

**PAY POLICY**

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## **PAY POLICY**

***Paragraphs (3) (7) (8) and (10) of this Pay Policy are, where applicable, incorporated into individual employees' contracts of employment.***

### **1. Who this policy applies to**

- 1.1 This Policy applies to all employees whose terms and conditions are governed by the National Joint Council for Local Government Services (the '[Green Book](#)') as supplemented and/or amended by the policies and provisions of the Council's People Management Handbook. It does not apply to employees directly employed by schools.
- 1.2 Paragraphs (2), (6.2) and (9-12) of this Policy will also apply to employees covered by the Soulbury Committee – Inspectors, Organisers and Advisory Officers of Local Education Authorities.
- 1.3 Paragraphs (2), (6.2) and (9-12) of this Policy will also apply to employees within the Strategic Leadership Management Group (SLMG).

### **2. Principles**

- 2.1 The purpose of this Policy is to ensure a fair, transparent and equitable pay system that is free from unlawful discrimination. All decisions made in respect of the Policy will be based on these principles.
- 2.2 The Policy will be applied in accordance with the roles and responsibilities of officers as set out in the Council's Constitution.
- 2.3 The Council will act in accordance with the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002. Managers should ensure fixed-term employees receive no difference in treatment to permanent employees regarding pay.

### **3. Pay System**

- 3.1 The Council has adopted the Greater London Provincial Council (GLPC) system as its method to value all jobs covered by the [Green Book](#). The GLPC system measures all jobs on a systematic basis against a set number of factors. All relevant jobs are evaluated under this system, and the job evaluation score then determines which pay grade and tier a job is assigned to.

3.2 The pay and grade structure is set out in the table below:

Tier	Grade	Entry Point	Progression Point
6	A	A1	A2
6	B	B1	B2
6	C	C1	C2
6	D	D1	D2
6	E	E1	E2
6	F	F1	F2
5	G	G1	G2
5	H	H1	H2
5	I	I1	I2
4	J	J1	J2
4	K	K1	K2

3.3 All grades A – K are assigned to one of three tiers: 4, 5 or 6. Tiers 1, 2 and 3 are reserved for SLMG jobs.

3.4 Each grade (A – K) consists of Levels 1 and 2, which define the minimum and maximum pay for each grade. The values of each level are available on the intranet and in [Appendix 1](#) of this Pay Policy.

3.5 Level 1 is a probationary point and Level 2 is a non-probationary point. Except during the Transition Year (see section 3.8 below), progression to Level 2 will be on the employee's first year anniversary in their job and will be subject to successful completion of a six-month probationary period for new starters or six month pay review period for existing employees.

3.6 The table below outlines the circumstances in which employees could move to a new grade, including where there may be exceptions to 3.5 above, to allow commencement at Level 2.

	Reason for commencing in grade	Starting point	Timescale for and condition of progression to Level 2
A	External appointment	Level 1	Successful completion of six month probationary period; progress on first year anniversary.
B	Internal (voluntary) appointment to higher grade	Level 1	Successful completion of six month pay review period; progress on first year anniversary.
C	Internal (voluntary)		The remainder of the probationary



	appointment to same grade (probation not completed)	Level 1	period will be continued into the new job. Progress on first year anniversary subject to successful completion of probationary period.
D	Internal (voluntary) appointment to same grade (probation completed but less than a year in grade)	Level 1	Automatic progression to Level 2 in the new job a year after the start of the original probationary period.
E	Internal (voluntary) appointment to same grade	Level 2	Remain on Level 2
F	Move to same grade via internal processes (e.g. restructure, redeployment)	Grade level as already attained.	N/A if already on Level 2. If on Level 1; as per C - E above, as appropriate.
G	Move to lower grade via internal processes (e.g. restructure, redeployment)	Level 2 (pay protection if applicable).	N/A
H	Move to higher grade via internal processes (e.g. restructure, redeployment)	Level 1	Automatic progression to Level 2 on first year anniversary (no probation or pay review required).
I	Job re-graded and back-dated by less than 12 months.	Level 1	Pay progression period to start from back-dated start date.
J	Job re-graded and back-dated by 12 months or more.	Level 2	N/A

**3.7 Transition Year**

During the first year of implementation of the new pay system (1 April 2017 – 31 March 2018), special arrangements will apply for existing employees as they are moved onto the new pay system. This will be known as the Transition Year.

3.8 During the Transition Year, any employee on the first scale point of the previous pay system on 31 March 2017 will be placed on the new Level 1 for their grade. These employees will not move to Level 2 under section 3.5 above. Progression to Level 2 will be on 1 April 2018.

3.9 Any employee who is on Level 1 and already has one year's service at the start of the Transition Year, or reaches one year's service during the Transition Year, will receive a 'transition payment' in addition to their new Level 1 salary (subject to the employee having passed their probationary period or pay review period in their job)

3.10 From 1 April 2017 onwards, any employee who commences a new job with the Council will be placed on Level 1 for their grade (except restructures or redeployment to the

same grade or lower, or sideways moves where the employee is already on Level 2). These employees will then be subject to the arrangements in 3.5 and will not move to Level 2 until their first year anniversary in their job (and subject to successful completion of a six month probationary period or pay review period).

- 3.11 The transition payment will be paid from 1 April 2017. Payment will accrue daily and be made in monthly instalments as a consolidated part of the employee's salary.
- 3.12 The table below details the value of the transition payments (expressed as a maximum annual total) that employees will receive at each grade. In the event that an employee is only eligible for a transition payment for part of the Transition Year, the payment will be pro-rated accordingly.

New Grade & level 01 April 2017		New Annual Salary	New Hourly Rate	Transition Amount (expressed as a maximum annual total)	New Total Annual Pay incorporating transition payment element	New Hourly Rate incorporating transition payment element
A	A1	£15,917	£8.25	£76	£15,993	£8.29
B	B1	£16,302	£8.45	£77	£16,379	£8.49
C	C1	£16,688	£8.65	£584	£17,267	£8.95
D	D1	£17,772	£9.21	£298	£18,070	£9.36
E	E1	£20,661	£10.71	£486	£21,147	£10.96
F	F1	£24,174	£12.53	£632	£24,806	£12.86
G	G1	£27,668	£14.34	£653	£28,321	£14.68
H	H1	£31,601	£16.38	£708	£32,309	£16.75
I	I1	£36,379	£18.86	£741	£37,120	£19.24
J	J1	£41,025	£21.26	£753	£41,778	£21.65
K	K1	£45,694	£23.68	£740	£46,434	£24.07

#### 4. **Pay Levels – terms of use**

- 4.1 All jobs will be advertised on the salary for Level 1 only and starting salaries will not be open to negotiation. New starters to the Council must not be placed on Level 2 as a way of offering a higher rate of pay. Where a manager is not able to recruit and needs to offer a higher salary to attract external candidates this will need to be detailed and approved in a business case requesting a market supplement or material factor payment. A record of all such decisions will be kept and periodically presented at Central Panel. Please see [section 9](#) of this policy, and the associated Special Payment Guidance document, which contains advice on how to request market supplements and material factor payments.



- 4.2 No employee will be allowed to receive more than the Level 2 payment for their grade unless approval is obtained for a Market Supplement, Material Factor or Additional Payment (see [Section 9](#)).
- 4.3 Where a job is re-graded, the employee will be placed on Level 1 if the effective date of the re-grade is back-dated by less than twelve months. The elapsed period since the effective start date of the re-grade will be considered to count towards the period for progression to Level 2. The employee will move to Level 2 twelve months from the effective date of the re-grade, even if this is back-dated.

If the re-grade is back-dated by more than twelve months, the employee will be placed on Level 2.

## **5. Living Wage and the Nottingham Living Wage Supplement**

- 5.1 The Government has set a National Living Wage, and it is unlawful for employers to pay less than this amount per hour to employees aged 25 and over.
- 5.2 The Living Wage Foundation is an independent collective which, in partnership with the Centre for Research in Social Policy at Loughborough University, calculates what a reasonable Living Wage should be every year, based on the estimated needs of average family 'types' in order to maintain a reasonable standard of living. This is normally a higher rate than the Living Wage set by the Government and is a voluntary rate of pay.
- 5.3 Nottingham City Council aspires to be a voluntary Living Wage Foundation employer and to pay the rates suggested by the Living Wage Foundation. As at 1<sup>st</sup> April 2017, the Council has introduced a supplement to the NJC pay scales to pay the Living Wage rate as at 31 October 2016, and ensures that grades A to C have a proportional difference between each grade and each corresponding level.
- 5.4 The Council will regularly review the minimum rate paid to its employees and the knock on effect to the levels of pay above, but this will have to be balanced against the Council's financial situation.

## **6. Grading of jobs**

- 6.1 All jobs are assigned to a grade following a job evaluation.
- 6.2 Where there is a business need to create a new role or to fill a vacancy that has been empty for a significant period, the line manager will initially consult the Job Evaluation Analyst in the Business Operations Team, who will advise whether there is an appropriate generic job description for the role available. If not, the manager will draft a new job description, and submit it to for evaluation, together with other relevant documents, to [job.evaluation@nottinghamcity.gov.uk](mailto:job.evaluation@nottinghamcity.gov.uk). More details of the Job Evaluation process can be found on the [Job Evaluation pages](#) of the intranet.
- 6.3 Where a re-grade of an existing job is considered necessary, the revised job description, together with a summary of what changes have occurred to the job, should be sent to the Job Evaluation team via the email address above.
- 6.4 It is the Council's intention to move to a job family system of job evaluation. Once this

comes into force, this policy will be amended to reflect this.

**7. Overtime and Allowances**

7.1 Employees will receive plain time for all hours worked except in the circumstances outlined below.

**7.2 Overtime**

7.2.1 Where overtime is offered, compensation of either Time Off In Lieu (TOIL) or payment will be given in line with each service's normal practice. Employees above Grade F in particular should normally be compensated by TOIL and should only be paid for overtime where there is exceptional business need.

7.2.2 Where payment is to be made for overtime in place of TOIL, the following payments can be made:

For employees at grade F and below	<ul style="list-style-type: none"> <li>• Plain time to be paid for all hours worked up to and including 42 hours per week (i.e. the first 5 hours of overtime above 37 hours are paid at plain time).</li> <li>• Any overtime hours worked beyond 42 hours per week to be paid at time and a half.</li> </ul>
For employees above grade F	<ul style="list-style-type: none"> <li>• Plain time rates for all additional hours worked.</li> </ul>

7.2.3 Overtime worked on a public holiday will be paid at double time for all hours worked.

**7.3 Public Holidays**

7.3.1 There are eight public holidays each year. More information about public holidays can be found in the [Public Holidays policy](#) within the People Management Handbook. All provisions below relate to public holidays that are worked as part of an employee's normal working week.

7.3.2 Employees who are required to work on a public holiday will be paid at double time for all hours worked on that day.

7.3.3 Employees who are due to work on a public holiday but are absent on sick leave will only receive basic sick pay for that day.

7.3.4 Employees who are required to work on a public holiday will also receive paid time off in lieu (TOIL) as follows:

- Time worked less than half the normal working hours on that day – half a day
- Time worked more than half the normal working hours on that day – full day.

**7.4 Night working**

7.4.1 Employees who work at night as part of their normal working week will receive an enhancement of time and one third for all hours worked between 11.00pm and 6.00am.

**7.5 Sleep-in Duty**

7.5.1 Employees who are required to sleep-in on the premises shall receive the nationally agreed rate set by the National Joint Council from time to time. This allowance covers





the requirement to sleep-in and up to 30 minutes' call out per night, after which plain time will apply.

7.5.2 Currently, the Council pays a rate of £39.53 per sleep-in session, as this is a rate historically paid prior to becoming a Unitary Authority. An agreement has been made with our Trade Unions that this rate will continue until such time as the nationally-agreed amount overtakes it, after which the nationally-agreed rate will apply.

7.5.3 Where any working time undertaken whilst sleeping-in prevents the employee taking any of the rest periods outlined in 7.6.5 below, compensatory unpaid time off will be provided.

## 7.6 **Standby Duty**

### 7.6.1 **On call to go into work**

The nationally agreed stand-by rate per session will be paid to employees who are on a standby duty rota to provide services out of hours. A session equates to any period of 24 hours or less. Employees on standby to go into work must:

- be directly contactable;
- remain fit and capable to go into work to undertake duties required;
- be immediately available to go into work; and
- be able to arrive at work within 45 minutes of being notified.

7.6.2 The session payment covers the period of standby only. If an employee is called into work as a result of being on standby, they will be reimbursed for any time worked as per section [7.7](#) below. If called into work, the standby payment will still apply, regardless of the length of time the employee was actually on standby prior to being called into work.

### 7.6.3 **On call to provide telephone support**

The nationally agreed standby rate per session will be paid to employees on a standby duty rota to provide telephone support out of hours. A session equates to any period of 24 hours or less. Employees on call to provide telephone support must:

- be directly contactable; and
- remain fit and capable to undertake the duties required.

7.6.4 The session payment covers the period on call and any calls amounting to less than one hour. Any calls in excess of one hour should be recorded as working time and claimed in accordance with section [7.7](#) below. Should a call result in a requirement to go into work, the principles outlined in 7.7 below will also apply.

7.6.5 Under the Working Time Directive, employees are entitled to statutory unpaid rest periods of:

- eleven consecutive hours in any 24-hour period;
- a 20-minute rest break if the working day is longer than six hours;
- one day off each week.

7.6.6 Where any working time undertaken whilst on call prevents the employee taking any of the rest periods outlined above, compensatory unpaid time off will be provided.





**7.7 Payment for work undertaken as a result of standby**

7.7.1 If an employee on standby is required to go into work, or undertakes telephone work in excess of one hour they will receive either time off in lieu (TOIL) or payment, as appropriate to business need, and in accordance with Section [7.2](#) above, for the actual time spent working.

7.7.2 For employees receiving payment, a minimum of two hours' payment at plain time will be made for any period they are required to go into work.

7.7.3 For employees who are required to physically go into work, TOIL or payment will include travel time.

7.7.4 Where any working time undertaken whilst on call prevents the employee taking any of the rest periods outlined in [7.6.5](#) above, compensatory unpaid time off will be provided.

**7.8 Client Holidays**

7.8.1 An allowance of £50 per day will be paid to employees accompanying clients on holiday. This payment will be made in replacement of all other allowances that might otherwise apply to the time worked during the client holiday.

**7.9 Lunchtimes/Provision of Meals**

7.9.1 All lunchtimes will be unpaid unless a business case exists for employees to eat with clients sufficient to provide a Material Factor Defence for the payment and such activities have received prior approval from the employee's manager.

7.9.2 Meals will not be provided to any employee unless a clear business case exists for the employee to eat a meal with the client sufficient to provide a Material Factor Defence for the provision of the meal and such activities have received prior approval from the employee's manager

**7.10. Governance of Allowances**

7.10.1 No other allowances apart from those listed above will be paid to employees covered by the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ([Green Book](#)).

7.10.2 Allowances will not be payable for periods of sickness absence. However, allowances will be taken into account when calculating holiday pay. See [Section 8](#) for more details.

7.10.3 In the event that more than one allowance could be applied, then it is only the highest allowance that applies. This is with the exception of Standby and Recall to Work, which may both apply alongside each other.

**8. Holiday Pay and Allowances**

8.1 The Council makes payment for the first twenty days of annual leave, by taking into account the following qualifying allowances and payments:

- Sleep in duty allowances
- Standby duty allowances
- Public Holiday Payments
- Non-guaranteed overtime payments
- Night working enhancements



## **9. Special Payments**

- 9.1 The Council is a large organisation which contains a diverse range of services and jobs. As such, whilst ensuring equal pay principles are adhered to, it is also recognised that a single approach to pay may not always be suitable for the business needs of all services, particularly in areas where there are recruitment and retention issues (including national skills shortages), strong commercialisation priorities, or exceptional work conditions/demands.
- 9.2 Where there are specific business needs that our pay system does not accommodate, managers may consider Special Payments such as Market Supplements, Material Factor payments or Additional Payments in order to offer appropriate levels of remuneration to ensure their services can operate successfully.
- 9.3 Further details of what these payments are and the governance processes to be followed in order to put these types of payment in place are contained in a separate Special Payment Guidance document.
- 9.4 A full list of all agreed Market Supplements and Material Factor payments can be found at [Appendix 2](#) of this policy. Appendix 2 will be updated periodically when payments are reviewed, added or removed.

## **10. Pay Protection**

- 10.1 Employees who are redeployed into a lower graded job as a result of a formal restructuring or because they are at risk of redundancy may receive pay protection for a period of not more than one year (the 'protection period'). Pay protection will only apply where the employee is redeployed into a job not more than two grades below the employee's previous grade.
- 10.2 Employees will be moved to the maximum level of their new grade and will receive the difference in salary between the two jobs as a protected element in addition to their new basic salary. Employees will receive pay awards on their new basic salary but not on the protected element, and any increase to basic salary will be offset against the protected element in order to maintain the protected level of pay.
- 10.3 Pay protection will be calculated on contracted hours. Where an employee's normal working hours are decreased during the protection period, the pay protection element will be pro-rated accordingly.
- 10.4 If an employee reduces their hours during the pay protection period, the pay protection will reduce in line with the reduction in hours (e.g. if hours are halved, the pay protection amount will also be halved).
- 10.5 If, after reducing their hours as above, the employee increases them back again during the pay protection period, the pay protection will increase in line with the increase to hours, but will not exceed the original protected salary. Such cases may include situations where a woman returning from maternity leave wishes to return on reduced hours temporarily and gradually increase her hours over a defined period.
- 10.6 If an employee increases their hours during the protection period without having



previously reduced them, there will be no increase to the pay protection. The pay protection amount will be reduced to offset the increase in hours and maintain the protected salary.

- 10.7 If the increase in hours restores the employee's basic salary to the protected salary or above, the pay protection will cease.
- 10.8 Where an employee is promoted to a higher grade during the protection period the employee shall be placed on Level 1 of the new grade, and pay protection will cease if the new salary is equal to or higher than the protected salary. If Level 1 of the new grade is lower than the protected salary the pay protection element will be amended to accommodate the difference between the new Level 1 salary and the protected salary for the remainder of the protection period.
- 10.9 Pay protection will cease automatically when the protection period ends. If pay protection is continued beyond the protection period in error, the Council reserves the right to recover any overpayment made in accordance with [Section 11](#) of this policy.
- 10.10 Where an employee on pay protection undertakes additional duties and responsibilities over and above their new grade, but not higher than their protected salary, they will not be entitled to receive an Additional Payment. If undertaking duties at a higher salary than their protected salary, any additional payment must be offset against the pay protection.
- 10.11 Only an employee's basic salary will be protected. An employee's previous terms and conditions including any contractual allowances, additional payments, material factor payments and market supplementation payments, will not be protected. Similarly, an employee's previous hours will not be protected. Where an employee is redeployed into a lower-graded job which carries more hours, protection will not apply where the increase in hours enables the employee to maintain their former basic salary.
- 10.12 Where an employee is redeployed because they are unable to fulfil the duties of their existing job because they are disabled within the meaning of the Equality Act 2010 (and any reasonable adjustments have been considered), they will be treated no less favourably in terms of the pay protection than employees who are redeployed because they are at risk of redundancy.
- 10.13 Pay protection will not apply where an employee is downgraded due to misconduct or capability.
- 10.14 Nothing in this Policy shall entitle an employee to receive any pay protection which amounts to a sum greater than their actual financial loss.

## **11. Overpayments**

- 11.1 On occasion, overpayments of salary or expenses may occur as a result of administrative oversight, error or late notification of payroll changes. After an investigation of the facts, recovery of the overpayment will be the normal approach taken where an overpayment of salary or expenses is discovered.

## 11.2 **Is the overpayment recoverable?**

Under the Employment Rights Act 1996, an employer is entitled to deduct from an employee's wages (even without the consent of the employee) an overpayment of wages made to the employee as long as recovery is lawful under general legal principles. In order to decide whether recovery is lawful there needs to be an investigation of the cause and surrounding circumstances of the overpayment including the wording of any contractual documentation.

## 11.3 **Guidelines for recovery**

11.3.1 Recovery of overpayments will be the normal approach in the majority of cases. There may be circumstances when partial repayment or writing off the overpayment is considered. In such cases, the process outlined at [11.4](#) should be followed.

11.3.2 However an overpayment comes to light, the payroll provider (East Midlands Shared Service or EMSS) must be notified as a matter of priority. EMSS will write to the employee, copying in their manager, with an explanation of the overpayment which will detail:

- how the overpayment occurred
- the net amount to be repaid once deductions for tax and NI are taken into account.

An Overpayment Recovery Option (ORO) Form will also be enclosed with the letter. If the employee is a leaver, an invoice will be sent under separate cover.

11.3.3 The employee's manager should meet with the employee to discuss the overpayment and how this is to be resolved. An employee may choose to be accompanied at this meeting by a trade union representative or a work colleague if they wish. If necessary, the manager may seek advice from the HR Casework team prior to the discussion taking place.

11.3.4 The method of recovery of the overpayment could be decided at this meeting having regard to the options which are:

- (a) a one-off payment for the full amount via salary deduction; or
- (b) in regular installments via salary deduction.

11.3.5 In discussing the options with the employee, managers should have regard to good financial practices. The maximum recovery period for overpayments should not exceed 12 months unless the Chief Finance Officer has agreed an extended period in exceptional circumstances.

11.3.6 The employee should return the ORO Form to the Employee Service Centre (ESC) with their preferred recovery method. Although the employee's written consent to the recovery of the overpayment is not legally required, it is good practice to try and obtain written agreement for overpayments. Where the employee does not return their ORO Form or indicate their preferred recovery method within the timescales specified, recovery of the overpayment will proceed on a default basis. The default recovery method is option (b). The ESC will in all events write to the employee to confirm the method of recovery that will be taken.

- 11.3.7 In implementing an overpayment recovery arrangement, Nottingham City Council will act reasonably and in all cases of recovery, the amount being repaid must not result in the employee's basic hourly rate falling below the national minimum wage.
- 11.3.8 It is important that overpayments are handled fairly and consistently to avoid any hint of inequality or unlawful discrimination. Managers should not allow employees to work additional hours and receive paid overtime as a way of 'paying off' the overpayment. If overtime is necessary and approved this is a separate matter and should not be used to offset the amount owed by the employee who has been overpaid.
- 11.4 **Guidelines for requesting that an overpayment be written off**
- 11.4.1 Overpayments are normally recoverable. There may be circumstances where the Council considers writing off an overpayment, but these will be rare and, as a minimum, the following would need to apply:
- The employer has led the employee to believe that he or she is entitled to treat the money as his/her own, **and**
  - The employee has, in good faith, changed his or her position (e.g. spent the money believing it to be his or her own), **and**
  - The overpayment was not caused primarily by the fault of the employee, and the employee can demonstrate that they could not know, nor could reasonably have known, that an overpayment had occurred.
- 11.4.2 An example might be where an employee has queried their pay with EMSS and been assured that the calculation is correct and the money is due to the employee. Another example where the employee may have acted 'in good faith' is where an overpayment is made consistently over a substantial period, and the amount overpaid each month is a relatively small amount and not reasonably identifiable to the employee as an overpayment.
- 11.4.3 If the manager wishes to consider writing off the overpayment, s/he should discuss the reasons for non-recovery with the HR Casework advisor dealing with the case and prepare a business case outlining the rationale for the write-off, using the appropriate template which can be found on the Pay pages of the People Management Handbook. The manager should return the completed business case to their HR advisor, who will forward the business case through the appropriate channels for consideration by the Chief Finance Officer.
- 11.4.4 If there is a request for a write-off, the manager must ensure EMSS are advised that this is in progress and instructed not to pursue the overpayment until the business case has been considered and a decision made.
- 11.5 **Overpayment Disputes**
- 11.5.1 Where an employee disputes the overpayment or the proposed recovery arrangement, legal advice may be sought on the matter.
- 11.6 **Overpayments where the employee is no longer employed or is on notice**
- 11.6.1 If an employee leaves the employment of the Council within the period of an overpayment recovery arrangement, any outstanding balance will be deducted from their final pay. Where final pay is not enough to cover the amount of the overpayment,



then the outstanding amount will be due to be repaid to the Council within one month after termination of employment and, if not repaid, will be dealt with as a sundry debt.

11.6.2 Where an employee has been overpaid and has subsequently left the employment of the City Council, any outstanding balance will be dealt with as a sundry debt.

11.7 **Confidentiality**

11.7.1 The confidentiality of employees will be strictly preserved in any overpayment situation and the details of the overpayment and the recovery arrangement will be released on a strict need-to-know basis.

12. **Responsibilities in applying the pay policy**

12.1 **Directors and Heads of Service**

The day to day operational management of pay rests with Directors and or Heads of Service who are accountable for their budgets. It is therefore their responsibility to ensure that all pay decisions are equitable, reasonable, and affordable, within the existing budget and within Nottingham City Council's [Pay Policy](#).

12.2 **Managers**

Managers must apply the pay policy in all cases and must not make payments that do not accord with the policy or with Equal Pay legislation. Managers are expected to be accountable and take full responsibility for any decisions they make regarding pay, and to ensure these go through the proper approval channels. Any manager wishing to make payments outside of this policy must seek advice from the Employee Relations Team in HR.

12.3 **HR and Transformation**

The HR and Transformation service will support and advise managers in application of this policy. The Employee Relations team and Job Evaluation function will undertake monitoring activities and ensure that appropriate records are kept, as appropriate and as highlighted in this policy. The Employee Relations team will ensure this policy is updated when necessary, in consultation with the relevant Trade Unions.

12.4 **The Employee Service Centre**

The ESC will not make payments that are not in accordance with this policy without first referring the situation to an appropriate HR and Transformation colleague for advice.



## Appendix 1 – Pay Scales

### Pay Scales - From 1 April 2017

Note: The Nottingham Living Wage Supplement applies to the shaded grades (A - C)

Local Government Scheme				
Tier	Grade	Level	Salary	Hourly Rate
6	A	1	£15,917	£8.25
		2	£16,013	£8.30
	B	1	£16,302	£8.45
		2	£16,399	£8.50
	C	1	£16,688	£8.65
		2	£17,419	£9.03
	D	1	£17,772	£9.21
		2	£18,746	£9.72
	E	1	£20,661	£10.71
		2	£21,962	£11.38
	F	1	£24,174	£12.53
		2	£25,951	£13.45
5	G	1	£27,668	£14.34
		2	£29,323	£15.20
	H	1	£31,601	£16.38
		2	£33,437	£17.33
	I	1	£36,379	£18.86
		2	£38,237	£19.82
4	J	1	£41,025	£21.26
		2	£42,899	£22.24
	K	1	£45,694	£23.68
		2	£47,561	£24.65

SLMG					
Tier	Grade	Salary		Hourly Rate	
		Min	Max	Min	Max
3	SLMG6	£45,694	£49,507	23.68	25.66
	SLMG5	£49,945	£52,857	25.89	27.40
	SLMG4	£52,860	£59,604	27.40	30.89
	SLMG3	£59,608	£69,466	30.90	36.01
2	SLMG2	£69,469	£81,047	36.01	42.01
	SLMG1	£81,050	£92,622	42.01	48.01

Strategic Director					
Tier	Grade	Salary		Hourly Rate	
		Min	Max	Min	Max
1	SDIR	£96,767	£107,060	50.16	55.49

Corporate Director					
Tier	Grade	Salary		Hourly Rate	
		Min	Max	Min	Max
1	CDIR	£122,412	£147,561	63.45	76.48

Chief Executive					
Tier	Grade	Salary		Hourly Rate	
		Min	Max	Min	Max
1	CX	£165,000	£185,000	85.76	96.15



## **Appendix 2 – Approved Market Supplements and Material Factor Payments**

In certain circumstances, the Council will agree a variation to the above policy for certain groups of employees (see Special payments guidance document). These variations will be shared with Central Panel or such other body as agreed. They must comply with Equal Pay law and have no taint of discrimination for the basis of them or their application.

All requests for any variations to the policy must have a full business case provided and have been agreed by the Director of HR and Organisational Transformation.

The current agreed variations are:

<b>Department</b>	<b>Title</b>	<b>Details</b>	<b>Review date</b>
Commercial & Operations	Activity Leaders	To pay an uplift of 31%, equating to a rate of £12.03 per hour at Level 1 and £12.73 per hour at Level 2. Supplement only to be paid for hours spent delivering classes.	31 Mar 2018
	Aerobics Instructors	To pay an uplift of 75%, equating to a rate of £16.12 per hour at Level 1 and £17.00 per hour at Level 2. Supplement only to be paid for hours spent delivering classes.	31 Mar 2018
	CEO, Royal Centre	To pay an additional £16,222 per annum in order to increase salary to £85,000 as a retention measure due to critical business delivery pressures.	30 Jun 2017
	Plant Operations Engineer	To pay a market supplement of £2,866 per annum to increase salary to £39,986 as a retention measure.	30 Sep 2017
	Product Development & Sales Manager	To pay a market supplement of £2,808 per annum to increase salary to £49,242 as a measure to retain a specialist member of staff in this commercial field.	31 Mar 2018
	Project Director, Nottingham Castle	To pay a market supplement of £7,850 per annum to increase salary to £60,184 for retention of a business-critical post holder.	27 Feb 2018
	Tool Allowance	For Engineers (Fitter/Technicians) who work in the Commercial Workshops. This will be based upon specific criteria as set out in Appendix 2 of the Pay Policy. The amount of the allowance will be increased in line with the national craft worker agreement, and will be £31.37 per month from 1 April 2017.	30 Apr 2017
	Tree Officer & Manager	To pay a market supplement of £3,721 pa to the Officer post and £4,846 to the Manager post, in order to reflect external market rates.	30 Sep 2017
Children & Adults	Approved Mental Health Practitioners	A market supplement of £1750 per annum (pro rata for part time workers) will be paid to Approved Mental Health professionals for	23 Jan 2018

		participation in an AMPH rota to undertake mental health assessments and, where necessary, admit clients to hospital for compulsory psychiatric assessment.	
	Independent Reviewing Officers	A market supplement of £1,500 per annum to be applied to the IRO post, in order to reflect external market rates.	31 Mar 2018
	Emergency Duty Team	To apply a 20% plussage on all hours in compensation of all unsocial shift patterns worked.	31 Mar 2018
	Junior Attendance Centre Instructors	To pay an enhanced rate of £18.80 per hour for casual work undertaken to staff the JAC at weekends.	30 Jun 2017
	Residential Staff in Children's homes	To pay a 10% uplift on pay in order to reflect external market rates to facilitate both recruitment and retention.	31 Mar 2018
	Social Work Practice Assessors	Social Workers engaged in Social Work Practice Educator and PQ Mentor/Assessor type work will receive a fixed rate lump sum payment based on completion of work. There will be four levels of payment, depending on the level of assessment undertaken. Payment will be made on completion of an assessment.	17 Oct 2017
	Social Workers	To pay a market supplement to Level 2 and Level 3 Social Worker posts within Children's Services to increase salaries to £29,854 for Level 2 SWs and £34,196 for Level 3 SWs, in order to reflect external market rates.	31 Aug 2017
	YOT Case Manager/Court Officer	To pay an annual supplement of £1,474.20 in compensation for participating in a rota to cover court duties at weekends.	30 Jun 2017
Strategy & Resources	Finance Business Partner	To pay a supplement equating to £4,709 pa, pro-rata for a period of 5 months to retain post holder to assist with continuity and succession planning prior to the end of their contract.	30 Apr 2017
	IT Leadership Team	To pay a supplement of £4,000 per annum to the Technical Services Manager, Change and Project Strategy Manager and IT Customer Services Manager for a temporary (6 month) period whilst a remaining 4 <sup>th</sup> management position is recruited to.	31 May 2017
	Network Services Manager	To pay a supplement of £4,500 per annum to retain a critical post holder.	31 Jul 2017
	Server Infrastructure Analyst	To pay a supplement of £4,000 per annum to the post holder on a recruitment and retention basis.	31 Jul 2017
	Transformation & Change Manager	To pay a supplement of £5,000 per annum as a retention measure.	7 May 2017

Development & Growth	Growth Hub Manager	To pay a supplement of £5,000 per annum, in order to reflect external market rates as a retention measure.	1 Aug 2017
	Senior Estates Surveyor	To pay £3,806.16 per annum based on external market rates.	30 Sep 2017
	Strategic Regeneration Coordinator	To pay £9,550 per annum as a retention payment to reflect market rates.	12 Nov 2017

**Version Control**

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<b>Author</b>	Gail Keen/Della Sewell
<b>Organisation</b>	Nottingham City Council

**Document history**

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