



<b>Report To:</b>	Full Council
<b>Date:</b>	Monday 2 <sup>nd</sup> March 2026
<b>Subject:</b>	Terms and Conditions alignment across the South & East Lincolnshire Councils Partnership
<b>Purpose:</b>	To bring forward the proposals for aligning further Terms and Conditions and to agree to commence delivery.
<b>Key Decision:</b>	N/A
<b>Portfolio Holder:</b>	Councillor Dale Broughton, Leader of the Council
<b>Report Of:</b>	James Gilbert, Assistant Director - Corporate
<b>Report Author:</b>	Aileen Whatmore, Head of HR & OD - PSPS Angela Posey, HR Transformation Manager - PSPS
<b>Ward(s) Affected:</b>	N/A
<b>Exempt Report:</b>	No

### Summary

In line with the South & East Lincolnshire Councils Partnership Business Case , 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.

This was also identified as being important in the findings of the Partnership's LGA Peer Review and the Partnership's 2023 joint scrutiny.

The alignment of Terms and Conditions, as far as possible, is an identified action in the 2025/26 Partnership Annual Delivery Plan.

Phase 1 has already been undertaken. To facilitate further 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 necessary if Council approval is confirmed.

## **Recommendations**

1. That Council delegates authority to the Head of Paid Service to lead the employment consultation(s) with the workforce, management and Chief Officers (excluding the Chief Executive); to further revise Terms and Conditions of employment to seek greater alignment across the South & East Lincolnshire Councils Partnership;
2. That Council delegates authority to the Head of Paid Service to implement revised Terms and Conditions (excluding those that impact the Chief Executive), after consultation taking into consideration any changes that arise through consultation from the workforce and unions, provided changes are less than or equal to that approved by Council. This includes approving any new policies and policy updates required for the implementation; and
3. That Council approves an amendment to the Pay Policy Statement 2026/27, if following a period of consultation, the proposed changes are implemented as set out in this report, specifically for Boston Borough Council this will amend the details related to: 'Redundancy and Severance Payments'.

## **Reasons for Recommendations**

- Whilst many Terms and Conditions are now aligned, there remain differences to some Terms and Conditions of employment across the Partnership Councils. With shared officers now in place in several Directorates, development of further aligned Terms and Conditions of employment is required.
- To deliver on the Partnership's Business Case, the Peer Review and scrutiny recommendations and the approved Annual Delivery Plan action.

## **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 those 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, which will conclude the proposed alignment.

## 2. Report

2.1 Phase 1 of aligning Terms and Conditions was implemented in April 2025. Since then, a review of further terms for possible alignment was undertaken and the next phase is set out in this report.

2.2 The table below sets out the Terms and Conditions being proposed to align as part of the remaining phase of this project - Phase 2. 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 visibility and completeness.

Ref	Terms/Policy	Phase 2 Proposals to be consulted	Comments
1	Overtime	Align to ELDC/SHDC Monday to Friday (after 37 hours) and Saturday: x1.5 Sunday and Bank Holidays: x2.0	
2	Vehicle Purchase Policy	<p><b>To align all three policies to create a New S&amp;ELCP Policy. Summary below:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Eligibility – for the purposes of supporting with work duties and commuting to work e.g. not a performance vehicle.</li> <li>• Interest rate to be a minimum of HMRC rate (otherwise is a taxable benefit and submission through P11D processing)</li> <li>• 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).</li> <li>• Loans are not offered to employees within their probation period.</li> <li>• Repayment of loan required by last date of employment if employment ended (by either party)</li> <li>• Civil proceedings to apply should payment remain outstanding along with interest and associated costs.</li> </ul>	<p>Policy includes recovery of 'Associated costs' following feedback from SHDC PDP.</p> <p>(See Appendix A for Full Policy)</p>

		<ul style="list-style-type: none"> <li>• 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 by BACS so employee can advise seller.</li> <li>• Option to transfer loan across Partnership, if employee moves roles.</li> </ul>	
3	Employer and Employee Notice Period	<p>Officers will align to BBC (Except for notice during probation period, this will align to ELDC one week notice, which reduces the current provision, but only impacts new employees).</p> <ul style="list-style-type: none"> <li>• Grade 1-3 = 1mth</li> <li>• Grade 4-5 = 2 mths</li> <li>• Grade 6-9 = 3 mths</li> </ul> <p>Chief Officers, including Chief Executive are currently on aligned contract, but proposal to increase notice provision from 3 months to the following. This is consistent with industry standards and ensures operational resilience.</p> <ul style="list-style-type: none"> <li>• AD, Directors/DCX = 4 mths</li> <li>• CEX = 6 mths</li> </ul> <p>Employee notice period to be equivalent to Employer notice period.</p> <p>Employee notice period to be equivalent to Employer notice period.</p> <p>To be amended in Contract template (there is no Policy to share)</p>	
4	Redundancy	Align to ELDC who apply a multiplier of 2, using actual weeks' pay – capped at max 60 weeks.	Single addition to clause 8 in Redundancy and Redeployment Policy (see appendix B)
5	Pay Protection	Align to ELDC (and Shared Officers Pay Protection) Year 1 = 100%, Year 2 = 100% Year 3 = 50%	
6	First Aid Payments	No Change for BBC as already aligned to best of £17.43 per month Increase annually in line with NJC awards	(Paid as a fixed monthly payment - No Policy)

7	Annual Leave	<p>Align to BBC which for most officer is the best of (except for Service Managers, proposal for Service Managers is to align to ELDC, which is greater)</p> <p>Officers Standard full time Annual leave Entitlement (excluding bank holidays)  Year 1 - 29 Days  Year 2 - 30 Days  Year 3+ - 31 Days</p> <p>Service Managers full time Entitlement (excluding bank holidays) to match ELDC - 31 Days rising to 34 days after 10 years of service.</p> <p>Assistant Directors across the partnership are already aligned, proposal to increase is to align to entitlement of Service Managers (if approved): full time entitlement (excluding bank holiday) 31 days rising to 34 days after 10 years of service.</p>	<p>Time off Policy Appendix was amended to include clarity on entitlement excludes statutory bank holidays following feedback from SHDC PDP.</p> <p>To be amended in Contracts and Appendix for Time Off Policy– no change to main body of Policy</p> <p>(See Appendix C)</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; Priors 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 &amp; 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>Following feedback from SHDC PDP this clause is to address the primary place of work and any requirements to travel. Expenses when travelling are already covered in the contract under the ‘Expenses’ clause, and additionally in the separate Travel and Expenses Policy.</p>
9	Injury Award Scheme	<p>All 3 Councils are aligned in provision. However, the Councils use slightly different wording, so we are proposing we standardise the wording to match the current provision of the Green Book.</p>	<p>No Change</p>

- 2.3 The financial impact of the proposed changes is set out in the 'Financial Implications' section of the report and this has been factored into the 2026/27 budget, so this report creates no additional financial pressure.
- 2.4 If approved by Council, Manager and Union briefings will be undertaken followed by formal consultation with colleagues and Unions for 45 days.
- 2.5 Due to the requirement for consultation when implementing proposed changes to Terms and Conditions, this report seeks Council's approval to delegate the authority to the Head of Paid Service to consult with Trade Unions and employees and take forward the implementation of revised Terms and Conditions, thereafter, having considered consultation feedback.
- 2.6 Whilst it is expected that the proposed revisions to Terms and Conditions will be welcomed by colleagues, given the intention is to align to the 'best of' within the three Councils, it is possible that following a consultation process employees are not prepared to accept the changes and the Councils may then consider its options which could include as last resort dismiss and reengage colleagues. PSPS HR will continue to support and advise senior officers on the options, to mitigate risks with this project.

### **3. Conclusion**

- 3.1. Moving forward with a review of Partnership Terms and Conditions is positive and supports the service review process which is bringing teams and officers together from across the Partnership Councils.

### **Implications**

#### **South and East Lincolnshire Councils Partnership**

Aligned Terms and Conditions of employment were identified for delivery within the Partnership Business Case as it was recognised moving this forward would be important as more teams work together through service reviews.

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

## **Data Protection**

None arising directly from this report.

## **Financial**

<b>Term</b>	<b>BBC £ Cost</b>
<b>TOTAL</b>	<b>£ 15,991.00</b>
<b>Overtime</b>	£ 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**

Manager briefings and Colleague and Trade Union consultation following the agreement by Council to proceed with the proposals.

Senior Leadership Team, Portfolio Holders; the Partnership's Stakeholder Board and Overview & Scrutiny Committee have been consulted.

## **Reputation**

None.

## **Contracts**

Terms and Conditions of Employment.

## **Crime and Disorder**

None.

## **Equality and Diversity / Human Rights / Safeguarding**

Where necessary, Equality Impact Assessments will be undertaken.

## **Health and Wellbeing**

Some of the Terms and Conditions to be aligned will have a positive impact on wellbeing.

## **Climate Change and Environment Impact Assessment**

None.

### **Acronyms**

AD – Assistant Director

CEX – Chief Executive

DCX = Deputy Chief Executive

HR – Human Resources

PSPS – Public Sector Partnership Services Ltd

SELCP – South & East Lincolnshire Councils Partnership

SHDC – South Holland District Council

PDP - Policy Development Panel

ELDC – East Lindsey District Council

### **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**

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**

Report author: Angela Posey, HR Transformation Manager – PSPS  
[Angela.Posey@pspsl.co.uk](mailto:Angela.Posey@pspsl.co.uk)

Signed off by: Rob Barlow, Chief Executive  
[robert.barlow@e-lindsey.gov.uk](mailto:robert.barlow@e-lindsey.gov.uk)

Approved for publication: Councillor Dale Broughton, Leader of the Council  
[dale.broughton@boston.gov.uk](mailto:dale.broughton@boston.gov.uk)