



**BCP Council  
UNISON  
GMB**

**Pay and Reward**

**New Terms and Conditions of employment**

**Collective Agreement 2025**

**Changes to take effect on 1 December 2025**

## 1 Definitions

**'BCP Council'** - Bournemouth, Christchurch and Poole Council

**'the Trade Unions'** – UNISON and GMB, who are recognised BCP Council Trade Unions for Local Government Services colleagues.

**'Preceding Councils'** – Bournemouth Borough Council, Christchurch and East Dorset Council, Borough of Poole Council and Dorset County Council

**'Collective Agreement'** – An agreement between BCP Council and the Trade Unions

**'Collective Bargaining'** – The legal process of negotiation and consultation between the council and The Trade Unions

**'Salary'** – The base/ contractual pay paid to an employee, being the amount of their spinal column point, but not including any other allowances or additions to pay.

**'Colleagues'** - employees of BCP Council

**'Pay Protection'** – The maintenance of an employee's base pay in accordance with their spinal column point at 30 November 2025, but not including any other allowances or additions to pay.

**'TUPE'** – Transfer of Undertakings (Protection of Employment) Regulations 2006' and its amendment in 2014

**'Preceding council pay protection'** – The pay protection arrangements a colleague is in prior to implementation date

## **2 Appendices**

- Appendix 1 Pay and Allowances Policy
- Appendix 2 Leave and Time Off Policy
- Appendix 3 Travel and Subsistence Policy
- Appendix 4 Shared Parental Leave Policy
- Appendix 5 Pay and Grading Booklet
- Appendix 6 More than just a job brochure
- Appendix 7 Appeals process

## **3 Background**

- 3.1 The BCP Council in partnership with the Trade Unions has undertaken a process to review, amend, negotiate and agree new terms, conditions and pay.
- 3.2 In 2019, three different local authorities (Bournemouth, Christchurch, Poole) joined together with some colleagues from Dorset Council to form BCP Council. Each brought with it a different set of employment terms, conditions, pay and benefits packages. This created inconsistencies between roles and the levels of pay. There were also differences in how roles were historically evaluated, what enhancements and allowances were received, how much leave and time-off was given, as well as differences regarding travel, subsistence and working-time arrangements.
- 3.3 At the point of the formation of BCP Council, all colleagues from the Preceding Councils TUPE transferred into BCP Council. The Preceding Councils existed until that point as Bournemouth Borough Council, Christchurch District Council, and the Borough of Poole. Some colleagues also TUPE transferred into BCP Council from Dorset Council.
- 3.4 The new Pay and Reward arrangements set out in this agreement will introduce a single pay structure and consistent conditions to address any inconsistencies and inequalities in pay arising from the merger of the four Preceding Councils and will, ensure that colleagues are fairly and equally compensated for their work. Colleagues doing the same level of work will receive equal pay and terms and conditions will be consistent across all services.
- 3.5 A new job evaluation method 'Hay' will be introduced replacing the current Greater London Provincial Council (GLPC) scheme, which all four Preceding Councils used. Alongside this, BCP Council will offer a new set of Terms and Conditions and an enhanced benefits package with the intention of enabling BCP Council to be an employer of choice.

## **4 Principles of Pay and Reward**

- 4.1 Since this programme of work commenced, our guiding principles have been to:
- simplify and consolidate our pay structure in a way that is fair and equitable to all colleagues,
  - have a pay structure which is competitive in the market and sustainable within the limits of the Council's budget
  - position BCP Council as an employer of choice, enhancing our attractiveness to prospective colleagues
  - help the BCP Council develop new ways of working to support the needs of our residents.

## **5 Collective Bargaining**

- 5.1 A prolonged collective bargaining process with the Trade Unions has taken place since local government reorganisation in April 2019. Following the Trade Unions' ballot of members,

this has resulted in a vote to accept the offer that was put forward and negotiated on during that process and, which we are now formalising under this collective agreement.

## **6 Purpose**

- 6.1 This is a Local Collective Agreement between BCP Council and the Trade Unions.
- 6.2 This Agreement represents a new set of Terms and Conditions and pay arrangements for BCP Council Colleagues listed in scope in section 8, and supersedes existing terms and conditions and pay in respect of the matters outlined in this agreement. The Sickness Scheme and Maternity Scheme remain in accordance with Part 2 of the National Joint Council for Local Government Services Green book.
- 6.3 BCP Council is introducing a new set of benefits for colleagues described in More than just a job brochure, Appendix 6. These are non-contractual and may be changed or withdrawn at any time at the discretion of BCP Council.

## **7 Agreement**

- 7.1 All parties to this Agreement agree to the implementation of the revised terms and conditions and pay structure as detailed in this document.
- 7.2 The parties confirm that these revised terms and conditions and pay are intended to be free from any bias on grounds of gender, race, disability, age, sexual orientation, marital status or religion.
- 7.3 This is a local collective agreement within the meaning of S178 of the Trade Union and Labour Relations (Consolidated) Act 1992.

## **8 Scope**

- 8.1 The terms of this agreement apply to all colleagues at BCP Council, including Chief Executive, Chief Officers, Youth Workers, Craft Workers, colleagues in support roles in maintained schools where BCP Council is the employer, and any other colleague who has TUPE transferred from the Preceding Councils prior to the formation of BCP Council, or TUPE transferred into BCP Council since its formation but prior to 1 December 2025 and anyone who has been appointed into a role in BCP Council since 1 April 2019.
- 8.2 The terms of this agreement do not apply to teaching colleagues in schools. Separate national and local agreements apply.
- 8.3 The terms of this agreement do not apply to colleagues employed by Bournemouth Buildings Maintenance Limited (BBML), Tricuro, BH Live, Seascope, Local Authority schools where BCP council is not the employer, Academies and Councillors.
- 8.4 Colleagues on Soulbury pay and grading will continue to be paid under the Soulbury nationally negotiated pay structure with regard to base pay, however all other elements of this agreement will apply to those colleagues.
- 8.5 Youth and Community Workers and Tutors will continue to be eligible to retain their membership to the Teachers Pension scheme.

## **9 Implementation**

### **9.1 Date**

The changes set out in this Agreement will apply from 1 December 2025 ("Change date"). Colleagues in scope (above) will assimilate to the new Terms and Conditions and move onto the new pay structure from the change date.

### **9.2 Pay Structure**

The BCP Councils new pay structure and pay arrangements are detailed in the pay and grading booklet at Appendix 5 and contained in the Pay and Allowances Policy at Appendix 1.

The pay structure for those listed in scope (section 8) is underpinned by the National Joint Council for Local Government Spinal Column Points up to pay point 43. All pay points above point 43 are locally agreed.

The pay structure for colleagues on Soulbury pay is underpinned by the National Soulbury pay structure.

#### 9.2.1 Assimilation to the pay structure

Colleagues in scope will assimilate into the new pay structure according to the arrangements described in the Pay and Grading Booklet.

#### 9.3 Pay awards

Pay awards and other matters determined by the National Joint Council for Local Government Services will apply to contracted basic salary for all colleagues, with the exception of those on Teachers pay scales and Soulbury pay scales who will be subject to the pay awards determined by those national frameworks for pay. Pay awards will not apply to colleagues who have pay protection status – see Section 10 Pay protection, below.

#### 9.4 Progression through pay structure

Progression through the pay structure will be as set out in the Pay and Allowances policy.

### 10 Pay protection

#### 10.1 Pay protection for base pay following implementation

To mitigate the impact for those who will be in receipt of a pay decrease due to the changes set out in this Agreement, there is an 18-month period of pay protection effective from 1 December 2025 until 31 May 2027 for those colleagues who remain in their current roles. Full details are included in the Pay and Allowances policy.

#### 10.2 Pay protection for allowances following implementation

10.2.1 During the 18-month period commencing 1 December 2025, colleagues who were eligible under previous terms and conditions to claim allowances which have now been removed (namely Excess Travel allowance, Weekend working allowance, Split Shift allowance, Swimming Pool allowance and Retainer payments) can continue to claim allowances at preceding council rates for a period of no more than 18 months (to stop on 31 May 2027) subject to the colleague remaining in the same role.

10.2.2 Colleagues must not claim both preceding council rate and new rate for the same period of work (eg where a colleague works at night time on a weekend, one rate is claimed, not both). Where there is a difference between rates, the higher rate can be claimed.

#### 10.3 Pay protection arrangements for colleagues already in pay protection prior to 1 December 2025 ("preceding councils pay protection").

These arrangements will apply where a previously agreed period of pay protection was due to continue beyond the 1 December 2025 (the implementation date of Pay and Reward):

10.3.2 Pay protection will be given up to no more than a maximum period of a further 18 months commencing 1 December 2025 and ending 31 May 2027 at which point all pay protection arrangements will cease.

10.3.3 The duration of preceding councils pay protection will be taken into account and preceding councils pay protection will continue at its existing duration up until the earlier of the previously agreed end date or 31 May 2027. At which point the preceding council pay protection would cease and the individual will move to their new Pay and Reward pay point.

10.3.4 If, at the end of the preceding council pay protection period, the salary the colleague would have moved to had they moved to the new pay under that arrangement continues to be higher than the new pay and reward salary, pay protection may continue until no later than 31 May 2027 as a revised calculation between what the salary would have been had that previous pay protection ended and the new Pay and Reward pay point.

10.3.5 These arrangements apply to base pay only. Any other protection arrangements will cease on 30 November 2025.

10.3.6 The above principles may be summarised in the table below

| <b>Circumstances</b>   | <b>Outcome</b>  |
|--|---|
| Pay with preceding councils pay protection at 30 November 2025 is lower than the new Pay and Reward base pay rate  | Protection ends. Individual moves to new rate of pay  |
| Pay with preceding councils pay protection at 30 November 2025 is the same as the new Pay and Reward base pay rate   | Protection ends. Individual moves to new rate of pay  |
| Pay with preceding councils pay protection at 30 November 2025 is higher than the new Pay and Reward base pay  | The duration of preceding councils pay protection previously awarded will be taken into account and pay protection will be allowed to continue up until the previously agreed end date unless that duration was due to extend beyond 31 May 2027 (at which point it would cease).   |
| Pay with preceding councils pay protection at 30 November 2025 is higher than the new Pay and Reward base pay but pay without preceding councils pay protection based on 30 November 2025 at the point the protection would end (if before 31 May 2027) is still higher than the new Pay and Reward base pay | <p>The duration of the initial preceding councils pay protection previously awarded will be taken into account and pay protection will continue at the existing duration up until the earlier of the previously agreed end date or 31 May 2027 (at which point it would cease).</p> <p>Where the end date was prior to 31 May 2027 and the new Pay and Reward salary results in a further decrease in pay, then a revised amount of pay protection will continue until no later than 31 May 2027.</p> |

#### 10.4 Pay protection not related to the implementation of Pay & Reward

To mitigate the impact for those who will be in receipt of a pay decrease as a result of a process outside of Pay and Reward from 1 December 2025, there is a period of pay protection offered, for up to 12 months. Refer to the Pay and Allowances policy for full details and criteria.

10.4 Pay protection will not apply to any new colleagues starting employment at BCP Council or colleagues transferring roles internally, where there is a clear record that those colleagues were informed at advert stage of recruitment (and therefore subsequent stages of

recruitment) for both new colleagues and colleagues changing roles internally. This includes colleagues changing roles via a change process or expressions of interest process.

## **11 Salary Supplements**

- 11.1 As part of this agreement, the Council has already established the salary supplements panels to ensure tighter governance and consistency in the application of salary supplements. Trade union colleagues are included as panel members. These panels will continue beyond the implementation of Pay and Reward, and into business as usual. See Pay and Allowances Policy for information regarding Salary Supplements.
- 11.2 All recruitment and retention supplements will be reviewed and potentially recalculated, taking into account any changes to a colleague's base pay upon the implementation of the Pay and Reward changes that take effect on 1 December 2025. The maximum amount a colleague can receive in overall pay will be capped at the market rate.
- 11.3 Implementation rules. Two temporary changes will be made to recruitment and retention payments as part of the pay and reward implementation arrangements so as to mitigate loss to those impacted. The temporary changes are as follows:
- 11.3.1 The calculation of recruitment and retention payments. This will apply to all roles with a recruitment and retention payment and will mean that the supplement will be calculated for a fixed period based on the difference between the middle SCP (Pay point) within the applicable band (where the band does not have a middle point the lower point will be used) and the market rate instead of the difference between the top of the grade and the market rate (which is the policy up to 30 November 2025). This rule can continue until 31 March 2029 (subject to satisfactory market evidence approved by the panel at review dates).

During the period of phased introduction of the pay structure (until 2029), the SCP point within the band used for the calculation will remain the same for the duration until 2029, even where it is no longer the mid point of the band (as a result of the bottom point of the band dropping away each April during the phased introduction of the pay structure).

Where colleagues SCP pay point is above the mid-point used, the Recruitment and Retention supplement will be adjusted and calculated down to ensure colleagues are not paid above the agreed market rate.

A review of the Pay and Allowances policy will be undertaken prior to 31 March 2029 with the result that after 1 April 2029, the method of calculating all recruitment and retention payments may change or else revert back to the previous method of calculation. Recognised trade unions will be involved in these considerations.

- 11.3.2 Existing recruitment and retention payments that that are based upon a market rate that falls within the new pay band on 1 December 2025 for the role, will be ringfenced and permitted to continue and calculated based on to the difference between a colleagues actual SCP pay point and the market rate (within the band range), until 31 March 2029 (subject to the required evidence as described in the Pay and Allowances policy). If the market rate increases, this implementation arrangement will cease and a new application will need to be submitted.
- 11.4 Any new (not extended) recruitment and retention supplements agreed by the panel on or after 1 December 2025 must meet the Pay and Allowance policy criteria which states that the market rate must be higher than the top of the band as described in the Pay and Allowances policy.

11.5 As colleagues progress higher in the pay band, the supplement will reduce to ensure that the total pay received is capped and does not exceed the market rate set at the point of implementation (1 December 2025)

11.6 Where a role has a salary supplement applied to it, a proportionate amount of salary supplement will be applied to the allowances claimed for hours worked.

## **12 Job Evaluation scheme**

12.1 BCP Council will adopt the Hay methodology to undertake job evaluation for all role profiles. Further details are set out in the Pay and Grading booklet.

## **13 Equality Impact Assessments and Equal Pay Audits**

13.1 In addition to job evaluation, BCP Council is committed to ensuring where wider employment inequalities may exist, these are also addressed. In order to facilitate this, BCP Council has undertaken an equality impact assessment as part of the development of the new pay and grading structure and terms and conditions, details of which have been provided to the Unions who have carried out their own assessment of the data provided.

## **14 Additional points of agreement**

### **14.1 Pay and Allowances**

The following payments/allowances will cease and will no longer be used after 30 November 2025 with the limited exception of those that are protected for a temporary period of time (refer to 10.2 above).

- Duty Payments (Loggists, Duty Fleet, Duty LALO, Duty Operative, Duty Supervisor)
- Unsociable Hours (hours worked between 8pm and 10pm)
- Split shift (Working day separated by more than normal break)
- Weekend working (Saturday & Sunday) as part of the working week
- Out of Hours Officers payment
- Retainer Payments
- Professional Subscriptions
- First Aid Allowance
- Mental Health First Aid Allowance
- Telephone Allowance & Rental
- Fire Warden Allowance
- Gate Opening
- Home Working
- Milhams Attendance Allowance
- Nursery Nurse Allowance
- School Lettings
- Shift Work (All shifts/ rota arrangements)
- Swimming Pool Allowance
- Pay Supplement for Interim Arrangements (PSIA)
- Any Compensation arrangements for employee benefits (through previous TUPE protections)
- Attendance allowance
- Sleep-in allowance – colleagues will be able to claim the sleep in rate for sleep-in as described in the Pay and Allowances policy



## **14.2 Contractual non-standard working arrangements**

Colleagues required to work outside of standard working hours will be compensated in accordance with the Pay and Allowances Policy.

## **15 New Employment provisions and terms**

- 15.1 Details of the new provisions relating to the new set of terms and conditions are incorporated within the Annual Leave and Time Off policy as well as Travel and Subsistence policy. Further information about the full details of the terms and conditions is shown in the More than just a job brochure at Appendix 6.
- 15.2 BCP Council is introducing a new set of benefits for colleagues described in More than just a job brochure, Appendix 6. These are non-contractual and may be changed or withdrawn at any time at the discretion of BCP Council.
- 15.3 The following will be removed as at 1 December 2025
- Job Descriptions and Person Specifications (replace with Role Profiles)
  - Long Service Award
  - Excess Travel
  - Christmas closure – No closure between Christmas and New Year.
  - Leave for moving house
- 15.4 The following will not change for colleagues as a result of this agreement
- Job titles
  - Contractual hours
  - Flexible working arrangements (eg part time, 9-day fortnight)
  - Career Grade arrangements (Role Profile and pay band ranges may change)

## **16 Appeals process**

- 16.1 The Pay and Reward appeals process regarding colleague's role profile mapping is outlined in the Pay and Grading booklet, Appendix 5, and the appeals process document at Appendix 7.

## **17 Joint Negotiating Committee (JNC) protections for statutory officers**

- 17.1 The specific protections for statutory officers set out in legislation which apply because of the statutory roles will remain. These are principally set out in The Local Authorities (standing Orders) (England) (Amendment) Regulations 2015.

**18 Endorsement**

18.1 This Agreement is made between BCP Council and the Trade unions. All parties to this Agreement agree to the implementation of the revised Terms and Conditions and Pay as detailed in this document and any referenced documents

On behalf of BCP Council

Signed:



Name: Graham Farrant

Title: Chief Executive Officer

Date: 28/8/25

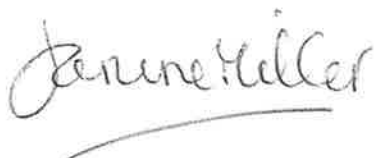
On behalf of the Trade Unions

**UNISON**

**GMB**

Signed:

Signed:



Name: Janine Miller

Name: Nick Day

Title: Reginal Organiser

Title: Senior Organiser

Date: 4/9/2025

Date: 4/9/25