is reached.

2.3 Market Supplements

- 2.3.1 You have been placed in the new grading structure based on the evaluated score for your job. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills. The consequence of this is recruitment and retention problems in the service. In these circumstances market supplements can be paid in order to attract good candidates.
- 2.3.2 Market supplements will be shown separately in the Contract of Employment and be subject to an annual review by Governance Management Team. Market supplements will be increased by the percentage increase agreed through the national pay award.
- 2.3.3 The full criteria for payment of market supplements are set out in the Recruitment and Retention (Market Supplements) Procedure, which can be found on the Intranet (ERIC).

2.4 Repairs and Maintenance Apprentices

- 2.4.1 Repairs and Maintenance Apprentices undertaking a qualification to NVQ Level 3 will be paid the following percentage of the bottom of the qualified grade for their specialist trade:

Age at Entry	1 st Year	2 nd Year	3 rd Year	4 th Year
16	55%	70%	90%	95%
17	55%	80%	90%	95%
18+	80%	85%	90%	95%

Multi-skilled apprentices under the Public Sector Apprenticeship Scheme are paid on separate training contract arrangements.

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3. Terms and Conditions

3.1 Changes to Allowances

- 3.1.1 A small number of allowances have been stopped or changed because either:
(a) employees were getting different allowances; or
(b) the reason for the payment is now included in the job evaluation points score.
- 3.1.2 Where allowances were paid these will not be part of the protection of earnings.
- 3.1.3 Allowances that **will not** continue to be paid and are not part of protection of earnings (see p27) are:

- Meal Allowance (Subsistence)
- Relocation Payment – Change of Workplace
- Footwear Allowance
- Overall Allowance
- Split Shift Payment
- Home Telephone Allowance
- Night Work Allowance
- Leisure Training Rate*
- Leisure Unpaid Overtime Bank of 220 hours
- Team Leader Allowances
- Priced Works Payments
- Standby
- Profit Share
- Bonus Payments
- Intercom Allowance
- Tool Allowance

*Training will be accommodated in normal working hours. Where this is not practicable time off in lieu will be granted.

- 3.1.4 Allowances which have been changed and are not part of protection of earnings (see p27) are:

- Shift Allowance
- Saturday and Sunday Working
- Overtime Payments
- First Aid Allowance

- 3.1.5 For the avoidance of doubt any allowance not listed in 3.2 of this agreement will be considered and dealt with as part of a separate negotiation.

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3.2 New Allowances and Allowances which are continuing:

3.2.1 Who is Eligible

The new allowances which are listed below will be applied to all eligible employees across the Council, except where specifically stated. If you are unsure whether or not you qualify – ask a member of the HR Team.

3.2.2 Shift Allowance

To qualify for a shift allowance you have to be working on a rota covering 24 hours. The allowance will be:

Rotating shift (full 24 hours) – 17% of basic pay

This allowance is not payable to those employees on SCP17 or above.

3.2.3 Saturday and Sunday Working

If weekend working is part of the normal working week (that is regular rostered weekend working) then no additional allowance will be paid.

For all other employees on SCP16 or below, where required by their Head of Service to work on a Saturday/Sunday (excluding home working), you will receive payment for all hours worked in accordance with paragraph 3.2.5 (Overtime).

This allowance is not payable to employees on SCP17 or over.

3.2.4 Bank Holiday Working

Any employee rostered to work on a bank holiday will be paid, in addition to their normal pay for that day, payment at plain time rate for all hours worked. For the purposes of this agreement the following are designated bank holidays:

New Years Day
Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
August Bank Holiday Monday
Christmas Day
Boxing Day

Additional annual leave will be granted as follows:

Less than half normal hours worked – half day

More than half normal hours worked – full day

This allowance is not payable to those employees on JNC Chief Officer terms and conditions.

[Detailed guidance in respect of payments/holidays due under these provisions is available from the Payroll Team.](#)

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3.2.5 Overtime

When requested by your manager, and once the full time hours have been completed, i.e. 37 hours, employees may receive overtime payments. Part time employees will receive basic pay up to 37 hours per week. **Overtime is not guaranteed.**

For employees conditioned to the Council's Flexitime Scheme the following conditions will apply:

- It must be pre-programmed and pre-authorized by their Manager
- A budget must exist to pay for the overtime
- 37 hours must have been worked in each week that overtime is payable
- When 37 hours have been worked and an employee's flexi balance is in credit, there will be an opportunity to earn overtime, at basic pay, for hours worked between Monday to Friday 7 a.m. to 8 a.m. and 6 p.m. to 7 p.m. Alternatively this time could be credited to their flexi balance as per the Council's Flexi Time Scheme
- Any other credit hours between Monday to Friday 8 a.m. and 6 p.m. must be added to the flexi balance up to and including 15 hours credit
- Where an employee's flexi balance is above 15 hours then overtime will be paid at time and half of basic pay on all additional hours worked regardless of the time of day
- For overtime worked outside these hours the following rates will apply:

Monday to Saturday Time and half of basic pay
Sunday Double time

For employees on or above SCP17 enhanced rates will not be paid. In normal circumstances these employees are expected to accrue and bank approved additional hours as time off in lieu. Managers have a responsibility under health and safety legislation to ensure that excessive hours are not worked and that accumulated TOIL is taken on a regular basis.

In exceptional circumstances Strategic Alliance Management Team may agree that overtime at plain time rates may be paid, to employees on SCP17-36, in order to clear backlogs, catch up on projects, or specialised business requirements, subject to the expenditure being contained within existing budgets.

Overtime payments are full settlement and are not enhanced by any other allowance.

This allowance is not payable to those employees on JNC Chief Officer terms and conditions.

3.2.6 First Aid Allowance

If you occupy a post for which a first aid qualification is a requirement of the post you will not qualify for this allowance as this will have been included in your job evaluation score. At present this applies to employees in Leisure Services and Housing Wardens. If in doubt please ask a member of the HR Team.

Voluntary first aiders will receive a monthly payment of £8.41* per month, with pro rata payments to part timers.

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Payments will be suspended following three months of continuous sickness absence or maternity/paternity leave and will recommence upon an employee's return to work.

*Amount based on [2010/11](#) pay rates

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3.2.7 Standby

Mobile Wardens in the Housing Department are contractually required to carry out standby duties in terms of vulnerable adults. This payment is necessary to satisfy the requirements of the Working Time Regulations due to the restrictions applied to these individuals whilst undertaking standby duties.

They will continue to receive the following payments:

- Monday - Friday - £19.70 per overnight session*
- Sat, Sun & B Hol - £29.54 per 12 hour session*

*Amounts based on [2010/11](#) pay rates

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No other employees currently have a contractual requirement to undertake standby duties and will not, therefore, qualify for a standby payment.

3.2.8 Call Out/Disturbance Allowance

All employees on SCP1-36, called out to deal with emergency situations 'out of hours', will be paid a plain time hourly rate based on SCP16 for time taken to deal with the emergency, including travelling time to/from the location.

Employees required to deal with an emergency over the telephone will receive the above payment where they have spent a considerable time on the telephone and carrying out the necessary action(s). A considerable time is defined as a minimum of one hour.

This allowance is not payable to those employees on JNC Chief Officer terms and conditions.

3.2.9 [Reimbursement of Expenditure for Business Travel](#)

Deleted: Essential User Car Allowance/Lease Car Users

[Currently employees are conditioned to the NJC national car allowances scheme, and some employees have chosen to sign up to a locally agreed lease car scheme. Details of the car user scheme are contained within the Green Book.](#) Details of the lease car scheme are available from Financial Services.

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[Since December 2010, the lease car scheme has been closed to new entrants and renewals have only been allowed to take place up to a final end date of 31 March 2013.](#)

[From 1 April 2013 the Council will pay reimbursement for business mileage in accordance with the HMRC national mileage rates for cars/vans, which is currently 45p per mile. Contribution rates for the remaining lease car users will be amended from 1 April 2013 to reflect this change. The lease car scheme will cease completely from 1 April 2014.](#)

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3.2.10 Enhancements in lieu of annual leave

Where part time employees/casual employees are required to work ad hoc hours over and above their contractual hours, they will receive the following enhancements on the hourly rate in lieu of annual leave:

Less than 5 years service	12%
5 years service or over	14%

Any hours worked in excess of 37 hours will not attract this enhancement.

This payment will be shown separately in your contract of employment and on your pay slip. It does not offset your entitlement to take annual leave and managers must ensure that a minimum of 25 days annual/ concessionary leave (excluding bank holidays) is taken by every employee (pro rata for part timers).

During periods of annual leave employees will be paid in accordance with their contractual hours.

3.2.11 Tool Allowance (Mechanics)

A tool allowance will be paid to Mechanics of £6.81* per week. This will be increased in line with national tool allowance increases.

*Amount based on [2010/11](#) pay rates

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3.2.12 Central Control Operators

This group of employees have unique features of their job as follows:-

- 24 hour three shift rota
- Working 8 hour shifts with no opportunity to leave the workplace
- Annual leave and sick leave subject to 'partner' covering shift
- Handover period at end of shift
- Exempt from Working Time Regulations based on need for continuity of service
- Exempt from taking strike action based on being a critical life and limb service
- Other organisations as customers
- Contractual requirements with Derbyshire County Council Supporting People

No other group of employees have all of these unique features.

With effect from 1st October 2009 these employees will be paid an all inclusive salary on Grade 7 and none of the allowances outlined in paragraphs 3.2.2-3.2.11 will apply. **No backdating of this all inclusive salary will apply.**

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Part time Central Control Operators will receive a 34% enhancement on all hours worked in recognition of regular unsocial hours shifts worked on a Saturday/Sunday/Bank Holiday. This allowance will be removed following three months continuous absence. [When covering for full time central control operators absence, the 34% enhancement will not apply. However, payment of enhancements in lieu of annual leave will be paid in accordance with paragraph 3.2.10 above.](#)

3.2.13 Protective Clothing

New employees will be issued with a standard set of protective clothing, including safety boots, which will be replaced as and when required with the old clothing being returned before new clothing can be issued.

3.2.14 NVQ Level 2 in Multi-Skilling

As a result of mobile working in the Repairs and Maintenance Service the Council needs to ensure that all employees are working to the same standard in terms of other trades. This change will also require employees to use new technology, e.g. PDA's.

If you are employed as a Plumber, Bricklayer or Painter, which is currently evaluated at Grade 5, you will be provided with an opportunity to obtain a NVQ Level 2 in Multi-Skilling. Upon attainment of this qualification you will move to the bottom of Grade 6 with effect from the 1st of the month following notification of attainment.

New employees recruited with this qualification will be appointed to the bottom of Grade 6.

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4. Reimbursement of Expenditure

4.1 Meal Allowances

- 4.1.1 Reimbursement of expenditure for meals (subsistence) will no longer be paid.
- 4.1.2 Exceptionally, where attendance at a seminar or similar does not include the provision of meals, reimbursement of reasonable expenses, subject to submission of receipts, may be made subject to the prior approval of the appropriate Head of Service/Director.
- 4.1.3 No reimbursement of expenditure is payable for employees attending qualification training courses.

4.2 Overnight Accommodation

- 4.2.1 For employees, overnight accommodation is currently booked through HR as part of the training and seminar booking procedure. There is no current limit on overnight accommodation, but the Manager who signs the booking form must ensure that the expenditure is reasonable.
- 4.2.2 Overnight accommodation connected with a seminar/training event must be booked through HR as part of the Learning & Development Procedure.
- 4.2.3 In exceptional circumstances, where the Council is not being invoiced directly by the hotel, payment of expenditure will be in arrears, subject to the prior approval of the appropriate Head of Service/Director and subject to submission of receipts. The expenses should be deemed to be reasonable in the circumstances.

4.3 Car Parking

- 4.3.1 Fees will be paid at actual costs but they must be supported by receipts.

4.4 Travel Fares

- 4.4.1 In determining the mode of transport to be used for business journeys, employees must take into account economic and environmental issues.
- 4.4.2 The rate for public transport should not exceed the ordinary fare, or in the case of rail travel, the second class fare rate. In exceptional circumstances, first class rail fare may be permitted with the prior approval of the appropriate Director. Receipts and/or tickets must support all retrospective claims for travel fares.
- 4.4.3 Claims for car mileage should be made in accordance with the nationally agreed scheme.
- 4.4.4 Reimbursement of expenditure will not be paid in relation to mileage incurred in relation to qualification training courses.

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4.5 Special Licences

- 4.5.1 The cost of renewing an LGV, PSV or other licence which is required as part of the employee's duties can be reclaimed.

4.6 Medical Expenses

- 4.6.1 Medical expenses incurred in connection with employment will be made in accordance with the relevant Council Policy, e.g. Safety Glasses, Eye Tests.

4.7 Change in Place of Work

- 4.7.1 Whilst employees may be based at one place of work, they can be required to work at any location within the District. Where an employee is required to relocate to a different location within the District **no payment** will be made in terms of additional costs relating to travel or additional travel time.

5. Other Terms and Conditions

5.1 Introduction

5.1.1 As well as a new pay structure, this agreement also covers other important parts of your working life. These aim to make sure that all employees are treated fairly across the organisation.

5.2 Acting up arrangements

5.2.1 The Council recognises its responsibility in providing employee learning and development opportunities and our approach is set out in the Council's Learning and Development Policy, which is available on the Intranet (ERIC).

5.2.2 Part of this development is acting up to cover the absence of higher graded employees for periods of up to one month. For acting up for a period of one month or over (e.g. maternity leave) the first point of the relevant grade will normally be paid, (a minimum of two increments above the employees current rate), and this will be retrospectively backdated to the date the acting up commenced. Please note that some former manual workers also now receive incremental rates so will not receive a change of rate for acting-up for periods less than one month.

5.2.3 Where acting up involves the sharing of duties between two/three employees, or only part of the duties of the higher graded post are being undertaken, the Head of Service can seek the approval of their Director to determine the amount of the increase based on the percentage of duties covered.

5.2.4 Where the 'acting up' payment can be contained within current budgets, approval can be given by the Director. If the additional expenditure cannot be contained within budgets, approval of the Chief Executive Officer is required.

5.3 Annual leave

5.3.1 Annual Leave for full time employees in the following groups is set out in the table below. Entitlements for part-timers will be pro rata. The leave year runs from 1 April to 31 March.

Negotiating Group	Below 5 years service	Above 5 years service
Chief Executive	33 days + 3 concessionary days	33 days + 3 concessionary days
JNC for Chief Officers	31 days + 3 concessionary days	31 days + 3 concessionary days
Green Book employees	*22 days + 3 concessionary days	*27 days + 3 concessionary days

* For those employees who work between Christmas and New Year their total annual leave entitlement will be 25/30 days with no concessionary days.

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- 5.3.2 All employees are entitled, in addition to the above, to half a day of leave on Christmas Eve or the last working day before Christmas Eve (pro rata for part timers). The half-day will only be granted to those employees who are rostered to work on this day.
- 5.3.3 If an employee is required to provide emergency cover, e.g. Central Control, a half-day will be added to their annual leave.
- 5.3.4 If you do not take your full entitlement of annual leave you cannot carry it over to the next year or get paid for the leave unless the Council has prevented you from taking the annual leave. If this is the case you can carry over up to five days, with the prior approval of your Head of Service. Managers will make sure that employees get proper breaks by monitoring annual leave.

5.5 Public holidays

- 5.5.1 The Council will still be closed on the following eight days, so these will be counted as public holidays and a day off for most employees.

Good Friday
Easter Monday
May Day Monday
Spring Bank Holiday Monday
August Bank Holiday Monday
Christmas Day
Boxing Day
New Year's Day

- 5.5.2 Bank holiday enhanced payments will continue to apply to all of these days (see 3.2.4).

6. Future Changes

Any changes agreed at a National Level in respect of Part 2 of the Green Book will automatically amend this agreement.

6.1 Local Changes to Terms and Conditions

6.1.1 Managers and Trade Unions wishing to have new arrangements considered must submit proposals to the Human Resources Team for a full equality impact assessment to be made of the implications of any proposal for the whole workforce.

6.2 Grading Review Procedure

6.2.1 The Grading Review Procedure and associated forms are available on the Intranet (ERIC). Should additional duties and responsibilities be assigned to their job employees can use this procedure from implementation of this pay agreement. Equally where duties and responsibilities are removed from a job this procedure must be used by managers to assess the impact on any factor scores/grade.

6.2.2 Managers must ensure before assigning additional duties and responsibilities to a job, that any resulting increase in salary can be contained within existing budgets (subject to Financial Regulations). This excludes employees required to 'Act Up' in the absence of a higher graded employee (see paragraph 5.3).

6.2.3 Where duties are transferring between departments, both Heads of Service and Directors must be involved in implementing the Grading Review Procedure in the interests of fairness and transparency.

6.2.4 Any changes will be evaluated jointly by HR and a Trade Union Representative. If the changes potentially affect the grade this will be brought to the attention of Strategic Alliance Management Team, following which any agreed changes will be implemented for a trial period of six months from the change to enable the actual impact to be evaluated. Where the trial period demonstrates the change has resulted in a move to a higher grade, the Chief Executive Officer will authorise the change in the establishment and extra expenditure incurred up to a limit of £3,000 basic salary per annum, per employee under his delegated powers.

6.2.5 Where the agreed changes result in a reduction in pay current earnings will be protected for 1 year from submission of the Grading Review Procedure.

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7. Flexible Working Arrangements

7.1 Work Life Balance

- 7.1.1 Subject to service requirements and fair team working, people can adapt their working patterns to suit their personal needs and that the organisation can offer the kind of service improvements that customers increasingly demand. Flexible working covers a wide range of issues. Some of these are covered by government legislation – the flexibility we offer to new parents or adult carers, for example. Others have been developed over years to help our employees develop their career and get the right work/life balance that helps create an efficient and motivated workforce.
- 7.1.2 The Work Life Balance Policy has a range of working patterns that ensure that work life balance can be addressed in a variety of ways. To make a request for some statutory aspects of flexible working you must have worked for the Council for 26 weeks continuously. (Information on these is available from the Human Resources Team)

7.2 What flexible working means

- 7.2.1 The Council has in place an extensive Work Life Balance Policy which provides the right for employees to request variations to their working patterns. These are detailed below:
- 7.2.2 **Flexi-time** averages your working hours over 1 month and covers 12 hours of the day (between 7.00 am and 7.00 p.m.). There are no core times within the scheme when employees must be at work, but the needs of the service will determine staffing levels during the main part of the day, i.e. between 9 a.m. and 5 p.m. An employee who accrues excess hours can take time off up to 2 days per month. The full flexitime scheme is available on the Intranet (ERIC).
- 7.2.3 **Annualised hours** will see your hours defined on an annual or seasonal basis and may be very different over a year. Annualised hours are usually applied to a whole work group and may be introduced initially on a temporary trial basis. The average of annualised hours will be 37 hours per week (pro rata for part timer employees). The evaluated annual salary will be paid as 12 equal monthly payments and not vary with changing hours. Annualised working agreements are reached at service level in consultation with the recognised trade unions.
- 7.2.4 **Voluntarily reduced hours working** means you can work reduced or variable hours on an agreed short term and temporary basis. Salary will be pro-rated for the agreed period.
- 7.2.5 **Team/self-determined rotas** give teams the opportunity to propose the patterns they want to work outside of formal shift arrangements. Any arrangements (including mutually agreed shift swaps) will only be approved if service needs are met or improved.
- 7.2.6 **Working compressed weeks/fortnights** are where the same weekly basic hours are worked over, for example, four and half days or nine days out of ten. This is useful for services where there are longer working days and for

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employees who get the opportunity to take a longer weekend. This allows the possibility of an evening or Saturday morning service to be offered to customers.

- 7.2.7 **Home working/hot desking.** If you work partly from home or in different places you may not have a permanent office base. This way of working can be introduced on a trial basis for groups of employees or individuals.
- 7.2.8 **Job share.** If you share a full time post with another employee you will usually work half the week each, but other proportional arrangements may apply. You may also be required to provide cover in the absence of your job share partner.
- 7.2.9 **Unpaid Career breaks.** You can take a career break for up to five years. This gives you the opportunity of returning to the Council without having to apply for a new job instead you will be offered suitable jobs (as they become available) on the grade you were on when you took the break for a period of up to 12 months. If you are on a career break you will not have a contract of employment except during periods of training or work experience, at least two paid weeks per year to update your knowledge and provide holiday cover for some teams.
- 7.2.10 Any requests from an employee to vary their working pattern must be made on the Flexible Working Requests form in the Work-Life Balance Toolkit – Guidance for Managers and Employees on the Intranet (ERIC). Copies of this form are available from the Human Resources Team.

7.3 Legislation covering flexible working

- 7.3.1 The Employment Act 2002 gives qualifying employees the right to request flexible working to care for a child, or vulnerable adult, although employers can refuse this request on business grounds.
- 7.3.2 If flexible working arrangements are agreed between yourself and your Head of Service it normally means a permanent change to your substantive terms and conditions of employment. You do not have a contractual right to revert back to former work patterns if your circumstances change, although you may be able to mutually agree to return to former work patterns. If flexible working arrangements reduce your normal working hours, this will affect your local government pension entitlements.

7.4 Compassionate Leave (leave for other dependants)

- 7.4.1 The Council has a compassionate leave scheme to support employees facing personal or family problems. Further details are available on the Intranet (ERIC) under Leave Guidelines or from the Human Resources Team

8. Glossary of useful terms

Acting-Up

- When an employee formally covers the job, or part of the job, of a higher graded employee

Assimilation

- The means by which a job holder moves from the old pay structure to the new pay structure when their current earnings are rounded up to meet the nearest spinal column point in the new grade

Annual salary

- The total earnings for the year made up of basic pay (excluding any allowances received). This is usually divided by 12 to arrive at the monthly salary

Grade

- A grade may contain one fixed point or a range of spinal column points which define the maximum and minimum of the grade

Grading structure

- The relationship of pay grades to job evaluation scores which define the spinal column points for each grade

Green Book

- The NJC National Agreement on Pay and Conditions of service. This incorporates key national provisions and guidance on the Job Evaluation Scheme

Increment

- The step in earnings between one spinal column point and the next

Job

- A range of tasks, activities and responsibilities defined in the job evaluation scheme, which is undertaken by one or more jobholders

Job evaluation

- The process by which the different requirements within a job are given a points value according to a set of common factors

Job evaluation scheme

- The description of the factors and levels, which determine the job evaluation score. The National Job Evaluation scheme is described in the green book

Job holder

- An employee or number of employees occupying a job evaluated as the same job

Job Description Questionnaire (JDQ)

- The form (designed nationally) on which the jobholder describes the duties of their job under the different factor headings

LGPS (Local Government Pension Scheme)

- This is the body which manages the pension scheme for all local authority workers (excluding teachers)

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Market supplements

- An additional level of earnings usually paid for a particular job in the Council in order to recruit and retain certain skills. Market Supplements will be reviewed annually by Governance Management Team. They are not consolidated into basic pay, and are shown separately in the contract of employment

Multi-Graded Posts

- Under the old grading structure some posts had the opportunity to progress, by annual increments, through more than one grade, e.g. Scale 6/SO1. Multi-Graded posts will not exist in the new grading structure

National Joint Council (NJC)

- The National Joint Council for Local Government Services is the body, which decides the pay and conditions of service for many people in local government. These decisions and rules are written into the 'Green Book'

Normal pay

- The combination of annual salary and regular allowances which are paid through periods of holidays, sickness and other forms of leave

Pay spine

- The list of annual salaries which make up the grades for the pay structure, there are 39 spinal column points on the pay spine each of which represents one increment

Plain time rate

- Plain time rate is the basic hourly rate for the job

Post

- Each job holder occupies a post within the same job

Pro-rata

- A proportion of the full time salary or working hours

Recruitment and retention

- The purpose of any pay scheme is for an employer to be able to recruit and retain the people able to do the jobs required by the organisation

Roster/rota

- The plan for how working hours over a period of time (day/week/month) are to be covered by employees.

Spinal Column Point (SCP)

- The pay spine is divided up into money values, each of which is called a spinal column point. There are 39 spinal column points on the new pay spine

Shifts

- Are the periods of time, over 24 hours, during which the service must be provided

Single Status

- This the common name given to the agreement reached in 1997 by the National Joint Council for Local Government Services (Green Book)

Skills

- Techniques gained from knowledge, learning and experience, which enable the jobholder to meet the requirements of the job in the most efficient and effective way

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Working Time Regulations

- These are the rules, which the Government sets, which limit the amount of work people, can do, with minimum levels for holidays and rest breaks for the health and safety of employees. Information is available from the Human Resources Team

9. Useful contact numbers

You may have a number of queries or concerns about the changes outlined in this agreement. There are a number of ways you can talk to someone who will be able to give you help and advice on a variety of single status issues.

A dedicated part of the Council's Intranet site includes all documentation around job evaluation and single status,

- You can contact your line manager in the usual way
- You can also ring the hotlines:
- Telephone: 01246 242430, 01246 242496 and 01246 242411

These lines are staffed by HR Officers who will try and help you with your query.

You can also contact a member of the trade union on the following numbers:-

Steve Sambrooks (UNITE)	07788 505953
Carole Hirst (UNISON)	01246 593061

10. Conclusion

This booklet has been designed to give as much explanation as possible about the implications of the new pay arrangements. Inevitably it is difficult in a single communication to cover everyone's situation so please ask for help or advice from one of the contact possibilities above.

Thank you for your co-operation

Wes Lumley
Chief Executive
Bolsover District Council

APPENDIX ONE

GRADING STRUCTURE

Points From	To	Grade	Spinal Column Points	Salary points within each grade
-	Up to 300	1	1	12,353
301	344	2	2	13,669
345	388	3	3	15,756
			4	15,988
			5	16,516
389	432	4	6	17,259
			7	18,036
			8	18,848
433	476	5	9	19,470
			10	20,112
			11	20,776
			12	21,461
477	520	6	13	22,212
			14	22,990
			15	23,795
			16	24,627
521	564	7	17	25,366
			18	26,127
			19	26,910
			20	27,718
565	608	8	21	28,938
			22	30,211
			23	31,540
			24	32,928
609	652	9	25	34,097
			26	35,308
			27	36,561
			28	37,859
653	696	10	29	38,616
			30	39,388
			31	40,176
			32	40,980
697	740	11	33	41,697
			34	42,426
			35	43,168
			36	43,924
741+	-	12	37	44,834
			38	45,744
			39	46,653

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APPENDIX TWO

Senior Pay Policy Statement

Scope:

In accordance with the Localism Act 2011, this Senior Pay Policy Statement will cover the following areas:

- The principles underpinning the Councils pay policy for the whole of the workforce
- The Council's policy on the level and elements of remuneration for each Chief Officer
- The Council's policy on the remuneration of its lowest-paid employees, along with a definition of 'lowest-paid employees'
- The Council's policy on the relationship between the remuneration of its Chief Officers and other officers
- The Council's policy on other specific aspects of Chief Officers' remuneration
- Information about terms and conditions of service for Chief Officers, particularly those that represent a cost to the Council
- Information about the Council's approach to shared senior management arrangements
- The Council's policy on making discretionary payments on early termination of employment.
- The Council's policy on increasing an employee's total pension scheme membership and on awarding additional pension
- The Council's approach to remuneration at all levels to balance the need to secure and retain high-quality employees and avoiding excessive cost to the taxpayer
- The ratio of the pay of the Council's top earner to that of its median earner so that this may be tracked over time
- Information on the degree of responsibility exercised by Chief Officers in return for their remuneration
- The Council's policies on paying honoraria, ex gratia payments, fees, allowances and benefits in kind.
- What factors are taken into account in deciding on what point of a scale a recruit is appointed, and by whom any decision is made
- An indication of the percentage rate at which the employer's pension contributions is set.
- Information about re-employment of employees in receipt of a local government pension

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Introduction

This Council is committed to the principle of equal pay. Details of how this principle has been put into practice are contained within the Pay Agreement on page 3.

Background – Whole Workforce

In order to secure equal pay within the organisation, job evaluation was applied to all posts (including Chief Officers). Chief Officers carrying out the role of Heads of Service were included in a new grading structure implemented for the whole workforce in April 2009. This grading structure placed Heads of Service who scored more than 741 points on Grade 12 within the Grading Structure at Appendix One. Other Heads of Service scoring less than 741 points were placed within Grade 11 and are not conditioned to the JNC National Agreement for Chief Officers.

Background – Senior Management Team Salaries

In 2007, Senior Management Team was also independently job evaluated using a Hay based job evaluation scheme in order to create the following rank order of jobs:

- Chief Executive Officer
- Director
- Solicitor to the Council/Monitoring Officer

This group of employees were not job evaluated under the NJC Scheme as independent advice was that this was not an appropriate way of determining salaries for Directors and above.

There are many factors which affect the market for senior staff, including the following:

- A tightening pool of suitably qualified and experienced staff;
- An increasing reluctance to relocate over large distances;
- The trend towards slimmer senior management structures comprising posts with more generic responsibilities
- The salary premium being offered by failing Councils to attract suitable candidates.

In view of the above, and further to national advice, the salaries for the Senior Management Team were then set taking into account the following factors:

- Any special market conditions;
- Any substantial local factors not common to authorities of similar type and size;
- Comparable information on salaries in other similar authorities;
- Top management structures and the size of the senior management team compared to other authorities of similar type and size.

Bearing in mind all of the above points, and in consideration of the significant improvements that have been achieved at Bolsover District Council over recent years, salary levels for the Senior Management Team were set at a level which reflected the extremely marketable experience built up by the senior managers who had been part of that successful regime. This was to avoid the very real danger that key senior staff would be lost and it might not be possible to attract replacement candidates of the highest calibre necessary to maintain and accelerate the recent and ongoing momentum for service and organisational improvements.

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All Chief Officers have significant responsibility for corporate management and operational issues, and detailed information about decision making delegated to senior managers can be found in the Constitution on the Council's website.

The decisions in respect of the review of salaries following the independent review were taken by a meeting of the Full Council, and implemented in April 2009.

Shared Management Team

With a view to reducing expenditure and increasing efficiency, this Council has formed a Strategic Alliance with North East Derbyshire District Council and the process of appointing a Joint Senior Management Team has commenced, with the appointment of a Joint Chief Executive from 1 April 2011, and Joint Directors from 3 October 2011. The appointment of the joint Assistant Director posts is expected to take place by 1 April 2012.

In respect of salaries payable for the senior managers appointed to joint posts, Full Council made the decision that payment would be based on North East Derbyshire District Council pay scales, which had been set following an independent review carried out of salaries payable to senior managers in 2008. Other terms and conditions of employment, e.g. annual leave are applied on a 50/50 basis. The costs of shared management posts are met on a 50/50 basis between the two Councils.

Significant savings are being made by rolling out the joint senior management positions and the Strategic Alliance is committed to finding new ways of improving the efficiency of the Council.

Grading Structure – Chief Executive and Directors

The shared management team salary scale for the Chief Executive of the Council ranges from £106,000 to £115,000, with increments of £3,000.

The Directors' salaries are based on a scale of £68,642 to £76,838 with increments of just over £2,000.

Incremental points	Chief Executive	Directors
1	£106,000	£68,642.00
2	£109,000	£70,691.00
3	£112,000	£72,740.00
4	£115,000	£74,789.00
5	N/A	£76,838.00

Assistant Directors

Assistant Director level posts are characterised by their relatively high level of responsibilities, and deputise, as appropriate, in the absence of the Director. This is an important element in the Council's succession planning and leadership development processes, as well as providing valuable strategic input. At the time of the 2008 review at North East Derbyshire District Council, it was suggested that the market would support an appropriate salary scale of £46,000 to £52,000, with increments of [just over £1,400](#), i.e. approximately 70% of the Chief Officers' salary as follows:

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Incremental Points	Assistant Director
1	£48,049.40
2	£49,483.70
3	£50,918.00
4	£52,352.30
5	£53,786.60

Solicitor to the Council (Monitoring Officer)

At the present time this post is not shared with North East Derbyshire District Council and remains on the evaluated grade introduced in 2009. The salary range of the post is based on Grade 12 with a 12.5% supplement to reflect the monitoring officer duties, which creates the following Chief Officer salary:

Incremental Points	Solicitor to the Council (Monitoring Officer)
1	£50,438
2	£51,432
3	£52,485

Relationship between salaries

There is a pay differential of just over £23,000 between the highest paid Assistant Director and the lowest paid Director, and a differential of just over £29,000 between the highest paid Director and the Chief Executive. The median salary is £19,917, and the ratio of the Council's top earner to that of its median earner is 4.5:1

This ratio has been based on taxable earnings for the financial year 2010/11, including base salary and the cash value of any benefits-in-kind.

Terms and Conditions of Service

The Chief Executive is employed under the terms and conditions of service of the Joint Negotiating Committee for Chief Executives of Local Authorities, and Directors under the terms and conditions of service of the Joint Negotiating Committee for Chief Officers of Local Authorities. There are currently no additional local agreements relating to the employment of chief officers that represent a charge on the public purse, with the exception of election duties (see following paragraph).

Election Duties

The fee for Returning Officer duties at the District and Parish Elections in May 2011 was based on calculations included within the Local Elections Fees scales determined by Derbyshire County Council so that they are implemented on a county wide basis. In 2011 the fee paid for the designated Counting Officer was prescribed by central government by means of a Fees and Charges Order.

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Honoraria and ex gratia payments

The Council does not make ex gratia payments.

An honorarium is payable in circumstances where an employee temporarily takes on duties and responsibilities which are at a higher level than those carried out within their substantive post. This is known as an 'Acting Up Allowance' and details of how this is applied to all employees, including Chief Officers is set out in Paragraph 5.2 on page 15 of the Pay Agreement.

Other financial benefits

The Chief Executive and the Council's Directors and Assistant Directors are not in receipt of any financial benefits that are not also available to other employees.

Chief Officers are exempt from receiving the following benefits which other employees receive:

- Shift Allowance
- Weekend Working
- Bank Holiday Working
- Overtime Payments
- Standby/Call Out Payments

A mobile telephone is provided to employees who are frequently away from their office, or not office-based and all senior managers are included. In addition to providing the mobile phone, the cost of the monthly rental is paid as well as business related calls.

Incremental Progression

The policy of the Council in respect of incremental progression is the same whatever the level of the post and is set out at paragraph 2.2 of the Pay Agreement on page 6. Decisions on the appropriate appointment within the grade for Chief Officer appointments are recommended to Full Council by an Appointments Panel.

Lowest Paid Employees

Following the implementation of Single Status and the NJC Job Evaluation Scheme, local grades were implemented as set out at Appendix One. The lowest paid employee is determined by those whose job evaluation score was below 301 points. These employees were placed on Grade 1, which is a fixed point grade.

In addition to the evaluated grades, the Council currently has a public sector apprenticeship scheme to address unemployment hotspots within the District. These apprentices are employed for a 12-18 month period and provided with the opportunity to achieve an apprenticeship framework at NVQ Level 2. They paid in accordance with the national minimum wage. The continuation of this scheme in future years will be subject to funding being available.

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Pensions

Employees of the Council pay a contribution to the Pension Scheme relative to their annual full-time equivalent pensionable pay (including pensionable allowances):

Band	Whole-time Pay Range	Contribution rate for all earnings %
1	£0 - £12,900	5.5
2	£12,901 - £15,100	5.8
3	£15,101 - £19,400	5.9
4	£19,401 - £32,400	6.5
5	£32,401 - £43,300	6.8
6	£43,301 - £81,100	7.2
7	More than £81,100	7.5

The Employer's contribution at Bolsover is currently 11.9% of pensionable pay.

Full details of the types of early retirement/flexible retirement are available in the Council's Re-deployment/Early Retirement Policy via the following link **INSERT LINK**

There are a number of discretions available under the Local Government Pension Scheme applicable to all employees. These are set out as follows:

Whether to augment membership of an active member (by up to 10 years)	Bolsover has a general policy not exercise this discretion as it represents a significant cost to the Council
Whether to grant additional pensions to a member (by up to £5,000 per annum)	Bolsover has a general policy not exercise this discretion as it represents a significant cost to the Council
Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)	Bolsover has a general policy that any flexible retirement must normally be at no cost to the Council.
Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement	Bolsover has a general policy not exercise this discretion as it represents a significant cost to the Council
Whether to grant application for early payment of benefits on or after age 55 and before age 60	Bolsover has a general policy not exercise this discretion as it represents a significant cost to the Council
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early	Bolsover has a general policy not exercise this discretion as it represents a significant cost to the Council
Whether to contribute to a shared cost Additional Voluntary Contribution (AVC) arrangement	Bolsover has a general policy not exercise this discretion as it represents a significant cost to the Council
Whether to base redundancy payments on the employee's actual weeks pay rather than limit a weeks pay to the statutory maximum.	Bolsover has a policy to apply this discretion
Whether to increase the number of weeks redundancy pay (up to 104 weeks)	Bolsover has a general policy not exercise this discretion as it represents a significant cost to the Council

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Re-employment of employees in receipt of a pension

Under the terms of the Local Government Pension scheme, an employee who has retired from local government service and is in receipt of a pension may reapply for local government employment. However where this happens the pension is subject to abatement, i.e. if the pension added to the new salary is higher than the original salary then the amount of pension will be reduced accordingly. There are currently no re-employed pensioners in senior management positions.