Report To:	Overview Committee
Date:	20 January 2026
Subject:	Terms and Conditions alignment – Next Phase.
Purpose:	To consult the Committee on the proposed alignment to policies prior to Council.
Key Decision:	N/a
Portfolio Holder:	Lead Councillor Craig Layland, Portfolio Holder
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 the Overview 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 ELDC colleagues as they are already aligned to the proposed term and condition. They have been included in this table for completeness.

2.2 .

Ref	Phase 2 Terms & Conditions	Current ELDC Policy position	Phase 2 Summary of changes proposed
1	**Overtime (worked over FTE hours)**	Over 37 hours - Monday to Saturday: 1.5 x hourly pay Sunday: 2 x hourly pay Bank Holiday: 2 x hourly pay plus a day off in lieu (or triple pay)	No change (In contracts no appendix)
2	**Car Loan/Purchase Assistance Policy**	Max loan for new car - £10597.00 Max loan for used car - 80% of car value to max £8795 No more than 20% of gross monthly pay Length of Loan - 4 years or expected life of car (whichever is shorter) or if age of car no more than 3 years - Max 5 years Interest charged 1.5% per annum on full amount of loan	• 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 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, Assistant Director 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	**Employer and Employee Notice Period**	One week (less than two years' service) One week for each year of cont. service (two years to 12 years' service) 12 weeks (12 weeks cont. service or more)	Align to BBC (Except Prob Period) • *Grade 1-3 = 1mth • Grade 4-5 = 2 mths • Grade 6-9 = 3 mths • AD, Directors/DCX = 4 mths • CEX = 6 mths Probation notice remains at one weeks' notice. This along with the below proposals to amend Senior management notice provisions are consistent with industry standards and ensures operational resilience. Employee notice period to be equivalent to Employer notice period. **Consideration would need to be given to the Council's own grading convention to be equivalent to role level.* To be amended in Contract template (there is no Policy to share with Committee)
4	**Redundancy**	ELDC - calculated by age and length of service and Uses a multiplier of x2 Capped at 60 weeks	No Change
5	**Pay Protection**	Year 1 = 100%, Year 2 = 100% Year 3 = 50%	No Change
6	**First Aid Payments**	ELDC - £10.61 per month	Align to BBC - £17.43 per month Increase annually in line with NJC awards (Paid as a fixed monthly payment - No Policy)

7	**Annual Leave**	Up to SCP 11: 24 days up to 5 years; 29 days 5+ years service; SCP 12-22: 25 days up to 5 yrs; 29 days after 5 yrs; SCP 23-35: 28 days up to 5 years 29 days 5-10 years; 31 days over 10 years. SCP 36-43: 31 Days rising to 34 after 10 years.	Align to BBC Standard Entitlement Year 1 - 29 Days Year 2 - 30 Days Year 3+ - 31 Days **Service Mgrs Entitlement no change (30 Days rising to 33 after 10 years) ***Consideration would need to be given to job titles so that notice is equivalent to role level.* To be amended in Contracts and Appendix of Time Off Policy only – no change to main body of Policy (Appendix B)
8	**Mobility Clause**	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. "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. 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."	Change only to older contracts that have varying different mobility clause arrangements – standardised to new wording for all by issuing new contracts. To be amended in Contracts (no Policy Appendix)
9	**Injury Award Scheme**	All 3 Councils are aligned. However, the Councils use slightly different wording, so we are proposing we standardise the	No Change

		wording to match the current provision of the Green Book.	

2.3 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.

2.4 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 it is necessary to bring forward the proposals in this report. 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	ELDC £ Cost
TOTAL (Exc Allowances)	£ 47,142.72
First Aid Payments	£ 654.72
Annual Leave	£ 46,488.00

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 Time Off Policy – Appendix only

Background Papers
None

Report Approval

Report author:	Angela Posey, HR Transformation Manager - PSPS
Signed off by:	Rob Barlow, Chief Executive / Head of Paid Service
Approved for publication:	Lead Councillor Craig Leyland, Portfolio Holder