UNITE and other trade unions have been negotiating with SCC on proposed changes to pay and allowances in order to introduce a fair and transparent pay and allowances structure across the council. These were subject to a notice from SCC of potential dismissal and reengagement if collective agreement could not be reached.

These negotiations have now concluded and we are asking that you vote on whether UNITE should accept these proposals by returning your ballot form.

The UNITE Shop Stewards committee has met and is recommending that you accept the proposals, as they achieve the following positive outcomes:

- Lifting hundreds of low paid employees up to a Living Wage as the minimum pay rate in SCC, enshrined into contracts of employment
- Gaining new rights to weekend, overtime, shift and unsocial hours payments for UNITE members who currently do not receive such enhancements
- Reducing grade length and overlap by removing a number of the bottom pay points in each grade, moving staff up through the grade, whilst maintaining the top pay points
- Achieving the objective of equalising pay and allowances whilst ensuring the vast majority of our members are better off, or at least no worse off than before the review
- Moving Craft Workers onto Job Evaluated pay grades, resulting in an increase in current and future pay rates - or at least no decrease - for all Craft employees.
- Introducing non-contributory parking for those members contracted to use their car for work

The ballot begins on Monday 2nd February and ballot forms must be returned no later than midday on Monday 16th February

IT IS VITALLY IMPORTANT THAT YOU HAVE YOUR SAY – USE YOUR VOTE!

Details of the proposed changes to pay and allowances can be found on the website: http://www.southampton.gov.uk/council-democracy/pay-allowances/; key points are as follows:

**Pay Grades** The proposal retains the top 8 points of each existing grade and removes the bottom grade points year-on-year to gradually reduce the grade overlap (by 2017/18).

**Living Wage** A minimum hourly rate of £7.85 (£15,144 per year) as a contractual entitlement for identified roles (back dated to Sept. 2013 at relevant rate). The hourly rate will be reviewed in terms of annual increases and will be adjusted to reflect this increase in April each year. (Note: does not apply to Apprentice posts who are on separate, national pay agreement)

**Local Authority Schools** are in scope and have confirmed agreement to the pay grade proposals in principle (subject to the ballot outcome). This also incorporates former abated pay into basic salary and an uplift of £250 p.a. for affected pay points (this £250 is part of the pay scale assimilation as school pay points did not previously include the £250 awarded to people earning less than £21000 per year

**Allowances Framework** Existing pay and allowance arrangements will be replaced with a single, standard Allowance Framework based around a standard working week of 37 hours and covering: irregular hours, overtime, weekend and bank holiday working, stand-by and call out, first aid, fire marshal and emergency planning (volunteer rota) responsibility allowances and monthly tool allowance.

**Weekend working as part of normal week** (except irregular hours working which carries separate enhancements) will be paid at Time and a half

**Additional/Overtime Hours Payment:** hours worked above the standard 37 hours from Monday to Friday (or above the contractual hours where these are currently set at more than 37) will be paid at time and a half OR time and a half off in lieu for posts at or below Grade 7.

**Note:** approved overtime hours in areas of irregular hours working will include the enhanced rate of pay for the post. Overtime payments for posts above Grade 7 will be at plain time only unless the hours are at the weekend, where all approved hours are paid at time and half OR time and a half off in lieu.

**Irregular Hours Working enhancement,** where service hours include evenings/nights/weekends – the enhancement is for all hours worked across all days including weekends:
Pay & Allowances – Ballot information for UNITE members

1. Where the post holder works an agreed rotating pattern of hours over the week(s); and contractual hours include time BEFORE 0730 AND after 1830; hours vary week-to-week as part of a planned rota; 15% enhancement added to basic salary covers all days including weekends.

2. Where the post holder works and agreed rotating pattern of hours over the week(s) and contractual hours include time BEFORE 0730 OR after 1830; hours vary week to week as part of planned rota; 10% enhancement added to basic salary covers all days including weekends

Unsocial hours and/or night workers: Where the post holder works a fixed and regular pattern of hours over a week and 30% or more of the contractual hours fall EITHER before 0730 OR after 1830, a 6% enhancement will be paid for all hours worked on weekdays (Mon-Fri). Hours worked Saturday / Sunday will be paid at time and half (where weekend working forms part of normal working week). Public and Extra Statutory Holidays will be paid at the rate shown and will include enhancement for irregular hours, unsocial and night working.

Callout and Standby: Standby payment for Monday to Friday will be £13.45. Saturday will be £15.55. Sunday/Bank Holidays will be £20.70. (Weekly = £103.50 where the week excludes a Bank Holiday.)

Stand-by Allowance for Social Workers will be £27.35 per night.

Payment for callout: The qualifying period is a minimum of 1 hour per callout, paid at time and a half and then calculated for each additional 30 minute period the callout requires. In addition to the standby flat fee, callout payments will be paid at the rate/grade of the post. Travel element includes to site and back home. Standby payments are subject to increases in line with national pay awards and agreements.

Callout payments for Bank Holiday hours will be paid at the Bank Holiday rate; i.e. time and half for the callout minimum + plain time for actual hours worked + time off with pay at a later date for hours worked.

NOTE: Service patterns and hours: these will not be changed unless fully consulted on with affected staff and relevant trade unions.

First Aid/Fire Marshal Allowance: A standard Allowance of £136.44 per year (First Aid) and £136.44 (Fire Marshal) will be paid to qualified and in-date, trained volunteers, where there is an agreed and approved business need and this is not a requirement of the post.

Emergency Planning Duty Volunteer Allowance: A standard Allowance of £136.44 per year (paid as monthly sum) will be paid to in-date, trained volunteers on the duty rota. In addition to the flat allowance fee “Callout/duty” payments will be paid at the normal hourly rate for the emergency planning duty post as and when volunteer role is required.

Car User Allowance Contractual Car Users will be reassessed against the new criteria and confirmed Contractual Car Users will get a monthly allowance (£40) and a non-contributory car park pass (where city based parking is required and would otherwise attract payment). Note: NO allowance and NO free parking for Chief Officers. Revised, discounted parking will be offered to all staff. Business mileage claims will be paid in line with HMRC rates.

Annual leave will be aligned to grades rather than spinal column points

Payroll simplification Everyone will be paid monthly (except foster carers who will continue to be paid weekly) with support offered to affected staff (an interest free loan of up to 4 weeks’ pay to be repaid over a 12 month period and financial advisory drop-in sessions).

52 week contracts (Schools) The proposals are to review and revise all contracts and ensure hours paid are hours worked across school support staff. We will work with individual schools assessing affected posts / contracts and develop options for change on a case-by-case basis (e.g. annualised hours; change to contracted hours etc.).

Core HR policies and procedures (including pay protection for only 2 years following a restructure); the proposal is to have ONLY Disciplinary Policy, Grievance Policy and Code of Conduct as contractual. These and all other policies will continue to be developed collaboratively with the trade unions.

Craft (Red Book) The proposal to have all employees on the standard pay, grade and allowances framework under the current job evaluation scheme means moving affected staff (Trades & Vehicle Technicians) on to new pay and grade structure. (See additional information for Craft Worker members.)

Pay Protection - existing protection arrangements will cease Pay protection will apply when an employee is/has been selected for a lower graded post as part of a restructure and when an employee is/has been redeployed into a lower graded post as a result of organisational change. Pay protection will not apply when an employee’s terms and conditions change as a result of the Pay and Allowances review, when an employee voluntarily moves to another job or if the reduction in pay is as a result of a reduction in working hours.

The period of pay protection will be two years and will include earnings within one grade of the employee’s original post. ‘Earnings’ includes basic pay, sick pay, holiday pay and maternity/paternity/adoption pay. All protected pay is pensionable.