Colleague guide to BCP Council **Pay and Grading** 2025

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Statement on new pay and conditions proposal

from Chief Executive of BCP Council, Graham Farrant

"As an employer we are committed to providing equal pay and a new pay and grading structure that is fair, and transparent, for all of our colleagues across the council.

The project team have worked hard to get this crucial piece of work right, so that we have parity across our pay, alongside a new and exciting set of terms and conditions and excellent benefits to offer our colleagues. The project has had the full involvement of the recognised trade unions GMB and UNISON, to make it an open and transparent process.

I want to thank everyone involved for their patience, professionalism and diligence. It has been a massive and complex exercise, but it is a necessary one.

Please make sure you go to the Pay and Reward website where you will find more information about the pay structure, our terms and conditions and benefits package."

Why we need a new pay and grading structure

Our workforce is currently made up of colleagues from preceding councils, or new starters employed since 1 April 2019. This means that there may be colleagues paid different salaries for doing the same or similar jobs, and the council held multiple job descriptions for similar roles. As part of Pay and Reward, we have reviewed these and consolidated them into a more concise number of role profiles.

When colleagues transferred from preceding councils into BCP Council, previous salaries and terms and conditions were protected under TUPE regulations which protect your rights as an employee when you transfer to a new employer (TUPE stands for Transfer of Undertakings (Protection of Employment)). Equal pay legislation means we must ensure equal pay for equal work, and whilst TUPE may be a temporary justification for different pay rates it cannot continue indefinitely.

As a new organisation we wanted to take the opportunity to establish a pay structure that is fair and competitive in the marketplace. By doing so, we can attract and retain the skills and talent we need to continue delivering the best possible services to our customers.

While salary tends to be a primary focus, we know that many colleagues choose to work here because of the favourable terms and conditions. Therefore, it is essential we develop a progressive, attractive and affordable single set of terms and conditions for the future.

Who is included in the changes

All BCP Council employees (permanent, fixed term, variable and casual hours) including the Chief Executive, Joint National Council Chief Officers, youth workers, craftworkers, and colleagues in support roles within LEA maintained schools where BCP Council is the employer.

Soulbury officers will remain on their current pay and nationally agreed Soulbury pay structure. However, these colleagues will be subject to our new terms and conditions.

Teaching colleagues on teacher's terms and conditions, will remain on their current pay and terms and conditions.

When the new pay structure will be introduced

Pay arrangements will be implemented on day one, with new starters from that day contracted onto the new BCP Council terms and conditions.

Colleagues whose base salary is decreasing will receive pay protection for 18 months from implementation.

Those colleagues in pay protection will receive the 2025/26 nationally agreed pay award at the same time as the whole workforce, but will not receive any subsequent annual pay award(s) or progress through increments within a pay band during the period of pay protection. After the period of pay protection, these colleagues will be moved to the top spinal column point of their new pay band.

During the period of pay protection, the overall pay structure will be uplifted by the 2026/27 and 2027/28 nationally agreed pay awards and it could mean that by the time pay protection has ended, the top spinal column point for your band will have increased sufficiently to prevent your actual take home pay from reducing. We anticipate that this will be the case for a number of those colleagues in pay protection.

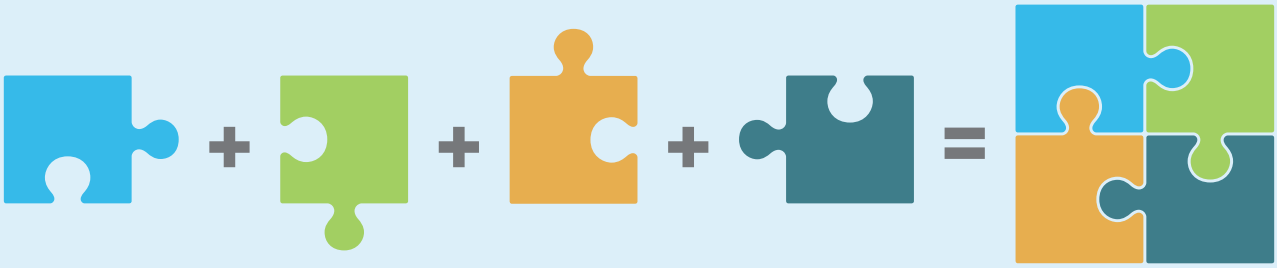
Colleagues whose pay is increasing will receive their new salary from implementation date and will move to the lowest spinal column point within their new pay band.

Colleagues whose pay is staying the same or moving up to the nearest salary point in the band will see little or no change from implementation date.

How the roles have been evaluated

Role profiles have been created and evaluated by Korn Ferry using the Hay job evaluation methodology shown below. This places a greater emphasis on describing accountabilities, know-how and problem-solving, rather than listing tasks and activities as normally seen in job descriptions.

Three factors – eight dimensions (plus working conditions)



Know-How	Problem solving	Accountability	Working conditions	TOTAL JOB SIZE
• Depth and breadth of know-how • Planning and organising knowledge • Communicating and influencing skills	• Thinking environment • Thinking challenge	• Freedom to act • Nature of impact • Magnitude (area of impact)	• Physical demands • Environmental demands • Mental demands • Emotional demands	

The evaluation consists of an assessment of the role profile content.

Points are awarded for:

- **know-how** (depth and breadth of technical know-how required for the role)
- **problem solving** (amount and nature of thinking required for the role)
- **accountability** (the extent to which a role is answerable for actions and their consequences) and where relevant
- **working conditions** (for physical, environmental, mental and emotional demands).

Working together with each service area's management teams, Korn Ferry have ensured that role profiles accurately reflect the competencies required for each of the council's roles.

How the roles have been mapped

The new role profiles were shared with the leadership teams in each directorate to ensure that jobs were evaluated fairly, and that there is equity across the organisation for jobs of the same size. Once this process was carried out, Heads of Service and Service Managers met with Korn Ferry to map colleagues' positions to one of the role profiles.

Subsequent checks with managers were carried out to ensure role profile mappings were correct and accurately reflect the responsibilities of each position. This means that at least 70% of described accountabilities within the role profile will match the work that colleagues do.

Where there is a unique position within the council a role profile has been created specifically for this position.

Where there are similar roles carried out within different services across the organisation, these will be mapped to the same role profile, for example Business Support Officer roles.

Pay and grading

The work on role profiles has formed the basis of pay and grading decisions and the new grading structure has been negotiated along with new terms and conditions, in a collective bargaining process with our trade union colleagues.

The council's new grading structure is set out in Appendix 1 at the end of this document. All colleagues will receive a new contract of employment, outlining the new terms and conditions and change to pay.

The pay structure will be introduced at the point of Pay and Reward's implementation, over a four-year phased period. To move to a pay structure that does not allow for overlap in bands, each year (from April 2026 to April 2029) the bottom Spinal Column Point (SCP) of some pay bands will be deleted.

In **April 2026**, all bands except 1, 14 and Directors, will see the bottom SCP deleted.

In **April 2027** the bottom SCP of bands 2 to 12 will be deleted.

In **April 2028** the bottom SCP of bands 2,4,5,6,7,8, 10, 11 will be deleted.

This means that by April 2029 there will be no overlap of pay bands. This will become the permanent pay structure.

The salaries for SCPs 5 to 43 are nationally negotiated in accordance with the National Joint Council (NJC) Green Book conditions of service and are subject to an annually negotiated and agreed national pay award. This will be applied automatically to all colleagues, except for colleagues on Soulbury terms and conditions.

The BCP Council pay structure ranges from pay band 1 to pay band 20. This leads onto a pay structure for colleagues in Director roles which will be paid at spot rates and not in pay band ranges. The levels range from Director Level 1 to Director Level 7.

The lowest pay band in the pay structure is paid in line with the Real Living Wage and will be subject to annual review.

New colleagues joining BCP Council should be appointed at the lowest SCP of the pay band unless there are exceptional circumstances which should be discussed with the People and Culture team.

Career graded roles have been mapped to successive levels of role profiles. Further development of career grades and pathways will be incorporated within the People and Culture Strategy objectives.

Your salary and moving to the new pay structure

All colleagues will receive a new contract of employment, outlining the new terms and conditions and changes to pay.

You received information including the following:

- the salary pay band for the role profile
- the minimum and maximum salary for your pay band
- the actual pay at the date of implementation
- pay protection information (if applicable)
- any pay supplement in addition to your base pay (due beyond December 2025)
- sources of support available for you (eg Trade Unions, Employee Assistance Programme, Citizen's Advice Bureau).

Appeals process

We have taken great care to ensure that job evaluation has been fair, transparent, and consistent. However, we understand the importance of having an appeal process and this forms part of the Collective Agreement between BCP Council and our recognised trade unions.

Colleagues will be able to appeal their role profile mapping on the grounds that their job does not match the agreed role profile, because the responsibilities are significantly different. 'Significantly' here means a difference of more than 30%.

Appeals will not be accepted on the grounds that:

- the job has altered. This is not a matter for appeal but for re-evaluation based on updated job information.
- your pay has been affected. Appeals can only be about job content, not pay.
- the role profile to which you have been mapped should have been evaluated differently. Job evaluation judgements can only be made by panels consisting of trained council officers and union representatives.

The appeal process should be discussed with your manager in the first instance. Details explaining how to appeal will be available in due course.

Further advice and support

We hope this booklet will guide you through the job evaluation, pay structure, implementation and assimilation on to the new pay structure.

If you would like to discuss any part of this booklet or changes to your pay, please discuss with your manager in the first instance.

For information regarding the changes to the Terms and Conditions and for information regarding the enhanced benefits, please review the More than just a job brochure. Further information can be found at: **www.bcppayandreward.co.uk**

Log in: PayandReward2024 **Password:** PayandReward2024

Please be aware the following support services that are also available:

- **Employee Assistance Programme (EAP) – Health Assured** 0800 028 0199
- **Citizens Advice** 0808 278 7939
- **GMB** email andy.geeves@bcpcouncil.gov.uk 01202 123212
- **UNISON** email unison@bcpcouncil.gov.uk

Appendix 1 – New pay structure (from 1 December 2025)

(Salaries on SCP 5-43 based on 2025-26 NJC SCP rates).

2025/26 Salary	SCP	Pay Structure		
24,309	RLW	BCP Band 1	Delete April 2026	
25,583	5		Delete April 2027	
25,989	6		Delete April 2028	
26,403	7	Delete April 2026	BCP Band 2	
26,824	8	Delete April 2027		
27,254	9	BCP Band 3	Delete April 2026	
27,694	10		Delete April 2027	
28,142	11		Delete April 2028	Delete April 2026
28,598	12		BCP Band 4	Delete April 2027
29,064	13			Delete April 2028
29,540	14			Delete April 2029
30,024	15	Delete April 2026		BCP Band 5
30,518	16	Delete April 2027		
31,022	17	Delete April 2028		
31,537	18	Delete April 2029	Delete April 2026	
32,061	19	BCP Band 6	Delete April 2027	
32,597	20		Delete April 2028	
33,143	21		Delete April 2029	
33,699	22	Delete April 2026	BCP Band 7	
34,434	23	Delete April 2027		
35,412	24	Delete April 2028		
36,363	25	Delete April 2029		
37,280	26	BCP Band 8		
38,220	27		Delete April 2026	
39,152	28		Delete April 2027	
39,862	29		BCP Band 9	
40,777	30			
41,771	31			
42,839	32			Delete April 2026
44,075	33			Delete April 2027
45,091	34			Delete April 2028
46,142	35			Delete April 2029
47,181	36	Delete April 2026		BCP Band 10
48,226	37	Delete April 2027		
49,282	38	Delete April 2028		
50,269	39	BCP Band 11		
51,356	40			
52,413	41		Delete April 2026	
53,460	42		Delete April 2027	
54,495	43		BCP Band 12	
56,446	44			
58,472	45			
60,357	46	Delete April 2026		
62,112	47	BCP Band 13		
63,868	48			
65,625	49			
67,381	50			

Pay structure (continued)

2025/26 Salary	SCP	Pay Structure
68,811	51	BCP Band 14
69,788	52	
70,763	53	Delete April 2026
71,616	54	BCP Band 15
72,468	55	Delete April 2026
73,766	56	BCP Band 16
75,066	57	Delete April 2026
76,625	58	BCP Band 17
78,182	59	Delete April 2026
79,968	60	BCP Band 18
81,752	61	
83,536	62	Delete April 2026
84,251	63	BCP Band 19
84,966	64	Delete April 2026
86,716	65	BCP Band 20
88,466	66	

Directors pay structure from implementation

Directors salaries are paid at spot points and the issue of overlap therefore does not apply and will remain consistent from the point of implementation.

2025/26 Salary	SCP	Pay Structure
103,324	67	Director level 1
115,894	68	Director level 2
123,097	69	Director level 3
127,336	70	Director level 4
146,572	71	Director level 5
170,987	72	Director level 6
211,560	73	Director level 7