



**DEVON COUNTY COUNCIL  
JOB EVALUATION LOCAL COLLECTIVE AGREEMENT  
PAY AND GRADING**

**1. PURPOSE**

- 1.1. This is a Collective Agreement between Devon County Council and its recognised trade unions; UNISON, GMB and TGWU. It concerns the implementation of the results of the job evaluation process and revised pay and grading structure for the Council's staff employed under the National Joint Council for Local Government Services to whom the National Agreement on Pay and Conditions of Service applies (including school support staff).

It is a condition of employment for all the Council's Local Government Service employees, as expressly stated in their Statement of Particulars, that from time to time, variations in their terms and conditions of employment will result from negotiations and agreements with the specified Trade Union(s).

The parties acknowledge and intend that the new pay and grading structure (as referred to in Paragraph 8 of this Collective Agreement) will be incorporated into individuals' terms and conditions of employment by virtue of the collective bargaining clause in their Statement of Particulars - Paragraph 04a ("the Collective Bargaining Clause").

Therefore, the agreed pay and grading structure resulting from this scheme will supersede the existing pay and grading arrangements for all the Council's staff employed under the conditions of service of the National Joint Council for Local Government Services.

**2. BACKGROUND**

- 2.1 In 1997, the National Agreement committed local authorities to review their local pay arrangements to attain the key objective of single status employment. This includes the set-up of fair and non-discriminatory grading structures at a local level to integrate former APT&C staff and former Manual Workers. The National Agreement indicated that the best way to achieve this was through the use of job evaluation.

In 1999, the local Devon Harmonisation Agreement (First Stage) of September 1999 gave the following commitment:

*"The parties of the Agreement are committed to the concept of equal pay for equal value and to ensuring that the provisions within the Green Book relating to Pay and Grading are fairly and appropriately implemented within the Council."*

(Devon Harmonisation Agreement, First Stage Paragraph 5.1, September 1999.)

**3. SCOPE OF GLPC JOB EVALUATION SCHEME**

The Greater London Provincial Council Job Evaluation Scheme (GLPC) will be used for all jobs up to M3. Currently, the HAY job evaluation scheme is used for jobs D6 to D2.

#### **4. INTEGRATION OF GLPC & HAY JOB EVALUATION SCHEMES**

All jobs currently graded M3 or D6 will be evaluated using GLPC and HAY schemes to test and ensure boundary transparency. The HAY evaluation panel for these posts will be jointly carried out to include Management and Trade Union representatives who have been fully trained in both the GLPC and Hay schemes. The process for integration of the schemes is attached at Appendix A.

#### **5. IMPLEMENTATION DATE**

It is intended that the outcomes of the pay and grading review will have been fully implemented by 01 April 2007.

#### **6. EFFECTIVE DATE**

The effective date of implementation for the new pay and grading structure is 01 April 2006.

#### **7. EQUAL PAY CLAIMS COMPENSATION**

This represents the agreement 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 each of DCC and the relevant Trade Unions identify (none such having been identified to date) as being claims which would succeed before an Employment Tribunal, and which relate to the employment period prior to 01 April 2006, which is the effective date of implementation of the of the pay and grading review. Equal Pay Compensation will be awarded for the period of service in the current post, prior to 01 April 2006, up to a maximum of six years, i.e. no earlier than 01 April 2000 ("Equal Pay Compensation"). Therefore, DCC NJC employees, who occupy green-circled posts as at Notification Date (November 2006), will receive the following retrospective payments/pay awards:

- a. Arrears of pay for one (1) year for the period 01 April 2006 to 31 March 2007 inclusive.
- b. Equal Pay Compensation for the relevant period of service in the green-circled post, up to a maximum of six (6) years. Relevant service for Equal Pay compensation will have been accrued only during the period 01 April 2000 to 31 March 2006 inclusive.

Arrears of pay as defined in sub-section a. above will be paid automatically to the relevant employees in April 2007. Equal Pay Compensation will also be paid in April 2007. Equal Pay compensation will be made in full and final settlement of Equal Pay claims.

Trade Unions recognise that, for legitimate claims under Equal Pay legislation, 6 (six) years is the maximum compensation that can be claimed and also recognise that DCC's offer to pay 6 (six) years' maximum Equal Pay Compensation is likely to negate any potential legitimate Equal Pay claims and will advise their members accordingly.

Employees who have left the service of DCC prior to Notification Date (November 2006) are not included in the agreement to automatically provide Equal Pay compensation. This does not compromise the right of such employees to bring an Equal Pay claim, within six (6) months of leaving DCC, on an individual basis.

## **8. NEW PAY STRUCTURE – GRADES & PAYSCALES**

It is acknowledged that the results of the Job Evaluation process will affect the current pay and grading structure. However, the new local pay structure will maintain the current link with national pay negotiations for local government service employees, and resulting settlements. The new pay grades will continue to use NJC Spine Points 4 to 50, to identify pay increments and grade boundaries.

The new pay structure, jointly proposed as the preferred pay-modelled Option 3, is shown in Appendix B. This pay structure has been subjected to a full Equal Pay Audit/Equality Impact Assessment and has been agreed with the relevant Trade Unions.

## **9. ASSIMILATION TO NEW PAY & GRADING STRUCTURE**

### **Employees at 31 March 2007**

Staff employed by the Council on 31 March 2007, and continuing in employment in the same post on or after 01 April 2007, will be assimilated into the new pay and grading structure with effect from 01 April 2007.

### **Employees Due an Increment on 01 April 2007**

Employees will receive the value of any increment due on 01 April 2007 (based on salary as at 31 March 2007). This may affect assimilation into the new pay structure.

### **Employees with less than Six Months' Service on 01 April 2007**

Employees in this category will not receive any salary increment until their six (6) month probationary period has been completed and reviewed.

## **10. PAY PROTECTION UNDER NEW PAY & GRADING STRUCTURE**

With the outcome of the pay and grading structure there will be employees whose current salary is below the salary minimum of their new grade (Green Circled) and employees whose current salary is above the maximum of their new grade (Red Circled). White Circled employees are defined as those whose current salary level fits into their new grade and therefore will not change. White Circled employees will be affected where the upper limit of their new pay band is lower than the upper limit of their current pay band.

Protection Arrangements - For red-circled posts a protection period of 3 years has been agreed. This period of protection will commence on the implementation date of 01 April 2007 and will expire no later than 31 March 2010. Support, training and development arrangements will be provided for red-circled posts, with the intention of assisting staff to move out of red-circled status at the earliest opportunity.

Full protection will be given during the pay protection period. This will allow incremental progression to continue, within the boundaries of DCC's current pay and grading structure.

#### **11. EXISTING PROTECTION ARRANGEMENTS**

Arrangements for employees already in receipt of pay protection prior to 01 April 2007 shall be jointly agreed with the Trade Unions, taking into account the individual's circumstances. However, the over-riding principle is to ensure equal pay compliance, therefore all red circled employee shall be reduced to their new substantive grade, as determined by Job Evaluation, no later than 01 April 2010.

Where employees on existing arrangements are green circled, the arrangements as at Paragraph 9 (Re Assimilation) shall apply.

#### **12. ALLOWANCES/HONORARIA**

Honoraria and premium payments have been jointly reviewed and are the subject of negotiation. Evaluation of these payments is an integral part of the Authority's Equal Pay Review to ensure that all elements of pay are equally awarded and will not disadvantage anyone on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity or sexual orientation.

DCC's current procedure on amendments to pay will be jointly reviewed and agreed with Trade Unions to develop a DCC Corporate Policy on Honoraria and Allowances.

#### **13. LINKED GRADES/CAREER GRADES**

It is recognised that a range of career progression schemes currently exist within DCC. In order to comply with the Equal Pay review undertaken via the GLPC Job Evaluation scheme, a policy will be jointly developed and agreed with Trade Unions to review career progression schemes across all Directorates. The objective is to provide a formal, transparent and equitable process to enable employees to progress on a career path within the organisation. Job Evaluation has established a pay and grading structure that clearly defines roles, responsibilities and job size for every post, and career grade schemes must be capable of identifying differing levels of job that fit into the new structure. Grades may be linked only where a formal career grade scheme is in operation. The procedure relating to Career Grades is attached at Appendix C.

#### **14. MARKET SUPPLEMENTS**

The Council's new pay and grading structure has been informed by the use of labour market salary information. This approach will ensure that, generally, the Council's salary levels will enable it to recruit and retain suitable staff.

However, the Council recognises that the labour market is dynamic and to ensure that it is able to offer competitive salaries, it needs some flexibility in its pay arrangements. As such, it needs a facility to pay market supplements where there is a material justification for paying a supplement beyond the salary determined through job evaluation and the pay and grading structure. Market supplements will be subject to a joint annual review and agreement with the Trade Unions. The procedure relating to Market Supplements is detailed at Appendix D.

## 15. NOTIFICATION OF JOB EVALUATION RESULTS

1 to 2 weeks prior to Personal Notification, each Employee will receive a Job Evaluation Information Booklet containing:

Opening statement from Chief Executive/Director of Personnel & Performance

Supporting Statement from Trade Unions

Summary of Devon County Council Job Evaluation Project

Job Evaluation Implementation date and Effective date

GLPC JE Scheme

New Pay and Grading Structure

Protection Arrangements

Assimilation Process (including definition of Red, Green and White jobs)

Support Arrangements:

- manager/SMT/line manager
- Job Evaluation website
- HR professionals
- JE Professionals
- Trade Unions
- Wellbeing at work service

Details of the JE Appeals Process

General information about Pension Arrangements

Each individual employee shall receive a Personal Notification, informing them of how the Job Evaluation Project will affect their job. Personal notification will be provided in the form of a letter signed by the Chief Exec/Head of P&P/their Director and will include:

- Details of current Grade and Salary
- Profile line and Job Score for current job
- Details of new Grade and Salary
- Details of protection – if applicable

## 16. SCHOOLS

It is recognised that school support staff form a significant and dispersed proportion of DCC's workforce.

School support staff will receive their job profiles from their Governing Body during November 2006. These profiles are subject to the Job Evaluation Quality Assurance process as jointly agreed and applied with the Trade Unions. All jobs in DCC covered by the Job Evaluation exercise are subject to this Quality Assurance process.

## **17. APPEALS/REASSESSMENT PROCESS**

The process for appeals/reassessment, including informal process, will be agreed with the Trade Unions.

Formal Appeals/reassessment will require a re-examination of the whole job by a different panel.

A request for appeal/reassessment of the job evaluation may be made by the job holder. All requests should be in writing, giving the reasons for the request.

The Appeals/Reassessment Procedure document will include joint agreement on the final stage of appeal and the range of final outcomes.

The Appeals/Reassessment Procedure for school support staff will include provision for the involvement of the school's Governing Body in the process. However, such involvement will not supersede DCC's role as the legal employer with ultimate responsibility for the process.

## **18. JOB EVALUATION COMMUNICATION STRATEGY**

The outcome of the job evaluation process is a joint process involving the Authority and the Trade Unions. It is recognised that effective communication and education is critical to the successful implementation and outcome of the agreed revised pay structure, therefore, we will keep all employees informed of the progress made.

To enable us to fulfil this commitment we will continue to use:

- newsletters
- email
- website
- help line
- directorate representatives

Communication is very much a two-way process and staff views and comments are important in informing the review. Views will be sought and welcomed from all staff, e.g. via staff surveys.

Communications will be:

- Written in 'user friendly' plain language
- Available in other formats including large print, audio tape, other languages, etc.
- Sent out as often as there is progress to report

## **19. JOB EVALUATION MAINTENANCE & NEW JOBS**

The process and structure required to: maintain the new pay and grading structure; support the design, evaluation and grading of new jobs; and conduct annual equality checks, will be jointly agreed with the Trade Unions.

## **20. EQUALITIES**

Devon County Council is committed to equality in the job evaluation process. This review will support Devon's commitment to the Justice Through Equality Policies.

Job Evaluation is an objective process that assesses the job, not the job holder. One of the reasons for selecting the GLPC scheme was the recognition that it has been proven to meet equality standards and will therefore offer evidence that steps have been taken to 'eliminate unlawful discrimination, promote equality of opportunity and good race relations' (Putting Racial Equality at the Centre of Decision Making – Guidance for Managers). It will not disadvantage anyone on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity or sexual orientation.

The transparency of the job evaluation process will enable monitoring to ensure the elimination of any adverse effect that cannot be justified.

**Signed:**

**Date:**

**Heather Barnes – Director of Personnel & Performance – Devon County Council.**

**Signed:**

**Date:**

**Ken Pearson, Regional Officer, UNISON.**

**Signed:**

**Date:**

**Tony Dowling, Organiser, GMB.**

**Signed:**

**Date:**

**Steve White, Regional Industrial Organiser, Transport and General Workers Union.**

## **APPENDIX A**

### **INTEGRATION OF GLPC & HAY JOB EVALUATION SCHEMES**

#### **Introduction**

This exercise is an integral part of DCC's Equal Pay Review. DCC has used the Hay Group Job Evaluation Scheme for Senior Managers (D6 Grade and above) since 1997. From April 2007, DCC will implement the GLPC JE Scheme for all other grades (M3 and below). The operation of two JE schemes entails an equality review, to confirm that the boundary level between them is fair and justifiable and to ensure that posts currently on either side of the boundary are fairly graded. Note – M3 grade will be known as T grade in the new pay and grading structure and is referred to as 'T' in this appendix.

This exercise entails the re-evaluation of all D6 grade jobs and is subject to negotiation with the Senior Management Group and joint Trade Unions. Negotiation will include grade protection on same basis as NJC jobs.

#### **Process**

All D6 graded jobs in DCC will be:

- evaluated using the GLPC job evaluation scheme.
- re-evaluated using the Hay job evaluation scheme

All T grade jobs to be evaluated using the Hay job evaluation scheme.

All evaluations will be conducted by a panel of four members: 1 Job Evaluation Adviser, 1 Employer's side evaluator and 2 Trade Union evaluators. All panellists will be trained and experienced in both the Hay and GLPC Job Evaluation Schemes.

Hay and GLPC evaluations of each job will be undertaken by separate panels.

#### **D6 graded jobs:**

Evaluators will use either the Hay Job Description Questionnaire (JDQ) or the GLPC Job Evaluation Questionnaire (JEQ) as the agreed evaluation document.

D6 graded jobs evaluated prior to April 2006 will require a new Hay JDQ, to reflect any significant changes to the job since its original evaluation.

D6 graded jobs evaluated since April 2006 will be evaluated using the original Hay JDQ, unless it has been identified by both job holder and line manager that the job has changed significantly since its original evaluation.

#### **T graded jobs:**

All T graded jobs have been evaluated under the GLPC scheme and will not be required to be evaluated again under that scheme, unless it has been identified by both line manager and job holder that the job has changed significantly since its original evaluation.

All T graded jobs will be evaluated under Hay using the agreed evaluation document.

The exercise will determine a cross over range of GLPC scores, defining which future T graded jobs should be evaluated using the Hay scheme, in order to determine whether the job should be graded D6. This range will be identified as the lowest GLPC score attained by a D6 job that scores equal to or above the minimum entry points on the Hay scheme. An outcome of this exercise could place the cross over point in a grade banding below that of T.

The exercise will identify those T graded jobs that score over the minimum entry point on the Hay scheme and should therefore be graded at the D6 level.

The exercise will re-affirm those D6 jobs that should be graded at D6 and identify any D6 jobs that do not now merit the D6 grade

The exercise will identify any D6 jobs that now merit a higher than D6 grade.

The result may dictate that jobs currently graded below T should also be evaluated under the Hay scheme. This would be the case if a D6 graded job scores a GLPC score that falls within or below the T grade banding.

### **Panel Procedures**

**Hay** panels will follow Hay procedures and panellists may interview the job holder's line manager, if necessary. Line managers will not be present during the evaluation. Each job will be evaluated using either Hay JDQ or GLPC JEQ. Where the evaluation score is equal to or above the current minimum for D6 Hay points, the job will be eligible for grading in the D grades. If job scores below the current minimum for D6 Hay points, it will not be eligible for grading in the D grades.

**GLPC** panels will follow GLPC procedures and panellists may interview the job holder's line managers, if necessary. Line managers will not be present during the evaluation. Each job will be evaluated using either the GLPC JEQ or Hay JDQ. The GLPC score for each job will determine its grade under the new DCC pay and grading structure.

### **Results**

The exercise will provide both a Hay evaluation score and a GLPC evaluation score for every T graded and D6 graded job. Results for each job will be communicated to the JE Maintenance Team for administration.

### **Timetable**

It is intended that an initial benchmarking exercise, based on a sample of T graded and D6 graded jobs, will be completed by the GLPC Job Evaluation implementation date of April 2007. It is intended that evaluation of all T graded and D6 graded jobs will be completed by October 2007.

### **Joint Review**

The integration of the Hay and GLPC Job Evaluation Schemes will be jointly reviewed and agreed with Trade Unions.

**APPENDIX B**

<b>NEW PAY &amp; GRADING STRUCTURE (PREFERRED PAY-MODEL OPTION 3)</b>									
<b>GRADE</b>	<b>Spinal Column Points</b>	<b>Grade Min £ pa</b>	<b>Grade Max £ pa</b>	<b>Increment Values £ pa</b>					
				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>A</b>	4-6	11193	11619	11193	11454	11619			
<b>B</b>	7-11	11994	13854	11994	12372	12747	13014	13854	
<b>C</b>	12-17	14142	15825	14142	14523	14787	15096	15459	15825
<b>D</b>	18-22	16137	18450	16137	16740	17352	17985	18450	
<b>E</b>	23-28	18993	22293	18993	19614	20235	20985	21588	22293
<b>F</b>	29-34	23175	26928	23175	23952	24708	25437	26187	26928
<b>G</b>	35-39	27492	30843	27492	28221	29010	29859	30843	
<b>H</b>	40-44	31653	34986	31653	32487	33315	34146	34986	
<b>T</b>	45-50	35772	39968	35772	36636	37476	38310	39132	39968
<p><b>SALARY LEVELS ABOVE AS AT APRIL 2006</b>  <b>SUBJECT TO AMENDMENT PENDING APRIL 2007 NJC PAY AWARD</b></p>									

## APPENDIX C

### CAREER PROGRESSION AND LINKED GRADES (EMBRACING HONORARIA AND SUPPLEMENTS TO PAY)

#### **Background**

The development of a new Pay and Grading system has identified potential anomalies, between the pay structure and existing career/linked grades, which need to be addressed. DCC's current structure contains a number of Career Progression Schemes. It also allows a significant amount of pay progression through the use of 'Linked Grades'. Both enable employees to progress through a range of pay grades, but they are wholly separate elements of the current payment system and must be viewed as such.

There are a number of additional payments, which are addressed within this document as they may impact on the Job Evaluation scheme and Pay and Grading Structure. Specifically these include honoraria and supplements to pay.

#### **Definitions**

**Career Progression (CP)** – A formalised method to enable employees to progress on a career path within an organisation, suitably remunerated as they pass through gateways of competence, including the attainment and application of knowledge, skills and experience. A CP scheme defines these competencies at each level and should be measurable against the pay / grading criteria for a given grade, or range of grades. Attainment of the requisite elements for a particular level does not in itself guarantee progression to the higher level.

**Linked Grades (LG)** - A payment structure which links two or more established pay grades in order to offer an extended range of salary and incremental points. It is not supported by formal career progression, but may have informal, locally developed gateways to progression.

**Honoraria** – A payment in recognition of acts, services or accomplishment. In Local Government terms, honoraria are usually time-limited payments over and above basic pay and recognised enhancements, which recognise specific additional responsibility.

**Supplements to Pay** – A wide range of additional payments for which a single definition would be inappropriate. Within DCC, supplements are included under the umbrella of 'allowances'. This document considers those which potentially impact on the JE process.

#### **The Impact of Job Evaluation (JE)**

Job Evaluation is a systematic approach which seeks to measure the relative worth of a job within an organisation. This is achieved by assessing each discernibly different job, allocating a job profile and a job score. The revised pay and grading structure contains a finite number of grades, each with a defined band of job scores. Evaluated jobs are assigned to the appropriate scores band and hence a grade. In order to move from one grade to another, a job will need to be assigned to a position, with clearly defined roles, responsibilities and job 'weight'; effectively a different job.

Career Progression (CP) is accepted as a valuable system which supports the recruitment, development and retention of staff. CP schemes must be capable of identifying and supporting the different levels of job. Each level must justify a separate, formal evaluation, even if under a common job title, such as Technician - Level 1, Level 2, Senior or Principal.

Linked Grades have no such formal structure and have no defined progression breakpoints. Although the award of increments across more than one grade may be based on a perception of competence, the evaluated job 'weight' remains within the limits of a single evaluated grade. Under a JE scheme, linked grades are not supportable as there is no basis for evaluation. How well a person works within a defined job is in itself no justification for progression.

Additional payments, whether honoraria or other supplements may fall within one of two categories:-

1. **Included** – Where a job has been evaluated and it is clearly identified that any additional elements of work for which a payment has been made form part of the substantive job 'weight' and are therefore subsumed within the job score and new grade.
2. **Excluded** – Elements of additional pay which formed no part of the JE process and are therefore not subsumed.

### **Implications**

Each new Career Progression scheme, and existing schemes, will need to be written in an agreed format that defines the roles, responsibilities, competencies and characteristics of each level within a common job title. Each level will demonstrate a discernibly different job 'weight' and will be treated for evaluation purposes as a different job. It will be evaluated under the GLPC or Hay evaluation schemes (occasionally under both). The points score will fix the grade at which each level is to be paid. A CP scheme will need to define whether progression is automatic on attainment of the criteria, or on the availability of a position at the higher level within the established structure. In addition, the component levels of all CP schemes must align to the new grade boundaries, with no intermediate 'bars', which preclude normal incremental progression. Before implementation, each scheme will need to be reviewed and tested for equality purposes and formally approved at senior level.

The use of Linked Grades, as a means of extending a pay scale and with no formal progression basis, can no longer be supported under an evaluation-based Pay and Grading structure.

Any additional payments which fall within the 'included' category, should not continue to be paid after implementation of JE and the new Pay and Grading Structure, as this would be 'double counting'

### **Recommendations**

1. That, where applicable and justified, CP schemes should be retained, developed further and accommodated within the new Pay and Grading system.
2. That each CP scheme is approved at senior Directorate and Personnel levels, before authority is granted for its introduction.
3. That the use of Linked Grades should cease with the implementation of Job Evaluation and the new Pay and Grading structure.
4. That additional payments, which are identified as 'included' and subsumed within the new grade, should cease upon implementation of JE and the new Pay and Grading Structure.

### **Joint Review**

Career grades, linked grades and career progression schemes will be jointly reviewed and agreed with Trade Unions.

## **APPENDIX D**

### **MARKET SUPPLEMENTS**

#### **Duration and Application**

Market supplements approved under this policy for a particular job(s) will be paid for an initial period which will not exceed 1 year. The duration of the market supplement will be clearly identified in recruitment and appointment discussions and documentation, and in contractual variations (for existing staff). Any continuation of a market supplement payment beyond the initial period will be subject to the review clause below.

Market supplements for a particular job will be paid to existing staff as well as new recruits.

For employees working less than full time, the supplement will be pro-rated on the basis of hours worked.

A market supplement is a payment awarded on a temporary basis. It does not affect the grading of the job. It will be paid monthly, as a percentage of basic salary.

Market supplements are ordinarily pensionable.

#### **Criteria**

There will need to be strong and clear evidence to justify a market supplement and this will need to include:

- Significant information which demonstrates there is a serious recruitment and/or retention problem. This would include evidence of high vacancy levels, high turnover or a low response to advertisements in terms of quality and/or quantity of candidates

AND

- Independent evidence that the same or a very similar job is being paid at a significantly higher rate in the relevant labour market(s).

#### **Agreement with Trade Unions**

Any proposals to introduce, vary or cease market supplements will be jointly agreed with DCC's recognised Trade Unions.

#### **Approval of Market Supplements**

Market supplements should only be introduced in accordance with this policy. A decision to introduce, vary or cease a market supplement will be made by the Director of P&P and Staff Side Joint Secretary unless they decide that the decision needs to be referred to the Corporate Management Board because there would be significant implications for the Council.

#### **Value of the Market Supplement**

The value of a market supplement will be informed by reference to independent labour market information.

## **Communication with Staff in Receipt of Market Supplements**

Staff in receipt of a market supplement will be given an annual statement which will:

- Identify their annual basic salary, and the separate annual market supplement payment that will apply for the next 12 months

AND

- (a) If there is an intention to continue the market supplement for more than 12 months, the statement will identify the remaining duration of the market supplement and remind the member of staff that the payment of a market supplement may be reduced or withdrawn with 12 months' notice (and subject to the initial specified period of the market supplement being honoured).

OR

- (b) If a review has prompted the need for a market supplement to be reduced or withdrawn, the statement will give the member of staff a minimum of 12 months notice (subject to the initial specified period of the market supplement being honoured) of the reduction/cessation of the market supplement.

## **Review Arrangements**

The payment of a market supplement in relation to a particular job will be subject to a joint annual review (not linked to national pay awards). The annual review will draw upon independent evidence as a basis for determining whether any supplement should continue, be varied or cease. A review will also be carried out if the grading of a job, which is in receipt of a market supplement, changes.

A minimum of one year's notice shall be given to any job holder of the decrease or cessation of the payment of a market supplement except that, where the grade of a job is increased, the market supplement shall cease or be adjusted earlier to coincide with the implementation of the new grade.