



## **RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**MUNICIPAL YEAR 2022-2023**

**COUNCIL**

**6<sup>TH</sup> JULY 2022**

### **REVIEW OF THE COUNCIL'S LOWER GRADES AND TERMS & CONDITIONS MATTERS**

#### **JOINT REPORT OF THE CHIEF EXECUTIVE, DIRECTOR OF HUMAN RESOURCES AND DIRECTOR OF FINANCE & DIGITAL SERVICES**

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#### **1. PURPOSE OF THE REPORT**

The purpose of the report is to advise Council of proposals for change following a recent review of the lower grades of the Council's Grading Structure and associated terms and conditions.

#### **2. RECOMMENDATIONS**

It is recommended that:

- 2.1 Council agree to the increase in salary values for Grades 1 to 5 as shown at para 4.3;
- 2.2 Council agree to reintroduce double time plus a day in lieu for any statutory holidays worked;
- 2.3 That both of these changes are introduced from the 1<sup>st</sup> August 2022.

#### **3. BACKGROUND**

- 3.1 The Council has for several years paid the Real Living Wage (previously referred to as the Foundation Living Wage) as a minimum payment for all Council positions. In addition to the current RLW rate of £9.90, from April 2022, the Council also introduced a minimum payment of £10 per hour. Whilst these payments have been clearly valued by both our staff and the recognised trade unions, the introduction of the RLW and the £10 per hour has had an impact on the lower grades of the Council's pay system as Grades 1 to 4 are now all paid at the same hourly rate.

- 3.2 Furthermore, the bottom loading of pay awards over a number of years has also further eroded the differential between Grade 4 and Grade 5. Considering the impact this has caused, the Council agreed to undertake a review of the lower grades.
- 3.3 The Council has also kept under review changes to terms and conditions of employment, that were introduced when a new pay and grading system was introduced in June 2010, following a comprehensive job evaluation process. Recently the local joint trades unions wrote to the Chief Executive asking for a formal review of these terms and conditions. The Chief Executive agreed that these could also be reviewed alongside the review of our lower grades.

#### **4. REVIEW OF THE COUNCIL'S LOWER GRADE POINTS**

##### **GRADES GR1 – GR5**

- 4.1 Although we have implemented an 18 grade spot salary, all grades are aligned to the NJC salary scale, an extract of which is shown below (GR1 – GR6).

<b>NJC SCP</b>	<b>Salary</b>	<b>Hourly Rate</b>	<b>RCT Grade</b>
1	£18,333	£9.50	GR1 *
2	£18,516	£9.60	GR2 *
3	£18,887	£9.79	GR3 *
4	£19,264	£9.99	GR4 *
5	£19,650	£10.19	
6	£20,043	£10.39	GR5
7	£20,444	£10.60	
8	£20,852	£10.81	
9	£21,269	£11.02	
10	£21,695	£11.25	
11	£22,129	£11.47	GR6

*\* Currently staff in these grades are paid at a minimum of £10 per hour*

- 4.2 Details of the post type that sit in each grade above is shown at Appendix 1.
- 4.3 Following a review of the current grade position, to maintain the integrity of the Job Evaluation processes, the most equitable option would be to move grades 1 to 4 up one increment on the NJC spinal column points. In addition to re-establish the former differentials between Grade 4 and Grade 5, we are also proposing to move GR5 up 2 increments to SCP8. If Council were to agree to this proposal, then the revised lower grading structure would be as follows:

Grade	Employees	Current NJC SCP	Hourly Rate	Proposed NJC SCP	Hourly Rate
GR1	410	1	£9.50	2	£9.60 *
GR2	1382	2	£9.60	3	£9.79 *
GR3	724	3	£9.79	4	£9.99 *
GR4	1118	4	£9.99	5	£10.19
GR5	1233	6	£10.39	8	£10.81

\* Staff in these grades will continue to be paid at a minimum of £10 per hour

4.4 Finally in respect of the recommended increases above, these values will again increase following the agreement and of course implementation of any national pay award and uplifts to the Real Living Wage.

#### **TERMS AND CONDITIONS**

4.5 As part of the review of terms and conditions of employment, the Council is now in a position to reinstate the payment of Double Time plus a Day in Lieu for any member of staff that is required to work a bank holiday.

4.6 In addition to this recommendation, Members will also be aware that recently, Cabinet agreed to increase the mileage rate for all staff to the current HMRC rate of 45p per mile (previously set at 35p per mile). The HMRC rate was backdated to the 1<sup>st</sup> March 2022.

4.7 We have reviewed the range of other terms and conditions that the trade unions requested to be reviewed, however we are not in a position to make any wider changes at this stage. We are committed though to continue to keep these under review in light of operational and service need.

#### **5. EQUALITY AND DIVERSITY IMPLICATIONS / SOCIO ECONOMIC DUTY**

5.1 Due regard has been given to the Council's public sector equality duties under the Equality Act 2010, namely the Public Sector Equality Duty and Socio Economic Duty.

- 5.2 An Equality Impact Assessment has been completed and concluded that the recommendations set out in the report are in line with the above legislation.

## **6. WELSH LANGUAGE IMPLICATIONS**

- 6.1 There are no Welsh Language implications as a consequence of the recommendations contained within this report.

## **7. CONSULTATION**

- 7.1 Discussions have taken place with the recognised trade unions over these proposals.

## **8. FINANCIAL IMPLICATION(S)**

- 8.1 The financial implications of implementing the changes set out at section 4 amount to £1.6M (full year cost). The ongoing implications will be factored into the Council's Medium Term Financial Plan as part of the current update. The part year implication for this financial year (8 months, £1.1M) can be funded from resources already identified in the base budget and supplemented by available one off resources.

## **9. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 9.1 In accordance with Section 54 of the Local Government and Elections (Wales) Act 2021 the Chief Executive must keep under review (i) the number and grades of staff required by the Council for the exercise of its functions; (ii) the organisation of the Council's staff; (iii) the appointment of the Council's staff and (iv) the arrangements for the management of the Council's staff (including arrangements for training and development).
- 9.2 Where the Chief Executive considers it appropriate to do so, they must make a report to Council setting out the Chief Executive's proposals in respect of any of the matters set out in paragraph 9.1.
- 9.3 It is Full Council's responsibility to then consider such reports.

**Appendix 1**

<b>Grade</b>	<b>Post Type</b>
GR1	Cleaner
	Casual Examination Invigilator
	Casual Cleaner
	Casual Special Events Assistant
	Domestic Assistant
	Dining Room Assistant
GR2	Supervisory Assistant
	Breakfast Club General Kitchen Assistant
	General Kitchen Assistant
	School Crossing Patrol
	General Kitchen Assistant - Secondary
	Casual Theatre Technician
GR3	Temporary Special Needs Support Assistant
	Teaching Assistant (Level 1)
	Caretaker
	Casual Front Of House Assistant
	Assistant Cook
	Driver
	Production Operative - Vision Products
GR4	Teaching Assistant (Level 2)
	Casual Recreation - Level 1
	Domestic Assistant
	Casual Care/Domestic Assistant
	Clerical Assistant
	Cook
	Recreation Attendant - Level 1
	Receptionist
	Library Assistant
	Fitness Suite Assistant
	Caretaker
	Childcare Worker
	Groundsperson
GR5	Home Care Worker
	Social Care Worker
	Collection Operative
	Care Workers
	Daytime Opportunities Support Worker
	Night Care Domestic
	Intermediate Care Worker
	Care Assistant



Streetcare Operative
Senior Gardener/Groundsperson
Contact Centre Advisor
Support at Home Worker
Day Service Assistant
Mobile Responder - Ext. Funded
Caretaker