

New Terms and Conditions Proposal for New Company

Appendix 1

Benefit	TBG Current	Statutory Rate	Benchmarking (Croner Reward, IDS) Collinson Grant Report	TBG New Company Proposal / Considerations
Pay	NJC pay spines with incremental rises 65 points £16,242 to £66,915 inclusive of Outer London Allowance.	National minimum wage 21 yrs + £6.50, 18-20yrs £5.13, under 18 yrs £3.79, Apprentice £2.73 wage. London Living wage £9.15	For posts above SCP 33, TBG is behind the market but less than SCP 33 is more competitive	Hay Job families / separate grading model based on upper to mid quartile of the not for profit London Market
Job Evaluation Scheme	GLPC / SMT and above SPOT salaries 2yr review using market comparators	n/a	Hay, market comparators	Hay
Pension	LGPS Defined Benefit (DB) Career Average scheme. Death in service benefit 3 x Annual salary. 1/4/2014 new members career average scheme. Current members will have pre April 2014 pension based on final salary at retirement. Employee contributions range from 5.5% up to 7.5%. Employers contribution average is 23.5% of which 9.3% is deficit.	age 22 to state pension age earning at least £10k employer must auto enrol into defined contribution scheme. Minimum employee contribution = 0.8% of qualifying earning increasing to 4% by 2018. Minimum employer contribution 1% of qualifying earnings rising to 3% by 2018. Govt 0.2% of qualifying earnings increasing to 1% by 2018	n/a	Defined contribution pension contribution between 3-10% matched scheme.
Hours	36 FTE	up to 48 WTD	37.5	37.5 FTE and consider over 7 days extended hours or Annualised Hours. Extended office opening hours to include evenings and weekends to maximise flexible working and hot desking.
Payment for overtime / Bank Holiday working	Monday to Saturday time and a half Sunday and public holidays Double time up to scp 28. Over scp 28 planned overtime rates apply. Public holiday working provides additional day off in lieu	no obligation to pay overtime but total pay for hours worked must not fall below national minimum wage		Flat rate. Time off in lieu given
Weekend / shift / night work / non standard	Time and one third enhancement for hours worked between 8.00pm and 6.00am. Weekend and shift enhancements paid	national minimum wage applies		no enhancements in line with YCB
Standby rates	£26.79 per unit (BH) 2hrs capped @ £11.33 (YCB)	n/a		£22.66 (2 hours) per standby in line with YCB. Requirement to participate in rota to be inserted in contract.
Sleep in / duty waking nights	£33.57 per shift sleep in. YCB £9.15ph no enhancements	n/a		no enhancements on top of hourly rate. In line with YCB for sleep in and waking nights
Annual Leave	Basic entitlement of 22 days rising to 29 days after 5 years service. Employees over scp 54 receive 32 days. Plus statutory holidays. Protected holiday entitlements for pre 1997 employees 31 days	5.6 weeks inclusive of bank holidays	Croner Reward and Income Data Services 47.5% receive at 25 days	23 days, increasing to 24 after 2 years and 25 days after 3 years for non managers; for managers (further consideration required) 25 days rising to 27 days after 2 years and 30 days after 3 years. Consider option to buy / sell back A/L as flex option.
Sickness	1st year 0-4 months 1 month full pay (after 4 mths) 1months full pay and 2months at half pay rising to 6mths full pay 6 months half pay after 5 years service. During full pay periods sick pay is normal pay including SSP. During Half pay periods sick pay is half normal earnings plus SSP.	No pay for first 3 days of sickness then SSP £87.55 for 28 weeks	Median number of weeks sick pay after 12 mths service is 2 months 27% of employers provide between four and six weeks at full pay and half of these pay further weeks at half pay	During 1st year service SSP rules no pay for 1st three days - then Statutory pay £87.55 for up to 28 week. After 1 year service, 2 months full pay then SSP . Consider Medical cover as part of flex fund option and option to extend occupational element in exceptional circumstances at managers discretion.

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Maternity / Adoption	Duration in accordance with Statutory scheme For employees with 26 weeks service at the 15th week before EWC Full pay for first four weeks followed by 2 weeks at 9/10ths of a weeks pay for employees who confirm their intention to return to work 12 weeks at half pay plus statutory maternity pay.	90% salary for 6 weeks. 90% of earnings or £138.18 whichever is lesser for 32 weeks	IDS (Income Data Services)87% of employers in the public sector provide more generous terms than statutory minimum among those the most common arrangement is to provide enhanced pay for 26 weeks, the most common period for enhancing to full pay is 18 weeks	Move to statutory
Paternity	Ordinary - one week full pay one week SPP £138.18 or 90% of average earnings whichever is lesser. Additional 26 weeks if mother returns to work based on statutory payments.	Ordinary 1 or 2 weeks at SPP £138.18 or 90% of average earnings whichever is lesser. Additional up to 26 weeks paid at SSP but only if mother returns to work.		Move to statutory
Notice periods	Employer - in line with statutory scheme Employee up to scp 28 - 4 weeks over scp 28 - 8 weeks. Senior managers 3 months notice		From Benchmarking most employers provide fours weeks notice from either side in first four years of employment and statutory notice thereafter. For senior managers most common notice period is 3 months from either party.	Employer notice based on statutory scheme. Employee contractual notice 1mth up to manager level then 2 months. SMT 3 months /Executive 6 months.

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Redundancy	1/2 week per year under 22 years, 1 week for each year ages 22-41. 1 1/2 weeks for each year 41 years plus and weeks pay uncapped	1/2 week per year under 22 years, 1 week for each year ages 22-41. 1 1/2 weeks for each year 41 years plus and weeks pay is capped at £464		1/2 week per year under 22 years, 1 week for each year ages 22-41. 1 1/2 weeks for each year 41 years plus and weeks pay is capped at £464. Reaffirm position on no re-employment after redundancy
Salary Protection	up to 4 scp above top of grade appointed to up to max period of 1 year.	n/a		no scheme
Mileage	Casual rate 46.9 pence, 52.2 pence, 65.0 pence depending on engine size. There are only 2 essential users in TBG lump sum £80.20 per month paid at 36.9 pence, 40.9 pence and 50.5pence per mile depending on engine size. Barnet homes protected rates up to 1750 miles 70 pence then 40.9 pence. Willow TUPE staff annual allowance £1170 then 46.4 pence per mile.	n/a but HMRC approved mileage rates		In line with HMRC car 45 pence, 24 pence motorcycle, 5 pence per passenger per business mile. Consider car share incentives. Policy to include arrangements for use of public transport.
Cycle to work	46.9 pence per mile allowance	n/a		In line with HMRC 20 pence per mile. Consider bike purchase as part of flex allowance.
Expenses	business travel costs, cost of meal up to £5 overnight expense meal £20 and hotel up to £100	n/a		With receipt by prior approval up to maximum spend. Procured business rates for accommodation / travel.
Childcare vouchers	Up to £243 a month of tax free childcare vouchers instead of part of salary	Up to £243 a month of tax free childcare vouchers instead of part of salary. Govt introducing new rates August 2015.		Autumn 2015 current vouchers will be closed to new entrants, current employees stay in scheme new starter join tax free childcare scheme, offer under flex fund.
Eye care vouchers	Edenred every 2 years eye test £19.95/ voucher of £55 or £75 towards glasses if qualify	n/a	market comparable	Current scheme costs approx. 4.5k per annum, consider cheaper scheme within flex arrangement, clarity on what we will pay for and how often only for VDU use.
Personal Injury Assurance	Zurich personal accident at work	NI Contributions		As current through Zurich insurance
Health	Occupational Health Service, flu jabs for frontline staff			no change
EAP	Employee Helpline + 1 to 1 counselling programme (7 Sessions)	n/a		Telephone EAP only
Special Leave	Provision for paid / unpaid leave total uncapped	n/a		Compassionate / Bereavement capped at 5 days paid per annum with provision for additional unpaid leave.
Flexi Time	1 full day or 2 half days pcm staff below scp 41 subject to service needs.	n/a		No flexi time scheme but offer flexible working arrangements
Season Ticket Loan	Yes interest free loan	n/a		no change
Career Break	2 to 6 months considered as unpaid leave then career break up to one year continuous employment rights retained with guarantee of return to position or similar position	n/a		2-6 months considered as unpaid then up to a year with requirement to resign from post, offer option to return to a similar post if available. 2 year qualifying period for anything over 6 months.