



Report To:	Overview and Scrutiny Committee
Date:	10 th February 2026
Subject:	Terms and Conditions alignment – Next Phase
Purpose:	To consult the Committee on the proposed alignment to policies prior to Full Council
Key Decision:	N/A
Portfolio Holder:	Councillor Dale Broughton, Leader of the Council
Report Of:	James Gilbert, Assistant Director - Corporate
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 the Overview and Scrutiny Committee 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 BBC 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 BBC Policy position	Phase 2 Summary of changes proposed
1	Overtime (worked over FTE hours)	Rate of pay for overtime is time + 33% premium - over 37 hours as well as Sat, Sun and Bank holiday. 50% for Christmas Day and New Years Day	To Align to SHDC/ELDC Monday to Saturday: 1.5 x Sunday and Bank Holiday: 2.0 x
2	Car Loan/Purchase Assistance Policy	Amount of loan - Cars and Motorbikes, Max £10,000.00 Electric bike or cycle - max £1,000.00 (can include safety equip and clothing). Loan deducted from monthly	<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

		<p>salary over period max 3 years for car and motorbikes, 12 months for electric bikes and cycles.</p> <p>cost of loan - 1% above Bank of Eng base rate, min HMRC rate. - subject to change in interest rates.</p>	<p>from the forecourt, therefore apply 80% to new car price. Consider max amount of lending against salary level – max 20% gross monthly salary (ELDC).</p> <ul style="list-style-type: none"> • 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 employment ended (by either party) • 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. (See Appendix A)
3	<p>Employer and Employee Notice Period</p>	<p>Employees within the first month of their probationary period are entitled to give and receive 1 months' notice of termination of employment.</p> <p>G1-3 1 months notice G4-5 2 months notice G6-9+ 3 months notice AD, Directors/DCX 3 months</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>Officers mainly aligned except for Probation notice to change to one weeks' notice. This along with the above proposals to</p>

		notice CEX 3 months Notice	amend Senior management notice provisions are consistent with industry standards and ensures operational resilience. Employee notice period to be equivalent to Employer notice period. <i>*Consideration would need to be given to the Council's own grading convention to be equivalent to role level.</i> To be amended in Contract template (there is no Policy to share with Committee)
4	Redundancy	Calculated by age and Length of service No Multiplier	Align to ELDC Calculated by age and Length of service and Uses a multiplier of x2 Capped at 60 weeks (Appendix B – paragraph 8.9 addition only, no further amends)
5	Pay Protection	BBC – of the difference in pay Year 1 - 75% Year 2 - 50% Year 3 – 25% Year 4 – 0 %	Align to ELDC (and Shared Officers) Year 1 = 100%, Year 2 = 100% Year 3 = 50%.
6	First Aid Payments	BBC - £17.43 per month	No change (Paid as a fixed monthly payment - No Policy)
7	Annual Leave	Standard Entitlement Year 1 – 29 Days Year 2 – 30 Days Year 3+ - 31 Days Assistant Directors 30 days rising to 33 days after 10 years	No change BBC Standard Entitlement Year 1 – 29 Days Year 2 – 30 Days Year 3+ - 31 Days **Service Mgrs Entitlement Align to ELDC (31 Days rising to 34 after 10 years) Assistant Directors to be aligned with Service managers – 31 days rising to 34 days after 10 years. <i>**Consideration would need to be given to job titles so that Annual leave is equivalent to role level.</i>

			To be amended in Contracts and Appendix of Time Off Policy only – no change to main body of Policy (Appendix C)
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.</p> <p>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 reasonably requires. An employee's usual place of work may be changed on reasonable notice.”</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>
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 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.

Implications

South and East Lincolnshire Councils 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.

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	BBC £ Cost
TOTAL	£ 15,991.00
Overtime	£ 15,991.00

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 Environment Impact Assessment

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 Policy (addition only)
Appendix C	SELCP Time Off Policy – Appendix only

Background Papers

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

Chronological History of this Report

A report on this item has not been previously considered by a Council body.

Report Approval

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