

Key Principles Non-Consolidated Pay Award 2011/12

On 18 July 2011, the Council agreed that a payment of £250 should be made to those employees earning below £21,000 per year.

This document sets out the principles of how this payment will be made;

The key principles are:

1. Employees whose full-time salary is £21,000 or below (i.e. Spinal Column Point 24 or below) are eligible for the payment.
2. The first day of April 2011 will be used as the basis for calculating employee hours and spinal column point for the payment.
3. The payment will be made to all eligible Council and schools based employees (non-teaching) employed on or after 1 April 2011, subject to the approval of the governing body where appropriate.
4. All eligible employees who have commenced employment since 1 April will be eligible for the payment, pro-rata for each full month worked between 1 April 2011 and 31 March 2012.
5. The payment will be applied on a pro-rata basis to employees who work part time and/or part year.
6. The Authority will pay all Tax and National Insurance arising from the payment.
7. The payment is non-consolidated and there will no pension contribution made as part of the payment as it will not have an impact on their pension.
8. Any employees who leave the Council before 31 March 2012 and access pension will be assessed at that time to establish if the payment has an impact on their pensionable earnings and where the payment has a positive impact – the pension payment will be made.
9. The payment is to a maximum of £250 per person irrespective of the number of posts held with the Authority. For employees with more than one post, payment will be made on contracted hours for each post up to a maximum of £250.
10. The payment will be made into employees' bank accounts on 28 October 2011. This will be a supplementary payment outside of normal salary payment arrangements and each employee eligible will have a separate pay advice slip.
11. 'Casual' and employees paid by timesheet will be paid based on the hours that they have worked between 1 April and 30 September 2011. An hourly pro-rata figure, derived from the £250 will be applied to make this payment. As the Council cannot predict future employment for casual

employees, a further assessment will be made after 31 March 2012 and payment made accordingly, up to the maximum payment of £250.

12. Any employee who leaves the Authority after the payment has been made will have the pro-rated amount from their date of leaving and 31/03/12 deducted from their final pay