

Dear Member,

Following negotiations with Swindon Borough Council on a new Pay and Reward system for staff, UNISON is asking members to vote on the outcome of those talks.

If the majority of voting members choose to accept the new arrangements, UNISON will sign a collective agreement with Swindon Borough Council to put these arrangements in place and they will replace those currently in place. If the proposals are rejected, UNISON will seek to establish the concerns of members, and address these with the employer. However, should the employer not be minded to make further amendments, we would need to seek the views of members on what action they would be prepared to take.

The Council has produced an information booklet that explains the details in full, and this is included in this pack. A summary of the key points is listed below. We would ask members to look at all the information before casting their vote.

Swindon UNISON Branch Committee has looked at the proposals, and recognises they are the best that can be achieved by negotiation.

The ballot is open until 5pm on Monday 3rd April 2023

New Pay Scales

The new pay system is based on Career Families. More about what this means can be found in the information booklet. Each member of staff will be aligned to a career family Pay Level within their Career Family.

All roles have been assessed using the Council's Hay job evaluation scheme, and then the pay level matched using that score and market information to determine the rate of pay within the Career Family level. It is important to note that this new system does not include any incremental progression.

The pay levels for the Council will be:

Career Family Level	Minima Salary	Average (median) Salary	Maxima Salary
15	127,714	141,690	169,643
14	95,171	105,531	126,253
13	67,352	74,622	89,161
12	53,114	58,802	70,177
11	46,549	49,590	60,284
10	41,496	45,495	52,662
9	36,298	40,478	46,549
8	32,020	35,411	41,496
7	28,371	31,099	36,298
6	25,878	27,852	32,909
5	23,620	25,409	29,439
4	22,777	23,194	26,357

3	*	21,968*	24,948
2	*	21,189*	23,194
1	*	20,441	22,369

Minimum salary for Levels 1, 2 and 3 have been lifted to the median salary level as part of this process. There is a salary level for all jobs.

If your current salary is below the minimum salary level, it will increase to the minimum on transition to the new pay and reward offer.

If your current salary is higher than the minimum, but less than the average, your pay will be increased to the next higher spot salary (those at Level 11 or less) or remain the same (those level 12 or above).

If your current salary is higher than the average, your pay is subject to further market review. If market information shows your pay is justified, you will receive an increase to the next spot salary (those at Level 11 or less) or remain the same (those Level 12 or above). If the market review does not show that your pay is justified, it will be reduced to the average, or the market rate, known as rate for the job.

Pay protection will apply for people whose salaries reduce.

If you are in a group job/role where more than one individual shares the same job description your pay level will be assessed following the three steps above in sequence. Any change will apply to everyone in this same group.

Impact on staff

Staff will only know their personal outcome if and when the proposed changes are agreed and implemented. However, we are able to give a breakdown of the overall outcomes.

Number of staff that will see an increase in pay:	1973	(81.56%)
Number of staff that will see pay the same:	43	(1.77%)
Number of staff that will see a reduction in pay:	403	(16.66%)

Terms & Conditions Changes

In the negotiations, other terms and conditions were also discussed. Information about these can be found in the Council's information booklet, but the new arrangements are listed below.

ANNUAL LEAVE

With effect from implementation, the annual holiday entitlement for staff will be as follows:

Length of Service	Entitlement
Less than 5 year's service	28 days
More than 5 year's service	32 days

The 8 public or statutory holidays are in addition to the above and all other terms of the Holiday Entitlement Policy remains unchanged. The conditions for Chief Officers remain above with the exception of 5 years' service < where the Green Book applies.

OVERTIME

With effect from implementation, overtime entitlement for staff will be as follows when working over the FTE hours thresholds; otherwise, standard time would apply.

Day	Entitlement
Monday - Sunday	1 1/3
Bank and Public Holidays	2

PROBATION NOTICE PERIODS

Notice while serving the 6-month probationary period will be 4 weeks for all colleagues as standard, excluding statutory position holders with them continuing to be required to serve 12 weeks that must be served in full.

WORKING HOURS

The working week for all colleagues will be defined as 37.00 hours and the business operating hours for all associated policies will be defined as 06:00 (6am) to 22:00 or (10pm) on a Monday to Sunday basis.

WORKING PATTERNS

We are committed to delivering an increasingly modern, efficient and customer focussed workforce for our residents which a 5/7 working arrangement will deliver. Implementation of these arrangements will be consulted on at a local level as required.

Further, we are committed to incorporating into contract the need for flexibility in role requirement to meet the demands of the business.

SICKNESS ABSENCE ARRANGEMENTS

With effect from implementation, sickness absence thresholds and entitlements for staff will be as follows from the commencement of service.

Service	Entitlement
Less and 1 years' service	1 month full, 2 months half
More than 1 years' service	2 month full, 2 months half
More than 2 years' service	4 month full, 4 months half
More than 3 years' service	5 month full, 5 months half
More than 4 years' service	5 month full, 5 months half
More than 5 years' service	6 months full, 6 months half

ASSOCIATED ALLOWANCES

With effect from implementation, Council allowances will align with Local Government Administration (LGA) National Employers recommendations.

These are the following:

- Standby Allowance
- First Aid Allowance
- Subsistence
- Celebrants and Registrars Fees

REDUNDANCY PAY

With effect from implementation, redundancy terms will return to the nominal statutory provision by Government and will mirror changes to such moving forwards. This would mean a cap of £571 for the calculation of a week's pay.

The current statutory provision is as follows:

Age	Per/Year
Under 22	1/2 weeks' pay
Over 22 and Under 41	1 weeks' pay
Over 41	1 1/2 weeks' pay

Equality Impact Assessment

UNISON has carried out an Equality Impact Assessment, in line with the Equalities Act, of the proposals and has not found any detrimental impact on any specific group. The Council has also carried out its own assessment and reached the same conclusion.

Voting

Please use your unique voting link to participate in the ballot. The ballot closes at **5pm on Monday 3rd April.**