

**Pay Policy 2024-2025 – Glossary of Terms**

|                                  |  |
|----------------------------------|--|
| NJC 'Green Book'                 | NJC stands for National Joint Council. The Green book is the document that contains the national agreement on pay and conditions of service for 1.4 million local government services. This applies to most staff in Rutland (excludes for example Youth Workers, and Tutors, and senior officer posts on JNC Conditions - see below).   |
| NJC Pay Spine                    | This relates to the salary levels that are negotiated through the Local Government Association (as the 'National Employer') and the trade unions (ie. Unison, GMB, Unite). Rutland's salary scales for posts on grades 1 through to P04 are determined by this pay scale and we are therefore subject to national pay bargaining which is led by the Local Government Association and negotiated with the trade unions.  |
| Spinal Column Points (SCP)       | The pay spine is made up of a number of Spinal Column Points (SCPs) and each has an associated salary value. These national spinal column points are then used to shape pay grades – therefore each grade has a number of spinal column points. SCPs are also sometimes known as incremental steps.  |
| Annual / incremental progression | This is linked to the SCPs and provides for progression to the next SCP within the job holders' grade. This takes place on 1 April each year until the employee reaches the top of their grade – there is then no further SCP/ incremental progression and any pay increase is associated with any annual pay award that is negotiated nationally. Part of the national pay conditions means that an employee joining between October and March receive their first SCP progression/increment, 6 months after joining. |
| JNC for Chief Executives         | This is the Joint Negotiating Committee (JNC) for Chief Executives and is the national negotiating body for the pay and conditions of service of Chief Executives in England and Wales. It is made up of representatives from the Local Government Association as the national employer and also representatives of Chief Executives and the registered independent trade union (ALACE).   |
| JNC for Chief Officers           | Similar to the JNC for Chief Executives but this relates to the terms and conditions of posts that are attached to a Chief Officer position. In Rutland this includes Directors and the two Heads of Service grades  |
| Market Supplements               | Market supplements are payable where the 'going rate' for a specific job or specialism is higher than that offered by the Council. The enhancement brings the base salary to a comparable market rate that enables the Council to recruit and retain key skills.   |