

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Pay Review – Programme Plan

**Meeting/Date:** Cabinet – 17th October 2013

**Executive Portfolio:** Executive Leader

**Report by:** Managing Director/HR Consultant

**Ward(s) affected:** All

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**Executive Summary:**

An update on the progression of the Pay and Grading Framework which is moving from the job evaluation exercise to the first stages of employee consultation.

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## 1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 This report is to provide an update and further information to the Cabinet on the timetable and consultation planned with staff on moving to a new pay model.

## 2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The introduction of the new pay model will mean change for existing staff from a pay structure that has been in place for 23 years. On the project we are now reaching a key point when the evaluation of roles has been completed and the new proposed pay line can be shared with staff. In addition we are about to commence consultation with staff on the proposed new pay model and are about to share a comprehensive pack with all staff and to support that with presentations and briefings.

## 3. TIMETABLE FOR IMPLEMENTATION

- 3.1 The timetable for implementation of this consultation on the new pay model is

Date	Action
18th to 22nd October	Manager Briefing on their role in consultation
25th October	Release of pack to all employees
4th to 7th November	Employee sessions
November	Ongoing meetings with Staff Council
9th December 2013	Earliest end of formal consultation

The pack of documents to employees will include the following

- Covering letter to all staff
- Copy of old pay model and proposed new pay model
- Proposed appeal procedure for implementation exercise in Q1 2014
- Frequently asked questions
- Feedback form for staff to respond to consultation

## 4. WHAT ACTIONS WILL BE TAKEN

- 4.1 The Cabinet should be aware that we are about to enter a new phase of the Pay and Grading project and that employee consultation is commencing. We will return to this subject when consultation has been completed.

## CONTACT OFFICER

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