

Local arrangements NJC Part 3 provisions

April 2025

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Version Control

Current version	Previous version	Summary of changes made	Approved by (meeting/committee)
April 2025	February 2022	Professional Fees & registration entitlement clarified; grade split removed for overtime. Wording condensed & duplication removed. Standard paragraphs added and document made gender neutral.	ECM 20 August 2025
February 2022	April 2019	April 2019 pay structure removed	HRMT
April 2019	May 2018	Final proposals regarding the local application of the new national 2019 NJC pay-line following consultation and collective agreement with the joint Trades Unions.	Cabinet 11/02/19
May 2018	June 2015	Appendix A added	Approval dates as below
May 2018	June 2015	Excess Travel Allowance.	Exec Member Regen & Resources 13/02/17
May 2018	June 2015	Vehicle Technicians Equipment Allowance.	Exec Member Regen & Resources 05/06/17
May 2018	June 2015	GM protocol on continuous service.	Exec Member Regen & Resources 09/04/18
Jun 2015	April 2012	New salary scale to reflect Grade 1 and Grade 15 uplift. Incremental progression guidance refreshed to reflect Grade 1 change. Casual pay amended to “normally” at bottom of grade to reflect G1/2 overlap.	SLJCC 29/06/15
Jun 2015	April 2012	Clarity of protection arrangements added for imposed reduction of hours changes where post is still considered a suitable alternative; staff will receive “cash value” personal protection for 2 years where needed.	SLJCC 29/06/15
Dates as above	April 2012	Overtime and holiday pay added to reflect the legislative update.	SLJCC 29/06/15
April 2012	June 2009	Essential Car User Allowance - individuals employed in a post where the ECU allowance is withdrawn will have the value protected until 1 April 2014.	The Executive 05/12/11

April 2012	June 2009	Car Parking - fully subsidised car parking for all staff will be withdrawn. A SS scheme for the purchase of car parking passes with the benefit of tax efficiency will be implemented for all staff from 1 April 2012.	The Executive 05/12/11
April 2012	June 2009	Bank Holiday Remuneration - all staff paid at grade 6 & below will be remunerated at double time plus a day off in lieu when they work on a Bank Holiday. Staff paid at grade 7 & above will be paid at double time only when they work on a Bank Holiday, with the exception of those who are contractually required to work on Bank Holidays.	The Executive 05/12/11
April 2012	June 2009	Amendments to grade name (in place of SCPs) in section 2.2 & 2.3 and clarification of 30% enhancement application.	SLJCC 29/05/12
June 2009	n/a	The council's local arrangements for NJC Part 3 conditions of service, which were determined in consultation with the Trades Unions as part of pay and grading review	Exec Member HR & Diversity 29/7/09

Introduction

This booklet outlines the local arrangements for terms and conditions not covered in national agreements (known as NJC part 3 provisions or Green Book) or in council policies in order to equality proof our pay structure. The arrangements have been reached in consultation with the joint Trades Unions.

The pay structure and conditions apply to all staff on NJC terms and conditions. Other arrangements are retained in line with the provisions of the National Agreement.

All arrangements are underpinned by our HR policies and guidance documents. Where available you should also refer to the relevant policy/guidance document for more detail.

If you have any queries, please raise these with your line manager in the first instance. Contact details for HR teams, Payroll and the Trades Unions are at the end of this booklet and available on the intranet.

1. Pay and Grading

1.1 Pay Structure

The council operates a structure of 14 grades named A-N which is based upon the National Joint Council salary spine. The spinal column points (SCPs) 1, 10, 13, 16, 18 and 21 are not in use at Bolton. Each grade overlaps the next by one incremental point. Posts will be allocated to each grade dependent upon their point score under the job evaluation scheme.

All grades within the new pay structure are incremental, subject to the grade progression criteria. Increments will be paid to eligible employees on 1 April each year until the maximum of the grade is reached, with the exception of new starters and staff whose grade increases between October and March, who will receive an increment following the completion of six months satisfactory employment.

The pay spine has been extended locally to SCP62 creating a Senior Head of Service grade for a specific set of circumstances as agreed when the grade was approved in 2013. This is for a small cohort of staff where approval to apply this grade is by exception and made by the Chief Executive in conjunction with the Assistant Director HR/OD.

1.2 Review of pay grades

The pay spine on which the grading structure is based is determined nationally. The pay spine is reviewed annually by the National Trades Unions and Employers, who determine the value of a “cost of living” increase across the Local Government sector. Our pay policy is reviewed and published annually in line with transparency requirements.

1.3 Grade progression

The council has adopted the national provision for accelerating or withholding increments on an exceptional basis, subject to individual performance. Written evidence must be provided for any such request, which requires the approval of the relevant Director/Assistant Director in consultation with HR.

Once the top of the scale is reached, the employee will remain upon that spinal column point SCP. No further salary increase will be payable, apart from that arising from the annual cost of living review.

For career-graded posts, incremental progression is barred at certain spinal column points. Further progression is dependent on the achievement of certain conditions as outlined in the job description/person specification.

1.4 Starting salaries

New starters are appointed at the bottom of the appropriate grade.

Workers appointed on a casual basis are appointed at the bottom of the relevant grade.

Exceptions to the above must be supported by written evidence and agreed by the relevant Director/Assistant Director and HR with consideration given to equality and any team relativity issues.

1.5 Pay period

All employees of Bolton Council are appointed on monthly pay and are paid in equal monthly instalments normally on the 18th of the month or the closest working day before the 18th if it falls on a bank holiday or weekend. Payment is made directly into a bank or building society account of the employee's choice. Payment is for the whole of that calendar month from 1st to the end date of the month.

1.6 Review of grading

The council's Job Evaluation and Appeals procedure is available in the policies section of the intranet.

1.7 Pay protection

If there is an imposed reduction of grade or hours as a result of a re-structure, redeployment or other organisational change and the post is considered a suitable alternative, current earnings are protected at "cash value" for a period of two years. This protection includes contractual enhancements / allowances. During the protection any incremental or annual pay increases will be incorporated in the protection amount until their protected earnings become less than their pay under the revised arrangements, or the protection period expires, whichever is the sooner. The suitability of the post will be in line with our restructure and redeployment procedures and for imposed hours changes, normally within 10% of previously contracted hours.

1.8 Professional fees and registration

The council will meet the cost of individual professional fees and registration where membership/registration is a statutory/legal requirement to practice or an essential requirement of your role, as detailed in the person specification. Staff who are members of professional bodies who are not entitled to reclaim fees can claim tax relief on the fees via HMRC.

1.9 Promotions

Where an employee is promoted into a post on a higher grade or where an employee's post is regraded to a higher grade, they will receive either the minimum of the new pay grade or one increment, whichever is the greater.

1.10 Honoraria and acting up payments

To enable the organisation to respond flexibly to changing circumstances, it is recognised that from time to time it may be necessary, by agreement, for employees to undertake additional duties outside of their job description or higher-level duties for a temporary period. In this situation it may be appropriate to consider a temporary additional payment.

For further information, please see the Honorarium and Acting Up Policy on the Intranet.

1.11 Notice Periods

The council operates a stepped notice period structure which will be applicable to all appointments whether permanent or fixed term, internal or external, from 1st June 2023. The new notice periods are:

Grade	Notice period
Grade 7/G (or equivalent) and below	1 month (no change)
Grade 8/H (or equivalent) and above	2 months
Grade 10/J (or equivalent) and above	3 months

Staff in post prior to 1st June 2023 who remain in their current post are subject to a notice period of one calendar month. Full details of the notice period applicable to staff is included in their contract of employment.

1.12 Continuous Service

In 2018 Bolton Council joined the GM protocol on continuous service. This provision sets out the Greater Manchester protocol to recognise continuity of service for staff across the GM Local Government and NHS and organisations.

2. Working Arrangements

2.1 Working hours

The standard working week for all full-time employees is 37 hours. There has always been the expectation that staff will work outside normal contracted working hours on occasion, by agreement, to support particular service needs. In return for this flexibility, managers will work with staff to agree time off in lieu at plain time or overtime payments, if appropriate, to a maximum value of time and a half.

To ensure equality the council has formalised remuneration arrangements for those regularly required to work out of hours. The arrangement covers those with flexible hour contracts, including 7-day service cover and night workers. These arrangements are set out in Section 2.2.

Employees who have more than one employment contract which takes them outside of the 48 hour per week limit under the Working Time Directive or are considering applying for an additional post which takes them beyond this limit, must discuss working arrangements with appropriate line managers and complete and sign an opt-out form. Managers and staff are expected to engage in regular wellbeing discussions. All other breaks/provisions of the Working Time Directive still apply.

2.2 Payments for regular contracted, non-standard working arrangements

Employees who are employed on a contract to work on a Saturday and or a Sunday only, will be paid at plain time and will not be eligible for any daytime enhanced payments e.g. 7%.

Where the business requires an employee to contractually work:

- a) At night-time between (10pm – 7am) on any day of the week and/or
- b) For 10% or more of their working time at the weekend in addition to working during the week.

Payment will operate as follows:

- Employees in posts which contractually require the postholder to operate between the hours of 7am and 10pm (defined as day time) due to business need over a 6/7 day period (i.e. shift patterns covering week days and weekends) will receive an allowance equivalent to 7% of basic salary. N.B. staff appointed purely to cover weekend work who do not operate during the week will not be eligible for any enhanced payments. Staff who request hours of work which fall into this category to meet personal commitments/circumstances will not be entitled to the enhancement. Any requests for flexible working in line with the council's flexible working request policy will be dealt with as a separate process.
- Employees in posts which contractually require the postholder to operate at night on any day of the week due to business need will receive an allowance equivalent to 30% of basic salary for the hours worked during this period. The corporate definition of night time hours is time worked between 10pm to 7am. Staff who request hours of work which fall into this category to meet personal commitments/circumstances will not be entitled to the enhancement.
- Employees who work both day and night-time hours over a 6/7 day period will receive an allowance of 7% which will be increased to 30% for the hours worked at night.

Employees covered by this arrangement will:

- Receive the appropriate enhancement as part of their normal pay.
- Receive a prorated enhancement for any shift that overlaps the day/night-time rates.

- Receive the enhancement during periods of approved annual leave and properly notified sickness.
- Not receive any additional enhancements for planned work at weekends where they are already in receipt of an all-inclusive allowance.
- Employees who are contracted to work on a bank holiday will receive a maximum enhancement of double time on their working hours. This does not apply to any daytime or night-time enhancement already applied to the basic salary. Employees will also receive a day off in lieu.

Should service need determine that a post needs to transfer to this arrangement, the Service Manager should provide a written report to their Assistant Director for approval. The relevant Trades Unions will be consulted about any such cases via the Assistant Director's JOG meeting.

Where staff are not contracted required to work within the arrangements defined above; night-time (10pm – 7am) or contractually required to work over a 6/7-day period for 10% or more of their working time at weekends, and by agreement **voluntarily** choose to work within the periods defined to suit personal circumstances, they will **not** be eligible for enhancements.

2.3 Payments for less than 10% contracted non-standard working hours

Employees who infrequently work on a Saturday and/or Sunday or are required to work on a Saturday and/or Sunday as part of their normal working week for less than 10% of their contracted working time, and who are not paid an all-inclusive allowance, may claim enhancements up to a maximum of time and a half for any hours worked at the weekend or at night.

2.4 Public holidays

All employees are entitled to public (bank) holidays (normally 8 per year).

Employees required to work on a public or extra statutory holiday shall receive their normal pay for that day, plus plain time for all hours worked within their normal working hours on that day (this constitutes as double time).

Staff required to work on a bank/public holiday will receive hours equivalent to the actual time worked in lieu, in addition to double time.

2.5 Overtime

Overtime is defined as any agreed additional hours worked above an employee's contracted working hours both during the week and at weekends.

Should a service area have a business need which requires them to offer additional hours to staff over and above their contracted working hours, these additional hours must be offered on an equitable basis to all staff within the service area that are able to undertake the duties required and must be allocated fairly.

Employees with more than one contract with the council will receive overtime enhancements on any contract only when their total weekly hours exceed 37 in that role. Staff who may be required to undertake an alternative role in addition to their normal role /working hours and are not contracted to do so, would receive payment at the grade of the role at plain time.

Employees may receive payment to a maximum value of time and a half for working hours that exceed a 37 hour working week, or take time off in lieu at plain time. Any additional hours worked up to and including a 37 hour working week are paid at plain time.

2.6 Holiday pay on Overtime

Employees who are required to work contractual overtime, or contractual additional hours receive holiday pay for the additional time worked within their normal salary payment. Employees who work non-contractual overtime are entitled to a payment in their holiday pay equivalent to the pro-rata value of 20 days of annual leave in each leave year, in accordance with regulation 13 of the Working Time Regulations 1998. This is paid as an addition to the employee's salary.

Contractual overtime / contractual additional hours are defined as those which the employee is required to work and is unable to refuse.

2.7 Standby and callout payments **UNDER REVIEW**

Section Under Review

The council pays an allowance per session for staff required to be on standby for duty. Current rates are available on the intranet.

The allowance paid covers work undertaken in the standby session up to 10% of time. Staff required to work longer than 10% of the time of a standby session will receive pay at time and half for the hours worked.

2.8 Sleeping in duty **UNDER REVIEW**

Section Under Review

Employees required to sleep-in on the premises shall receive an allowance as set out in national conditions (the "Green Book"). This allowance covers the requirement to sleep-in and up to 30 minutes call-out per night, after which additional hours provisions will apply.

3. Sickness Scheme

Bolton Council has a range of support and interventions available to staff who are suffering from ill health and/or require support to remain in work, including a generous occupational sick pay scheme for its employees, details of which are included in contracts of employment.

For further information, please see the Policy section on the Intranet.

4. Staff Travel

Should you be required to travel as part of your role, be that via your own transport or public transport, or if your work base is changed to one that is further away, arrangements are in place to reimburse certain expenses.

Details can be found in the Staff Travel and Subsistence Policy available on the intranet.

5. Term Time Employees Working in Schools

Annual leave will normally be taken during school holidays however local arrangements may be agreed. Payments for annual leave will be pro-rata to comparable full-time employees.

In addition to the provisions set out in the agreement on annual leave, public and extra statutory holidays there shall be an entitlement to:

- Payment for days when the school is closed during term-time due to exceptional circumstances such as an election, emergencies or the like, to a maximum of three days in each academic year.
- Employees required to work additional days are entitled to equivalent time off in lieu at a later date, or if this is not practicable, payment may be made in line with Section 2.5.

Bolton Council employees who work term time only are appointed on term time only contracts, which include a provision for pro-rata holiday entitlement.

6. Further Information and Useful Contacts

To access further information please visit the HR page on the intranet where all referenced Policies, information on HR and Union support are located.

If you do not have access to the intranet, please speak with your line manager.

For further advice and information contact your Departmental HR team, Payroll/Pensions Team or Trade Union:

Department	Email Address	Phone Number
Adults	hrpeopleadults@bolton.gov.uk	01204 33 8727
Children's Services	hrpeoplechildren@bolton.gov.uk	01204 33 2805
Department of Place	hrplace@bolton.gov.uk	01204 33 6761
Corporate Resource Department	hrchiefexecutives@bolton.gov.uk	01204 33 1666
Corporate HR Team	hrcorporate@bolton.gov.uk	01204 33 2634
Schools HR Team	hrschools@bolton.gov.uk	01204 33 2879
Payroll	payrollsharedservicecentre@bolton.gov.uk	01204 33 1768

Department	Email Address	Phone Number
Pensions	pensions@bolton.gov.uk	01204 33 1630
GMB	gmb@bolton.gov.uk	01204 33 1122
Unison	admin@unisonbolton.org	01204 33 8901

APPENDIX A - Approvals of other related provisions and service specific allowances following implementation of Part 3

Date/Approval	Title	Service	Detail
Exec Member Regen & Resources 05 June 2017	Vehicle Technicians Equipment Allowance	Vehicle Fleet Management Service	<p>This allowance applies to staff who are required, as part of their role, to provide vehicle technicians equipment. The service provided a specific business case of the viability of this arrangement opposed to the council provision of equipment.</p> <p>All obligations, including health and safety provisions, outlined by management are to be adhered to. Any staff receiving the weekly allowance must sign to confirm they comply with specific guidelines determined by service management. The weekly allowance will be the equivalent to the amount assigned in the NJC Craft and Associated Employees conditions of service for “tool money”. The equivalent weekly amount paid to staff will track any increases applied nationally to the payment.</p>