PAY POLICY

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History of most recent Policy Changes – Must be completed

<table>
<thead>
<tr>
<th>Date</th>
<th>Page</th>
<th>Change</th>
<th>Origin of Change (e.g. TU request, change in legislation etc)</th>
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<tbody>
<tr>
<td>8 October 2014</td>
<td>11</td>
<td>Paragraph 11.2 on Voluntary Reductions copied for consistency from Voluntary Severance scheme.</td>
<td>HR Change Board</td>
</tr>
<tr>
<td>3 October 2013</td>
<td>11</td>
<td>Redundancy pay cap increased by 1% to £707/week.</td>
<td>Pay award of local government services for financial year 2013/14.</td>
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<tr>
<td>1 April 2013</td>
<td>2, 7, 10 &amp; 16</td>
<td>Additional increments above the grade of the employee’s job can no longer be awarded.</td>
<td>Full Council Budget decision (2013/14)</td>
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This procedure does not form part of an employee’s contract of employment and does not create any contractual rights.

1. **Context**

1.1 In accordance with Section 112 of the Local Government Act, the determination of pay and benefits within Bristol City Council is a non-executive function exercised by the Chief Executive acting as the Head of Paid Service, with the exception of those matters determined by the Human Resources Committee, as set out below.

1.2 The formulation and implementation of Council pay and benefits, policies, practices and procedures is undertaken on behalf of the Head of the Paid Service, by the Service Director: Strategic HR and Workforce Strategy. The day-to-day application of the Council’s pay and benefits policies and procedures is the responsibility of strategic and service directors. These delegated powers are as set out in Appendix A to this policy.

1.3 The HR Committee is responsible for the following strategic issues, which are not delegated to the Head of Paid Service:

- Determination of the pay and grading, other terms and conditions and the early retirement of JNC 1 and 2 tier posts/post holders
- Determination of the pay structure for all other Council posts
- Other strategic pay and benefits policies where there are significant financial and/or employee relations implications (as determined by the Head of the Paid Service or Service Director: Strategic HR and Workforce Strategy)

1.4 The Council’s Pay Strategy has been established via the Council’s Corporate Plan, the HR Strategy, Workforce Plan and Equal Pay Policy

1.5 The City Council supports the principles of national and local collective agreements on determining the remuneration of its employees.

1.6 This Policy relates to all City Council employees, but not to employees in locally managed schools centrally employed or unattached teachers, where separate pay policies exist. It should be read in conjunction with other Human Resources policies and procedures, which are referred to in this document.

2. **Purpose**

2.1 The purpose of this policy is to:

- Ensure fairness in demonstrating that all staff are valued equally and receive appropriate financial recognition for their work
- Aid recruitment, retention and development of a diverse, skilled and flexible workforce
- Ensure the application of pay and rewards is consistent and transparent, and meets the objectives of the equal pay legislation
- Enable the council to respond to market force issues to meet short-term recruitment/retention issues.
- Clarify the powers delegated to the Head of Paid Service, Service Director: Strategic HR and Workforce Strategy and Strategic and Service Directors
- Provide a framework which balances the need for competitiveness and attractive terms and conditions of employment, with the need to ensure value for money and cost effectiveness

2.2 The City Council strives to ensure that its pay systems are fair and non-discriminatory through the
- Use of job evaluation schemes to size and grade jobs, unless there are nationally prescribed grades/pay points
- Carrying out of equality impact assessments and equal pay audits on a regular basis
- Development of short/narrow pay bands and grades
- Development of systems to progress employees through pay bands linked to their experience, performance and contribution

3. National Pay Framework

3.1 The Council applies a number of pay and conditions of service, which are determined nationally by the appropriate body. These are:

<table>
<thead>
<tr>
<th>Conditions of Services</th>
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<tbody>
<tr>
<td>Single Status Employees</td>
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<tr>
<td>National Joint Council for Local Government Services (Green Book)</td>
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<tr>
<td>Youth and Community Workers</td>
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<tr>
<td>Joint Negotiating Committee for Youth and Community Workers (Fuscia Book)</td>
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<tr>
<td>Educational Advisers, Psychologists</td>
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<tr>
<td>Soulbury Committee</td>
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<tr>
<td>Craft Workers</td>
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<tr>
<td>Joint National Council for Local Authorities</td>
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<tr>
<td>Craft and Associated Workers (Red Book)</td>
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</table>
4. Pay Scales and Grades

4.1 The Council's pay structure is as follows:

- Single status employees grades BG1 to BG18
- JNC 1st & 2nd Tier Officers grades JNC 'N' to JNC 'T'
- Chief Executive grade JNC 'X'
- All other posts are paid at rates determined by national agreements, which may allow local variations (as determined by Service Director: Strategic HR and Workforce Strategy).

5. Other Pay / Conditions of Service Issues

In addition to the core grading/pay rate for posts in the City Council, there are a number of supplementary conditions of service, which are as determined nationally, or prescribed locally. These are as set out in the contracts of employment for each of the employee groups.

Changes in pay and conditions of service are determined by the Head of Paid Service/Service Director: Strategic HR and Workforce Strategy, and are implemented in accordance with the provisions of employment law and the Council's Managing Change Policy. The following key provisions apply:
5.1 Career Grade / Competence Frameworks

The pay structures permit the creation of jobs that have linked/career grades. The grades for these jobs are determined by local job evaluation or the combination of nationally determined pay bands. Progression through the grades is determined by the jobholder meeting the requirements of locally set competencies.

5.2 Starting Salary Point

The Recruiting Manager has discretion to determine the starting salary of new employees within the agreed grade and pay scale taking into account:

- The appointee's existing pay
- Their relevant experience and qualifications
- The pay of other employees in the workgroup (to ensure equity)
- Any market rate considerations that can be objectively justified
- Any temporary pay variations within the workgroup (e.g. Acting-up, additional increments)
- Any career grade progression procedures which may apply to the job

The Recruiting Manager should consult their HR Adviser for advice on starting pay before agreeing a starting salary above the minimum scale point of the grade.

Where an employee has been acting-up or seconded into a higher graded post and is subsequently appointed to this post on a permanent basis, they will commence at the same incremental point they were receiving on the date the acting-up or secondment ended. (See payment above the grade section below).

5.3 Incremental Progression and Acceleration

Incremental progression within a grade is awarded annually usually on 1 April of each year until the maximum of the scale is reached. If the employee has less than 6 months service in the grade by 1 April they will be granted their first increment six months after the appointment, promotion or regrading.

An accelerated increment may be awarded to an individual employee on the grounds of special merit or ability (see Appendix A2). The accelerated increment shall be payable from the date determined and will not affect the employee’s entitlement to annual incremental progression as set out above.

An existing employee in an identified hard to fill/retain post may be awarded an accelerated increment or accelerated increments within the post's grade to match a formal offer given to the employee by another employer in order to retain key skills, avoid risks to service delivery and avoid unnecessary recruitment spend.

The award of an annual increment may be withheld if the Improving Performance Procedure is being applied to an employee and will not be paid whilst an “improvement plan” is in operation for the individual concerned. Once the required improvement has been achieved, the ‘frozen’ increment will be paid, but cannot be backdated.
Structured Professional Assessment points (SPAs) for Soulbury Graded Officers will be determined locally in line with the national agreement.

There are separate salary progression arrangements for JNC 1st/2nd tier staff as per 1st and 2nd tier appraisal

5.4 Payment above the Grade (acting up)

Acting-Up - Only where an employee is required to carry out the full duties of a higher graded post, for 4 weeks or more, then they should be paid the grade for that job. Acting-Up should not normally exceed 18 months. Pay protection does not apply after an acting-up allowance/payment is stopped. Where an employee has been acting-up or seconded into a higher graded post and is subsequently appointed to this post on a permanent basis, they will commence at the same incremental point they were receiving on the date the acting-up or secondment ended.

Acting-up payments will be stopped if the employee is absent from work for a period in excess of 4 weeks.

5.5 Hard to Fill Posts – market supplements

Before implementing the following scheme HR advice must be sought.

Where it is difficult to fill a vacancy because the evaluated grade for a post may not attract any suitably qualified and experienced/skilled candidates, the Service Director will consider:

- Other ways of filling the vacancy (e.g. secondment, acting up etc)
- Restructuring the section or team
- Redesigning the duties & responsibilities of the post;
- Re-appraising the realism of the job specification;
- The introduction of a career grade or trainee position, which will allow the appointment of a candidate with lesser skills and enable them to develop in the post.

If these measures will not resolve the recruitment problem, in that the salary range is unlikely to attract a suitably qualified & experienced person(s), the Service Director can seek approval for the award of a market supplement up to the maximum of 15% above the top of the current grade.

The following criteria must be met before a market supplement can be awarded:

i) Where from available job advertisement information it is considered that the pay for a post is unlikely to attract candidates of sufficient calibre, experience and qualifications it would be appropriate to apply market forces supplements which in pay terms are validated by an independent, accredited pay research organisation.

ii) The Service Director and/or the recruitment adviser acting for the Council regarding appointments at senior management level will have explored and (where relevant) implemented other structure, career grade, and job design/evaluation alternatives, which may result in
improvements in the pay/grade of the 'hard to fill' post concerned,

iii) A "risk assessment" will have been carried out to ensure that the above criteria have been objectively applied and are not based upon gender, race, disability, age etc.

iv) Have obtained legal views that any change in pay can be justified in terms of a genuine material defence

The market supplement:

- Will not change the grade of the post
- Must be reviewed periodically (at least every three years). The level of the market supplement may be revised up or down as a result of any such review. The market supplement may also be discontinued as a result of the review.
- Must cease if it is no longer difficult to recruit for the same type of job. Note that the criteria, which must be met before a market supplement can be awarded, must also be met when the market supplement is reviewed for an existing employee if the market supplement is to continue after the date of the review.
- Will be pensionable
- Pay protection will not apply when the supplement is removed.

Authority to award, revise or discontinue market supplements:

- HR Committee for 1st & 2nd tier posts
- A Selection Committee and the "Head of Paid Service", for 1st or 2nd tier posts, upon the advice of a recruitment adviser acting for the Council regarding appointments at senior management level (Such decisions will be reported to the HR Committee thereafter, for ongoing monitoring and review”).
- Head of Paid Service & Service Director: Strategic HR and Workforce Strategy or all posts at 3rd tier level and below

5.6 Increased travel costs for Lower Paid Employees

Employees on grades BG1 to BG5 (i.e. maximum spinal column point 15, or equivalent salary) who are subject to a compulsory permanent change in their work location will be entitled to a taxable payment for the additional cost of travel between their home and work location, incurred as a result of the change. Please see Appendix E for full details.

6. Job Evaluation - Change of Duties over Time

Where the duties of a post change over time the manager and jobholder must agree to seek to review it’s grading. This will follow a review of the job description, and the job evaluation questionnaire (JEQ), in conjunction with the post holder. Advice should be sought from HR. New and additional responsibilities can be added into this documentation, which reflect changes and proposed changes in the role. Where possible managers are encouraged to use 'model' job descriptions / JEQs provided

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by the city council, except where there is no appropriate template available.

Re-evaluations through the JE Schemes are undertaken internally (for single status employees) and by an external consultant for 1 and 2 tier (for strategic directors/service directors). The date of implementation for any change in grade is the date of formal application to job evaluation/consultant).

7. Payments to Casual Workers

The City Council may need to use persons on a casual basis or the services of self-employed consultants/advisers. In determining whether these individuals should be given “employed status” or be engaged as “consultants”, managers must comply with Corporate Finance advice.

Where casual employment status is approved, it may be necessary to determine the appropriate level of remuneration where the temporary post does not fit within the City Council’s existing pay structure. Such pay rates will be agreed by the HR Business Partner for the department concerned, prior to strategic HR approval. They will take into account equal pay considerations, current pay and benefit policies and recruitment and retention considerations. In the event of any disagreement regarding the level of pay proposed for the casual employee, the matter will be referred to the Head of Paid Service or their representative.

8. Pay Protection

From the 1st January 2011, an employee who is: displaced and is redeployed into a lower graded post; medically redeployed into a lower graded post; or whose post is downgraded under job evaluation, will be entitled to 2 years’ pay protection as set out in the Managing Change Policy. During the 2-year period, the employee’s pay is ‘frozen’ and increments/annual pay awards are not paid. The pay protection period for those redeployed or downgraded before 1st January 2011 is 3 years.

If, during the period of pay protection, the employee is displaced again and downgraded into another post, the first and higher level of pay protection will apply until it expires. The second level of pay protection will apply for the remainder of the protection period that would have applied from the second date of displacement.

9. Overpayments

Overpayment of pay will be recovered by applying the overpayments policy summarised below:

i. As a general rule, except where the amount is below £20 or the employee agrees to a higher rate of recovery, the rate of recovery should not exceed the rate of overpayments (for example if the overpayments covered 10 weeks, then the recovery period should be 10 weeks unless the employee agrees to a quicker rate of recovery);
ii. Where the overpayment continues over one week the Authority will recover up to a maximum of 20% of the employee's gross weekly wage/salary, except where the employee agrees to a higher percentage;

iii. Where an employee is repaying an overpayment but leaves the Council before the full overpayment is recovered, the Council’s policy is that the balance will be deducted from the final salary/wages payment. Where the amount outstanding exceeds the final salary/wages payment, an invoice for the outstanding amount will be raised and sent to the employee. On receipt of this invoice, if the employee cannot repay the amount in full he/she should contact Account Services, to agree repayment terms with them. If agreement cannot be reached, then the Council will implement recovery procedures. This policy will only be varied in very exceptional circumstances with the Head of Paid Services’ approval. (Account Services contact details are on the reverse of the invoice).

10. Overtime, Weekend, Night, Public Holiday working, Shift and Call Out Payments (Working Arrangements Policy)

“Green Book” (single status) employees will receive appropriate recompense as stated in the Working Arrangements Policy where they are required to work:

- Beyond 37 hours a week
- On a Saturday and/or Sunday
- At night
- On public holidays
- Sleeping-in duty
- Shifts
- Stand-by and call out

Separate national and local agreements apply to the following work groups:

- Chief Executive
- 1st and 2nd tier Chief Officers
- Teachers
- Craft employees
- Coroner
- Soulbury Officers
- Youth Workers

11.1 Discretionary Compensation for Redundancy

The HR Committee on 24 September 2010 resolved that compensation for compulsory redundancies be calculated on actual pay up to a maximum ‘cap’ of £707
per week, based on a calculator twice that of the statutory one, with effect from the 1st January 2011. Voluntary redundancies will be calculated on this basis with effect from the 1st October 2010 onwards.

However members of the Teachers’ Pension Scheme (TPS) who are over age 55 have the choice whether to opt for the above calculation or to access ‘premature retirement’ benefits upon redundancy. If they opt for the early release of their pension benefits (i.e. “premature retirement benefits”) upon redundancy their redundancy payment calculation based upon the statutory number of weeks redundancy pay. The weekly pay figure used in this situation will also be actual pay up to a maximum ‘cap’ of £707 per week.

11.2. Voluntary reductions in contractual working hours to avoid redundancies

Where an employee agrees by mutual consent to reduce their contractual weekly hours of work and where subsequently they are made redundant on compulsory grounds within two years of the contractual change in working hours, the redundancy payment will be calculated by reference to their former weekly pay i.e. their weekly earnings before they agreed to a reduction in weekly hours to avoid a redundancy.

Employees covered by paragraph above, who have accepted the reduction in hours, and who subsequently increase their hours during the 2 year period (owing to further changes in the workgroup) will be subject to an adjustment to their redundancy payment (i.e. if the number of hours worked exceeds their previous level of contractual hours) above the ‘protected’ level.

(This section is copied from the Voluntary Severance scheme)

12. Disturbance Allowance

Employees who incur excess travelling expenses due to their work location being compulsorily changed may be entitled to a disturbance allowance. This only applies to a small number of employees whose contract of employment has a “fixed place of work” clause. Details are shown in the Disturbance Allowance Scheme.

13. First Aid

An allowance will be paid to designated first aiders. See First Aid Policy.

14. Language Skills Recognition Allowance

This allowance is for employees whose job does not formally require other languages, but where employees can give additional assistance to service users by using other language skills. For further details please see Language Skills Scheme.
15. **Long Service Award**

The City Council recognises and rewards employees who achieve long service of 25 years, 40 years and 50 years with Bristol City Council. Details are shown in the Long Service Award Scheme.

16. **Maternity, Paternity and Adoption Leave and Pay**

Details of these are shown in the Maternity and Caring Employee Scheme. There are separate arrangements for teachers under the Burgundy Book provisions.

17. **Occupational Sick Pay**

The City Council applies the nationally agreed occupational sick pay schemes. They are intended to supplement statutory sick pay and incapacity benefit so as to maintain normal pay during absence due to sickness, disease, accident or assault.

Employees are entitled to receive sick pay for the following periods:

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<tr>
<th>Period</th>
<th>Sick Pay Allowance</th>
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<tbody>
<tr>
<td>During 1st year of service</td>
<td>1 month's full pay and after completing 4 months service 2 months half pay</td>
</tr>
<tr>
<td>During 2nd year of service</td>
<td>2 months full pay and 2 months half pay</td>
</tr>
<tr>
<td>During 3rd year of service</td>
<td>4 months full pay and 4 months half pay</td>
</tr>
<tr>
<td>During 4th and 5th year of service</td>
<td>5 months full pay and 5 months half pay</td>
</tr>
<tr>
<td>After 5 years service</td>
<td>6 months full pay and 6 months half pay</td>
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</tbody>
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An employee who is absent as the result of an accident, whether this occurred in working hours or otherwise, shall not be entitled to an allowance if damages may be receivable from a third party in respect of such accident. In this event the Council may, having regard to the circumstances of the case, advance to the employee a sum not exceeding the sickness allowance provided under this Scheme, subject to the employee undertaking to refund to the Council the total amount of such allowances or the proportion thereof represented in the amount of damages received.

Any period of absence in such a case where a refund of the monies advanced is made in full, shall not be recorded for the purposes of this Scheme as sickness. Where, however, the refund is made in part only, the authority may at its discretion decide to what extent, if any, the period of absence may be so recorded.

For further details please refer to national conditions and the Managing Attendance Guidelines.

18. **Annual Leave**

Details of paid annual leave are set out in Annual Leave Entitlements. This covers such issues as the ‘rolling leave year’, 'holiday pay on leaving', and ‘holidays being
carried over to the following leave year'. The arrangements for carrying over leave from one year to the next are as set out in Appendix A. The “rolling leave year” will apply to all employees except teaching staff.

19. Other Paid / Unpaid Leave

Details of paid/unpaid leave are shown in the Leave Policy and Managing Attendance policies. These cover leave for a wide range of reasons, including Jury Service, Court attendance, Territorial or Auxiliary Forces work, public duties (including school governor work), trade union duties, emergency care, compassionate grounds, election duties, international sporting activities, examinations/study for examinations, medical screening, time-off during redundancy notice period and inclement weather.

20. Relocation

Financial recompense may be made to employees who need to move their main residence to take up an appointment with Bristol City Council. Details are contained within the Relocation Policy. The scheme applies to all full time, job share and part-time applicants, at or above Single Status spinal column point 30 or equivalent salary level. In addition, Strategic and Service Directors will have discretion to apply the scheme to posts below point 30 or equivalent, if they have been identified as ‘hard to fill’ posts in accordance with the criteria established by the HR committee. The scheme will only apply to employees in locally managed schools where it has been adopted by the governing body.

21. Childcare Vouchers

The City Council operates a Childcare Voucher Scheme as a salary sacrifice scheme. In addition to the above the City Council provides a Holiday Voucher Scheme. For further details please email vouchers@bristol.gov.uk or contact the Family Information Service (FIS) helpline on 0845 129 7217.

22. Pensions

22.1 City Council employees may join either the Local Government Pension Scheme or the Teachers Pension Scheme. New starters will be entered automatically into the relevant pension scheme unless they elect to opt out. Casual employees may join the pension scheme depending upon the nature of their employment. Casual Employees who work during 3 consecutive months will be offered the opportunity to opt into the pension scheme. The application of the pension scheme to casual employees should be referred to the Council's designated Pensions Officer.

22.2 Both schemes are “final salary” pensions schemes that offer a pension for life, which increases with inflation once you retire. Benefits include a pension for your spouse and children, ill health and early retirement provisions and life assurance from the day you joint the scheme.
22.3 Your employer makes significant contributions (for example in 2008 over 15% of pay) to your pension.

22.4 Further details are given to all new starters. Information is available from Avon Pension Fund and the Teachers’ Pension Fund websites.

22.6 Pensions – Standing Down Provisions

The Council has the discretion to consider employee requests to access some of their pension whilst remaining in work in a lower paid job or on significantly reduced hours. Details of these provisions are shown on the Flexible Retirement Policy.

Standing Down will be considered if:

(i) The request complies with the LGPS/TPS regulations

(ii) There are no significant cost implications

(iii) There are no adverse organisational implications (e.g. caused by the employee reducing to part time working). In addition, the employee's service director and HR have the discretion to permit “standing down” on compassionate grounds and in exceptional circumstances, examples include:

   (a) The employee has increased physical impairment under the Equality Act 2010,

   (b) Primary caring responsibilities for dependent relatives

   (c) Deteriorating health in circumstances where the Occupational Health Service recommends “standing-down” where the medical situation does not meet the LGPS criteria for ill health retirement).

23. Corporate Health Benefits

At a relatively small and discounted weekly cost, employees can join the Leeds Hospital Fund Health Plan, which is the corporate scheme adopted by the Council. This provides some support for meeting dental expenses, cost of glasses/contact lenses, physiotherapy and/or chiropodist bills, consultation fees and hospital in-patient expenses. If you would like to join this fund please contact the Strategic HR Team for information on the discounted costs and joining form. The Council also offers Employee Health Checks on a 'self referral' basis, where the OH costs are shared between the Council and the employee.

24. Training Fees

In accordance with the Council's Corporate Employee Development Policy,
employees whose fees are paid by the Council for them to undertake professional or other examination related training courses, will repay the fees involved, if they leave the Council within two years of the completion of the course.

25. Expenses

Employees may also be entitled to claim for authorised expenses, which occur as a consequence of undertaking their day-to-day work. These are listed in Appendix B. Reimbursement of expenses will occur through the payroll system.

26. Tied Accommodation

An average rent and Council Tax applies to all tied accommodation, employees in such accommodation will have this rent and tax discounted by 75%.

27. Employees in Schools

Separate Pay Policies exist for the following:

- Teachers and support staff in LMS: approved by the HR Committee in April 2005. This model policy is available from the Children & Young People's Service HR Team.

  (a) LEA Unattached Teacher / Centrally Managed Services approved by the HR Committee in September 2005.

28. Appendices

Appendix A - Pay and benefits - who are the decision makers?

Appendix B - Other payments – expenses

Appendix C - Summary of National Conditions of Service

Appendix D - Redundancy Ready Reckoner
APPENDIX A - PAY AND BENEFITS WHO ARE THE DECISION MAKERS?

1. Head of Paid Service functions delegated to Corporate HR

At officer level, the following functions are delegated to the Service Director: HR: -

(a) Approval of HR and H&S policies and procedures and the monitoring of their application
(b) Council wide pay and grading structure, (including job evaluation) for all employees except JNC 1st & 2nd tier (HR Committee responsibility)
(c) The application of the LGPS and TPS, including early retirement, the early release of pensions on compassionate grounds (for former employees) and "standing down" provisions
(d) Approval of terms and conditions of service for employees in accordance with new employment legislation, EC directives, changes in national conditions of service and local agreements.
(e) Approval of redundancies, and application of redeployment provisions
(f) Application of TUPE in relation to the externalisation of services, or functions transferring into BCC
(g) Approval of compensation in relation to such issues as the settlement of employment tribunal cases, and employee claims for compensation (e.g. settlement of a grievance). (This delegation is exercised jointly with the Head of Legal Services).
(h) Recommendation of HR policies and procedures to governing bodies of locally managed schools
(i) Referral of “collective disputes” regarding the above, to the HR Committee, where appropriate
(j) Approval of the transfer of pension benefits from an employee's previous employer(s) into the LGPS/TPS and the approval of “standing down” applications.
(k) Co-ordination of the Council’s PMDS and Bristol Manager (Competence) scheme, and approval of incremental progression for 1st & 2nd tier - JNC employees.
(l) Allocation of corporate trade union facility time.
(m) Application of discretion to refer new/revised HR & H&S policies to the HR Committee, where it is considered necessary to do so.
(n) Approval of the award of pay in lieu of notice, as a variation to the council's normal practice where employees work their notice.
(o) Provision of occupational health and counselling services including acceptance of requests from employees for an “Employee Health Check” under the Council’s self referral scheme.
(p) Provision of advice at Member level appeals against dismissal.
(q) Determining the pay rate of casual employees where these fall outside the council's core pay policy.
(r) Approval of acting up allowances for periods exceeding 3 months.
(s) Approval of market supplements for staff up to and including 3rd tier staff, to be reviewed annually / regularly as appropriate, for a maximum period of up to 3 years duration. (1st & 2nd tiers require Selection Committee approval on appointment and HR Committee approval to extend.)
(t) Approval of acting-up allowances for 1st & 2nd tier JNC employees, for up to 18 months duration.
(u) Approval of relocation scheme expenses in excess of HR Policy (currently linked to
the HMRC non-taxable limit).

2. Head of Paid Service functions delegated to service directors

At officer level, the following functions are delegated to individual Strategic or Service Directors:

(a) Appointment (except 1st and 2nd tier: Appointments Committee responsibility) and termination of employees.
(b) Determination of salaries within agreed pay scales and recommendations to HR for pay of up to 4 increments above the grade, for a maximum period of 18 months, excluding 1st/2nd tier JNC Officers.
(c) Determination of structures and staffing levels, excluding those at 1st and 2nd tier (cabinet responsibility).
(d) Application of HR & HS policies and procedures.
(e) Consideration/determination of employee grievance and TU disputes (except those, which relate to council wide issues).
(f) Employee dismissal e.g. gross misconduct, incapability/performance, SOSR etc.
(g) Approval of time off for departmental TU and safety reps.
(h) Application of selection procedures for redundancy, and appeals arising from this process.
(i) Approval and implementation of departmental training and employee development.
(j) Approval of employee claims (e.g. travel claims, relocation expenses, car / vehicle loans, etc.) in accordance with agreed criteria/policy delegations.
(k) Application of sickness absence scheme, including referrals to Occupational Health and Counselling, and consideration of (discretionary) extension of sick pay.
(l) Approval of the carryover of annual leave from one leave year to the next (normally not exceeding 5 days).
(m) Withholding incremental progression on the grounds of poor performance.
(n) Withholding “self certificated” sick pay where this has been notified to the employee as part of formal action under the Sick Pay Scheme.
(o) Accelerating an employee’s salary within their grade on merit or performance grounds.
(p) Revising the duties and responsibilities of posts, and submitting them to HR for further consideration under the JE scheme.
(q) Approval of long service awards.
(r) Approval of acting up allowances, for up to 3 months
(s) Referral of employees to OH&C for medical and counselling.

(As reported to the Annual Council Meeting May 2006/updated 2007)
APPENDIX B - Other Payments – Expenses

Details of these can be found in the Expenses and Benefits Policy

Accommodation – Tied or Job Related
Aeroplanes
Bicycle Allowance - see Travelling Expenses
Buses
Car Allowances - see Travelling Expenses
Cars – using your own car on business
Cars – Council provided (see also Vans)
Car Loans
Car Parking
Casual Vehicle User - definition
Clothing
Credit Card Subscriptions
Elected members
Elections and electoral registration – employment on
Fuel
Home working – expenses, office equipment and telephones
Hospitality
Hotel Accommodation
Insurance – officers’ liability
Loans
Long Journeys >120 miles
Long Service Awards
Medical examinations
Mobile telephones
Motor Cycle Allowance - see Travelling Expenses
Out of pocket or incidental expenses
Parking
Pool cars
Professional bodies or trade meetings
Professional subscriptions
Publications
Regular Vehicle User - definition
Relocation expenses
Restaurants
Sale of redundant furniture or machinery
Season ticket loans
Spectacles for DSE operators
Sporting facilities
Taxis – Disabled employees and for late working
Training Courses
Training – travel and expenses
Travel Plans
Travelling expenses
Vans
APPENDIX C - Summary of National Conditions of Service

Chief Executive and Chief Officers
The pay and conditions of the Chief Executive and the 1st and 2nd tier Chief Officers (Strategic Directors and Service Directors) are determined locally within the framework provided by the Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers.

In 1997/8 agreement was reached on the introduction of new national salary structures for chief executives and chief officers. Both agreements try to avoid detailed prescription and provide a framework for reference to be used locally when developing pay and conditions of service.

The Chief Executive and Chief Officer Handbooks were published 10 October 2000.

The Hay Job Evaluation Scheme is used to determine the grade of individual jobs. Details of this scheme are available from the Corporate Development HR Manager (0117 92 22672).

Salary progression for these officers is determined by the local 1st/2nd tier appraisal schemes. The scheme for Strategic Directors and Service Directors was adopted by the HR Committee on 17 November 2005.

Local Government Services
The pay and terms of conditions of employment for 8,500 of our employees is determined by the National Joint Council for Local Government Services. In 1997 the National Joint Council for Local Government Services agreed a national framework with potential for local modification to suit local service requirements, known as the single status agreement.

These pay and condition of service agreements are published in the Green Book.

The Bristol City Council Single Status Job Evaluation Scheme based on the Greater London Provincial Council scheme is used to determine grades of individual jobs. For further information see the Job Evaluation Scheme booklet and factor definitions.

Teachers
The School Teachers' review Body was established by the School Teachers' Pay and Conditions Act 1991. It makes recommendations to the Secretary of State on schoolteachers' pay.

The conditions of service handbook for teachers in England and Wales is known as the Burgundy Book.

The National Employers' Organisation for School Teachers produce Education Employers' Bulletins setting out advice and information on pay and conditions for schoolteachers, Soulbury Staff, youth and community workers and teachers in residential establishments. Each Locally Managed School will determine its pay policy. A model policy is available from the Children & Young People's Service HR Team.

There is a separate local pay policy for LEA Unattached Teachers / Centrally Managed Services.

Teachers in Residential Establishments
The Joint Negotiating Committee for Teachers In Residential Establishments determines the framework for pay or teachers in social service establishments and residential allowances for teachers in residential special schools. This is because teachers in social service establishment are formally excluded from the scope of the School Teachers’ pay and Conditions Document (Burgundy Book), whereas teachers in residential special schools are covered by that document, except for residential allowances.

The Joint Education Services Circulars give details of increases in salaries and allowances [http://www.lge.gov.uk](http://www.lge.gov.uk)

**Soulbury Officers**
The Soulbury Committee determines the annual pay increase and national salary framework for advisory staff in local education authorities, including educational inspectors and advisers, educational psychologists and youth and community service officers.

There is a local salary framework for these officers, which was determined by the HR Committee 17 July 2003. This framework was subsequently implemented under the delegated authority of the Head of the Paid Service 20 May 2004. It only applies to those jobs identified by the HR Committee or subsequently agreed by the Strategic Director of Children, Young People and Skills and the Service Director: Strategic HR and Workforce Strategy through their joint delegated authority.

On other conditions of service issues the national agreement ensures that Soulbury Officers have conditions, which are not less favourable than the agreement for single status.

**Nursery Nurses/Learning Support Assistants**
In accordance with a decision of the Council’s HR Committee, Nursery Nurses/Learning Support Assistants who were employed by the LEA, or in locally managed schools on/before 1 January 2004, were given the opportunity to retain their “national nursery staff’s pay and conditions (NSG) rather than transfer to single status pay and conditions, for the duration of their employment in their current post.

Employees who exercised this option on/before 31 October 2004 may also retain NSG conditions of service, if they are compulsorily transferred/redeployed, into an alternative ‘NSG’ post.

If an employee covered by the above voluntarily accepts an appointment to an alternative nursery nurse/learning support assistant post (e.g. promotion), they will transfer to single status conditions (with effect from the date of their appointment).

**Youth and Community Workers**
The Joint Negotiating Committee for Youth and Community Workers determines the national salary framework. Pay bands are determined locally. The current pay structure was determined by the HR Committee on 17 November 2005. Youth Workers are appointed to four point grades depending on their qualifications and the needs of the service. Those who are training to become professional grade Youth Workers are appointed to a scale four points below the substantive grade. Once qualified they will progress to the appropriate grade. The Youth and Community Workers handbook (the Pink Book) includes conditions of service such as maternity, sick leave and qualified youth worker status.

**Craft Workers**
The Joint National Council for Local Authorities Craft and Associated Employees determines national agreements on pay and conditions of service for such workers in
Contract Services, known as the Red Book.

**Print Workers**
The British Printing Industries Federation sets the pay rates for commercial printers.

**Registration Officers**
The grading provisions for Registration officers are set out in “Circular 4/98”. These will continue to be applied until it is locally agreed that these officers will be absorbed into the single status agreement.

**Occupational Health Managers and Nurses**
There are local pay and grading provisions for these nurses, which were determined by the **HR Committee on 7 December 2006**. All other conditions are the same as to those for Local Government services (single status) employees.

**Coroner**
The pay of whole-time and part-time coroners is determined by the Joint Negotiating Committee for Coroners. If there is an annual caseload of 3,000 or more, there are provisions for the payment for a deputy. Arrangements to pay an allowance to whole-time or part-time coroners to cover office expenses are settled locally.
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*61* = 61 and over.
Teachers over age 55 who opt for the early release of their pension benefits (i.e. “premature retirement benefits”) instead of the enhanced redundancy payment

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61* = 61 and over
APPENDIX E

Policy for payment of additional travel costs for lower paid workers who are subject to a compulsory change in their work location.

1. Criteria for eligibility

1.1 Employees on grades BG1 to BG5 (i.e. maximum spinal column point 15, or equivalent salary) who are subject to a compulsory permanent change in their work location will be entitled to a taxable payment for the additional cost of travel between their home and work location, incurred as a result of the change.

1.2 Before payment can be considered for employees travelling by bus they must first take advantage of the Council's salary sacrifice scheme for bus travel (With the exception of those who do not qualify for the salary sacrifice scheme, see 1.3 below). The scheme enables qualifying staff to benefit from substantial savings on the cost of bus travel (circa 30%). Calculation of the increased costs will then be based on the remaining fares to be paid after the application of the salary sacrifice scheme. Details of the salary sacrifice scheme for bus travel and application forms are available on the Council's intranet or through line managers.

1.3 Where employees do not qualify for the salary sacrifice scheme, calculation of additional travelling costs will be based on the additional fare paid.

1.4 Staff using their own transport will receive payment based on the distance travelled between their home and the new work location, less the distance between their home and old work location, as agreed with their manager. Payment will be made per additional mile to and from the new location at the mileage rate specified by the Expenses, Benefits and Travel Policy for the appropriate mode of transport.
2. Payments

2.1 Payment will be due for a maximum period of 12 months.

2.2 For those using either public transport or their own transport a lump sum payment covering the first six months of increased travel costs will be paid to the employee from the date of commencement of work at the new location.

2.3 A second lump sum payment covering a further six months increased travel costs will be due after six months.

2.4 The claim form below must be completed and submitted to HR Employee Lifecycle before any payment will be considered.

3. Conditions of payments.

3.1 Payment will cease if:

i) The employee ceases to be employed in the post to which the payment applies.

ii) The employee is absent due to long-term sickness (i.e. absent for four weeks or more) or maternity.

3.2 Should the employee cease to be employed by the workgroup, directorate or the Council there will be no 'claw back' of monies advanced.

3.3 Payments will only be due for changes in work location commencing after 1st November 2009, and will not be applicable retrospectively to location changes prior to this date.

4. Taxis between work and home where risk assessed as high.

4.1 It is accepted that for some staff reliant on public transport, the bus route/bus times will mean that they are faced with either a substantial walk, or long wait for public transport which may place them in a situation of high risk. Where the level of risk is assessed as high, for staff who will be either starting or finishing work at or after 10pm, then the difference
between the cost of their bus fare and the additional cost of taking a taxi will be paid for a period of 12 months.

4.2 Employees will be responsible for booking their own taxi (with agreement from their manager) and may either:

i) claim reimbursement of the fare through a monthly expenses claim subject to production of a receipt, or

ii) request payment from local petty cash in advance.

However, where in place, contracts with taxi operators should be used.

4.3 This payment can only be made subject to the following conditions being met:

i) Employees are obliged to work outside normal working hours.

ii) Such late working does not follow a predictable pattern and does not arise on more than 60 evenings in a year,

iii) Suitable public transport is not available.

4.4 Please see the Expenses Benefits and Travel Policy for further details.

5. Travel Time

5.1 Whilst additional travel time does impact on the individual, it does not have a direct financial cost attached. Consideration to accommodate travel time will only be given if a member of staff is able to identify specific additional costs associated with increased travelling time, e.g. carers responsibilities requiring payment to another person and which can be substantiated by a receipt.