

[Name] –

[Address] –

[Reference]

Date 19 February 2013

Dear

Increment Freeze: Important Notice

I am writing to everyone who has not yet accepted the Council's formal offer of new terms and conditions of employment as part of the Council's strategic approach to managing the budget and reducing employment costs. If you have recently signed and returned the acceptance form attached to my previous letters dated 7 January 2013 and 11 February 2013 it may have "crossed in the post" with this letter to you. If that is the case then please disregard this letter and I apologise for troubling you with this.

Background and consultation

In my previous letter to you I set out the reasons why we need to make changes to your terms and conditions of employment as part of our strategic approach to making the budget savings required by Central Government, whilst minimising the impact on services and the number of redundancies required.

Our approach has always been to seek to introduce these changes by agreement and voluntary acceptance but we need to ensure that we do deliver the approximate £5 million saving we have identified for these measures.

We have consulted extensively with the recognised trade unions in an attempt to reach a collective agreement, however this has not been possible. As a consequence, in order to implement our proposals and achieve the associated savings, we wrote to you on 7 January 2013 and 11 February 2013 offering you the opportunity to accept a variation and to seek your agreement to the changes as an individual employee. We have communicated clearly with you and offered you the opportunity to discuss the changes. We have also made clear the consequences of not accepting the new terms and conditions offered. Despite this, you have not returned your acceptance of the new terms and conditions.

Notice of dismissal

As you have not accepted the offer of variation to your terms and conditions, with regret, the Council is now serving you with formal notice of termination of your employment on your current terms and conditions of employment. Your employment will come to an end on 31 March 2013.

In spite of this we do not want this change to lead to our employees leaving the Council's employment, as we have explained to you previously, the Council is committed to safeguarding the employment of as many employees as possible throughout this difficult time. Accordingly, the Council is offering to continue to employ you on the revised terms and conditions that will come in to effect from 1 April 2013 and we are therefore giving you one final

opportunity to accept the new terms and conditions. If you accept the Council's offer your continuity of service will be preserved. For the avoidance of doubt, you will not have to apply for your own job and we will withdraw the notice of termination of your contract. The details of the change to your terms and conditions of employment have been explained to you previously and are set out below

Removal of right to pay increments

If you are on a pay grade, rather than a fixed hourly or weekly wage, then you will normally progress automatically by one Spinal Column Point (SCP) within your pay grade each year. Your salary would normally progress by one SCP until you reach the top of your grade. The increase in salary associated with this is commonly referred to as an 'incremental pay increase'. The progression in SCP and associated salary increase normally takes effect in April each year. By accepting this offer of new terms and conditions you will agree that you have no contractual (or other) right to automatically progress by any SCP within your pay grade, and that you shall not therefore receive, any pay rise as a result of incremental progression for one year, between 1 April 2013 and 31 March 2014. You are therefore agreeing that between 1 April 2013 and 31 March 2014 your current pay grade and the SCP relating to your current role will remain the same.

This variation will not affect any entitlement that you may have to any additional pay award which is determined each year by your national negotiating body.

Further details of the offer of the revised terms are set out in the enclosed supplementary information and together with this letter and your current statement of particulars this will form your contract of employment from 1 April 2013. To be clear, this variation supersedes and nullifies any other term relating to automatic incremental progression and/or any associated pay increases. All other terms and conditions set out in your existing statement of particulars remain unaffected.

If you have more than one job with the Council

You will receive a separate notice of dismissal for each job you hold with the Council which is affected by the variation.

How to accept the new terms and conditions

If you wish to accept the new terms and conditions and secure your continued employment, you must sign and return the enclosed acceptance form in the pre-paid envelope provided.

You should return the acceptance form as soon as possible and no later than **18 March 2013**. If you accept the new terms and conditions of employment then your current terms and conditions will come to an end on 31 March 2013 and new ones take effect on 1 April 2013. You should ensure that you retain this letter with your current statement of particulars as these documents set out the position relating to incremental pay increases between 1 April 2013 and 31 March 2014.

If you **do accept** the offer by 18 March 2013 we will agree with you to immediately withdraw the notice to terminate your contract and your employment will continue on the new terms and conditions which will be effective from 1 April 2013.

Implications if you do not accept the new terms and conditions

In view of the fact that you are now under formal notice of dismissal it is important that you clearly understand the implications of this. The Council hopes that you will agree to continue working beyond 31 March 2013 on the new terms and conditions outlined in this letter and in previous correspondence dated 7 January 2013 and 11 February 2013. If you **do not accept** the new terms and conditions by this date, then **your employment with the Council will end and pay cease on 31 March 2013.**

For the period from the date of this letter until 31 March 2013 you will be working your notice. The Council will then, if necessary, make a payment in lieu of the balance of any notice entitlement that you have which extends beyond 31 March 2013 (if any). You will receive a payment in respect of any outstanding entitlement (if any) due to you subject to normal statutory deductions including tax and national insurance. You will not however be entitled to any other termination payment or severance payment.

If you do not accept the Council's offer of employment on new terms and conditions in writing, you will be deemed to be rejecting the offer of new terms and conditions and your employment will end on 31 March 2013.

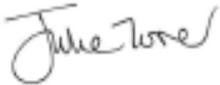
You need to be sure of the consequences of not accepting the new terms and conditions on your position with the Council. We would therefore urge you to consider this final offer very carefully. If you are unsure of the effect of this letter or the consequences of not accepting the revised terms and conditions you should discuss this with your line manager or make contact with HR Connect immediately by telephone on 0114 2037779 or by email at scincrementqueries@capita.co.uk.

Appeals

Finally, in the event that you do not accept this offer you have the right to appeal against this decision to terminate your contract of employment. If you wish to do so please submit your appeal in writing to Julie Toner, Director of Human Resources by no later than 31 March 2013 specifying the grounds of your appeal. The Council will then consider your written application and will respond.

If you decide that you are not able to accept this offer, then I would like to take this opportunity to thank you for your hard work and to wish you the best in your future endeavours, it is however our firm wish that you will accept the revised terms and conditions.

Yours sincerely

A handwritten signature in cursive script that reads "Julie Toner".

Julie Toner
Director of Human Resources

This document can be supplied in alternative formats. Please contact:

HR Connect
Telephone on 0114 20 37779
Email at sccincrementqueries@capita.co.uk

SUPPLEMENTARY INFORMATION – TO BE READ IN CONJUNCTION WITH FULL STATEMENT OF PARTICULARS*

Personal Information

Name	
Employee number	
National insurance number	

Post Information

Job title	
Post number	

Grade and Pay Information

Grade		
Grade range – SCP		
Grade range (based on fulltime)	£	
SCP as at 1 April 2013		
	Actual £	FTE £
Basic pay		

* Statement of particulars previously received.

ACCEPTANCE FORM

(DISMISSAL AND RE-ENGAGEMENT)

SHEFFIELD CITY COUNCIL

Name:

Address:

Reference:

I have read and understood the letters sent to me dated 7 January 2013 and 11 February 2013, together with the letter attached to this acceptance, dated 19 February 2013 and the enclosed supplementary information form (collectively the 'Offer Letter').

I confirm that I agree to accept the variation as set out in the Offer Letter. For the avoidance of doubt, I agree and accept that for the period 1 April 2013 to 31 March 2014:

1. I shall not have any contractual (or other) entitlement to automatic progression by and Spinal Column Point (SCP) on an annual basis and accordingly, my SCP will not increase on this basis; and
2. I shall not have any contractual (or other) entitlement to receive any salary increases that are associated with progressing by a SCP (commonly referred to as an 'incremental pay rise') and accordingly I shall not receive any such increase in my salary.

I understand that for the period 1 April 2013 to 31 March 2014 this letter shall vary my terms and condition of employment in respect of my entitlement to an incremental pay rise and incremental progression. I further understand and accept that this variation shall supersede and nullify any previous agreements between me (or my trade unions on my behalf) and the Council in relation to my entitlement (if any) to receive an incremental pay rise and/or incremental progression for the above period, which shall cease to apply.

I understand that the notice of termination of my employment which was set out in the letter dated 19 February 2013 is hereby rescinded with immediate effect and that, by accepting this offer, my continuity of employment shall not be affected.

Signature

Print name

Date.....

Please sign and return in the enclosed freepost envelope by no later than

18 March 2013, to

Budget Review
Corporate Mail Facility
Freepost NEA5527
Town Hall
Sheffield
S1 2ZZ