



TAMAR BRIDGE and TORPOINT FERRY
JOINT COMMITTEE

PAY POLICY STATEMENT 2018/2019

version history

Date	Version Number	Author	Comments
23 May 2018	V1.0	C Humphries	Post staff side consultation

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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 15 June 2018.

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.

To assist transparency, on an annual TBTFJC voluntarily publishes Gender Pay Gap information with an accompanying statement detailing actions being taken to reduce the gap. This statement is made available on the organisation's website.

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.

The lowest paid employees at TBTF receive a salary not less than the rate of point 14 in grade D in TBTF's pay structure. This reflects the decision to adopt the Foundation Living Wage hourly rate. 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. This commitment means that the lowest paid employees will receive £8.75 per hour or £16,878 per annum as the full time equivalent of 37 hours per week with effect from 1 April 2018.

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 2018.

5.1 Pay structure

TBTF's pay structure for the relevant employees consists of 11 grades with 51 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."

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 2018 is under negotiation at the time of writing this report.

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.

5.1.1 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.

The implementation of the increase to £8.75 per hour from 1 April 2018 at TBTF means that spinal pay points up to and including point 14 are subsumed by the FLW. (See Appendix 1)

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 12.5% of salary
between 11 and 14 hours

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

5.4.2 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.

5.4.3 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 £231.54 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
Motorcycles	24p per mile

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
On each additional mile above 10,000 miles	25p per mile
Passenger Rates (flat rate NOT per passenger)	5p per mile

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.

Expenses incurred within the UK	Maximum level
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 the Council's workforce excluding schools based employees and apprentices.

The pay multiple for 2018 cannot be calculated until the outcome of National negotiations for Chief Officer pay awards is known. There is no information available on an award at the time of publication in June 2018.

The ratio for 2017 was 2.88.

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 website.

12. Further Information

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

Appendix 1 Tamar Bridge and Torpoint Ferry Pay Scales – 1 April 2018

2018/2019 FULL TIME EQUIVALENT PAY RATES

Grade	SCP	Salary	
A	04	DELETED	DELETED GRADES 13/3/15
	05	DELETED	
B	6	£16,879	LIVING WAGE RATE
	7	£16,879	LIVING WAGE RATE
	8	£16,879	LIVING WAGE RATE
	9	£16,879	LIVING WAGE RATE
C	10	£16,879	LIVING WAGE RATE
	11	£17,007	
	12	£17,173	
	13	£17,391	
D	14	£17,681	
	15	£17,972	
	16	£18,319	
	17	£18,671	
E	18	£18,870	
	19	£19,446	
	20	£19,819	
	21	£20,541	
F	22	£21,074	
	23	£21,693	
	24	£22,401	
	25	£23,111	
	26	£23,866	
G	27	£24,657	
	28	£25,463	
	29	£26,470	
	30	£27,358	
	31	£28,221	
H	32	£29,055	
	33	£29,909	
	34	£30,756	
	35	£31,401	
	36	£32,233	
I	37	£33,106	
	38	£34,106	
	39	£35,229	

	40	£36,153	
	41	£37,107	
J	42	£38,052	
	43	£39,002	
	44	£39,961	
	45	£40,858	
	46	£41,846	
K	47	£42,806	
	48	£43,757	
	49	£44,697	
	50	£45,638	Local pay points with 2% increase applied to 2017/18 rates
	51	£47,481	
L	52	£47,546	
	53	£48,521	
	54	£49,482	
	55	£50,426	
	56	£51,477	