



Report To:	Policy Development Panel
Date:	3 February 2026
Subject:	Terms and Conditions alignment – Next Phase.
Purpose:	To consult Policy Development Panel on the policies prior to Full Council.
Key Decision:	N/a
Portfolio Holder:	Councillor Jim Astill, Portfolio Holder – Corporate, Governance and Communications
Report Of:	Aileen Whatmore, Head of HR & OD - PSPS
Report Author:	Angela Posey, HR Transformation Manager - PSPS
Ward(s) Affected:	N/a
Exempt Report:	No

Summary

In line with the South & East Lincolnshire Councils Partnership Business Case and Alignment and Delivery Plan, the Partnership Councils are undertaking a phased programme of work to align workforce terms and conditions of employment across Boston Borough Council, East Lindsey District Council and South Holland District Council.

Phase 1 has already been undertaken. To facilitate the alignment of the terms and conditions in Phase 2, there is the need for the Council to adopt a series of revised HR policies, as described in this report. Consultation with Unions and Colleagues would be undertaken if Council approval is confirmed.

Recommendations

- That Policy Development Panel provides feedback on the proposals in this report to facilitate Phase 2 of alignment of terms and conditions of employment across the South & East Lincolnshire Councils Partnership Councils.

Reasons for Recommendations

- This would deliver on the commitment, where possible, of aligning terms and conditions of employment for the workforce across all three Councils.

Other Options Considered

- Do nothing – discounted as this would be contrary to commitments previously made by the Council.

1. Background

- 1.1 In May 2024, Boston Borough Council, East Lindsey District Council and South Holland District Council – the South & East Lincolnshire Councils Partnership – all agreed to take forward a phased programme of work to align employee terms and conditions of employment as far as possible.
- 1.2 This is something recognised as being important to the workforce, particularly given that many officers are shared between Councils.
- 1.3 Whilst a number of terms and conditions have now been aligned through the initial phase of work, this report brings forward further terms and conditions for alignment.

2. Report

- 2.1 Phase 2 of the alignment proposes changes to the following terms and conditions. If agreed by Council a 45-day period of consultation would be undertaken.

Those in grey in the table below are where there is no impact to SHDC colleagues as they are already aligned to the proposed term and condition. They have been included in this table for completeness

Ref	Phase 2 Terms & Conditions	Current SHDC Policy position	Phase 2 Summary of changes proposed
1	Overtime (worked over FTE hours)	x1.5 standard overtime (over 37 hours) x2.0 for Bank Holidays and Sundays work when worked.	No change (In contracts no appendix)
2	Car Loan/Purchase Assistance Policy	SHDC it applies to essential car users only. Interest - HMRC Income Tax liability rate. 4 years max	<ul style="list-style-type: none">• Set max price to reduce risk of debt to Council and to employee. Avg. second hand car is circa £16,780 – 80% - £13,424. New car price would also need to account for immediate depreciation from the forecourt, therefore apply 80% to new car price. Consider max amount of lending against salary level – max 20% gross monthly salary (ELDC).• Eligibility – for the purposes of supporting with work duties and commuting to work e.g. not a performance vehicle.• Interest rate to be a minimum of HMRC rate (otherwise is a taxable benefit and submission through P11D processing)• Length of Loan – 4 years max except in the case of cars not more than 3 years old at the date of purchase - max 5 years. (ELDC/SHDC).• Loans are not offered to employees within their probation period.• Repayment of loan required by last date of employment if

			<p>employment ended (by either party)</p> <ul style="list-style-type: none"> • Civil proceedings to apply should payment remain outstanding along with interest. • Application to be submitted in FULL to HR for due diligence on pay, AD to sign to approve, Finance to pay vendor and notify of the date payment will be BACS so employee can advise seller. • Option to transfer loan across the Partnership. <p>(See Appendix A)</p>
3	Employer and Employee Notice Period	<p><u>Current EE Notice SHDC</u> Up to & including SCP 21 1 calendar month</p> <p>Over SCP 22 2 calendar months</p>	<p>Align to BBC (Except Prob Period)</p> <ul style="list-style-type: none"> • *Grade 1-3 = 1mth • Grade 4-5 = 2 mths • Grade 6-9 = 3 mths • AD, Directors/DCX = 4 mths • CEX = 6 mths <p>Probation to align to ELDC one week employer notice, which reduces current provision, but only impacts new employees. This change along with the below proposals to amend Senior management notice provisions are consistent with industry standards and ensures operational resilience.</p> <p>Employee notice period to be equivalent to Employer notice period.</p> <p><i>*Consideration would need to be given to the Council's own grading convention to be equivalent to role level.</i></p> <p>To be amended in Contract template (there is no Policy to share with PDP)</p>
4	Redundancy	SHDC use an actual week's pay but no multiplier.	<p>Align to ELDC who apply a multiplier of 2, using an actual weeks pay – capped at max 60 weeks</p> <p>Single amendment to clause in Policy - Entitlements (see appendix)</p>
5	Pay Protection	<p>2 Years Pay protection</p> <p>3 Years Pay Protection from those who transferred from Breckland who were in shared roles prior to 1 May 21.</p>	<p>Align to ELDC (and Shared Pay Officers)</p> <p>Year 1 = 100%, Year 2 = 100% Year 3 = 50%</p> <p><i>*any continued TUPE protection will still apply if more advantageous</i></p>
6	First Aid Payments	SHDC - £4.33 per month	<p>Align to BBC - £17.43 per month</p> <p>Increase annually in line with NJC awards</p>

			(Paid as a fixed monthly payment - No Policy)
7	Annual Leave	<p>24 days rising to 29 days after 5 years' service. Including service managers. Former Shared Officers (Breckland) – 30 days</p> <p>Assistant Directors 30 days rising to 33 days after 10 years</p>	<p>Align to BBC Standard Entitlement Year 1 - 29 Days Year 2 - 30 Days Year 3+ - 31 Days</p> <p>**Service Mgrs Entitlement to match ELDC (31 Days rising to 34 after 10 years)</p> <p>Assistant Directors to be aligned with Service managers commencing and top entitlement - 31 days rising to 34 days after 10 years.</p> <p><i>**Consideration would need to be given to job titles so that notice is equivalent to role level.</i></p> <p>To be amended in Contracts and Appendix of Time Off Policy only – no change to main body of Policy</p>
8	Mobility Clause	<p>New Contract templates are updated and already aligned when issued for new employees, these set mobility as any location in SELCP partnership. Many employees have older contracts, with varying different mobility clause arrangements.</p> <p>“Your principal place of work will be [insert location and first line of address e.g. Municipal Buildings, Boston; Priory Road, Spalding or Horncastle Hub, Horncastle, Aura Business Centre, Skegness etc], or at such other place of employment in the service of the Council as reasonably required. The address of the Council is given above.</p> <p>Employees may be required to work, either temporarily or permanently, at any other location specified by the Council inclusive of all ‘South & East Lincolnshire Partnership’ locations which are within a reasonable distance (reasonable being determined solely by the Council) as the needs of the business</p>	<p>Change only to older contracts that have varying different mobility clause arrangements – standardised to new wording for all by issuing new contracts.</p> <p>To be amended in Contracts (no Policy Appendix)</p>

		reasonably requires. An employee's usual place of work may be changed on reasonable notice.”	
9	Injury Award Scheme	All 3 Councils are aligned. However, the Councils use slightly different wording so we are proposing we standardise the wording to match the current provision of the Green Book.	No Change

2.2 In order to implement the aligned terms and conditions of employment, there is the need to make revisions / to HR policies at each Council. These will be common policies for all three Councils.

2.3 The cost associated with amendments to these terms and conditions is set out in the implications section of this report.

3. Conclusion

3.1. That to achieve alignment of workforce terms and conditions of employment, adopting the revised suite of HR Policies as appended to the report would be required. This is another positive step in the journey to align terms and conditions of employment Partnership-wide.

Expected Benefits to the Partnership

The alignment of workforce terms and conditions of employment is necessary to support the embedding of the Partnership, particularly as more teams come together in shared Partnership service structures.

Implications

South and East Lincolnshire Councils Partnership

As in ‘Expected Benefits to the Partnership’

Corporate Priorities

This supports our ambition to continually be more Efficient and Effective.

Staffing

PSPS HR are supporting the Head of Paid Service and Assistant Director – Corporate in delivering the consultation and process to bring together terms and conditions of employment.

For staff directly, there will be a move to new terms and conditions of employment, but this should be positive for the workforce.

Workforce Capacity Implications

None

Constitutional and Legal Implications

None arising from this report as Council has previously approved the programme of work and delegated authority to the Head of Paid Service.

PSPS HR, as our Partnership’s HR experts, are supporting this work and will take legal advice where required.

Data Protection

None

Financial

Term	SHDC £ Cost
TOTAL	£ 27,727.60
First Aid Payments	£ 1,257.60
Annual Leave	£ 26,470.00

Risk Management

PSPS HR, as our Partnership's HR experts, are supporting this work and flag to the Head of Paid Service and Assistant Director – Corporate any emerging risks.

Stakeholder / Consultation / Timescales

Consultation will be undertaken with the workforce and Unions if Council agrees to proceed with the changes.

Senior Leadership Team, Portfolio Holders and the Partnership's Stakeholder Board have been consulted.

Reputation

None

Contracts

Revised terms and conditions of employment.

Crime and Disorder

None

Equality and Diversity / Human Rights / Safeguarding

Equality Impact Assessments will be undertaken where a need is identified.

Health and Wellbeing

The revised terms and conditions may have a positive impact on some colleagues' health and wellbeing.

Climate Change and Environmental Implications

None

Acronyms

HR – Human Resources

PSPS – Public Sector Partnership Services Ltd

SELCP – South & East Lincolnshire Partnership

Appendices

Appendices are listed below and attached to the back of the report:

Appendix A	SELCP Vehicle Purchase Assistance Policy
Appendix B	SELCP Redundancy and Redeployment – Extract only
Appendix C	SELCP Time Off Policy – Appendix only

Background Papers

None

Report Approval

Report author:
Signed off by:
Approved for publication:

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