

[letter from Carol Mills to all non-schools based staff. There is a separate letter for schools]

Dear Colleague,

## **Equal pay review**

I am writing to update you on the progress of the equal pay review (EPR).

We are now nearing the completion of the job evaluation exercise and the review of the terms and conditions of employment that has been done for the majority of council staff.

The review was required by the 2004 Pay Agreement with the purpose of making sure the council complies with equalities legislation and has one set of terms and conditions of employment for all.

Before implementing a new pay and grading structure and a standard set of terms and conditions, it is important that we consult you and the trades unions on our proposals. We are committed to making this a meaningful process and hope that the result of the consultation is that the changes can be introduced by agreement.

To meet our legal responsibilities, we must consult with the trades unions for a minimum of 90 days. We will be holding our first meeting with them on 1 December but wanted to share with you the areas we will be talking about over the next three months. Our meetings will cover:

- an affordable and clear grade structure
- standardisation of the working week and holidays
- the removal of outdated or unequal allowances or payments
- new arrangements and rates of pay for:
  - additional hours
  - weekend working
  - night work
  - sleeping in duty
  - public and extra statutory holidays
  - shift working
  - stand-by and call-out
  - winter gritting
- payments for:
  - specifically required allowances (e.g. tool, first aid)
  - car mileage
  - travel expenses and subsistence
- entitlement to, or arrangements for:
  - back pay
  - pay protection
  - pay progression
  - career and link grades
  - promotion

- acting up allowances/honoraria
- long service awards
- annual leave including the timing of extra statutory and concessionary days
- sick pay
- flexitime and time off in lieu
- car parking charges
- excess travel.

As the discussions take place, we will let you have the details of our proposals on the equal pay review intranet. (You can access this from the A – Z index on the home page of the intranet.)

For staff that do not have access to the intranet, we have also established a secure internet site where you can access the same information about the equal pay review as will be available on the intranet.

To access this site, please go to this address:

<https://lccsecure.lancashire.gov.uk/corporate/eso/epr/>, or go to EPR on the A – Z on [www.lancashire.gov.uk](http://www.lancashire.gov.uk). Once there you will need to enter your pay reference number and national insurance number (both available on your pay slip) and your date of birth. This is simply to make sure the information is only available to staff. Your details won't be held anywhere, and you will need to enter them each time you visit the site.

If you have any questions please raise them with your manager in the first instance. We will be working with all managers to respond to the questions raised and ensure that they communicate with you regularly on this very important topic.

Regards,

Carol Mills  
Director of Human Resources