

Appendix 1 Proposal to move from national pay and conditions to local Spelthorne pay and conditions with effect from 1 April 2019

Proposal: Spelthorne proposes to move to local Spelthorne arrangements for pay awards, terms and conditions with effect from 1 April 2019 with decisions made locally by the Council.

In the first instance Spelthorne will consult with UNISON with a view to reaching a collective agreement to move to local pay, terms and conditions. Consultation with all employees will follow. The details of the proposal are given in the table below.

Overview: Spelthorne pay awards, terms and conditions must be appropriate to recruit, retain and develop a skilled and flexible workforce to deliver services to the community and fulfil the Council's business objectives. The Council has the responsibility of balancing relevant factors in the light of the unique circumstances locally and retaining flexibility to deal with circumstances that might apply. Spelthorne considers that the best way to achieve this is to be able to apply local pay, terms and conditions to take full account of Spelthorne's local circumstances, including recognising the action taken in past years to improve Spelthorne pay rates compared to the national pay spine. The current position where national pay awards apply does not offer sufficient flexibility to take full account of local circumstances.

	Current position	Proposed arrangements	Reason for proposal for change
Arrangements for pay awards	Spelthorne applies the national pay awards agreed by the national local government negotiating bodies (the JNC for Chief Executives, the JNC for Chief Officers and the NJC for Local Authorities Services as appropriate).	To agree local Spelthorne pay awards in the light of local circumstances and affordability. Agreed % pay awards to be applied to all employees.	To move to pay award arrangements that take account of local circumstances rather than be bound by national arrangements which are decided on the basis of circumstances arising elsewhere in the country which may not apply to Spelthorne. To provide maximum flexibility to meet local needs and to ensure that Spelthorne is able to recruit and retain staff in the local recruitment market. To apply the same pay percentage award to all employees in recognition that all employees contribute to 'one Spelthorne'.

	Current position	Proposed arrangements	Reason for proposal for change
Effective date of pay awards	<p>National pay awards are effective from 1 April.</p> <p>National pay awards are implemented as soon as practicable after agreement is reached and backdated to 1 April when agreed later.</p>	<p>Spelthorne pay awards will be effective from 1 April.</p> <p>Spelthorne pay awards will be decided in advance of 1 April and will be payable in April salaries.</p>	<p>To ensure that, as far as possible, pay awards are agreed in advance of 1 April so that salary increases are paid from April.</p>
Pay award process	<p>National pay awards are agreed after a lengthy period of national negotiation which may include additional time required for the trades unions to ballot their memberships.</p> <p>Spelthorne has little influence on the national negotiations and local circumstances are not taken into account.</p>	<p>The Spelthorne pay award effective from 1 April will be decided by the Council at the same time as the Council's budget and council tax for the following financial year, by the end of February each year.</p> <p>Spelthorne Pay to be a standing item at consultation meetings with UNISON throughout the year. UNISON will be able to input information and views to be taken account when Cabinet/Council decide on the Spelthorne Pay Award.</p> <p>The Council will take into account a range of factors including local circumstances, affordability and relevant comparative information such as the likely national pay award, pay awards in other councils with local pay within Spelthorne's recruitment market and any changes in national minimum pay rates.</p>	<p>To ensure that local circumstances and affordability are taken into account fully.</p>

	Current position	Proposed arrangements	Reason for proposal for change
Pay spine	A national pay spine is set out with Spelthorne pay rates.	<p>The Spelthorne pay spine will continue unchanged.</p> <p>Spelthorne pay grades will continue to be made up of a number of points from the Spelthorne pay spine.</p>	No change required to Spelthorne pay spine. Spelthorne pay rates against each pay point are in excess of national rates.
Pay award for 2019	The national pay award for 2019 includes restructuring the national pay spine to take account of actions required in relation to minimum wage legislation.	<p>The pay award for 2019, effective from 1 April 2019 will be agreed to take account of local circumstances and relevant comparative information. There will be no restructuring of Spelthorne's pay spine.</p> <p>The national pay award for 2019/20 as part of a two year pay deal will not apply to Spelthorne as local pay award arrangements will apply.</p>	<p>Spelthorne pay rates are already above minimum wage rates consequently there is no need to take any further actions in relation to minimum wage legislation.</p> <p>Spelthorne's Pay Policy for 2019 states that where the national pay award includes any increase or deletion of scale points in relation to national pay scales the Council will not apply this to Spelthorne's pay scales as Spelthorne pay scales are already above the minimum wage and do not have significant compression issues due to not needing to make minimum wage adjustments.</p>

	Current position	Proposed arrangements	Reason for proposal for change
Terms and conditions of employment	Terms and conditions of employment are in accordance with the relevant national conditions as amended by Spelthorne. The national terms and conditions that apply are the JNC for Chief Executives (for the Chief Executive), the JNC for Chief Officers (for the Deputy Chief Executives, Group Heads and certain professional posts) and the NJC for Local Authorities Services (for other posts).	To operate local Spelthorne terms and conditions of employment. National provisions that are in operation will be adopted into local terms and conditions.	The majority of terms and conditions will remain unchanged as set out in individual statements of particulars (contracts of employment), Spelthorne employment policies, procedures, arrangements and Pay Policy Statement. Moving fully to local terms and conditions will provide maximum flexibility for the future to take account of local circumstances.
	National conditions which have not been amended by Spelthorne and directly affect terms and conditions of employment Sickness scheme Maternity leave and pay	Spelthorne terms and conditions will mirror national conditions in place at 31 March 2019.	It is not proposed to change the way these terms and conditions operate locally.

	Current position	Proposed arrangements	Reason for proposal for change
Sick pay and sickness scheme	As set out in the schemes of conditions of service, including sick pay and sick leave	<p>National arrangements at 31 March 2019 to be adopted into local Spelthorne terms and conditions from 1 April 2019.</p> <p>Any future statutory changes to be incorporated into Spelthorne terms and conditions.</p> <p>To confirm that it is a condition of employment that employees cooperate with referrals to the council's occupational health advisers if required and Absence Management Policy.</p>	To convert current arrangements into local terms and conditions.
Maternity and paternity leave and pay	As set out in the schemes of conditions of service, including for leave and pay	<p>National arrangements at 31 March 2019 to be adopted into local Spelthorne terms and conditions from 1 April 2019.</p> <p>Any future statutory changes to be adopted into Spelthorne terms and conditions.</p>	To convert current arrangements into local terms and conditions

	Current position	Proposed arrangements	Reason for proposal for change
Trade Union Membership	<p>The national bargaining groups negotiate with recognised trades unions.</p> <p>Confirmation of individual right to join a trade union or decide not to join a union</p>	<p>Spelthorne will continue to recognise UNISON for consultation and to represent the whole workforce, with regular consultation meetings scheduled throughout the year.</p> <p>Individuals may choose to join a trades union or choose not to join a union.</p>	<p>Confirm local arrangements as part of local terms and conditions.</p>
Car allowances for essential/casual users	<p>Essential User lump sum allowance and mileage rates</p> <p>Casual User mileage rates</p>	<p>Current arrangements to be adopted into local Spelthorne terms and conditions from 1 April 2019.</p> <p>To introduce a new allowance for electric vehicles which is currently not covered by national rates.</p>	<p>To convert current arrangements into local terms and conditions.</p> <p>National guidance on car allowance rates does not currently cover electric vehicles.</p> <p><i>Current arrangements for electric cars:</i></p> <p><i>Essential User – minimum rate currently £846 p.a/mileage rate 36.9p first 8500 miles then 13.7p over 8500 miles.</i></p> <p><i>Casual user rate – 46.9p first 8500 miles then 13.7p over 8500 miles – no change</i></p>
	Car allowances for posts on JNC terms and conditions	Spelthorne arrangements apply	No change

	Current position	Proposed arrangements	Reason for proposal for change
All other terms and conditions, employment policies and pay arrangements not listed		<p>There are no proposals to change other employment or pay arrangements which will be confirmed as local Spelthorne terms, conditions and arrangements.</p> <p>Continue as currently set out in statements of particulars (contracts of employment), Spelthorne employment policies, procedures, arrangements and Pay Policy Statement.</p> <p>This is applicable for NJC/JNC and CX terms and conditions</p>	<p>To convert current arrangements into local terms and conditions.</p> <p>Any future requirement to add, amend or change terms, conditions may be agreed by the Council following consultation</p>
Pension	Statutory pension scheme for councils	Pension arrangements remain unchanged with access to the Local Government Pension Scheme.	No change
Staff benefits		Spelthorne arrangements continue to apply.	No change

	Current position	Proposed arrangements	Reason for proposal for change
	Protected entitlement to a car lease or cash alternative for some posts	<p>A protected non-contractual benefit which applies to some individual members of staff where their post previously attracted this benefit.</p> <p>To remove the option of a lease car with a lump sum payment to apply to all protections in future at the same rates as currently.</p> <p>Any existing car leases to continue to run until the end of the current lease contract.</p>	<p>The majority of staff with this personal protection already choose to take a cash alternative instead of a lease car.</p> <p>To avoid the need to maintain car lease arrangements and related administrative time.</p>