

DRAFT of the pay offer the unions would like to receive

- 1) All salary points and allowances will be increased by 10% or £3000, whichever is the greater, with effect from 1 April 2024.
- 2) Standby is when employees are paid to be available to work outside their normal working hours when called upon to do so. Call Out is when an employee on Standby is called upon to physically attend and work at a specific location. Remote Working is when an employee on Standby is called upon to work but can do so remotely. Emergency Call Out is when an employee not on Standby is called upon to work outside their normal working hours rather than planned overtime, whether remotely or from a physical location. Responding to Emergency Callout is entirely voluntary. From 1 April 2024, payments will be as follows:
 - a) The hourly retainer Standby allowance is ...% of the normal hourly rate for Monday to Friday and ...% for weekends and bank holidays, subject to a minimum of the rate that would apply at ... and a maximum of the rate that would apply at ...
 - b) For Remote Working, payment will be for a minimum of 1 hour. The payment rate will be 1.5 times the usual hourly rate Monday to Friday; 1.75 times the usual hourly rate on Saturdays; and 2 times the usual hourly rate on Sundays and Bank Holidays.
 - c) For Call Out, payments are as for Remote Working. The hours paid will include any travel time (from their home) undertaken in the course of the call out. If an employee is called out on Christmas Day, Boxing Day or New Year's Day they will also be given 1 day compensatory time off at a later date, regardless of the hours worked. For other Bank Holidays they will also be given compensatory time off at a later date (up to four hours 0.5 day and more than four hours 1 day).
 - d) Emergency Call Out is treated in the same way as Call Out, but employees will receive the equivalent of 3-hours Call Out pay for the first hour or part of an hour. If the Emergency Call Out lasts more than one hour, then payment for the rest of the time until the employee finishes work (including any travel home) will be at the usual Call Out rate.
 - e) All appropriate expenses incurred in attending the Call Out or Emergency Call Out will be reimbursed as per existing expenses arrangements, including the use of the employee's own car if necessary. If employees are using their own car they must ensure that their vehicle is insured for business use with their insurance provider, any additional cost will be reimbursed on receipt of evidence;
 - f) As an alternative to payment, the employee may request time off in lieu rather than payment, if this is agreed prior to the event.
 - g) Payments for Standby, Overtime, Remote Working, Call Out and Emergency Call Out are pensionable.
 - h) A Called Out employee is responsible for handling the 'emergency' and will be giving advice and support before and during the travel to the specified location. As a result, employees will be entitled to tax relief during travel. Employees must ensure that they utilise suitable equipment when traveling, to ensure if making calls when driving that they are 'hands free'.

- i) Managers may not contact employees outside their normal working hours for Emergency Call Out unless they have given their prior consent, which is entirely voluntary and can be withdrawn at any time. If an employee is contacted for Emergency Call Out but declines to work, they must not be contacted for that purpose again that day.
 - j) In line with the Working Time Regulations, employees should have at least 11 hours uninterrupted rest between working days, and either 24 hours uninterrupted rest per week or 48 hours uninterrupted rest per fortnight. Managers must take this into account when planning Standby rotas. Where being called upon to work interrupts a one of these minimum statutory rest periods, they must be given compensatory rest as soon as practicable, with no loss of pay. *For example, if an employee's usual hours are 9am-5pm and they are on Standby overnight and called out for two hours from 3am to 5am, that interrupts their 11-hour rest period. They should then start work at 11am instead of 9am.*
- 3) The minimum rate of pay will be at least £14 an hour from 1 April 2024 and £15 an hour from 1 April 2025. Points below this rate or the Foundation Living Wage will not be used.
- 4) The following will be applied to parental leave provisions from 1 April 2024 and the employers will consult the unions to update their policies accordingly:
- a. For those with at least 26 weeks' service, maternity and adoption leave will provide 26 weeks at full pay; 13 weeks at the higher of 90% of pay or SMP; and 13 weeks without pay.
 - b. For those with less than 26 weeks' service, maternity and adoption leave will provide 6 weeks at full pay.
 - c. Two weeks' paternity leave will be on full pay.
 - d. Shared Parental Leave will be paid at the same rate as maternity leave.
 - e. Where a birth parent dies in childbirth or soon afterwards, the entire balance of their remaining paternity or shared parental leave will be available to the surviving parent, irrespective of length of service.
 - f. Surrogate parents are entitled to adoption leave.
 - g. An employee fostering to adopt a child can choose to start their adoption or paternity leave when the placement is made or when the child is matched with them for adoption.
 - h. Employees going through the adoption process can have five paid days leave per year to attend preparatory appointments.
 - i. Employees who are going through fertility treatment can have five paid days leave per year to attend appointments.
 - j. Employees can have paid time off to accompany their partner at two antenatal appointments or pre-adoption appointments.
 - k. Sickness absence related to miscarriage will be treated as pregnancy-related sickness.
 - l. In the event of pregnancy loss within the first 24 weeks of pregnancy, the baseline entitlement will be up to 10 days paid leave for the pregnant person and up to 5 days for the partner.
- 5) The standard working week will be reduced to 36 hours with no loss of pay from 1 April 2025.
- 6) The employers currently vary in what pay gap information they publish. The employers will publish their gender, ethnicity and disability pay gaps on an annual basis from 1 April

2025. The employers will work with the unions to improve data completeness and accuracy, to understand the causes of pay gaps, and to take action to close them.

- 7) WMCA and WYCA are already accredited Living Wage Foundation employers. TfGM already pay the Living Wage to employees and require subcontractors to do so when contracts come up for renewal. TfGM will secure Living Wage Foundation accreditation by 1 April 2025.