

**MODERNISING TERMS AND CONDITIONS OF EMPLOYMENT
COLLECTIVE AGREEMENT**

1 November 2012

Contents

1.	INTRODUCTION.....	3
2.	DEFINITION OF TERMS.....	3
3.	COMMENCEMENT DATE	3
4.	SCOPE	3
5.	IMPLEMENTATION	4
6.	VARIATIONS TO THIS AGREEMENT	4
7.	SPECIFIC PROVISIONS.....	4
7.1	BASIC SALARIES AND SALARY PROGRESSION	4
7.1.1	Basic Pay	4
7.1.2	Grading Structure.....	5
7.1.3	Salary Progression.....	5
7.2	WORKING ARRANGEMENTS, TIME OFF AND PAY	6
7.2.1	Improved Flexibility in Working Arrangements	6
7.2.2	Overtime and Weekend Working Pay	6
7.2.3	Annual Leave entitlement.....	7
7.3	OTHER CHANGES	7
7.3.1	Standby Payments	7
7.3.2	Redundancy Payments	8
7.3.4	Total Reward and Salary Sacrifice	9
7.3.5	Compensation Payments	9
7.4	- CAR ALLOWANCES	10
7.4.1	Car Allowances.....	10
7.5	- ADDITIONAL CONTRACTUAL CHANGES.....	11
7.5.1	Pay In Lieu of Notice	11
7.5.2	Hours of Work	11
7.5.3	Work Base.....	12
7.5.4	Employment Policies and Procedures.....	12
7.5.5	Expenses Policy	12
APPENDIX 1	- NEW PAYSACLE WITH EFFECT FROM 1 ST JANUARY 2013	13
APPENDIX 2	- HARROW EDUCATIONAL PSYCHOLOGIST PAYSACLE WITH EFFECT FROM 1 ST JANUARY 2013.....	16
APPENDIX 3	- HARROW YOUTH WORKERS PAYSACLE WITH EFFECT FROM 1 ST JANUARY 2013	17
APPENDIX 4	- NEW PAYSACLE WITH EFFECT FROM 1 ST APRIL 2013.....	19
APPENDIX 5	- Addendum to clause 7.4 Car Allowances.....	21

1. INTRODUCTION

This Agreement between Harrow Council and GMB and UNISON, covers local arrangements relating to stated terms and conditions of employment as set out below, and will be incorporated into the contracts of employment of all employees within the scope of this Agreement. Employees will be notified individually of the changes.

2. DEFINITION OF TERMS

In this Agreement:-

“trade unions” refers to GMB and Unison

“staff” refers to all employees of Harrow Council excluding Teachers

“parties” refers to Harrow Council, GMB and Unison.

3. COMMENCEMENT DATE

This Agreement commences on 1 January 2013.

4. SCOPE

This Agreement covers all directly employed staff, including Chief Officers and the Chief Executive, and all non teaching staff based in community schools, but excludes those on teachers' pay and terms and conditions of employment.

Educational Psychologists and Youth Workers paid on national paycales at the date of the Agreement will be paid on new Harrow Educational Psychologists and Harrow Youth Workers paycales respectively.

Employees employed on National Nursery Examination Board conditions at the date of the Agreement are excluded from the annual leave provisions of this Agreement due to the nature of their contract.

This agreement does not apply to those staff who transfer into Harrow Council's employment under the Transfer of Undertakings (Protection of Employment) Regulations 2006 for the time that they remain on their existing terms and conditions of employment.

5. IMPLEMENTATION

This Agreement replaces the following provisions within the Council's Single Status Agreement 2004:

- 1.1 Pay Spines
- 1.2.1 Overtime
- 1.2.2 Saturday, Sunday and Public Holiday Working
- 1.4 Grade Bands
- 1.5 Progression Criteria
- 1.6 Pay Protection Arrangements
- 1.7 Leave

All other provisions of the Single Status Agreement remain in force and are unchanged.

In addition, this Agreement replaces all other previous agreements and policies relating to the matters contained within this Agreement, including where relevant:

- the schools caretaking staff lettings agreement
- s.8.1 'Protection of Pay' and *Appendix 4, Annex A*, of the Protocol for Managing Organisational Change which relates to Redundancy Payments (to be replaced by Appendix 5 Redundancy Payments effective from 1 April 2014.
- provisions of the Waste Management Services Collective Agreement relating to Salary and Overtime payments set out in para 3 and Appendix A with the exception of Note 3

For the avoidance of doubt, if there are any inconsistencies between this Agreement and any policies/ earlier agreements/ Employee Handbook, this Agreement takes precedent.

The various elements of this Agreement will be implemented with effect from different dates as set out within the Agreement eg changes to redundancy payments will be effective from 1 April 2014 and 1 April 2015.

6. VARIATIONS TO THIS AGREEMENT

This Collective Agreement may be amended at any time, by agreement in writing between the Council and the recognised trade unions, at least one month prior to the effective date of any amendment.

7. SPECIFIC PROVISIONS

7.1 BASIC SALARIES AND SALARY PROGRESSION

7.1.1 Basic Pay

Basic pay is defined as pay without any enhancements for the hours worked.

With effect from 1 January 2013, a basic pay reduction will be applied to salary scales as follows:

- a basic pay reduction of 1% on grade H5 and above up to and including SPM1
- a basic pay reduction of 1% on Educational Psychologists paycales and Youth Worker paycales point 11 and above
- a basic pay reduction of 1% on Director grade
- a basic pay reduction of 2.5% to Chief Executive and Corporate Director grades.

A copy of the revised paycales effective from 1 January 2013 is attached at Appendix 1, together with copies of the Harrow Educational Psychologists Appendix 2) and Harrow Youth Workers (Appendix 3) paycales.

This reduction in basic pay was agreed with effect from 1 January 2013 in view of the Council's financial position at this time. It modifies the salary scales in place at 1 January 2013. This agreement does not extend to any other basic pay reductions.

7.1.2 Grading Structure

With effect from 1 April 2013 a revised grading structure will be introduced as attached (see Appendix 4) which:

- removes points 4-7 inclusive on the current H1 scale thereby ensuring that all Harrow employees are paid at or above the London Living Wage rate (value as at 2 May 2011)
- ensures a minimum four incremental points for each grade
- ensure increments have even monetary values within each grade

The Council will monitor future changes in the London Living Wage and their relationship with Harrow paycales.

Although the change to the salary structure varies some of the spinal column point salaries, the Council intends to continue to apply national pay awards.

7.1.3 Salary Progression

Employees will normally receive an increment on the 1 April each year (subject to having completed 6 months service) until the top of their grade is reached. Exceptions to this, for example, are those who will not have completed six months service with Harrow Council by 1 April each year and receive an increment on the six month anniversary of their starting date; Educational Psychologists who receive their annual increment on 1 September each year.

Employees who receive a written warning for conduct or capability on or after 1 April 2013 will not receive the next increment that would be due to them.

Normal incremental progression will resume the following year subject to satisfactory performance.

This will not apply to employees on warnings for long term sickness absence (defined as 28 continuous days or more of sickness).

This process will apply on a pilot basis from April 2013 and its application will be monitored for the first 12 months. A review will be undertaken after one year (review date 30 June 2014) to assess any issues which have arisen as a result of implementing this policy and findings reported submitted to the Corporate Joint Committee. The review to include an Equalities Impact Assessment. For the avoidance of doubt the policy will remain in force until it is varied by agreement.

7.2 WORKING ARRANGEMENTS, TIME OFF AND PAY

7.2.1 Improved Flexibility in Working Arrangements

Subject to the needs of each service, by 1 April 2014, each service will have the option to review working arrangements to:

- Consider whether there is potential for improved service delivery by an extended or alternative period of service availability
- Consult staff on their preferences for working arrangements and location
- Decide whether an arrangement can be reached to meet staff aspirations for more flexibility in working arrangements and the needs of the service
- Consult all those affected, including internal customers and service users, by any potential change in order to come to an acceptable arrangement to the service and those affected

Any change in current working arrangements will be subject to:

- The outcomes required from staff being delivered when needed
- There being no detrimental impact on current or future service delivery

Any change to current service wide working arrangements would be subject to consultation with the trade unions. and completion of an Equality Impact Assessment.

7.2.2 Overtime and Weekend Working Pay

With effect from 1 January 2013, for employees on grade H11 (G11) and below:

- Payment for overtime (hours worked over 36 per week) will be at plain time with no enhancements, unless it involves night work.
- Payment for working at week-ends will be at plain time with no enhancements, unless it involves night work.
- Night work enhancements will be paid at time-and-a-third for time worked between 8pm and 6am.

- Employees contractually required to work on bank holidays will receive payment at 2 x contractual hourly pay plus time off in lieu for hours worked.

Employees contractually required to work on substitute bank holidays will also receive payment at 2 x contractual hourly pay, plus time off in lieu for hours worked, unless they have worked on the bank holiday.

Employees who work non contractual overtime on bank holidays or substitute bank holidays will be paid as above but will not be entitled to time off in lieu.

Employees who work between 8pm and 6am on bank holidays or substitute bank holidays will also receive night work enhancement of one third of basic pay.

Staff on SPM grades (MG) grades are not entitled to claim overtime

Payments will be based on the new Harrow payscales from 1 January 2013 and the revised Harrow grading structure from 1 April 2013. The GLPC or NJC rates of pay, as defined under the Single Status agreement will not apply. This Agreement also replaces any other protected overtime rates previously in place.

7.2.3 Annual Leave entitlement

With effect from 1 April 2013 the basic annual leave entitlement for full-time staff will increase from 23 to 24 days and from 28 to 29 days after 5 years' continuous local government service (and pro-rata for part-time staff).

The entitlement for Youth Workers, Chief Officers and the Chief Executive will also increase by 1 day for full time staff.

Employees on term-time-only contracts will have the additional day included when their annual pay is calculated.

There will be no change for employees on NNEB conditions (nursery nurses and learning assistants in special schools) due to the nature of their contract, which means they are already paid based a full year, including non-working days.

The Council scheme for 'Leave Linked to Long Service with Harrow Council' will continue to apply.

7.3 OTHER CHANGES

7.3.1 Standby Payments

With effect from 1 January 2013, where it is a clear contractual requirement, standby sessions will be paid as follows:

- Pay £13.50 per overnight standby session (ie. between the end of one working day and the start of the next)
- Pay £18.00 per 24 hour standby session
- Where a 24 hour standby session is split between two employees, each will receive £13.50.

Standby payments cannot be made during any period of an employee's contractual working hours ie basic hours and any contractual overtime.

Time off in lieu or overtime payments at plain time will be payable to any employee graded below SPM5 on standby who is called out.

With the exception of the Major Emergency Response Officer scheme, which remains unchanged, this Agreement supersedes any other standby payments previously in place.

7.3.2 Redundancy Payments

The Council's power to make redundancy payments over and above the statutory redundancy payments scheme derives from the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006.

Subject to those Regulations, the Council will apply the following payments:

For employees made redundant on or after 1 April 2014, Harrow Council will apply the statutory 30 week table to calculate redundancy payments using a multiplier of 2 x actual weekly pay.

For employees made redundant on or after 1 April 2015, Harrow Council will apply the statutory 30 week table to calculate redundancy payments using a multiplier of 1.5 x actual weekly pay.

7.3.3 Pay Protection

An employee will be entitled to pay protection where there is a reduction in their contractual pay as a result of:

- redeployment to avoid redundancy, or
- re-grading as a result of job evaluation
- restructuring or reorganisation of work

With effect from the start of their new contract, pay protection will be based on the difference between their previous and new contractual pay, provided that the difference is no more than 20%.

Pay protection will be a phased reduction of pay over a period of not more than two years, as follows:

- Year One - 100% of the difference for the first 12 months from the date of the redeployment

- Year Two - 50% of the difference for the following 12 months

These protection arrangements will apply to those employees redeployed on or after 1 January 2013.

Protection arrangements will only apply where an employee accepts a post where the difference between the employee's previous contractual pay and their new contractual pay means a reduction in salary.

Where an employee moves to a higher paid role during the pay protection period, pay protection will cease.

7.3.4 Total Reward and Salary Sacrifice

The Council will procure a Total Reward system supplier offering online salary sacrifice schemes and negotiated discounts with local and national suppliers of goods and services by April 2013. It is the Council's objective to introduce personalised statements of total reward. However, this is dependent upon the services provided by the supplier.

7.3.5 Compensation Payments

The Council recognises that for some employees there is a significant detrimental impact on their total contractual pay as a result of the terms of this Collective Agreement.

The Council will seek to mitigate the loss of contractual pay for those staff most impacted by the changes in this Collective Agreement. In the future, Managers will need to review working arrangements and roles, consider possible changes when vacancies arise, review rotas and consider the impact on staff when undertaking re-organisations/restructures, to determine how these actions could assist to mitigate loss. Managers will not implement any actions to mitigate the loss for staff which will have a directly detrimental impact on other Council staff

With effect from 1 January 2013, compensation for loss of contractual pay as a result of the changes in contractual overtime or weekend enhancements, car user allowance and contractually required standby will be implemented under this agreement, as follows:

% impact (total % loss based on payments in the period July 2011 to June 2012 as a proportion of total contractual pay.	Year 1	Year 2	Year 3
20% and above	100%	66%	33%
5% and above but less than 20%	66%	33%	0
2.5% and above but less than 5%	66%	0	0

Compensation is not payable for the 1% or 2.5% basic pay reduction from 1 January 2013, as detailed in 7.1.1 above.

Individuals will receive compensation based on the difference between their previous contractual pay (for the 12 month period to end June 2012) and what they will receive working the same contractual hours for a 12 month period under the new terms and conditions, provided this loss is 2.5% or more of their previous contractual pay. Compensation will be calculated based on loss as at 1 January 2013, and adjusted if circumstances change.

For calculating entitlement to compensation, employees on long term sickness (including as a result of industrial injury), maternity leave, or additional parental leave will be treated as if they are at work and in receipt of full pay.

The compensation payment will be paid on a monthly basis, ie one-twelfth of the annual payment.

Compensation will be offset against any subsequent increases in contractual pay as a result of contractual changes, for example re-grading or incremental progression and reduced by the amount of the increase in contractual pay. Compensation will apply on an hourly basis ie. for hours worked, and therefore will also be adjusted if hours are reduced voluntarily.

Employees on long term sick (including as a result of industrial injury) or maternity leave will receive the proportion of their compensation payments which mirror their entitlement to occupational pay. The compensation period will continue to run during any maternity leave or long term sickness absence period, even though the employee may not be in receipt of compensation payments.

If an individual resigns from their post or applies for and is appointed to another post within the Council (voluntary change), the compensation payments will cease from the date they commence their new post or leave the Council.

If an individual is redeployed within the Council as a result of reorganisation, the compensation payments payable from 1 January 2013 will continue to be paid for the duration of the original period for which compensation was payable unless redeployment results in a higher salary, when compensation will be adjusted. In these circumstances, this may mean that an individual is in receipt of both salary protection based on the difference between the salary in their previous post and their redeployment post and compensation under the Collective Agreement on Terms and Conditions in parallel.

Compensation payments will be included in the calculation of any redundancy payments.

Employees who commence employment with Harrow Council after the date this agreement has been signed will not be entitled to any compensation.

7.4 - CAR ALLOWANCES

7.4.1 Car Allowances

Harrow Council will withdraw all employees and posts from the National Joint Council for Local Government Services Car Allowances (known as the Essential User and Casual User Allowances) with effect from 1 January 2013. This Council decision does not form part of this Collective Agreement between the Council, Unison and GMB.

With effect from 1 January 2013, a new local, agreed, Harrow Car User Scheme will be implemented, comprising:

- a lump sum payment of:
 - £423 for cars with a cc of 451 - 999cc
 - £482 for cars with a cc of 1000 - 1100cc
 - £620 for cars with a cc over 1200 cc

for employees for whom frequent and regular journeys are a fundamental element of the core duties of their role, and

- implementation of the HMRC mileage rates for all mileage claimed on Council business.

The lump sum payment and mileage rates will be reviewable annually (with effect from 1 April each year),

By 1 April 2013, the Council will have reviewed entitlement against agreed revised criteria for eligibility for the Harrow Car User Scheme, and any employee previously in receipt of a lump sum allowance who no longer meets the criteria, will have the allowance withdrawn from 1 April 2013. Compensation is not payable for withdrawal of the lump sum allowance.

Additional details of the Harrow Car User Scheme agreed are attached at Appendix 5.

The Council will explore the use of "pool" cars as an alternative to payment of car allowances.

7.5 - ADDITIONAL CONTRACTUAL CHANGES

From 1 January 2013 the following standard contractual terms will be included in the employment contracts for all staff:

7.5.1 Pay In Lieu of Notice

When either the employee or the Council gives notice to terminate the individual's employment, the Council reserves the right to make a payment in lieu of the notice.

7.5.2 Hours of Work

The employee's normal working hours shall be as stated in his or her existing contract.

The Council reserves the right, in consultation with both the employee and the recognised trade unions, to make reasonable changes to the employee's working hours and pattern of work.

7.5.3 Work Base

The employee's normal place of work shall be as stated in his or her existing contract including such other place which the Council may reasonably require for the proper performance and exercise of the employee's duties, including at any location within the Borough of Harrow, at home, in neighbouring council offices, or anywhere within reasonable travelling distance and time. The Council reserves the right to vary the employee's work base, within reason, in consultation with the employee, taking into account the employee's personal circumstances, e.g. caring responsibilities.

7.5.4 Employment Policies and Procedures

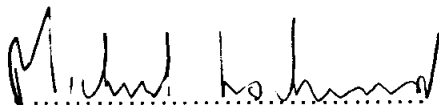
The Council made a decision in 2011 that Council employment policies would be contractual with guidance and toolkits being non-contractual. Currently, most policies are contractual. However, there are three significant policies (Dignity at Work, Conduct and Capability) that are fully non-contractual.

Following review and subject to consultation with GMB and Unison on individual policies, the Council will take forward this decision.

7.5.5 Expenses Policy

In accordance with the Council's Expenses Policy employees are entitled to claim reimbursement for parking charges necessarily incurred in the course of their work, when away from their designated work base. Reimbursement cannot be claimed for parking charges incurred in attending their designated work base.

SIGNED



Michael Lockwood
Chief Executive

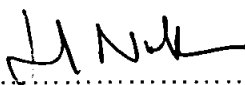
for Harrow Council



Bill Stephenson
Leader of the Council

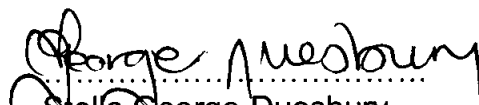
for Harrow Council

SIGNED



John Noblemunn
Regional Officer

For Unison



Stella George-Duesbury
Regional Organiser

for GMB

DATE:

1 November 2012

APPENDIX 1 - NEW PAYSACLE WITH EFFECT FROM 1ST JANUARY 2013

Grade	SCP	Salary – 1 Jan 2013 incl 1% and 2.5% pay reduction
H01	4	£14,697
H01	5	£14,814
H01	6	£14,940
H01	7	£15,216
H01	8	£15,615
H01	9	£16,005
H01	10	£16,290
H01	11	£16,482
H02	10	£16,290
H02	11	£16,482
H02	12	£16,794
H02	13	£17,196
H03	14	£17,484
H03	15	£17,808
H03	16	£18,195
H03	17	£18,582
H04	18	£18,915
H04	19	£19,563
H04	20	£20,205
H04	21	£20,877
H05	22	£21,161
H05	23	£21,731
H05	24	£22,382
H05	25	£23,044
H06	26	£23,730
H06	27	£24,464
H06	28	£25,200
H07	29	£26,136
H07	30	£26,953
H07	31	£27,752
H08	32	£28,512
H08	33	£29,305
H08	34	£30,086
H09	35	£30,677
H09	36	£31,443
H09	37	£32,281
H09	38	£33,175

Grade	SCP	Salary – 1 Jan 2013 incl 1% and 2.5% pay reduction
H10	39	£34,197
H10	40	£35,064
H10	41	£35,943
H10	42	£36,807
H10	43	£37,689
H11	44	£38,571
H11	45	£39,391
H11	46	£40,309
H11	47	£41,194
SPM5	1	£41,595
SPM5	2	£43,017
SPM5	3	£44,437
SPM5	4	£45,857
SPM5	5	£47,579
SPM4	1	£50,116
SPM4	2	£51,538
SPM4	3	£52,961
SPM4	4	£54,384
SPM4	5	£55,803
SPM3	1	£52,958
SPM3	2	£54,580
SPM3	3	£56,207
SPM3	4	£57,826
SPM3	5	£59,456
SPM2	1	£62,700
SPM2	2	£64,321
SPM2	3	£65,949
SPM2	4	£67,570
SPM2	5	£69,195
SPM1	1	£77,998
SPM1	2	£81,461
SPM1	3	£85,080
SPM1	4	£88,272
SPM1	5	£92,892

Grade	SCP	Salary – 1 Jan 2013 incl 1% and 2.5% pay reduction
DIRECTOR	1	£101,685
DIRECTOR	2	£104,769
DIRECTOR	3	£106,804
DIRECTOR	4	£110,009
DIRECTOR	5	£113,323
CORPDIR2	1	£111,606
CORPDIR2	2	£113,622
CORPDIR2	3	£117,717
CORPDIR2	4	£119,343
CORPDIR1	1	£122,920
CORPDIR1	2	£126,612
CORPDIR1	3	£130,312
CORPDIR1	4	£134,225
CORPDIR1	5	£138,250
CHIEFEXC	1	£147,812
CHIEFEXC	2	£150,898
CHIEFEXC	3	£154,060
CHIEFEXC	4	£157,286
CHIEFEXC	5	£160,594
CHIEFEXC	6	£167,997

APPENDIX 2 - HARROW EDUCATIONAL PSYCHOLOGIST PAYSCALE WITH EFFECT FROM 1ST JANUARY 2013

Range	SCP	Basic Salary as at 1st Sept 2009	London Weighting £1,914 pa	Basic Salary 1st Jan 2013	London Weighting 1st Jan 2013	New Salary 1st Jan 2013
Main Scale Educational Psychologists	1	£33,934	£1,914	£33,597	£1,914	£35,511
	2	£35,656	£1,914	£35,301	£1,914	£37,215
	3	£37,378	£1,914	£37,005	£1,914	£38,919
	4	£39,100	£1,914	£38,709	£1,914	£40,623
	5	£40,822	£1,914	£40,416	£1,914	£42,330
	6	£42,544	£1,914	£42,120	£1,914	£44,034
	7	£44,165	£1,914	£43,725	£1,914	£45,639
	8	£45,786	£1,914	£45,330	£1,914	£47,244
	9*	£47,305	£1,914	£46,833	£1,914	£48,747
	10*	£48,825	£1,914	£48,339	£1,914	£50,253
	11*	£50,243	£1,914	£49,743	£1,914	£51,657
Senior Educational Psychologists	3	£45,786	£1,914	£45,330	£1,914	£47,244
	4	£47,305	£1,914	£46,833	£1,914	£48,747
	5	£48,825	£1,914	£48,339	£1,914	£50,253
	6	£50,243	£1,914	£49,743	£1,914	£51,657
	7*	£50,825	£1,914	£50,319	£1,914	£52,233
	8*	£51,912	£1,914	£51,393	£1,914	£53,307
Principal Educational Psychologists	10	£54,085	£1,914	£53,544	£1,914	£55,458
	11	£55,159	£1,914	£54,609	£1,914	£56,523
	12	£56,255	£1,914	£55,692	£1,914	£57,606
	13	£57,370	£1,914	£56,796	£1,914	£58,710
	14	£58,447	£1,914	£57,864	£1,914	£59,778
	15	£59,575	£1,914	£58,980	£1,914	£60,894

APPENDIX 3 - HARROW YOUTH WORKERS PAYSCALE WITH EFFECT FROM 1ST JANUARY 2013

SUPPORT WORKER RANGE	SCP	Basic Salary as at 1st Sept 2009	London Weighting £1,898 pa	Basic Salary 1st Jan 2013	London Weighting 1st Jan 2013	New Salary 1st Jan 2013
Support Youth Worker in Training	3	£15,324	£1,898	£15,324	£1,898	£17,222
	4	£15,917	£1,898	£15,917	£1,898	£17,815
	5	£16,509	£1,898	£16,509	£1,898	£18,407
	6	£17,100	£1,898	£17,100	£1,898	£18,998
	11	£20,591	£1,898	£20,591	£1,898	£22,489
	12	£21,525	£1,898	£21,312	£1,898	£23,210
Senior Support Youth Worker	13	£22,489	£1,898	£22,266	£1,898	£24,164
	14	£23,485	£1,898	£23,253	£1,898	£25,151
	14	£23,485	£1,898	£23,253	£1,898	£25,151
	15	£24,166	£1,898	£23,925	£1,898	£25,823
	16	£24,875	£1,898	£24,627	£1,898	£26,525
	17	£25,574	£1,898	£25,320	£1,898	£27,218
PROFESSIONAL RANGE	SCP	Basic Salary as at 1st Sept 2009	London Weighting £1,898 pa	Basic Salary 1st Jan 2013	New London Weighting 1st Jan 2013	New Salary 1st Jan 2013
Youth Worker in Training or Project Worker	11	£20,591	£1,898	£20,388	£1,898	£22,286
	12	£21,525	£1,898	£21,312	£1,898	£23,210
	13	£22,489	£1,898	£22,266	£1,898	£24,164
	14	£23,485	£1,898	£23,250	£1,898	£25,148
	19	£26,975	£1,898	£26,706	£1,898	£28,604
	20	£27,673	£1,898	£27,399	£1,898	£29,297
Youth Worker	21	£28,461	£1,898	£28,176	£1,898	£30,074
	22	£29,352	£1,898	£28,059	£1,898	£29,957

PROFESSIONAL RANGE	SCP	Basic Salary as at 1st Sept 2009	London Weighting £1,898 pa
Senior Youth Worker	25	£31,968	£1,898
	26	£32,847	£1,898
	27	£33,726	£1,898
	28	£34,613	£1,898

Basic Salary 1st Jan 2013	New London Weighting 1st Jan 2013	New Salary 1st Jan 2013
£31,650	£1,898	£33,548
£32,520	£1,898	£34,418
£33,390	£1,898	£35,288
£34,269	£1,898	£36,167

APPENDIX 4 - NEW PAYSCALE WITH EFFECT FROM 1ST APRIL 2013

Grade	SCP	Salary 1 April 2013
G1	1	£15,615
G1	1	£15,615
G1	1	£15,615
G1	1	£15,615
G1	1	£15,615
G1	2	£15,921
G1	3	£16,299
G1	4	£16,482
G2	5	£16,290
G2	6	£16,545
G2	7	£16,869
G2	8	£17,196
G3	9	£17,484
G3	10	£17,877
G3	11	£18,225
G3	12	£18,582
G4	13	£18,915
G4	14	£19,698
G4	15	£20,280
G4	16	£20,877
G5	17	£21,162
G5	18	£21,732
G5	19	£22,383
G5	20	£23,046
G6	21	£23,730
G6	22	£24,210
G6	23	£24,702
G6	24	£25,200
G7	25	£25,815
G7	26	£26,445
G7	27	£27,090
G7	28	£27,753
G8	29	£28,512
G8	30	£29,028
G8	31	£29,553
G8	32	£30,087
G9	33	£30,678
G9	34	£31,443
G9	35	£32,283
G9	36	£33,177

Grade	SCP	Salary 1 April 2013
G10	37	£34,032
G10	38	£34,920
G10	39	£35,814
G10	40	£36,741
G10	41	£37,689
G11	42	£38,571
G11	43	£39,393
G11	44	£40,311
G11	45	£41,196
MG1	1	£41,595
MG1	2	£43,017
MG1	3	£44,439
MG1	4	£45,858
MG1	5	£47,580
MG2	1	£50,118
MG2	2	£51,540
MG2	3	£52,962
MG2	4	£54,384
MG2	5	£55,803
MG3	1	£52,959
MG3	2	£54,582
MG3	3	£56,208
MG3	4	£57,828
MG3	5	£59,457
MG4	1	£62,700
MG4	2	£64,872
MG4	3	£66,282
MG4	4	£67,725
MG4	5	£69,195

Grade	SCP	Salary 1 April 2013
D1	1	£78,000
D1	2	£81,462
D1	3	£84,231
D1	4	£87,390
D1	5	£91,965
D2	1	£100,668
D2	2	£103,722
D2	3	£106,806
D2	4	£110,013
D2	5	£113,325
CD1	1	£110,490
CD1	2	£112,485
CD1	3	£116,541
CD1	4	£118,149
CD2	1	£121,692
CD2	2	£125,346
CD2	3	£129,009
CD2	4	£132,885
CD2	5	£136,869
CE	1	£147,813
CE	2	£150,900
CE	3	£154,062
CE	4	£157,287
CE	5	£160,596
CE	6	£167,997

Appendix 5

Addendum to Clause 7.4 Car Allowances

Insurance Issues

Any employee carrying Council equipment or property in their own car should ensure that the equipment/property is transported carefully and securely. If the employee leaves their car, they must ensure that any Council equipment/ property is out of sight and the vehicle is locked. Council equipment should not be left in any vehicle overnight.

Providing reasonable care has been taken as set out above, in circumstances where Council equipment is damaged or stolen from an employee's car, the employee will not be liable for the loss or damage. In these circumstances, the Council will meet the costs of any replacement or repair to the equipment or property. The employee will need to make any claim for damage to their own vehicle via their own motor insurance company.

If a client or colleague has an accident whilst being transported by an employee in the employee's car, any potential personal injury claim will be submitted to the employee's insurance company.

Road Fund Licence

The Council understand that the Government is intending to modify the way Road Fund Licence is calculated and applied. If any change is implemented, the Council agree to review the Harrow Car User Allowance Scheme in the context of these changes, in consultation with Unison and GMB.