

## Schools Staff Consultation Overview

### Pay review and new terms and conditions

Dear Colleague,

I am pleased to introduce Unified Reward, the project to ensure fair pay and grading for all employees in the council and community schools. This document explains the proposed changes to the pay and grading structure, terms and conditions and other changes. I believe the proposals being shared with you today will support us to achieve our vision of being a leading employer, offering a competitive package, with modern and attractive terms and conditions.

During the review we have worked closely with the recognised trade unions (UNISON and the GMB) to carry out job evaluation of all roles below senior manager level in the council and schools to ensure that each job has been correctly graded and moderated alongside similar types of jobs. This has involved around 600 evaluations covering approximately 5,000 employees.

You may have been involved in the process of defining roles or attending job evaluation panels and I'd like to take this opportunity to thank you for your contribution. The council and trade unions have now in principle reached an agreement on proposals and we are asking you to feedback and comment on the proposals through these briefings.

#### Changing for the Better

Unified Reward will help support our ongoing work to achieve the goals and objectives of our Corporate Plan and our People and Organisational Development Strategy, both of which depend upon the dedication and motivation of our staff. The Unified Reward strategy aims to inspire and support staff to continue to make Barnet Council and our schools great places to work.

When introduced, Unified Reward will ensure our pay and grading structure is competitive, and will enable us to attract and retain high performing staff.

Unified Reward is not a savings exercise, and broadly

will be cost neutral, as we recognise the value and contribution that employees have in delivering our aims and objectives. However, as with any review that redefines the pay and grading structure there are a small number of employees whose basic salary will reduce. Where we can impacts on staff have been mitigated.

As part of building the Unified Reward proposals, we have taken on board your feedback, to ensure that pay reflects the job done, people who go the extra mile are rewarded, and repeated sickness and absence is tackled.

In summary, the package includes:

- 30 days annual leave – an increase for most employees
- uplifting the basic rates of pay to the market average – meaning more than 90% of staff will receive the same or higher rates of basic pay
- pay progression based on performance – encouraging a high performance culture
- consolidation of both the London Weighting and Barnet Living Wage – making the pay system simpler for you to understand
- introduction of voluntary health checks – making the most of our accreditation under the Healthy Workplace Charter to offer you opportunities to improve your health and wellbeing
- introduction of an employee benefits package – more information on this will be shared with you later in the year but will include a range of benefits for staff who work at the council.

This is your opportunity to have your say. Make sure you look in detail at the proposals and let us know your thoughts, comments and questions as your feedback is really important.



Andrew Travers, Chief Executive

## Who is included?

All employees at the council and in community schools are included, **except: Education and Skills, teachers, support staff in non-community schools (e.g. academies or Voluntary Aided) unless a school wishes to adopt the new arrangements.**

| Date                        | Unified Reward (UR) change                                | Detail  |
|-----------------------------|---|---|
| April 2017                  | ✓ Pay and grading structure                               | <ul style="list-style-type: none"> <li>12 new grades to replace the current structure of over 300</li> <li>each grade to have a range of pay to allow for employee progression</li> <li>base value for most pay grades has increased to match the market average</li> </ul> |
|                             | ✓ Overtime and Bank Holidays                              | <ul style="list-style-type: none"> <li>overtime in excess of 36 hrs at 1.25</li> <li>overtime 'out of hours' at 1.5 (10pm - 6am)</li> <li>Bank holiday work at 2.0 or a day off in lieu</li> </ul>  |
|                             | ✓ Occupational Sick pay triggers                          | <ul style="list-style-type: none"> <li>new Absence Management Policy being developed to manage high levels of sickness absence</li> <li>three 'triggers' to be introduced from April 2017 - No financial penalties for 12 months</li> </ul>                                 |
|                             | ✓ Term time only  | <ul style="list-style-type: none"> <li>payment pro-rated for actual number of weeks worked (inc annual leave and bank holiday) implemented</li> </ul>   |
|                             | ✓ London Weighting and Barnet Living Wage                 | <ul style="list-style-type: none"> <li>London Weighting and Barnet Living Wage to be consolidated into base pay</li> </ul>  |
|                             | ✓ Pay protection  | <ul style="list-style-type: none"> <li>staff detrimentally impacted by UR grading changes to receive 12 months pay protection. Thereafter, six month pay protection will be the normal practice</li> </ul>  |
|                             | ✓ Recruitment and Retention Scheme                        | <ul style="list-style-type: none"> <li>two new schemes providing a maximum of 10% additional pay per scheme</li> <li>replaces current Market Factor Supplement</li> </ul>   |
|                             | ✗ Additional Payments                                     | <ul style="list-style-type: none"> <li>all additional payments (contractual or discretionary) removed (includes adhoc/discretionary payments, honoraria and responsibility payments)</li> </ul>   |
|                             | ✗ Retainer Pay  | <ul style="list-style-type: none"> <li>retainer pay will be removed</li> </ul>  |
|                             | ✓ Annual Leave entitlement                                | <ul style="list-style-type: none"> <li>annual leave harmonised for all employees</li> <li>30 day entitlement per annum for all</li> <li>employees over 30 days to be reduced to 31 for leave year 2017/18</li> </ul>  |
|                             | ✓ Performance Related Pay Scheme                          | <ul style="list-style-type: none"> <li>trial to commence from 2017</li> </ul>   |
|                             | April 2018  | ✗ Essential Car Allowance   |
| ✗ Market Factor Supplements |   | <ul style="list-style-type: none"> <li>removed and replaced by recruitment and retention schemes</li> </ul>   |
| April 2019                  | ✓ Annual Leave entitlement                                | <ul style="list-style-type: none"> <li>employees with 31 days to be reduced to 30 from 1 April 2018</li> </ul>  |
|                             | ✗ Pay protection ceases                                   | <ul style="list-style-type: none"> <li>for employees detrimentally impacted by UR grading changes, pay protection ceases</li> </ul>   |
| TBC                         | ✓ Performance Related Payments                            | <ul style="list-style-type: none"> <li>results to be presented to councillors in 2019 with future recommendations</li> </ul>  |
|                             | ✓ Employee Benefits scheme                                | <ul style="list-style-type: none"> <li>council intends to introduce a range of non-salary benefits</li> </ul>   |
|                             | ✓ Employee engagement and Career and Personal Development | <ul style="list-style-type: none"> <li>potential introduction of management development programmes</li> <li>review of performance and development appraisal scheme.</li> </ul>  |
|                             | ✓ Health and wellbeing checklist                          | <ul style="list-style-type: none"> <li>anticipated voluntary annual health check scheme for employees.</li> </ul>   |