

The Vale of Glamorgan Council

Cabinet Meeting: 19th November, 2018

Report of the Leader

New NJC Single Status Pay Structure 2019/20

Purpose of the Report

1. To update Members of the Cabinet on the National Joint Council (NJC) 2019/20 Single Status local pay award proposals and to seek approval to implement the proposed new pay structure following the consultation exercise.

Recommendations

1. That the report and Appendix be noted and considered by Cabinet.
2. That the new draft pay structure is approved by the Cabinet and recommended to Full Council for approval and implementation from 1st April 2019.
3. That in recognition of recommendation 2 above the report be referred to Council on the 12th December 2018.

Reasons for the Recommendations

1. To bring matters to the attention, consideration and support of Cabinet and in line with corporate objectives.
2. To allow progress in relation to the implementation of the NJC (Single Status) Pay Award on the 1st April 2019
3. To enable Council to approve the New Pay and Grade Structure as it is a change to the terms and conditions for all staff employed under on the NJC Single Status handbook.

Background

2. A two year pay deal has been agreed for staff on NJC Single Status Terms & Conditions provisions for 2018/19 and 2019/20. This will affect approximately 4,000 staff across the Council and Schools within the Council's 2011 local collective agreement.
3. As previously notified at Cabinet on the 17th September 2018, it was agreed to proceed with the implementation of the new pay structure and to commence a formal consultation. Link to [Agenda Item 4 of Cabinet Report 17.9.2018](#)

4. The Cabinet Report was also presented to the Corporate Performance and Resources Scrutiny Committee on 20th September 2018, where it was unanimously agreed to proceed with Option 5. [Minute No. 325](#)
5. Following an extensive internal consultation with the Trade Unions, Directorates and Employees the Council is in a position to progress arrangements to achieve implementation of the new NJC Single Status Pay and Grading Structure from 1st April 2019.
6. **Appendix A** shows the information provided to staff and managers as part of a comprehensive communications and consultation exercise. The presentation provides information on the new grading structure and how staff will move from their current grade to the proposed new grade. A number of Roadshows/Drop-In sessions facilitated by Human Resources and the recognised trade unions were held at a number of venues across the Vale for staff to attend. These are detailed as follows:-

Date	Time	Venue	Room
Thurs 18.10.18	9.00am-10.00am	Civic Offices, Holton Road, Barry, CF63 4RU	Council Chamber
Thurs 18.10.18	4.30pm-5.30pm	Dock Offices, Subway Rd, Barry, CF63 4RT	Board Room
Fri 19.10.18	9.00am-10.00am	Dock Offices, Subway Rd, Barry, CF63 4RT	Board Room
Fri 19.10.18	4.00pm-5.00pm	Civic Offices, Holton Road, Barry, CF63 4RU	Council Chamber
Thurs 25.10.18	7.00am-10.00am	Court Road Depot, Barry Road, Barry, CF62 9BG	Court Road Depot Mess Room
Thurs 25.10.18	3.00pm-5.30pm	Cowbridge Comprehensive School, Aberthin Road, Cowbridge, CF71 7EN	Learning Resource Centre (LRC)
Fri 26.10.18	7.30am-5.30pm	The Alps, Alps Quarry Road, Wenvoe, CF5 6AA	Canteen
Wed 7.11.18	2.00pm-5.00pm	Ysgol Y Deri, Sully Road, Penarth, CF64 2TP	Conference Room
Thurs 8.11.18	2.00pm-4.30pm	Llantwit Major School, Ham Lane East, Llantwit Major, CF61 1TQ	Foyer Conference Room

7. Individual letters were also sent to the 4,000 staff affected by the changes which explained in detail how the proposed changes would apply to their pay and grade if implemented.
8. Overall only a small number of enquiries have been received, which have all been responded to. The overwhelming response from staff over the consultation period has been supportive of the proposed new pay and grading structure.

9. Discussions have taken place with the local representatives of the recognised trade unions who have reviewed the new pay structure and indications show that a collective agreement will be obtained.

Resource Implications (Financial and Employment)

10. The recommendations of the Cabinet will be referred for final determination by the full Council meeting on 12th December 2018. The estimated implementation and future costs of the 2019/20 pay award will be taken into consideration as part of the 2019/20 budget setting process and have been included in the initial Revenue Budget Proposals 2019/20 report.

Sustainability and Climate Change Implications

11. There are no sustainability or climate change implications directly arising from the content of this report.

Legal Implications (to Include Human Rights Implications)

12. The Council has a legal obligation under the Equalities Act 2010 to ensure that its pay and grading structure is fair and not discriminatory.
13. The Council is required to implement the nationally agreed NJC (National Joint Council) Single Status pay award for those employees who are engaged on those terms and conditions. This proposed new pay and grading structure will provide an equitable reward scheme that is sustainable and above both the National and the Foundation Living Wage rates.
14. Introducing a new pay and grading structure is a variation to employees Terms and Conditions. The Council is obliged to consult with its recognised Trade Unions in order to seek to achieve a collective agreement.
15. The amendment to the grading structure will enable Equal Pay legislation to be met.

Crime and Disorder Implications

16. There are no crime and disorder implications directly arising from the content of this report.

Equal Opportunities Implications (to include Welsh Language issues)

17. Equality Act 2010 – right to equal pay for equal work.
The grading structure provides a suitable equality based grading structure. Due to the NJC Single Status pay increase being applied across the board with an additional weighting and emphasis on the lower grades, it will improve the gender pay gap as the higher percentage increases are towards the lower end of the grading structure, which are predominantly held by females.
Equality Impact Assessment (EIA) – The changes are compliant with the Council's Public Sector Equalities Duty and as such an Equality Impact Assessment was completed internally. Statistical data has also been shared with Unison (Wales) as part of consultation process to date no adverse comments have been received.
18. The minimum hourly rate of £9.18 will be above the Foundation Living Wage from 1st April 2019. The Foundation Living Wage was set at £9.00 per hour on 5th November 2018.

Corporate/Service Objectives

19. The project deliverables will align with the following internal plans, strategies and objectives:

Corporate Plan:-

- Making the most of our resources
- Engaging with our Employees (through our relationship with our Trade Unions)

Policy Framework and Budget

20. This is an Executive decision at this stage, although the final decision will be reported to Council on 12th December 2018 and the cost of the pay award for 2019/20 will be taken into account as part of the setting of the 2019/20 budget which will be considered by Council on 27th February 2019.

Consultation (including Ward Member Consultation)

21. Introducing a new pay and grading structure is a variation to employees Terms and Conditions. As the Council has recognised trade unions, consultation with the trade unions in accordance with the collective bargaining arrangements has been conducted.

Relevant Scrutiny Committee

22. Corporate Performance & Resources

Background Papers

Appendix A – Presentation provided to managers and staff on the Intranet and Internet

Contact Officer

Laithe Bonni - Operational Manager Human Resources

Officers Consulted

Corporate Management Team
Operational Manager Accountancy
Employment Lawyer
Project Working group

Responsible Officer

Rob Thomas, Managing Director

Proposed New Pay Structure 2019/20



Laithe Bonni (Operational Manager HR Employee Services)



Pay Structure from 1st April 2019

How will you move from the current to the new pay structure – this is known as **assimilation**

Here are a few things to note:-

- *Salaries are based on full-time annual rates*
- *Grades will change from letters (A-K) to numbers (1-11) to show the difference*
- *There is no change to the Job Evaluation Scheme, or other policies such as Regrading, Acting Up and Honoraria, although these may be revised as part of the normal review process.*

This will only affect staff on Vale of Glamorgan Council NJC Single Status Grades.

Staff on other Pay Structures are unaffected by this review.

How to use the assimilation tables on the following pages:-

- 1 – Find your current grade and spinal salary point (scp)
- 2 – If eligible for an increment, move down to the next available spinal salary point in your current grade
- 3 – Follow the table across to the new grade and spinal salary point
- 4 – If the row is blank, move down to the next available spinal salary point

If you started work after the 1st Oct 2018, see page 16



Overview of New Grading Structure from 1st April 2019

Grade 1 (A)
Spinal Salary
Point £

2 17,711

Grade 2 (B)
Spinal Salary
Point £

3 18,065

Grade 3 (C)
Spinal Salary
Point £

4 18,426

Grade 4 (D)
Spinal Salary
Point £

5 18,795

6 19,171

7 19,554

Grade 5 (E)
Spinal Salary
Point £

8 19,945

9 20,344

10 20,751

11 21,166

12 21,589

Grade 6 (F)
Spinal Salary
Point £

14 22,462

15 22,911

16 23,369

17 23,836

18 24,313

19 24,799

Grade 7 (G)
Spinal Salary
Point £

20 25,295

21 25,801

22 26,317

23 26,999

24 27,905

25 28,785

Grade 8 (H)
Spinal Salary
Point £

26 29,636

27 30,507

28 31,371

29 32,029

30 32,878

Grade 9 (I)
Spinal Salary
Point £

31 33,799

32 34,788

33 35,934

34 36,876

35 37,849

Grade 10 (J)
Spinal Salary
Point £

36 38,813

37 39,782

38 40,760

39 41,675

Grade 11 (K)
Spinal Salary
Point £

40 42,683

41 43,662

42 44,632

43 45,591

Current grades in brackets

Spot salaries for grades for 1-3

Not using spinal point 13

Starting on spinal point 2 (£9.18 per hour)

No change to Job Evaluation Scheme

Additional headroom for Grades D & E from April 2020



Annual Leave Entitlement

No change to the scheme

Current Leave Scheme	New Leave Scheme	No. of Days
Up to and including Grade F	Up to and including Grade 6	25
Grade G and above	Grade 7 and above	27

Staff who have completed 5 years or more continuous service will be entitled to an additional 5 days leave per annum (pro-rata for part year)



New Pay Structure from 1st April 2019

Grade A is currently a spot salary, and this is not changing...

Current Grade → **New Grade**

Grade A		Grade 1	
scp	Salary	scp	Salary
8	£16,626	2	£17,711



New Pay Structure from 1st April 2019

Grade B is currently a 3 point range, but this is moving to a single spot salary



Grade B		Grade 2	
scp	Salary	scp	Salary
8	£16,626	Transfer to scp 3	
9	£16,755		
10	£16,863	3	£18,065



New Pay Structure from 1st April 2019

Grade C is currently a 4 point range, but this is moving to a single spot salary



Grade C		Grade 3	
scp	Salary	scp	Salary
10	£16,863	Transfer to scp 4	
11	£17,007		
12	£17,173		
13	£17,391	4	£18,426





New Pay Structure from 1st April 2019

Grade D is currently a 5 point range, but this is moving to a 3 point range.

↓ **Incremental progression process**

If eligible, staff will be given an increment first and then assimilated across to the new grade.



Grade D		Grade 4	
scp	Salary	scp	Salary
13	£17,391	Transfer to scp 5	
14	£17,681		
15	£17,972	5	£18,795
16	£18,319	Transfer to scp 6	
17*	£18,672		
		7**	£19,554

*As there is no further increment for scp17 (top of grade) you will assimilate to scp6, your next increment to scp7 will be in April 2020

**Extra grade headroom from April 2020





New Pay Structure from 1st April 2019

Grade E is currently a 5 point range, and this is staying as a 5 point range, but with additional headroom

↓ Incremental progression process

If eligible, staff will be given an increment first and then assimilated across to the new grade.



Grade E		Grade 5	
scp	Salary	scp	Salary
17	£18,672	Transfer to scp 8	
18	£18,870		
19	£19,446		
20	£19,819	8	£19,945
		9	£20,344
		10 (new scp)	£20,751
21*	£20,541	11	£21,166
		12**	£21,589

*As there is no further increment for scp21 (top of grade) you will assimilate to scp11, your next increment to scp12 will be in April 2020

**Extra grade headroom from April 2020





New Pay Structure from 1st April 2019

Grade F is currently a 6 point range, and this is staying as a 6 point range.

↓ Incremental progression process

If eligible, staff will be given an increment first and then assimilated across to the new grade.

Current Grade		New Grade	
Grade F		Grade 6	
scp	Salary	scp	Salary
21	£20,541	Transfer to scp 14	
22	£21,074		
23	£21,693	14	£22,462
24	£22,401	15	£22,911
		16 (new scp)	£23,369
25	£23,111	17	£23,836
		18 (new scp)	£24,313
26	£23,866	19	£24,799





New Pay Structure from 1st April 2019

Grade G is currently a 6 point range, and this is staying as a 6 point range.

↓ Incremental progression process

If eligible, staff will be given an increment first and then assimilated across to the new grade.



Grade G		Grade 7	
scp	Salary	scp	Salary
26	£23,866		
27	£24,657	20	£25,295
		21 (new scp)	£25,801
28	£25,463	22	£26,317
29	£26,470	23	£26,999
30	£27,358	24	£27,905
31	£28,221	25	£28,785





New Pay Structure from 1st April 2019

Grade H is currently a 6 point range, and this is moving to a 5 point range.

↓ Incremental progression process

If eligible, staff will be given an increment first and then assimilated across to the new grade.



Grade H			Grade 8	
scp	Salary		scp	Salary
31	£28,221			
32	£29,055		26	£29,636
33	£29,909		27	£30,507
34	£30,756		28	£31,371
35	£31,401		29	£32,029
36	£32,233		30	£32,878





New Pay Structure from 1st April 2019

Grade I is currently a 6 point range, and this is moving to a 5 point range.

↓ **Incremental progression process**

If eligible, staff will be given an increment first and then assimilated across to the new grade.



Grade I			Grade 9	
scp	Salary		scp	Salary
36	£32,233			
37	£33,136		31	£33,799
38	£34,106		32	£34,788
39	£35,229		33	£35,934
40	£36,153		34	£36,876
41	£37,107		35	£37,849





New Pay Structure from 1st April 2019

Grade J is currently a 5 point range, and this is moving to a 4 point range.

↓ Incremental progression process

If eligible, staff will be given an increment first and then assimilated across to the new grade.



Grade J			Grade 10	
scp	Salary		scp	Salary
41	£37,101			
42	£38,052		36	£38,813
43	£39,002		37	£39,782
44	£39,961		38	£40,760
45	£40,858		39	£41,675





New Pay Structure from 1st April 2019

Grade K is currently a 5 point range, and this is moving to a 4 point range.

↓ Incremental progression process

If eligible, staff will be given an increment first and then assimilated across to the new grade.



Grade K			Grade 11	
scp	Salary		scp	Salary
45	£40,858			
46	£41,846		40	£42,683
47	£42,806		41	£43,662
48	£43,757		42	£44,632
49	£44,697		43	£45,591





New starters between 1st October 2018 and 31st March 2019

If you have started employment with the Vale or have gained a promotion during the above dates, please note how the new pay structure will work for you;

1. Find your new grade and spinal salary point on the current structure
2. Follow the line across to the new pay structure.
3. If the line is blank, move down to the next available spinal salary point
4. This will be your salary from 1st April 2019 - your next increment will be on 1st April 2020
5. If the line is not blank, this will be the salary from the 1st April, you will then get a further increment from 6 months after you started your new post.

Example...

Started 1.11.18 – scp 21 (New Grade line is blank)

Salary as at 1.4.19 scp 14 (Next increment 1.4.20 scp 15)

Current Grade F		New Grade 6	
scp	Salary	scp	Salary
21	£20,541	Transfer to scp 14	
22	£21,074		
23	£21,693	14	£22,462
24	£22,401	15	£22,911
		16 (new scp)	£23,369
25	£23,111	17	£23,836
		18 (new scp)	£24,313
26	£23,866	19	£24,799



Further advice

If you have any questions in relation to any aspect of this letter or require support then please email Human Resources (HRFeedback@valeofglamorgan.gov.uk) phone the HR Helpline (on 01446 709364), speak with your Manager or HR Business Partner. The helpline will be open during normal office hours between 9.00am and 4.30pm Monday to Friday, between 8th – 26th October 2018.

If you are a member of a trade union you may also wish to speak to your local nominated representative(s). Trade union contact details:-

Union	Name	Tel:	E-mail
UNISON	Glenn Pappas	07969 188406	gppappas@valeofglamorgan.gov.uk
GMB	Tim Greaves	029 20673270	branch@gmbvog.org.uk
UNITE	Steve Robinson		sjrobertson@valeofglamorgan.gov.uk

