

EPPING FOREST DISTRICT COUNCIL

PAY POLICY STATEMENT 2012/13

GLOSSARY OF TERMS

National Joint Council (NJC)

This is a national negotiating body for employees covered by 'Green Book' pay and conditions.

Joint Negotiating Committee (JNC)

This is a national negotiating body for a range of local government employees i.e.

JNC for Chief Officers

JNC for Chief Executives

JNC for Local Authority Craft and Associated Employees

'Green Book'

The Green Book contains national guidance covering pay arrangements and conditions for a range of local authority employees including, administrators, cleaners, solicitors and environmental health officers etc.

'Red Book'

The Red Book contains national guidance covering pay arrangements and conditions for craft workers and associated employees including plumbers, electricians and carpenters etc.

Single Status Agreement

The national Single Status Agreement 1997 was agreed by national employers and the trade unions to harmonise pay arrangements and conditions between 'white' and 'blue' collar employees in local agreement. In addition a new national Job Evaluation Scheme was developed.

Collective Agreements

These are Agreements between the Council and trade unions setting out pay and conditions for Council employees.

Collective Bargaining

Collective bargaining is a process of negotiations between employers and employee representatives aimed at reaching agreements that cover pay arrangements and conditions. In the public sector employee representatives are trade unions and collective bargaining happens at a national level.

Job Evaluation

This is a process which creates a rank order of jobs according to the overall demands of the job.

Hay

Hay is the name of a job evaluation scheme. It has been applied to the Council's Chief Officer roles.

Spot Salary

A spot salary is a single salary amount which is not subject to incremental progression only pay awards.

Incremental Progression

A number of pay grades at the Council have 3, 4 or 5 scale points. Employees would usually start at the bottom scale point of the grade and will move through the scale points on an annual basis until the top of the grade is reached.

Inner Fringe Allowance

In the 1970's London Weighting was implemented in London authorities as an extra payment to compensate for the extra cost of living in London. This was extended to authorities bordering the outer London Boroughs and called Inner Fringe Allowance. This Allowance is paid at a lower rate than London Weighting.

Head of Paid Service

This statutory role is usually the Chief Executive (a different title maybe used but they would usually be the most senior officer in an authority). They have overall management and operational responsibilities for the Council.

Monitoring Officer

This statutory role performs a key function in ensuring lawfulness in the operation of the Council's decision making processes. They also have a key role on promoting and maintaining high standards of conduct and provides support to the Council's Standards Committee.

Section '151' Officer

This statutory role is usually the Director of Finance or a senior finance manager and they are required to be professionally qualified. The role advises on all financial and budgetary issues and is responsible for ensuring robust financial monitoring and stewardship is in place across the Council.

Chief Officers

This is a term to describe the most senior officers in the Council who are subject to pay and conditions negotiated by the NJC for Chief Officers or Chief Executives.

Hutton Review 2011

Will Hutton (former Chief Executive of the Work Foundation) was requested by the government to investigate executive pay in the private and public sectors.