

 Brent	General Purposes Committee 19 May 2025
	Report from the Corporate Director Finance and Resources
	Lead Member – Deputy Leader & Cabinet Member for Finance & Resources (Councillor Mili Patel)
Amendments to Terms and Conditions	

Wards Affected:	None
Key or Non-Key Decision:	Not applicable
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	Two Appendix 1 – Comparator leave arrangements in other London Boroughs Appendix 2 – Time Off Policy (draft subject to GPC approval)
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Musrat Zaman, Director of HR and OD 020 8937 4081 Musrat.zaman@brent.gov.uk

1.0 Executive Summary

- 1.1. This report sets out proposed changes to pay and conditions, namely amendments to the Chief Officers salary scales within the Hay grade structure, a reduction in the hours of work for staff on Hay grades, and changes to the annual leave policy for all staff, affecting the accrual of long service annual leave.
- 1.2. The purpose of this report is to seek approval for the proposed changes to terms and conditions from the General Purposes Committee.

2.0 Recommendations

- That the Committee approve:
- 2.1 Amendments to the salary scales for Chief Officers within the Hay grade structure.

- 2.2 Amendments to the contractual hours of staff in Hay graded posts.
- 2.3 Amendments to the annual leave entitlement for staff on Hay grades and the qualifying conditions for long service leave for staff on NJC terms and conditions.

3.0 Detail

3.1 Contribution to Borough Plan Priorities & Strategic Context

- 3.1.1 This will create stability in Brent by offering a competitive package of rewards that will support us to attract and retain an engaged workforce that will better serve our residents.

3.2 Background

3.2.1 Salary scales for Chief Officers

Chief Officer pay scales run from Hay 1 to Hay 3. Within the Hay 2 and 3 grades, which are designated for Directors, there is a discretion for the Chief Executive to award further increments (Hay grades 2a and 3a). This is purely discretionary and there is no documented guidance or process outlining what criteria determines whether to award the additional increment(s).

- 3.2.2 In 2022, a benchmarking exercise carried out by recruitment consultants showed that Brent's salaries were in the middle/upper range in respect of senior salaries; however, the pay scales at Hay grades 2 and 3 were expanded for recruitment and retention purposes.

Recommendation

- 3.2.3 To remove the discretionary incremental element from both Hay 2 and Hay 3 grades. Additionally, to add in spinal point 75, which is missing from the current scales, so the incremental increase between Hay Grade 3, scp 73 and scp 74 is equalised (it is currently twice the value of other incremental uplifts). This would look as follows:

Hay 3 Grade – Current table

Hay 3, scp 69	£113,395
Hay 3, scp 70	£118,312
Hay 3, scp 71	£123,222
Hay 3, scp 72	£128,135
Hay 3, scp 73	£133,048
Hay 3A, scp 74	£145,311

Proposed Table

Hay 3, scp 69	£113,395
Hay 3, scp 70	£118,312
Hay 3, scp 71	£123,222
Hay 3, scp 72	£128,135
Hay 3, scp 73	£133,048
Hay 3, scp 74*	£139,179
Hay 3, scp 75**	£145,311

* new spinal point value ** removal of 'A'

Hay 2 Grade – Current Table

Hay 2, scp 76	£152,699
Hay 2, scp 77	£159,343
Hay 2, scp 78	£165,895
Hay 2A, scp 79	£172,347
Hay 2A, scp 80	£178,808
Hay 2A, scp 81	£185,312

Proposed Table

Hay 2, scp 76	£152,699
Hay 2, scp 77	£159,343
Hay 2, scp 78	£165,895
Hay 2, scp 79**	£172,347
Hay 2, scp 80**	£178,808
Hay 2, scp 81**	£185,312

** removal of 'A'

- 3.2.4 This will remove the need for any specific Chief Executive discretion to move through the pay grade and incremental progression will be authorised by the line manager, as is currently the practice.
- 3.2.5 There are currently 16 Chief Officers on Hay 3 grades (8 on Hay 3 and 8 on Hay 3A). Staff currently on SCP 74 (3A) will move to SCP 75 so there is no detriment in salary. For all other Chief Officers at Hay 3, they will progress through the increments in line with their contracts into SCP's 74 and 75.
- 3.2.6 There are currently 5 Chief Officers on Hay 2 grades (2 on Hay 2 and 3 on Hay 2A). The officers on Hay 2 grade will progress through the further increments SCP's 79 – 81.
- 3.2.7 There is minimal financial impact as staff salary budgets are set using average salary. Only two staff will have incremental progression in year one and it is proposed that these costs will be met by the service area.

3.3 Hours of work for Hay graded staff

- 3.3.1 The current contractual hours for all Hay graded posts is 40 hours per week. This scale runs from Hay 1 to Hay 6; however, Hay grades 1 to 3 are on JNC

Chief Officer terms and conditions and Hay grades 4 to 6 are on NJC terms and conditions.

- 3.3.2 The contractual hours for staff in non-Hay grades, which comprise the majority across the council, and who are on NJC terms and conditions, is 36 hours per week, so there is a difference in contractual hours for staff on the same national terms and conditions.
- 3.3.3 A comparison of the contractual hours in other London councils shows that the majority operate a 35 or 36 hour week for all staff, irrespective of grade. Only two other councils, Greenwich and Barking and Dagenham have different weekly contracted hours for JNC and Green Book employees.
- 3.3.4 Hay graded staff have a contract clause that they may be required to undertake duties outside and/or in addition to their normal hours so the contractual reduction of hours will not impact the necessity for them to attend work as required.
- 3.3.5 The impact of moving to consistent full time equivalent hours across the board will be that the hourly rate for Hay grade posts will increase (their salaries will remain the same). This will only affect the buying of annual leave.

Recommendation

- 3.3.6 To standardise contractual hours across all NJC and JNC contracts to 36 hours per week.

3.4 Annual leave entitlement

- 3.4.1 There is a small difference in annual leave for Chief Officers on JNC terms and conditions to staff on NJC terms and conditions. The 2022 NJC pay agreement included an increase of one day's additional annual leave for all staff employed on NJC conditions, with effect from 1 April 2023. This increased the basic annual leave entitlement to 27 days per year and the maximum leave to 33 days (after 15 years' service), whilst JNC staff remained at 32 days per year.
- 3.4.2 Hay graded staff are entitled to the full annual leave entitlement regardless of length of service, including those who are on NJC terms and conditions. NJC staff on non-Hay grades must complete 15 years' service with Brent to qualify for the full entitlement. The entitlements are set out in the table below:

Service	Days (full time staff)
Up to 5 years	27
5 years continuous LG service	30
5 years continuous Brent service	31
10 years continuous Brent service	32
15 years continuous Brent service	33

- 3.4.3 The Green Book says that service with other local authorities and public bodies on the Modification Order counts towards the calculation of certain entitlements,

including annual leave. Whilst we do count continuous local government service over 5 years to award additional days, we only count Brent service for any further additional days. Whilst this is a legitimate way of recognising service at Brent, it is detrimental to staff who may have many years previous local authority service and could create a barrier to recruitment and retention.

- 3.4.4 The requirement to complete 15 years' service with Brent to achieve the maximum annual leave entitlement may have a detrimental impact on women as they are usually the main carers who will have breaks in service due to maternity and childcare responsibilities. To mitigate this, it is proposed to simplify the long service requirements to reach the maximum entitlement, as set out below:

Service	Days (full time staff)
<u>Up to 5 years</u>	27
After 5 years continuous LG service	31 days
After 10 years continuous LG service	33 days

- 3.4.5 Benchmarking with 19 other London councils shows that variable levels of annual leave are given, some of which is dependent upon grade and length of service. Two councils have a flat rate for all staff regardless of grade or length of service.
(See Appendix 1)

- 3.4.6 The annual leave year runs from the date of appointment so will differ for all staff. It is proposed that the additional day for Hay graded staff and any additional leave entitlement for NJC staff will be awarded on 1 July 2025. The implementation will disregard when the leave year runs from and without any reduction for the proportion of the leave year. This is a revision to the current annual leave arrangements so there will be no backdating of leave for previous years.

- 3.4.7 The number of staff that will have additional annual leave awarded will be c.1500. Whilst this is a significant number, it will bring us in line with other London Councils that count all local authority service. It will also improve staff wellbeing and make the Brent offer more attractive to potential employees.

- 3.4.8 Amendments have been made to the Time Off Policy to reflect these contractual changes, to clarify some wording in the policy and to correct anomalies about the carry forward of annual leave. The draft updated policy, with tracked changes, is attached as Appendix 2.

Recommendation

- 3.4.9 To equalise the maximum annual leave entitlement for all staff to 33 days per year.
- 3.4.10 To include all previous local authority service to calculate the annual leave entitlement of staff on NJC terms and conditions.

3.4.11 To simplify the annual leave entitlement by having only 3 levels and reduce the maximum service requirement to 10 years continuous local authority service.

4.0 Financial Considerations

4.1 The additional budget cost to account for the incremental progression of staff on Hay grades 2 and 3 is £102,114 (with on costs) to account for 10 posts to have the upper limit increased. In year, the cost will be c£11,000 for staff on Hay 3 grades as only 2 staff are at the upper limit of the grade. There is no additional cost for the Hay 2 posts in year. This cost will be met from the service area.

4.2 There is no change to salary budgets because of changes to annual entitlement except for staff that work term time only as annual leave is included in pay (39 staff so there is minimal impact). There is a non-financial cost of additional non-working days.

5.0 Legal Considerations

5.1 Based on this high level report the introduction of the proposed pay and review structure ensures equity and parity in remuneration while significantly mitigating the risk of equal pay complaints/claims. Further legal considerations will be given once more detailed information is provided.

6.0 Equity, Diversity & Inclusion (EDI) Considerations

6.1 The proposal to review the pay and review structure to ensure a fair and equitable process for the remuneration will have a positive impact on employees overall.

6.2 A full EIA of proposed changes will be required once further information is obtained.

7.0 Climate Change and Environmental Considerations

7.1 There are no climate change and environmental considerations contained within this report.

8.0 Human Resources/Property Considerations (if appropriate)

8.1 All HR considerations are contained within the body of this report. Furthermore, consultation with relevant parties and Trade Unions will take place as is appropriate.

8.2 There are no Property considerations contained within this report.

9.0 Communication Considerations

9.1 There are no communication considerations contained within this report.

Report sign off:

Minesh Patel

Corporate Director, Finance and Resources