

## Terms and Conditions for the Annual Additional Payment 2024-25

### Criteria

Beginning in April 2024 an 'additional annual payment' will be paid to colleagues in either of the two qualifying posts:

1. Adult Services Social Worker (G Grade)
2. Adult Services Senior Social Worker (H Grade)

The amount paid to the qualifying posts is as follows:

1. Social Worker (G Grade) - £3,000 per annum
  2. Senior Social Worker (H Grade) £4,000 per annum
- To be eligible for this payment, all colleagues in a qualifying role must be on a permanent Milton Keynes City Council contract and meet the qualifying criteria to receive payment.
  - Colleagues must be employed in one of the above qualifying posts as of the 31 March to receive payment as part of their April pay (last working day of the month).

### Payment Details

- The payment will be calculated according to the contracted hours of each qualifying month.
- This payment will be pro rata for part-time colleagues.
- This payment will be pro rata for colleagues who do not have a years' service in a qualifying post at the point of payment. The pro rata payment will be based on each full completed month of employment. Where first Monday of month is 2<sup>nd</sup> or 3<sup>rd</sup> service from that date will count as a complete month of service for payment purposes.
- Qualifying colleagues who move from Grade G to Grade H qualifying posts during the year will receive a pro rata payment at the two levels of additional annual payment e.g., 5 months pro rata at £3,000 and 7 months pro rata and £4,000.
- Colleagues who were in a qualifying post, during the year but are promoted to either a Deputy Team Manager or AMHP Social Worker post within Adult Services will receive a pro rated for their time in a qualifying role.
- Colleagues with a live formal Performance Improvement Plan, or live formal written warning(s) for either misconduct or performance at the 31 March will be ineligible for this payment.
- Colleagues in multiple qualifying posts are eligible for multiple payments subject to the qualifying criteria. The total payment cannot exceed a fulltime equivalent payment of 37 hours.

### Further Details

- The additional annual payment will be subject to tax and NI contributions and is pensionable.
- The additional annual payment is non contractual and does not represent any change to existing terms and conditions and does not form part of your contract of employment.

- The additional annual payment is reviewed in line with all market supplements paid by Milton Keynes City Council on a two yearly basis through its Joint Negotiation Committee.
- The payment of the Additional Annual Payment is discretionary.
- Repayment of the Additional Annual Payment will be required for any colleagues who have either incorrectly received the payment or an incorrect amount. This may be deducted from your final salary payment.
- Qualifying colleagues who receive payment must remain employed in a qualifying post for the following 3 month period (April to June) with the exception of a promotion to a Deputy Team Manager or AMHP social worker post within Adult Services at Milton Keynes City Council to avoid requiring to repay 30% of the payment received. The payment will be deducted during the notice period or in the final salary payment.
- There is no right to appeal the payment or non-payment of the additional annual payment.
- Should receipt of the additional annual payment represent a particular challenge for individuals (for example those in receipt of universal credit) they must notify their line manager before the 31 March that they do not wish to receive the payment.

### **Review Process**

The Director of Adult Services utilising relevant market data will review the adequacy of the supplement prior to the expiry of current approval normally every two years and decide whether to seek continuation of the payment. The Director of Adult Services will arrange to notify all relevant staff of the council's decision, in writing, at least three months prior to any change being affected.