

Item:

18



Report to Partnership Meeting 10 November 2023

PARTNERSHIP

Staff Payroll

PURPOSE OF REPORT

To seek approval from Members to align staff salary scales SCP and grades with Comhairle nan Eilean Siar (CnES) who provide HITRANS HR function.

BACKGROUND

The Business Manager was contacted by The Highland Council (THC) payroll & finance department who provide HITRANS payroll to advise they are in the process of implementing a new payments / payroll / pensions system, and part of this process it is hoped to automate HITRANS payroll within the new system.

HITRANS staff are currently not aligned to any grades or spinal columns and are manually input into the payroll system, with no hierarchy and no grades payroll staff must manually enter basic pay / increments / pay awards into the financial system. Automation into the system would allow increments and pay awards to automatically be awarded to staff payroll and prevent pay awards / increments from being missed, as has recently come to light.

THC have asked that HITRANS align posts with salary points and grades either with their own or with CnES, these would then be set up on the new payroll system. Currently HITRANS employees are generally aligned to a role dependant SCP pay scale provided by HR but they do not always fit exactly the salary and would be the closest SCP to fit. Also, CnES posts are on a three-point scale so HITRANS posts don't always align directly to their grading structure.

After discussions with both THC and CnES, it has been agreed with the HITRANS Director the best way forward and to fit in with the new payroll system would be to align HITRANS with CnES salary scales (CoSLA scales) and grades, as they provide HR services and issue employment contracts.

During these discussions it was noticed that both Partnership Managers were not being paid at the same spinal column and it is recommended that this should be corrected to place both Partnership Managers at (THC) SCP 54. It is also recommended that this be backdated to April 2021.

Financial Implications

There will be a slight overall increase in the staff costs budget if staff payroll changes recommended are implemented. There are 3 staff members currently placed at scale points not available within 3 point scale within CnES grades, these staff would move up to the nearest SCP point and receive incremental progression until they reached the top of their grade.

The rate change per post per hour as proposed is detailed in the table below:

	Current Rate of Pay	Closest SCP	Top of Grade	Difference between current rate of pay and top of grade
Business Manager	£18.65	£18.93	£19.71	£1.06
Active Travel Officer	£19.15	£19.71	£19.71	£0.56
Project Manager - Scottish Islands Passport	£19.47	£19.71	£19.71	£0.24
Projects and Policy Manager	£20.26	£20.86	£21.75	£1.49
Partnership Manager	£30.93	£31.64	£31.64	£0.71

RISK REGISTER

RTS Delivery

Impact – Positive

Policy

Impact – Positive

Financial

Impact – Negative

Comment – There will be an overall increase in salary costs but these will be minimal

Equality

Impact – Neutral.

RECOMMENDATION

Members are asked to:

1. Note the report.
2. Approve the adoption and alignment of HITRANS staff salary scales and grades with Comhairle nan Eilean Siar (CnES)
3. Appendix attached.

Report by: Gillian Morrison
Designation: HR Advisor
Date: 24th October 2023