

**MANCHESTER CITY COUNCIL  
REPORT FOR RESOLUTION**

**REPORT TO:** Personnel Committee

**DATE:** 27 October 2010

**SUBJECT:** Pay-Line Boundary for Grade 12

**REPORT OF:** City Treasurer and the Interim Head of Personnel

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**PURPOSE OF REPORT**

To seek approval for the pay boundary for Grade 12 within the existing pay and grading structure.

**RECOMMENDATIONS:**

The Committee is recommended to note the contents of this report and to agree the pay boundary for Grade 12 based on the existing boundaries within the pay and grading structure.

**FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS**

None

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**WARDS AFFECTED:**

All

**IMPLICATIONS FOR:**

**Anti poverty**  
No

**Equal opportunities**  
No

**Environment**  
No

**Employment**  
No

## **BACKGROUND DOCUMENTS**

Proposed Adoption Of A New Pay And Grading Structure And Associated Procedural Documents For The Implementation Of The National Single Status Agreement And National Job Evaluation Scheme, February 16th 2005

Proposed Extension Of Delegated Authority To The Chief Executive For Consideration Of Grades For Posts Up To Grade 12 And Amendment To Terms Of Reference Of Personnel Committee, May 27<sup>th</sup> 2009

## **1. INTRODUCTION**

- 1.1 The City Council recognises the need to have pay and reward structures that support the attraction, retention and development of a skilled and flexible workforce, whilst achieving value for money in service delivery.
- 1.2 Through a rigorous job evaluation programme some 18,000 employees, under the purview of the National Joint Council (NJC) for Local Government Employees, have had their substantive posts evaluated and placed on a grade within the revised pay and grading structure.
- 1.3 The current Terms of Reference of the Personnel Committee state that salaries for posts above Grade 12 (£49,908) are put forward for consideration and approval by Members at Personnel Committee. Salaries for posts below grade 12 are approved by the Head of Personnel subject to the principles of job evaluation, in line with the Council's Scheme of Delegation of Staffing Proposals.
- 1.4 This report proposes a maximum points boundary for the top of Grade 12 to provide a clear boundary between Grades 1-12 which are subject to approval by the Head of Personnel and all salaries above Grade 12 which are subject to Member approval through the Personnel Committee.

## **2. BACKGROUND**

- 2.1 On May 27<sup>th</sup> 2009 a report was submitted proposing a recommendation to the City Council to amend the Terms of Reference of the Personnel Committee following the approval of delegated authority of the Chief Executive to extend the application of the NJC Job Evaluation Scheme to incorporate two new grades.
- 2.2 Approval was granted to delegate authority to the City Treasurer, in consultation with the Executive Member for Finance and Human Resources and the Head of Personnel, to develop a revised pay line to incorporate proposed new Grades 11 and 12 into the NJC Job Evaluation Scheme.
- 2.3 Following approval being granted a job evaluation exercise commenced to evaluate all NJC posts identified as having a substantive annual salary between Grade 10 and Grade 10+20%. The outcome of these evaluations resulted in the posts being placed on a grade in the pay and grading structure, which now included Grades 11 and 12, dependant on the job evaluation points score.
- 2.4 The extended pay line, complete with grade boundaries in the form of points totals for grades 10 and 11, was confirmed by the Treasurer in consultation with the Executive Member for Finance and HR and the Head of Personnel.

### **3. PROPOSAL**

- 3.1 A revised pay line to incorporate Grades 11 and 12 was developed by the Treasurer and Head of Corporate Personnel as per approval of the Personnel Committee (27/04/09) to grant delegated authority. The pay modelling exercise for Grades 11 and 12 involved examining clusters of points to determine the appropriate point to act as the boundary.
- 3.2 Grade 12, being the highest grade outcome under the agreed job evaluation scheme had no maximum points boundary assigned. It is now proposed to put forward a points total to act as the upper boundary point for Grade 12 in order to make the pay and grading structure complete.
- 3.3 As Grade 12 is the highest possible grade outcome it is not possible to continue with the cluster method to establish the upper points total for Grade 12. Therefore, an alternative approach to establishing the upper points total is proposed.
- 3.4 The approach proposed is to use the pay line average as a basis to determining the upper points total for Grade 12. Each grade within the pay line structure has a minimum and a maximum points total. The average gap between the minimum and maximum points total for grades 2 to 11 is 44 points (see Appendix 2 for illustration). By accepting 44 points to be our average point's difference and adding this to the minimum points total for grade 12 we have determined a maximum points score of 781 points.

### **4. CONCLUSION**

- 4.1 A points cap on the top of Grade 12 will solidify the boundaries between all grades within the existing pay and grading structure and provide a clear dividing line between posts that are salaried at Grade 12 and below and posts that are salaried above Grade 12 subject to Committee approval.
- 4.2 The committee is requested to consider the contents of this report and to approve the establishment of a points cap of 781 at the top of Grade 12.

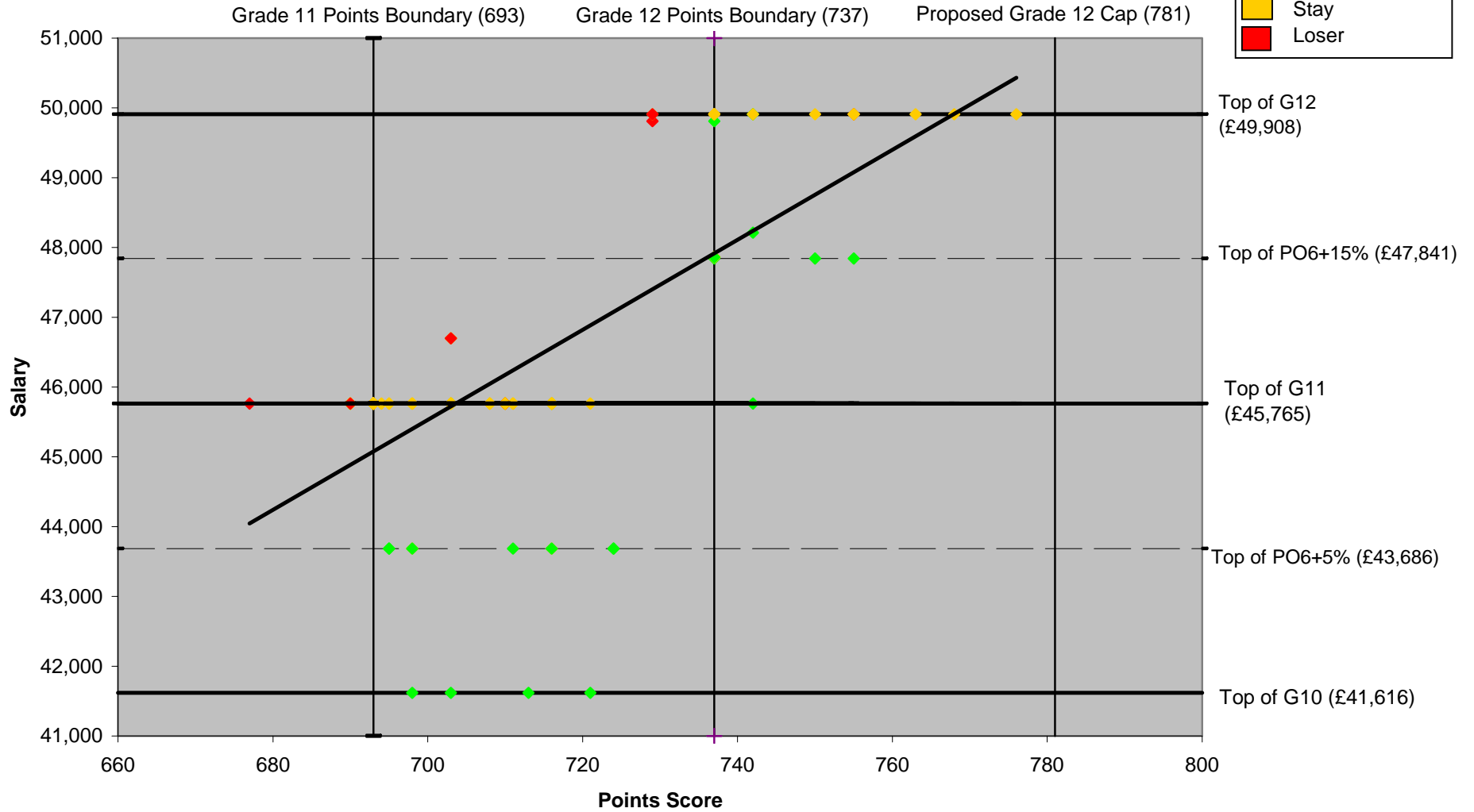
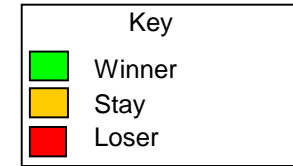
### **5. COMMENTS FROM TRADE UNIONS**

- 5.1 Trade Union Unison have commented that there needs to be clear and transparent guiding principles as to how posts are remunerated at a level above Grade 12. Unison have requested that a report is brought back to Personnel Committee within the next 3 months that sets out a set of principles for setting remuneration levels for posts above Grade 12.

### **ATTACHED AS APPENDICES**

Appendix 1: Proposed Pay line (complete)  
Appendix 2: Pay and Grading Structure for Posts Subject to the NJC Job Evaluation Scheme

**Appendix 1: Agreed Pay Boundaries with Proposed Cap**



Grade	JE Score Range	SCP	Current Salary (£)
1	Up to 258	4	12,145
		5	12,312
		6	12,489
<b>Competency Level</b>		<b>7</b>	<b>12,787</b>
2	285 - 320	8	13,189
		9	13,589
		10	13,874
<b>Competency Level</b>		<b>11</b>	<b>14,733</b>
3	321 - 350	12	15,039
		13	15,444
		14	15,725
		15	16,054
<b>Competency Level</b>		<b>16</b>	<b>16,440</b>
4	351 - 383	17	16,830
		18	17,161
		19	17,802
		20	18,453
<b>Competency Level</b>		<b>21</b>	<b>19,126</b>
5	384 - 425	22	19,621
		23	20,198
		24	20,858
		25	21,519
<b>Competency Level</b>		<b>26</b>	<b>22,221</b>
6	426 - 465	27	22,958
		28	23,708
		29	24,646
		30	25,472
<b>Competency Level</b>		<b>31</b>	<b>26,276</b>
7	466 - 530	32	27,052
		33	27,849
		34	28,636
		35	29,236
<b>Competency Level</b>		<b>36</b>	<b>30,011</b>
8	531 - 599	37	30,851
		38	31,754
		39	32,800
		40	33,661
<b>Competency Level</b>		<b>41</b>	<b>34,549</b>
9	600 - 652	42	35,430
		43	36,313
		44	37,206
		45	38,042
<b>Competency Level</b>		<b>46</b>	<b>38,961</b>
10	653 - 692	47	39,855
		48	40,741
		49	41,616
11	693 - 736	50	42,765
		51	43,686
		52	44,799
		53	45,765
12	737 - 781 (proposed)	54	46,833
		55	47,841
		56	48,867
		57	49,908