



**ABERDEEN CITY COUNCIL**

# **Local Salary Progression Scheme**

**POLICY & PROCEDURE**

**Approved at Finance and Resources  
Committee on 2 February 2011 (Updated 1  
January 2021)**

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## **SECTION 1 - POLICY**

### **1.1 Policy statement**

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The Council is committed to achieving consistently high performance and this policy aims to underpin this commitment linking performance to pay.

Since the implementation of salary grade scales, the progression of employees to the top of the scale has been achieved solely on length of service. This has been irrespective of the level of performance, or whether the conduct of the employee has been acceptable. This policy is the first step in linking pay to performance.

### **1.2 - Scope**

This policy applies to SJC (Local Authority Workers) employees only. The Local Salary Progression Scheme means that the way increments are awarded in future will change. Progression will be on the basis of the criteria defined in Section 2 of this policy. However, this will be further developed so that more comprehensive measures are in place. The measures need not be contained to only one group of employees within the Council.

Appropriate measures will be put in place to ensure that those with disabilities or those with pregnancy related absences are not disadvantaged.

### **1.3 - Core Principles**

The Council faces a period where budgets will be reducing but customer expectation in relation to the flexibility and quality of service delivery will continue to rise. As a result of this there is a need ensure that every area of expenditure is fully maximised.

This policy is the first step in modernising the pay arrangements for all employees starting with SJC (Red Book) employees. Previously an employee would receive an increment regardless of their conduct at work and whether they are competent or not to carry out their duties. This policy aims at removing this inequity in the workplace by allowing increments not to be applied where one or both the above is unsatisfactory.

This policy is an interim position during which time a more sophisticated model of performance and reward will be developed which will link pay to council objectives. This model will be developed through consultation with employees, managers, and the trade unions. The policy is aimed at breaking the automatic link between length of service and the awarding of increments.

For the majority of employees this policy will have little impact. It is considered that within the organisation the vast majority of employees perform within the criteria defined as acceptable.

## **SECTION 2 - POLICY PROVISIONS**

This will apply until a comprehensive review of the appraisal process has been conducted alongside the competence review referred to above.

Under the provisions of this policy, payment of increments will be dependent on employees achieving or demonstrating:

- Adequate **performance**
- Appropriate **conduct**

Where either of the above falls below the standard required, i.e. has been the subject of formal Council procedure in the 12 months prior to the due increment date, the increment will not be applied. More specifically, this will be the case where an employee has:

### **2.1 Performance**

#### **Reached stage 1 of the Managing Performance Policy**

Where the employee has reached stage 1 of the Managing Performance Policy during the period from their last increment and the 1<sup>st</sup> April, then the increment will not be applied.

### **2.2 Behaviour**

#### **Been issued a first level warning or higher disciplinary sanction under the Managing Discipline Policy.**

If the employee has received any form of live warning (either oral, written or final warning), or there is still a live warning on record for the employee on the 1<sup>st</sup> March, the increment will not be applied. Also, the increment will not be applied if, on the 1<sup>st</sup> March the employee is under investigation for a matter relating to conduct. If, however, the result of the investigation exonerates the employee at a subsequent date, then the increment will be applied with effect from the 1<sup>st</sup> April.

Whilst employees in these categories will still be eligible for any national pay award, there will be no facility to make a merit increment during the following 12 months.

Any employee who considers the decision not to apply the increment to be unfair will have the right to raise this matter through the Council's Grievance Procedure, stating the grounds for the grievance. The grievance hearing shall only consider matters relating to the facts of the case.

## **SECTION 3 - THE PROCEDURE**

It will be the responsibility of the employing Cluster to ensure that they notify the HR and Payroll Service Centre of any employee who is not eligible to receive the increment. Each Cluster will be required to write to the HR Service

Centre and Payroll Manager no later than the 1<sup>st</sup> March with a list of such employees. At the same time, the line manager will meet with the employee to explain the reasons for this happening and confirm this in writing.

If the employee wishes to challenge this decision through the grievance procedure this needs to be raised prior to 1<sup>st</sup> July. In the event of a challenge the increment will not be awarded unless the grievance is upheld.

#### **SECTION 4 - REVIEW OF THE POLICY & PROCEDURE**

This policy and procedure will supersede the existing provisions on incremental progression. It will be reviewed in order to build on the provisions to further enhance the link between reward and performance. Thereafter People and Organisational Development will periodically review this policy and procedure.

Date of change	Summary of updates
1 January 2021	An update has been made to the provisions whereby the criterion of 'acceptable attendance' has been removed, with the payment of increments now dependent on employees achieving or demonstrating adequate performance and appropriate conduct only. Necessary terminology updates have also been made to the document to reflect the current structure of the organisation.