

**PROTOCOL FOR ANNUAL LOCAL PAY AND CONDITIONS NEGOTIATIONS  
2018/2019**

	<b>ACTION</b>	<b>TIMEFRAME</b>	<b>COMMENT</b>
1.	The Chief Executive and Assistant Director – Transformation updates trade unions on the budget and financial situation.	26 September 2017	
2.	The Assistant Director – Transformation will invite the trade unions to submit their claim on pay and conditions of service effective from the following 1 <sup>st</sup> April. The trade unions will be provided with an analysis of the Council's financial position.	September 2017	<p>Agenda item at the CCC meeting scheduled for the 12/9.</p> <p>This meeting was cancelled due to a power failure and evacuation of Gun Wharf.</p> <p>A special CCC was held with Unison and GMB on 27/9, where this action was completed.</p>
3.	The trade unions will first submit their joint claim to the Assistant Director – Transformation	No later than 31 October 2017	
4.	The Chief Executive and the Assistant Director – Transformation will meet the trade unions to discuss and respond to the claim(s).	See Comment	Due to diary pressures this meeting was not scheduled. However, the Assistant Director – Transformation and Acting Head of HR Service met with a Representative from both UNISON and GMB on 9 January 2018.

			The Chief Executive and Assistant Director - Transformation are scheduled to meet the TU's on 23 January 2018.
5.	Further meetings will take place as necessary during November/ December, including a Corporate Consultative Committee (CCC), Joint Consultative Committee (JCC) and Employment Matters Committee (EMC).	November 2017 & December 2017	A meeting of the JCC and EMC was held on 28 November 2018  A meeting of the CCC was held on 12 December 2018
6.	(a) Subject to 7 below, if agreement is reached, approval to recommend the agreement to full Council will be sought from the first EMC before the annual budget setting meeting of full Council.	February 2018	EMC meeting scheduled for 31/01/2018
	(b) If agreement cannot be reached, the matter will be referred to JCC at which officers will outline the negotiations and the trade unions can respond.	February 2018	
	(c) Recommendation(s) from the JCC will be reported to the EMC where a decision will be made for recommendation to full Council.	February 2018	
7.	Decision made and budget approved by full Council.	February 2018	Full Council meeting on 22/02/2018
8.	Any agreed pay award and/or changes to any terms and conditions implemented.	April 2018	

**Extract from the minutes of a special CCC held on**

**Wednesday 27 September 2017**

**HR Meeting Room 1, Level 3, Gun Wharf**

**10:00 – 12:00**

**Present:** Tim Silver (TS) (Acting Head of HR), Tania Earnshaw (TE) (Unison), Mark Hammond (MH) (Unison), Frank Macklin (FM) (GMB), Ruth Du Lieu (RDL) Assistant Director- Front Line Services – Part

**Minute taker:** Laura Sturges (LS) (HR)

Welcome & Introductions from Tim Silver

It was outlined that this is a special meeting of the CCC following the cancellation of the September CCC due to power failures encountered on the day, and that invitations had been limited to Unison and GMB.

**2. Pay Protocol 2018/19**

TS referred attendees to the Pay Protocol document that had been circulated ahead of the meeting.

TS stated that Phil Watts was due to attend the last cancelled Corporate Consultative Committee meeting to outline the council's mid-term financial strategy. With this then triggering the commencement of the Pay Protocol which in turn set's the timetable for the negotiation of local pay and conditions for implementation in April 2018. TS shared an extract from the council's mid-term finance strategy paper and invited attendees to comment or ask questions either with TS or to email Phil Watts (Chief Finance Officer).

MH confirmed that the annual meeting with the Chief Executive had been held and that timescales to this years negotiations were discusses and that the council had budgeted for a 1% pay increase with a 60% and 40% split for the Cost of Living and MedPay progression award is anticipated.

TE advised that the use of the Occupational Health room in Gun Wharf had been set aside (other than when scheduled OH appointments were planned), for the TU's to meet with their members. Proposed dates needed to be arranged.

- **Action** – *TE to email TS with regards to use of the Occupational Health room and potential dates*

MH requested use of the Gun Wharf canteen to hold the initial set up session on 11<sup>th</sup> October.

TS agreed to MH's request and tasked LS to act as the point of contact as the council host.

- **Action** – *LS to arrange a reserved area for GMB and Unison in the Gun Wharf canteen on 11<sup>th</sup> October.*

Referring to the Pay Protocol document, TS confirmed that Action 1 has been completed following the Annual Meeting with the Chief Executive and the Assistant Director. With regards to Action 2 of the provision to the unions of an analysis of the Council's financial position, TS advised that an extract from the MTFs paper that was presented to Cabinet had been circulated to the TU's and that it was available on the public website. Action 3 stipulates that the joint pay claim is to be received no later than 31 October 2017.

TS asked that the unions send this by email to Carrie McKenzie, and copy in TS. Following that Carrie will engage and respond to the claim. TS gave encouragement to TU's to consider all elements of the remuneration package when formulating their joint claim.

TS continued that there are various opportunities for further dialogue and made reference to the Timeframe and Key dates within the Protocol document and that ad-hoc meetings have been accommodated in previous years.

TS urged the unions to ensure that the dates for the JCC and EMC meetings are in their diaries and that they take the opportunity to attend.

FM made a comment that those at the top of their pay ranges are dis-incentivised and that other Local Authorities were ceasing their performance pay progression schemes whilst Medway continues to champion MedPay.

TE and FM mentioned that significant pay disparity between Medway and other higher-paying Local Authorities, which is a large disincentive. FM mentioned that Social Workers move between here and Kent, subject to inspection reports.

The next Corporate Consultative Committee meeting will take place on Tuesday 12<sup>th</sup> December 2017, at 10.00 in Room 9, Gun Wharf.

Extract from a Cabinet Paper for a Cabinet Meeting held on  
26 September 2017; Medium Term Financial Strategy 2017 - 2022

Our People Strategy

The Council is transforming at pace in terms of how services are delivered and accessed by our residents.

The changing shape of the workforce will enable the council to realise the opportunities that transformational change brings.

- We will need to realign our services, reviewing how they are delivered and structured to capture the efficiencies gained through digitalisation, resulting in a smaller establishment. Our current projections are that through the work of the transformation programme, as services are reviewed the establishment could be reduced by as much as 10% over three years, though much of this reduction will be through natural wastage.
- We will need to train and develop staff within Medway to enable them to adapt and successfully deliver services in the new design and structure. We are committed to succession planning and investing in learning and development of the workforce.

These changes will impact on our Property Strategy, as with increasing levels of remote and home working possible as digital solutions progress, there will be less demand on central office space.

There are significant pressures on staffing costs anticipated; for the purposes of this MTFS we have assumed a pay award resulting in an annual uplift of 1% for staff, however pay awards are agreed following due process and local negotiations with Trades Unions.

In addition the MTFS assumes the impact of the National Living Wage rates, which are projected to rise from the current £7.50 per hour for over 25s to £9.00 per hour by 2021/22. Other pay elements are projected to remain within budgets however, as our pensions actuaries have concluded their revaluation and this has not resulted in a pressure, projections for National Insurance contributions suggest that these costs will remain static over the medium term.

Table 15: Impact of pay award and National Minimum Wage increases

	2018/19 £m	2019/20 £m	2020/21 £m	2021/22 £m
Business Support (including Public Health) – 1% uplift	0.119	0.120	0.121	0.123
Children and Adults – 1% uplift	0.355	0.358	0.362	0.366
RECET – 1% uplift	0.291	0.293	0.296	0.299
Forecast impact of National Living Wage increases	0.065	0.070	0.075	0.080
<b>Total</b>	<b>0.829</b>	<b>0.842</b>	<b>0.855</b>	<b>0.867</b>



## Appendix 4

### Extract from the minutes of a meeting of the Corporate Consultative Committee (CCC)

Tuesday 12 December 2017

Room 8, Level 3, Gun Wharf

10:00 – 12:00

**Present:** Tim Silver (TS) (Acting Head of HR), Lauraine McManus (LM) (NUT), Tania Earnshaw (TE) (Unison), Stacey Bush (GMB-elect), Julia Harris (JH) (NASUWT), John Gray (NASUWT), Michael Baton (MB) (Voice).

#### **Update on Pay Negotiations 2018/19**

TS circulated the Pay Negotiations Protocol document, and provided an update on the current position.

TS advised that in line with the Protocol there should be a meeting with the Chief Executive and the TU's, but that due to diary pressures that this has not been possible to arrange. TS reminded UNISON and GMB that a meeting had been arranged on 9 December 2017 between them, the Assistant Director – Transformation and TS to progress the pay negotiations.

TE asked whether the TU's would have the opportunity to meet with the Chief Executive and TS confirmed that diaries were being checked for this meeting to go ahead.

TS confirmed to the TU's the date of the next JCC and EMC meeting and encouraged attendance.





## Appendix 5

Summary notes of a meeting held on 9 January 2018

In attendance: Carrie McKenzie (Assistant Director –Transformation)  
Tim Silver (Acting Head of HR Services)  
Tania Earnshaw (UNISON)  
Frank Macklin (GMB)

It was confirmed that this meeting was to progress the pay negotiations.

TS gave an overview of the discussion at the JCC and EMC meetings held in November 2017.

CM reiterated that the budget allocated for any and all pay amounted to £829K c1% of the current pay bill.

CM gave an overview of budgetary management actions that were in place across the council to mitigate the reduced Government funding for the next financial year.

FM informed the meeting that the NJC National Pay award had been announced at 2% per annum for each year in a two year pay deal, with a commitment to increase the minimum salary to £19.5K for a full time employee.

TE asked that the council look at applying the whole 1% increase as a general cost of living award and taking out the performance element of the award.

TS responded that all staff will be assessed under the performance element of MedPay and to change the rules of the game at this stage would be seen as a detriment for the greater majority of staff who have worked hard expecting their performance to be recognised.

FM asked the council to bottom load any increase recognising that a small increase to a staff member at the lower end of the pay ranges would have a greater impact. FM asked that the council consider the costs of removing Range 1 and moving staff within this pay range to the entry level at Range 2.

CM committed to explore this proposal.

TS reminded the TU's that any proposal relating to pay required detailed pay modelling and that at this late stage there was limited time to undertake complex pay scenarios.

FM asked the council to consider a proportionate allocation of the 1% with 0.50% being allocated to Ranges 2 and 3 (assuming that Range 1 was deleted), 0.30% going to Ranges 4 and 5, and 0.20% to Ranges 6 and 7.

It was recognised that this takes out any element of performance award, and would require detailed pay modelling so it couldn't be considered as part of this years proposal.

The TU's were encouraged to consider submitting proposals for non-pay awards and they were reminded of the additional holiday awarded last year.

<b>TITLE</b> <i>Name/description of the issue being assessed</i>	<b>Pay Negotiations 2018/2019</b>
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<b>DATE</b> <i>Date the DIA is completed</i>	<b>16 January 2018</b>
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<b>LEAD OFFICER</b> <i>Name of person responsible for carrying out the DIA.</i>	<b>Tim Silver Acting Head of HR Services</b>
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**1 Summary description of the proposed change**

- *What is the change to policy/service/new project that is being proposed?*
- *How does it compare with the current situation?*

**The report updates members on the pay negotiations for implementation in April 2018 and makes a recommendation that the councils pay offer is recommended for acceptance by full council.**

**2 Summary of evidence used to support this assessment**

- *Eg: Feedback from consultation, performance information, service user records etc.*
- *Eg: Comparison of service user profile with Medway Community Profile*

**TU's are engaged and informed at all stages of the pay negotiations process.**

**3 What is the likely impact of the proposed change?**  
*Is it likely to :*

- *Adversely impact on one or more of the protected characteristic groups?*
- *Advance equality of opportunity for one or more of the protected characteristic groups?*
- *Foster good relations between people who share a protected characteristic and those who don't?*

*(insert ✓ in one or more boxes)*

Protected characteristic groups	Adverse impact	Advance equality	Foster good relations
Age			X

# Diversity impact assessment

Disability			X
Gender reassignment			X
Marriage/civil partnership			X
Pregnancy/maternity			X
Race			X
Religion/belief			X
Sex			X
Sexual orientation			X
Other (e.g. low income groups)			X

#### 4 Summary of the likely impacts

- *Who will be affected?*
- *How will they be affected?*

**There is no impact on any of the protected characteristic groups.**

#### 5 What actions can be taken to mitigate likely adverse impacts, improve equality of opportunity or foster good relations?

- *Are there alternative providers?*
- *What alternative ways can the Council provide the service?*
- *Can demand for services be managed differently?*

**Not applicable**

#### 6 Action plan

- *Actions to mitigate adverse impact, improve equality of opportunity or foster good relations and/or obtain new evidence*

**Action**

**Lead**

**Deadline  
or**

# Diversity impact assessment

		review date
Not applicable		

## 7 Recommendation

The recommendation by the lead officer should be stated below.  
This may be:

- to proceed with the change implementing action plan if appropriate
- consider alternatives
- gather further evidence

If the recommendation is to proceed with the change and there are no actions that can be taken to mitigate likely adverse impact, it is important to state why.

Not applicable

## 8 Authorisation

The authorising officer is consenting that:

- the recommendation can be implemented
- sufficient evidence has been obtained and appropriate mitigation is planned
- the Action Plan will be incorporated into service plan and monitored

**Assistant  
Director -  
Transformation**

**Carrie McKenzie**

**Date**

**16 January 2018**

Contact your Performance and Intelligence hub for advice on completing this assessment

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Send completed assessment to the Corporate Performance & Intelligence Hub (CPI) for web publication