

## **Equal Pay and Conditions Review**

### **1. Package arrangements**

The proposals contained within this document are a single package. If changes are made to any item this may result in a change to another item. Changes proposed to single items are not to be negotiated separately.

This package will only apply to those staff within the scope of Equal Pay & Conditions project – All staff including Youth workers, craft workers, former manual and officer staff, social workers, day nursery staff, support staff working in schools, but excluding Teachers and Soulbury staff. The implementation date of this Agreement is 1 April 2007 unless otherwise stated.

### **2. Pay Structure**

A proposed pay structure is attached at Appendix A.

The principles are:

- Introduces two new grades at the bottom of the structure
- Retains the existing structure from Sc2 to SO1
- Introduces new grade structure changes at SO2-PO2 level to delete the existing PO1 grade. This will result in the current SO2 grade being re-titled and called PO1. This change will take effect in line with the agreement to re-evaluate jobs in the SO2-PO2 range in line with the timetable outlined below in para 4.

Greater flexibility will be introduced to allow for the potential for additional non consolidated increments in recognition of good performance and adjustment of grade anchor points to take account of recruitment and retention difficulties.

### **3. Range Grades**

There are currently a number of range grades that exist across the council. A range grade is a number of grades linked together e.g. PO1-3. Range grades will not be restricted in their application, so in theory can apply to any range of grades within the pay structure.

It is important to review range grades and their progression criteria to comply with equal pay legislation. Therefore they need to be justified to the Head of HR. A review period for the range grade will be built in so that the reasons for justifying the range grade are updated. It may be that the reasons are no longer justified, in which case the range grade will need to cease.

Where range grades apply each grade within the range needs to be justified. Therefore the specific differences that apply to the job to justify payment of each grade must be identified in the job description and person specification/ competency profile.

Progression from one grade to the next level needs to be justified by way of a record (this may be performance appraisal or a letter) that outlines how the employee meets the requirements to justify payment at the next level. Progression within grades will be by normal annual increments.

Range Grade Criteria are attached at Appendix E.

#### **4. Job Evaluation Proposals**

The new GLPC job evaluation scheme will be used to evaluate all jobs evaluated after the date of the agreement.

Any resulting grade adjustments will take account of the Assimilation, Protection and Pay Justification arrangements detailed below.

HR advisors will conduct the evaluations but we will send the results to the unions in advance of releasing the result to staff. This will give the unions the opportunity to query any job evaluation issues that might arise. Any union review must be conducted within a short timescale e.g. 5 working days, to ensure HR service delivery is maintained. This will help to resolve any issues with a job evaluation before it is raised with the employee. It will also help to reduce the number of job evaluation appeals. This process will only apply for the purpose of the initial evaluation on the new GLPC job evaluation scheme.

Following the initial job evaluation on the GLPC job evaluation scheme the practice that will apply is that HR advisors will conduct the evaluations and then will notify the manager of the result. The unions can request a copy of the evaluation if they wish to (this is same process as present.)

It is proposed that job evaluation using the new GLPC scheme will be carried out in accordance with the following timetable.

##### **Phase 1**

Phase 1 will evaluate all Manual graded jobs plus a number of jobs identified jointly by a panel of Council representatives and trade union officers on the basis of a risk assessment and equal pay impact assessment. The assessment identified jobs to be evaluated using the following criteria

- Manual occupation based jobs
- those jobs on national based grades e.g. social workers;
- jobs with a disproportionate number of one gender compared to the Council gender profile (this is approx 70% women, 30% men).

In total all these categories of jobs cover 4321 staff. The list of jobs identified as a result of this risk assessment are outlined in Appendix B.

The effective date of these regrades will be 1 April 2007.

### Phase 2 and 3

As a result of the risk assessment and equal pay impact assessment of jobs jointly undertaken by Council representatives and trade unions the Council intends to deal with the job evaluation of the following staff groups on a different timetable to those staff identified above.

The Council is satisfied that an appropriate risk and equal pay impact assessment has been done of these jobs to justify implementing a different timescale for these.

The proposed timetable and groups of jobs are identified below.

<b>Evaluation Group</b>	<b>Evaluation Timetable</b>	<b>Effective date of regrade</b>
Remaining Sc1-6 jobs and SO1 – PO2 jobs not identified in the lists referred to paragraph 4a above.	During financial year April 2008 to March 2009	1 April 2008
PO3 – PO8 jobs	During financial year April 2009 to March 2010	1 April 2009

Where job evaluations are undertaken earlier than the scheduled timetable the effective date of regrade will be dependant upon when the evaluation date falls. For example, if a PO3 job is evaluated in June 2008 it will be effective from June 2008. However, if the same PO3 job is evaluated in September 2009 (during it's scheduled timetable) the effective date will be 1 April 2009.

If it can be shown subsequently by a joint panel of unions and management that a job should have been included the first phase of evaluation under the GLPC scheme by reason of the disproportion of one gender within that group, and that the employee has been the subject of unequal treatment by reason of their gender and who are upgraded in the latter phases of the evaluation, they will have an effective date of 1 April 2007 applied to their evaluation.

### 5. Job evaluation (JE) Price tag

It is proposed to adopt a Haringey Price tag. This is attached at Appendix C.

This shows the difference between the existing GLPC price tag and the proposed price tag.

Adjustments to the GLPC price tag have been agreed and we have undertaken a thorough impact assessment on the new price tag.

## **6. Job Evaluation Appeals**

Employees will be allowed to appeal against the job evaluation the first time the post is evaluated using the new GLPC scheme.

Subsequent job evaluations for the post will be on the following basis. Employees will be able to appeal against job evaluations where their grade goes down. Employees whose grade remains the same or increases may request a review of the evaluation by a different officer in HR than involved in the original evaluation.

It is recommended that the GLPC job evaluation questionnaire, or similar questionnaire based on this, is used when undertaking a job evaluation review or appeal.

Appeals should be submitted within 10 working days of the grade notification to the employee. Where a number of employees are appealing and are in the same job these will be grouped together in a class action appeal.

An Appeal Panel will be convened to re-evaluate the job. The Appeal Panel will consist of an experienced job evaluator from HR, a Senior Manager independent from the service where the post is based and two experienced job evaluators from the union side independent from the case being appealed.

Appeals will be conducted within reasonable timescales depending on availability of resources, but usually within 2 months of the appeal notification.

Representations about the job will be heard from the manager and employee (in class action appeals up to 3 employees will be able to make representations). The purpose is to better understand the job and not too debate the evaluation being appealed.

The role of the Appeal Panel is to act as a model of good evaluation practice. Therefore the Appeal Panel may re-evaluate all elements of the job, and not just those items disputed by the appellant, if it views the initial evaluation as being wrong. It needs a majority of 3 panel members to agree to change the grade. If there is stalemate on grade evaluation then the original evaluation will stand.

## **7. Assimilation Arrangements**

It is proposed that where jobs are evaluated using the GLPC scheme and Haringey price tag that they be put onto a minimum point on the new grade in the pay structure that is at least equal to their previous pay grade increment. Where the new basic pay exceeds the old total pay – basic pay plus allowances (but excluding overtime) – those allowances that have been agreed to go (see attached list at appendix D) will cease to be paid.

Where an evaluation results in a loss of pay the individual will be put on the top spine point of the grade. This will not apply to range grades, although the principle of this point will be applied in spirit.

Where the new basic pay does not exceed the old total pay, the allowances that have been agreed to go will still cease but appropriate compensation/ transition arrangements will apply.

For the remaining staff these will retain their existing grade structure and there will be no change until after job evaluation.

New grade structure changes at SO2-PO2 level will become effective following evaluation of these posts. The revision will delete the existing PO1 grade. This will result in the current SO2 grade being re-titled and called PO1. For staff in grades SO2 – PO2 they will be assimilated onto revised grades as and when they have been evaluated in accordance with the job evaluation timetable outlined above.

## **8. Pay Progression**

Incremental progression for staff on all grades of will remain as at present with progression to the next increment on the grade scale each 1 April unless in post less than 6 months in which case it will be 6 months from start date.

## **9. Future evaluations/Justification for retaining pay levels**

The GLPC Job Evaluation scheme will be used for all future evaluations of grades after the date of this agreement.

The resultant job evaluation may result in a change in grade up, down or at same level as previously. Where the grade changes from what it was previously there will be three options to pursue as follows

- Review or appeal the job evaluation
- Revisit the job description and apply additional duties where there is a service benefit. Any additional duties should be cleared with HR.
- Where justified, determine whether a range grade might be appropriate for the post
- Consider whether Recruitment & Retention allowances are justified. Note - these will only be applied where market pay levels are an issue and they need to be objectively justified and reviewed – see section below.

For staff whose contractual pay entitlements go down the protection arrangements will apply (see below). Please note that any protection will only apply to those staff affected by first time around GLPC job evaluation whose grade goes down. It is not applicable to redeployment situations.

## **10. Recruitment & Retention allowance/Market Supplements**

Recruitment and Retention (R&R) increments can be requested where market issues demonstrate that it is difficult to recruit or retain staff unless an adjustment to pay is made.

Any R&R increment adjustment will have to be justified on the basis of the likely impact on the job group of down grading the staff, i.e. difficulty of retaining staff and recruiting new staff because of the lower pay. This justification will be backed up by hard data/ evidence.

It is important to note that a difference in pay may be justified in equal pay terms where an objective justification can be provided that is not based on gender.

The Head of HR will have to sign off R&R increment adjustments in consultation with Director of the Service and Executive Member. A delegated authority form will need to be completed.

A review period will need to be built into any R&R increment adjustment (e.g. 3-5 years) and at the time of review the same justification exercise will need to be determined and signed off.

R&R increments will not attract any plus rates e.g. overtime, weekend enhancements, etc.

Additional information about Recruitment & Retention allowances is contained at Appendix F.

## **11. Compensation proposals**

It is proposed that existing manual graded employees be afforded an individually calculated compensation payment not exceeding a value determined using the following formula:

Best average value of comparative bonus for current manual grade comparator × 6 years reduced by 40% (in recognition of the following elements – 25% fee that would be deducted by a no win no fee solicitor, 10% for inflation prior to 2006/07 bonus payments, 5% voluntary nature of the compensatory payment).

Any payments will be pro rated to length of service and hours worked.

In addition compensation will be granted to existing workers whose pay rates have been frozen or 'held back' for a period of time. For example Heads of Kitchens who are one pay award in arrears of other staff. These staff will be afforded a compensation payment based on the loss of the pay award rate x 6 years reduced by 40% as outlined above. Any payments will be pro rated to length of service and hours worked.

This agreement includes provision to award Equal Pay compensation to employees with Equal Pay claims under the Equal Pay Act 1970 as amended, Article 141 of EU Treaty, the Equal Treatment Directive and all other domestic and EU provisions relating to equality of pay (“the Equal Pay Provisions”), and “Equal Pay Claims” shall mean any and all such claims as any employee has or might have under the Equal Pay Provisions and which the council and the relevant Trade Unions identify as being claims **which would have a reasonable prospect of success** before an Employment Tribunal, and which relate to the employment period prior to 31 March 2007, which is the effective date of implementation of the pay and grading review.

Employees who are not satisfied with the outcome of a claim for compensation can still pursue a claim through the Employment Tribunal where such a claim has not been compromised.

## 12. Protection arrangements

These protection arrangements will only apply to those staff affected by first time around GLPC job evaluation whose grade goes down. It is not applicable to redeployment situations.

The effective date for the application of any protection arrangements will apply in accordance with the timetable for the effective date of job evaluation regrade, as outlined above.

It is proposed that 1 year’s protection will be given to employees whose grade goes down followed by frozen pay until the pay of the new grade catches up with the frozen pay level.

Pay protection = pay awards and incremental increases retained.  
Frozen pay = pay frozen at a set level with no pay awards or incremental increases until such time as the pay of the new grade catches up to the frozen pay.

Protection/ freezing will apply to contractual pay entitlements that go down and will cover basic pay and any allowances that will cease to be paid as a result of this review. If allowances are still valid for payment then protection/ freezing will only apply to the basic pay since any allowances, if relevant, will still be paid.

In order to ensure that the pay protection arrangements do not perpetuate pay differences that are unsustainable in equal pay terms, pay protection will be limited and subject to review at the end of a three year period by HR and the unions and if it appears that protection has continued beyond the 3 years to any material extent, steps are taken to bring such continuing protection to an end.

### 13 Allowances proposals

The table in Appendix D shows the list of allowances, bonus payments etc. that the council currently provide.

The table identifies whether the allowances should be retained, reviewed or go.

Where the recommendation is to go this, in most cases, is on the assumption that the allowance is paid to staff on manual grades only and that it can be subsumed within the new pay grade following GLPC job evaluation.

Where a review is proposed these will be subject of review and further proposal to ensure they meet equal value principles. Proposed changes for overtime, shift pay, irregular hours, etc. are outlined the table below.

Up to and incl. Scale 6	Current (summary)	Proposed
Contractual overtime above 36 hours per week	Mon – Sat = time and half (x1½) Sundays = double time (x2) Stat, Public holidays = double time (x2) plus compensatory day off	No change. Retain current rates for contractual overtime
Additional hours – Overtime above 36 hours per week	Mon – Sat = time and half (x1½) Sundays = double time (x2) Stat, Public holidays = double time (x2) plus compensatory day off	Mon – Sat = time and a third (x1.333) Sunday = time and half (x1½) Statutory, Public holidays = x1½ Plus compensatory day off
Saturday & Sunday working as part of normal working week	Saturday = x1½ Sunday – up to SCP11 = x2 Sunday – Scp 11 & above = x1½	Retain current levels. Considered same as contractual overtime.
Night work	8pm – 6am = time and third	No change. 8pm – 6am = time and a third (x1.333)



<b>Up to and incl. Scale 6</b>	<b>Current (summary)</b>	<b>Proposed</b>
Shift pay –  Total period covered is 11 hours or more	<u>Alternating shifts</u> 2 shifts between 11-14 HR s = 12½% of salary 2 shifts more than 14 HR s = 14% of salary  <u>Rotating shifts</u> 3 shifts over 5/6 days = 17% of salary 3 shifts over 7 days = 20% of salary	Any shift pattern = 10% of salary  Note – any loss of pay will invoke the protection arrangements.
Irregular hours working –  Qualifying period - A period 1½ hours before or after normal office hours	4 – 8 hours in excess of qualifying period per week = 7½% of salary  8 hours or more in excess of qualifying period per week = 10% of salary	No enhancement refer to night work, overtime and Saturday/ Sunday working rules.  Note – any loss of pay will invoke the protection arrangements.
<b>SO1 and above</b>	<b>Current</b>	<b>Proposed</b>
Overtime	Planned overtime rates set (1/4/07) at SO1 – SO2 = £18.48 PO1 – PO3 = £19.80 PO4 – PO8 = £21.48	No change. Note - Uprated in line with national agreements. (These are not contractual unless specified in the contract)

Currently overtime calculations only include an element of London Weighting in the calculation. This stands at £105 per year for officers and £120 for manuals.

We propose to harmonise the London Weighting element to £120 for all and going forward we will increase this amount by the pay award percentage increase each year starting from April 2008.

#### **14 Notice changes**

To reduce the impact of late leavers notification which cause overpayments it is proposed that employees need to give notice to the end of the month after the month in which the employee resigned. For example, a leaver on 20 November needs to give notice until 31 December.

An earlier termination date can be agreed with Human Resources and the manager.

## 15. Annual leave

At present the council gives employees with 10 years local government service between 2-3 additional days annual leave depending on grade/work group.

Also under single status manual workers get less basic leave than other staff. Therefore to avoid equal value claims it is important to harmonise leave provisions.

The proposals for leave are as follows.

Leave entitlements are pro rata for part-time employees. Employees qualify for increases in annual leave following completion of X years of local government service and the leave will be applied the following April. See table below for full time entitlements.

No of years service	Current	Proposed	Current No change	Current	Proposed	Proposed	Proposed
Grades (Spinal point)	1-4 Yrs	1-4 Yrs	5 Yrs	10 Yrs	6 Yrs	8 Yrs	10 Yrs
Scale 1-4 (1-21)	21	21	25	28	26	27	28
Scale 5 (22-25)	24	24	25	28	26	27	28
Scale 6 – SM5	26	26	26	29	27	28	29
Directors/Chef Exec	32	32	32	35	33	34	35
Manual Grades (Sp 1-11)	20	21	25	27	26	27	28
Craft Grades	21	21	26	28	26	27	28

NB. The above does not apply to specific groups of employees, e.g. residential social workers, nursery officers, youth workers.

In addition to annual leave entitlement the following is granted - All Public Holidays; plus two extra statutory days and two additional privilege days which will be fixed or added to the leave entitlement.

It is also proposed that all staff will be able to request to borrow up to 5 days leave from the next leave year subject to senior manager approval. Staff may only borrow leave for 2 consecutive years and then they will be barred from borrowing leave for the next 2 years.

Arrangements for carry over of annual leave will remain as at present with up to 5 days annual leave carry over subject to approval by the manager and exigencies of the service.

## 16. Long service awards

At present the Council gives employees with 25 years local government service a gift of up to £207 in value.

It is proposed to set the gift at a level of £210 for employees with 20 years Haringey service. This will be increased in line with the nationally agreed pay increase percentage.

## 17. Reimbursement of expenses

We propose to adopt a system of reimbursement of reasonable expenses via payroll for travel, meals or overnight stays in place of set allowances.

We propose that:

Employees necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will reimburse approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements.

This is in line with national 'Green Book' conditions.

***Meal claims*** - It is only expected that expenditure will be reimbursed for meals that would not normally be taken by the employee. It would not be appropriate to reimburse meal expenses where the employee normally buys a meal. For example, if a sandwich and drink is normally bought at lunchtime by the individual and they need to travel to a different location and buy a sandwich and drink then reimbursement will be based on the difference in costs. Where the costs are incurred outside the borough the reimbursement of expenditure will be in full subject to the maximum reimbursement level of £8.00.

A receipt should be produced to validate the expenditure.

It is proposed that claims for meals expenditure will be subject to a maximum reimbursement level of £8, however, it is recognised that for some staff who travel abroad this cut off level may be inappropriate and therefore discretion is granted to the line manager to approve a greater level of reimbursement than £8.00 where they feel this is justified.

### ***Travel and accommodation claims***

For reimbursement of travel and accommodation expenses the parameters for levels of expenditure need to be discussed and agreed in advance with the manager.

**18. Car Loans**

It is proposed to cease the offer of car loans to staff that qualify for this arrangement.

The council do not have the expertise or systems to comply with requirements of the Consumer Credit Act in terms of giving early settlement advice and loans can be obtained from the high street at better interest rates than the council can give.

In circumstances where an individual is unable to obtain credit due to a poor credit rating, the Council will act as a guarantor with the Council approved bank.

**19. Staff benefits**

We will link with a provider in a partnership that will promote discounts on shopping, days out and holiday offers, in addition to promoting local business promotions and offers.

We have already introduced Child Care vouchers. We will also consider other staff benefits schemes. These will be via an appropriate provider/agency that can run and manage these schemes.

**20. Package agreement**

Following agreement between the employers' side and trade unions it is proposed that both groups will consult with staff on the package at the same time.

The trade unions will be seeking a vote from their members on the acceptance or rejection of the package. If a Yes vote is obtained the package arrangements will be incorporated into contracts of employment.

Appendix A

Proposed pay structures

Pay rates with effect from 1 April 2006

Current Main Grade structure			PROPOSED PAY STRUCTURE		
SCP			SCP		
4	GR1	£13,545	4		£13,545
5	GR2	£13,782	5		£13,782
6	GR3	£13,902	6	Sc1A	£13,902
7	GR4	£14,271	7		£14,271
8	GR5	£14,646	8	Sc1B	£14,646
9	GR6	£15,012	9		£15,012
10		£15,279	10		£15,279
11	SC2	£15,498	11	SC2	£15,498
12		£15,795	12		£15,795
13		£16,170	13		£16,170
14	SC3	£16,440	14	SC3	£16,440
15		£16,746	15		£16,746
16		£17,109	16		£17,109
17		£17,475	17		£17,475
18	SC4	£17,787	18	SC4	£17,787
19		£18,393	19		£18,393
20		£18,999	20		£18,999
21		£19,632	21		£19,632
22	SC5	£20,097	22	SC5	£20,097
23		£20,643	23		£20,643
24		£21,258	24		£21,258
25		£21,885	25		£21,885
26	SC6	£22,539	26	SC6	£22,539
27		£23,235	27		£23,235
28		£23,937	28		£23,937
29	SO1	£24,825	29	SO1	£24,825
30		£25,602	30		£25,602
31		£26,358	31		£26,358
32	SO2	£27,084	32	New PO1	£27,084
33		£27,834	33	old SO2	£27,834
34		£28,578	34		£28,578
35	PO2	£29,139	35	PO2	£29,139
36		£29,865	36		£29,865
37		£30,660	37		£30,660
38		£31,509	38		£31,509
39		£32,481	39		£32,481
40		£33,303	40		£33,303
41	PO4	£34,137	41	PO4	£34,137
42	PO4	£34,962	42		£34,962

Current Main Grade structure		
43		£35,799
44		£36,636
45		£37,416
46	PO6	£38,286
47		£39,126
48		£39,963
49		£40,782
50		£41,685
51		£42,597
52		£43,527
53		£44,418
54	PO8	£45,609
55		£46,548
56		£47,469
57		£48,402
58		£49,374
59		£50,337
60		£51,294
61		£52,266

PROPOSED PAY STRUCTURE		
43	PO4	£35,799
44		£36,636
45		£37,416
46	PO6	£38,286
47		£39,126
48		£39,963
49		£40,782
50		£41,685
51		£42,597
52		£43,527
53		£44,418
54	PO8	£45,609
55		£46,548
56		£47,469
57		£48,402
58		£49,374
59		£50,337
60		£51,294
61		£52,266

**Appendix B****List of jobs to be job evaluated in line with the Collective agreement and identified in paragraph 4a – with an effective pay date of 1 April 2007****All former manual graded occupations - Plus**

The following manual related and other equal pay risk assessed occupations as identified below

<b>Job Family</b>	<b>Current Grade</b>
Accommodation Officer	SO2
Assistant Site Manager	Sc4
Basketball Coach	YCSWR
BLT Assistant	Sc4
BLT Court Officer	SO2
BLT Officer	SC5 Sc6
BLT Officer Senior	SO1
BLT System Support Officer	SO1
Care Manager	ASW Sc6 SW3 SW3QU SW3UQ SWO
Centre Manager	SO2
Classroom Assistant	Sc3 Sc4 SC5 Sc6
Community Care Officer	Sc6
Creche Worker	Sc3
Customer Service Officer	SO1
Day Service Officer	SC5
Deputy Head of Centre	PO3
Deputy Manager	RH7
Detached Project Leader	YCSWR
Detached Team Leader	YCSWR
Education Welfare Officer	PO1
Family Centre Worker	RH5 SO2
Family Support Officer including Support Workers	SO2
Head Of Kitchen	Sc3
Home Care Manager	PO1
HR Support Officer	Sc6
Information Telephonist	SC5
Learning Mentor including Coordinator and Secondary	SC5 Sc6 SO1 SO2
Learning Support Assistant	Sc3 Sc4 SC5

<b>Job Family</b>	<b>Current Grade</b>
Lettings Officer	SO2
Librarian	Sc6
Library Assistant	Sc3 Sc4
Library Counter Assistant including Saturday Assistants	Sc2 Sc3
Night Residential Social Worker	RH5
Nursery Nurse	Sc3 Sc4 SC5 Sc6 SO1
Nursery Officer	Sc6 SO1
Occupational Therapist	PO3C
Parks Patrol Officer	SO2
Playworker	Sc2 Sc3 Sc4 SC5
Positive Futures Train Youth Worker	YCSWR
PT Team Leader	RH5
Pupil & Family Advisor	SWC
Residential Crisis Worker	RH5
Residential Social Worker	RH5
Remand & Bail Officer	SW3UQ
Scheme Support Manager	SO1
Senior Community Support Worker	RH6
Senior Nursery Officer	DN7 PO1
Senior Playworker	Sc4
Senior Special Needs Assistant	SO1
Senior Teaching Assistant	Sc6
Senior Youth Support Worker	YCSWR
Sickle Cell Care Manager	SW3
SIO Attendance and Welfare	SW3
Site Manager including Acting, Peri, Relief and Residential	Sc3 Sc4 SC5 Sc6 SO1
Site Manager Cleaner	Sc4
Senior Library Assistant	Sc6
Social Services Officer	SW3 SW3UQ
Social Work Assistant	SW3UQ
Social Worker including Hospital, Mental Health and Approved	ASW MHSW RH5 SWC SWO



<b>Job Family</b>	<b>Current Grade</b>
Special Needs Assistant	Sc3 Sc4 SC5 Sc6
Special Needs Officer	SO1
Special Needs Welfare Assistant	Sc4 SC5 Sc6
Special Nursery Nurse	Sc6
Street Enforcement Officer	PO1
Supernumery BLT Officer Senior	SO1
Supernumery Reviewing Officer	PO5C
Support Worker	SW3UQ
Teaching Assistant including Learning Mentors	Sc3 Sc4 SC5 Sc6 SO1
Team Leader	PO1 RH5 SO1 YCSWR
Team Manager Community Support	RH7
Technical Assistant	Sc3
Trainee Social Worker	SO1 SW3 SWO
Unqualified Social Worker	SW3UQ
Welfare Assistant	Sc3 Sc4 SC5 SO1
Welfare Officer	Sc2
Youth Support Worker	YCSWR
Youth Worker	YCSWR
Trainee Youth Worker	YCSWR

**Appendix C****Haringey Price Tag proposal****GLPC Price tag****GLPC pts distribution**

Grade	Min Pts	Max Pts	Diff
Sc1a	180	217	
Sc1b	218	257	40
Sc1c	258	298	41
Sc2	299	338	40
Sc3	339	379	41
Sc4	380	419	40
Sc5	420	461	42
Sc6	462	496	35
SO1	497	533	37
SO2	534	558	25
PO1	559	585	27
PO2	586	610	25
PO3	611	637	27
PO4	638	662	25
PO5	663	689	27
PO6	690	714	25
PO7	715	799	85
PO8	800	1000	201

**Above replaced by jointly developed price tag below**

Grade	Min Pts	Max Pts	Diff
Sc1a	180	287	
Sc1b	288	325	38
Sc2	326	351	26
Sc3	352	387	36
Sc4	388	425	38
Sc5	426	470	45
Sc6	471	495	25
SO1	496	533	38
SO2	533	533	0
PO1	534	570	37
PO2	571	590	20
PO3	591	610	20
PO4	611	635	25
PO5	636	655	20
PO6	656	675	20
PO7	676	695	20
PO8	696	1000	

## Appendix D

## Allowances, Bonus and Additional payments

Schedule listing different payment types and whether proposal is for it to change, go or be retained.

WAGE TYPE	Total Amount	Count	Average Payment	Retain/ REVIEW / Go	Comment
ALLOW - Low Pay Supplement Cook Total	£717	10	£72	GO	
ALLOW - Low Pay Supplement Eesct Total	£5,133	77	£67	GO	
ALLOW - Low Pay Supplement GKA Total	£10,042	181	£55	GO	
ALLOW - Low Pay Supplement GR1 Total	£12,171	256	£48	GO	
ALLOW - Low Pay Supplement HCare Total	£3,523	73	£48	GO	
ALLOW - Low Pay Supplement Op11 Total	£4	2	£2	GO	
ALLOW - Low Pay Supplement Op12 Total	£11	1	£11	GO	
ALLOW - Low Pay Supplement Op13 Total	£70	4	£18	GO	
ALLOW - Low Pay Supplement Op14 Total	£560	107	£5	GO	
ALLOW - Low Pay Supplement Op15 Total	£409	92	£4	GO	
ALLOW - Low Pay Supplement Op16 Total	£28	69	£0	GO	
ALLOW - Low Pay Supplement Sesct Total	£637	9	£71	GO	
ALLOW - Low Pay Supplement SLcIn Total	£842	11	£77	GO	
ALLOW - Low Pay Supplement SLgr3 Total	£492	20	£25	GO	
ALLOW - Low Pay Supplement smsa Total	£12,024	428	£28	GO	
ALLOW - Low Pay Supplement SS/AC Total	£4,794	56	£86	GO	
ALLOW - Low Pay Supplement ssma Total	£1,720	89	£19	GO	
ALLOW - Low Pay Supplement vsmsa Total	£1,530	24	£64	GO	
ALLOW - Low Pay Supplement vssma Total	£99	2	£50	GO	
ALLOW - Low Pay Supplement Total	£7,540	161	£47	GO	
ALLOW - Potters Bar Allow Total	£35,972	34	£1,058	GO	No longer relevant. Staff transferred under TUPE arrangements
ALLOW - Regist. All(+1.5) Total	£1,674	2	£837	GO	No longer relevant. Removed when staff moved onto officer scales

WAGE TYPE	Total Amount	Count	Average Payment	Retain/ REVIEW / Go	Comment
<b>ALLOW - Regist. All(+2) Total</b>	£1,026	2	£513	GO	No longer relevant. Removed when staff moved onto officer scales
<b>ALLOW - SCP Laundry Allow Total</b>	£299	18	£17	GO	School crossing patrol staff 18 x Gr2 both men & women
<b>ALLOW - SMSA Add Duty Total</b>	£32,489	56	£580	GO	50 x Gr2 women and 3 x Gr2 man, plus 2 x Gr5 women
<b>ALLOW - Split Duty Total</b>	£4,988	99	£50	GO	53 x women and 15 x men Gr1 and Gr5
<b>BONUS - Annual Bonus Total</b>	£9,699	472	£21	GO	one off annual payment for low paid
<b>BONUS - Attendance Bonus Total</b>	£30,667	67	£458	GO	Parks staff attendance bonus payment
<b>BONUS - Leisure Bonus Total</b>	£16,175	23	£703	GO	22 x Leisure Attendants Gr3 or Gr6 mostly men
<b>BONUS - Library Bonus Total</b>	£4,607	4	£1,152	GO	4 x Gr3 Caretakers in Libraries men
<b>BONUS - London Excess Total</b>	£10,261	1339	£8	GO	1p per hour low pay adjustment for Gr 1 - 6 staff
<b>BONUS - Minor Main Bonus Total</b>	£4,153	6	£692	GO	5 x Gr5 men, school caretakers
<b>BONUS - Porters Bonus Total</b>	£18,939	17	£1,114	GO	16 men Gr3 & Gr5, 1 Sc5 woman
<b>BONUS - Transport Bonus Total</b>	£55,742	25	£2,230	GO	23 x Gr5 men, 2 Gr5 women - Drivers
<b>ALLOW - Porters Allowance Total</b>	£231	3	£77	GO	3 x Gr3 men
<b>BONUS - Pks Prd Bon GR1 Total</b>	£3,301	2	£1,651	GO	Gardeners
<b>BONUS - Pks Prd Bon GR2 Total</b>	£8,414	4	£2,103	GO	Gardeners
<b>BONUS - Pks Prd Bon GR3 Total</b>	£41,320	19	£2,175	GO	Gardeners
<b>BONUS - Pks Prd Bon GR4 Total</b>	£5,007	3	£1,669	GO	Gardeners
<b>BONUS - Pks Prd Bon GR5 Total</b>	£10,089	4	£2,522	GO	Gardeners
<b>BONUS - Pks Prd Bon GR5+1 Total</b>	£5,405	2	£2,703	GO	Gardeners
<b>BONUS - Pks Prd Bon GR5+2 Total</b>	£42,006	15	£2,800	GO	Gardeners
<b>BONUS - Pks Prd Bon GR6+3 Total</b>	£6,177	2	£3,089	GO	Gardeners
<b>BONUS - Bonus Total</b>	£82,269	35	£2,351	GO	4 male sewer ops Gr5, 10 male parking staff Gr3, 8 men & 1 woman Gardeners various Gr 2 - 5, 6 male mobile cleaners Gr3-5
<b>BONUS - Bonus Adjustment Total</b>	£1,738	5	£348	GO	5 x Cleaners/ Caretakers in schools
<b>BONUS - Bonus Arrears Total</b>	£1,916	13	£147	GO	
<b>BONUS - CABS Total</b>	£2,688	1	£2,688	GO	School caretakers claims
<b>OTHER - Retainer cash Total</b>	£10,582	86	£123	GO	casual staff

WAGE TYPE	Total Amount	Count	Average Payment	Retain/ REVIEW / Go	Comment
<b>OTHER - School Meals Payments</b>	£539,663	1230	£439	RETAIN	Retain – but proper criteria to be applied to those that can qualify for payment.  650 SMSA's, 200 Nursery Nurses, 80 Welfare Asst, 160 Teaching Asst, 30 Learning Mentors, 110 others
<b>ALLOW - Non Resident. Allw Total</b>	£356	2	£178	RETAIN	2 x Gr5 men
<b>ALLOW - SCP Pen Allow Total</b>	£390	3	£130	RETAIN	Pensions allowance to make up for difference transferring from Met Police. 3 School Crossing Patrol staff Gr2 men – moving to Sc1b
<b>BASIC - Reg. Unsocial Total</b>	£4,125	14	£294	RETAIN	Contractual unsocial hours payment to home care staff
<b>BONUS - Catering U/staff. Total</b>	£13,137	183	£72	REVIEW	Claim payment for staff covering others. Needs to be revised. No justification compared to other staff in the council.  Will be replaced by alternative bonus/ productivity arrangements and overtime.
<b>BONUS - Cleaning U/staff. Total</b>	£116,560	133	£876	REVIEW	Claim payment for staff covering others. Needs to be revised. No justification compared to other staff in the council.  Will be replaced by alternative bonus/ productivity arrangements and overtime.
<b>BONUS - Performance Bonus Total</b>	£62,613	53	£1,181	REVIEW	Justified bonus payment based on quantifiable performance information. Gardeners Gr3 - 6, 90% men Needs to be revised to take account of differentials in pay following regrade but loss of productivity bonus.  <b>This scheme is judged capable of being extended to other occupational groups, such as <u>catering staff in the preparation of schools meals</u>. A commitment is given to exploring this.</b>

WAGE TYPE	Total Amount	Count	Average Payment	Retain/ REVIEW / Go	Comment
<b>BONUS - Understaffing Total</b>	£16,384	70	£234	RETAIN	Claim payment for SMSA, staff covering other absent employees. Needs to be revised.  Justification for retention on basis of additional responsibility for looking after extra children. Therefore similar in principle to acting up or honoraria payment for additional duties.
<b>ALLOW - Baby Sitting Allow Total</b>	£1,382	6	£230	RETAIN	Claim payment for staff attending evening meetings
<b>ALLOW - Clothing Allowance Total</b>	£5,994	82	£73	GO	This will be absorbed by regrade increase.  One off annual payment to Enforcement staff in Environment, Homecare staff, and Porters
<b>ALLOW - Dog Food Allow Total</b>	£2,853	4	£713	REVIEW	Merge dog food and exercise allowance into one payment to be determined by service based on current rates.  4 x Sc6 men get this for feeding dogs in Parks service
<b>ALLOW - Exercise Allow Total</b>	£4,463	4	£1,116	REVIEW	Merge dog food and exercise allowance into one payment to be determined by service based on current rates.  4 x Sc6 men get this for walking dogs in Parks service
<b>ALLOW - Medical Allowance Total</b>	£399	3	£133	RETAIN	Payable to schools staff. 1 x Gr1, 1 x Sc3, 1 x Sc4 all women.
<b>ALLOW - Shift Pay S&amp;L Total</b>	£10,884	19	£573	REVIEW	8% allowance on basic pay. Men & women grades Gr3 and Gr6 in Leisure centres get this. Proposal is to get 10%
<b>ALLOW - Shift Pay Total</b>	£19,174	30	£639	REVIEW	Men & women various grades Gr 2 – 5. Porters, Care Asst's, Caretakers get this. Proposal is 10%
<b>ALLOW - Site.Man.Swim.Pool Total</b>	£5,205	3	£1,735	RETAIN	2 x Sc5 and 1 x Sc6 all men in Schools - Site Managers get this for maintenance of swimming pools. Formula based allowance. Justified.
<b>BASIC - B/Hol Enhancement Total</b>	£74,701	374	£200	RETAIN	

WAGE TYPE	Total Amount	Count	Average Payment	Retain/ REVIEW / Go	Comment
<b>BASIC - Hsg Trans. Pay Total</b>	£22,949	30	£765	REVIEW	Homes for Haringey staff only. Not relevant. Estate Services Officers - 26 x Gr3 Men, 3 x Gr3 women, 1x Sc6 man
<b>BASIC - London Weighting Prks Total</b>	£6,804	3	£2,268	RETAIN	Engineers London Weighting rate. Play Fitters in Parks.
<b>BASIC - Reg. Night Enh. Total</b>	£119,807	33	£3,631	RETAIN	90% manual grades - 18 x Gr4 Night Care Asst all women, 10 x Night Res RH5 women
<b>BASIC - Reg. Saturday Enh Total</b>	£243,277	288	£845	RETAIN	100 x Libraries staff mostly Sc 3-6, 12 x Parking Attendants, 120 x Care Assts/ Home Care Gr 3-6
<b>BASIC - Reg. Sunday Enh man Total</b>	£235,607	143	£1,648	RETAIN	Man Gr 1- 6 22 men, 121 women - homecare, mobile cleaners, night care staff
<b>BASIC - Reg. Sunday Enh off Total</b>	£13,588	14	£971	RETAIN	
<b>BASIC - Saturday Enh Total</b>	£72,512	151	£480	RETAIN	Leisure attendants, cleaners, emergency response officers, support workers
<b>BASIC - Sun/BH Enh RHOP Total</b>	£57,574	104	£554	RETAIN	
<b>BASIC - Sunday Enh Man Total</b>	£38,507	70	£550	RETAIN	
<b>BASIC - Sunday Enh Off Total</b>	£21,614	32	£675	RETAIN	
<b>OTHER - Long Service Award Total</b>	£10,446	54	£193	REVIEW	Proposal to give £210 after 20 years Haringey Service. Improvement to existing arrangement.
<b>OVERTIME - Addit. Hours x 1 (TN) Total</b>	£1,062,764	1019	£1,043	RETAIN	Additional hours payment to part timers working extra hours. Not pensionable
<b>OVERTIME - Addit. Hours x 1 (TNP) Total</b>	£106,523	559	£191	RETAIN	Additional hours payment to part timers working extra hours. Pensionable
<b>OVERTIME - Call Out @ 1 Total</b>	£4,175	5	£835	RETAIN	Call out payment for Parks staff. Plain time rate.
<b>OVERTIME - Call Out @ 1.5 Total</b>	£56,886	33	£1,723	RETAIN	Call out payment for Emergency response team and duty staff in residential homes within Adults service
<b>OVERTIME - Call Out @ 2 Total</b>	£2,431	6	£405	RETAIN	Call out payment for Emergency response team in Adults service and Porter, Wood Green
<b>OVERTIME - Call Out @ Plan Total</b>	£70,364	28	£2,513	RETAIN	
<b>OVERTIME - O/T Lower Rate @ 1 Total</b>	£34,950	39	£896	RETAIN	Site managers in schools get fixed overtime rates for doing specific additional duties (but not the full job). This will be kept the same.

WAGE TYPE	Total Amount	Count	Average Payment	Retain/ REVIEW / Go	Comment
<b>OVERTIME - O/T Lower Rate@1.5 Total</b>	£5,790	13	£445	RETAIN	Site managers in schools get fixed overtime rates for doing specific additional duties (but not the full job). This will be kept the same.
<b>OVERTIME - Overtime @ 1.5 Total</b>	£556,693	461	£1,207	REVIEW	Change rate to Time & third (1.33) as per proposal
<b>OVERTIME - Overtime @ 2 (T/S) Total</b>	£1,686	5	£337	REVIEW	Change rate to Time & half (1.5) as per proposal
<b>OVERTIME - Overtime @ 2 Total</b>	£140,047	461	£303	REVIEW	Change rate to Time & half (1.5) as per proposal
<b>OVERTIME - Overtime @1.5(T/S) Total</b>	£9,594	10	£959	REVIEW	Change rate to Time & third (1.33) as per proposal
<b>OVERTIME - Parking Addit. HR s. Total</b>	£14,136	15	£942	RETAIN	Plain time rate for Parking staff. Gr3 and Gr5 14 men, 1 woman
<b>OVERTIME - Parks Flat Rate O/T Total</b>	£35,391	30	£1,180	GO	Parks staff contractual overtime rate (£9.25 per hour) This will be replaced by the appropriate overtime rates.
<b>OVERTIME - Planned Overtime Total</b>	£352,270	378	£932	REVIEW	Overtime rates given to officers graded SO1 and above. Proposal is to pay plain time rate instead of set rates up to grade PO4.
<b>OVERTIME - Reg Overtime @ 1.0 Total</b>	£16,430	14	£1,174	RETAIN	Contractual overtime
<b>OVERTIME - Reg Overtime @ 1.5 Total</b>	£199,642	132	£1,512	RETAIN	Contractual overtime 25 x Drivers, 50 x Site Mgrs Schools, 27 Parking Attendants, 14 Porters
<b>OVERTIME - Reg Planned O/T Total</b>	£12,083	6	£2,014	RETAIN	Contractual overtime rates for officers graded SO1 and above. SO1 - PO5 7 men, 8 women
<b>OVERTIME - Sleeping in CSS Total</b>	£15,221	13	£1,171	GO	Will be replaced with standard sleeping in duty payment.
<b>OVERTIME - Sleeping In Duty Total</b>	£44,124	45	£981	RETAIN	
<b>OVERTIME - Stand-By Duty Total</b>	£25,899	42	£617	RETAIN	
<b>OVERTIME - Stand-By Duty@Plan Total</b>	£98,282	39	£2,520	RETAIN	Stand-by duty overtime for officers graded SO1 and above
<b>OVERTIME - Unsocial Hours (T) Total</b>	£3,941	39	£101	RETAIN	
<b>OVERTIME - Unsocial HR s (T/S) Total</b>	£4,123	42	£98	RETAIN	
<b>ALLOW - Haringey Factor Total</b>	£1,900	7	£271	REVIEW	Bring in line with Recruitment & Retention payment principles.  Recruitment and retention payment to certain Social Workers



WAGE TYPE	Total Amount	Count	Average Payment	Retain/ REVIEW / Go	Comment
ALLOW - Pager Deputy Allow Total	£5,759	8	£720	RETAIN	Justified payment for call out purposes.
ALLOW - Pager Holder Allow Total	£16,863	10	£1,686	RETAIN	Justified payment for call out purposes.
ALLOW - Reg. Sleep In Total	£4,311	7	£616	RETAIN	
OTHER - Staff Subsistence Total	£96	1	£96	RETAIN	
OVERTIME - Waking Night Total	£18,460	49	£377	RETAIN	
ALLOW - Bikers Payment Total	£247	1	£247	RETAIN	
ALLOW - Cycle Allowance Total	£2,129	9	£237	RETAIN	
ALLOW - Disturbance Allow Total	£2,722	14	£194	RETAIN	
ALLOW - Driving Licence Total	£1,000	2	£500	RETAIN	
ALLOW - First Aid Total	£37,502	271	£138	RETAIN	
BASIC - Acting Up Total	£22,595	108	£209	RETAIN	
BASIC - Addit Percentage Total	£383,798	220	£1,745	RETAIN	Typically this is for Irregular hours payment. Most staff in Sc3 - 6 pay grades
OTHER - Eye Test Total	£6,798	267	£25	RETAIN	
OTHER - Simply Health Sub Total	£4,014	96	£42	RETAIN	subsidy to staff on simply health scheme
BASIC - Addit Basic % Total	£19,441	10	£1,944	RETAIN	Bring in line with Recruitment & Retention payment principles. Mostly IT staff get this as Retention allowance
ALLOW - HGV Licence Total	£162	1	£162	RETAIN	
ALLOW - Lab Tech Adv Cert Hgy Total	£303	1	£303	RETAIN	
ALLOW - Lab Tech Cert Hgy Total	£1,146	7	£164	RETAIN	
ALLOW - Language Payment Total	£22,437	155	£145	RETAIN	
ALLOW - Management Allow 1 Total	£843	1	£843	RETAIN	Teachers
ALLOW - Management Allow 3 Total	£2,895	1	£2,895	RETAIN	Teachers
ALLOW - Rec & Retention Total	£4,118	1	£4,118	RETAIN	Teachers
ALLOW - Special Needs 2 Tch Total	£3,714	1	£3,714	RETAIN	Teachers
ALLOW - Telephone Allow Total	£20,921	132	£158	RETAIN	
BASIC - Abs Adjust. (TN) Total	£-1,349	2	£-674	RETAIN	
BASIC - Abs Adjust. (TNP) Total	£-7,381	44	£-168	RETAIN	
BASIC - APT Allowance Total	£1,030	2	£515	RETAIN	2 Pathology Technicians
BASIC - Basic Hours (Sat) Total	£69,091	261	£265	RETAIN	
BASIC - Basic Hours (Sun) man Total	£79,578	169	£471	RETAIN	
BASIC - Basic Hours (Sun) off Total	£11,636	38	£306	RETAIN	
BASIC - Basic Hours Total	£431,519	715	£604	RETAIN	
BASIC - Jury Service Total	£-31,892	44	£-725	RETAIN	
BASIC - London Weighting Adv Total	£38,524	29	£1,328	RETAIN	Advice Bureau staff conditions

WAGE TYPE	Total Amount	Count	Average Payment	Retain/ REVIEW / Go	Comment
BASIC - London Weighting Chof Total	£146,658	97	£1,512	RETAIN	Chief Officers conditions
BASIC - London Weighting ILO Total	£19,730	8	£2,466	RETAIN	North London Waste conditions
BASIC - London Weighting Soul Total	£117,036	54	£2,167	RETAIN	Soulbury staff conditions
BASIC - London Weighting Yth Total	£46,459	63	£737	RETAIN	Youth worker conditions
BASIC - Nights (Mon-Fri) Total	£60,978	25	£2,439	RETAIN	10 x Night Residential Workers mostly women, and 14 x Home Care Asst Gr4 mostly women. Time and third payments
BASIC - Nights (Saturday) Total	£2,106	7	£301	RETAIN	6 x Night Care Asst Gr4 women.
BASIC - Nights (Sunday) Total	£2,877	6	£479	RETAIN	6 x Night Care Asst Gr4 women.
BASIC - Payable OMP Total	£308,100	122	£2,525	RETAIN	Maternity pay
BASIC - Payable OSP Total	£3,994,872	4839	£826	RETAIN	Sick pay
BASIC - Protected Allow Total	£4,201	2	£2,100	RETAIN	
BASIC - Sessional Hours Total	£3,673	2	£1,836	RETAIN	
BASIC - SMP amount Total	£359,044	131	£2,741	RETAIN	
BASIC - SSP Amount Total	£557,247	2299	£242	RETAIN	
BASIC - Strike Action Total	-£55	9	-£6	RETAIN	
OTHER - A/L In Excess Total	-£462	1	-£462	RETAIN	
OTHER - Adj To Pay (NT) Total	£3,875	22	£176	RETAIN	
OTHER - Adj To Pay (TN) Total	£49,050	97	£506	RETAIN	
OTHER - Adj To Pay (TNP) Total	£235,380	409	£576	RETAIN	
OTHER - Canvass Expenses Total	£5,958	64	£93	RETAIN	Election duties
OTHER - Canvass Fee Total	£43,129	69	£625	RETAIN	Election duties
OTHER - Car allowance	£412,407	511	£807	RETAIN	
OTHER - Car Lump Sum Adj	£1,496	19	£79	RETAIN	
OTHER - Car Mileage Casual (NT)	£54,983	142	£387	RETAIN	
OTHER - Car Mileage Essential (NT)	£134,507	304	£442	RETAIN	
OTHER - Car Mileage Essential (T)	£255	2	£127	RETAIN	
OTHER - Conference Subs. Total	£752	3	£251	RETAIN	
OTHER - Conference Travel Total	£1,135	6	£189	RETAIN	
OTHER - Creche Payment B cash Total	£18,717	12	£1,560	RETAIN	Claim payment - Staff who work in Creche on casual basis
OTHER - Ext. Course - Subs Total	£31	2	£16	RETAIN	
OTHER - Ext.Course -Travel Total	£151	2	£75	RETAIN	
OTHER - Gen.Teach. Council Total	£102	2	£51	RETAIN	Teachers
OTHER - Honorarium Total	£525,825	317	£1,659	RETAIN	
OTHER - Lens Prescription Total	£9,785	163	£60	RETAIN	
OTHER - Occ Plus Rates Total	£1,454	22	£66	RETAIN	claim payment temporary staff
OTHER - Outstanding A/L(T) Total	£5,883	8	£735	RETAIN	

<b>WAGE TYPE</b>	<b>Total Amount</b>	<b>Count</b>	<b>Average Payment</b>	<b>Retain/ REVIEW / Go</b>	<b>Comment</b>
<b>OTHER - PET - Travel Total</b>	£134	6	£22	RETAIN	Post entry training
<b>OTHER - Sessional Cash TN Total</b>	£24,746	45	£550	RETAIN	casual staff
<b>OTHER - Sessional Cash TNP Total</b>	£25,488	31	£822	RETAIN	casual staff
<b>OTHER - Telephone Allow Total</b>	£152	4	£38	RETAIN	
<b>OTHER - Travel Exp. TN Total</b>	£2,160	3	£720	RETAIN	
<b>OTHER - Travel Exp. (EEE) Total</b>	£23,553	135	£174	RETAIN	
<b>OTHER - Varifocal Lens Total</b>	£8,288	78	£106	RETAIN	
<b>OTHER - VAT Total</b>	£584	17	£34	RETAIN	
<b>RETAINERS – Officer staff on 40 week term time contracts including SMSA, Catering and School Crossing Patrol staff</b>				RETAIN	Justification for retention of Retainer payments outlined in Appendix G below.

## Appendix E

### RANGE GRADES

Range grades are where a post spans more than one grade. A range grade should cover no more than three grades. Range grades will not be restricted in their application, so in theory can apply to any range of grades within the pay structure.

Range grades are deemed suitable where:

- There is scope to gain additional skills and knowledge which can be actively applied in a higher grade in the workplace.
- Where the nature of the post means there is a high variation in the skill level of applicants and the grade has to be tailored to accommodate this.
- The nature of the work means that there will be scope to do work at a higher level in the near future.
- The post provides a programme of learning and development where skills can be actively applied in a higher grade in the workplace.

For example there may be a lack of skilled workers in a specific trade, therefore a manager may wish to recruit trainees who can move through range grades in accordance with the increase in their level of skill.

If the post does not meet the suitability criteria the application of a range grade is unjustified and may be in breach of the Equal Pay Act.

The job description for a range grade post must show the skills/ competencies required at each grade level and the individual should be placed in the grade commensurate with their skills/ competencies and experience.

Employees on range grades will not automatically be placed permanently into a higher grade. If they are at the maximum salary of their current grade they will remain there until the conditions below are met, they will then progress into the next grade.

- They have met the requirements of the higher grade
- There must be scope for the individual to work permanently at a higher grade. Where a permanent posting at the higher grade is not feasible e.g. there is already sufficient staff to cover the majority of higher level work, managers should look at paying an appropriate amount for the periods the individual is working to a higher grade through honoraria.
- Their appraisal shows all targets have been met and achieved in a competent and professional manner  
For example:
  - Gaining a recognised professional qualification at a specific level
  - Gaining specific skills/ competences and applying them in the workplace.

Progression from one grade to the next may be achieved by one of the following methods:

1. On appointment the skill/experience the individual will bring to the role justifies an above minimum point.
2. Application by the individual or manager following appraisal.

It is anticipated that the employee and manager will have a discussion during the annual appraisal review about the likelihood of a successful application to go to the higher the grade level.

A successful application is likely to exhibit the following:

- An appraisal with all targets met and achieved in a competent and professional manner.
- A supporting statement/portfolio of work from the individual outlining their key achievements and reasons why they feel they should be on the higher grade.
- A supporting statement from the line manager making reference to the capability of the employee and a business case for the individual being upgraded.

Evidence should be given to the Service Level/ Business Unit Manager who must approve progression onto the next grade.

If an individual is not recommended for progression to the next grade by their manager they have the right request a review by HR.

### **Reviewing range grades**

There is no guarantee that when placed on a range grade the employee will remain on a range grade. The use of range grades will be subject to periodical review by the service (no greater than 3 years). As part of the review managers must consider whether there is a business need to retain the range grade and produce a statement either supporting the retention or removal of the range grade. In addition an equality impact assessment must be conducted to ensure that the range grades do not present any gender bias within the structure to ensure they meet equal pay requirements. Any changes must be communicated to the employees affected and also to HR.

Range grades will be necessary under certain circumstances e.g. where there is a lack of skilled workers and a range grade is used whilst the individual is training. The skills base in the population may change over time or there could be a reduction in workload and no scope for work at a higher level. Under these circumstances a range grade would no longer be appropriate.

## Appendix F

### RECRUITMENT AND RETENTION ALLOWANCE

Haringey acknowledges that our employees are our best asset and that due to external factors recruitment and retention allowances will be required for some posts in order to attract and retain good employees.

Recruitment and retention allowances are linked to the post, not the person. They cannot be paid to someone because of their level of skill or experience.

A recruitment / retention allowance is deemed suitable where there is evidence of one or more of the following:

- The post has been advertised on more than one occasion and a suitable applicant could not be recruited.
- Pay benchmarking exercises show that similar local authorities offer recruitment and retention allowance or a higher salary for the same work.
- A national /local skills shortage where the council is competing with a number of other employers for applicants.
- The post is highly specialised with a limited number of potential applicants.

If the post does not meet the suitability criteria the attraction of a recruitment and retention allowance is unjustified and may be in breach of the Equal Pay Act.

Range grades are not eligible for recruitment and retention allowances.

Before making a case for a recruitment / retention allowance the manager should ensure that the job has been evaluated at the correct grade by reviewing the job description.

On recruitment managers must make a business case stating the reason for the recruitment allowance. The decision as to whether a recruitment allowance is justified is taken by Head of HR in consultation with Director of the Service and Executive Member. A delegated authority form will need to be completed.

If the allowance is for a member of staff already in post (retention allowance; for example many staff in the team have left as other employers are paying more for the same post) the manager should follow the process above.

Employment trends change and a recruitment / retention allowance for a post will not be justified indefinitely. As such where a recruitment/ retention allowance is given the employee's contract must state that the post attracts

the allowance for a fixed period (no greater than 3 years), that there is no automatic extension and that any extension is subject to a review.

At the end of the fixed period the manager must again make a business case following the original procedure for approval.

Recruitment and retention allowances will be paid as increments.

Recruitment and retention increments will be pensionable, subject to tax and N.I deductions and will be taken into consideration for calculating sick leave.

Recruitment and retention increments will not attract any plus rates e.g. overtime, weekend enhancements, etc.

**Appendix G - Retainer payments**

Outlined below is a table of the proposed payment arrangements for Retainer payments including a justification for such a payment.

Retainer justification - A retainer allowance provides for the fact that the job may require staff to attend work during closure periods, the requirement to take their holidays in fixed periods and the inability to benefit from arrangements such as flexi time and TOIL when taking part in additional activities and working over and above their hours.

<b>Grade Group</b>	<b>Description</b>	<b>Number of Years Service</b>				
		<b>1 to 4 Yrs</b>	<b>5 yrs</b>	<b>6 yrs</b>	<b>8 yrs</b>	<b>10 yrs</b>
<b>Sc1-4</b>	Weeks Worked	40	40	40	40	40
	Holidays	4.2	5	5.2	5.4	5.6
	Stat & Privilege	0.8	0.8	0.8	0.8	0.8
	statutory days	1.6	1.6	1.6	1.6	1.6
	totals	46.6	47.4	47.6	47.8	48
	retainer 33% on remaining weeks	1.8	1.5	1.5	1.4	1.3
	<b>Totals Including retainer</b>	<b>48.4</b>	<b>48.9</b>	<b>49.1</b>	<b>49.2</b>	<b>49.3</b>
<b>Sc5</b>	Weeks Worked	40	40	40	40	40
	Holidays	4.8	5	5.2	5.4	5.6
	Stat & Privilege	0.8	0.8	0.8	0.8	0.8
	statutory days	1.6	1.6	1.6	1.6	1.6
	totals	47.2	47.4	47.6	47.8	48
	retain 33% on remaining weeks	1.6	1.5	1.5	1.4	1.3
	<b>Totals Including retainer</b>	<b>48.8</b>	<b>48.9</b>	<b>49.1</b>	<b>49.2</b>	<b>49.3</b>
<b>Sc6</b>	Weeks Worked	40	40	40	40	40
	Holidays	5.2	5.2	5.4	5.6	5.8
	Stat & Privilege	0.8	0.8	0.8	0.8	0.8
	statutory days	1.6	1.6	1.6	1.6	1.6
	totals	47.6	47.6	47.8	48	48.2
	retainer 33% on remaining weeks	1.5	1.5	1.4	1.3	1.3
	<b>Totals Including retainer</b>	<b>49.1</b>	<b>49.1</b>	<b>49.2</b>	<b>49.3</b>	<b>49.5</b>