

## Pay Harmonisation Team priorities as at 9 November 2010

### 1. Minimising the risk of successful equal pay claims by:

- Identifying TUPED staff who are currently paid below the evaluated WC grade for their job and seeking their agreement to being moved onto WC pay and other terms.
- Identifying ex County staff who are being paid on “pre WCC Pay Reform” grades, and applying the current pay grades to them.
- Identifying any WC appointed staff who are currently paid the wrong grade due to mistakes (eg where SDC and WC grades have been confused), and correcting these, with pay protection if necessary.
- Identifying jobs for which there is no valid job evaluation questionnaire or JE score, and coordinate the filling of these gaps.

### 2. Reviewing Market Plussages

- All current WC and TUPED market plussages will be reviewed against the latest market line information.
- Evidence of recruitment/retention success/difficulties will be reviewed.
- The cause of any recruitment/retention difficulties will be considered, ie whether due to substantive pay levels or other reasons.
- There will be assessment of whether there are jobs currently not in receipt of market plussages which WC jobs market plussages should be paid for, and which percentages should be applied.
- Consult with/explain to relevant Corporate/Service Directors/Service Heads, clearly demonstrating supporting evidence.
- Implement decisions.
- Consider whether there are any TUPED market plussages which are no longer justifiable and if so withdraw according to relevant TUPED terms

### 3. Analysis of the impact of applying WC terms to all staff in Waste and Leisure

*(Note: There are currently around 610 leisure employees and the employment records for these are very unclear and hard to quickly access. Many staff hold multiple jobs and also “casual” arrangements, and are being paid on multiple basic pay rates, with additions such as unsocial hours premia, holiday plussages, market plussages. Some receive “session payments” rather than annual/ hourly rates. The pay records in SAP are not transparent.)*

- Establish clearly what basic pay and total pay each employee currently receives for each distinct job/“casual” arrangement they hold. Organise correction/explanation of contractual documentation if necessary.

- Correct or prevent perpetuation (as appropriate) any overpayments or under payments on current TUPED or WC contracts which may be identified
- Working from GLPC job evaluation (Wilshire Council scheme) scores and detail of the required working patterns, identify impact of WC terms on basic pay, and total pay, with short term and longer term costs.
- Oversee correction of SAP recording of Leisure employee/jobs in order to disaggregate across the different jobs held by each employee and ensure transparency of audit trail.

#### **4. Lease Car Scheme**

- Subject to approval from Staffing Policy Committee, implementation of the closure of the three current subsidised lease car
- Subject to approval from Staff Management Executive Board, to recommend to the Staffing Policy Committee that an unsubsidised “salary sacrifice” Lease Car scheme is introduced

#### **5. Defence of Equal Pay Claims**

- Collation of information about the pay rates, J E scores, allowances paid and their rationale, gender split, rationale for any pay consolidation, for all job roles within the five former Councils for the period since 2003