



General Purposes Committee
21 January 2014

Report from HR Director

Wards affected:
ALL

Pay Policy and Procedures

1.0 Summary

1.1 This report provides details of the proposed new Pay Policy and associated procedures which will replace the current arrangements. There are no proposals to make any significant changes to the current arrangements. Whilst reviewing all of our HR policies and procedures the opportunity has been taken to bring together all the different pay arrangements operating within the council into a single policy document.

2.0 Recommendation

2.1 The General Purposes Committee is asked to:

- a. agree the new Pay Policy and Procedures
- b. authorise the HR Director in consultation with the Leader and then consultation with the relevant trade unions, to make such other changes as may be necessary from time to time to the Pay Policy and associated procedures to ensure they remain relevant and 'fit for purpose'.

3.0 Detail

3.1 The council regularly reviews its HR policy framework to align its policies and procedures to the organisational objectives, incorporate legislative changes and to reflect current modern HR practice.

3.2 Currently there is no policy framework document for the council's pay arrangements covering:

- Pay scales, pensions and allowances
- Acting Up and Honoraria Payments
- Secondment Guidelines
- Job Evaluation Guidelines
- Staff Travel Arrangements

There are a number of separate documents which are not connected.

It is considered both from a management and employee perspective that it would be beneficial to bring the pay arrangements together into a single policy document. The policy document is attached to this report for the Committee to consider. There are no major changes proposed to any of the above except to ensure they are 'fit for purpose' and accord with best HR practice. The opportunity has been taken to rationalise and simplify the presentation of the information to make it more accessible and easily understood. Most of the pay entitlements are embedded in statute and/or the various NJC terms and conditions. The council, similar to many other authorities, follows the statutory provisions and NJC conditions although there are areas where the council's arrangements are marginally more generous.

3.3 Currently the council has no parameters for the duration of acting up and honoraria payments. The new policy will limit acting up and honoraria payments to 6 months. In exceptional circumstances, and if a solid business case can be made, this period will be extended to up to 12 months. Any extended arrangements will be in consultation with the HR Director and the relevant Operational Director.

3.4 The new policy clarifies that employees acting up will be placed on the first spinal column point of the pay grade into which they are acting up unless there is an overlap between grades in which case they will be placed on the second spinal column point. A higher spinal column point may be paid subject to the approval of the HR Director and the relevant operational director.

3.5 The current policy limits honoraria payments to two pay scale increments. The new policy allows line manager discretion to make payments up to the value of three pay scale increments. Additional increments may be awarded in exceptional circumstances in consultation with the HR Director and the relevant operational director.

3.6 The new policy has limited the length of the secondment to twelve months other than in exceptional circumstances, where previously there was no specified limit. It is considered that any longer period ceases to be of any discernible benefit to the council.

3.7 As with all the council's policies and procedures the pay policy and associated procedures are designed to ensure that all employees are treated fairly and consistently on all pay related matters.

4.0 Implementation Date

- 4.1 It is recommended that the policy becomes live on 1st April 2014. The launch will be in line with changes to the LGPS Pension Scheme, and any nationally agreed changes to the council's pay scales. Human Resources advisers will be fully briefed to provide support to managers.

5.0 Financial Implications

- 5.1 The changes to honoraria payments will be managed within existing departmental budgets.

6.0 Legal Implications

- 6.1 The council's pay arrangements are underpinned by employment legislation and the Equalities Act as well as the various negotiating committees terms and conditions. The proposed new policy is compliant with the relevant legislation and the various negotiating bodies terms and conditions.

7.0 Diversity Implications

- 7.1 The policy and procedure is applicable to all staff and provides a consistent approach to implementing pay arrangements fairly and is in keeping with the Council's aim to build a flexible workforce where flexibility works both for employees and services. The Pay Policy will be continually monitored to ensure it is implemented fairly across the council.

8.0 Staffing/Accommodation Implications

- 8.1 Brent is moving towards a flexible workforce and the consolidation of the different pay arrangements into a single framework policy will assist the organisation to manage pay arrangements fairly both in the interest of the organisation and employees. There are no other implications in addition to those otherwise set out in the report. Consultation has taken place with the CMT and HR Improvement Group who have endorsed this approach. The trade unions have been consulted on this policy and their feedback has been taken into consideration in the development of the policy.

Background Papers

Existing pay arrangements documentation
Various negotiating bodies terms and conditions
LGPS Regulations
Local pay arrangements

Contact Officer

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