

Employment Matters Committee

4 December 2024

Updated MedPay PPP Policy

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Summary

This is the final draft of the updated MedPay Performance, Progression and Pay (PPP) policy being presented for agreement by the Employment Matters Committee to replace the existing MedPay policy and the draft MedPay PPP policy.

1. Recommendations

1.1 That the Committee agree the policy attached as Appendix A to the report, for all staff subject to MedPay PPP, with immediate effect.

2. Budget and policy framework

2.1 This is a HR policy revision and is therefore a matter for the Employment Matters Committee.

3. Background

3.1 This Committee agreed at the meeting on 31 August 2022 to proceed with the review of MedPay, starting with a pilot group of 10% of the organisation. This review commenced in October 2023 with a pilot group and is now being implemented across the Council.

3.2 At the Employment Matters Committee on [6 June 2023](#) the Committee agreed to note the draft MedPay PPP policy.

3.3 The Committee were advised that following the pilot phase of the MedPay PPP review further iterations would be likely as the project progresses as we test, learn, and receive feedback.

4. Advice and analysis

4.1 This policy has been formally consulted upon with trade unions and employee forums.

4.2. The changes from the original policy are as follows:

- Details the new performance appraisal process that now includes sections to allow for discussion on wellbeing and career conversations.
- Our Values and Behaviours have been explicitly incorporated in the performance appraisal.
- Removal of the levels 1A, 1B, 2 & 3 and the link to bonus pay and additional days leave for performance and wider contribution.
- Introduction of career progression frameworks for all roles and a 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.
- New sections in the policy explaining the negotiation and decision-making process for the cost-of-living award (COLA).

4.3. A Diversity Impact Assessment (DIA) has been completed and is attached at Appendix B.

5 Risk management

Risk	Description	Action to avoid or mitigate risk	Risk rating
Managers and staff do not implement the policy	Managers and staff are unaware of the changes to this policy	Communication plan to include managers update, utilise MedPay communication champions, MedPay PPP newsletter, HR newsletter, updated MedSpace pages	DII

Likelihood	Impact:
A Very likely	I Catastrophic
B Likely	II Major
C Unlikely	III Moderate
D Rare	IV Minor

6 Consultation

6.1 The final draft of this policy has been circulated to trade unions and employee forums for comment.

6.2 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 staff also regularly updated through informal communication channels.

6.3 The review team also devised a communications and engagement strategy to ensure key stakeholders and all staff in the council were kept informed of the proposed changes to the MedPay PPP scheme and invited to comment and provide feedback directly, through trade unions, communication champions, Medway Makers and other employee forums throughout the MedPay review project.

7. Climate change implications

7.1. There are none.

8. Financial implications

8.1. The recommendation of this report can be financed from existing salary budgets.

9. Legal implications

9.1. There are no direct legal implications to this report.

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Appendices

Appendix A – MedPay PPP Policy

Appendix B – Diversity Impact Assessment

Background Documents

There are no background papers