

### **Being Our BEST Programme (Great Jobs) Pay Protection Policy**

The arrangements for pay will be in accordance with the following salary protection scheme.

Where the new role profile is at a higher grade than the employee's present role, the salary for the new role will apply from the date the role profile is effective. For most staff this will be 1 April 2025.

Where the new role profile is at a lower grade than the employee's present role, the Being Our BEST Programme (Great Jobs) pay protection policy will apply, as follows.

The employee's current salary amount/pay rate will be protected by being 'frozen' from the date the new role profile is effective, subject to:

1. The level of protection being limited to a maximum of 10% of the top of the maximum salary value of the new lower grade. This percentage will be added to the new salary as a separate protection amount.
2. Any protection amount will be limited to a period of three years or until the new substantive salary/pay rate equals or is greater than the frozen salary/pay rate whichever is the lesser period.
3. The protection amount will be recalculated whenever the substantive pay relating to the new role profile changes by way of national pay award/rise or otherwise. This means that the pay is frozen for a maximum of 3 years unless any annual pay rises mean the new salary now matches the old substantive salary. We will monitor this by recalculating the protection amount at the point any pay change occurs.

In situations where the hours of the new role differ from the old role, the protection will be calculated pro-rata based on the hours of the new role. Protection will not apply to any voluntary overtime, on-call/standby payments, temporary honorariums and market supplements.

Salary protection will not apply to employees who voluntarily move to a new role, one which they have applied for and been appointed to via the Council's normal recruitment processes.

It should be noted that this policy is separate to our standard Pay Protection Policy which is used for our normal Organisational Change processes which typically are concentrated on team or service level restructurings.

**Being our BEST Programme Team  
November 2024**

