

Date April 2019

# Pay Policy



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# 1 Scope

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This contents of this policy will apply to all Council employees. For Community and Voluntary Controlled Schools where Torbay is the employer, a separate School's Model Pay Policy is in place.

This policy should be read in conjunction with other Human Resources policies and procedures, which are referred to in this document.

The terms and conditions of employment of all the Council's local government services employees are determined by the National Agreement and by local collective agreements negotiated with trade unions recognised by the Council. Accordingly, this agreement will vary the terms and conditions of employment of the Council's local government services employees.

***All managers are expected to comply with this policy***

# 1 Equality Statement

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This policy applies equally regardless of an individual's of their age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

# 2 Context

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In accordance with Section 112 of the Local Government Act, the determination of pay and benefits within Torbay Council is a non-executive function exercised by the Chief Executive acting as the Head of Paid Service.

The day to day application of the Council's pay and benefits policies and procedures is the responsibility of Managers with appropriate delegated authority. These delegated powers are as set out in the Constitution and relevant Standing Orders to this policy.

The Remuneration Committee<sup>1</sup> is responsible for the following strategic issues which are not delegated to the Head of Paid Service:

- determination of the pay and grading, other terms and conditions and the early retirement of JNC 1<sup>st</sup> and 2<sup>nd</sup> tier posts/post holders
- determination of the pay structure for all other Council posts
- other strategic pay and benefits policies where there are significant financial and/or employee

relations implications (as determined by the Head of the Paid Service or Support Services Commissioner.

The Council's Pay Strategy has been established via the Workforce Plan and within the framework of the Equal Pay Act 1970.

Torbay Council supports the principles of national and local collective agreements on determining the remuneration of its employees.

### 3 Purpose

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The purpose of this policy is to:

- ensure fairness in demonstrating that all staff are valued equally and receive appropriate financial recognition for their work
- aid recruitment, retention and development of a diverse, skilled and flexible workforce
- ensure the application of pay and rewards is consistent and transparent, and meets the objectives of the equal pay legislation
- enable the Council to respond to market force issues to meet short term recruitment/retention issues.
- clarify the powers delegated to the Head of Paid Service, Head of HR and Senior Leaders
- provide a framework which balances the need for competitiveness and attractive terms and conditions of employment, with the need to ensure value for money and cost effectiveness

The Council strives to ensure that its pay systems are fair and non-discriminatory through the

- use of job evaluation schemes to size and grade jobs, unless there are nationally prescribed grades/pay points
- carrying out of equality impact assessments and equal pay audits on an annual basis
- development of short/narrow pay bands and grades
- development of systems to progress employees through pay bands linked to their experience, performance and contribution

### 4 National Pay Framework

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The Council applies a number of pay and conditions of service which are determined nationally by the appropriate body. These are:

	<b>Conditions of Services</b>
Single Status Employees	National Joint Council for Local Government Services (Green Book)

	<b>Conditions of Services</b>
Youth and Community Workers	Joint Negotiating Committee for Youth and Community Workers (Fuscia Book)
Educational Advisers, Psychologists	Soulbury Committee
Teachers, Teachers in Residential Establishments, Unattached Teachers, Centrally Employed Teachers	Burgundy Book & School Teachers Pay and Conditions Document
Chief Executive & Chief Officers	JNC for Chief Executives, Chief Officers and Deputies (2 <sup>nd</sup> Tier employees)
Registration Officers	National Joint Council for Local Government Services (Green Book) and Circular 4/98
Coroner	Joint Negotiating Committee for Coroners

All nationally agreed NJC terms and conditions will apply unless a local agreement has been reached. Records will be kept of any local collective agreements.

## 5 Pay and Grading Structures

Torbay Council Staff are paid in accordance with the pay and grading structure that is in place for their conditions of service and therefore, the Council operates a number of pay and grading structures across the organisation with each following the pay set by their negotiating bodies.

<b>Staff Group</b>	<b>Pay Scales</b>	<b>Paid Year</b>	<b>Torbay Job Evaluation</b>
Single Status Employees	Locally agreed but based on NJC National Pay Scales	April - March	Local GLPC
Youth and Community Workers	Youth Worker Pay Scales	1 September – 31 August	None
Educational Advisers, Psychologists	Soulbury Pay Scales	1 September – 31 August	None
Teachers, Teachers in Residential Establishments, Unattached Teachers, Centrally Employed Teachers	Agreed locally by the School in line with School Teachers pay and Conditions Document	1 September – 31 August	None

Chief Executive & Chief Officers	Agreed locally by Torbay Council	1 April – 31 March	Hay Scheme
Registration Officers		1 April – 31 March	None
Coroner		1 April – 31 March	None

## 6 Pay Arrangements

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All monthly paid employees will be paid on 25th of each month. If the 25<sup>th</sup> is a Saturday, Sunday or bank holiday, pay day will be nearest working day prior to the 25<sup>th</sup>.

Payments are made by direct transfer into a bank or building society account.

In the circumstances of an employee leaving the employment of the authority the pay equivalent of any holiday which has been taken in excess of entitlement will be deducted from the final salary.

### 6.1 Payment of Untaken Annual Leave

Upon the cessation of an employment contract, the Authority will pay for any untaken annual leave which has been untaken in the following circumstances:-

- (i) because of long term sickness absence up to the date of leaving;
- (ii) because the Council required an employee to work up to their leaving date due to the exigencies of the service; or
- (iii) because of a redundancy situation.

### 6.2 Pay Arrears following Pay Award

Back pay is generally paid automatically to current employees and to leavers who are in receipt of pension benefits.

## 7 Professional Subscriptions

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The Council expects its employees to take an appropriate part in the affairs of professional bodies and appropriate to their departments. The Council will not normally reimburse employees for membership subscriptions of those professional bodies, except where it is part of a formal Training Agreement. This will have to be agreed by Human Resources in advance and will be subject to formal Business Case and rationale that has been checked in line with our duty to ensure pay equality.



Professional subscriptions are tax deductible and employees wishing to claim tax relief can do so via HMRC.

## 8 The Local Government Pension Scheme

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The Council operates the Local Government Pension Scheme which is a valuable part of the pay and reward package for employees working in local government. Employee contributions are deducted from employees' salary/wages by contractual agreement although staff may elect to opt-out of the pension scheme. The LGPS for Torbay Council is administered by the Devon Pension Fund administrators, Peninsula Pensions.

Some key features of the LGPS include:

- A secure pension - payable for life and increases with the cost of living.
- A tax-free lump sum – the option to convert some annual pension into a lump sum.
- Ill Health Cover – if you have to retire through serious ill-health pension benefits become payable immediately.
- Life Cover – a death in service payment of three times your annual salary.
- Flexibility – you can choose to pay more or less contributions.

As a local government employer, the Council has some discretionary powers in relation to pension policies and these discretions are reviewed annually. The Council will review the discretion it has exercised and propose amendments to existing arrangements. Any changes will only be introduced following consultation with trade unions and their representatives.

Under Legislation, the Council will never:

- induce workers to opt out or cease their membership of the qualifying pension scheme;
- indicate during a recruitment process that a worker's decision to opt out of automatic enrolment will affect the outcome;
- do, or fail to do, something which results in the worker ceasing to be in active membership whilst still employed by the employer.

Such behaviour could lead to enforcement action resulting in monetary penalties being imposed. For more information, please link to the Pensions Regulator website:-

<http://www.thepensionsregulator.gov.uk/index.aspx>

**Specific queries on LGPS matters can be addressed to Peninsula Pensions on 01392 383000 or to Torbay Council's Pensions Advisor, Lee Haywood ([lee.haywood@torbay.gov.uk](mailto:lee.haywood@torbay.gov.uk))**

## 9 Determining the Pay of a Post

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### 9.1 Vacant Posts

When a post becomes vacant, it is important that the Job Description be re-visited to ensure that the duties, responsibilities and purpose of the role is still required. Where changes have been made to the job description, it must be assessed on the need to re-evaluate before it seeking approval to advertise via the Establishment Control process. A post cannot be advertised unless it has been authorised by Establishment Control.

### 9.2 New Posts

All new posts will need to be graded based on the Job Description and Person Specification through the Job Evaluation process before seeking approval to advertise via the Establishment Control process. A post cannot be advertised unless it has been authorised by Establishment Control.

### 9.3 Restructuring

All posts subject to a re-structure will need to be assessed for the need and level of re-evaluation. Torbay Council's Reorganisation Policy must be followed for all proposed reorganisations and advice sought from Human Resources.

## 10 Appointing to the Pay and Grading Structure

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External appointees who join the organisation for the first time, or internal appointees taking on higher or different roles to that in which they have been working in, should expect to be appointed at the bottom of the advertised grade for the post. This is to ensure consistency and equal treatment of employees who are doing equal or like work within the same pay grade.

### 10.1 Appointing above the minimum spine point

It is recognised that there may be circumstances in which a Recruiting Manager wishes to appoint an individual to a higher starting spine point, or at a value in line with the Marketplace.

Where this is the case, the recruiting manager will be required, prior to offering any starting salary to the applicant, to complete a Market Forces application which must then be submitted to Human Resources setting out the rationale behind this request.

In line with current equal pay guidance, the rationale must provide clear reasons for needing to pay the new appointee higher within the grade, and must be based on material factors.

Examples of material factors include:

- Evidence that the individual is already being more money in their current role and has declined the job offer at the minimum spine point;
- Evidence that the role is paid at a higher rate within the market e.g. other job adverts;

- Evidence that there is a skills shortage in the market that requires specific changes to be made to the salary in order to attract suitable candidates.

Other examples that may result in a request being granted include:

- Evidence that an existing employee is moving to a broadly similar role (e.g. business support officer moving to another department) or to a role paid at the same grade.
- Where an individual is being re-deployed to a lower graded role in the same area of work as a result of restructuring

The case for appointing at a higher than the bottom of the grade must be robust enough to resist the challenge of an equal pay claim. The Recruiting Manager must submit their written rationale and evidence to support this to the Human Resources for approval before making the decision to pay a new appointee higher within the advertised pay grade. The Market Forces request form can be found in MyView and Human Resources will provide guidance when required.

The starting salaries of new appointments will be monitored by gender for equality purposes. A regular Equality Impact Assessment will be carried out to ensure that the pay and grading structure remains equitable over time.

## 11 Incremental progression

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Incremental progression within a grade is awarded annually until the maximum spinal column point is reached within the grade of the role. The length of time taken to reach the top of the grade will be dependent on the pay and grading structure and the spine points contained within each grade.

### 11.1 Existing Employees

Existing employees will normally have their salary reviewed on the 1<sup>st</sup> April each year. The expectation is that employees who have performed satisfactorily and are not at their scale maximum will receive a one spinal column point increase to their salary annually on this date. This is not an automatic right and increments can be withheld (Please see 'Withholding of Increments' below.)

The Council does not allow for accelerated incremental rises to occur based on performance. However, a Manager can request that an individual be paid a higher spine point within the grade where there is Market evidence to support this. As with new appointees, the Manager will be required to complete a **Market Supplement application**, setting out the rationale as to why this uplift is required. In line with current equal pay guidance, the rationale must provide clear reasons for needing to pay at a higher spine point within the grade, and must be based on material factors.

### 11.2 New Employees

New employees will be granted their first increment on 1<sup>st</sup> April where they have at least 6 months service in the grade. If an employee has less than 6 months service in the grade by 1<sup>st</sup> April they will be granted their first increment six months after the appointment, promotion or re-evaluation\*.

Examples:

- An employee appointed between 1<sup>st</sup> April and 1<sup>st</sup> October, will receive their first increment on the following 1<sup>st</sup> April, not after six months of their appointment.
- An employee appointed between 2<sup>nd</sup> October to 31<sup>st</sup> March will be entitled to receive their first increment six months after their appointment date. The Manager is responsible for instigating this and should complete a Change to Employment Details Form on MyView and submit this to Payroll. Future increments will be awarded annually on the 1<sup>st</sup> April until the maximum of the grade is reached.

### 11.3 Withholding of Annual Increments

The award of an annual increment can only be withheld whilst an “improvement plan” is formally in operation under the Council’s Capability or Disciplinary procedures for the individual concerned. An employee should be notified in advance by their line manager that their performance has not warranted an increase in their pay prior to the usual increment date. The employee should refer to the appeal process in the relevant procedure should they want to appeal against a decision to withhold an increment. Once the required improvement has been achieved, the “frozen” increment will be paid, but cannot be backdated.

NB: Payroll should be instructed in writing of all situations where increments are being awarded other than on 1st April each year to ensure they are actioned appropriately.

## 12 Implementation of the National Pay Spine from 1 April 2019

From 1 April 2019, Torbay Council has determined how it will implement the new National Pay Spine locally (see 2019 published pay and grading structure). The Council has agreed with Trade Unions that the Council’s Pay and grading structure will include all the National points (including new points that have been added).

As a result of the implementation of the 2019 pay award, all pay scales have increased. All current grades have been maintained but have been adjusted to take into account the new spine points, and this has created some bands with differing numbers of spine points.

### 12.1 Existing Employees

The Council has decided to move all employees onto the new pay and grading structure in the following way:

1. On 1<sup>st</sup> April 2019, where an employee is eligible for an increment, this will be applied using the existing pay and grading structure (see left side of the assimilation table)
2. Once increments are applied, employees will then be matched (assimilated) across to the new spine point (see right side of the assimilation table).

Due to the Council incrementing on the old pay scales before assimilating to the new scales, points 10, 13, 16, 18 and 21 will not be used in the first year (with the exception of new starters joining after 1 April 2019) and any increment changes to pay made under any other agreed increases e.g. as a result of an agreed Acting up arrangement.

## **12.2 New staff**

All new staff appointed from 1<sup>st</sup> April 2019 will be appointed straight onto the new pay and grading structure in line with 7.1 of this policy.

## **12.3 Staff appointed between 1 October 2018 and 31 March 2019**

Any new member of staff appointed between these dates will not be eligible for an increment on 1<sup>st</sup> April 2019 but will be due when they have reached the 6 month point (May-Sep). Employees in this position will receive their increment on the previous pay and grading structure and will then be assimilated to the new (see assimilation table).

## **12.4 Changes made to pay after 1 April 2019**

Any changes to pay after 1<sup>st</sup> April 2019 will be implemented on the new pay and grading structure. Any Re-evaluations dating back beyond 31/3/2019 will be applied on the pay and grading structure that was in place on that date and pay will be assimilated to the new pay and grading structure from 1 April 2019.

## 12.5 Assimilation Table from 1 April 2019

Current Grade	SCP 31/3/2019	Increment point 1/4/2019	New Assimilation point 1/4/2019	New £ per annum	New £ per hour
A	6	6	1	£17,364	£9.00
B	7	8	2	£17,711	£9.18
	8	9			
	9	9			
C	10	11	3	£18,065	£9.36
	11	12	4	£18,426	£9.55
	12	13			
	13	13			
D	14	15	5	£18,795	£9.74
	15	16	6	£19,171	£9.94
	16	17			
	17	17			
E	18	19	8	£19,945	£10.34
	19	20	9	£20,344	£10.54
	20	21	11	£21,166	£10.97
	21	21	11	£21,166	£10.97
F	22	23	14	£22,462	£11.64
	23	24	15	£22,911	£11.88
	24	25	17	£23,836	£12.35
	25	25	17	£23,836	£12.35
G	26	27	20	£25,295	£13.11
	27	28	22	£26,317	£13.64
	28	29	23	£26,999	£13.99
	29	29	23	£26,999	£13.99
H	30	31	24	£27,905	£14.46
	31	32	25	£28,785	£14.92
	32	33	26	£29,636	£15.36
	33	33	27	£30,507	£15.81
I	34	35	29	£31,371	£16.26
	35	36	29	£32,029	£16.60
	36	37	30	£32,878	£17.04
	37	37	31	£33,799	£17.52
J	38	39	32	£34,788	£18.03
	39	40	33	£35,934	£18.63
	40	41	34	£36,876	£19.11
	41	41	35	£37,849	£19.62
K	42	43	36	£38,813	£20.12
	43	44	37	£39,782	£20.62
	44	45	38	£40,760	£21.13
	45	45	39	£41,675	£21.60
L	46	47	40	£42,683	£22.12
	47	48	41	£43,662	£22.63
	48	49	42	£44,632	£23.13
	49	49	43	£45,591	£23.63
M	50	51	44	£46,698	£24.20
	51	52	45	£47,817	£24.78
	52	53	46	£48,923	£25.35
	53	53	47	£50,023	£25.92
N	54	55	48	£51,129	£26.50
	55	56	49	£52,238	£27.07
	56	57	50	£53,433	£27.69
	57	57	51	£54,621	£28.31
O	58	59	52	£55,806	£28.92
	59	60	53	£56,987	£29.53
	60	61	54	£58,179	£30.15
	61	61	55	£59,371	£30.77

# 13 Career Grade Structures

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In some circumstances it may be appropriate to create a Career Grade structure for particular professions. A Career Grade Structure contains posts that are separately graded, but designed to allow an individual to progress as they gain skills and experience (for example newly qualified and experienced Social Workers).

Progression to a higher graded post is dependent on both individual competency and service need. Career grades provide a way by which staff can be effectively retained and developed. This enables us to keep the expertise these staff have built up and recognise the contribution they have made to their job role.

## 13.1 Setting up a Career Grade

Prior to seeking to set up a Career Grade, the recruiting manager should discuss their requirements with Human Resources. Human Resources will work with the manager to ensure there is a full set of Job Descriptions that clearly set out the pathway and have been appropriately graded. As the requirements for each Career Grade will be different, Human Resources will consult with the recognised Trade Unions to seek to agree the pathway and criteria that will be evaluated. In addition, the pathway will also need to be agreed by senior management and budgeted for appropriately.

Career grade structures can contain a number of posts, but will not include the management post responsible for the career grade.

## 13.2 Movement within the Career Grade

Staff will initially be appointed to the level of post that suits their skills and experience on appointment but will have an opportunity to progress to the next level of post once they have met the relevant progression criteria. New employees should be taken on at the minimum level the post was advertised unless there is an agreed Market Forces reason that has been authorised.

Employees will progress to the next level of post subject to them satisfying the clearly identified criteria for progression that was agreed when the Career Grade was established. The point at which an individual will move to a higher graded post will depend on the individual Career Grade that has been put in place. This is because the time taken to develop relevant skills and experience will depend on the level and complexity of the role.

Where a Career Grade has been put in place information will need to be provided to employees to ensure that they fully understand how their career grade will work, how they will be assessed and what criteria and levels of performance are required.

## 13.3 Vacant Posts within the Career Grade

When a post becomes vacant within an existing Career Grade, managers should discuss with Human Resources whether the post is still required and, if so, at which level it should be re-filled. An initial assessment will be made to consider whether there are any other staff on the Career Grade who could progress to this post. Posts at higher levels within the grade should only be advertised in the following circumstances:

- If there is no one at a level within the grade able to satisfy the criteria for progression.
- If more than one post holder within the grade satisfies the criteria for progression.

In the latter case, the post should be advertised internally only.

In appointing employees, managers should remember that they are appointing employees who should, with proper development, have the potential to operate in the highest level of post contained within that Career Grade Structure.

## 14 Temporarily ‘Acting Up’ to a higher graded post

Where it has been identified that there is a short term business requirement to use the skills of existing staff to cover the full range of a higher level post, this is paid via the Council’s ‘Acting Up’ process. To be eligible for this process an individual must be able to undertake the **full range** of duties as set out in the Job Description for that post. This process can be used to cover for a colleague in a higher graded post who is likely to be absent for between 1 and 3 months, or whilst a recruitment process takes place in the case of a vacancy.

The Manager should submit an Acting Up Application form from My View to Human Resources setting out the role that the individual is working in. Once confirmed, the individual will be placed onto the bottom spine point of the new grade.

Where it is likely that the need for cover will be required for an extended period, Managers should discuss this with Human Resources and consideration should be given to other interim processes e.g. a Secondment.

## 15 Employees given short term ‘Additional duties’

Where it has been identified that for a short period of time the business requires some additional duties (**but not the full range of a higher graded post**) to be undertaken by an individual, these duties will be assessed under Job Evaluation to identify if these duties should attract payment.

Job Evaluation will consider whether it is appropriate to award two spinal column points (as standard) for the additional tasks being undertaken or if a more significant evaluation is required e.g. where it is evident that significant duties have been allocated.

Once approved, the Manager will be required to complete a Change to Employment Details form on the MyView system.



# 16 Market Supplements

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The Council operates a Job Evaluation Scheme in order to determine the grade for the majority of posts. Whilst a post may be given a particular grade and therefore salary band, based on its size, this does not take into account the Marketplace where a similar role could attract a higher salary band.

In order to remain competitive as an employer, it may be necessary to apply a Market Supplement which will pay above the grade for the post. Market supplements are monetary values that are paid as a separate amount to an employee in addition to their usual salary. The Market supplement value will be the difference between their current salary and the market rate that has been evidenced.

Given that the Market Supplement will be based on external factors, it is important that a review is carried out (usually on an annual basis) to re-assess the Market and ensure that the supplement to pay is still required.

Where this is no longer required, due to changes in the Market, the market supplement payment can be withdrawn or reduced.

All Market Supplement payments are classed as pay and are therefore subject to usual deductions.

## 16.1 Applying to implement a Market Supplement

The Assistant Director (or Director in the case of an Assistant Director post) will need to submit a business case to the Head of Human Resources for the application of a Market Supplement. Evidence will need to be provided to support the application, demonstrating the inability to appoint within the grade for the post and providing Market data showing the pay for similar jobs. Any request for a Market Supplement must be made only when it can be proven that this can be fully funded.

Human Resources will assess the business case and will discuss the application with the relevant Director before a final decision is taken as to whether or not the application can be approved.

Once the relevant approval has been given for the Market Supplement to be implemented, the Manager will determine with Human Resources the individual Market Supplement Value that will be paid to the employee in addition to their basic pay.

A Market Supplement Agreement must be provided to the employee to agree to the terms of the supplement prior to any payment being set up. This is to ensure they are made fully aware that the supplement will be reviewed annually and may be removed upon market evidence being provided that it is no longer required.

## 16.2 Market Supplement Values

Where an individual is in receipt of a Market Supplement, their pay will be split to show basic pay and a Market Supplement value. There are different ways of calculating the Market Supplement Value and this will depend on the nature of the role that is being matched (e.g. Private Sector, Local Government, differing professions etc.)

## 16.3 Reviewing Market Supplements

Unless otherwise agreed, Market Supplements will need to be reviewed annually to re-assess if they are still required, or if the value should be higher or lower (to match the market). Human Resources may request that the Manager re-supply evidence to demonstrate that the Market Supplement is still required. Where the supplement is still required the Market Supplement Values will be adjusted manually. Written confirmation will be sent to the employee setting out the new Market Supplement Value.

## 16.4 Removing a Market Supplement

Where on the annual review, there is evidence to suggest that the Market Supplement is no longer required, it will be removed. Where a decision has been taken to remove the supplement, the employee will receive contractual notice in writing that the Market Supplement Value will cease to be paid. The employee will then revert back to the relevant scp for the grade of their post.

# 17 Key Skills Posts

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A number of separate “Key Skills” policies exist to support the successful employment and retention of staff for posts where there is a National Shortage of staff and / or the Council has had particular difficulty recruiting and retaining staff in critical posts.

Where assessed to be a “Key Skills Post”, the Council offers access to the following:

- Key Skills Relocation (enhanced Relocation package)
- Key Skills Retention Payments
- Key Skills Accommodation Allowance
- Key Skills Referral Scheme

(See individual policies for more information).

# 18 Job Evaluation

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The Council will evaluate the size and therefore grade of all Single Status roles, as well as all Chief Executive and Chief Officer roles via the Job Evaluation process.

For Single Status employees, this is carried out via the General London Provincial Council (GLPC) scheme and for Chief Executives and Chief Officers the Council uses the Hay Evaluation Scheme.

The Council uses the following to evaluate roles under the GLPC scheme:

- Torbay Council Local Conventions – which provide descriptors for each of the Factors in levels
- Points weighting system – which provide weighted point scores for each level of factor
- Points to Grade – which convert the total point scores to a Torbay Grade.

- JE Reference number – which is allocated to each role that has been evaluated giving it a unique reference.

For Hay Evaluations, the Council uses the following:

- Local Authority Hay Evaluation Scheme - which was purchased from HayGroup
- Scoring system – which is based on Know How, Problem Solving and Accountability
- Hay Reference number – which is allocated to each role that has been evaluated giving it a unique reference.

The Hay Evaluation scheme produces both a Know How Score and a total points score for each post evaluated. Torbay Council pays salary (with a pay band of 4 spinal points) on the basis of the Know How Score only (not the final points score).

An audit of Job Evaluation will be carried out annually by Human Resources.

### 18.1 Evaluation process (New roles)

A new job will be evaluated on the basis of the Job Description and Person Specification that has been written by the Manager. The Job Description should be sent to [JobEvaluation@torbay.gov.uk](mailto:JobEvaluation@torbay.gov.uk) by the Manager along with a structure chart and a Job Evaluation Request form.

A JE Panel, consisting of trained panel members, supported by Human Resources will then meet to assess the role using the Local JE Conventions. Scores will be allocated by the panel for each factor until a total points score is reached. The total points score will be converted into a grade for that post and subject to an audit check by the JE Lead, the role will be allocated a JE Reference number and a final grade will be communicated to the Manager.

The Manager will then be able to proceed to secure the finance for the role under the Establishment Control process.

### 18.2 Updating Job Descriptions

Managers are responsible as part of the annual appraisal process, for ensuring that an individual's Job Description and Person Specification are up to date and if not to agree the amendments with an individual.

Under this process, the revised Job Description should be sent to Job Evaluation who will check that the changes still fall within the existing grade or whether they are more significant and would warrant a re-evaluation. Where the changes make no difference to the grade, the updated job description will be saved as the most current held within JE and a copy will be placed on the individual's personal file.

Where a manager is seeking to make significant changes to a job description, they should first contact Human Resources who will advise on the process to be followed.

### 18.3 Re-Evaluation Process (Existing roles)

It is recognised that posts may change substantially over time and since they were originally evaluated under the Job Evaluation process. Provision therefore exists whereby employees, or their managers, may request a re-evaluation of the post (after occupying it for at least 3 months) if they consider that the level of duties and responsibilities has changed substantially since the grade was originally/last determined by job evaluation.

Where an individual (or group of employees where there is more than one person in an identical role) believe that the responsibilities of their current role have changed substantially over time, the employee(s) can request a review of their Job Evaluation Scores through the Re-Evaluation process. The individual will be asked to fully complete the following:

- a Job Evaluation Questionnaire
- an updated Job Description and Person Specification
- a Request for Re-Evaluation form (signed by their Manager and Director / Assistant Director)

Care should be taken when completing the questionnaire to ensure that true and accurate information is provided, and the questionnaire must then be signed by the individual. (Where more than one individual is applying collectively, all parties must sign the questionnaire.) This is important particularly because the outcome of the evaluation could be that a higher or lower grade is awarded.

The forms, once signed by the individual(s) will need to be submitted to their Manager / Assistant Director or Director who will be responsible for carefully checking that the information provided on the form and in the Job Description is a true and accurate account of the work being undertaken. This is important particularly because once signed, the Manager will have no opportunity to appeal the outcome of this process.

A JE Panel, consisting of trained panel members, supported by Human Resources will then meet to assess and score the role based on the new information provided. Once completed, all signed up individuals will receive the outcome of the Re-evaluation process and, if applicable, their grade will be adjusted via Payroll with effect from the date recorded on the signed Request for Re-evaluation form. Pay will not be backdated unless a clear step change is identified showing an historical change in duties. Following the Re-evaluation process, the original JE Reference number will be updated with the new scores, grade and job description.

Torbay Council reserves the right to re-evaluate a job or job group.

### 18.4 Re-evaluations (Restructures)

Where it has been decided that a restructure will take place, managers are able to submit new and existing, but revised job descriptions to be evaluated as part of the preparation and planning phase of the restructure. It is recommended that where more than one role is being changed, these are submitted together so that the panel can consider the old and new structures.

As this is a management led process, the employee will not be asked to complete a Questionnaire and the evaluations will take place from the Job Description alone. The outcome of the evaluation/s will be communicated to the manager (not the employee) so that they can continue to plan and cost out their restructure.

Once complete, the manager should follow the Re-organisation and Redundancy procedures with guidance from Human Resources. Following any restructure, the finalised Job Descriptions should be placed on to the individual's employee record. Any employee placed into a role via a restructure has the right to request a Re-evaluation after 3 months of being in that new role.

## 19 Payments to Casual Workers

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Torbay Council may need to use persons on a casual basis or the services of self-employed consultants/advisers. In determining whether these individuals should be given "employed status" or be engaged as "casual workers" or self employed", the individual will be required to evidence this via a self-employed test (insert finance link)

Payments for casual workers will be made in accordance with Torbay Council's pay and grading structure. Casual workers will be treated on an equal basis as all other staff.

## 20 Overtime, Weekend, Night Working, Public Holiday Working, shift and Call-Out Payments

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"Green Book" (single status) employees are entitled to the payments stated in the 'National Joint Council for Local Government Services: National Agreement on Pay and Conditions of Service'. A collective agreement is in place which has locally amended rates for certain payments.

These arrangements are covered by the following policies:

- Overtime Policy
- Standby and Call Out Policy
- Collective Agreement dated 13th December 2016

(See individual policies for more information).

The point at which compensation is paid in line with the green book for additional hours, Saturday and Sunday working, Night Work, Public and Extra Statutory Holidays and Sleeping-in duty is at or below scp 23. This means that all employees on Grade G and below will be entitled to compensation in accordance with green book terms and conditions and as varied by the Collective Agreement.

## 21 Policy Feedback

Should you have any comments regarding this policy, please address them to the HR Policy mailbox – [HRpolicy@torbay.gov.uk](mailto:HRpolicy@torbay.gov.uk)

### 21.1 History of Policy Changes

This policy was first agreed by members of the Single Status Group in March 2009.

Date	Page	Details of Change	Agreed by:
10 June 2010	Whole Policy	Updated to reflect current Job Evaluation Agreements	<b>SSG 10<sup>th</sup> June 2010</b>
May 2011	5	Equality Statement - addition	
May 2011	10	Change to section re: new appointees – for Equal Pay reasons	
May 2011	9	Progression Assimilation in Pay structure added and amended	
January 2017	<b>3, 6,7,8,</b>	<b>Removal of reference to Support Services Commissioner; Effective date of new pay and grading structure; Notification Date; Implementation of the New Pay and Grading Structure; Back Pay; Pay Protection; Assimilation to the New Structure</b>	
April 2019	all	Complete update of the policy to reflect current practices	

This policy will be reviewed annually. However, the Council reserves the right to review all pay related policies with the Joint Consultative Committee where problems are identified.