

GREEN BOOK EMPLOYEES PAY AND CONDITIONS POLICY

This document applies to all Council employees except:

- Fire employees on Grey & Gold Book Terms & Conditions
- Employees on Teachers' Terms & Conditions
- Employees on Soulbury Terms & Conditions

This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.

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1 INTRODUCTION

1.1 The aim of this policy is to implement the Council's national and locally negotiated agreements covering pay, grading and allowances fairly and consistently and in compliance with equal pay requirements.

1.2 Schools that have adopted the Collective Agreement of April 2007 should also implement this policy.

1.3 In schools where the Local Authority [LA] is the employer of staff and the Governing Body have not adopted the Collective Agreement the LA may make representations to the governing body within 7 days of receiving their recommendation of a support staff appointment if the LA has concerns about the recommendation on pay.

2 OBJECTIVES

To meet the Council's obligation to comply with equal pay regulations and to comply with the County Council Equality Scheme to eliminate unlawful discrimination in respect of:

- Race and ethnicity
- Disability
- Gender
- Age
- Religion\belief
- Sexual orientation

To ensure pay decisions are consistently applied across the Council and where discretions are available all employees are treated equally.

3 MINIMUM STANDARDS

This policy lays down the minimum requirements that managers and HR staff must comply with and where discretions apply ensure equal pay requirements are taken into account.

4 RESPONSIBILITIES

DIRECTORS, SENIOR MANAGERS AND HEADTEACHERS\GOVERNORS

Reviewing and revising progression schemes and career grades.

Approving pay progression and honoraria payments.

Providing evidence for Salary Supplements and attending meetings to discuss these supplements where required.

MANAGERS\SCHOOL GOVERNORS

Administering the Council's Green Book Employees Pay and Conditions Policy, as adopted in schools, and working to the minimum standards prescribed.

Resolving issues raised by individual staff related to their job description.

CORPORATE MANAGEMENT BOARD

Authorising payment of annual cost of living awards.

SERVICE MANAGER – PEOPLE

Reviewing and revising this policy.

Authorising Salary Supplements where appropriate.

5 PAY AND ALLOWANCES

5.1 PAY AND GRADING STRUCTURE

5.1.1 The local Lincolnshire pay spine was agreed by the Collective Agreement of 1 April 2007.

5.1.2 The Single Status Agreement of 1999 agreed that nationally negotiated pay bill increases would be honoured and that the Council and relevant trade unions are committed to exploring local flexibility in the distribution of such increases.

[See current pay structure.](#)

5.2 JOB EVALUATION [JE]

5.2.1 To ensure that where work is the same or of a broadly similar nature all Local Government Services posts subject to the NJC for Local Government Services will be evaluated in accordance with the GLPC Job Evaluation [JE] scheme. [See Job Evaluation and Grading Policy.](#)

5.2.2 Employees will be treated equally and any pay differential will be justifiable on the basis of a genuine material factor and not discriminate on unlawful grounds.

5.2.3 The evaluated score for the post determines the salary for the job in accordance with the local Lincolnshire pay structure.

5.3 STARTING PAY

5.3.1 All posts, except for those on single spine column points, should be appointed on the minimum of the grade. If appointed above the minimum of the Grade managers must ensure there are no implications with regard to existing employees e.g. equal pay issues.

5.3.2 New Appointments

Appointments above the minimum point of the grade should be objectively justifiable and not tainted by discrimination.

5.3.3 Appointment to a Higher Grade

Starting pay above the minimum may be applied where the new grade overlaps the current grade. e.g. internal promotions.

5.3.4 Incremental pay progression will not be affected where an employee moves to a new position within their current grade. If an employee takes up a new post in a higher grade they will be appointed at least one increment higher than their current salary. Incremental pay progression will then be as in the preceding paragraph.

5.3.5 Non Incremental posts

Non incremental posts are not subject to incremental pay progression as described in section 5.4. However they will still be required to have performance and development appraisals and be given a rating in accordance with the rating scale.

A. 'Appointing One Point Below'

The aim of this policy is to implement the Council's local agreement for appointing staff who do not possess all the essential knowledge and skills to fully carry out all the duties, tasks and responsibilities of the post. In these circumstances managers are able to appoint a person on the point below the minimum Grade for the post for a period of up to 12 months. [See Appointing One Point Below.](#)

B. Single Spine Column Point posts

Where a post is paid on a single spine column point, the point will relate to the job evaluation points scored for that post. The criteria for placing posts on a single SCP are in the [Job Evaluation and Grading Policy](#).

5.4 PAY PROGRESSION INCREMENTS

5.4.1 Pay progression increments apply to posts except for occupations that are paid on a single spine column point.

5.4.2 From **January 2018**, to be eligible for a pay progression increment, employees must achieve an overall performance and development appraisal rating of 'Successful' or above. (i.e. 3 or above).

Incremental pay progression will be applied to employee Appraisals from the **1st April 2019**.

Employees who are appointed after 1st October of any year (up to 31st March) will need a 'Successful' rating from their probation review meeting to be considered for an increment after 6 months in post. All other new starters (i.e. those who are appointed between 1st April and 1st October) will require both a successful probation review and a performance and development appraisal rating of 'Successful' at the end of the appraisal year.

Employees who move to a new post after 1st October of any year (up to 31st March) will need an initial performance and development appraisal to set objectives for their first 6 months in the new post. These objectives must be reviewed and rated after 6 months to enable an increment decision to be made. This will be payable at the 6 month point where applicable.

Employees who move to a new post between 1st April and 1st October of any year will need to have objectives set at the beginning to be reviewed at the end of the appraisal year. 'Successful' and above performance and development appraisal ratings at the end of the appraisal year will result in a pay progression increment payment on 1st April where applicable.

When an employee has reached the top scale point of their grade for their current post they cannot receive another pay progression increment.

See [Performance & Development Appraisal Policy](#).

5.4.3 A pay progression increment may be withheld following an adverse report on an employee's performance (subject to the Council's capability/disciplinary procedures being followed. See [Capability Policy](#) and [Disciplinary Policy and Procedure](#)). Any increments withheld may subsequently be paid if the employee's performance becomes satisfactory.

5.4.4 Where an employee is appointed in accordance with the policy 'Appointing One Point Below' they may be moved onto the first point of the post Grade when they have reached the required standard for the post. This may be at any time within the first 12 months on the recommendation of their manager. See [Appointing One Point Below](#).

5.5 ACTING UP

5.5.1 Such arrangements often need to be made as quickly as possible and therefore any selection procedure is likely to be shorter than, for example, a planned secondment. The selection process will be determined by the time pressures to cover the post and the number of employees with the necessary expertise and experience.

5.5.2 Employees should be paid at an appropriate level for the duties they are asked to perform. If the full duties of the post are being undertaken, employees should be paid at least on the minimum point of the evaluated grade of the post. If only some of the duties are being undertaken, i.e. the individual is not doing full duties of a higher graded post, evaluation of the work being carried out will take place to determine the pay that should be received. It will therefore be necessary for a job description or list of duties to be developed in most cases and submitted to HR for evaluation under the appropriate evaluation scheme. As an alternative in these circumstances an Honorarium may be considered.

5.5.3 Managers should apply a fair and transparent process when appointing to an Acting Up position and be mindful of equal opportunity principles.

5.6 HONORARIA

5.6.1 An honorarium payment may be made for exceptional or special work undertaken on a short-term basis for up to 6 months. However, it is recognised that in particular circumstances this could be for a longer period. All honoraria should be signed off by the Head of Service.

5.6.2 The payment may be to reward additional hours [where this is not rewarded by overtime payments] spent on a piece of work or for tasks involving responsibilities at a higher level. The amount of the honorarium payment should relate to the level of work being undertaken and be based on objective criteria. Reference may be made to other similar jobs that have been graded under the job evaluation system to assist the manager in judging an appropriate payment.

5.6.3 Honoraria payments for the Local Government Pension Scheme are pensionable, i.e. they will have contributions taken on them. Payments for contractual and non-contractual overtime and additional hours are also pensionable. The calculation of benefits will be detailed on annual benefits statements.

5.6.4 To action a payment the appropriate manager will need to complete the 'Honoraria Payment' form and ensure this has been approved by their Head of Service before sending to BS_HRForms@lincolnshire.gov.uk. The form can be found under the [Starters, Changes and Leavers Section on George](#).

The deadline date for submission of forms is the 2nd of each month to ensure it is reflected in the salary payment for that month.

5.7 ALLOWANCES

5.7.1 Allowances will be in accordance with the Local Scheme of Conditions of Service or jointly agreed schemes in Directorates. [See Local Scheme of Conditions of Service](#).

5.7.2 Allowances will be negotiated between the Councils and its recognised Trade Unions.

5.8 SALARY SUPPLEMENTS

The Council recognises that at times it may be difficult to recruit new employees in key posts. To ensure the Council maintains a skilled and experienced workforce, Salary Supplements can be paid, normally up to 15% of salary. This procedure enables Directors to pay such Salary Supplements in a fair and managed way which is consistent to ensure the Council does not breach any equal pay legislation. [See Attraction and Retention Policy and Procedure](#).

5.9 ATTRACTION AND RETENTION SUPPLEMENTS

So that the Council maintains a skilled and experienced workforce in key posts Attraction or Retention Supplements can be paid. This policy enables these supplements to be paid in a fair and managed way that is consistent to ensure the Council does not breach any equal pay legislation. [See Attraction and Retention Policy and Procedure](#).

5.10 OTHER PROGRESSION SCHEMES AND CAREER GRADES

The Council operates a number of Directorate based schemes that enable employees in designated posts to progress to a higher grade or grades. Job advertisements and contracts of employment refer to the schemes that set out how employees can move from one evaluated grade to another in accordance with the scheme principles. Each stage on a Career scheme is evaluated and employees must be able to work to the J D relating to the level of the post. [See Job Evaluation and Grading Policy](#).

5.11 SALARY PROTECTION

Will be in accordance with the [Local Scheme of Conditions of Service](#).

6 ADVICE AND SUPPORT

Please contact Human Resources for advice and support

7 ADDITIONAL RELEVANT POLICIES

[Appointing One Point Below](#)
[Appeals Policy for GLPC JE Scheme](#)
[Attraction and Retention Policy](#)
[Capability Policy](#)

Disciplinary Policy and Procedure
Local Scheme of Conditions of Service
Lincolnshire Pay Structure and National Allowances
Probation Policy
Performance & Development Appraisal Policy
Collective Agreement