

Pay Policy and Procedures

January 2014



Contents:

Introduction.....	3
The Policy covers.....	3
Basic pay information.....	3
Conditions of service.....	4
Allowances.....	4
Pensions.....	5
Pay Protection.....	5
Loans.....	5
Workplace Giving.....	6
Acting up payments and Honoraria payments.....	6
Job evaluation.....	8
Secondments.....	10
Staff travel policy.....	13
Further information and advice.....	13

Pay Policy and Procedures

1. Introduction

The council recognises the importance of pay systems that are appropriate, transparent, provide value, and ensure that staff are treated fairly and recognised for the contribution they make to the delivery of excellent public services.

The council's pay policy comprises the pay arrangements determined by the various negotiating bodies and local arrangements.

2. The Policy covers:

- Basic Pay Information
- Acting Up & Honoraria Payments
- Job Evaluation Procedure
- Secondments
- Staff Travel

3. BASIC PAY INFORMATION

Most council staff work on a basis of a 36 hour week, working five over seven days.
HAY staff work on a basis of a 40 hour week, working five over seven days.

Pay Scales:

Pay Scales	Categories of staff
GLPC	Administrative, Clerical, Technical, Manual officers
HAY	Senior Managers
Soulbury	Educational Psychologists, Educational Improvement Professionals, Senior and Principle Educational Psychologists, Adviser-Inspectors, Young People's/Community Service Managers
JNC Youth and Community Support Workers	Young People's/Community Service Support Workers
NHS	NHS staff
STPCD	Teachers employed directly by the council
Salaried Management Spine and Tutor Rates	Brent Adult and Community Education Service staff
NJC for Local Government Services	Schools and the Brent Housing Partnership staff
Craft workers	Craft Workers/Fitters

- Pay awards are in accordance with the respective negotiating bodies' guidelines.
- The council has made a commitment to pay all permanent staff the London Living Wage. This does not apply to apprentices.

- Overtime should be agreed in advance with the employee's line manager, and only agreed in exceptional circumstances. An overtime calculator and the 'Authority to Incur Overtime' form can be accessed on the Intranet.
- Staff can view their pay slips and pay history on Interact.
- Council staff are paid on the 15th of each month.
- Increments for all staff on GLPC pay scales are paid annually on 1st April each year. If an employee starts between 1st October and 31st March, they will receive their first annual increment after 6 months service.
- Employees on Soulbury and Teacher pay and conditions of service receive their increments in September, or for each year of employment as a qualified teacher.
- Increments for staff on Hay Grades are paid on the anniversary of joining the council or the anniversary of their appointment to the role.
- Line managers should notify payroll of any changes to an employees pay outside the standard Local Government incremental system.
- Pay on appointment or promotion will usually be at the first spinal column point, unless agreed by the department's Operational Director in consultation with the HR Director. Higher entry points are based on a candidate's relevant skills and experience.

4. Conditions of Service

Employees are employed on a number of different terms and conditions of employment:

Role	Terms & Conditions
Administrative, Clerical, Technical, Manual officers	NJC for Local Government Services
Chief Executive/Chief Officers	JNC for Chief Executive/JNC for Chief Officers
Craft Workers	JNC for Craft and Associated employees
Soulbury	NJC Soulbury Terms & Conditions
School Teachers/Leadership Groups	School Teachers Pay & Conditions – only applies to those employed directly by the council
NHS staff	NHS Terms & Conditions

5. Allowances

For allowances related to leave, such as jury service and special leave, please see the council's time off policy.

Allowances	
Weekend Work	Weekend work is paid at plain time.
Night Time Working	All staff who work between 10:00 pm and 6:00 am are paid time and a third.

Overtime	Overtime rates are time and a half for Saturday, and double time for Sunday.
Mileage Rates	HMRC mileage rates are applicable.
Subsistence	There is a £15 allowance for the cost of an evening meal (after 8:00pm) for those staying overnight on council duties. Managers will have discretion within budgets to cover the costs of people attending conferences or services related visits to other authorities.
First Aid	£102 per annum/ £8.50 per month. This is under review.
On call/standby	There is a standard rate of £75 for each week an employee is on standby, a week being Monday - Sunday. Overtime rates are paid on a pro-rata basis for actual time worked if called out.

6. Pensions

Employees are automatically included in the council pension schemes. Employees can opt out, and will have their contributions refunded if they opt out within three months of joining the scheme.

Pension Scheme	To whom does it apply?
Local Government Pension Scheme	Administrative, Clerical, Technical, Manual officers
School Teachers' Pension Scheme	Teachers employed directly by the council
NHS Pension Scheme	NHS staff

For further details on how to opt out and employer contributions, see the pension scheme starter pack and other pension related forms on the council intranet, or by clicking [here](#).

7. Pay Protection

In the case of redeployment, where an employee has accepted an alternative post one grade below the employee's current grade, the employee will receive their former pay spinal column point for a period of one year. There will be no entitlement to the annual pay award or any incremental progression. When the protected period has ended, the salary will be revised immediately and paid in accordance with the top spinal column point of the grade of the alternative post.

8. Loans

The council runs a season ticket loan scheme, payable via deductions from the employee's monthly salary, and a 'salary sacrifice scheme' which helps employees to purchase bicycles. More information on both can be found in the staff travel policy and procedure document on the Intranet.

9. Workplace Giving

Employees wishing to donate to charity directly from their pay should visit workplacegiving.co.uk.

10. ACTING UP AND HONORARIA PAYMENTS

Our Approach

On occasions it may be necessary to pay staff for additional duties carried out over and above their normal duties and responsibilities. This arrangement sets out the council's approach to paying for additional duties and ensures that a consistent approach is adopted across the council to ensure fairness.

Acting up and honoraria arrangements may cover:

- Long-term sickness absence
- Vacant posts/ posts vacant pending restructuring
- Maternity leave
- Secondments

Acting up and honoraria payments should not exceed 6 months. Where there are exceptional circumstances and a business case can be made for an acting up or honoraria payment over a period of up to 12 months, this should be agreed with the HR Director and the relevant Operational Director.

Employees appointed to act up have no right to the post on a permanent basis and at the end of the acting up appointment will return to their substantive post.

Where the higher-graded post is subsequently advertised, the person acting up may apply for the post in the same way as other candidates, if they so wish.

Where the council undertakes a reorganisation which impacts on an employee receiving an acting up or honoraria payment the additional duties and payment will not be taken into account when matching employees current duties and responsibilities with those of the proposed new job roles. Matching will always be undertaken on the basis of the employee's substantive post. Further information is available in the council's managing change policy, available on the Intranet or by clicking [here](#).

Acting up payments

Acting up payments are paid where:

- a single post has a deputising role included in the job description; or
- a selection process has been conducted to select a suitable candidate to act up.

An employee must be undertaking the full duties and responsibilities of a higher-graded post (other than for reasons of annual leave) for a continuous period of at least four weeks.

Employees invited to act up are generally paid on the first spinal column point of the grade of the acting up post. In exceptional circumstances, entry may be at a higher spinal column point with the agreement of the HR Director and the relevant operational director. Higher entry points are based on a candidate's relevant skills and experience. This is consistent with council policy where an employee is promoted to the higher graded post.

If an employee receiving an acting up payment is absent for a continuous period of at least four weeks because of illness or maternity leave, the acting up payment will cease during the period of absence except during any period of illness prior to the start of maternity leave which is caused wholly or partly by pregnancy.

Honoraria payments

An honorarium may be paid where:

- the duties and responsibilities of a higher-graded post are shared between more than one employee;
- extra duties and responsibilities outside of the employee's job description have been exceptionally onerous;

provided the duties and responsibilities will be carried out by the employee for a continuous period of more than four weeks.

Where duties and responsibilities are shared, the payment will be based on the proportion of the higher-grade post's duties being carried out.

In the case of additional duties outside the scope of the employee's job description, payment will be at the line manager's discretion up to the value of one, two or three pay scale increments. Payment exceeding three increments may be paid in exceptional circumstances in consultation with the HR Director and relevant operational director. Higher entry points are based on a candidate's relevant skills and experience.

If an employee receiving an honorarium payment is absent for a continuous period of at least four weeks because of illness or maternity leave, the honorarium payment

will cease during the period of absence except during any period of illness prior to the start of maternity leave which is caused wholly or partly by pregnancy.

Termination of Acting Up and Honoraria Payments

Acting up and honoraria payment arrangements may be terminated early by either party due to:

- the return of the original postholder;
- unsatisfactory performance;
- poor attendance or disciplinary action;
- restructuring of the service and the deletion of the post.

11. JOB EVALUATION

Introduction

Any requests for job evaluation must be handled in a consistent way to ensure fairness, effectiveness and efficiency.

For detailed guidance and the relevant forms and templates, please see the Intranet or click [here](#).

If you require further advice and support, please email askHR@brent.gov.uk, with 'Job Evaluation' in the subject line. Apart from unusually complicated situations, such as complex restructuring or block requests, the evaluation process should be completed within 5 working days of receiving all the required information.

If a department or service area is under review or restructure, a moratorium on job evaluation will exist.

Our approach

The following guidelines must be followed, to ensure that job evaluation requests are dealt with promptly and appropriately:

Job Description and additional information form (RS1a)

Incorporate all duties and responsibilities into the job description, including supervisory responsibility (along with the number of people supervised). Existing postholders should be consulted in drawing up the revised job description, a signed copy of which should be kept in their HR file.

Form RS1a asks for details which are essential for carrying out evaluations but which are not normally included in the job description. Check and complete all applicable areas before submitting a post for job evaluation.

Person Specification

A person specification is a profile of the required skills and aptitudes, and is derived from the job description. It lists the criteria that will be used in short listing and selecting candidates. It provides:

- a set of criteria against which all applicants can be measured objectively;
- a structured and systematic means for comparative assessment of the applicants;
- a document to ensure that the basis of decision-making is transparent.

The person specification is a live document to be reviewed and amended in line with the job description.

Organisational chart

Include an organisation chart with your application, showing the relationship of the post under consideration to those surrounding it.

Job evaluation request form (JE1)

Ensure that all relevant sections of the job evaluation request form (JE1) are completed.

Where there is a change of post title, providing the post number and job code details (available from the previous job evaluation outcome form, JE3) enables existing post details to be updated correctly.

The postholder and Head of Service should sign the relevant sections to acknowledge their agreement with the revised job description and the evaluation request. Where there is more than one postholder, a separate JE1 must be completed for each.

The process for postholder and line manager job evaluation requests require the same documents be completed.

Employees should be aware that job evaluation can result in a post being re-graded to a higher or lower grade.

If an employee's post is re-graded to a higher-grade, they should usually be placed on the first spinal column point of the new grade or second spinal column point if the grades overlap. When managers consider there is a case to pay a higher spinal column this should be undertaken in consultation with the HR Director and the relevant Operational Director.

If as a result of evaluation an employee's post is re-graded to a lower grade, they will be placed on the top spinal column point of the new grade.

If an employee's post is re-graded to a lower grade, pay protection will apply for one year. During the one year period only the employee will receive their former salary. However there will be no entitlement to the annual pay award or incremental progression.

12. SECONDMENTS

Our approach

The council uses secondments to enhance service delivery, motivate and develop employees, and as a form of personal development that can support career progression. The council recognises three types of secondment:

- **Internal secondments:** a council employee works in a different area of the council whilst still retaining their substantive post;
- **Outgoing secondments:** a council employee works in a different organisation whilst retaining their substantive post with the council;
- **Incoming secondments:** a role at the council is filled by an employee of another organisation who remains employed by, and retains their substantive post with, that organisation.

Secondments may be advertised council-wide only or council-wide and amongst other London Boroughs. External secondment opportunities will usually be advertised on the council Intranet job board.

Any issues that may require action in relation to capability, sickness absence, discipline or grievances will be dealt with in accordance with the council's procedures but managed jointly between the host service/organisation and the seconding employer.

Procedure

Before advertising a short-term vacancy, service managers should consider if the position could be filled by a secondment.

Employees should notify their line manager if they wish to apply for a secondment.

This will allow line managers to consider the potential implications as soon as possible. Employees must get their line manager's approval before applying.

Line Managers should arrange cover for any substantive post where the post holder has gone on secondment. Cover arrangements must allow notice in the case of early termination of the secondment.

An employee who has accepted an offer of secondment will be issued with a letter setting out any different terms of employment that will apply during the period of secondment, otherwise terms and conditions will remain unchanged from their substantive post.

Pay Policy and Procedures
Author: Human Resources
Version: 5
Issued: January 2014

Complaints against decisions arising from the secondment process will follow the normal process for recruitment complaints as set out in the recruitment and selection policy.

Line Managers should conduct induction, together with scheduled reviews of performance and appraisals, in line with existing council policies. If a secondment is for a short period and it is not possible to conduct an appraisal, a written report should be prepared for the seconding employer to use in their appraisal process.

Secondment Conditions

- Employees must obtain their line manager's written agreement to a secondment.
- The secondment period should not exceed 12 months, unless exceptional circumstances exist, and should not be less than three months in order to allow appropriate time for induction and training for the development of the employee.
- Part-time secondments may allow employees to work on particular projects whilst still carrying out some of the remaining duties of their substantive post, subject to the agreement of their line manager.
- The employee's contract of employment will continue throughout the period of secondment and employee's terms and conditions of service are maintained. However, payment will be relevant to the post seconded to.
- The secondment will end on the date stated and the employee will return to their substantive post, or a suitable alternative post, subject to any organisational changes which may affect the post.
- Employees must be kept aware of any changes in their substantive work area.
- Where their substantive post has been made redundant, the employee retains the same rights as if they had not been seconded.
- There is no automatic right to be appointed to the secondment post if it is subsequently advertised on a permanent basis.
- For information on maternity leave during secondment, please refer to the council's time off policy.
- Where appropriate, secondments will be open to job share.

- Where the employee is currently receiving time off to attend a course of study, this will need to be negotiated with the host service area/organisation.
- Where the council provides financial assistance in respect of a course of study, this will normally remain the responsibility of the seconding employer.

External secondments

Secondments may be offered to partner organisations where mutual benefit may exist or where the specific skills that the role requires may not be available within the council.

Secondments are also possible between council employees and external organisations. A formal secondment agreement must be drawn up between the host organisation, the council and the employee, setting out a range of conditions applicable to the secondment.

The council will invoice the host organisation to meet the employee's salary, pension contributions and any increase in salary that the host organisation and the employee have agreed to be paid during the secondment.

During the secondment, the host organisation will pay the cost of appropriate learning and development fees in respect of the employee, in accordance with their standard practice.

At the end of the secondment, the employee's salary will revert to that payable under the substantive post, including any incremental increases.

Early termination of secondment

The secondee or the host service area/organisation can bring a secondment to an end by giving one month's notice. The reason for ending the secondment should be given in writing by either side.

Incoming secondment arrangements can be terminated immediately by the employing organisation if the secondee ceases to be employed in their substantive role.

Line managers should give secondees one month's notice to terminate the secondment. Similar notice must be given to the seconding employer of the imminent return of the secondee to their substantive post.

13. STAFF TRAVEL

The staff travel policy applies to current employees of the council. Exceptions are agency workers, consultants who are paid via company expense claims and those based in schools.

The council expects that, where possible, staff should travel on public transport. The oyster card policy is available on the Intranet.

With regards to travel on council-related business, employees must:

- Endeavour to find the best value for money journey;
- Book as far as possible in advance to ensure best value;
- Travel second-class or economy;
- Provide relevant evidence of travel before reimbursement;
- Verbally agree mode of travel at the earliest opportunity, and at least 1 day in advance.

Any incidence which creates a contradiction between any of the above criteria, for example if a first-class travel ticket is the cheapest available option, should be discussed with the employee's line manager.

Staff wishing to use a car for council business should sign up to the [ZipCar](#) scheme. The council expects employees to endeavour to use the most environmentally-friendly form of transport available. As such, the council discourages the use of cars, and will only reimburse an employee who has had to use a personal car on council business for efficiency reasons and after consultation with their line manager. Where the employee is required to use their car on council business, reimbursement is set at the HMRC rate.

14. Further information and advice

If an employee requires any further advice or guidance on any aspect of this policy they should contact Human Resources in the first instance.