

Additional payments

Gloucestershire County Council contractual terms

Introduction

Further to a collective agreement negotiated between trade unions and the council and dated 5th December 2012, additional payments and standby and call-out allowances are introduced as terms of the contract of employment of the relevant employees (below) with effect from 1st July 2013. These locally agreed payments replace all previous national and/or local enhanced rates, allowances, supplements or other additional payments or plussages.

Who do these terms apply to?

Subject to the exceptions noted below, these contractual terms apply to employees engaged under the following national conditions of service:

- NJC for Local Government Employees (Green Book) [non-school]
- Soulbury (Blue Book)
- JNC Chief Officers (grades SMG/PMG and Reward Bands)

They do not apply to:

- Teachers (Burgundy Book)
- School support staff (Green Book)
- Firefighters (Grey Book)
- Youth Service (Pink Book)
- Pupil Referral Service (Burgundy Book + Green Book)
- Children's' Centre staff (Green Book + Burgundy Book)

What are additional payments?

They are payments which are incorporated into contracts of employment and made in addition to employee's normal pay in the following situations:

- Night working/waking nights (for hours worked between the times 20:00-06:00) @ time-and-a-third
- Overtime (defined as hours worked in excess of 37 hours per week aggregated over a calendar month - hours above 148 hours in a four week month or 185 hours in a five week month) @ time-and-a-third
- Saturday @ time-and-a-third
- Sunday @ time-and-a-third
- Public/bank holidays @ time-and-a-half + time-off in lieu (TOIL) – TOIL is provided on an hour-for-hour basis (i.e. 8 hours worked = 8 hours TOIL)

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These additional payments are only available to employees paid up to and including spinal column point 31 (scp31). Further information on salaries, grades and spinal column points is available in the [Pay](#) section of the Employment Handbook on Staff-net.

Note - In exceptional circumstances only and entirely at the council's discretion staff paid at scp32 and above may, on a temporary basis, receive one or more of the above payments, subject to prior approval of a business case.

What are standby and call-out allowances?

These are different allowances to cover employees who are required to be available outside of their working hours to respond to or deal with work-related matters. There are three levels, which cover different types of standby and call-out requirements. The allowance will be applied pro-rata where the standby period is shorter than the standard session.

Level 1: Standard standby and call-out allowances

The contractual provisions in respect of standby and call-out are as follows:

- The allowance is applicable to situations where the employee is required to remain at home on standby by specific rota commitment in order to be immediately available (if needed) to deal with emergencies relating to their core job function; for example, a social worker providing professional input to issues involving a service user. This covers the employee's full range of duties and responsibilities and includes dealing with any related telephone calls and documentation and being called out to the place of work or other location.
- A standby session will normally be:
 - Monday to Friday: the period between the normal period of working at the end of 'day one', through to the commencement of the normal period of working on 'day two'.
 - Weekends and bank holidays: a designated 12 hour session (e.g. 09:00 to 21:00).
- The standby allowance is £27.62 for a full standby session.
- The allowance covers call-out (i.e. aggregate time worked) for up to 30 minutes of the full standby session. Complete (aggregated) hours worked in excess of 30 minutes are payable at the overtime rate (time-and-a-third).
- For a full standby session undertaken on a bank holiday complete (aggregated) hours worked in excess of 30 minutes are payable at the bank holiday rate (time-and-a-half). There is also an entitlement to a standard working day (7:24) time-off-in-lieu (TOIL).

These allowances apply to employees paid at SCP31 and below. It may be extended at the council's discretion to staff at SCP32 or above on the basis of an approved business case.

The arrangements for standby rotas must in all cases comply with the [Working Time Regulations 1998](#).

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Level 2: Call-handling and co-coordinating information (standby)

Call-handling and co-coordinating information (standby) refers to situations where the employee is required to be available at home to receive and relay messages outside the normal operational hours of the service. However, there is no expectation that they will or are likely to be 'called-out' on every occasion to attend their place of work or other locations, nor that they may be expected to carry out the full range of their normal duties and responsibilities.

- An allowance per standby session is £15.63 plus payment at plain time for work undertaken

Level 3: Attending council premises (call-out)

Attending council premises (call-out): usually to deal with a building-related emergency. This includes the situation where an employee who is a key-holder (either permanently or by rota) is called-out to attend the premises.

- Payment at plain time for hours actually spent on the call-out (payable on submission of a claim).

Note – A standby allowance is not available if a requirement to undertake standby has been included in the evaluation (JE) of the grade of the post.