



**TAMAR BRIDGE and TORPOINT FERRY  
JOINT COMMITTEE**

**PAY POLICY STATEMENT 2019/2020**

version history

Date	Version Number	Author	Comments
23 May 2018	V1.0	C Humphries	Post staff side consultation
January 2019	V1.0	C Humphries	Updated to reflect pay award 2019 and Foundation Living Wage November 2018. Staff side consultation undertaken. Report to Joint Committee meeting for approval 7 December 2018

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## 1. Introduction

This pay policy statement describes Tamar Bridge and Torpoint Ferry Joint Committee's (TBTFJC) policies that relate to pay at Tamar Bridge and Torpoint Ferry (TBTF) for all staff employed on behalf of the undertaking, whatever the level of seniority.

TBTF are employed by Cornwall Council and Plymouth City Council as joint employers. Any references in this document to the joint employers or the Joint Authorities refer to Cornwall Council and Plymouth City Council.

TBTF has over a long period of time, supplemented local government national terms and conditions with locally agreed conditions and these are set out in this policy statement.

This policy was approved by TBTFJC on 8 March 2019.

## 2. Purpose and aim of the policy statement

This document reflects the requirement of the Localism Act 2011 that local authorities prepare and publish a pay policy statement for each financial year.

The pay policy statement is intended to provide sufficient information about pay policy to enable stakeholders to reach an informed view about the decisions an organisation makes on all aspects of remuneration for relevant employees.

## 3. Policy statement

TBTFJC is committed to transparent, fair and equitable pay and reward arrangements that provide value for money and enable the recruitment and retention of employees with the skills and motivation to deliver high quality services for the users of the Tamar Bridge and Torpoint Ferry.

The policies that support these objectives are summarised in sections 5, 6 and 7.

## 4. Scope

The pay policy statement describes the pay arrangements that apply to all employees at TBTF with the exception of the General Manager whose terms and conditions are set separately by the joint employers.

All employees, with the exception of the General Manager, are employed on terms and conditions established by the National Joint Council Government Services and amended through local collective agreements from time to time.

The General Manager on terms that are consistent with the Conditions of Service Handbook for local authority Chief Officers, supplemented by further terms agreed by the Joint Authorities.

## 5. Policy details

The policies set out below apply to all employees of TBTF unless otherwise stated.

Allowances quoted in this policy are correct as at 1 April 2019.

### **5.1 Pay structure**

TBTF's pay structure with effect from 1 April 2019 for the relevant employees consists of 11 grades with 45 spinal column points. These scale points apply to all posts at TBTF with the exception of the General Manager. Grades are allocated to roles through a process of job evaluation which establishes the relative value of different roles.

Where salary ranges apply employees are appointed to the minimum of the salary range for the job unless there is a substantial reason for making an exception, for example to secure the appointment of a candidate of the right calibre. Such exceptions must be authorised by the General Manager.

Employees are progressed through the spinal column points applicable to the grade for the post until they reach the maximum of the grade.

Where an employee is promoted, they will receive the higher level of basic remuneration immediately they commence the job. The employee will normally receive the minimum spinal pay point for the grade of the post they have been appointed to unless there are exceptional reasons.

Where post is re-graded as a result of a job evaluation process, the effective date for changes in salary will be the date the job evaluation document was signed by the relevant senior manager. In exceptional circumstances the General Manager may authorise an earlier reference date for the change to the salary where the salary has increased, but this will not be backdated more than six months from the date of the relevant senior manager's signature. In the event that the grade determined for the post is lower than the employee's existing grade, no salary protection will apply.

TBTF adopts the pay award nationally agreed by the National Joint Councils for Local Government Services. This has been applied to all posts except that of the General Manager, this post is covered under the paragraph below "Remuneration of Chief Officers."

### **5.1.1 2019 Pay Award**

The restructuring of pay scales associated with the implementation of the pay award for 2019 required review of existing spinal column points and alignment of the grading structure. The impact of this award is as shown in Appendix 1 of this report. The previous 11 grades are retained but the number of pay points has reduced to 45 pay points. Appendix 1 also details the approach TBTF is taking to assimilate employees to the new 45 point pay range.

The 2019 pay award and the consequent impact on the number of spinal column points has been agreed nationally as a result of the requirements for employers to pay at least the hourly rate dictated by the National Minimum Wage. As noted in paragraph 5.1.1, TBTF has agreed to pay the Foundation Living Wage and any increase notified in November of 2018 will be implemented from 1 April 2019. The Foundation Living Wage with effect from 1 November 2018 is £9.00 per hour and this will not impact on the bottom scale point. The changes to the pay spine for 2019 mean that all employees will receive a minimum of £9.00 per hour on Scale Point 1.

#### Remuneration of Chief Officers

Chief Officers are employed under either the Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities, the JNC for Chief Officers of Local Authorities or the National Joint Council (NJC) for Local Government Services (Green Book terms and conditions of employment).

The General Manager's post is subject to a spot salary determined by a Job Evaluation process agreed by the Joint Authorities. It is subject to the pay award agreed by the Joint Negotiating Committee for Chief Officers and Local Authorities and reported within TBTF's Annual Accounts. The JNC Chief Officers pay award for 2019/20 has been set at 2% for 2019/20.

TBTF's pay structure creates the foundation for the relationship between the pay of all of the roles within the scope of the pay policy statement and is attached as an appendix to this statement.

### **5.1.2 Foundation Living Wage**

TBTFJC made a decision to adopt the Foundation Living Wage (FLW) in March 2015. Increases to the FLW are usually announced in November and TBTFJC has made a policy decision to implement annual increases with effect from 1 April in the following financial year.

Until determined otherwise by the joint employers, TBTF will continue to honour the Foundation Living Wage and implement any revision from 1 April following any revision.

## **5.2 Job Evaluation**

Job evaluation is used to determine the relative value of roles within TBTF. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued will determine the relevant grade and associated salary range for each role.

TBTF uses a hybrid job evaluation scheme using a combination of the National Joint Councils for Local Government Services (NJC) and Hay Job Evaluation schemes. This scheme was agreed between the joint authorities and the staff side in 2008. TBTF also has a set of local conventions which apply in respect of the NJC evaluation scheme.

Evaluations for new and changed posts are processed on behalf of TBTF by Plymouth City Council applying TBTF's job evaluation scheme.

## **5.3 Premium payments**

The standard working week for employees at TBTF is 37 hours, worked from Monday to Friday. Some employees have different working hours depending on the post they are appointed to. Where employees are required to work outside the normal working week, a premium payment may be due. The premium payments which may be payable are set out below.

### **5.3.1 Overtime**

Overtime is time worked beyond the standard working week (37 hours) which attracts additional payment at a premium rate. Overtime is generally payable only to staff in receipt of a basic salary of pay point 28 or less, unless the General Manager has approved in specific circumstances.

Some jobs require weekly attendance beyond 37 hours as part of the working pattern. In such circumstances the overtime element is already calculated in their pay. Staff who are required as a condition of their employment contract to work longer than the standard hours shall be entitled to overtime payments at the same premium rate as applies to

irregular "casual" additional working unless there is some other arrangement to recognise the additional hours.

All paid overtime is subject to authorisation in advance by the relevant manager.

### **5.3.2. Weekend working**

For work on a Saturday or Sunday as part of the normal working week payment is at time and a half for all works worked.

Work on a Saturday or Sunday outside the normal working week shall be regarded as overtime.

### **5.3.3 Shift Work**

Depending on the pattern of work for employees, a shift allowance is paid in certain circumstances as described below.

#### **5.3.3.1 Shift allowances general**

Shift enhancements will be payable where the conditions below are met in addition to the enhanced rate of pay for work on a Saturday or Sunday as part of the normal working week.

Time worked beyond that required by the normal shift pattern shall be regarded as additional working or overtime, should attendance exceed 37 hours without any further shift related enhancement.

#### **5.3.3.2 Alternating Shifts**

An alternating shift allowance is paid where the shift pattern:

- covers a total period of 11 hours or more;
- has at least four hours between the starting time of the earliest and latest shifts within the pattern;
- requires that cover is provided by staff on a rota basis;
- does not comprise more than one half of "normal office hour" shifts.

Where the conditions above are met, the following allowances are payable for:

- a. a pattern not including a night shift worked over 4,5 or 6 days a week with:

a total period covered by the two shifts is between 11 and 14 hours	12.5% of salary
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a total period covered by the two shifts is 14% of salary  
more than 14 hours

b. a pattern not including a night shift worked over 7 days a week:

the total period covered by the two shifts is 15.5% of salary  
more than 14 hours but less than 18 hours

### **5.3.3.3 Rotating Shifts**

A rotating shift allowance of 20% of salary is paid where cover is provided on a rota basis and the working pattern requires:

- daily cover of 18 hours or more;
- at least four hours work between 8.00pm and 6.00am each day;
- includes three shifts including a night shift each week;
- the pattern covers all 7 days of the week;

### **5.3.4. Irregular Working Hours**

Employees will be paid this allowance when, as part of their normal working week qualifying attendance from Monday to Friday is required before 7.30am and/or 6.30pm.

- For an average of four hours but less than eight hours per week beyond the qualifying period defined above calculated over the working cycle an allowance of 7.5% will be paid.
- For an average of eight hours or more per week beyond the qualifying period, calculated over the working cycle, and allowance of 10% shall be paid.

The allowance for irregular hours working is not payable to employees who receive any of the shift working allowances described at 5.3.1 above.

### **5.3.5 Work on public holidays**

Work on a public holiday during the member of staff's normal working hours will, in addition to normal pay for that day attract an additional payment of plain hours for all time worked. Additionally, paid time off will be granted as follows:

Time worked is less than four hours: half day off

Time worked is four hours or more: full day off.

Work on a public holiday outside an employee's normal working hours shall be paid at double time in complete recompense, saving where

attendance is undertaken on a rostered off day when the leave entitlement shall also be preserved.

### **5.3.6 Missed Meal Allowance**

An allowance equivalent to half an hour's pay each day is made in lieu of a meal break if a working pattern requires continuous working.

The allowance is calculated at plain time rates with the appropriate enhancement at weekends.

### **5.3.7 Call Out/Return to work**

#### **5.3.7.1 All employees except the Torpoint Ferry Technical Team**

"Call out" is defined by either of the scenarios below:

- the employee has left the workplace at the end of the normal working day and has been called back to the workplace;
- the employee has been asked in advance, before the end of their normal working day, to return to the workplace at a later time that day.

Where the employee is asked to work on beyond the end of their normal working day this will not be treated as a call out, as they have not been required to return to the workplace and the employee will be paid any additional working hours at the appropriate rate for that additional attendance.

Regardless of pay grade, employees recalled to work who meet the conditions above will receive a minimum of four hours pay at the appropriate hourly rate. Pay will be calculated to include travel time. Any attendance beyond four hours up to contractual start time will be paid at the appropriate rate. Employees may select time off in lieu instead of payment.

## **5.4 Allowances**

### **5.4.1 Acting Up allowances**

#### **5.4.1.1 Operational Staff**

Operational staff acting up in a higher grade post shall receive a payment representing the difference between their contracted rate and that of the higher graded post from the first half shift of acting up.

#### **5.4.1.2 All other employees**

Other staff assuming the full duties of a higher graded member of staff will be entitled to the pay of the higher grade post if the period of additional duties is for a continuous period of at least four weeks. Payments will be backdated to the first day of additional duties.

If an employee does not undertake the full duties of the higher graded member of staff, an honorarium or a proportion of the salary difference may be awarded by management once the qualification period of four weeks has been reached and this payment may be backdated to the first day of additional duties.

### **5.4.2 First Aid Allowances**

Employees designated as a recognised first aider are entitled to a First Aid Payment. A payment of £236.17 per annum is made to full-time employees designated as recognised first aiders provided that they maintain a current First Aid certificate. In the case of part-time employees, a pro rata payment is made.

### **5.4.3 Professional fees**

Basic membership fees of professional organisations will be paid for any employee for whom it is an essential requirement that they hold a professional qualification and are members of a professional body.

## **5.5 Business and travel expenses**

Where employees are required to travel in the course of their duties they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable.

Business or first class travel is not permitted, unless at the time of booking it is cheaper than the standard fare or is intrinsic to the selected journey (eg sleeper carriages).

### **5.5.1 Mileage allowances**

Where, in accordance with TBTF's Travel Policy, employees use their own vehicles for business purposes the following allowances will apply:

Bicycle	20p per mile
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Motorcycles	24p per mile
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*No passenger allowance is paid on above rates*

Employee Owned Cars and vans:

On the first 10,000 miles in the tax year	45p per mile
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On each additional mile above 10,000 miles	25p per mile
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Passenger Rates (flat rate NOT per passenger)	5p per mile
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TBTF Lease Cars

Existing Lease car arrangement	16p per mile
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These allowances align with the HMRC approved Mileage Allowance Payment rates and will be subject to automatic revision should HMRC revise those approved rates.

### **5.5.2 Lease Cars**

Arrangements to provide a lease car apply to a very limited number of current employees, including the General Manager. These arrangements impose a cap on the level of contribution made by TBTF and require the employee to add a contribution to reflect personal use.

Any extension of current arrangements to new employees or other posts will be made on a case-by-case basis considering the economic position and any other tangible business advantages.

### **5.5.3 Subsistence payments**

Subsistence allowances will be payable to officers who are prevented by their official duties from taking a meal at their home, or workplace where they normally take their meals thereby incurring additional expenditure.

Employees can only claim actual expenditure (excluding alcoholic drinks) up to the maximum amounts detailed below if the qualifying period of absence or irregular early/late attendance qualification has been met.

Wherever possible, overnight accommodation will be organised and prepaid by the Torpoint Administration Team on behalf of the travelling officer(s) and will include breakfast provided by the hotel where this is an option. Where accommodation is not pre-booked on behalf of the officer, the maximum rates shown below will apply.

Where an employee stays overnight with friends or relatives and so avoids incurring commercial accommodation costs an allowance at current rates will be paid, provided the expenditure can be justified.

<b>Expenses incurred within the UK</b>	<b>Maximum level</b>
Breakfast (leave home before 6.00 a.m.)	£5.00
Journey lasting 5 – 10 hours	£5.00
Journey of at least 10 hours (two meal rate)	£10.00
Late evening (finish after 8.00 p.m.)	£15.00
Maximum daily rate in combination (Rates available only where meals are not otherwise provided)	£25.00

#### **Overnight Accommodation (Bed and Breakfast)**

Outside Major cities	£77.72
Major Cities (except London)	£100.00
London	£130.00
Stay with relatives or friends	£25.88

All rates are inclusive of VAT where applicable.

Reimbursement of all claims will only be paid on submission of a receipt for the expenditure claimed.

These allowances are subject to revision following updated HMRC advice.

## **Allowances and expenses**

For more information on how the allowances above are calculated employees should speak to the Business Manager or Support Services Manager.

## **6. Pensions**

TBTF's Discretions Policy states that the default position is that TBTFJC will not grant additional pension benefits under the LGPS 2014 except where it is essential to do so in order to facilitate a tangible and specific organisational benefit and the additional pension costs are recovered within a 3 year period or where TBTFJC considers it appropriate to exercise its discretion on compassionate grounds.

### **6.1 Early retirement**

Employees can retire from age 55 and receive payment of reduced pension benefits. This is subject to the employee having at least two years' membership in the LGPS. Whilst the default position is that the pension benefits payable will be subject to actuarial reduction, TBTFJC may elect to waive any actuarial reduction for early retirement where a financial saving can be achieved within 3 years and there is a benefit to TBTFJC.

### **6.2 Flexible retirement**

TBTFJC may permit flexible retirement only where there is a benefit to TBTFJC (either financial and/or operational) and where the employee's reduced level of earnings together with his or her pension does not exceed his or her pre-retirement earnings.

TBTFJC will not waive any actuarial reduction to an employee's pension benefits in these circumstances.

Any pension costs incurred by the employee's service must be recovered within a period of no more than three years.

The General Manager is authorised on behalf of TBTFJC to exercise the discretion in the circumstances described above (paras 6.1 and 6.2) subject to consultation with the Business Manager, subject to any initial cost being below £50,000. Costs of £50,000 or more must be reviewed and approved by the appropriate Corporate/Strategic Directors of Cornwall Council and Plymouth City Council.

### **6.3 Shared Cost Additional Voluntary Contribution (AVC) Scheme**

AVCs allow any active employee to increase their main scheme benefits by making regular monthly payments direct from their salary to an insurance policy the pension fund holds. These payments are payable in the form of a pension and lump sum along with the main LGPS benefits when the employee retires. TBTFJC's policy is not to contribute to any employee's AVC.

## **7. Redundancy**

Under TBTF's Redundancy Policy, the General Manager, may approve redundancies.

Members of staff of TBTF are joint employees of Cornwall Council and Plymouth City Council. The method for calculating redundancy payments will be in accordance with the more generous scheme of those in place in the two Authorities at the time the redundancy procedure begins.

Employees must have more than two years' of continuous service to qualify for redundancy payments

## **8. Pay Multiple**

The "pay multiple" is defined as the ratio between the highest paid salary and the median full time equivalent salary of TBTF's workforce excluding apprentices.

The ratio for 2018/19 was 2.97.

## **9. Consultation**

The recognised trade union representing the relevant employees within the scope of this pay policy has been consulted on the statement.

## **10. Performance and risk management**

In accordance with the requirements of the Localism Act, this policy statement will be kept under review and will be reviewed on an annual basis to ensure an accurate pay policy statement is published near the start of each financial year.

This pay policy statement may be amended at any time, by resolution of the Joint Committee.

## **11. Communicating the policy**

The policy statement will be published on the [Tamarcrossings.org.uk](http://Tamarcrossings.org.uk) website.

## **12. Further Information**

Further information relating to this pay policy statement can be obtained from the Business Manager or HR Manager.



## **Appendix A: TBTF implementation of 2019 Pay Award**

As a result of the NJC for Local Authorities Pay Award for 2019, decisions were required regarding the assimilation of existing employees to the new scale, and the number of pay scale points in some of the grades as a result of the NJC stipulated scales.

The following principles for the implementation of the 2019 pay award are as follows:

1. TBTF will not utilise SCP 10,13,16,18,21 in the NJC pay table for 2019 onwards.
2. Regarding the assimilation to the new pay scale, the first action will be to assimilate the existing spinal column point to the new SCP for 2019 and then apply one incremental point where appropriate.
3. Any omitted SCP points as noted in point 1 will be ignored for these purposes.
4. For employees above new SCP 38 a 2% pay award will be applied to these points as per the Joint Committee's previous decision.

Appendix 1 shows the comparison of the SCPs for 2018 and the new scales with effect from 1 April 2019.

### Equality Impact Assessment

The effect of this implementation proposal means that no employee will receive less than 2% uplift to salary. The start points and end points for existing scales remain the same.

By removing the SCP points 10,13,16,18 and 21 the number of spinal column points in Scale F is reduced from 8 to 5 and in G from 6 to 5. Therefore, on the assumption that employees reach standard performance after 5 years in the role, this action supports this premise.

Existing gender implications regarding the number of males/females in various roles with access to pay premia are unchanged by the implementation of the 2019 pay award as before.

Map of 2018 pay spines to 2019 NJC Pay Award Spines

01-Apr-18		Grade	01-Apr-19		
SCP	£ per annum		New SCP	£ per annum	
6	£16,394	B	1	£17,364	
7	£16,495				
8	£16,626		2	£17,711	
9	£16,755				
10	£16,863	C	3	£18,065	
11	£17,007				
12	£17,173		4	£18,426	
13	£17,391				
14	£17,681	D	5	£18,795	
15	£17,972				
16	£18,319		6	£19,171	
17	£18,672				
18	£18,870	E	7	£19,554	
19	£19,446				
20	£19,819		9	£20,344	
		F	10	£20,751	NJC Point deleted
21	£20,541		10	£21,166	
22	£21,074		11	£21,589	
			13	£22,021	NJC Point deleted
		G	12	£22,462	
23	£21,693		13	£22,911	
24	£22,401		16	£23,369	NJC Point deleted
			14	£23,836	
25	£23,111	H	18	£24,313	NJC Point deleted
			15	£24,799	
26	£23,866		16	£25,295	
27	£24,657		21	£25,801	NJC Point deleted
		I	17	£26,317	
28	£25,463		18	£26,999	
29	£26,470		19	£27,905	
30	£27,358		20	£28,785	
31	£28,221	H	21	£29,636	
32	£29,055		22	£30,507	
33	£29,909		23	£31,371	
34	£30,756		24	£32,029	
35	£31,401	I	25	£32,878	
36	£32,233		26	£33,799	
37	£33,136				

38	£34,106		27	£34,788	
39	£35,229		28	£35,934	
40	£36,153		29	£36,876	
41	£37,107		30	£37,849	
42	£38,052		31	£38,813	
43	£39,002	J	32	£39,782	
44	£39,961		33	£40,760	
45	£40,858		34	£41,675	
46	£41,846		35	£42,683	
47	£42,806		36	£43,662	
48	£43,757	K	37	£44,632	
49	£44,697		38	£45,591	
50	£45,638		39	£46,551	
51	£46,550		40	£47,481	
52	£47,546		41	£48,497	
53	£48,521	L	42	£49,492	
54	£49,483		43	£50,472	
55	£50,426		44	£51,435	
56	£51,477		45	£52,507	