

**Review of JE, Pay, Terms & Conditions and Benefits**  
**In-Scope**

Pay	T&Cs	Benefits	Job Evaluation	Policies
Salary <ul style="list-style-type: none"><li>Grades</li><li>Pay</li><li>Inner fringe allowance</li><li>Living wage</li></ul>	Sickness Absence entitlements	Salary Sacrifice <ul style="list-style-type: none"><li>Cars</li><li>Childcare</li><li>Bikes</li></ul>	Maintenance Policy	Flexible Working Policies
	Annual Leave entitlements		Maintenance Procedure	Banked Holiday Scheme
		Flexi time Scheme	Christmas - Civic Office Closure	Evaluation documents
Overtime <ul style="list-style-type: none"><li>Remuneration for days/grades/rates</li></ul>	Pay Protection	Use of mast money	Scheme conventions	Settlement Agreements
Enhanced rates <ul style="list-style-type: none"><li>Nightwork</li><li>Weekends</li><li>Shifts</li><li>Evening meeting allowances</li><li>Standby/call out</li></ul>	National Agreements/Pay Awards/Collective Bargaining	Simply Health	JE Scheme	Time off for Medical Issues
	Maternity Leave	Employee Assisted Programme (not in place)		Disability Leave (not in place)
	Adoption Leave	Benefits Portal (not in place)		Career Breaks/Sabbaticals (not in place)
Additional Payments <ul style="list-style-type: none"><li>Honourarium</li><li>Acting up</li><li>Car/motorbike/bike allowances</li><li>Subsistence</li><li>Long service awards</li><li>Standby/Call out/Social Media</li><li>Out of pocket expenses</li><li>Telephone Allowances</li><li>Homeworking</li><li>Historical payments</li><li>Market supplements</li></ul>	Shared Parental Leave	Other H&WB benefits		Carer leave (not in place)
	Bank Holiday entitlements	Professional Body Fees		Buying/Selling Annual Leave (not in place)
	Working time – weekly hours			
	Redundancy Payments			
Pay model <ul style="list-style-type: none"><li>Scp/spot/incremental progression</li></ul>				