

Appendix 1

Thurrock Council

Human Resources Framework Collective Bargaining Agreement

1 April 2024

Version Control

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1. Introduction

This collective agreement builds on the previous agreements for 2019 to 2023 which focused on the implementation and transition to a new pay structure and set of allowances. These agreements built on the Council's Single Status Agreement, which was implemented in 2006, to achieve harmonisation of terms and conditions for all its employees in accordance with the 1997 national Single Status Agreement.

The content of this document constitutes an on-going agreement that will be reviewed when required rather than limited to a set period of time.

2. Scope

This agreement replaces the Human Resources Framework Collective Bargaining Agreement 2019-2023 and Phase 2 Pay Review (Allowances) Collective Agreement 2021-2023. The contents of which remain unchanged unless amended in this updated agreement or through collectively agreed changes to policies and procedures that reference them.

These previous collective agreements demonstrate the Council's and Trade Unions' commitment to principles of collective bargaining. All parties are committed to continue working by seeking to achieve a joint consensus and to engage constructively to resolve any collective disputes that may arise.

This agreement re-affirms the commitment of Trade Unions and Thurrock Council to work together under the principles of collective bargaining and commits to jointly develop programs of work to achieve the aims and objectives of this agreement.

This agreement applies to all Thurrock Council employees who are employed under the Council's Terms and Conditions and all non-teaching school-based employees, where the School has adopted the Council scheme.

Where the contract has different terms and conditions, for example where there has been a TUPE or Statutory Transfer, the Council may consult separately to look to achieve comparable terms and conditions.

This agreement applies to all current policies that are listed in Appendix A and subsequent policies and procedures.

This agreement is designed to continue on an on-going basis with an annual review to update any content where required to reflect organisational, legislative or other changes that have occurred. Any substantive changes to the agreement itself will be negotiated and agreed as and when required.

3. Collective Bargaining Agreement

Thurrock Council recognises the value of a good relationship between the employer and the Trade Unions. This agreement is designed to facilitate effective consultation and collective bargaining to contribute to productive industrial relations within the

Council.

This agreement has been drawn up in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992, the Employment Act 2002 and the ACAS Code of Practice on disclosure of information to trade unions for collective bargaining purposes.

The Council and Trade Unions support the system of collective bargaining in every way and believe in the principle of conducting industrial relations by discussion and agreement to achieve:

- Full engagement;
- Resolving issues and conflicts locally;
- Work proactively to foster good relationships and outcomes;
- Ensure due process is met;
- Working together to exhaust internal mechanisms before taking recourse to either industrial action or imposing changes;
- Support each other by working through issues to achieve a joint resolution; and,
- Apply the same behaviours as is expected of the workforce within its HR Framework.

The Council recognises the following rights of staff of trade union membership and activities:

- the right to be a member of such Trade Union as they may choose;
- the right not to belong to a Trade Union; and,
- the right where staff who are a member of a recognised Trade Union to take part in its activities at appropriate times and to seek election to office in the union, and to hold office in the union.

The Council recognises the following Trade Unions for collective bargaining purposes: Unison; GMB and Unite.

The Council publishes a separate Facilities Agreement that details its relation with the recognised Trade Unions within the collective bargaining agreement, and how time and facilities are managed between the Trade Unions and the Council.

4. Aims and Objectives

Thurrock Council's workforce is our greatest asset in delivering services to our communities. Therefore, we are committed to work jointly with their elected representatives to:

- Ensure their health, safety and wellbeing;
- Ensure they are informed and aware of organisational matters that affect them;

- Engage them in organisational development, change and improvement activities;
- Ensure they have access to training and development opportunities;
- Develop people management practices that value diversity, are inclusive and increase levels of equality; and,
- Create a working environment and culture in which employees feel safe to speak out and raise concerns.

The Council and Trade Unions will work together to support a culture of continuous learning and improvement to:

- Support effective and sustainable change and transformation to deliver the Council's strategic and operational objectives;
- Monitor the impact and effectiveness of policies and procedures;
- Shape good practice and respond to changes in employment legislation;
- Increase equality and inclusion;
- Ensuring equitable application of pay and conditions, including a pro-active approach to equal pay;
- Contributing to organisational and workforce development activities that improve performance, efficiency and outcomes for residents;
- Support a high performing culture;
- Welcome constructive challenge; and,
- Reinforce values of public service.

5. Human Resource Framework

The policies and procedures that govern the employee/employer relationship are listed in Appendix A of this agreement. The headings, grouping and order of the policies are for reference only and do not indicate priority or connection.

Note: All Policies, Procedures and agreements will be made available on the intranet unless the agreement is for a particular group of staff and has been agreed by the Council Trade Union board under a separate collective agreement.

6. Trade Union Board

The Trade Union Board was set up jointly between the employer and the recognised trade unions.

The role of the Board is to ensure a consistent, fair and equal approach to all matters relating to pay and employment.

The Terms of Reference of the Board will be reviewed.

7. Job Evaluation

The Council has adopted the Greater London Provincial Council (GLPC) job evaluation scheme to determine the grade of jobs on the Council's pay scale below senior manager level.

The GLPC scheme is operated as an In-house scheme within Human Resources and officers have been fully trained in the scheme.

Local conventions, which determine how the job evaluation scheme works at a local level, have been jointly agreed and will be reviewed regularly by the Trade Union Board to ensure consistency and relevance.

The GLPC job evaluation scheme will determine where roles fall into Grades A-I, with roles below Grade A being paid the Thurrock Living Wage and those above Grade I being evaluated under the Local Government Association (LGA) Chief Officer job Evaluation Scheme. The threshold for evaluation using the LGA scheme is set at a level to that applies only to the most senior leadership roles in the Council at Assistant Director level and above.

The full GLPC scheme structure will be published and available under the Human Resource Framework on In-form and published annually as part of the pay policy statement.

8. Annual Cost of Living Review

With effect from 1 April 2024, the Council will increase salaries for all pay points for grades TLW and A to I in accordance with the National Joint Committee (NJC) for Local Government Services (Green Book) pay award. Any salaries above the top of the NJC pay scale will be increased by the same amount as the highest point on the NJC pay scale.

In the event the NJC includes changes to other pay and conditions as part of the annual pay award, the Council will implement them.

9. Annual Pay Policy Statement

The Council has a statutory duty to publish a pay policy statement which has been approved by Full Council in advance of the start of the financial year to which it applies.

The pay policy statement provides transparency on certain aspects of pay and remuneration. The Council reserves the right to review, revise, amend or replace the content of the Annual Pay Policy Statement from time to time to reflect changes that have been agreed during the previous year and to comply with new legislation.

10. Signatures

All parties agree and commit to working jointly to deliver the aims and objectives and content of this collective agreement.

Signed on behalf of Thurrock Council

_____ Dated: _____
Tina Dempsey
Acting Assistant Director HR&OD

Signed on behalf of the Trade Unions

_____ Dated: _____
_____ (print name)
_____ (job title) GMB

_____ Dated: _____
_____ (print name)
_____ (job title) UNISON

_____ Dated: _____
_____ (print name)
_____ (job title) UNITE

Thurrock Council Human Resources Framework Collective Bargaining Agreement 2019-2023

Appendix A – Human resources Framework

The following are a list of policies and procedures that govern the employee/employer relationship. The headings, grouping and order of the policies are for reference only and do not indicate priority or connection.

Pay and Benefits

The following policies all relate to pay and benefits, in addition the Council offers non cash benefits under its staff benefits scheme:

- Acting Up Allowance Payments Policy
- Additional Hours and Irregular Working Policy
- Buying Annual Leave Scheme
- Celebrating Long Service Policy
- Childcare Vouchers Salary Sacrifice Scheme
- Emergency duty payment scheme
- Holiday pay adjustment collective agreement
- Market Factor Salary Supplements
- Pay Policy Statement
- Single Status Agreement
- Standby and Call Out Policy

Recruiting

The following policies and procedures relate to how the Council recruits and retains its workforce:

- Disclosure and Barring Service (DBS) and Vetting Policy
- Induction - onboarding, re-induction and probation guidelines
- Recruitment and Selection Policy
- Relocation Policy
- Temporary Staff and Agency Workers Policy

Managing

The following policies and procedures relate to how the Council manages the workforce

- Assessed and Supported Year in Employment (ASYE) Policy
- Change Management Policy
- Improving Performance Policy
- Job Evaluation
- Learning and Development Policy
- Managing Sickness Absence Policy
- Performance and Development Review (PDR) and Pay Progression Policy
- Working Smartly and Safely – guidance for staff and managers

Resolving Conflict

The following policies and procedures relate to how the Council resolves employee and employer conflict:

Appeals Policy - Human Resources
Disciplinary Policy
Employee Representation Policy
Grievance Policy, including Harassment and Bullying

Diversity and Equality

The following policies and procedures relate to how the Councils comply with all equalities legislation and practices:

Disability Awareness and Support
Equality, Diversity and Inclusion Policy
Gender Identity and Sexual Orientation Support
Religion and Belief in the Workplace Policy
Working Families Policy and Procedure

Working Time

The following policies and procedures are the Council working arrangements and how the working time regulations are applied:

Additional Hours and Irregular Working Policy
Business Travel and Subsistence Policy
Career Break Scheme
Flexible Working Policy
Holiday and Time Off Policy
Major Sporting Events Guidelines
Shared Parental Leave Policy
Working Hours and Rest Breaks Policy

Standards and Support

The following policies and procedures are additional support and guidance for staff and managers:

Bereavement Guidance
Domestic Abuse Support Policy
Employee Code of Conduct
Employee Representation Policy
Information and Communication Technology (ICT) Usage Policy
Misuse of Alcohol and Drugs at Work Policy
Private Telephone Calls and Mobile Phone Usage Policy
Single Tier Workforce Policy
Smokefree Policy
Stress Management Policy
Trade Union Facilities Agreement
Violence Against Staff Policy
Whistleblowing Policy and Procedure

Working Carers Support (
Working Smarter policy
Working Smartly and Safely – guidance for staff and managers

Leaving the Council

The following policies and procedures relate to staff leaving the organisation together with the business case process where there is a cost to the Council:

Exit Interviews Policy
Termination of Employment Policy