



Colleague guide to BCP Council Pay and Grading

2023-2024

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Statement on new pay and terms and conditions proposal from Chief Executive of BCP Council, Graham Farrant.



“As an employer we are committed to providing equal pay and providing a new pay and grading structure that is fair, and transparent, for all of our colleagues across the council.

The project team have worked hard to get this crucial piece of work right, so that we have parity across our pay, alongside a new and exciting set of terms and conditions and excellent benefits to offer our colleagues. The project has had the full involvement of the recognised Trade Unions GMB and UNISON, to make it an open and transparent process.

I want to thank everyone involved for their patience, professionalism and diligence. It has been a massive and complex exercise, but it is a necessary one.

Please make sure you read our new terms and conditions booklet, watch the ‘More than just a job’ video, and review the additional information about the implementation process and appeals.”

Why we need a new pay and grading structure

Our workforce is currently made up of colleagues from preceding councils, or new starters employed since 1 April 2019. This means that there may be colleagues paid different salaries for doing the same or similar jobs, and the council held multiple job descriptions for similar roles. As part of the Pay and Reward review these have now been consolidated into a more concise number of role profiles.

When colleagues transferred from preceding councils into BCP Council, previous salaries and terms and conditions were protected under TUPE regulations (which protect your rights as an employee when you transfer to a new employer. TUPE stands for Transfer of Undertakings Protection of Employment). However, equal pay legislation means we must ensure equal pay for equal work, and whilst TUPE may be a temporary justification for different pay rates it cannot continue indefinitely.

As a new organisation we have an opportunity to establish a pay structure that is fair and competitive in the marketplace. By doing so, we can attract and retain the skills and talent we need to continue delivering the best possible services to our customers.

While salary tends to be a primary focus, we know that many colleagues choose to work here because of the favourable terms and conditions. Therefore, it is essential we develop a progressive, attractive and affordable single set of terms and conditions for the future.

Who is included in the changes

All BCP council employees (permanent, fixed term, variable and casual hours) including the Chief Executive, Joint National Council Chief Officers, youth workers, craftworkers, and colleagues in support roles within LEA maintained schools where BCP Council is the employer.

Soulbury officers, will remain on their current pay and nationally agreed Soulbury pay structure. However, these colleagues will be subject to our new terms and conditions

Teaching colleagues on Teacher's terms and conditions, will remain on their current pay and terms and conditions.

When the new pay structure will be introduced

The current position upon implementation is as follows: Pay arrangements will be implemented 1 October 2024, with new starters from 1 October 2024 contracted onto the new BCP council terms and conditions. Services and schools will be asked to confirm role profile mappings to ensure accuracy.

Colleagues whose base salary is decreasing will receive Pay Protection for 12 months.

It is anticipated that at the end of this 12 months' pay protection, there will be a number of colleagues (currently equivalent to 18% of the workforce) that will see a reduction in pay.

At the time of review, should the number (not percentage) of colleagues be greater, then a further period of pay protection until no later than 31 March 2026 will be applied. If the number of colleagues is less, then the period of pay protection will cease after the 12 month period. During pay protection, pay will be frozen at the rate of pay as at 30 September 2024 (salary based on the day before implementation), for the full 12 months or until March 2026 (whichever is agreed for the whole group of colleagues in receipt of pay protection as described above), for those colleagues seeing a reduction in pay.

Those colleagues in pay protection, will not receive any annual pay award(s) or progress through increments within a pay band. After the full period of pay protection, these colleagues will be moved to the top spinal column point of their new pay band.

Those colleagues in receipt of a Labour Market Supplement that continues after the period of 12 months pay protection will not be eligible to be included in the total number of colleagues for extended pay protection because it is considered their reduction is mitigated by the Labour Market Supplement.

Colleagues whose pay is increasing will receive their new salary from 1 October 2024 and will move to the lowest spinal column point within their new pay band.

Voluntary Redundancy

BCP Council will allow those colleagues whose pay is still reduced (or expected to be reduced) by 14% or more, after pay protection, to apply for VR without prejudice, from 3 months before the end of their pay protection period, and if their application for Voluntary Redundancy is accepted will have their redundancy calculated on their protected salary. This is on condition that those colleagues do not have salary supplements in place, increasing their overall pay.

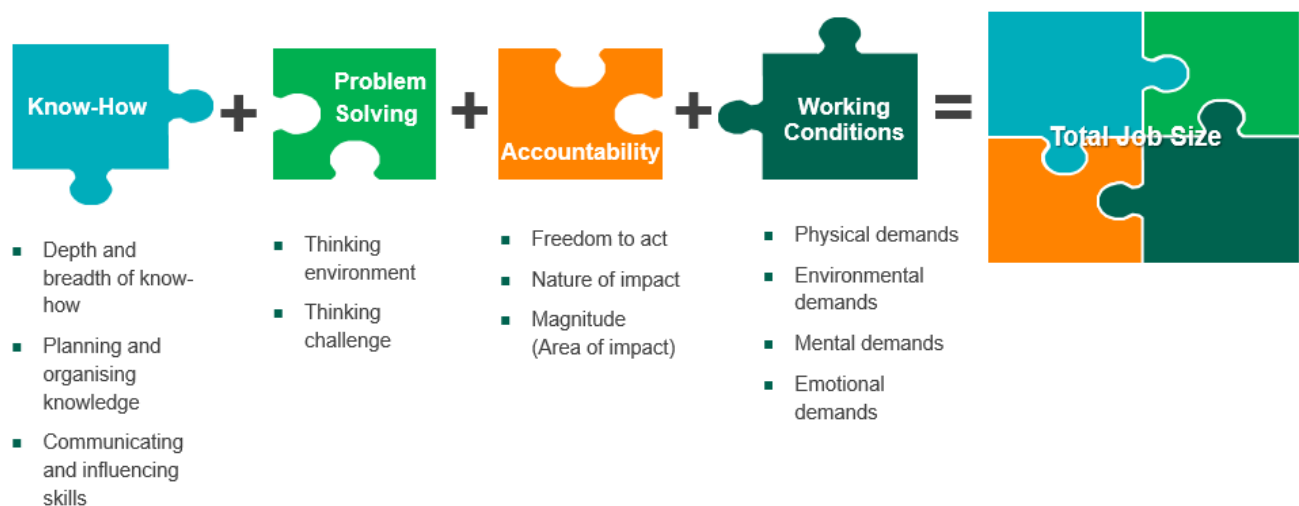
- Those colleagues with a 14% or more reduction in pay as a result of the removal of an existing salary supplement will not be eligible
- There will be no guarantee or expectation of acceptance of the application for Voluntary Redundancy. Managers will be asked to carefully consider requests and follow the council's guidelines regarding managing change.
- Redundancy calculations will be based on the new BCP terms and conditions that come into effect on 1 October 2024.
- If the application is accepted, the termination date must be no later than the final day of the pay protection period if the redundancy calculation is to be based on the protected salary. If a later termination date is agreed, any resulting redundancy payments will be calculated on the new (lower) rate of pay.

- Requests will only be accepted if the role can be deleted, and they meet the Head of Financial Services' redundancy criteria – in-keeping with payback thresholds in place at the time of the request.
- This will not set a precedent for BCP Council in considering redundancy on the grounds of percentage of pay reduction in future where the result may be that colleagues see a decrease in pay.

How the roles have been evaluated

Role profiles have been created and evaluated by Korn Ferry using the Hay job evaluation methodology shown below. This places a much stronger emphasis on describing accountabilities, know-how and problem-solving, rather than listing tasks and activities as normally seen in job descriptions.

Three factors – eight dimensions (plus working conditions)



The evaluation consists of an assessment of the role profile content, points are awarded for know-how (depth and breadth of technical know-how required for the role), problem solving (amount and nature of thinking required for the role) and accountability (the extent to which a role is answerable for actions and their consequences), where relevant additional working conditions are assessed, and points awarded for physical, environmental, mental and emotional demands.

Working collaboratively with each service area's management teams, Korn Ferry have ensured that role profiles accurately reflect the competencies required for each of the council's roles.

Role profile mapping

The new role profiles have been shared with the leadership teams in each directorate to ensure that jobs are evaluated fairly, and that there is equity across the organisation for jobs of the

same size. Once this process was carried out, Heads of Service and Service Managers met with Korn Ferry to map colleagues' posts to one of the role profiles.

Subsequent checks with managers have been carried out to ensure role profile mappings are correct and accurately reflect the responsibilities of each post. This means that at least 70% of described accountabilities within the role profile will match the work that colleagues do.

Where there is a unique post within the council a role profile has been created specifically for this post.

Where there are similar roles carried out within different services across the organisation, these will be mapped to the same role profile, for example Business Support Officer roles.

Pay and grading

The work on role profiles has formed the basis of pay and grading decisions and the new grading structure has been negotiated along with new terms and conditions, in a collective bargaining process with our trade union colleagues.

The council's proposed grading structure is set out in Appendix 1 at the end of this document. Colleagues should avoid drawing comparisons between their current salary and grade, and the proposed new pay band range in the new pay structure below as they are not comparable.

The new pay structure will be introduced at the point of Pay and Reward's implementation, over a four-year phased period. To move to a pay structure that does not allow for overlap in grades, each year, from April 2026 until April 2028 the bottom Spinal Column Point (SCP) of some of the bands will be deleted until in April 2028 when there will be no overlap.

In April 2026, all bands except 1, 3, 14 and Directors, will see the bottom SCP deleted. In April 2027 the bottom of bands 5, 6, 7, 10 and 12 will be deleted. In April 2028 the bottom SCP of band 6 will be deleted. In April 2028 there will be no overlap of pay bands. This will become the permanent pay structure.

The salaries for SCPs 4 to 43 are nationally negotiated in accordance with the National Joint Council (NJC) Green Book conditions of service and are subject to an annually negotiated and agreed national pay award. This will be applied automatically to all colleagues, except for colleagues on Soulbury terms and conditions.

The BCP Council pay structure ranges from pay band 1 to pay band 20. This leads onto a pay structure for colleagues in Director roles which will be paid at spot rates and not in pay band ranges. The levels range from Director Level 1 to Director Level 7.

The lowest pay band in the proposed pay structure is paid in line with the Real Living Wage and will be subject to annual review.

New colleagues joining BCP Council should be appointed at the lowest SCP of the pay band unless there are exceptional circumstances which should be discussed with the People and Culture team.

Career graded roles have been mapped to successive levels of role profiles. Further development of career grades and pathways will be incorporated within the People Strategy objectives.

Your salary and moving to the new pay structure

All colleagues will get the results of the pay and grading review prior to implementation. You will receive information including the following from your manager:

- the role profile mapped to your post
- the salary pay band for the role profile
- your new annual base salary and any additional supplements (if applicable)
- pay protection information (if applicable)
- sources of support available for you (e.g., Trade Unions, Employee Assistance Programme, Citizen's Advice Bureau)
- details of how to appeal your role profile mapping.

Appeals process

We have taken great care to ensure that job evaluation has been fair, transparent, and consistent. However, we understand the importance of having an appeal process and this is part of the Collective Agreement between BCP Council and our recognised trade unions.

Colleagues can appeal on the grounds that their job does not match the agreed role profile, because the responsibilities are significantly different. 'Significantly' here means a difference of more than 30%.

Appeals will not be accepted:

- On the grounds that the job has altered. This is not a matter for appeal but for re-evaluation based on updated job information.
- On the grounds that their pay has been affected. Appeals can only be about job content, not pay.
- On the grounds that the role profile to which they have been matched should have been evaluated differently. Job evaluation judgements can only be made by panels consisting of trained council officers and union representatives.

The appeal process should be discussed with your manager in the first instance.

Further Advice and Support

We hope this booklet will guide you through the job evaluation, pay structure, implementation and assimilation on to the new pay structure.

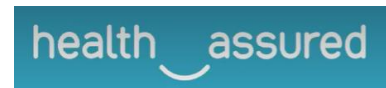
You can also find more information on the Pay and Reward pages on the intranet, where you will also find frequently asked questions.

If you would like to discuss any part of this booklet or changes to your pay, please discuss with your manager in the first instance.

For information regarding the proposed changes to the Terms and Conditions and for information regarding the enhanced benefits, please review the More than just a job brochure

Please be aware the following support services that are also available:

Employee Assistance Programme (EAP) – Health Assured



Citizens Advice – contact number 0808 278 7939



GMB Trade Union
Email: email: andy.geeves@bcpcouncil.gov.uk
phone 01202 123212



UNISON Trade Union
Email: unison@bcpcouncil.gov.uk



Proposed Pay Structure from October 2024* (Salaries on SCP 5-43 based on 2023-24 NJC SCP rates).

2023 Salary	SCP	1 October 2024		SCP	1 April 2026	
RLW	RLW	BCP Band 1 (RLW)		RLW	BCP Band 1 (RLW)	FIRST SCP DELETED
23,500	5		BCP Band 2	5		BCP Band 2
23,893	6			6		
24,294	7			7		
24,702	8	BCP Band 3		8	BCP Band 3	
25,119	9			9		FIRST SCP DELETED
25,545	10		BCP Band 4	10	FIRST SCP DELETED	BCP Band 4
25,979	11			11		
26,421	12	BCP Band 5		12		
26,873	13			13	BCP Band 5	FIRST SCP DELETED
27,334	14			14		
27,803	15		BCP Band 6	15		
28,282	16			16		BCP Band 6
28,770	17			17	FIRST SCP DELETED	
29,269	18			18		
29,777	19	BCP Band 7		19	BCP Band 7	
30,296	20			20		
30,825	21			21		
31,364	22			22		FIRST SCP DELETED
32,076	23			23		
33,024	24		BCP Band 8	24		
33,945	25			25		BCP Band 8
34,834	26			26		
35,745	27			27	FIRST SCP DELETED	
36,648	28			28		
37,336	29	BCP Band 9		29	BCP Band 9	
38,223	30			30		FIRST SCP DELETED
39,186	31			31		
40,221	32		BCP Band 10	32		
41,418	33			33		
42,403	34			34		BCP Band 10
43,421	35			35		
44,428	36			36	FIRST SCP DELETED	
45,441	37			37		
46,464	38	BCP Band 11		38	BCP Band 11	
47,420	39			39		
48,474	40			40		FIRST SCP DELETED
49,498	41			41		
50,512	42		BCP Band 12	42		
51,515	43			43		BCP Band 12
53,362	44			44		
55,277	45			45		
57,058	46			46	FIRST SCP DELETED	
58,718	47			47		
60,378	48	BCP Band 13		48	BCP Band 13	
62,039	49			49		
63,699	50			50		
65,051	51			51		
65,974	52		BCP Band 14	52		BCP Band 14
66,897	53			53	FIRST SCP DELETED	
67,703	54	BCP Band 15		54	BCP Band 15	
68,508	55			55		FIRST SCP DELETED
69,736	56		BCP Band 16	56		BCP Band 16
70,964	57			57	FIRST SCP DELETED	
72,438	58	BCP Band 17		58	BCP Band 17	
73,911	59			59		FIRST SCP DELETED
75,598	60			60		
77,285	61		BCP Band 18	61		BCP Band 18
78,972	62			62	FIRST SCP DELETED	
79,648	63	BCP Band 19		63	BCP Band 19	
80,323	64			64		FIRST SCP DELETED
81,978	65		BCP Band 20	65		BCP Band 20
83,632	66			66		

SCP	1 April 2027	
RLW	BCP Band 1 (RLW)	
5		BCP Band 2
6		
7	BCP Band 3	
8		
9		BCP Band 4
10		
11	SECOND SCP DELETED	
12	BCP Band 5	
13		SECOND SCP DELETED
14		
15		BCP Band 6
16		
17	SECOND SCP DELETED	
18	BCP Band 7	
19		
20		BCP Band 8
21		
22		
23		BCP Band 9
24		
25		SECOND SCP DELETED
26		
27		BCP Band 10
28		
29	BCP Band 11	
30		
31		SECOND SCP DELETED
32		
33		BCP Band 12
34		
35		BCP Band 13
36		
37		BCP Band 14
38		
39	BCP Band 15	
40		
41		BCP Band 16
42		
43		BCP Band 17
44		
45		BCP Band 18
46		
47	BCP Band 19	
48		
49		BCP Band 20
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52	BCP Band 20	
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SCP	1 April 2028	
RLW	BCP Band 1 (RLW)	
5	BCP Band 2	
6		
7	BCP Band 3	
8		
9	BCP Band 4	
10		
11		
12		BCP Band 5
13		
14	THIRD SCP DELETED	
15		
16	BCP Band 6	
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18	BCP Band 7	
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20	BCP Band 8	
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23	BCP Band 9	
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25	BCP Band 10	
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31	BCP Band 13	
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33	BCP Band 14	
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35	BCP Band 15	
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37	BCP Band 16	
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39	BCP Band 17	
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41	BCP Band 18	
42		
43	BCP Band 19	
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45	BCP Band 20	
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SCP	Ongoing	
RLW	BCP Band 1 (RLW)	
5	BCP Band 2	
6		
7	BCP Band 3	
8		
9	BCP Band 4	
10		
11	BCP Band 5	
12		
13	BCP Band 6	
14		
15	BCP Band 7	
16		
17	BCP Band 8	
18		
19	BCP Band 9	
20		
21	BCP Band 10	
22		
23	BCP Band 11	
24		
25	BCP Band 12	
26		
27	BCP Band 13	
28		
29	BCP Band 14	
30		
31	BCP Band 15	
32		
33	BCP Band 16	
34		
35	BCP Band 17	
36		
37	BCP Band 18	
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39	BCP Band 19	
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41	BCP Band 20	
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Directors Pay Structure from October 2024

2023 Salary	SCP	From 1 October 2024
97,678	67	Director level 1
109,561	68	Director level 2
116,371	69	Director level 3
120,378	70	Director level 4
132,618	71	Director level 5
161,644	72	Director level 6
182,578	73	Director level 7

Directors salaries are paid at spot points and the issue of overlap therefore does not apply and will remain consistent from the point of implementation.