

Tameside MBC

NJC Pay Award 2019-2020

Information Booklet

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Introduction

The National Joint Council (NJC) for Local Government Services provides the National Agreement on Pay and Conditions for Local Government. This sets out the terms and conditions for NJC staff, including the pay award (cost of living increase).

The majority of the Council Workforce is covered by the NJC agreement as are Support Staff in Schools, circa 4,300 employees.

The national conditions set out the national pay spine and then each Local Authority has to design its pay structure through which its workforce will be paid.

The current national pay agreement sets out a two year pay award, which came into effect on 1 April 2018, for the period 1 April 2018 to 31 March 2020. The focus of the pay award is to achieve a fair and equitable pay increase in a challenging economic environment to support the lowest paid.

To this end, the two year pay award is based on variable percentage increases, with the highest rises at the lower end of the pay spine, and introduces a new national pay spine in April 2019.

The new national pay spine has been introduced as the existing pay spine is not comparable with the National Living Wage to ensure higher pay for the lowest paid. The new pay spine has therefore been created to withstand the future changes to the National Living Wage rate, currently at £9.00 per hour.

Due to the national pay spine changes each Local Authority is required to review their pay structure to comply with the national changes. This review has provided the opportunity for us to ensure that a revised pay structure increases the pay for the workforce at all levels, is fair and equitable and provides development opportunities with recognition for professional skills, knowledge and experience.

In designing the new TMBC pay structure we have consulted with the Trade Unions.

NJC Pay Award 2019-2020

A new national pay spine will be introduced on 1 April 2019 based on the following:

- Reconfigured national pay spine consisting of 43 spinal column points (SCP); created by 'pairing off' existing SCP's 6 to 17 to create new SCP's 1 to 6 and creating equal steps of 2% between each new SCP 1 to 22 (equivalent to existing SCP 6 to 28)
- A bottom rate of £17,364 per annum
- A flat-rate increase of 2% to the new SCP 23 and above (equivalent to existing SCP 29 and above)

1 April 2019 - 31 March 2020			
New SCP	£ per annum	£ per hour (based on 36 hours per week)	Old SCP[s]
1	£17,364	£9.24	6/7
2	£17,711	£9.42	8/9
3	£18,065	£9.61	10/11
4	£18,426	£9.81	12/13
5	£18,795	£10.00	14/15
6	£19,171	£10.20	16/17
7	£19,554	£10.41	18
8	£19,945	£10.61	19
9	£20,344	£10.83	20
10	£20,751	£11.04	
11	£21,166	£11.26	21
12	£21,589	£11.49	22
13	£22,021	£11.72	
14	£22,462	£11.95	23
15	£22,911	£12.19	24
16	£23,369	£12.44	
17	£23,836	£12.68	25
18	£24,313	£12.94	
19	£24,799	£13.20	26
20	£25,295	£13.46	27
21	£25,801	£13.73	
22	£26,317	£14.00	28
23	£26,999	£14.37	29
24	£27,905	£14.85	30
25	£28,785	£15.32	31
26	£29,636	£15.77	32
27	£30,507	£16.23	33
28	£31,371	£16.69	34
29	£32,029	£17.04	35
30	£32,878	£17.50	36
31	£33,799	£17.99	37
32	£34,788	£18.51	38
33	£35,934	£19.12	39
34	£36,876	£19.62	40

35	£37,849	£20.14	41
36	£38,813	£20.65	42
37	£39,782	£21.17	43
38	£40,760	£21.69	44
39	£41,675	£22.18	45
40	£42,683	£22.71	46
41	£43,662	£23.23	47
42	£44,632	£23.75	48
43	£45,591	£24.26	49
Local Pay Structure			
44	£46,634	£24.82	50
45	£47,894	£25.49	51
46	£49,154	£26.16	
47	£50,417	£26.83	52
48	£51,344	£27.32	53
49	£53,314	£28.37	
50	£55,284	£29.42	54
51	£57,282	£30.48	55
52	£59,540	£31.68	56
53	£61,595	£32.78	
54	£63,650	£33.87	57
55	£65,707	£34.97	58
56	£68,965	£36.70	59
57	£71,565	£38.08	
58	£74,165	£39.47	60
59	£76,763	£40.85	61

Allowance payments (1/4/2019):

Sleep in Duty Payment - £36.08

Standby Duty Allowance - £29.03

All local allowances are also subject to the pay award and will be uplifted accordingly.

Questions and Answers

Who is entitled to this pay award?

Employees on National Joint Council terms and conditions who are covered by the 'Green Book' are entitled to this pay award, subject to the terms of the pay agreement. This excludes employees on Teacher, Youth Worker, Soulbury and Chief Officers (this is the Chief Executive, Executive Directors and Assistant Executive Directors), modern apprentices, and NHS as these groups are covered by other negotiating bodies.

I am on grade A to J, how does the pay award affect me?

The NJC pay award covers grades A to J. At the lower end of the pay spine the percentage increase is significantly higher than 2% to increase the salaries of the lowest paid (Grades A to F). A 2% cost of living increase will be applied to Grade G and above.

I am on grade K or above, how does the pay award affect me?

The NJC pay award is applied to the local TMBC grades K, L, M and N. The 2% cost of living increase will be applied to these grades, in accordance with the pay award agreement which sets out that 'A flat-rate increase of 2% to the new SCP 23 and above (equivalent to existing SCP 29 and above)'.

Why are there some new SCP's that don't have a corresponding 'old SCP'?

The new national pay spine has 6 new SCP's that do not have a corresponding 'old SCP'. These have been created to ensure equal steps of 2% between each new SCP 1 to 22 (equivalent to existing SCP 6 to 28). The new SCP's with no corresponding 'Old SCP' are 10, 13, 16, 18 and 21. As these are new SCP's nobody will transition to the new TMBC pay structure on one of these points on 1 April 2019.

Similarly, we have also introduced some new SCP's into the local pay structure to create additional progression points to support professional growth and development in these job roles.

I am part time / work term time only (TTO). How is my pay award calculated?

The pay award will be paid on a pro rata basis according to our established procedure for remunerating part time / TTO employees taking into account contracted hours and working weeks.

In my role I receive pay enhancements for working at night and at the weekend. How will the pay award affect these enhancements?

Your pay enhancements are paid based on the hourly rate for the job being undertaken and will therefore be calculated in accordance with the new hourly rate following the pay award implementation on the 1 April.

I am currently on a secondment – how am I affected?

Employees will be paid in accordance with their secondment agreement in place. Where alternative pay award arrangements are explicitly stated in the secondment agreement, this will prevail.

I am in receipt of an honoraria payment – how am I affected?

Honoraria payments will be re-calculated from 1 April to reflect the pay award increase. They will be paid at the new rate for the remaining duration of the agreement.

I am receiving pay protection, how does the pay award affect me?

During the protection period your salary is frozen. The percentage increase will be applied to the salary for the role that you are contracted to. Therefore your pay protection payment will be reduced in accordance with the pay award uplift to ensure your take home pay continues to be at the level of protection for the duration of the protection period.

Will my pension contributions be affected by the pay award?

If you are a member of the Local Government Pension Scheme (LGPS), the rate of pension contributions is determined by your actual monthly earnings. As pay will increase with the pay award, this may impact on your pension contribution level. The contribution bands are based on the amount of take home pay you have so getting paid overtime or additional hours can also impact on your contribution rate which ever SCP you are on.

GMPF employee contribution rates 1 April 2019:

Band	Yearly Pay	Main Scheme	50/50 Option
1	Up to £14,000	5.5%	2.75%
2	£14,001 to £22,500	5.8%	2.9%
3	£22,501 to £36,500	6.5%	3.25%
4	£36,501 to £46,200	6.8%	3.4%
5	£46,201 to £64,600	8.5%	4.25%
6	£64,601 to £91,500	9.9%	4.95%
7	£91,501 to £107,700	10.5%	5.25%
8	£107,701 to £161,500	11.4%	5.7%
9	£161,501 or more	12.5%	6.25%

Further information on pension contributions is available at:
<https://www.gmpf.org.uk/cost/paybands.htm>

How will the pay award affect my statutory payments i.e. Tax and NI?

The impact of receiving any pay rise can be to put you in a new tax bracket and/or to increase your NI Contributions. If you have any other payments/deductions from your salary that are calculated based on your level of earnings it may also impact on these i.e. student loan. It is advised that you check your pay slip to understand if the pay award has impacted you in this way.

TMBC Pay Structure 1 April 2019

A revised TMBC pay structure from 1 April 2019 following the introduction of the new NJC national pay spine

The introduction of a new national pay spine means that the existing pay structure and grades needs to be reviewed as it does not fit neatly with TMBC's existing pay structure. This does not however affect the job evaluation scheme and ratings of jobs within the scheme which ensures and maintains pay equity between jobs.

TMBC's current pay structure which has 10 grades (Grade A to Grade J) on the national pay spine which lead into a local pay structure for middle managers and Heads of Services (Grade K to Grade N). The number and the name of the grades will remain the same however the length of the grade, the bottom SCP, the top SCP and incremental progression SCP's in each grade will change.

In the majority of cases not only has the salary increased due to the cost of living rise, but the bottom and top SCP has been lifted alongside the number of increments in the grade increasing. The starting TMBC salary is £17,364 per annum, which is £9.24 per hour (based on 36 hours per week), which now surpasses the current Living Wage Foundation Rate at £9.00 per hour (£16,913 p.a.), lifting take home pay significantly for the lowest paid.

The new TMBC pay structure ensures the required NJC pay award changes are implemented but also increases the salary level beyond the national changes for most grades as the grade lines have been re-drawn and lifted at grade entry and/or grade maximum. For example Grade D currently has a SCP range of SCP 16 to 18, which would map onto the new national pay spine at SCP 6 to 7 however the TMBC pay structure review has uplifted the range for Grade D to SCP 7 to 10.

To support professional development the new TMBC pay structure encompasses the addition of professional development points in Grades H, I and J which are labelled as Grade Plus points i.e. Grade H+, I+ and J+, and allow a specific number of professional jobs where specialist expertise and knowledge are required, and are typically hard to attract and retain, to progress through the Grade bar point to the additional SCP's. The introduction and criteria for this framework is explained in more detail in the 'Career Progression Scheme' section.

The new national pay spine enabled the review of the existing TMBC pay structure to not only ensure compliance with the cost of living increase but also to secure a robust pay framework for the future which supports the people plan to attract, retain and develop the workforce.

TMBC Pay Structure 1 April 2019			
Grade	SCP	£ per annum	£ per hour (36 hours per week)
Grade A	1	£17,364	£9.24
	2	£17,711	£9.42
Grade B	3	£18,065	£9.61
	4	£18,426	£9.81
Grade C	5	£18,795	£10.00
	6	£19,171	£10.20
Grade D	7	£19,554	£10.41
	8	£19,945	£10.61
	9	£20,344	£10.83
	10	£20,751	£11.04
Grade E	11	£21,166	£11.26
	12	£21,589	£11.49
	13	£22,021	£11.72
	14	£22,462	£11.95
	15	£22,911	£12.19
	16	£23,369	£12.44
Grade F	17	£23,836	£12.68
	18	£24,313	£12.94
	19	£24,799	£13.20
	20	£25,295	£13.46
	21	£25,801	£13.73
	22	£26,317	£14.00
Grade G	23	£26,999	£14.37
	24	£27,905	£14.85
	25	£28,785	£15.32
	26	£29,636	£15.77
	27	£30,507	£16.23
	28	£31,371	£16.69
Grade H	29	£32,029	£17.04
	30	£32,878	£17.50
	31	£33,799	£17.99
Grade H+	32	£34,788	£18.51
	33	£35,934	£19.12
	34	£36,876	£19.62
Grade I	35	£37,849	£20.14
	36	£38,813	£20.65
	37	£39,782	£21.17
Grade I+	38	£40,760	£21.69
	39	£41,675	£22.18
Grade J	40	£42,683	£22.71
	41	£43,662	£23.23
Grade J+	42	£44,632	£23.75
	43	£45,591	£24.26
Grade K	44	£46,634	£24.82
	45	£47,894	£25.49
	46	£49,154	£26.16
	47	£50,417	£26.83
Grade L	48	£51,344	£27.32
	49	£53,314	£28.37
	50	£55,284	£29.42
	51	£57,282	£30.48
Grade M	52	£59,540	£31.68
	53	£61,595	£32.78
	54	£63,650	£33.87
	55	£65,707	£34.97
Grade N	56	£68,965	£36.70
	57	£71,565	£38.08
	58	£74,165	£39.47
	59	£76,763	£40.85

Questions and Answers

The number of increments in my grade has increased. How does this affect me?

The introduction of the new national pay spine has meant that the existing grade lines have been adjusted. In many cases this means that there are additional incremental progression points for the workforce to progress through in future years. The new TMBC pay structure uses all the national spinal column points which allows for maximum incremental progression steps for the workforce.

Why have SCP's increased more than others?

SCP's at the lower end of the pay spine have been increased by more than 2% to ensure that salary levels rise for the lowest paid and are comparable to the National Living Wage rate.

Why is my SCP in the new TMBC pay structure lower than my existing SCP?

The creation of the new national pay spine has led to the renumbering of the existing SCP's and the introduction of 5 new SCP's. In all cases the new SCP is a lower number than the corresponding existing SCP as the new national pay spine starts at SCP 1, whereas the existing pay structure starts at SCP 6. Whilst your new SCP is lower, the salary value corresponds directly with your existing salary with the required cost of living increase applied. For example existing SCP 29, £26,470 p.a. is re-numbered SCP 23 (a lower SCP number), but has an increased salary value by 2% of £26,999 p.a.

I am paid on the local pay structure, Grade K to N, how does the new TMBC pay structure affect me?

Employees paid on Grades K to N are also covered by the NJC pay award, with a minimum 2% increase being applied. The national pay spine review has provided the opportunity to review the local pay structure, with similar changes being made to those to achieve the new national pay spine. Grades K to N all now have 4 incremental progression points with some values being uplifted beyond the 2% to ensure cohesion between the top of the national pay spine and the continuity of salary growth through the local pay structure. This change is to support and recognise the required growth and development at the senior level.

How do I transition from the existing pay structure to the new TMBC pay structure?

A consistent approach will be applied to all employees to transition from the existing pay structure to the new TMBC pay structure. This is explained in more detail in the 'Transition to the new TMBC Pay Structure' section.

Will I be issued with an updated contract of employment to reflect the change in the pay structure?

The terms of your contract are not changing and therefore it is not necessary to issue you with an updated contract of employment. The Grade for your job remains the same, albeit the grade range and SCP's numbers have been adjusted to reflect the new national pay spine.

Pay the Living Wage Foundation Rate

Continue to pay the Living Wage Foundation (LWF) rate as a payment supplement where the LWF rate exceeds the TMBC hourly rate.

The LWF rate was implemented in 2016 to raise the take home pay of the lowest paid. The LWF rate is payable to all eligible employees, irrespective of age, where the LWF rate exceeds the TMBC rate of pay. Where applicable, it is paid as a supplement to increase the take home pay off affected employees to the LWF rate. The current LWF rate is £9.00 per hour (£16,913 p.a.) and is presently paid to employees on SCP 6 to 10 (Grade A and B).

The rate of pay is reviewed annually in November of each year by the Living Wage Foundation and is to be implemented no later than the following April each year. This review is separate to any cost of living increase that the Council / Schools may choose to implement.

The new pay spine uplifts the lowest salary significantly which will surpass the existing FLW rate and therefore on 1 April 2019 the supplement payment will not be required. We are committed to the payment of the FLW rate and will continue to monitor it and apply a supplement, as required. Where required the FLW supplement will be implemented in the following April after the review each November, to coincide with the national pay award and incremental progression scheme.

Questions and Answers

How is this Living Wage Foundation rate calculated?

The Living Wage Foundation rate is a non-statutory hourly rate calculated independently. It reflects the rate of pay to enable individuals to live a reasonable quality of life based on the basic cost of living in the UK. This rate of pay is reviewed annually each November. For more information go to the Living Wage Foundation website – www.livingwage.org.uk

What is the current rate?

The current Living Wage Foundation rate is £9.00 per hour (as at 1 November 2018). This is reviewed annually each November by the Living Wage Foundation and any relevant changes will be applied accordingly by the Council in the following April to coincide with the NJC pay award and the incremental progression scheme.

I am an Apprentice; does this pay increase apply to me?

No, Apprentices are employed on training contracts and will continue to receive their current pay which is reviewed from time to time to ensure that the rates payable within Tameside are equal to, or higher than the minimum apprentice pay rates set by the Government.

If I work overtime, what rate of pay will I receive?

The rate of pay for additional hours/overtime will be paid at plain time at the higher FLW rate.

What will happen if the pay level for the grade exceeds the living wage rate?

The living wage is a voluntary hourly rate set independently and updated annually by the Living Wage Foundation. You will receive this rate of pay whilst your salary is below the current rate.

Professional Grade Development Bar Points

The introduction of professional grades at the higher end of the national pay spine (Grade H+, I+, and J+) with development bar points to attract and retain specialist skills.

At the higher level of the national pay spine (grades H, I and J) there have been significant difficulties in recruiting and retaining qualified professionals across a range of professional job roles. To attract and retain the professional workforce it is essential that an appropriate grading and career pathway is in place. To achieve, this, it has been determined that specific job roles that are evaluated within Grades H, I and J will be classified as being in a professional category which will enable the employee to pass through the development bar point, in accordance with the incremental progression scheme, subject to the professional development criteria.

The professional job categories are:

Professional Job Category	
<ul style="list-style-type: none">• Building Control• Communications & Public Relations• Computing, Technology and Digital• Creative, Media and Marketing• Engineering• Environmental Health• Finance• Health, Psychological and Social Work (Occupational Therapist, Social Worker, Speech and Language Therapist)• Public Health• Human Resources / Organisational Development• Legal• Pension Benefits• Pensions Investment• Planning• School Business Management• Surveying• Trading Standards• Youth Justice	

The bar points apply to the following grades:

Grade	Grade Range	Grade Bar Point
H+	29-34	31
I+	35-39	37
J+	40-43	41

For an employee in a professional job category they will need to meet the following professional development criteria to progress through the development bar point:

1. Relevant professional qualification for the job role at Level 6 or above e.g. social work degree, AND
2. Minimum of 2 years post qualification experience in the role, AND
3. Maintained membership of a regulated body where this is a requirement to practice in the role, AND
4. Professional standards practised to the highest expected level.

To progress through the professional development bar point employees will be required to provide evidence of how they meet the professional development criteria. For the majority of the existing workforce this information is already held centrally on your personal employment record, however where it is not this will need to be provided.

Questions & Answers

What is the entry SCP to the professional grades (Grade H+, I+ or J+)

The entry/bottom SCP for Grade H+, I+ and J+ is SCP 29, SCP 35 and SCP 40 respectively. This is the same as Grades H, I and J. The difference with the professional grades is that employees who are in a job classified as professional **and** meets the professional development criteria can progress through the professional bar point, subject to the incremental progression scheme.

How do I know if I am in a professional job category?

Employees in a professional job category will be in Grade H, I or J and their job will have been assessed as being a professional job. Where this is the case all affected employees will be informed of this in writing following the implementation of the pay award in April 2019.

What if I haven't got the required evidence to meet the professional development criteria?

We are aware that lots of employees are operating in professional job category roles, albeit that we do not have a central record of their qualification. In these cases it will be necessary for individuals to provide the required evidence to meet the scheme criteria and progress through the professional development points. Individuals will be notified in writing following the implementation of the pay award in April 2019.

I am in a professional job but don't meet the professional development criteria?

We are committed to supporting the learning and development needs of our workforce and where employees would like to be considered to undertake a relevant professional qualification this can be considered. Please discuss this with your manager in the first instance in your one to one and/or Annual Development Review meeting. Where possible the apprenticeship levy programme will be considered in the first instance to support learning and development opportunities.

I am in a professional job category, how do I progress through the grade?

Employees in a professional job category will progress through the grade in the normal way that all other employees do. Employees will commence at the bottom SCP in the grade and progress annually to the next SCP in accordance with the incremental progression scheme. When an employee in a professional job category reaches the professional development bar point they will continue to progress annually through the remaining professional development SCP's in the 'plus' part of the grade if they meet the professional development criteria.

I am in a professional job and recently qualified when will I progress through the professional grade bar point?

All Progression to the next SCP in the grade will occur in accordance with the annual increment progression scheme. Therefore if you meet the professional development criteria at any point after the 1 April your increment will be awarded the following 1 April. For example, an employee in Grade I is in a professional job category and meets the professional development criteria in August and will therefore be eligible to progress to the next SCP in the grade on the following 1 April and each year thereafter, until they meet the maximum of the grade.

Transition to the new TMBC Pay Structure

Employees will transfer to the new TMBC pay structure on the 1 April 2019 as follows:

- normal incremental progression will occur first, followed by
- assimilation to the new TMBC pay structure

The implementation of the NJC pay award coincides with the annual incremental progression scheme which is also applied on the 1 April. It has therefore been necessary to determine the sequence of incremental progression and assimilation to the new TMBC pay structure. The approach will be applied consistently to all employees, with incremental progression occurring first and then assimilation to the new TMBC pay structure.

Where an employee is due an increment on 1 April 2019 they will progress to the next increment in the existing pay structure before being assimilated to the new TMBC pay structure. For employees that have reached the top SCP in their existing grade or their next increment is due after the 1 April 2019 they will assimilate to the new TMBC pay structure on the basis of their existing SCP, and will receive their next increment at the appropriate time in the new pay structure.

Example 1:

An employee on Grade D SCP 17, will increment to SCP 18 in the existing pay structure and then assimilate to the new pay structure at SCP 7. The employee will benefit from 3 further years of incremental progression in the new pay structure, with their next increment will be on 1 April 2020 to SCP 8, as per the normal incremental progression arrangements. Further incremental progression will then occur annually until the maximum SCP for the grade is reached.

Example 2:

An employee on Grade E SCP 22, will increment to SCP 23 in the existing pay structure and then assimilate to the new pay structure at SCP 14. The employee will benefit from 2 further years of incremental progression in the new pay structure, with their next increment will be on 1 April 2020 to SCP 15, as per the normal incremental progression arrangements. Further incremental progression will then occur annually until the maximum SCP for the grade is reached.

Example 3:

An employee on Grade F SCP 25, will increment to SCP 26 in the existing pay structure and then assimilate to the new pay structure at SCP 19. Their next increment will be on 1 April 2020 to SCP 20, as per the normal incremental progression arrangements. Further incremental progression will then occur annually until the maximum SCP for the grade is reached.

Example 4:

An employee on Grade H SCP 34, will increment to SCP 35 in the existing pay structure and then assimilate to the new pay structure at SCP 29. Their next increment will be on 1 April 2020 to SCP 30, as per the normal incremental progression arrangements. Further incremental progression will then occur annually until the maximum SCP for the grade is reached.

If a job role in Grade H meets the Career Progression Criteria to progress through the bar point to Grade H+ then further incremental progression will occur annually until the maximum SCP for the Plus Grade is reached. Please refer to the 'Career Progression Scheme' section.

Example 5:

An employee on Grade L SCP 53, will increment to SCP 54 in the existing pay structure and then assimilate to the new pay structure at SCP 48. Their next increment will be on 1 April 2020 to SCP 49, as per the normal incremental progression arrangements.

Questions and Answers

Why are the transition arrangements to apply incremental progression first?

Both incremental progression and the pay award changes are to be applied on 1 April 2019. It is therefore necessary to agree and apply a consistent sequence as to which occurs first to transition employees from the existing pay structure to the new TMBC pay structure. As the new TMBC pay structure will add significant costs to the organisation's immediate and future staffing costs it has been determined that to implement a pay structure with the maximum level of future progression the existing increment arrangements will be applied first before assimilation to the new TMBC pay structure. Whilst for some employees this will mean they do not receive an increment this year, in the majority of cases the new TMBC pay structure provides additional incremental progression in future years.

The entry/bottom SCP in my grade is equivalent or higher than the existing grade maximum. Does everyone assimilate to the new entry/bottom SCP?

Where the entry/bottom SCP on the new TMBC pay structure is higher or equivalent to the existing grade maximum all employees will assimilate to the new entry/bottom SCP in the grade. Whilst this erodes previous length of service differences in the grade it means that there is future pay progression above the existing grade maximum for the grade for everyone.

I am not due to receive an increment on the 1 April, how will the transition arrangements affect me?

Where you are not due to receive an increment on the 1 April 2019 your existing SCP will be used to assimilate you to the new SCP. This is the case for many employees who are at the maximum point in the grade in the existing pay structure. In the new TMBC pay structure many employees will experience further incremental progression opportunities within their grade, which they would not have had in the existing pay structure.

I am due an increment in the 6 months following 1 April 2019, how will the transition arrangements affect me?

If you are due to receive an increment in the following 6 months after 1 April 2019 you will assimilate to the new TMBC pay structure on your existing SCP. You will then receive your scheduled increment on the appropriate date in the new TMBC pay structure.

For example, an employee on SCP 10 will be assimilated to the new TMBC pay structure on SCP 3 and will then progress to SCP 4 on their scheduled increment date within the 6 month period.

Increment Acceleration

Increment acceleration is to be applied to ensure employees progress through the new TMBC pay structure to the equivalent existing grade maximum in the same number of years.

The insertion of new SCP's, with no corresponding 'Old SCP', adds an additional incremental step in the affected grade. The impact of this change means that it would take some employees an additional year(s) to reach the equivalent grade maximum. For example an employee on existing SCP 20 would reach the grade maximum in 2021 under the current structure (increment to SCP 21 in 2019, SCP 22 in 2020 and SCP 23 in 2021). However under the new TMBC pay structure they would not reach the same equivalent point (existing SCP 23 / re-numbered SCP 14) until 2022 (increment to SCP 21 and assimilate to SCP 11 in 2019, increment to SCP 12 in 2020, SCP 13 in 2021 and SCP 14 (direct equivalent to the existing grade maximum) in 2022. It would therefore take the employee one additional year to reach the same equivalent grade maximum.

Where this occurs, affected employees on the 1 April 2019 will be afforded incremental progression protection in the appropriate future year(s) to accelerate past the new SCP. The affected employees will 'leapfrog' the new SCP to ensure they reach the equivalent grade maximum in the same time as it would take in the existing structure.

The table below sets out which existing SCP's are affected by increment acceleration and in which year the acceleration will occur.

Grade	Existing SCP as at 31/3/2019	Incremental Progression 1/4/2019	Assimilation SCP in new TMBC Pay Structure 1/4/2019	Year of Incremental Acceleration	Incremental Acceleration SCP in the new TMBC Pay Structure
Grade E	SCP 20	SCP 21	SCP 11	2021	SCP 13
Grade E	SCP 21	SCP 22	SCP 12	2020	SCP 13
Grade F	SCP 24	SCP 25	SCP 17	2020 & 2023	SCP 18 & SCP 21
Grade F	SCP 25	SCP 26	SCP 19	2021	SCP 21
Grade F	SCP 26	SCP 27	SCP 20	2020	SCP 21
Grade K	SCP 50	SCP 51	SCP 45	2020	SCP 46

Questions and Answers

I am affected by increment acceleration, do I have to do anything

The increment acceleration scheme will be applied automatically to the affected employees, with no requirement for individuals to take any action. The affected employees will be identified upon transition to the new TMBC pay structure to ensure in the appropriate future year(s) they will 'leapfrog' over the new SCP.

Where affected employees are paid via an external payroll provider they will be required to implement the increment acceleration scheme in the same way.

Not all the new SCP's are listed in the increment acceleration table. Why?

There are 9 new SCP's (without a corresponding 'Old SCP') in the new TMBC pay structure, SCP 10, SCP 13, SCP 16, SCP 18, SCP 21, SCP 46, SCP 49, SCP 53 and SCP 57, however subject to where the new grade entry and maximum lines are each new SCP does not have the have the same impact on employee's future incremental progression. It is therefore only employees on SCP's 20, 21, 24, 25, 25, 26 and 50 as at 31 March 2019 that will be afforded accelerated incremental progression.

Will increment acceleration apply to newly appointed employees?

No. Increment acceleration is only required to ensure that existing employees progress through the new TMBC pay structure in the same number of years as it would in the current structure. Therefore this protection is only provided to existing employees on SCP's 20, 21, 24, 25, 26 and 50 upon transition to the new pay structure.

New employees will be appointed to and progress through the new TMBC pay structure in accordance with the normal appointment and incremental progression arrangements.

Market Supplement

All existing market supplement payments will cease on implementation of the new TMBC pay structure

There are a number of market supplement payments in place, primarily within Children's Services, to address recruitment and retention issues. These market supplement payments were implemented on the basis that a pay review would be undertaken to remove the market supplement requirement; establishing an appropriate pay rate for the jobs within the market.

The new TMBC pay structure has therefore taken into account the existing market supplement payments when developing the pay structure. Upon transition to the new TMBC pay structure these market supplements will be removed and will therefore no longer be payable.

For employees with market supplement payments the transition arrangements to the new TMBC pay structure will follow the same sequence, increment and then assimilation. The market supplement payment will be accounted for alongside the increment step before assimilation to the new TMBC pay structure, subject to the career progression scheme requirements.

Example 1:

An employee on Grade I SCP 38 (£34,106), will increment to SCP 39 (£35,229) in the existing pay structure, their market supplement of £3,000 p.a. (pro rata for part time) will be added to the value of SCP 39 (£38,229) and then they will assimilate to the new pay structure at SCP 36 (£38,813).

Example 2:

An employee on Grade J SCP 44 (£39,961), will increment to SCP 45 (£40,858) in the existing pay structure, their market supplement of £3,000 p.a. (pro rata for part time) will be added to the value of SCP 45 (£43,858) and then they will assimilate to the new pay structure at SCP 42 (£44,632).

Example 3:

An employee on Grade K SCP 51 (£45,720), will increment to SCP 52 (£47,958) in the existing pay structure, their market supplement of £1,500 p.a. (pro rata for part time) will be added to the value of SCP 52 (£49,458) and then they will assimilate to the new pay structure at SCP 47 (£50,417).

Where an employee has a market supplement but it is not paid as a separate supplement payment i.e. they are paid on a higher SCP the transition arrangements set out in the 'Transition to the new TMBC Pay Structure' section apply.

Questions & Answers

I have a market supplement payment at the moment will this continue to be paid?

Market supplement payments are a temporary payment in place to respond to the external market where pay in the organisation for a particular job is not competitive. The pay structure review has enabled us to consider the current market supplement payments and design the new TMBC pay structure with these salary levels in mind. Therefore, all existing market supplement payments will cease on the implementation of the new TMBC pay structure.

Will my market supplement payment be taken into account when I transition to the new TMBC pay Structure?

Yes, it is recognised that employees with an existing market supplement have a higher level take home pay than their contractual spinal column point. This higher level of take home pay has been accounted for when assimilating employees to the new TMBC pay structure, which means that employees assimilate at a higher point in the new TMBC pay Structure.

Additional Questions & Answers

Has the Trade Union agreed to these changes?

The Trade Unions have been consulted and support the implementation of the NJC pay award and the new TMBC pay structure. The Trade Unions welcome the development and additional earning opportunities the new TMBC pay structure brings.

I work in a school do the changes affect me?

The NJC pay award which introduces a new national pay spine are part of your terms and conditions of employment and therefore the changes affect you. Tameside schools have adopted the TMBC pay structure and therefore the revisions to the pay structure to reflect the changes in the national agreement apply to you also.

My school is due to become an Academy from 1 April 2019 – how does this affect me?

The NJC agreement which introduces the new national pay spine is part of a 2 year deal which affects the period 1 April 2018 to 31 March 2020. Therefore, irrespective of the Academy transfer this agreement applies to you. The Academy Trust, as your new employer following the transfer, will be required to implement the national agreement. However, they do not necessarily have to apply the new TMBC pay structure as this has been determined locally.

Will I receive an updated contract of employment?

The terms of your contract are not changing and therefore it is not necessary to issue you with an updated contract of employment. The Grade for your job remains the same, albeit the grade range and SCP's numbers have been adjusted to reflect the new national pay spine.

Next Steps

The changes to the pay award will automatically be made in April 2019 and therefore you do not need to take any action. It would be helpful if you read the information in this booklet carefully and consider how you are affected.

Help and Support

There are a number of ways you can get more information and support, should you need it:

- If you have any concerns or queries and want to speak to someone about the changes, you should talk to your line manager, Headteacher or Head of Service, who have been briefed and will be able to support you and answer questions in the first place
- Attend a scheduled Drop In session with colleagues from Human Resources and Trade Unions. Further sessions may also be arranged dependent upon demand at that time
- You can speak to, and take advice from your Trade Union representative:

Trade Union Contact Details

Trade Union	Contact Name	Email Address	Telephone
Unison	Paul Taylor	tamesidebrsec@btconnect.com	0161 308 2452
GMB	Linda Mercer	linda.mercer@tameside.gov.uk	07557 535689
URTU	Lee Pimbley	lee.pimbley@urtu.com	01257 483674

If you are a member of an Education Trade Union, they have also been consulted and can be contacted through the normal communication channels, should you wish to speak to a representative.

Drop In Sessions

Date	Time	Venue
13 March 2019	2pm to 5pm	Lesser Hall 2 Dukinfield Town Hall
15 March 2019	9.30am to 12pm	Lesser Hall 2 Dukinfield Town Hall
19 March 2019	1pm to 4pm	Lesser Hall 2 Dukinfield Town Hall
22 March 2019	9.30am to 12pm	Lesser Hall 2 Dukinfield Town Hall

Notes
