

AGENDA FOR EMPLOYMENT PANEL



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To: All Members of Employment Panel

Councillors : R Bernstein, J Grimshaw, C Cummins,
M Walsh, T Tariq, L Smith, R Gold (Chair), I Rizvi and S Arif

Dear Member/Colleague

Employment Panel

You are invited to attend a meeting of the Employment Panel which will be held as follows:-

Date:	Tuesday, 3 February 2026
Place:	Microsoft Teams
Time:	7.00 pm
Briefing Facilities:	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
Notes:	

AGENDA

1 APOLOGIES FOR ABSENCE *F_PR*

2 DECLARATIONS OF INTEREST *F_PR*

Members of the Employment Panel are asked whether they have an interest in any of the matters on the agenda and, if so, to formally declare that interest.

3 MINUTES OF THE PREVIOUS MEETING *F_PR*

The minutes of the meeting held on 24 November 2025 are attached for approval and accuracy.

4 EMPLOYMENT POLICIES *F_PR*

A report from the Cabinet Member for Customer Service, Communications & Corporate Affairs is attached
Family Leave Policy attached
Work Time Regulations Policy attached
Job Evaluation Policy attached

5 PAY POLICY *F_PR*

Report from the Cabinet Member for Customer Service, Communications and Corporate Affairs attached

6 EXCLUSION OF PRESS AND PUBLIC *F_PR*

To consider passing the appropriate resolution under Section 100(A)(4) of the Local Government Act 1972 that the press and public be excluded from the meeting during consideration of the following items of business since they involve the likely disclosure of exempt information.

7 CHIEF OFFICER RECRUITMENT *F_PR*

Reports attached

8 URGENT BUSINESS *F_PR*

Minutes of: **EMPLOYMENT PANEL**

Date of Meeting: 24 November 2025

Present: Councillor R Gold (in the Chair)
Councillors J Grimshaw, T Tariq, S Arif and D Vernon

Also in attendance: Nicole Howarth, HR and OD Business Partner
Catherine King, Hr Business Manager
Tim Normanton, Interim AD People & Inclusion
Kate Waterhouse, Executive Director, Strategy & Transformation

Public Attendance: No members of the public were present at the meeting.

Apologies for Absence: Councillor R Bernstein, Councillor C Cummins, Councillor M Walsh and Councillor L Smith

EP.18 APOLOGIES FOR ABSENCE

Apologies for absence are noted above.

EP.19 DECLARATIONS OF INTEREST

Councillor Tariq declared a personal interest as Chair of North West Employers.

EP.20 MINUTES OF THE PREVIOUS MEETING

It was agreed that the notes of the meeting held on 26 June 2025 be approved as a correct record and signed by the Chair.

EP.21 WORKFORCE POLICY REVIEW

The Interim Assistant Director of HR presented a report setting out proposals for a number of new, changed, reviewed and replaced policies.

The policies were set out in the report:-

1. A revised Code of Conduct, which is part of the Council's Constitution
2. A refreshed Facilities Time Agreement, which forms Appendix K of Local Conditions of Service
3. A revised Capability Procedure
4. An updated Grievance Procedure
5. Revisions to appeals and hearing procedures
6. An updated Social Media Policy
7. An updated Chief Officer Job Evaluation Scheme and Guidance document

It was explained that Trade Union colleagues had been fully engaged in the work.

Those present were given the opportunity to ask questions and make comments and the following points were raised:

- Councillor Gold explained that Councillor Walsh had raised an issue with him regarding the Social Media Policy referring to Elected Members and had asked should they be included as they were not employees.

It was explained that although elected members were not employees they were still included within this policy due to the nature of their roles and the information they were provided with.

- Councillor Tariq referred to the Employee Code of Conduct and zero tolerance and stated that the council and its employees should be leading by example in relation to this.

It was explained that all members of staff are expected to follow the standards set out within the code of conduct and the updated Code of Conduct will be on the website, there will be communication to all employees advising of updates to the code. It was also explained that all new hires are signposted to the code when they commence employment.

- Councillor Vernon referred to 14.3 of the report referring to employment of relatives and this having to be reported to the relevant committee.

It was reported that the relevant committee would be the Employment Panel and a report would be presented if required.

- Councillor Vernon referred to the disciplinary and grievance procedure and asked how often these were used.

It was explained that this information was recorded and can be brought to a future meeting of the Committee.

- Councillor Vernon referred to grievances and learning from them and asked if information, resolutions and outcomes etc. was cascaded down.

The Interim AD of People and Inclusion explained that regular case reviews were part of the process where outcomes and learning was discussed which is fed back to management but can also be fed into policy.

It was agreed:

1. That the Employment Panel agrees:

- A revised Code of Conduct, which is part of the Council's Constitution
- A refreshed Facilities Time Agreement, which forms Appendix K of Local Conditions of Service
- A revised Capability Procedure
- An updated Grievance Procedure
- Revisions to appeals and hearing procedures
- An updated Social Media Policy
- An updated Chief Officer Job Evaluation Scheme and Guidance document

2. That the documents will then go for endorsement to the Council's Corporate Joint Consultative Committee on 17th December 2025 and Council on 21st January 2026 subject to approval will then be published on the Council's intranet pages and communicated to staff.

EP.22 2026/2027 PAY SPINE REVIEW

The Interim AD of People and Inclusion presented a briefing note explaining the requirement to remove SCP2 from the Council's pay spine following agreement of the NJC 2025-26 pay award. It includes a proposal for how this could be implemented and sets out the implications of doing so.

Furthermore, it sets out the implications for the Council following the October 2025 increase in the Real Living Wage, including a proposal for implementation and details of the financial impact.

Included within the briefing note was the Council's current pay spine and the projected pay spine with the affected SCP point grades identified.

It was agreed:

1. To implement the proposed changes to the Council's pay spine as set out above with effect from 1 April 2026
2. To note the Council's budget forecasts have been updated to assume a 3% increase for the 2026-27 pay award
3. To review the Council's ongoing commitment to be a Real Living Wage Employer
4. To review the pay spine in full, at a later date, alongside national changes

EP.23 DRAFT PEOPLE STRATEGY

The Assistant Director gave a presentation setting out the Draft People Strategy which set out where the council wanted to be over the next 3 to 5 year period.

The presentation included:

Workforce Data

Bury/GM Labour market
LGA local government context

Staff Survey - Overall positive responses – 7 in 10 colleagues recommend Bury Council as a great place to work

Plan to continue work on leadership & management development, communications and culture

Management Development Programme feedback

- Managers are implementing and evidencing skills learned from programme.
- Positive and receptive teams, encouraging ideas with open communication.

Focus for next phase management development is to expand to include leadership and improve:

Listening and understanding colleagues - using mentoring and coaching approach to balance challenge and support for people

Adult-to-adult relationships – enabling creativity

Building trust - creating psychological safety for colleagues

Acting with humility – empowering others

Those present were given the opportunity to ask questions and make comments and the following points were raised:

- Councillor Gold referred to the fact that the council employs over 2500 employees so it was important to make sure that they felt engaged and empowered and 7 out of 10 stating it is a good place to work was indicative of that.
- Councillor Gold referred to completed employee reviews and stated that it was good that the number completed was above average, but it would be good to get to 100%
- Councillor Tariq referred to recruitment and the demographics of the workforce. He stated that there had not been progress in relation to diversity of the workforce particularly in top and middle management. Councillor Tariq asked what positive steps does the organisation take to welcome applicants from under represented groups.

Tim explained that work was ongoing to ensure successful recruitment. The dual challenge was to improve the diversity in the workforce to reflect the population that we serve and to also understand better who we employ as 63% of the Bury workforce are Bury residents.

It was suggested that the Employment Panel receive an update in relation to recruitment at a future meeting of the Panel.

- Councillor Vernon asked what priorities were put on carer progression within the workplace.

Tim reported that more could be done in relation to this and it was something that is being reviewed. It was currently be looked at departmental workforce planning.

A Management Development Programme had recently been undertaken that had been completed by 400 colleagues and had provided all that attended the skills to support and grow their teams.

A leadership programme was due to be rolled out in the new year and there were a number of apprenticeship options through the apprenticeship levy.

- Councillor Gold asked if there was internal communication/notices for jobs.

It was explained that there was an internal comms for jobs and that we would employ internally where possible.

- Councillor Tariq referred to the recent staff survey and asked for key highlights.

Tim reported that Health and Adult Care had come out as the exemplar in terms of staff engagement with very positive feedback.

45% of the workforce had completed and it was felt that this was due to how the survey was communicated and the layout and contents. It was also explained that the Communications team had had a lot of input into promoting the survey and providing a number of access options.

It was explained that a leadership conference was due to be held to review that data and plan ahead.

It was agreed:

That the update be noted.

EP.24 STAFF SHOUT OUT ON TEAMS

Councillor Tariq stated that it wasn't urgent, but he had a question related to the 'staff shoutout' facility on the Teams Channel and explained that he wasn't sure whether elected members should use it to highlight good work/support.

Kate Waterhouse stated that it could be used by Councillors.

COUNCILLOR R GOLD
Chair

(Note: The meeting started at 7.00 pm and ended at 8.05 pm)

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Classification**Item No.**

Open

Meeting:	Employment Panel
Meeting date:	3 rd February 2026
Title of report:	Workforce Policy Review
Report by:	Cllr. Richard Gold, Cabinet Member for Customer Service, Communications & Corporate Affairs
Decision Type:	
Ward(s) to which report relates	All

Executive Summary:

A key component of the Council's HR improvement and modernisation programme is the review of core HR systems, processes and policies to ensure they are fit for purpose, reflective of modern HR practice and align with the organisational culture described by the LET'S values.

This report sets out proposals for a number of new, changed, reviewed and replaced policies. Trade Union colleagues have been fully engaged in this work.

Recommendation(s)

That the Employment Panel agrees:

1. An updated Family Leave Policy
2. A revised Working Time Regulations Policy
3. A revised Job Evaluation Procedure

The documents will then go for endorsement to the Council's Corporate Joint Consultative Committee on 4th February 2026 and subject to approval will then be published on the Council's intranet pages and communicated to staff.

KEY CONSIDERATIONS**1. Family Leave Policy**

Background

The Family Leave Policy was created in July 2023 and combined into one document provisions relating to maternity, paternity, fostering, adoption, shared parental leave, parental bereavement and IVF. It was amended in February 2025 to include neonatal care leave provisions.

Policy Headlines

Small changes have been made to the Family Leave Policy, in response to the Employment Rights Act 2025, to ensure that the Council is compliant with legislation with effect from April 2026. These include:

- 9.2 Making paternity leave a day one right
- 10.3 Removing the need to take paternity leave before taking any shared parental leave
- 11.4 Making parental leave a day one right

2. Working Time Regulations Policy

Background

The Working Time Regulations Policy sets out the Council's commitment to providing safe working conditions, and details how it will take all practical measures possible to operate within the Working Time Regulations 1998 (as amended). It was last reviewed in April 2009.

Policy Headlines

Changes have been made to generally update the Policy and also to strengthen Policy wording to ensure that staff, in normal circumstances, with more than 1 internal contract are not permitted to work above the 48-hour limit. This is in line with the Council's approach to supporting staff welfare and wellbeing.

3. Job Evaluation Procedure

Background

The NJC Job Evaluation Procedure and supporting documents were last reviewed in 2015. This procedure is used to evaluate the jobs of the vast majority of Council employees, who are on NJC 'green book' terms and conditions.

Policy Headlines

Although there are no changes to the NJC scheme itself, the HR Team and Unison are now using a new Sharepoint based system to record, monitor and report upon evaluations. The Procedure has been amended to reflect this, and also the opportunity has been taken for a general update and to pull into one document the evaluation and appeals procedures.

Community impact/links with Community Strategy

A modern and effective employee policy framework is essential to ensuring the effective operation of the organisation and, in turn the delivery of our commitment to the Community Strategy.

Equality Impact and considerations:

Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.

Equality Analysis Please provide a written explanation of the outcome(s) of either conducting an initial or full EA.

No negative impact identified.

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Trade Union objection to policy changes	Prior discussions have taken place with Unison

Consultation:

All of the above proposed changes have been shared with the Trade Unions, and where appropriate there have been consultations with HR colleagues, managers, the EDI Manager and the Legal Team.

Legal Implications:

There are no immediate legal implications

Financial Implications:

There are no immediate financial implications

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Background papers:

Appendix 1: Family Leave Policy
Appendix 2a: Working Time Regulations Policy
Appendix 2b: Working Time Regulations EqIA
Appendix 3a: Job Evaluation Procedure
Appendix 3b: Job Evaluation Procedure EqIA

Family Leave Policy

April 2025

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1. Introduction

- 1.1 This policy sets out the support available for employees who are new parents or who are expecting a child either by birth, adoption, surrogacy and/or foster care.
- 1.2 It explains the arrangements for family related pay and leave, and for compliance with health and safety requirements and legislative timescales.
- 1.3 Furthermore, it reflects the Council's commitment to equality, and together with our Flexible Working Policy offers support for an effective work-life balance.

2. Scope

- 2.1 This policy applies to all employees of Bury Council with the exception of all teachers, agency staff and casual workers.
- 2.2 It is written in accordance with the following legislation:
 - Employment Rights Act 1996
 - Employment Relations Act 1999
 - Employment Act 2002
 - Work and Families Act 2006
 - Equality Act 2010
 - Children and Families Act 2014
 - The Shared Parental Leave Regulations 2014
 - The Shared Parental Pay (General) Regulations 2014
 - The Maternity and Adoption Leave (Curtilment of Statutory Rights to Leave Regulations 2014)
 - Neonatal Care (Leave and Pay) Act 2023
 - Paternity Leave (Amendment) Regulations 2024

3. Key principles

- 3.1 All Family Leave requests will be dealt with confidentially. Any documentation will be stored in accordance with GDPR and the Council's data retention policy.
- 3.1 Applications made under this policy must be treated consistently, fairly and sensitively for all employees.
- 3.2 It should be recognised that all individuals have different personal circumstances, and so consultation between employees and line managers is essential.
- 3.3 Line managers are encouraged to support requests for family leave wherever possible, but subject to service requirements.
- 3.4 It is the employee's responsibility to ensure that any information provided in relation to family friendly leave is accurate.
- 3.5 If the Council suspects that fraudulent information has been provided, or if the Council has been informed by HMRC that a fraudulent claim has been made, disciplinary action may be taken.

4. Pension Implications

- 4.1 The following information is important for members of the Greater Manchester Pension Fund.
- 4.2 Should you have any period of unpaid leave, there will be implications for your pension. This includes unpaid leave related to IVF, maternity, shared parental, parental and adoption leave, as well as time off to accompany pregnant women to appointments.

Under the LGPS 2014 Regulations you will not be paying pension contributions for any period of unpaid absence; so, this will reduce your pension benefits when you retire. Active members of the Scheme can recoup lost benefits by paying Additional Pension Contributions (APCs) by completing Greater Manchester Pension Fund Form P38(1). This form can be downloaded from www.gmpf.org.uk and should be returned to the Pensions Team, pensions@bury.gov.uk.

If the form is returned within 30 days of your last day of absence, your Employer will contribute 2/3rds of the cost; otherwise, the full cost of buying the lost pension is payable by you.

The Pensions Team can tell you how much pension you have lost as a result of the break and then you can get a rough idea of the cost by going on the APC online calculator at www.gmpf.org.uk

For further information contact the Pensions Team at pensions@bury.gov.uk

- 4.3 In situations where you receive reduced pay (e.g. maternity pay, shared parental pay and adoption pay), in line with the Local Government Pension Scheme Regulations, you will be required to make pension contributions on that pay that you receive during your period of absence.
- 4.4 Whilst you remain in employment and a member of the Scheme, your pension rights will continue during your period of absence.

5. In-Vitro Fertilisation (IVF)

5.1 Introduction

Bury Council is committed to providing support to all employees who are undergoing IVF treatment and recognise that this may be an emotional and traumatic time. We will therefore not treat employees undergoing treatment less favourably.

This policy provides essential information for both employees and managers on the issues involved and any relevant time off arrangements.

5.2 Infertility

Infertility is a medical condition that affects both men and women. There are many different treatments available ranging from medication to assisted conception. Although both men and women are affected, women will often receive the more prolonged treatment and this guidance particularly focuses on IVF treatment.

5.3 Legal considerations

When dealing with requests for time off, it is important to act in accordance with our Equality Policy for Employment to avoid any form of discrimination linked to the Equality Act 2010.

5.4 Time Off Arrangements

A flexible approach should be taken, and employees should discuss suitable options with their manager. Depending on the circumstances this might include any of the following:

- Use of the Extended Flexi Time Policy
- Use of annual leave
- Use of TOIL
- Flexible start and finish times
- Working from home
- Authorised absence under special leave provisions will apply for all hospital appointments, including scans
- Agreed additional paid/unpaid leave (agreement should be in consultation with the Head of Human Resources as per Local Conditions of Service).
Periods of unpaid leave may have implications for members of the pension fund – see section 4.

5.5 Sickness

During IVF treatment the employee may feel unwell, and this may lead to sickness absence. Sickness should be recorded as 'sickness – pregnancy related'. However, as with pregnancy related sickness, sickness due to side effects of IVF treatment should not be counted in the trigger point calculations.

Managers should, however, continue to carry out return to work meetings to discuss any issues and possible reasonable adjustments or alternative approaches to absences.

5.6 Other Support

IVF treatment can be a stressful time. Employees, should they feel they would benefit, can be referred through their manager to Occupational Health.

Should employees have to self-administer injections at work, managers should ensure there is a comfortable, private place available to do this.

5.7 Frequency of IVF

IVF often has to be repeated before it is successful; therefore, these guidelines apply to employees who may undergo multiple treatments.

5.8 Partners Support

Should the Partner (including same sex partner) of a woman undergoing IVF treatment be required to help and support during the process, they should either request time off under the normal special leave arrangements, take leave or flexitime or consider working more flexibly to accommodate their particular circumstances. The Flexible Working Policy may be useful to consider a range of different options available.

5.9 Employees are asked to:

- Communicate with their line manager at all stages of the process.
- Supply, if requested, copies of appointment cards/letters.
- Try to arrange appointments at time that will cause minimal amount of inconvenience to the service/team they work within.
- Give as much notice as possible of the days on which time off is required.

5.10 Managers are asked to:

- Treat the situation with sensitivity and keep information confidential
- Not make any assumptions about treatment or possible side effects.
- Ensure a risk assessment is carried out once the fertilized eggs have been implanted and the employee has notified them.

6. Pregnancy and Maternity

6.1 Introduction

This section details all employment related matters regarding pregnancy and maternity. A useful summary checklist is included as Appendix 1.

6.2 Health and safety

It is essential that particular attention is paid to the health and safety requirements of employees who are pregnant, who have given birth within the previous 6 months or who are breastfeeding.

To ensure this happens, it is important that your manager is made aware that you are pregnant as soon as possible. They should then carry out specific risk assessments and review them regularly using the [guidance and template](#) available on the Health and Safety pages of the intranet. Further information is available in the [Health and Safety Executive's guidance on protecting pregnant workers and new mothers](#). The legal protections also apply to transgender men, non-binary people, and people with variations in sex characteristics, or who are intersex.

If you receive medical advice that recommends adaptations to your working environment, or if you have concerns relating to your work, then you should inform your manager immediately. Your manager can contact HR for support and advice.

6.3 Notification of pregnancy

As your employer, it helps us to support you throughout your pregnancy if we are aware that you are expecting a baby as soon as possible. We would encourage you to speak to your line manager and/or HR, who will be able to provide advice and guidance regarding your entitlement to paid time off for antenatal care, calculate your benefits and arrange cover for your maternity leave.

Formal notification, normally no later than the 15th week before your expected due date, should be made by completing the maternity questionnaire on iTrent Self Service, which will include your expected week of childbirth, the dates in which your maternity leave will start and end and your intention to return to work.

You can change your expected end date provided you give 28 days' notice to your manager.

As soon as you receive your maternity certificate (MATB1) you should upload this on iTrent Self Service. You will then receive written confirmation, outlining the conditions of your maternity leave and your entitlement.

Guidance can be found in the [iTrent User Information](#) pages of the intranet on how to find the maternity questionnaire and upload any documents, or alternatively speak to your manager for advice.

6.4 Antenatal care

You will be granted leave of absence as appropriate for antenatal appointments arranged on the advice of a registered medical practitioner, including scans. You must be able to provide evidence of any such appointments upon request.

6.5 Sickness

If you are off sick during pregnancy you are obliged to follow the normal sickness absence procedures. If your sickness is pregnancy related you should inform your manager. Sickness during pregnancy will be recorded; however, pregnancy related sickness will not be counted as set out in the Managing Attendance policy.

If you are absent from work partly or wholly due to pregnancy, in the 4 weeks before your baby is due, your maternity leave will be automatically triggered the day after your first day off.

6.6 Maternity leave

All employees irrespective of length of service are entitled 52 weeks continuous leave, this is made up of 26 weeks ordinary maternity leave (OML) and 26 weeks additional maternity leave (AML). If you are on a temporary contract your maternity leave will expire on the termination of your contract.

Your maternity leave can start from up to 11 weeks before your baby is due or the day you give birth. You must provide 28 days' notice of your intention to start maternity leave, where reasonably practicable. If your baby arrives earlier, contact your manager as soon as possible, and refer to the section on early birth.

It is compulsory to take at least 2 weeks leave.

6.7 Maternity pay

There are 3 ways in which your maternity pay is calculated depending on your service length and earnings. Payments will be subject to deductions for income tax, NI and pension. All pay rates can be found on the family friendly rates table on the [intranet](#).

Statutory Maternity Pay (SMP)

To qualify for SMP:

- You must have been employed by your employer without a break for at least 26 weeks before your 15th week that you are due

- You must earn at least £125 per week on average for 8 weeks before the 15th week that you are due

If you do not return to work, SMP is non-refundable to the Council.

Pay:

- 90% of your current pay for the first 6 weeks
- SMP rate for 33 weeks

If you take 52 weeks leave, the final 13 weeks will be unpaid.

If you have changed employer during your pregnancy, please seek advice on your entitlement from HR as you may not meet the continuous employment rule. Exceptions to this are if you worked for an employers signed up to the Greater Manchester Continuity of Service Protocol, or if you are a teacher in a school maintained by a local education authority and you move to another school maintained by the same authority; in these circumstances your continuous employment for SMP purposes is maintained.

Occupational Maternity Pay (OMP)

To qualify for OMP:

- You must have completed 1 year's continuous local government service, 11 weeks before your due date. Continuous service under the Greater Manchester Continuous Commitment is included
- You must confirm you intend to return to work for at least 3 months

OMP must be repaid if you do not return to work.

Pay:

- 90% of your current pay for the first 6 weeks
- Half of your current pay plus SMP for the next 12 weeks (subject to this not exceeding normal full pay)
- SMP for the next 21 weeks

If you take 52 weeks leave, the final 13 weeks will be unpaid.

If you meet the continuous service requirements for payment of OMP as detailed above, but do not qualify for SMP or MA you will be paid at nine-tenths of a week's pay for the first six weeks' of your maternity leave, but this will not be offset against SMP or MA.

Maternity Allowance (MA)

If you do not qualify for statutory or occupational maternity pay, you may qualify for maternity allowance. This is based on your recent employment and earnings and is a state benefit.

To qualify for MA:

- You must be employed or have been employed for at least 26 weeks in the 66 weeks before the due date

- You must have been earning at least £30 a week on average in at least 13 weeks of your employment

You will need to complete a SMP1 form which can be obtained from HR Operations and take this to your local benefits agency office who can advise on your entitlement.

See section 4 for the implications for pension fund members.

6.8 Surrogacy

If you are acting as a surrogate mother, you are entitled to the same maternity leave and pay.

If someone is acting as surrogate for you, you are not entitled to maternity leave or pay, as entitlement is dependent on actual pregnancy and production of a MATB1 certificate.

6.9 Salary sacrifice schemes

You are advised to think very carefully as to whether you join any salary-sacrifice schemes if you are likely to have maternity leave during the period of your agreement. This is because Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP) are calculated on the amount of average weekly earnings during the 8-week period, fifteen weeks prior to the expected date of confinement (weeks 17 to 25 of pregnancy).

A salary-sacrifice arrangement will reduce the amount of salary that is liable to National Insurance Contributions; and consequentially will reduce the level of your SMP/OMP.

Car lease scheme

If you have an agreement under the car lease scheme, to maintain the level of your SMP/OMP, the Council will make a payment to you based on the salary you would have received prior to salary-sacrifice.

From the start date of payment of your SMP you will pay for your car on a net deduction basis which is more expensive than the salary-sacrifice deductions. When you return to work you will automatically revert back to the salary sacrifice arrangement.

If you are pregnant and have a lease car, another option is for you to return the car, but you will be subject to early termination charges.

6.10 Birth

You (or someone on your behalf) should notify your manager as soon as possible after the birth.

6.11 Early birth

If your baby is born before the start of your planned maternity leave, your maternity leave and payment of your SMP will commence on the day following the day your baby was born.

6.12 Miscarriage

If a miscarriage happens in the first 24 weeks of pregnancy, there is no entitlement to maternity leave. However, as many see this as a bereavement, employees should be supported in the same way. Any sickness absence should be categorised as 'pregnancy related' and not counted towards sickness triggers.

A miscarriage after 24 weeks is classed as a stillbirth.

6.13 Stillbirth/Death of a baby after birth

In the tragic event of you giving birth to a stillborn baby, you are still entitled to maternity leave if the birth happens after 24 weeks of pregnancy. As with an early birth, should this happen before the planned start date of the maternity leave your maternity leave and payment of SMP would commence the day following the stillbirth. If the stillbirth occurs before the end of the 24th week of pregnancy, you should take sick leave or special leave if appropriate.

If your baby is born alive but then later dies, you are entitled to maternity leave.

6.14 Keeping in touch (KIT) days

Keeping in Touch (KIT) days are designed to encourage a smooth return to work for you following your maternity leave and allow you to return to work for up to 10 days without bringing your maternity leave to an end. KIT days are not compulsory and must be arranged by mutual agreement between you and your manager. Even if you don't have any KIT days you may find it beneficial to keep in touch more informally during your maternity leave.

Any work done, whether it is a one-hour team meeting, a two-hour training session, or a full day, would be classed as one of your KIT days. Your manager must record when your KIT days have been taken and the number of hours you worked on iTrent (see [Bury Family Friendly Leave Guidance for Managers](#)). You will be paid at your current spine point or rate of pay for the hours you work so your manager must enter details of these hours into iTrent (see [iTrent Self Service Family Friendly Leave Guide for Managers](#)) in order for you to be paid correctly.

Your SMP will be offset against your earnings on a KIT day so, for example, if you earn £50.00 for a KIT day, the £50.00 will be offset against the SMP payment for the week and you will still receive the SMP payment. If you worked 3 KIT days in a week and received £150.00 for the 3 days, the SMP

payment will be offset, and you would receive £150.00 for the week.

6.15 **Returning from maternity leave**

You may return to work at any time during your maternity leave subject to you taking 2 weeks' compulsory maternity leave. Compulsory maternity leave will commence from the birth of the baby.

No notification is required if you intend to return to work at the end of the maternity leave (52 weeks). However, if you choose to return **before the end** of the 52 weeks you must give 21 days' notice in writing to your manager and HR. Where insufficient notice is given your department may postpone your return to ensure the required notice.

Providing you meet eligibility requirements you have the choice to transfer up to 6 months' leave to the child's father should you want to. The leave can be taken by the father once you have returned to work. [The term "father" refers to the person taking the additional paternity leave but is available to either sex and also applies to employees married to or the partner (including same sex partner) and civil partner of mothers]. Some of the leave may be paid if it is taken during what would have been your 39-week statutory pay period; in these cases, then you must bring your maternity leave to an end by giving notice to return early and must bring your SMP or maternity allowance to an end by actually returning to work.

If you have notified us of your date of return but cannot return to work because of sickness you are required to produce a doctor's certificate before the notified date of return. If you haven't yet informed us of your date of return you must produce a Doctor's certificate on the expiry of your maternity leave period. At this stage normal contractual sick pay arrangements apply.

You will be entitled to return to the post that you now occupy or a suitable alternative post where for some reason, e.g. redundancy or restructure, it is not practicable for you to return to the original post.

If you wish to return to work on a job share or part time basis, it is important that you apply for this in line with the Flexible Working Policy at the earliest opportunity.

If your request is agreed, you will be entitled to retain the 12 weeks ½ pay that you received during your maternity leave, as long as you work for at least 3 months upon your return.

6.16 **Breastfeeding**

The Council is required to provide an appropriate area for mothers to rest and express milk. Toilets are not considered suitable for this.

A risk assessment should be completed in line with health and safety guidelines, as referred to above.

A suitable arrangement should be in place for mothers to store milk, should they choose to express during the working day

6.17 Holiday Entitlement

You are allowed to take your full holiday entitlement in the year in which your maternity leave falls on the understanding that you reimburse the Council as appropriate on a pro rata basis should you choose not to return to work. This applies if you are entitled to paid or unpaid maternity leave.

You will also be entitled to any fixed holidays such as Bank Holidays that fall during your paid or unpaid maternity leave. These fixed holidays will be treated as annual leave for this purpose and taking these days as leave, either before or after maternity leave, must be requested in the usual way. Your manager must mark any bank holidays on iTrent as not taken.

If your maternity leave straddles two leave years you will be permitted to carry over any untaken leave into the next leave year, should the need arise. Your manager will need to inform HR so iTrent can be updated.

If you work term time only your pay is calculated as 12 equal monthly installments across the year. Each installment includes a combination of your salary payment and payment for your annual leave and bank holidays; and you are required to take your leave during school closure periods. Annual leave accrued whilst on maternity leave will be offset by any period of school closure that occurs in the leave year in question, both before and after your maternity leave.

If you have salary deductions for 3 days' unpaid leave the deductions will cease altogether for the full period of the maternity leave and the deduction is pro-rated for the months that you commence and return from maternity leave. The 3 days' unpaid leave will also be pro-rated to reflect this.

Prior to your return to work following maternity leave HR will assess whether or not you are owed any annual leave entitlement. If you have outstanding leave you will be given the option to either take the leave: -

- During term-time, but only with the approval of your line manager. In these cases there will be no adjustment to your pay; or
- During school closure periods when your pay will be adjusted to reflect any shortfall in holiday pay received during your period of maternity leave.

You cannot insist on payment for untaken annual leave unless you are leaving the Council.

These arrangements will also apply to term time only employees taking adoption leave and additional paternity leave.

6.18 Employee support

The Council recognises that in some cases women can suffer mental or physical trauma as a result of giving birth. Our [Employee Assistance Programme](#) offers support with immediate access to counselling and a free confidential phone service.

7. Time off to accompany a pregnant woman to antenatal appointments

- 7.1 If you are an expectant father (biologically) or the partner (including same sex) of a pregnant woman, you are entitled to take unpaid time off work to accompany the woman on to up to 2 of her antenatal appointments. “Partner” includes the spouse or civil partner of the pregnant woman or a person in a long-term relationship with her.
- 7.2 The right applies whether the child has been conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions for and intend to apply for a Parental Order for the child born through that arrangement.
- 7.3 There is no qualifying period for Council employees – it is a day one right. Agency workers must have been working for the Council for 12 weeks or more.
- 7.4 Employees accompanying the expectant mother to her ante-natal appointments are entitled to unpaid leave for 1 or 2 appointments. The time off is capped at six and a half hours for each appointment.

Periods of unpaid leave may have implications for members of the pension fund – see section 4.

- 7.5 The Council is not entitled to ask for any evidence of the antenatal appointments, such as an appointment card, as this is the property of the expectant mother attending the appointment.

However, the Council is entitled to ask you for a declaration stating the date and time of the appointment, that you qualify for the unpaid time off through your relationship with the mother or child, and that the time off is for the purpose of attending an antenatal appointment with the expectant mother that has been made on the advice of a registered medical practitioner, nurse or midwife.

- 7.6 Time off to accompany a pregnant woman for antenatal appointments must be recorded on iTrent via Employee Self Service (see [Other Leave – Unpaid Leave instructions](#)) which will notify HR.

8. Maternity Support Leave

Maternity Support Leave should be considered alongside Statutory Paternity Leave and Pay, and advice sought from HR as to the option that best suits your circumstances. You cannot take both.

- 8.1 The intention of Maternity Support Leave (MSL) is to give employees leave to care for the child or support the mother following childbirth. Male and female employees may be eligible, irrespective of marital status.
- 8.2 There are 2 levels of leave:-
- For all employees irrespective of length of service:
All employees will be entitled to 5 working days. Leave must be taken as a block within 3 months of the birth. Pay will be based on contractual pay.
 - For employees with 26 weeks service when the baby is born:
You will be entitled to an additional 5 days, which must be taken within 3 months of the birth. Pay will be based on contractual pay. This additional 5 days should also be taken as a block and can be either be taken consecutively or separately to the first block of 5 days.

Service as defined above includes all continuous service with an employer that is part of the Greater Manchester Continuity of Service Protocol.

- 8.3 To qualify employees need to satisfy the following criteria:-
- Be the biological father of the child, the mother's husband or partner (including same sex partner)
- Or, if any of the above are unable to assist the mother (for example if the father/partner (including same sex partner) is in the armed forces); or, If the mother has no relationship(s) as defined above:
- Be a close family member or, in exceptional circumstances, a friend of the mother, whom the mother has nominated to assist in the care of herself and the child following the birth. That person should have or expect to have some ongoing involvement in the child's upbringing.
- 8.4 To be granted MSL the employee must produce a medical certificate which includes the name and address of the mother and expected date of birth); **and**, in the case of a designated nominated carer, a note from the mother confirming the relationship and her wish for the person to act as a designated nominated carer.
- 8.5 Only one period of MSL (up to 10 days, where eligible) will be granted in any 12-month period.
- 8.6 Leave can start:
- From the date of the child's birth (whether this is earlier or later than expected)
 - From a chosen date, providing the date is within 3 months of the date of the birth

Only one period of leave will be available irrespective of the number of children born as a result of the same pregnancy.

- 8.7 Leave will be paid at full pay for the period chosen and payment will be automatically offset by Statutory Paternity pay (if SPP is applicable).

If your pay has been offset this means that for that birth your entitlement to Statutory Paternity Pay (SPP) has been exhausted as part of your full pay MSL and the Council has claimed this money back from the Government. It is not possible to double count, i.e. MSL plus SPP for the same birth.

If an employee leaves the service of Local Government within 3 months from the last day of maternity support leave, they will be required to reimburse the occupational element of pay. The statutory element is not refundable.

- 8.8 Employees will be required to inform HR of their intention to take leave. Leave will be granted by agreement with their manager.

9. Statutory Paternity Leave

Statutory Paternity Leave and Pay should be considered alongside Maternity Support Leave, and advice sought from HR as to the option that best suits your circumstances. You cannot take both.

9.1 This section provides a basic summary of rights to paternity leave and pay.

9.2 Eligibility

Following the birth of the child/placement of a child for adoption, eligible employees will have the right to request paid paternity leave to care for their new child or support the adopter.

Paternity leave is available from day one of employment.

To qualify for statutory paternity pay, you must also have worked continuously for the Council for 26 weeks, ending with the 15th week before the baby is due, or, in cases of adoption, the end of the week in which the child's adopter is notified of being matched with the child.

To apply for paternity leave and/or pay you must make a written declaration that you are the biological father of the child, or the spouse, partner (including same sex partners) or civil partner of the mother/other adopter and: -

- have or expect to have responsibility for the child's upbringing;
- will take time off work to support the mother/other adopter and/or the baby/adopted child

A partner is defined as someone who is not an immediate relative and lives with their partner in an enduring family relationship. It may include a female partner in a same sex couple.

To apply for paternity leave and/or pay you must complete a form SC3, or SC4 in cases of adoption, available on the gov.uk website.

9.3 Length of Paternity Leave

You can take either 1 or 2 weeks' leave. If you are taking 2 weeks they can either be taken consecutively or separately. The amount of time is the same even if you have more than one child (for example twins).

Leave cannot start before the birth. The start date must be one of the following:

- the actual date of birth
- a specified number of days after the birth
- a set date which is after the date of birth

Leave must finish within 52 weeks of the birth (or due date, if the baby is early).

Or, if you are taking paternity leave because you are adopting, you can start your leave:

- on the date of placement
- an agreed number of days after the date of placement
- on the date the child arrives in the UK or an agreed number of days after this (overseas adoptions)

Leave must be taken within 52 weeks of the date of the placement or arrival.

9.4 Pay

During paternity leave you will be able to apply for Statutory Paternity Pay (SPP) which is the same as the standard rate of Statutory Maternity Pay (All pay rates can be found on the financial provisions table - [Conditions of Service](#)). To qualify for SPP you must continue to work with Bury Council right up until the baby is born or the child is placed for adoption. Employees who have average weekly earnings below £125 per week (gross) do not qualify for SPP.

9.5 Notice of intention to take Paternity Leave

You will be required to inform us of your intention to take paternity leave at least 15 weeks before the baby is expected/within seven days of the adopter being notified by their adoption agency that you have been matched with a child, unless this is not reasonably practicable. You will need to inform us:

- Of the baby's due date/the date when the child is expected to be placed;
- Whether you wish to take one or two weeks' leave;
- When you want your leave to start.

You should give at least 28 days' notice of the date that you expect any payments of Statutory Paternity Pay to start.

9.6 Salary sacrifice schemes

You are advised to think very carefully as to whether you join any salary-sacrifice schemes if you are likely to have paternity leave during the period of your agreement. This is because Paternity Pay (SPP) is calculated on the amount of average weekly earnings during the 8-week period, fifteen weeks prior to the expected date of confinement (weeks 17 to 25 of pregnancy).

A salary-sacrifice arrangement will reduce the amount of salary that is liable to National Insurance Contributions; and consequentially will reduce the level of your SPP.

9.7 Bereaved Partner's Paternity Leave

From 6 April 2026, under the Paternity Leave (Bereavement) Act 2024, if the child's mother/primary adopter dies during the first year of their child's life/adoption then they may take unpaid leave of up to 52 weeks. This is subject to the same eligibility criteria as normal paternity leave and is a day one right.

10. Shared Parental Leave

Shared Parental Leave (SPL) should not be confused with unpaid Parental Leave, which is unaffected by SPL. Unpaid parental leave is the entitlement to up to 18 weeks' unpaid leave for parents who have responsibility for a child aged up to 18. For more information see Section 11.

10.1 Introduction

This section outlines the statutory right to take shared parental leave (ShPL) to care for a child due to be born or placed for adoption on or after 5th April 2015. It also outlines the arrangements and notification requirements before a period of ShPL and the entitlement to pay during ShPL.

ShPL gives employees with caring responsibilities for babies or newly adopted children the opportunity to share up to 52 weeks' leave should they wish to do so. Parents taking ShPL can take leave in separate blocks, returning to work in between blocks, and can be on leave at the same time. Eligible employees are entitled to submit up to three 'period of leave' notices. Requests for continuous periods of leave will be granted.

Employees and managers should, where possible, have an informal discussion prior to employees giving formal notification of intention to take ShPL so that entitlements to other types of leave and pay can be discussed, and to ensure that plans for any discontinuous periods of leave can be considered as early as possible.

10.2 Entitlement to ShPL

To be entitled to ShPL you must:

- be the mother, father, or main adopter of the child, or the partner of the mother or main adopter (each will be referred to in this policy as a parent);
- have (or share with the other parent) the main responsibility for the care of the child;
- have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the 'relevant week');
- still be in continuous employment until the week before any ShPL is taken.

In addition, the other parent must:

- have at least 26 weeks' employment (employed or self-employed) out of the 66 weeks prior to the relevant week;
- have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week

If the other parent meets those conditions, but does not qualify for ShPL, you may be entitled to the whole ShPL period – the main advantage being the ability to request leave in different blocks and return to work in between those blocks.

If you want to calculate your entitlement to ShPL and ShPP you can do so at [Plan your Shared Parental Leave and Pay - GOV.UK \(www.gov.uk\)](https://www.gov.uk/plan-your-shared-parental-leave-and-pay)

To access your entitlement, you must also follow the statutory notification and information requirements detailed below.

10.3 Amount and timing of ShPL

ShPL must be taken in blocks of at least one week and within a one-year period beginning with the date of the baby's birth or the child's placement for adoption.

The maximum of 52 weeks' ShPL will be reduced by the number of weeks' maternity or adoption leave that has already been taken by the mother or main adopter (or the number of weeks' statutory maternity/adoption pay or maternity allowance already taken if the mother or main adopter is not entitled to statutory maternity/adoption leave).

After the birth of a child, it is compulsory to take two weeks' maternity leave, so in the majority of cases working parents will have the opportunity to split 50 weeks of ShPL.

ShPL is in addition to the statutory right to two weeks' paternity leave for fathers and partners.

10.4 Entitlement to Shared Parental Pay

In addition to the requirements regarding entitlement to leave outlined above, if you wish to claim shared parental pay (ShPP) within the one year period following the baby's birth, you must have average weekly earnings equal to or above the Lower Earnings Limit over the eight week period ending with the relevant week.

A maximum of 39 weeks' ShPP is payable, and this will be reduced by the number of weeks' statutory maternity/adoption pay or maternity allowance already taken by the mother or main adopter. The statutory ShPP is a standard weekly rate (or 90% of the employee's normal weekly earnings if this is lower) which is set by government each tax year.

(All pay rates can be found in the family friendly rates table on the [intranet](#).)

The payment will be enhanced to include 12 weeks at half pay plus ShPP (subject to normal full pay not being exceeded) if the following conditions are met:

- ShPL to be taken as one continuous block;
- the occupational element must be repaid if you do not return to work for 3 months following your ShPL;
- in the event that both parents/adopters are employed by Bury Council the occupational element of 12 weeks half pay must be shared

To access your entitlement to ShPP you must follow the statutory notification

and information requirements detailed below.

Periods of unpaid leave may have implications for members of the pension fund – see section 4.

You are advised to think very carefully as to whether you join any salary-sacrifice schemes if you are likely to have shared parental leave during the period of your agreement. This is because Shared Parental Pay (ShPP) is often calculated based on average weekly earnings. A salary-sacrifice arrangement will reduce the amount of salary and consequentially will reduce the level of your ShPP.

10.5 Notification requirements

The notification requirements for ShPL and ShPP are very specific and detailed.

Notice of entitlement and intention to take ShPL and ShPP

You must notify Bury Council in writing at least **eight weeks** before the start date of the first period of ShPL, but preferably sooner. You should do this by completing the form on iTrent – see [Bury Family Friendly Leave Application guidance](#).

The form will require the following information:

- Your name and the other parent's name
- The start and end dates of the mother's or main adopter's maternity/adoption leave (or the start and end dates of the statutory maternity/adoption pay or maternity allowance period if the mother/main adopter is not entitled to statutory leave)
- The expected date of birth/placement and the actual date of birth/placement if the written notice is given after the birth/placement
- The amount of ShPL and ShPP available and an indication of how much each parent intends to take (this may be varied by a subsequent written notice signed by both parents)
- An indication of the start and end dates of the periods of ShPL and ShPP that you intend to take. This indication is not binding and can be amended at a later date.
- A declaration that you meet the conditions for entitlement to ShPL, the information provided is accurate and that you will notify Bury Council immediately if you cease to meet the conditions for entitlement.
- A declaration from the other parent containing his or her name, address and National Insurance number, confirmation that s/he meets the employment and earnings conditions, consents to the amount of leave the

employee intends to take and will immediately inform you if s/he ceases to satisfy the employment and earnings conditions.

You will be sent an email acknowledging receipt of your Notice of entitlement to take ShPL and ShPP.

Note: this email confirms your intention to take ShPL/ShPP but in order to book leave you must do this via iTrent self-service – see [ESS Guide to Family Friendly Leave](#).

When giving notice of entitlement this will include a Maternity/Adoption Leave Curtailment Notice which you, as the mother/main adopter must sign to give your employer 8 weeks' notice of the date on which maternity/adoption leave is to end (or the date on which maternity/adoption pay is to end if you are not entitled to maternity/adoption leave).

If you are not entitled to ShPL but want to curtail your maternity/adoption leave and/or pay to free up the entitlement to ShPL for the other parent/adopter you must also submit a curtailment notice. Your maternity allowance cannot be reinstated, so you are in effect giving consent for your partner to take the whole of any ShPP entitlement.

Notice of curtailment is usually binding, but may be revoked in the following circumstances:

- it becomes apparent that neither parent is entitled to ShPL or ShPP;
- if the curtailment notice was given before the birth and is revoked within six weeks of the birth (in this case another curtailment notice can be submitted);
- if the other parent dies.

In practice, at least the first period of ShPL will usually be identified in the initial notice of entitlement and intention to take ShPL. You are entitled to submit a maximum of a further two 'period of leave' notices – to do this email HROperations@bury.gov.uk. Each notice must be given at least eight weeks before the start of a period of leave, stating the dates of the leave and the dates on which ShPP will be claimed, if applicable.

If the first 'period of leave' notice is given prior to the birth of a child, the notice may express the start date in relation to the date of birth, for example 'starting two weeks after the baby is born for a period of four weeks'.

The Council reserves the right to ask for further information to support this request.

10.6 Confirmation of ShPL and ShPP

If a continuous period of leave is requested in each period of leave notice, you will be entitled to take that period of leave and this will be confirmed in writing.

If more than one period of leave is requested in a period of leave notice, your manager will seek to accommodate the request but this cannot be guaranteed. Your manager will discuss the request with you to determine if it can be accommodated. If it cannot be accommodated, there may be an alternative pattern of leave which can be agreed, or the request may be refused. The manager's decision will be confirmed in writing.

If no agreement is reached within two weeks of the period of leave notice being submitted you can:

- take the discontinuous periods of leave requested in one continuous block, beginning on the original start date
- take the continuous block starting on a new date, as long as the new date is later than the original start date, and you notify Bury Council of the new date within five days of the two week period referred to above
- withdraw the request at any time up to the 15th day after it was originally made. If the request is withdrawn in these circumstances it will not count as one of your three requests

10.7 Varying a period of leave

You are entitled to submit a request to vary a period of leave in the following ways:

- vary the start or end date as long as the variation is requested at least eight weeks before the original start date and the new start date;
- vary or cancel the amount of leave requested at least eight weeks before the original start date;
- request that a single period of leave become a discontinuous period of leave, or vice versa.

A variation will count as one of your three period of leave notices unless:

- it is made as a result of the child being born earlier or later than the expected week of childbirth;
- Bury Council has requested the variation
- Bury Council has agreed to accept more than three period of leave notices.

To cancel or vary a period of ShPL please email HROperations@bury.gov.uk.

The usual eight-week notice requirement may be modified if your child is born early and the new start date for the period of leave is the same length of time following the birth as in the original notice. In this case notice to vary the start date should be given as soon as reasonably practicable after the birth of the child.

10.8 Shared Parental Leave in Touch Days (SPLiT)

You may be asked to attend work on occasional days during your ShPL period. These days could be for training, to attend department meetings, or just for keeping in touch (SPLiT). You may work for up to 20 days without

bringing the ShPL to an end, but work during ShPL will not have the effect of extending your ShPL period. If you do work, you will be paid your normal rate of pay inclusive of any ShPP entitlement. You are under no obligation to work during ShPL, and Bury Council is under no obligation to offer work.

Any work done, whether it is a one hour team meeting, a two hour training session, or a full day, would be classed as one SPLiT day. You must record when SPLiT days have been taken and the number of hours worked. Payment will be at current spine point or rate of pay for the hours worked so your manager must enter details of these hours into iTrent (see [iTrent Self Service Family Friendly Leave Guide for Managers](#)) in order for you to be paid correctly.

The 20 SPLiT days available during ShPL are in addition to the 10 KIT days available during maternity and adoption leave.

10.9 Terms and conditions during ShPL

Contractual benefits (apart from remuneration) will continue to be accrued during periods ShPL period.

Employees taking ShPL will continue to accrue contractual holiday entitlement.

Holiday entitlement accrued before ShPL

Entitlement to accrue holidays is not affected by ShPL and employees are entitled to accrue statutory and contractual holiday during the entire ShPL period.

Employees will be advised, prior to ShPL, of any holiday they are entitled to take before ShPL is due to start.

Holiday entitlement accrued during ShPL

Holiday entitlement continues to accrue during ShPL. Employees on ShPL will also be entitled to any fixed holidays such as Bank Holidays that fall during a period of ShPL. These fixed holidays will be treated as annual leave for this purpose and taking these days as leave must be requested in the usual way.

There may be discussions between managers and employees around the various options regarding holiday entitlement before a return to work.

Requests to take annual leave should be made in compliance with Bury Council procedures for requesting annual leave.

10.10 Returning from ShPL

If you wish to return early from ShPL, or extend the period of your ShPL, you must notify Bury Council at least eight weeks' before both the original end date and the new end date.

If you return to work immediately after a period of ShPL which (together with any statutory maternity/adoption leave you may have taken to care for the same child) was 26 weeks or less, you will return to work in the same job that you left.

If you return to work from a period of ShPL which (together with any maternity/adoption leave you may have taken to care for the same child) was 26 weeks or more you will be entitled to return to the post that you now occupy or a suitable alternative post if, for some reason, e.g. redundancy or restructure, it is not practicable for you to return to the original post.

Your right to return means that you return on terms and conditions no less favourable than those that would have been applied if you had not been absent and with the same level of seniority, pension rights and other similar rights.

11. Parental Leave

- 11.1 An employee who is entitled to apply for parental leave is defined by the regulations as having 'responsibility for a child'. i.e.
- The mother of the child(ren)
 - Adoptive parent
 - The father of the child(ren) if he was married to the mother at the time of the birth or he is registered as the child's father
 - If not covered by the above, the father if he has acquired parental responsibility under the Children Act 1989
 - A legal guardian appointed under Section 5 of the Children Act 1989
 - Nominated Carer (as defined in Appendix H of Local Conditions of Service), subject to production of documentary evidence of 'responsibility for a child' as defined in section 10.8 below.

Agreements reached under the NJC for Local Government Services state that parental leave should also be extended to employees with parental responsibilities but who do not fall under the legal definition. This might include foster parents; adoptive parents prior to placement; grandparents with a significant parenting role and step-parents.

- 11.2 A total of 18 weeks unpaid parental leave is available for eligible employees, per parent, per child, up to their 18th birthday. The aim of the leave is to support their child's welfare, for example to:
- Spend more time with their children
 - Look at new schools
 - Settle children into new childcare arrangements
 - Spend more time with family, such as visiting grandparent

- 11.3 A week is normally defined as an employee's contracted working week where this does not vary.

Where the working pattern normally varies from week to week or over a longer period, or if the employee is normally required to work in some weeks and not others, a week is the total of all periods in which they work, divided by 52.

11.4 Entitlement

To qualify to apply for parental leave an employee must have, or expect to have, responsibility for a child (see 10.1 above).

Parental leave is available from day one of employment.

An employee who qualifies to apply for parental leave is entitled to 18 weeks unpaid leave, in addition to leave granted under any other terms or conditions of service (except Maternity Support Leave), to be taken as follows:

- As block of a week or multiples of a week for a maximum of 4 weeks per year (per child), unless the child is disabled in which case it may be taken as individual days.
- The maximum of 4 weeks per year (per child) is the statutory guidance but can be varied with agreement.
- In patterns which provide a part time or reduced hours working arrangement for a period of time equivalent to taking 18 weeks leave.

Example

If an employee works 3 days a week, one 'week' of parental leave equals 3 days. If an employee works irregular weeks the number of days in a 'week' is the total number of days they work a year divided by 52.

Parental leave is an individual entitlement for each employee. It is the employee who attracts the statutory entitlement, not each individual contract of employment. In circumstances where both parents, as defined in paragraph 3.1. of this policy, are employees, they may both apply to take parental leave, together or separately, in respect of the same child.

An employee is entitled to apply for parental leave separately for each child for whom they have responsibility that meets the qualifying criteria.

11.5 Application process

Every attempt should be made by an employee to give as much notice as possible with a minimum of 21 days' notice in writing required before the day on which they propose to take the leave. Employees should apply HR specifying when the requested leave is to begin and end. In the case of multiple employments, such employees will be required to give notice to all relevant parties. Employees may apply to take parental leave immediately prior to or after annual leave, maternity leave, adoption leave, shared parental leave or maternity support leave.

If the parental leave is to be taken by a partner immediately after a child is born the notice must specify the expected week of childbirth, the amount of parental leave to be taken and be given at least 21 days before the beginning of the expected week of childbirth. Fathers who wish to apply for paid maternity support leave or paternity leave and pay may continue to do.

If parental leave is to be taken immediately after a child is placed for adoption, the notice must specify the expected week of placement, the amount of parental leave to be taken and be given at least 21 calendar days before the expected week of placement, or as soon as it is reasonably practicable.

Parental leave may be granted to employees who have not given the required notice in special circumstances at the discretion of the Head of Service. Such discretion shall not be unreasonably withheld.

It is the responsibility of both employees and relevant Supervisors/Managers to keep accurate records in order to facilitate the granting of parental leave (to be processed in accordance with the Data Protection Act 1998).

11.6 Production of evidence of responsibility for a child

The Council has the right to request to see reasonable evidence of the following:

- the child(ren)'s date of birth e.g. birth certificate
- an employee's responsibility or expected responsibility for the child(ren) e.g. Adoption papers

Evidence must be requested and produced prior to the granting of the initial period of parental leave for each child. Re-production of such evidence in respect of further requests for parental leave in respect of the same child may be necessary where the employing department changes or where an employee may have ceased to satisfy the qualifying criteria set down in the Regulations.

11.7 Postponement of the timing of parental leave

By the Council

If an employee meets the qualifying conditions and gives the required notice the employee is entitled to take the leave and the request cannot be refused. In the case of multiple employments agreement to take the leave will be subject to consultation between all relevant departments. Every attempt will be made to avoid postponement. In any event, leave shall not be postponed for more than three months except in exceptional circumstances.

However, in accordance with the Regulations, the Council may postpone the timing of parental leave if the operation of the business would be unduly disrupted.

The Council may not postpone the parental leave in the following circumstances:

- Following maternity support leave
- Following maternity leave
- At the time of adoption, at times prior to adoption where the parent is required to be at home by the adoption process, or following adoption leave

In circumstances where the Council wishes to postpone a period of parental leave an employee must be notified in writing within 7 calendar days of receipt of the request for leave and the reason for the postponement.

The Council must consult with the employee with a view to coming to agreement over alternatives. These might include:

- A different pattern of leave – e.g. part time rather than full time
- A shorter or longer period of leave
- Alternative dates within a three month period.

Where there is no agreement, the Council must as a minimum, permit the employee to take a period of leave of the same duration and beginning on a date determined in consultation with the employee no later than three months after the originally notified start date.

An employee may be accompanied by a Trade Union representative or work colleague during consultations with the Council.

By an Employee

An employee may postpone the timing or cancel a period of agreed parental leave where the Council considers that there are justifiable circumstances, for example:

- they no longer have responsibility for the child(ren) as defined by the regulations;
- if the leave was requested to cover a specific purpose (for example, absence of normal childcare arrangements, hospitalisation of child, absence of partner) and this need or purpose no longer exists.

In such circumstances an employee should, in the first instance, discuss the matter with their manager. Where it is then agreed that the cancellation or postponement of an agreed period of parental leave is justifiable, an employee must request the postponement or cancellation in writing, stating the dates of the agreed period of parental leave they wish to cancel/postpone and their reasons for doing so.

In normal circumstances, an employee must allow a minimum of 7 calendar days to elapse before rebooking the leave.

In exceptional circumstances, consideration may be given to a request to extend the agreed period of parental leave, where the maximum parental leave has not yet been taken.

Upon receipt of the written notification of postponement/cancellation or extension, the manager must notify HR immediately, to ensure that the appropriate amendment to pay may be made without delay.

11.8 Protection during parental leave

Although an employee's contract will continue during the period(s) of parental leave, only the following terms are binding:

Terms binding the Council

The Council's implied obligation to an employee of trust and confidence;
Any term relating to notice of termination, compensation for redundancy, or disciplinary or grievance procedures

Terms binding the Employee

An employee's implied obligation to the employer of good faith
Any term relating to notice of termination, the disclosure of

confidential information, the acceptance of gifts or other benefits or an employee's participation in any competing business.

11.9 Right to return

An employee has the right to return to the same job or, if that is not reasonably practicable, to another one that is suitable and appropriate for them to do in the circumstances unless the leave is for 4 weeks or less and does not immediately follow additional maternity leave when an employee has the right to return to the same job.

Upon return to the workplace, an employee's terms and conditions must be no less favourable than they would have been had they not been absent from work. Periods of unpaid parental leave may have some effect on certain employee rights (e.g. pension fund) but will not affect continuous service.

11.10 Protection from detriment/unfair dismissal/redundancy

An employee is protected from detriment (i.e. an act, or failure to act) and dismissal or selection for redundancy on the grounds that they:

- took, or sought to take, parental leave
- declined to sign a workforce agreement, or
- performed functions or activities (or proposed to do so) as a workforce representative, or a candidate for election to representative, under the Regulations.

11.11 Deduction of pay

Corresponding deductions will be made from an employee's remuneration in the next available pay period after notification. Wherever possible this will be in the same pay period as the leave is taken.

Periods of unpaid leave may have implications for members of the pension fund – see section 4.

12. Neonatal Care Leave (NCL) and Pay

12.1 **Neonatal Care Leave (NCL)** has been implemented through [the Neonatal Care Leave and Miscellaneous Amendments Regulations](#) and introduces new rights for parents, whose babies are admitted to neonatal care for a continuous period of 7 days, within 28 days of the child's birth. Eligible employees will now be entitled to take up to 12 weeks of leave before their child reaches 68 weeks of age. This is in addition to existing maternity and paternity leave entitlements. The right also applies to certain specified others, including but not limited to, Adoptive Parents and Intended Parents via Surrogacy.

12.2 Eligibility

A person can take NCL if they are the parent of a child (and have responsibility for their upbringing) who is in receipt of neonatal care which commences within 28 days of the child's birth. Partners of a child's mother will also be entitled to leave provided they will have the main responsibility, apart from the mother, for the upbringing of the child. A person intending to apply for a parental order in the case of a surrogacy arrangement will also be eligible.

NCL will also be available to adopters, prospective adopters (fostering for adoption arrangements) and overseas adopters, and their partners. In these cases, NCL will only accrue in respect of qualifying periods that arise after the child is placed or, in the case of overseas adoptions, the child enters Great Britain.

In all cases, the leave must be taken for the purpose of caring for the child.

This leave is available to all eligible employees from their first day of employment

A week of NCL will accrue for each week (period of 7 days) during which a child receives neonatal care (NC) without interruptions (the qualifying period (QP)). The first QP begins with the day after the first day on which the care starts and then each subsequent QP starts at the end of the previous one.

There are three categories of medical care within the Act that constitute as neonatal care:

- Any medical care received in hospital.
- Medical care received elsewhere following discharge from an inpatient stay hospital. (The care must be under the direction of a consultant and includes ongoing monitoring and visits to the child by healthcare professionals)
- Palliative or end of life care.

12.3 More than one child receiving care

A parent can accrue NCL in respect of more than one child born as a result of the same pregnancy. However, the maximum amount of leave a parent can accrue is 12 weeks in total.

Qualifying periods (QP) are assessed separately in respect of each child. Therefore, there may be situations where a parent does not qualify for NCL even though in total two or more of their children may have been receiving NC for more than a week, but individually no child alone has received NC for a week or more.

If none of their children met the QP requirements in their own right, a parent would not be entitled to NCL. Also, where more than one child is receiving NC at the same time, NCL can only accrue in respect of one child i.e. a parent does not accrue an additional entitlement to leave where more than one child is receiving care at the same time.

12.4 How much leave can be taken and when?

The minimum period of neonatal care leave is one week and a maximum period of 12 weeks. This is in addition to existing parental leave entitlements.

Neonatal care leave must be taken within 68 weeks from the child's date of birth.

Employees are entitled to take one week's neonatal care leave for every uninterrupted week (7 days) their baby receives neonatal care and can be taken in week-long increments.

12.5 What are the notice requirements?

Notice should be given as soon as reasonably practicable when the baby is receiving neonatal care.

When the baby is no longer receiving neonatal care, a request for leave should be made giving as much notice as possible. Managers are encouraged to support such requests as far as possible, subject to service requirements.

12.6 Pay

NCL will be paid at full pay, and payment will be automatically offset by Statutory Neonatal Care Pay (SNCP) (if SNCP is applicable).

If pay has been offset this means that an individual's entitlement to Statutory Neonatal Care Pay (SNCP) has been exhausted as part of their full pay and the Council has claimed this money back from the Government. It is not possible to double count, i.e. SNCP plus SPP for the same child.

All pay rates can be found on the [family friendly rates table](#) on the intranet.

12.7 **Process**

Every attempt should be made by an employee to give as much notice as possible and employees will be able to apply for neonatal care leave via iTrent self-service.

Guidance can be found in the [iTrent User information](#) pages of the intranet on how to find the neonatal care leave questionnaire and upload any documents or alternatively speak to your manager for advice.

13 Foster Care and Placement Leave

13.1 Introduction

Bury Council recognises and values the contribution that foster carers make to society and especially the lives of children in care. We understand that foster carers who do other work in addition to fostering need some flexibility in their working arrangements in order to meet the needs of their fostered child.

The Council is committed to supporting staff members who are a main or linked foster carer and those who are applying to be a foster carer with a local authority or independent fostering service.

We will, wherever possible, create a fostering friendly organisation that offers flexible working arrangements which respond to the needs of employees who are foster carers.

This policy sets out the additional time off that we will offer foster carers and those going through the approval process.

It recognises that the process of seeking approval to become a foster carer can be lengthy and places a number of reasonable but demanding expectations upon prospective carers, particularly in relation to the training, assessment and approval process.

It also recognises the circumstances when employees who are foster carers are taking on a placement/child under a short or long-term fostering arrangement.

13.2 Foster care leave

Foster care leave is available to staff who:

- are applying to become foster carers
- are approved foster carers and have a child in placement (or have had a child in placement for 75% of the previous 12 months), and
- have three months or more employment service with Bury Council

School staff, casual staff and contractors are not eligible for foster care leave.

Bury Council values and will support foster carers by giving paid time off in any 12-month period as follows:

- assessment and initial training prior to approval as a foster carer - up to three days
- attendance at panel for approval – half a day
- looked after child statutory review meetings, child review meetings, annual foster carer review meeting and training – up to five days.

The employee's line manager will approve the leave on a discretionary basis taking into account individual circumstances of each case and operational requirements of the business. The leave will be considered and approved on a

pro rata basis. The employee will provide necessary evidence to support their request for leave if requested.

Foster care leave should be requested via the iTrent Employee Self Service system.

13.3 Foster placement leave

Leave

To qualify for leave when taking on a placement/child under a short or long-term fostering arrangement, staff members must:

- have continuous service of 3 months or more with Bury Council
- provide a notice of acceptance for a placement
- have not taken child placement leave in the last 12 months
- be the primary carer of the child

In exceptional circumstances, when the needs of the child requires both carers' full time involvement, leave may be granted when the staff member is not the primary carer.

Staff employed in schools, casual staff and contractors are not eligible for foster placement leave.

Qualifying staff are eligible for up to six weeks leave of absence following the placement being made. The amount of pay depends upon the age of the child, as set out below.

If the Council employs both foster carers, then they are only entitled to receive a single allocation of leave, however it may be split between both carers with agreement from the appropriate Heads of Service.

Where only one foster carer works for the Council, there shall be entitlement, provided that their partner is working but not entitled to claim equivalent leave. There shall be no entitlement where the partner is not working; unless there are exceptional circumstances, when the needs of the child require both carer's full-time involvement.

There is only one period of leave and or pay available irrespective of the number of children being fostered.

Pay arrangements

Where the child placed is under five years of age on the day of placement:

- weeks 1–3 inclusive will be paid at 90 per cent of pay
- weeks 4–6 inclusive will be paid at half pay. Staff not returning to work by the first day of the seventh week shall repay the three weeks at half pay.

Where the child placed is over five years of age on the day of placement one week's leave with pay shall be available to the primary carer in consultation with the line manager.

In exceptional circumstances, when the needs of the child require the carer's full-time involvement for a longer period of time, the leave entitlement may be adjusted at the discretion of the Head of Service and Head of HR.

Any reduction in pay may have implications for an employee's pension. For more information contact pensions@bury.gov.uk.

Foster placement leave should be requested via the iTrent Employee Self Service system.

14 Adoption Leave

14.1 The Work and Families Act 2006 introduced provisions for employees who are adopting a child to have an entitlement to statutory adoption leave and pay. These provisions have been extended by the Children and Families Act 2014, which provides additional rights and entitlements to eligible adopters; to surrogate parents who intend to apply for a parental order and to foster parents where they intend to adopt (known as dual approved prospective adopters).

14.2 Adoption leave and pay is available to a qualifying employee who is a sole adopter, or to one member of a couple where a couple jointly adopts (including same sex partners and civil partners) where both qualify and are employed by the Council. A couple who jointly adopt must choose which partner will take adoption leave. The other partner may choose to take paternity leave. If the adopter wants to share the equivalent of the adoption leave period, they can end the adoption leave and enter into shared parental leave arrangements.

14.3 Eligibility for adoption leave

To qualify for adoption leave, the employee must:

- be newly matched with a child for adoption by an approved adoption agency recognised in the UK;
- have notified the adoption agency that they agree the child will be placed with them and have an agreed date of placement;
- given the correct notice to the Council (see 12.8 below);
- produce documentary evidence confirming the adoption is taking place – usually a ‘matching certificate’ from their adoption agency

Although adoption leave is a “day one” entitlement, adoption pay is subject to the qualification requirements as detailed below.

14.4 Adoption pay

Statutory adoption pay is the statutory minimum adoption pay set by the government that employers must pay employees. In order to qualify for statutory adoption pay, the employee:

- must have worked continuously for the Council for 26 weeks or more by the end of the ‘qualifying week’.
- The qualifying week is the week the employee was notified that they were matched for adoption. The week begins on the Sunday before the match took place and ends on the Saturday after that date.
- must have earned, on average, at least the lower earnings level for national insurance contributions in the 8 weeks leading up to the date they were notified of a match with a child by the adoption agency.
- Details of the lower earning level for national insurance contributions can be found at: www.gov.uk/government/publications/rates-and-allowances-national-insurance-contributions

In order to qualify for occupational adoption pay, the employee must have continuous local government service of at least one year or more by the end of the 'qualifying week'. Continuous service with an employer that is part of the Greater Manchester Continuous Service Commitment is included.

OAP will only be paid if you make a written declaration that you intend to return to work for a period of at least 3 months following your adoption leave; if you do not return you will have to repay the OAP paid to you.

Adopters will not qualify for adoption leave and statutory/occupational pay in the following circumstances:

- Private adoption i.e. not by an approved adoption agency recognised in the UK
- Becoming a special guardian or kinship carer
- Adopting a stepchild
- Adopting a family member

You are advised to think very carefully as to whether you join any salary-sacrifice schemes if you are likely to have adoption leave during the period of your agreement. This is because Occupational Adoption Pay (OAP) is calculated based on average weekly earnings in an 8 week period before the matching week. A salary-sacrifice arrangement will reduce the amount of salary and consequentially will reduce the level of your OAP.

14.5 **Surrogate parents**

Parents in a surrogacy arrangement who are entitled to and intend to apply for a Parental Order under section 54 of the Human Embryology and Fertilisation Act 2008 will be able to take adoption leave and pay, if they meet the qualifying conditions. A parental order transfers the legal rights from the birth mother to the intended parents when a surrogate has been used to have a child.

In order to apply for a Parental Order you must be genetically related to the child; ie the egg or sperm donor; and in a relationship where you and your partner are either:
married

- civil partners
- living as partners
 - In order to qualify for adoption leave and/or pay, the conditions are that:
 - the intended parent gains a parental order in respect of the child; or
 - they intend to apply for such an order within 6 months of the child's birth and they expect the order will be made
 - AND
 - Sign form SC6 (available on the gov.uk website) if they are adopting a child from overseas with their partner. This official notification is permission from a UK authority that you can adopt from abroad. Form SC6 confirms you're not taking paternity leave or pay.

Where parents in a surrogacy arrangement are adopting a child through a registered adoption agency, they will be entitled to take adoption leave and pay, providing each parent meets the normal qualifying conditions set out above.

14.6 **Fostering for adoption**

Dual Approved Prospective Adopters are foster parents who foster a child in the expectation that they will adopt that child in accordance with section 22C of the Children's Act 1989.

To be eligible for adoption leave and/or pay, the dual prospective adopter must:

- be a local authority foster parent who has been approved as suitable to adopt the child that they will initially foster;
- have been notified by the local authority of its decision to place a child with him/her; and
- have notified the local authority that they have agreed to the placement (initially for fostering) and the date that it will take place.

A dual approved prospective adopter is entitled to take adoption leave and pay from up to 2 weeks before the child is placed with the family in accordance with section 22C of the Children Act 1989 (i.e. from up to 2 weeks before the child joins the family, initially for fostering).

The dual approved prospective adopter will only be eligible for statutory adoption pay if they meet all of the conditions for adoption leave and also have:

- 26 weeks continuous employment with the same employer at the 'qualifying week';
- Earned, on average, at least the lower earnings level in the 8 weeks leading up to the date they were notified of a match with a child;
- Notified their employer that they are entitled to statutory adoption pay and when this is to begin;
- Stopped working for the employer;
- Elected to receive statutory adoption pay.

Adoption leave and pay is not available to other types of foster carers.

14.7 **Notification**

Employees should always aim to have early conversations with their managers about their proposed adoption plans, so that forward planning can take place. Formal notice to take adoption leave must be given by the employee within 7 days of being informed that they have been matched for adoption by the adoption agency (unless there is a reason that makes this impossible). In rare cases where an employee is unable to give 7 days' notice, managers do have the discretion to delay the start date of the adoption leave and pay, but not after the start of the placement date.

To give formal notice, the employee must make an application via iTrent – see [Family Friendly Leave Application Guidance](#).

As soon as you receive your matching certificate you should upload this on iTrent Self Service. You will then receive written confirmation, outlining the conditions of your maternity leave and your entitlement.

Surrogate Parents will also need to confirm in writing the expected week of child's birth and will also need to confirm the date the child was born (after the child's birth). This should be given as soon as reasonably practicable.

Changing the start date

Employees may bring forward or postpone the adoption leave start date, by providing written notification at least 28 days before the new start date.

14.8 Time off to attend adoption appointments

Employees intending to adopt a child have the right to paid time off to attend up to five appointments for any purpose connected with the adoption. There is no qualifying period of service, meaning the right can be exercised from the first day of employment.

Employees adopting a child or children on their own (i.e. without a partner) will be entitled to paid time off to attend up to five appointments. This will also apply to joint adopters where there is only one qualifying employee.

Joint adopters (i.e. adopting with a partner) where both are qualifying employees of the Council, will need to choose which member of the couple will take paid time off to attend up to five appointments, while their partner may take unpaid time off to attend up to two appointments. Please note, the adopter employee who takes paid time off for appointments cannot claim paternity leave and pay. This means that the parent who intends to take adoption leave and pay should take the paid time off for pre-adoption leave.

The time off available for each appointment (whether paid or unpaid) is a maximum of six and a half hours. Time off cannot be taken on or after the date of the child's placement.

Only those officially adopting the child are entitled to time off to attend adoption appointments.

Intended parents of a child in a surrogacy arrangement will also be eligible for unpaid time off to accompany a pregnant woman with whom they are having a child of up to two antenatal appointments (of up to six and a half hours for each appointment).

Employees wishing to make a request for time off for pre-adoption leave should put their request in writing to their manager.

14.9 Adoption leave

Adoption leave is for a period of up to 52 weeks, consisting of 26 weeks ordinary adoption leave followed by 26 weeks additional adoption leave.

Adoption leave can start on the day the child is placed for adoption, or up to 14 days earlier. For overseas adoptions, the adoption leave may start from the date the child arrives in the UK or within 28 days of this date.

To ensure service delivery is not disrupted, the employee should discuss the timing of his or her adoption leave with his or her manager as early as possible.

Employees wishing to return to work before the end of the 52 week adoption leave period will need to give 8 weeks' notice. If the child's placement ends during the adoption leave period, the employee will be able to continue adoption leave for up to eight weeks after the end of the placement.

Periods of unpaid leave may have implications for members of the pension fund – see section 4.

14.10 Keeping in touch

Keeping in Touch (KIT) days are optional and intended to help employees keep in touch with the workplace and ease an eventual return to work. Employees may do up to ten KIT days during the adoption leave period. These are paid at the employee's normal pay rate and do not affect their adoption leave/pay.

There is no legal requirement for KIT days and both the manager and employee must agree to these days. KIT days can be used to attend a conference, undertake training, attend a team meeting or carry out any activity that would be classed as work under the employees' contract.

Working for part of a day will count as one day i.e. if an employee works for 2 hours, they will receive payment for these hours, but this will count as one full 'KIT' day.

Your manager must enter details of these hours into iTrent (see [iTrent Self Service Family Friendly Leave Guide for Managers](#)) in order for you to be paid correctly.

14.11 Contact during adoption leave

The Council reserves the right to maintain reasonable contact with employees during adoption leave. This may be to discuss the employee's plans to return to work, discuss any training to ease the employee back into work, or to provide an update on developments at work during their absence.

14.12 Returning to work

You will be entitled to return to the post that you now occupy or a suitable alternative post where for some reason, e.g. redundancy or restructure, it is not practicable for you to return to the original post.

14.13 **Shared parental leave**

Shared parental leave is available to the main adopter and their partner, allowing both adoptive parents to share their leave and pay. If the parents meet the qualifying requirements and wish to take shared parental leave and/or pay the main adopter must formally end their adoption leave and pay.

15 Parental Bereavement Leave

15.1 Introduction

The Parental Bereavement Leave and Pay Regulations (known as Jack's Law) came into effect on the 6th April 2020. The Regulations give parents who suffer the devastating loss of a child 2 week's statutory leave. This leave gives parents the opportunity to take leave at a time that feels right for them up until the first anniversary of the child's death.

15.2 Qualification

To be eligible for this leave, employees will have:

- Lost a child under the age of 18 or
- Suffered a still birth from 24 weeks of pregnancy

The leave entitlement is from 'day one' of the loss therefore no qualifying service is required.

15.3 Entitlement

Eligible employees will be able to take 2 weeks statutory leave.

Leave can be taken as either a block of 2 weeks, or as 2 separate blocks of one week each taken at different times up until the first anniversary of the child's death.

This leave is in addition to existing parental leave and special leave entitlements.

15.4 Payment

The Council has agreed that, regardless of service, staff will be paid full pay for the duration of the 2 weeks Parental Bereavement Leave, exceeding the statutory provision which is included below for information:

Statutory provisions provide that for staff with less than 26 week's service the leave will be unpaid. Where staff have been employed for 26 weeks or more and their weekly average earnings are over the lower earnings limit they will be entitled to Statutory Parental Bereavement Pay (SPBP) which will be paid and administered in line with other family related statutory payments like SPP and SMP. Payment will be based on the current statutory payment (or 90% of average weekly earnings where this is lower).

15.5 Support

Losing a child is every parent's worst fear, but no-one could ever fully understand the utter devastation of such a loss. Managers should reflect the Council's intent and demonstrate compassion and empathy towards staff

throughout this difficult time and as far as possible offer any support they might need.

The Council has a range of options in place to help support staff at these difficult times including:

- [Employee Assistance Programme](#)
- [Occupational Health Service](#)
- [Flexible Working Policy](#) to help staff during significant life events
- [Workforce wellbeing guidance](#) which includes links to local and national organisations who offer emotional wellbeing support

15.6 Process

Employees requesting Parental Bereavement Leave should do so in writing (including by email) to their Manager confirming the date(s) of the leave requested. If unable to do so employees should do this verbally with their Manager.

Managers should approve and forward details to payroll Payroll@bury.gov.uk who will make the necessary pay arrangements.

Managers should record the absence on iTrent seeking advice on how to do this if needed.

Appendix 1: Pregnancy checklist

1. Notify your manager and complete a Maternity Questionnaire on iTrent Self Service:
 - Of your pregnancy
 - Of your expected week of childbirth
 - When you wish to commence maternity leave (you must give at least 28 days' notice)
 - If you are intending to return to work and if so when
2. Your manager will carry out risk assessment.
3. Upload your MATB1 to iTrent Self Service upon receipt
4. Human Resources (HR) will notify you in writing of the conditions of your maternity leave.
5. Notify your manager of antenatal appointments
6. Give 28 days' notice of your intention to start your maternity leave. You can choose to start your maternity leave any time 11 weeks before your due date
7. Notify HR when your baby is born
8. Arrange any required KIT days
9. Notify your manager of the date you are returning to work (you must give at least 21 days' notice if you are returning before the end of your maternity leave (52 weeks))

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Working Time Regulations Policy

February 2026

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1. Introduction

Bury Council is committed to providing safe working conditions for all its workers and as such will take all practical measures possible to operate within the Working Time Regulations 1998 (as amended) rather than unnecessarily agree exceptions to avoid the provisions of the legislation.

The principal provisions of the Regulations are for:

- (i) a limit on average weekly working time to 48 hours (though individuals can choose to work longer by mutual agreement);
- (ii) a limit on night workers' average normal daily working time to 8 hours;
- (iii) a requirement to offer regular health assessments to night workers;
- (iv) a minimum daily rest break of 20 minutes during the working day if working for more than 6 hours. The break should be taken during the 6 hour period, not at the beginning or end of it;
- (v) 11 hours consecutive rest in every 24 hours;
- (vi) a 24 hour rest break each week; and
- (vii) 5.6 weeks' paid annual leave.

The Regulations give some rights to young workers (those over the minimum school leaving age but under 18) which differ from those given to adult workers. These relate to:

- (i) a limit on normal working hours of 8 hours a day, 40 hours a week;
- (ii) should not ordinarily work at night (10-6 or 11-7) except in certain sectors;
- (iii) capacities assessments for night workers, to assess the worker's ability to perform night work, taking into account his/her maturity, experience and competence;
- (iv) a minimum daily rest break of 30 minutes during the working day if working for more than 4½ hours. The break should be taken during the 4½ hour period, not at the beginning or end of it;
- (v) 12 hours consecutive rest in every 24 hours; and
- (vi) a 48 hour rest break each week.

The Council supports the implementation of the Working Time Regulations as part of its general obligation to ensure the health and safety of all employees.

2. Scope

This policy applies to all workers, as defined under the Regulations, who have a contract of employment with Bury Council. Policy principles also apply to casual and agency workers.

The Council has adopted the 'Green Book' provisions as well as Local Conditions of Service and therefore the majority of workers will be covered by existing arrangements. This Policy Statement outlines the Council's specific position on the Working Time Regulations together with those areas which have been agreed with the trade unions.

3. Limit on average weekly working time

The Council discourages employees from working above the 48 hour limit on the average weekly working time. This limit applies to total working time, irrespective of whether the employee has more than one contract with the Council, or additional contracts externally. Working beyond this limit will only be agreed on a truly exceptional basis, and only for time limited periods.

Where an individual has more than one contract with the Council, they will not normally be permitted to work above the 48 hour limit on average weekly working time.

4. Night workers

The Council has chosen to define night-time as 11.00 pm to 6.00 am. A night worker is a worker who works at least three hours of their daily working time during these hours.

Bury Council employs a number of night workers, including:

Job Title	Department
Night Mechanics	Environment & Development Services
Security Officers	Corporate Core
Emergency Control	Corporate Core

Support Workers

Health and Adult Care

All night workers will be asked to complete a medical questionnaire on an annual basis. This questionnaire will be checked by the Occupational Health provider, and occasionally a physical examination may subsequently be carried out. Where a worker has a health condition which is aggravated by night work, he or she will be offered a transfer to day work where possible.

The reference period for night workers will be 17 weeks, although this will be subject to review.

5. Multiple employment

Under the Code of Conduct, individual workers are asked to inform the Council when they have more than one employment contract.

This is particularly important where they work in two or more separate jobs for Bury Council and each individual's line manager should be informed at interview or prior to the additional contract being accepted.

The Council is keen that workers who have other jobs elsewhere declare their hours of employment. This will enable the Council to meet its health and safety obligations under the Working Time Regulations and other relevant legislation. The Council reserves the right, where an employee's working time equates to more than 48 hours, to insist that the worker reduces their hours for health and safety reasons.

6. Recruitment

All new workers will be made aware of their responsibilities within the Working Time Regulations and in particular details of the 48 hour working time limit. Candidates at interview will be informed of the requirement to inform the Council of any other work undertaken and will be advised that where they work beyond 48 hours, even if this includes work outside the Council, the Council may insist that the worker either reduces their hours, or forfeits one job, for health and safety reasons. If, in an exceptional circumstance, for a time limited period, both parties agree to the exception, the employee will be asked to sign an individual agreement to 'opt out' of the 48 hour maximum limit. The agreement will read as follows:-

"I agree to opt out of the 48 hour maximum weekly working limit set within the Working Time Regulations 1998. Either myself or my employer can withdraw this agreement at any time."

7. Call out

The Regulations will be dis-applied where a worker with “call out” arrangements is called out. In such circumstances compensatory rest will be provided, the period of rest being equivalent to the time worked when called out.

Wherever possible, compensatory rest should be taken within 24 hours of the missed period of rest. For example, where a daytime worker is called out at night they will normally be expected to take compensatory rest the following morning. In call out situations managers must consider the health and safety of employees and their consequent ability to deliver to expected standards.

Occasionally, where the health and safety of an employee is not at risk, it may not be possible for them to take compensatory rest within 24 hours. In such circumstances the rest should be taken within two weeks.

8. Reference periods

The standard 17 week rolling reference period applies to the majority of employees. However, the following workers are deemed to fall within the exceptions under Regulation 21 of the legislation and therefore may be subject to a 26-week reference period.

Continuity of Service:

- Employees who work in residential institutions
- Refuse collectors
- Night mechanics
- Library staff

Foreseeable Surge in Activity:

- Committee Administrators
- Senior managers
- Grounds maintenance workers
- Art Gallery attendants
- Information Services employees
- Workers involved in Election duties

Security and Surveillance Activities:

- Security officers and attendants
- Emergency control co-ordinators

9. Other exceptions

For workers listed under 'Reference Periods' above, the daily, weekly and rest break provisions do not apply, subject to equivalent compensatory rest provisions.

In addition, in unforeseeable circumstances (eg to cover sickness absence), managers may use the exceptions for other groups of workers as appropriate.

Chief Officers are excluded from all parts of the Regulations, except annual leave entitlement, as the Regulations do not apply to individuals who have working time which cannot be measured, predetermined, or fixed by the employer. Compensatory rest should be taken within two weeks for daily rest breaks and two months for weekly rest breaks. Compensatory rest will be unpaid.

Document Version Control

Document Version Control	
Issue Number	Date
0.01	February 2026

This is a live document effective from the issue date. It supersedes any previous versions of this document, which are now withdrawn.



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Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Working Time Regulations Policy
Lead Officer (SRO or Assistant Director/Director)	Tim Normanton
Department/Team	People & Inclusion
Proposed Implementation Date	February 2026
Author of the EqlA	Catherine King
Date of the EqlA	January 2026

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?
The Working Time Regulations Policy sets out the Council's commitment to providing safe working conditions, and details how it will take all practical measures possible to operate within the Working Time Regulations 1998 (as amended).

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

<p>2.1 Who could the proposed policy/project/decision likely have an impact on?</p> <p>Employees: Yes Community/Residents: No – internal policy Third parties such as suppliers, providers and voluntary organisations: No – Internal policy If the answer to all three questions is 'no' there is no need to continue with this analysis.</p>
<p>2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation</p> <p>Documentary Evidence: Our Employment Equality Report illustrates the demographics of the Council's workforce.</p> <p>Data:</p> <p>Stakeholder information/consultation: UNISON</p>
<p>2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.</p> <ul style="list-style-type: none"> • Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? No • Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? No • Could the proposal affect the usage or experience of a service because of a protected characteristic? No • Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? No • Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? Neither more or less • Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? No • Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council? No

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age				Neutral
Disability				Neutral
Gender Reassignment				Neutral
Marriage and Civil Partnership				Neutral
Pregnancy and Maternity				Neutral
Race	The document is in English		The document could be provided in other languages, if required.	Neutral
Religion and Belief				Neutral
Sex				Neutral
Sexual Orientation				Neutral
Carers				Neutral
Looked After Children and Care Leavers				Neutral
Socio-economically vulnerable				Neutral
Veterans				Neutral

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
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3.2 Level of risk identified	0
3.3 Reasons for risk level calculation	Positive impact generally, in that the policy principles support staff welfare and wellbeing across all characteristics

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Catherine King	22/1/26	
Responsible Asst. Director/Director	Tim Normanton		
EDI	Lee Cawley		

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details

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Job Evaluation Procedure

February 2026

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1. NJC job evaluation scheme

- 1.1 The Council's NJC job evaluation scheme is a systematic, consistent and fair approach to determining the hierarchy of jobs which make up the Council's pay and grading structure. It is a fair, transparent process, free from discrimination, and complies with equal pay legislation.
- 1.2 The Council uses the NJC scheme for job evaluations affecting employees on NJC 'green book' terms and conditions. This scheme was developed by the National Joint Council (NJC) for Local Government Services and has been agreed nationally with the Trade Unions.
- 1.3 Job Evaluation is a way of measuring the component parts of each job (called factors) in a fair and consistent way and giving each of these factors a score. The scores across all areas are added together and an overall score arrived at for each job. It measures the relative value of job roles.
- 1.4 It is important to emphasise that the job evaluation procedure scores the component parts of a job as laid down in the job description and any other documentation (eg person specification, structure chart), not the person doing the job. It is not a reflection of the strengths or areas for development of a person doing the job.

2. Scope

- 2.1 The NJC scheme and process are to be used only for roles covered by NJC terms and conditions (this excludes jobs on Chief Officers, Teachers, Soulbury, Youth and Community and Craft conditions).
- 2.2 Most Council roles are evaluated using the NJC job evaluation scheme. However, any NJC role which scores higher than 800 points should also be evaluated under the LGA Chief Officer scheme. The LGA have advised that if the job is a true Chief Officer role, it will then generate a score under the LGA scheme. If it fails to meet the LGA benchmark, the role will remain graded as SM2 under the NJC scheme. This provides a fair and transparent means of identifying roles that are Chief Officers and those that are not.

3. When to evaluate jobs

A job may be evaluated for the following reasons:-

New Posts

- Planning process commences
- Manager prepares job description and person specification
- Job description evaluated and moderated
- New post established following consultation and delegated powers

Restructure/Review

All changes in job descriptions must go through the job evaluation and moderation process unless the joint parties (management and union) agree as part of the consultation process that the changes do not affect the duties or the grade. If no fundamental changes have been made to job descriptions and the evaluation panel are in agreement that the changes have no effect on the scheme factors, and therefore do not need to go through the moderation process, then the HR representative should liaise with the Branch Secretary or their nominated representative for agreement. A record should be made of the date of agreement not to be moderated on the sharepoint comments section, or an email could be uploaded.

Otherwise:

- Planning process commences
- Manager prepares job descriptions and person specifications
- Job descriptions evaluated and moderated
- Employees informed of grades following the process in the Consultation Toolkit
- Consultation continues including feedback on the proposed grades
- Restructure reviewed and revised if appropriate
- Changes to job descriptions and/or person specifications made following the consultation exercise should be re-considered by the HR evaluators and sent back to moderation highlighting any changes that have been made to the documentation and rationale for any resultant changes to job evaluation scores
- Restructure agreed following consultation and delegated powers
- If slotted in (60% rule) and dissatisfied employee has right of appeal against the grading of the post otherwise no right of appeal
- If more than 1 employee can claim 60% of the duties and an interview process has to take place then the successful employee will also have the right of appeal if dissatisfied
- Following restructures/reviews there will be a 12 month 'bedding in' period during which time employees will not normally be able to request a re-evaluation of their post

Duties changed – management instigated

All changes in job descriptions must go through the job evaluation and moderation process unless the joint parties (management and union) agree

as part of the consultation process that the changes do not affect the duties or the grade.

- Planning/Consultation process commences
- New job description prepared following consultation and agreement
- Job description evaluated and moderated
- Employee informed of results
- If dissatisfied employee has right of appeal against the grading of the post

Duties changed – employee instigated

All changes in job descriptions must go through the job evaluation and moderation process unless the joint parties (management and union) agree as part of the consultation process that the changes do not affect the duties or the grade.

- Employee claims duties have changed and that the changes amount to increased responsibilities or employee claims their job is unique, not generic
- Manager supports employee's request
- If no manager support, the manager must justify why and the job evaluation process ends
- If manager agrees, new job description prepared following consultation and agreement
- Job description evaluated and moderated
- Employee informed of results
- If dissatisfied employee has right of appeal against the grading of the post

4. Job evaluation procedure

- 4.1 Job evaluation is carried out by a panel of 2 trained evaluators, normally from the HR Team.
- 4.2 The panel assess the job against the NJC job evaluation scheme (and our local conventions). A grade can then be determined using the points to pay line set out in Appendix 1.
- 4.3 In order to carry out an evaluation, the panel must be provided with the following documents by the manager (not the postholder) which should provide a full understanding of the role and how it relates to the job evaluation criteria:
 - A job description and person specification
 - A current (and if appropriate, proposed) structure chart
 - A rationale for the changes that are being made, with any other useful context or supporting information

- 4.4 The panel should ensure that they have a full understanding of the role and how it relates to the criteria. They may also need to liaise with the relevant manager to clarify details of the job role and address any job description/person specification anomalies.
- 4.5 The panel will also carry out checks to ensure consistency of application and will have access to all job evaluation scores for this purpose.
- 4.6 The panel score the job against the NJC scheme and complete the online JE form.
- 4.7 The panel must complete the JE form **in full and upload supporting documentation**. Detailed comments should be made for all factors indicating the evidence for awarding that particular level and, where appropriate whether it has been referenced to (a), (b), (c), (d), or (e). Comments made in the evidence boxes for each factor on the form should relate to evidence of the job role, **not** the scheme.

5. Moderation and Implementation

- 5.1 All NJC jobs are moderated by a panel of 2 HR representatives and 2 trade union representatives, who have not been involved in the evaluation.
- 5.2 The information on the JE database is considered along with the job evaluation scores, job description, structure chart, rationale and any other supporting documentation that was shared with the evaluators.
- 5.3 The scores are considered against the scheme and local conventions, and they are also benchmarked against other NJC roles.
- 5.4 The moderation panel updates the JE database and the system then informs the evaluators and manager of the moderation outcome, which could be that they confirm the score or amend it. Prior to being able to do this, the moderation panel may request further information or clarification.
- 5.5 If the outcome impacts any existing employee, the manager will be required to notify the employee. If the impact includes a change in pay, the manager must also notify the HR Operations Team who will issue the appropriate contract documentation.
- 5.6 Once employees have been notified of a job evaluation outcome, they have 10 working days to appeal.
- 5.8 The effective date of implementation of a job evaluation should be either:
 - The effective date of the restructure; OR
 - The date of submission for a regrade; OR
 - In cases where an honorarium has been paid in relation to additional responsibilities now incorporated into the role, the first of the month

after the new grade has been confirmed through moderation at which point the honorarium would cease.

- 5.9 Once an employee has accepted a post after advertisement at a particular grade, they cannot apply for the post to be re-evaluated within 12-months unless there is a genuine change of duties supported by the Executive Director.

Unless there is a restructure, a genuine change of duties supported by the Executive Director or the employee is appealing as they feel an equivalent post is paid higher, existing posts will not normally be re-evaluated within 12-months of a previous evaluation.

6. Appeals

6.1 Grounds for appeal

If an employee is dissatisfied with the outcome of their job evaluation they can appeal, providing their appeal is submitted within 10 working days of the outcome notification from their manager. Appeals must be based on the following grounds:

- The scheme/process has been wrongly applied e.g. factor levels have been wrongly allocated; the evaluation panel has failed to follow guidance etc. A job of equal value/carrying out like work is more highly graded/paid.
- The job has been matched to a generic role and now the job has changed, i.e. the role is significantly different from the evaluated generic role.

Appeals will NOT be accepted:

- If they relate to an opinion about the suitability of the scheme in general to measure the characteristics of any given job
- If they are related to pay only

6.2 Appeals panel composition

The appeals panel will comprise of 2 HR representatives and 2 trade union representatives.

All members of the panel will be trained in the operation of the NJC job evaluation process.

6.3 Appeals process

Submission of the appeal:

- Employee completes an online appeal form with evidence to support their claim. No further evidence can be submitted after this point.

- The appeal must be submitted within 10 working days of receiving their outcome notification.
- The online form will then be sent to the manager asking them to add their comments and advise whether or not they support the appeal. This should generally be done within 2 weeks.
- The appeal will be heard whether or not the manager supports it.
- If the post is generic, HR will identify the individuals that form part of the generic group and notify them that an appeal has been submitted.
- The HR Business Management Team will then be notified of the appeal and make arrangements for it to proceed.

Proceeding with an appeal:

- HR Business Management will arrange an appeals panel and confirm the date and time to the employee.
- Employees will be given the opportunity to attend their appeal to present their evidence to the panel and answer any questions. Where there is a joint appeal, the employees will be asked to send a representative group to attend the appeal which would not normally exceed 4 people.
- Two trade union representatives will be on the panel, however, employees may still be accompanied by an additional trade union representative or work colleague should they wish to.
- Managers are required to be available to answer questions of the Appeal Panel either over Teams or by attending the Appeal if requested by the panel.
- Appeal documentation will be made available for the panel members in advance of the hearing. The employees will also have sight of the appeal form completed with the managers comments.
- No additional evidence will be allowed to be presented at the appeal on the day of the appeal, unless this is requested by the panel.
- If managers are asked to attend appeal they must respect the employee's point of view.
- Appeal meetings will be conducted as informally as possible, and employees should ensure that all relevant information is shared with the panel prior to them leaving the hearing.
- The panel may find it necessary to ask the employee or manager/head of service further questions during their deliberations. If this is the case all parties will be invited back to attend or, if the manager was not present, the panel may contact them by Teams.
- Should the panel feel it appropriate to review any criteria which have not been appealed, additional evidence should be obtained during the hearing from the employee and manager.
- The panel will update the JE database with the outcome and a detailed rationale for any changes.

Appeal outcome:

- The appeals process will result in either:
 - An increase in grade
 - No change in grade
 - A decrease in grade

- The decision of the appeal panel is final; there is no further right of appeal.
- The panel will make every effort to reach a consensus decision on the outcome of the appeal based on the information presented. Should the panel fail to agree then the decision will be accelerated to the Assistant Director of People and Inclusion and Branch Secretary of UNISON. Submissions from both points of view should be made to the panel who will then make a decision.
- In the case of a generic job the outcome of any appeal will affect the whole relevant work group i.e. not just the individual who is submitting the appeal. Therefore, if the grade of a generic job goes down at appeal it will similarly affect all other post holders in that job, unless it is decided that the job is unique and no longer generic.

Notification of Outcome:

- The appeal panel will record the results of the appeal, with a rationale.
- The system will notify the employee and the manager of the outcome. The manager will be responsible for notifying other affected employees for a generic job as soon as possible following the appeal.
- The manager will also notify HR Operations if a pay change is required, to ensure the necessary updates are made to personal files and i-Trent.
- Any changes in grade will be effective from the effective date of the original job evaluation or restructure if relevant.
- Should there be a reduction in grade, [Local Conditions of Service: Section 3 - Salary and Grading Provisions](#) provides guidance on eligibility for pay protection.

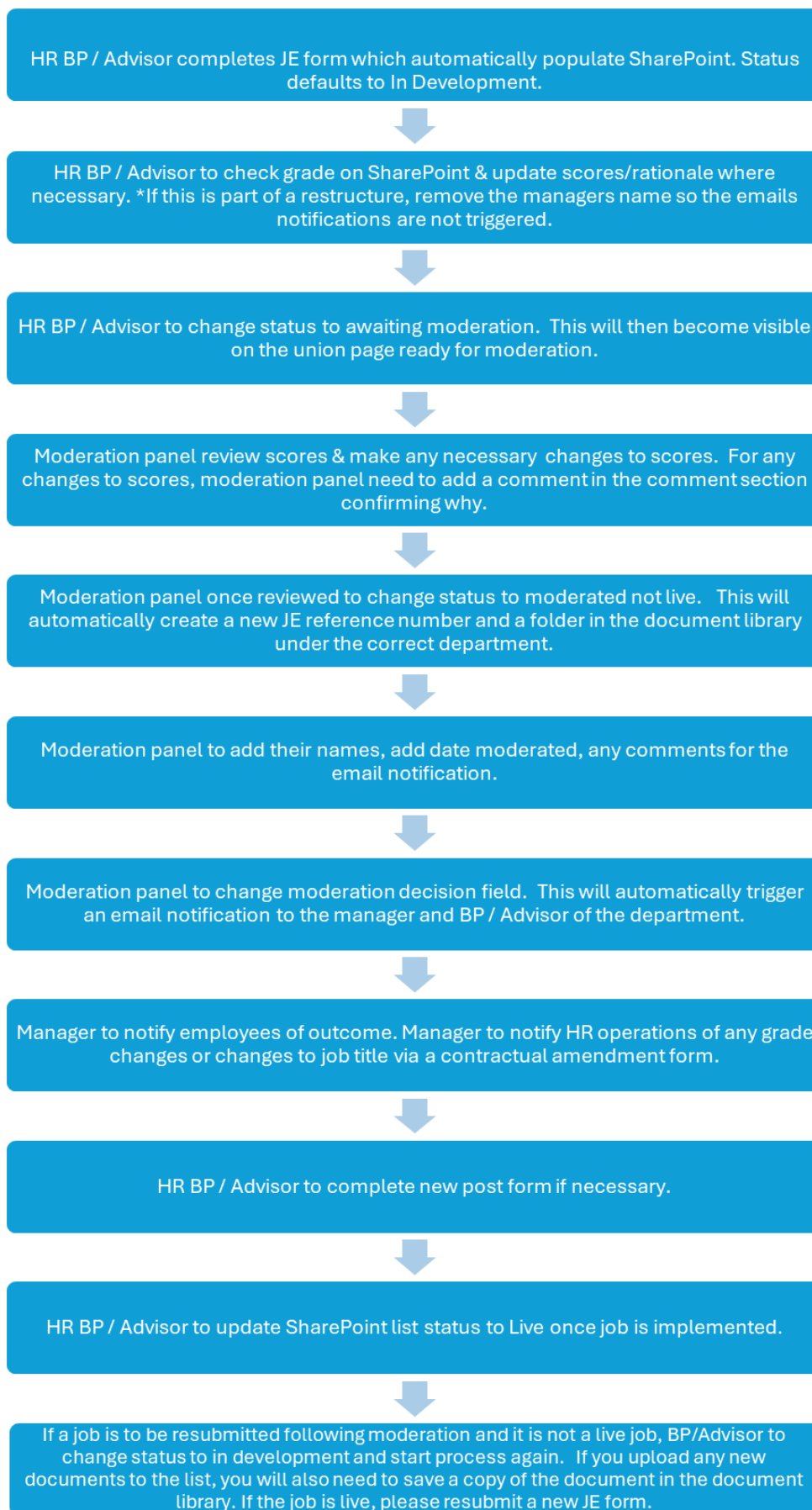
Appendix 1: Points to pay line

Grade	SCP	JE Points
Grade 3	2	less than 330
Grade 4	3	330 - 349
Grade 5	4	350 - 379
	5	
Grade 6	6	380 - 409
Grade 7	7	410 - 439
	8	
	9	
	NOT IN USE	
	11	
Grade 8	12	440 - 469
	NOT IN USE	
	14	
	15	
	NOT IN USE	
	17	
Grade 9	18	470 - 499
	19	
	20	
	NOT IN USE	
	22	
Grade 10	24	500 - 529
	25	
	26	
	27	
Grade 11	28	530 - 559
	29	
	30	
Grade 12	31	560 - 589
	32	
	33	
Grade 13	34	590 - 619
	35	
	36	

Grade	SCP	JE Points
Grade 14	37	620 - 649
	38	
Grade 15	39	650 - 679
	40	
Grade 16	41	680 - 709
	42	
Grade 17	43	710 - 739
	44	
SM1	45	740-769
	46	
	47	
SM2	48	770+
	49	
	50	

Appendix 2: Roles and responsibilities

Role	Responsibility
Manager	<ul style="list-style-type: none"> • Instigate the job evaluation process either through new posts, restructure, change of duties (manager or employee request) • Provide the necessary information required for the job evaluation to be done such as Rationale, Structure, Job Description & Person Specification • Be available for queries during the moderation session • Notify employee(s) of outcome • Pick up the implementation of any decisions
HR BP / Advisor	<ul style="list-style-type: none"> • Carry out the job evaluation ensuring the form is completed in full • Update SharePoint list • Be available for queries during the moderation session • Complete new post form where required • Ensure any updated documentation is added to the list/document library • Update the status accordingly so there is an accurate record of all live jobs
Moderation Panel	<ul style="list-style-type: none"> • Review the job evaluation scores and ensure consistency across similar jobs • Update scores and comments following moderation • Change the status of the role to moderated not live (this will automatically communicate the decision to the evaluators) • Update the moderation decision box, the moderators and the date moderated
HR Business Management	<ul style="list-style-type: none"> • Ensure all live jobs are attached to a post reference • Keep list up to date, moving any historic jobs into archive
HR Operations Team	<ul style="list-style-type: none"> • Action any contractual amendment form and send out relevant letter



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Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	NJC Job Evaluation Scheme and Procedure
Lead Officer (SRO or Assistant Director/Director)	Tim Normanton
Department/Team	People & Inclusion
Proposed Implementation Date	February 2026
Author of the EqlA	Catherine King
Date of the EqlA	January 2026

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?
The Job Evaluation Procedure sets out in a single straightforward document how the Council aims to consistently and fairly grade its employees who are on NJC 'green book' terms and conditions.

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on?
<p>Employees: Yes</p> <p>Community/Residents: No – internal policy</p> <p>Third parties such as suppliers, providers and voluntary organisations: No – Internal policy</p> <p>If the answer to all three questions is 'no' there is no need to continue with this analysis.</p>
2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation
<p>Documentary Evidence: Our Employment Equality Report illustrates the demographics of the Council's workforce.</p>
<p>Data:</p>
<p>Stakeholder information/consultation: UNISON</p>
2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.
<ul style="list-style-type: none"> • Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? No • Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? No • Could the proposal affect the usage or experience of a service because of a protected characteristic? No • Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? No • Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? Neither more or less • Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? No • Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council? No

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age				Neutral
Disability	This Word document pulls together several sets of information and guidance in a clear, easy to follow single document		The document could be provided in other formats if required	Neutral Positive
Gender Reassignment				Neutral
Marriage and Civil Partnership				Neutral
Pregnancy and Maternity				Neutral
Race	The document is in English		The document could be provided in other languages, if required.	Neutral
Religion and Belief				Neutral
Sex				Neutral
Sexual Orientation				Neutral
Carers				Neutral
Looked After Children and Care Leavers				Neutral
Socio-economically vulnerable				Neutral
Veterans				Neutral

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
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3.2 Level of risk identified	0
3.3 Reasons for risk level calculation	Positive impact, greater accessibility for staff to navigate the full remit of NJC grading in one document.

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Catherine King	22/1/26	
Responsible Asst. Director/Director	Tim Normanton		
EDI	Lee Cawley		

EqlA Revision Log

5.2 Revision Date	Revision By	Revision Details



Classification	Item No.
Open	

Meeting/Dates:	Employment Panel – 3 February 2026
Title of report:	Pay Policy Statement 2026-27
Report by:	Cabinet Member for Customer Service, Communications and Corporate Affairs
Decision Type:	Council
Ward(s) to which report relates	All

Executive Summary:

Section 38 (1) of the Localism Act 2011 has required English and Welsh local authorities to produce a Pay Policy Statement for each financial year since 2012/13.

The purpose of the Pay Policy Statement is to provide transparency in respect of the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying; the methods by which salaries of all employees are determined; the detail and level of remuneration of its most senior staff; and the agreed decision making arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

The Localism Act requires that pay policy statements and any amendments to them are considered by a meeting of full Council.

Recommendation(s)

The Employment Panel is asked to:

1. Commend the proposed Pay Policy Statement for 2026-27 for approval by full Council.
2. Agree the Council's proposed pay structure for 2026-27 as set out within the statement and inclusive of revised non-consolidated pay supplements to retain compliance with the Real Living Wage rate of pay.

3. Also, to agree ongoing uplifts to retain compliance with the Real Living Wage if required.

Key considerations

1. Background:

- 1.1 Section 38 (1) of the Localism Act 2011 required English and Welsh local authorities to produce a Pay Policy Statement for 2012/13 and for each subsequent financial year.
- 1.2 Guidance issued by the former Department for Communities and Local Government states that the purpose of the Pay Policy Statement is to address the Government's issues with "top end pay" and some of the recommendations set out in the "Hutton review of Fair Pay in the Public Sector Report".
- 1.3 The Act requires Councils to prepare Pay Policy Statements which detail their policy on a range of issues relating to the pay of its employees; in particular, its senior staff ("Chief Officers") and its lowest paid employees.
- 1.4 The provisions do not apply to local authority school employees and neither do they change any existing responsibilities or duties under relevant Employment Legislation. However, all non-schools employees are included within the pay ratio calculations.
- 1.5 The Pay Policy Statement must be approved by full Council and then published on the Council's website. This is to ensure transparency, so that local taxpayers can take an informed view of whether local decisions and all aspects of remuneration are fair.
- 1.6 Matters that must be included in the Pay Policy Statement are:
 - The local authority's policy on the level and elements of remuneration for each chief officer;
 - The local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);
 - The local authority's policy on the relationship between the remuneration of its chief officers and other officers;
 - The local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

- 1.7 The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.
- 1.8 The purpose of the statement is to provide transparency with regard to the Council's approach to setting the remuneration of its employees (excluding teaching staff working in local authority schools) by identifying;
- The methods by which salaries of all employees are determined;
 - The detail and level of remuneration of its most senior staff i.e. 'Chief Officers', as defined by the relevant legislation;
 - The Committee(s) responsible for ensuring the provisions set out in the Pay Policy Statement are applied consistently throughout the Council and recommending any amendments to the full Council.

2. Pay Structure:

- 2.1 As set out within the Pay Policy Statement the Council pays its staff in-line with nationally negotiated pay spines. The majority of staff (those paid up to circa. £63K) are paid in accordance with the National Joint Council (NJC) for Local Government Services pay scale. For these staff, the national pay award due to be applied from 1st April 2026 is not yet agreed. The proposed pay structure for 2026-27 appended (Appendix 1 of the document) will therefore be updated to reflect the pay award for 2026-27 as and when it is agreed.
- 2.2 The Council has been formally accredited by the Real Living Wage Foundation as a Real Living Wage employer. The Real Living Wage rate as of 1 April 2025 was £12.60 and the Council's pay structure included a number of non-consolidated supplements paid at Spinal Column Points 2 to 4 to both apply the Real Living Wage rate of pay and maintain appropriate differentials to other pay points. Following agreement of the 2025/26 Pay Award, the lowest spinal column point rose to £12.65, above £12.60, and the non-consolidated supplements were removed. The Real Living Wage rose to £13.45 on 22nd October 2025 and employers have until 1st May 2026 to implement this. To maintain its commitment to the Real Living Wage, non-consolidated supplements will be reintroduced with effect from 1st April 2024 and paid on spinal column points 3 to 7. Once the 2026-27 Pay Award is agreed and implemented, the level of non-consolidated supplements will reduce so that, as a minimum, the overall level of hourly pay is retained.
- 2.3 For more senior staff, those paid in accordance with the Joint Negotiating Committee (JNC) for Chief Officers and Joint Negotiating Committee (JNC) for Chief Executives terms and conditions, the pay award for 2025-26 is reflected in the pay structure appended. The pay award for 2026-27 has not yet been agreed and will be applied as and when national agreement is reached.

3. Chief Officer Remuneration:

- 3.1 The Pay Policy Statement sets out the Council's arrangements for the remuneration of Chief Officers, including arrangements for agreeing the establishment of new posts. Appendix 2 of the documents includes the Council's current pay scales for Chief Officers.

4. Pay Multiple:

- 4.1 The current pay levels (as at 31 December 2025) within the Council define the multiple between:
- The median (the halfway point between the lowest and highest earner) full time equivalent (FTE) earnings for the whole of the workforce and the Chief Executive (top of pay spine) as 1:6.23. The difference in pay is lower than last years reported figure of 1:6.37.
 - The lowest paid earner full time equivalent (FTE) and the Chief Executive (top of pay spine) as 1:8.28. The difference in pay is lower than last years reported figure of 1:8.76
- 4.2 The pay multiple has been calculated in accordance with the LGA Local Transparency Guidance. Data relates to the 1st January 2025 – 31st December 2025.

5. Gender Pay Gap:

- 5.1 The Council is required to take a 'snapshot of data' as at the 31 March 2025 and analyse this to calculate our gender pay gap. We are required to publish the data on the Council website (to remain for at least 3 years) and also on a government site, by 31st March 2026 at the latest.
- 5.2 The Council's Gender Pay Gap for 2024-2025 compared with 2022-2023 and 2023-2024 is shown below:

Women's Hourly Rate:

	Mean	Median
2022/23	6.83% Lower	3.60% Lower
2023/24	4.06% Lower	0.00%
2024/25	2.36% Lower	0.00%

- 5.3 Figures from the Office of National Statistics taken from the annual survey of hours and earnings (ASHE) cites the median gender pay gap for full time employees to be 6.9% nationally and 7.6% in the Northwest.
- 5.4 The council's gender pay gap for 2025 represents the lowest recorded by the council since reporting began and a decrease for the second year. The full

statement sets out further analysis and actions being taken to continue to address equity in the workforce, including pay differentials.

Community impact/links with Community Strategy

The provision of a fair and transparent pay structure supports the Council to attract and retain a skilled and competent workforce to deliver on the Authority's contribution to the LET'S Do It Strategy!

Equality Impact and considerations:

Equality Analysis

Equality analysis has been undertaken and identifies a positive impact in that the pay structure, commitment to the real living wage and the non-consolidated supplements at the lower end of the pay spine supports those who are more socio-economically vulnerable. It also helps to mitigate the pay related consequences of any elements of race and gender based occupational segregation in the workforce.

Assessment of Risk:

The following risks apply to the decision:

Risk / opportunity	Mitigation
Without an approved Pay Policy Statement the Council cannot legitimately progress future employment decisions	Development and approval of this statement

Consultation:

The statement has been shared with the recognised Trade Unions and their comments incorporated within the final proposed document.

Legal Implications:

Under section 38 of the Localism Act 2011, local authorities are required to publish a 'Pay Policy Statement' on an annual basis, focused on senior employees. Approval of the Statement must be made by Council, it cannot be delegated. The Act sets out that a Pay Policy Statement must include:

- A local authority's policy on the level and elements of remuneration for each chief officer

- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition)
- A local authority's policy on the relationship between the remuneration of its chief officers and other officers
- A local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency.

This must then be published as soon as is reasonably practicable following approval.

The Council must comply with all relevant employment legislation. The Council is also bound by collective agreements and contractual arrangements which cannot be unilaterally altered. Relevant legislation includes the Employment Rights Act 1996, Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended), Agency Workers Regulations 2010, and the Children & Families Act 2014.

The Council has taken steps to ensure there is no discrimination within its pay structures and that all pay differentials can be objectively justified, the report does however highlight an increased gender pay differential, the report sets out the steps the Council will take to mitigate/address this.

Where relevant, legislative obligation will supersede the approach and principles outlined in this statement, for example where terms and conditions are preserved as a result of contracts of employment transferring under TUPE.

Financial Implications:

This report outlines the Council's Pay Policy as required by the Localism Act. The report is a statement of fact. All pay costs are provided for and fully funded within the Council's approved budget.

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Background Papers

Please include a glossary of terms, abbreviations and acronyms used.

Term	Meaning
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Pay Policy Statement

2026-2027

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The purpose of the statement is to provide transparency in respect of the Council's approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying; the methods by which salaries of all employees are determined; the detail and level of remuneration of its most senior staff and the agreed decision-making arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

1. Introduction and purpose

- 1.1 In accordance with section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement sets out the Council’s approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011.
- 1.2 The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying:
 - The methods by which salaries of all employees are determined;
 - The detail and level of remuneration of its most senior staff i.e. ‘Chief Officers’, as defined by the relevant legislation;
 - The constitutional arrangements in place for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.
- 1.3 This policy statement will be subject to review on an annual basis.
- 1.4 The previous Pay Policy Statement (2025-26) was agreed at full Council on the 19th February 2025.

2. Context: Legislation relevant to pay and remuneration

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes legislation such as the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England and, where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations.
- 2.2 The Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of job evaluation mechanisms, which directly establish the relative levels of posts in grades according to the requirements, demands and responsibilities of the role.
- 2.3 As referenced below in paragraphs 3.2, 3.7 and 3.9 there are a small number of limited circumstances in which the basic pay of staff may vary from that set out within the nationally agreed pay scales:
 1. Through the application of non-consolidated supplements to increase the lowest point of pay to meet the Council’s commitment to the Real Living

Wage and maintain appropriate pay differentials above that point. – Such payments are made consistently to all staff at a particular Spinal Column Point and do not affect the ranking order of posts as determined through job evaluation.

2. Through the application of the Council's Market Supplement Policy. – Such payments are not made consistently to all staff at a particular Grade or Spinal Column Point and may legitimately affect the remuneration of staff in relation to the ranking order of posts as determined through job evaluation as set out within the Market Supplement Policy.
3. Through the application of the Council's Pay Protection Policy. Such payments are made to staff for a time-limited period to mitigate reduction in salary following redeployment into a lower graded post or organisational change. These payments may legitimately affect the remuneration of staff in relation to the ranking order of posts as determined through job evaluation for a defined period.

The above circumstances are consistent with the assurance in relation to pay discrimination as set out in paragraph 2.2 above.

3. Pay structure

- 3.1 The Council uses the nationally negotiated pay spine(s) (i.e. a defined list of salary points) as the basis for its main local pay structure. These pay spines are used to determine the salaries of the large majority of the Council's non-teaching workforce. Rates of pay are subject to an annual pay award applied from the 1st April. The pay award due to be applied from 1st April 2026 is not yet agreed. Subject to approval of this Statement, the pay structure for 2026/27 is attached at Appendix 1. This will be updated to reflect the relevant national pay award for 2026/27 as and when it is agreed. Staff who transferred to the Council through a TUPE process (including those formerly employed by Six Town Housing) are paid in line with their existing pay structures in accordance with legal TUPE protections.
- 3.2 The Council has been formally accredited by the Real Living Wage Foundation as a Real Living Wage employer. The Real Living Wage rate at 1 April 2025 was £12.60 and the Council's pay structure included a number of non-consolidated supplements paid at Spinal Column Points 2 to 4 to both apply the Real Living Wage rate of pay and maintain appropriate differentials to other pay points. Following agreement of the 2025/26 Pay Award, the lowest spinal column point rose to £12.65, above the £12.60, and the non-consolidated supplements were removed. The Real Living Wage rose to £13.45 on 22nd October 2025 and the Council has until 1st May 2026 to implement this. To maintain its commitment to the Real Living Wage, non-consolidated supplements will be reintroduced with effect from 1st April 2026 and paid on spinal column points 3 to 7. Once the 2026/27 Pay Award is agreed and implemented the level of non-consolidated supplements will

reduce so that, as a minimum, the overall level of hourly pay is retained.

- 3.3 The pay and terms and conditions of employment of the Council's workforce are largely determined by the following negotiating bodies in accordance with the agreed collective bargaining machinery:
- National Joint Council (NJC) for Local Government Services;
 - The Soulbury Committee, (educational advisers/inspectors, other school improvement professionals, educational psychologists)
 - Joint Negotiating Committee (JNC) for Local Authority Craft and Associated Employees;
 - Joint Negotiating Committee for Youth and Community Workers;
 - Joint Negotiating Committee (JNC) for Chief Officers
 - Joint Negotiating Committee (JNC) for Chief Executives
- 3.4 The Council adopts the national pay bargaining arrangements in respect of the establishment and revision of the national pay spines.
- 3.5 The pay of those employees whose terms and conditions fall within the purview of the Joint Negotiating Committee for Chief Executive's and the Joint Negotiating Committee for Chief Officers are also determined by reference to Joint Secretarial advice issued by the JNC for Chief Officers of Local Authorities in 2002. The Joint Secretarial advice recommended the establishment of local salary structures as a result of a move from benchmark to median salaries, identified through the annual salary and numbers survey conducted by the Local Government Employers' Organisation.
- 3.6 All other pay related allowances are the subject of either nationally or locally negotiated rates.
- 3.7 The Council is committed to the principles of equal pay for all its employees, and to ensuring that there is consistency and fairness in the approach to starting salaries and has guidance for managers in this area. All new appointments (whether new recruits to the Council or an internal candidate) will ordinarily commence at the minimum spinal column point (SCP) of the relevant grade. Appointments will not be made higher up the grade in order to preserve salary, although pay protection arrangements are available in relevant situations.
- 3.8 In exceptional circumstances and following the completion and documentation by the senior recruiting manager of an equal pay risk assessment, an appointment may be made with a starting salary higher than the minimum point. In these exceptional circumstances where the appointment salary is above the minimum point of the pay scale and is not affected by other council policies, for example redeployment or flexible retirement, this is approved by the Assistant Director of People and Inclusion.

- 3.9 From time to time it may be necessary to take account of the external pay levels in the labour market in order to attract and retain employees with particular experience, skills and capability. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using data sources available from within the local government sector and outside, as appropriate. Any temporary supplement to the salary scale for the grade is approved in accordance with the Council's Market Supplement Policy.
- 3.10 The Council has a number of salary sacrifice schemes in place. These include the cycle to work scheme, the AVC scheme, car lease scheme and Vivup home and electronics scheme. These schemes and their operation are regulated by Her Majesty's Customs and Excise and there are strict rules around the management of the schemes. The schemes permit employees to "sacrifice" part of their salary in exchange for a benefit; this means that Tax and National Insurance are not paid on the amount sacrificed effectively reducing the cost of the benefit to the employee. These schemes are open to all employees at the Council with the proviso that their salary exceeds the National Minimum Wage after the deduction. In addition to these schemes the Council has a number of other employee benefits.
- 3.11 On occasion, where an employee is no longer able to meet regulatory requirements for their role, for example if a mandatory registration expires, the council may reduce salary and responsibility to the next highest level within the structure where they do meet the role requirements.

4. Chief Officer remuneration

- 4.1 For the purposes of this statement, chief officers are as defined within the Localism Act; i.e.
- i. The head of the paid service designated under section 4(1) of the [Local Government and Housing Act 1989](#);
 - ii. The monitoring officer designated under section 5(1) of that Act;
 - iii. A statutory chief officer mentioned in section 2(6) of that Act;
 - iv. A non-statutory chief officer mentioned in section 2(7) of that Act;
 - v. A deputy chief officer mentioned in section 2(8) of that Act.
- 4.2 The Council's pay structure in relation to these posts is appended below and details of the Council's current Chief Officer Structure and pay rates are [published on the Council's website](#). Rates of pay are subject to an annual pay award applied from the 1st April (The pay scales appended take into account the pay award for 2025-26 but not the award for 2026-27, which has not yet been agreed).
- 4.3 When establishing or reviewing the senior management salary structure the Council uses an analytical job evaluation scheme to determine grades. The

broad advice issued by the Joint Negotiating Committees for Chief Executives and Chief Officers, on the establishment of a local salary structure based on median salary levels as identified through the annual salary survey is taken into account. This advice states that when deciding at what level these posts should be remunerated the following factors are to be considered:

- a. The Authority's policy in respect of the pay of its JNC officers and any relationship to the median salary levels for similar Authorities;
 - b. The chief executive's salary;
 - c. The relationship of current salary to the appropriate illustrative national median salary (salaries may be above, around, or below the median);
 - d. Any special market considerations;
 - e. Any substantial local factors not common to authorities of similar type and size, e.g. London weighting;
 - f. Comparative information to be supplied on request by the Joint Secretaries on salaries in other similar authorities;
 - g. Top management structures and the size of the management team compared to those of other authorities of similar type and size, and;
 - h. The relative job size of each post, as objectively assessed through job evaluation or otherwise.
- 4.4 Changes to the Chief Officer establishment are approved by the Cabinet Member for Customer Service, Communications and Corporate Affairs. The establishment of Chief Officer and Deputy Chief Officer posts are subject to approval by the Employment Panel (or Cabinet when linked to an organisational structure change).
- 4.5 The establishment of posts with salary levels at £100K or greater are ultimately subject to approval by full Council in accordance with the Localism Act (2011). This requirement only applies to new positions established and not to the filling of existing roles on the Council's establishment.
- 4.6 Where the Council is unable to recruit chief officers, or there is a need for interim support to provide cover for a substantive chief officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money.

5. Recruitment of Chief Officers

- 5.1 The Council's policy and procedures with regard to recruitment of Chief Officers are set out as Guidance for the Recruitment of Chief Officers, which is within the overall framework of the existing recruitment and selection policy.

- 5.2 Accordingly the recruitment of Chief Officers is delegated to the Employment Panel whose functions include:
- The shortlisting and appointment of Chief Officers and Deputy Chief Officers (as defined by the Local Government and Housing Act 1989). The confirmation of appointment of all Chief Officers (with the exception of the Chief Executive/Head of Paid Service) is carried out in accordance with the [Council Constitution](#) – Officer Employment Procedure Rules and [The Local Authorities \(Standing Order\) \(England\) Regulations 2001](#)
 - The shortlisting and appointment of the Chief Executive / Head of Paid Service is carried out in accordance with the [Council Constitution](#) for submission to the Council.
- 5.3 When recruiting to all posts the Council will take full and proper account of all provisions of relevant employment law and its own Equality, Recruitment and Selection and Redeployment Policies.
- 5.4 The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

6. Additions to the salary of Chief Officers

- 6.1 The level of chief officer remuneration is not variable dependent upon the achievement of defined targets.
- 6.2 To meet specific operational requirements it may be necessary for an individual to temporarily take on additional duties to their identified role. The Council's arrangements for authorising any additional remuneration [e.g. honoraria, ex gratia, 'acting up' payments] relating to temporary additional duties are set out in the [Council's Constitution](#) and supplementary conditions of service.
- 6.3 The Chief Executive (Head of Paid Service), also carries out the duties of the Returning Officer in accordance with the Representation of The People Act 1983. The duties of the Returning Officer are separate from the duties undertaken as a local government officer; the office of Returning Officer is totally distinct from the office of Chief Executive and Head of Paid Service.
- 6.3.1 Payments due to the post holder in respect of the conduct of local municipal elections are consolidated within the salary.
- 6.3.2 Payments in respect of the conduct of National Government Elections, any National Referenda and Greater Manchester Mayoral elections are paid in addition to salary. These payments are pensionable and subject to deductions for tax and National Insurance.

- 6.4 Set out in the table below are details of other elements of ‘additional pay’ currently payable to Chief Officers (as defined by the Local Government and Housing Act 1989) which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of their duties;

<i>Payment details</i>	<i>Paid to</i>
Fees paid for returning officer duties where identified and paid separately	Chief Executive (see 6.3.2)
Salary supplements payable for fulfilling statutory officer duties (e.g. S151 / Monitoring Officer) where identified and paid separately	None payable
Salary supplements payable for statutory duties carried out by The Director of Public Health where identified and paid separately	None payable
Market forces supplements in addition to basic salary where identified and paid separately	Director of Community Commissioning & Adult Social Services (DASS)
Priority Car User Allowance Lump Sums	None payable
Salary supplements or additional payments for undertaking additional responsibilities e.g. shared service provision with another local authority or in respect of joint bodies, where identified and paid separately	None payable
Any arrangements for payment of untaken annual leave falling outside the requirements of relevant legislation	None payable

7. Pension contributions

- 7.1 Where employees have exercised their statutory right to become members of the Local Government Pension Scheme, the Council is required to make a contribution to the scheme representing a percentage of the pensionable remuneration due under the contract of employment of that employee.
- 7.2 The Employer’s rate of contribution is set by Actuaries advising the Greater Manchester Pension Fund and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The triennial valuation covers the period 1 April 2023 to 31 March 2026 following which the rate will be set for a further 3 years. The employer’s contribution rate from 1st April 2025 is 19.5%.
- 7.3 Pension contributions are based on actual [pensionable pay and](#) there are 9 different contribution banding rates between 2.75% and 12.50%. The bandings as at 1st April 2025 are:

Band	Salary	Main section	50/50 section
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		contribution %	contribution %
1	Up to £17,800	5.5%	2.75%
2	£17,801 to £28,000	5.8%	2.9%
3	£28,001 to £45,600	6.5%	3.25%
4	£45,601 to £57,700	6.8%	3.4%
5	£57,701 to £81,000	8.5%	4.25%
6	£81,001 to £114,800	9.9%	4.95%
7	£114,801 to £135,300	10.5%	5.25%
8	£135,301 to £203,000	11.4%	5.7%
9	£203,001 or more	12.5%	6.25%

The Council will be advised of any changes to contribution pay bands for 2026/27 in March 2026.

8. Payments on termination

- 8.1 The Council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is in accordance with [The Local Government Pension Scheme Regulations 2013](#), Regulations 5 and 6 of the [Local Government \(Early Termination of Employment\) \(Discretionary Compensation\) Regulations 2006](#) and the [Statutory Guidance on the making and disclosure of Special Severance Payments \(SSP's\) by Local Authorities in England](#), published on 12th May 2022.
- 8.2 Any payments made will be in accordance with relevant employment legislation and the criteria set by the appropriate pension scheme (normally the Local Government Pension Scheme). Decisions will be made in line with the arrangements set out in the Council constitution.
- 8.3 Following the introduction of the Statutory Guidance on the making and disclosure of Special Severance Payments (SSP's) by Local Authorities in England, a section around Special Severance Payments (SSP's) has been added to the Officer Employment Procedure Rules outlining the revised arrangements for the approval of SSP's:
 - 8.3.1 Any payments made in relation to the termination of employment which are in excess of £100k continue to require approval by full Council.

- 8.3.2 All payments of £30k and over in value, up to £100k, require approval from the Monitoring Officer, Section 151 Officer, Chief Executive and Leader, in Consultation with the Chair of Overview and Scrutiny.
- 8.3.3 Any payments under £30k can be approved by the Monitoring Officer.
- 8.3.4 Where the proposed payment is to the Head of Paid Service, to avoid a conflict of interest, the Employment Panel will oversee this and will appoint an independent panel comprising of 3 independent people (or at least 2) to approve the payment to the Chief Executive. The Independent Panel will make recommendations to the Employment Panel and the decision will then go to Council for approval.
- 8.4 All payments will only be agreed in accordance with the [Statutory Guidance on the making and disclosure of Special Severance Payments \(SSP's\) by Local Authorities in England](#).

9. Lowest paid employees

- 9.1 The lowest paid persons employed under a contract of employment with the Council are employed on full time [37 hours per week] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure.
- 9.2 The National Living Wage for people aged 21 and over is currently £12.21 per hour and it is estimated that it will rise to £12.71 per hour with effect from 1st April 2026. The Real Living Wage rose to £13.45 per hour in October 2025 and the Council's Real Living Wage supplements will be reintroduced to reflect this from 1st April 2026 making our lowest pay rate with effect from 1st April 2026, including this supplement for the Real Living Wage £13.45 (£25,949).
- 9.3 The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.

10. Pay multiple

- 10.1 The current pay levels (as at 31 December 2025) within the Council define the multiple between:
- The median (the halfway point between the lowest and highest earner) full time equivalent (FTE) earnings for the whole of the workforce and the Chief Executive (top of pay spine) as 1:6.23. The difference in pay is lower than last years reported figure of 1:6.37.

- The lowest paid earner full time equivalent (FTE) and the Chief Executive (top of pay spine) as 1:8.28. The difference in pay is lower than last years reported figure of 1:8.76.
- 10.2 The pay multiple has been calculated in accordance with the LGA Local Transparency Guidance. Data relates to the 1st January 2025 – 31st December 2025.
- 10.3 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate. In addition, upon the annual review of this statement, the Council will also monitor any changes in the relevant 'pay multiple' and benchmark against other comparable local Authorities.

11. Gender pay gap

- 11.1 The Council is required to take a 'snapshot of data' as at the 31 March 2025 and analyse this to calculate our gender pay gap. We are required to publish the data on the Council website (to remain for at least 3 years) and also on a government site, by 31st March 2026 at the latest. The Gender Pay Gap is published annually.

- 11.2 The gender pay gap reporting measures are:

Mean gender pay gap - The difference between the mean (average) hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees

Median gender pay gap - The difference between the median (mid-point) hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees

Mean bonus gap - The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees

Median bonus gap - The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees

Bonus proportions - The proportions of male and female relevant employees who were paid bonus pay during the relevant period

Quartile pay bands - The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands

- 11.3 The Council's Gender Pay Gap for 2024-2025 compared with 2022-2023 and 2023-24 is shown below:

Women's Hourly Rate:

	Mean	Median
2022/23	6.83% Lower	3.60% Lower
2023/24	4.09% Lower	0.00%
2024/25	2.36% Lower	0.00%

- 11.4 Bury Council does not pay any bonuses.

- 11.5 Quartile Pay Bands:

The following information shows the percentage of male employees and female in each quarter of the payroll for 2022/23, 2023/24 and 2024/25:

	2022/23		2023/24		2024/25	
	% Of Men	% Of Women	% Of Men	% Of Women	% Of Men	% Of Women
Top	31.32%	68.68%	31.42%	68.58%	28.40%	71.60%
Upper Middle	33.10%	66.90%	31.90%	66.10%	30.31%	69.69%
Lower Middle	37.26%	62.74%	39.07%	60.93%	38.39%	61.61%
Lower	16.29%	83.71%	20.43%	79.57%	20.28%	79.72%

- 11.6 Comparison summary:

The gender pay gap has continued a decreasing trend for a second year and represents the lowest pay gap recorded by the council since pay gap reporting began. With the mean gap decreasing by 1.73% against last year. Overall, there is a closing of the mean pay gap of 6.44% since the Council first reported on its gender pay gap in 2016/17.

The council's median gender pay gap has remained at 0.00%. Overall there has been a 7.77% improvement since the Council first reported its gender pay gap in 2016/1.

The quartile data shows that the proportion of women in the three highest quartiles has increased since 2023/2024 where the lowest quartile has remained static. This is likely to have contributed to the reduction in the council's gender pay gap.

Further analysis of our workforce demographics data shows that the proportion of female colleagues being part time compared to the proportion of male colleagues has reduced from 31% in 2023/2024 to 24% in 2024/2025. This is likely to have contributed to the reduction in the council's gender pay gap.

National comparisons of the median gender pay gap for full time employees (Office of National Statistics) show Bury to be performing better than regional and national comparators:

Region	% Gender Pay Gap
National	6.90%
North West	7.60%
Bury	0.00%

It is important to point out that the National and Northwest figures reported in the table above are for full time employees only (staff working over 30 hours). Nationally the Gender Pay gap for all employees is 12.8% and is higher due to women making up a significant majority of part time employments across the country.

11.7 Progress to date and future actions

Over the past 12 months the Council has implemented several changes and initiatives that support all staff across characteristics and promote diversity and development within the workforce which, in turn, will support us in reducing our pay gaps. This work includes:

- Work to improve Council recruitment processes and remove potential barriers to employment, including adopting flexible approaches to application and assessments
- Developing business intelligence tools and data sets which allow more frequent exploration and monitoring employee data that affects pay gaps
- Further promotion of the Council's leadership development offer which reflects our commitment to supporting staff development and progression
- Becoming a White Ribbon accredited organisation and employer, confirming our commitment to advancing gender equality and women's safety.
- The establishment and development of a Women's Employee Group to provide a focus on women in the workplace, be a critical friend to the organisation and support the advancement of gender equality at the Council.
- Delivering our equality strategy with a focus on representation and reducing barriers that affect our female employees in the workplace
- The development of a women and girls commission, demonstrating the council's commitment to gender parity and highlighting the council as an attractive and inclusive employer.

11.8 The Council is committed to continuing to introduce measures to reduce the gender pay gap further over the next 12 months and will be continuing to build on the work noted above as well as progressing a number of further activities including:

- Delivering inclusive recruitment training to recruiting managers that will include a focus on advancing gender equality and removing gender bias in our recruitments

- Widening the authority's approach to Workplace Adjustments so that these apply to all employees who need adjustments to support them to succeed in work
- Continued promotion of flexible working and the options available to employees to help them find a healthy work/life balance
- Review and promotion of the council's colleague wellbeing offer, specifically where this is gender and characteristic based
- Having an intersectional approach to gender inclusion in recognition that multiple characteristics can amplify barriers and challenges for our female employees

11.9 Whilst there is no legal obligation to do so, the Council also publishes information in relation to its Disability and Ethnicity pay gaps. This information is available on the Council website and updated annually alongside our gender pay gaps [Pay Gap Reporting - Bury Council](#)

12.Accountability and decision making

12.1 In accordance with the Constitution of the Council, the Employment Panel is responsible for being a consultee on all terms and conditions including policies, and for the recruitment selection and appointment of Chief Officers; (see Section 5.0 above).

13.Re-employment/re-engagement of former Chief Officers

- 13.1 The Council's Policy is that former employees (including Chief Officers) who leave the Council through any form of enhanced severance package, including but not exclusive to voluntary early retirement or flexible retirement will not be re-engaged in normal circumstances at any point and without the approval of the Assistant Director of People and Inclusion and Cabinet Member for Customer Service, Communication and Corporate Affairs. This includes engagement via Agency or a contract for services. However, this provision excludes engagement to support the Local Authority's role in relation to Elections.
- 13.2 As a general principle the Council is opposed to re-employing retired employees. However, in exceptional circumstances, where it is considered necessary to re-employ or re-engage a former employee who is in receipt of a pension from the Local Government Pension Scheme:
- (a) There should be clear evidence that the work cannot be undertaken by someone else, either internal, external or through agency staff.
 - (b) If the individual is engaged under the terms of a contract for services and claims to be self-employed or a consultant, the Executive Director of Finance must be satisfied that they meet the criteria laid down by HMRC.

- (c) A former employee should not be re-engaged unless agreement has been given by the Cabinet Member for Customer Service, Communication and Corporate Affairs.

13.3 The proposal to require high earners to repay exit payments if they return to the public sector has previously been consulted on but there has been no further indication of if and when this proposal will be implemented.

14.Publication

This statement will be published on the Council's Website under our Local Government Transparency Section.

Appendix 1: NJC pay scale – Council employees

The salary scales below reflect the pay rates with effect from 1 April 2025 and the additional non-consolidated supplements to be applied from 1 April 2026. The pay scale will be revised to reflect the 2026/27 NJC Pay Award once agreed.

SCP Values wef 010426 to include RLW supplement.
2026-27 pay award not yet agreed.

				Revised rate inclusive of Real Living Wage supplement wef 010426		
Grade	SCP	Annual Salary 010425	Hourly rate 010425	Value	Hourly rate	RLW supplement
Grade 3	3	£24,796	£12.85	£25,949	£13.45	£0.60
Grade 4	4	£25,185	£13.05	£26,142	£13.55	£0.50
Grade 5	5	£25,583	£13.26	£26,335	£13.65	£0.36
Grade 6	6	£25,989	£13.47	£26,528	£13.75	£0.28
Grade 7	7	£26,403	£13.68	£26,721	£13.85	£0.17
	8	£26,824	£13.90			
	9	£27,254	£14.13			
	NOT IN USE					
	11	£28,142	£14.58			
Grade 8	12	£28,598	£14.82			
	NOT IN USE					
	14	£29,540	£15.31			
	15	£30,024	£15.56			
	NOT IN USE					
Grade 9	17	£31,022	£16.08			
	18	£31,537	£16.35			
	19	£32,061	£16.62			
	20	£32,597	£16.89			
	NOT IN USE					
	22	£33,699	£17.47			
Grade 10	23	£34,434	£17.84			
	24	£35,412	£18.36			
	25	£36,363	£18.84			
	26	£37,280	£19.32			
Grade 11	27	£38,220	£19.81			
	28	£39,152	£20.29			
	29	£39,862	£20.66			
	30	£40,777	£21.14			
Grade 12	31	£41,771	£21.65			
	32	£42,839	£22.21			

	33	£44,075	£22.85			
Grade 13	34	£45,091	£23.37			
	35	£46,142	£23.91			
	36	£47,181	£24.46			
Grade 14	37	£48,226	£25.00			
	38	£49,282	£25.54			
Grade 15	39	£50,269	£26.06			
	40	£51,356	£26.62			
Grade 16	41	£52,413	£27.16			
	42	£53,460	£27.71			
Grade 17	43	£54,495	£28.25			
	44	£55,602	£28.82			
SM1	45	£56,723	£29.40			
	46	£57,870	£30.00			
	47	£58,883	£30.52			
SM2	48	£59,981	£31.09			
	49	£61,082	£31.66			
	50	£63,246	£32.78			

Appendix 2: Chief Officer pay scale

The salary scales below reflect the pay rates with effect from 1 April 2025. The pay scale will be revised to reflect the 2026/27 Pay Award once agreed

	SCP	Salary 010426
CEX	861	£209,996
	860	£206,102
	859	£202,208
Band E (formerly H)	846	£147,105
	845	£143,397
	844	£140,500
	843	£137,161
Band D (formerly F)	842	£134,740
	835	£119,146
	834	£116,744
	833	£114,382
	832	£112,066
Band C (formerly D)	831	£109,765
	825	£96,251
	824	£94,027
	823	£91,993
	822	£90,349
Band B	821	£88,712
	815	£78,932
	814	£77,289
	813	£75,765
	812	£74,221
Band A	811	£72,685
	810	£71,150
	809	£69,615
	808	£68,096
	807	£66,555
	806	£65,016

Equality Impact Analysis

This equality impact analysis establishes the likely effects and unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Pay Policy Statement
Lead Officer/SRO/Project Manager	Catherine King
Department/Team	HR, Corporate Core
Proposed Implementation Date	April 2026
Author of the EqlA	Catherine King
Date of the EqlA	7 th January 2026

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?
<p>In accordance with section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.</p> <p>The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees (excluding teaching staff working in local authority schools) by identifying:</p> <ul style="list-style-type: none"> • the methods by which salaries of all employees are determined; • the detail and level of remuneration of its most senior staff i.e. ‘Chief Officers’, as defined by the relevant legislation; • the constitutional arrangements in place for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

Section 2 – Impact Assessment (Pages 6 to 9 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on? Employees: Yes/No Community/Residents: Yes/No 3 rd parties such as suppliers, providers and voluntary organisations: Yes/No If there is no likely impact on any of these, a full equality impact analysis is not required
2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation Documentary Evidence: Data: Employment Equality Report 2024 https://www.bury.gov.uk/asset-library/employment-equality-report-2024-v2-002.pdf Gender Pay Gap data within the Pay Policy Statement Stakeholder information/consultation: UNISON
2.3 Consider the following questions in terms of who the policy/project/decision could likely have an impact on. Detail these in the impact assessment table (2.4) and the likely impact this would have. <ul style="list-style-type: none"> • Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? No • Could the proposal create barriers to accessing a service or obtaining employment with us for people from an equality group? No • Could the proposal affect the usage or experience of a service by people from an equality group? No • Could people from an equality group be disproportionately advantaged or disadvantaged by the proposal? Yes – Occupational segregation means some equality groups may benefit more from the additional supplements to pay at the bottom of the Council's pay scale. • Could the proposal make it more or less likely that people from an equality group will be at risk of harassment or victimisation? No • Could the proposal affect public attitudes towards people from an equality group (e.g. by increasing or reducing their presence in the community)? No

- Could the proposal prevent or limit people from an equality group contributing to the democratic running of the council? **No**

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age	Neutral			Positive
Disability	Neutral			
Gender Reassignment	Neutral			
Marriage and Civil Partnership	Neutral			
Pregnancy and Maternity	Neutral			
Race	Positive	Occupational segregation sees a higher proportion of people identifying with this characteristic in lower graded roles. They will be positively impacted by the proposed addition of non-consolidated supplements to the lower points of pay and the Council's continued commitment to the Living Wage		
Religion and Belief	Neutral			
Sex	Positive	Occupational segregation sees a higher proportion of women in lower graded roles. They will be positively impacted by the proposed addition of non-consolidated supplements to the lower points of pay and the		

		Council's continued commitment to the Living Wage		
Sexual Orientation	Neutral			
Carers	Neutral			
Looked After Children and Care Leavers	Neutral			
Socio-economically vulnerable	Positive	People experiencing socio-economic vulnerability will be positively impacted by the proposed addition of non-consolidated supplements to the lower points of pay and the Council's continued commitment to the Living Wage		
Veterans	Neutral			

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristic	Action	Action Owner	Completion Date

Section 3 - Impact Risk (Pages 9 and 10 of the guidance document)

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Level of impact / Likelihood	Unlikely (U)	Possible (P)	Likely (L)	Very Likely (V)
High Impact (H)	4	8	12	16
Medium Impact (M)	3	6	9	12
Low Impact (L)	2	4	6	8
Positive or No Impact (N)	1	1	1	1
Risk Level	No Risk = 1	Low Risk = 2 - 4	Medium Risk = 6 – 9	High Risk = 12 - 16

3.2 Level of risk identified	1 – positive/no impact
3.3 Reasons for risk level calculation	

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision		Reasons for This Decision
There is no impact therefore the activity will proceed	X	The Pay Policy Statement has a positive impact in that the pay structure, commitment to the real living wage and the non-consolidated settlements at the lower end of the pay spine support those who are more socio-economically vulnerable. It also helps to tackle any elements of race and gender based occupational segregation in the workforce.
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed		

with caution and this risk recorded on the risk register, ensuring continual review		
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Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Catherine King	07/01/26	
EDI	L. Cawley	08/01/26	QA Completed. The equality analysis has identified the characteristics likely impacted by the actions and work carried out as part of the council's pay policy analysis and reporting. All impacts are likely to be positive in reducing inequality and disadvantage.

EqlA Revision Log

5.2 Revision Date	Revision By	Revision Details

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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