

EMPLOYMENT MATTERS COMMITTEE

6 JUNE 2023

REVISED MEDPAY POLICY

Report from: Nicola Trainor, Head of Council Planning & Programmes

Summary

This is a revised draft working MedPay policy to support the implementation of phase 1 pilot group of the MedPay review. It is anticipated that there will be further iterations of this policy as we learn from the pilot group before a final policy is brought to this committee.

1. Budget and policy framework

1.1. This is a draft policy change and is therefore a matter for this Committee.

2. Background

2.1. This committee agreed at the meeting on 31 August 2022 to proceed with the review of MedPay proposed, starting with a pilot group of 10% of the organisation. This review commenced in October 2023 and most of the pilot group are ready to implement from the 01 July 2023.

2.2. There are some changes and enhancements to the existing policy that will be applied to this pilot group of staff that means an updated policy is required as, for example, there will no longer be an assessed PDR score linked to performance related pay but there will be career progression frameworks that enables individual employees to assess and demonstrate their competence and progress through the pay range.

2.3. As this is a pilot there will be iterations made as the project progresses and we test, learn, and receive feedback.

3. Policy proposal

3.1. To introduce this new draft policy (Appendix A) for those staff subject to the pilot phase of the MedPay review.

3.2. The changes proposed are as follows:

- New performance appraisal process incorporating discussion on wellbeing, career conversation and new assessment levels as existing levels 1A, 1B, 2 & 3 are no longer applicable.
- No assessment or reward for wider contribution
- Career progression frameworks for all roles and process for submitting evidence to progress through the pay range, from A to B to C, which are fixed spot points within the pay range.
- Clarity on the cost-of-living award (COLA)

4. Advice and analysis

- 4.1. This is not a final draft of the policy and therefore it has not been formally consulted upon with trade unions and employee forums at this stage, but informal updates have been provided to the trade unions and staff are receiving regular communications about the MedPay review, not least through the MedPay communications champions. The final draft policy will be shared for comments with all relevant stakeholders and brought back to this committee for agreement.
- 4.2. A Diversity Impact Assessment (DIA) will be completed and presented with the final draft of this policy to this committee.
- 4.3. This draft policy will provide a reference document for those moving to the enhanced MedPay scheme and be supported by a suite of tools and guidance documents. Staff affected in the phase 1 pilot will be fully briefed on these changes.
- 4.4. The existing MedPay policy is still applicable to most staff in the organisation at this stage of the review.

5. Consultation

- 5.1 The final draft of this policy will be circulated to trade unions and employee forums for comment before it is brought back to this committee for agreement.
- 5.2 In relation to the MedPay review the recognised trade unions have been engaged with through the Corporate Consultative Committee and Joint Consultative Committee, with the two main trade unions for support staff also regularly updated through informal communication channels.
- 5.3 The review team also devised a communications and engagement strategy to ensure key stakeholders and all staff in the council are kept informed of the proposed changes and invited to comment and provide feedback directly, through trade unions, communication champions, Medway Makers and other employee forums.

6. Financial implications

- 6.1 Before any team or service implements the enhanced MedPay policy, all financial implications will be calculated and presented to Corporate Management Team for approval to progress, including how any budgetary impact will be funded to ensure the decisions remain within the approved budget and policy framework.

7. Legal implications

- 7.1 There are no direct legal implications to this report.

8. Recommendations

- 8.1 That members note this draft working policy.

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Appendices

Appendix A – Policy Document and appendices

Background papers:

None