

Terms and Conditions for the Additional Payments 2026 - 2028

Criteria

Beginning in October 2026 'additional payments' will be paid to colleagues in either of the two qualifying posts:

1. Adult Services Social Worker (G2 – G4 Grade)
2. Adult Services Senior Social Worker (H1 – H4 Grade)

The amount paid to the qualifying posts is as follows:

1. Social Worker (G Grade) - £3,000 per annum - £1,500 twice yearly payment (pro-rata)
2. Senior Social Worker (H Grade) £4,000 per annum - £2000 twice yearly payment (pro-rata)

Newly Qualified Social Workers are not eligible for the payment.

- To be eligible for this payment, all colleagues in a qualifying role must be an 'employee' on a Milton Keynes City Council contract and meet the qualifying criteria to receive payment.
- Colleagues must be employed during the six-month qualifying periods i.e., 1st April to 30th September and 1st October to 31st March when entitlement is assessed. There will be no pro rata arrangements for those not employed on 30th September or 31st March.

Payment Details

- The additional payment will be treated as a non-consolidated allowance and not integrated into basic pay.
- The is payable in October (over the period 1 April till 30 September) and April (over the period 1 October till 31 March)
- Paid pro rata to colleagues commencing employment during the year. Only complete months qualify. If you start after the 1st working day of the month then that month will not qualify for the additional payment to be paid. Where the first Monday of month is 2nd or 3rd, service from that date will count as a complete month of service for payment purposes.
- This payment will be pro rata for part-time colleagues.
- Paid retrospectively in two equal instalments of a maximum of £1500/£2000 (pro rata for part time employees) at the end of October and April.
- Qualifying colleagues who move from Grade G to Grade H qualifying posts during the year or 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 rata payment 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 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.
- During periods of Maternity or Adoption leave the full value of the additional payment will be payable, but subject to the pro rata payment arrangements.
- Only payable to those still employed at the end of the qualifying periods as outlined above.

Further Details

- The additional payments will be subject to tax and NI contributions and is pensionable.
- The additional payments are non-contractual and do not represent any change to existing terms and conditions and does not form part of your contract of employment.
- The additional payments are 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 payments is discretionary.
- Repayment of the additional 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.
- There is no right to appeal the payment or non-payment of the additional payment.
- Should receipt of the additional payment represent a particular challenge for individuals (for example those in receipt of universal credit) they must notify their line manager before the payroll cut-off date of the relevant payment month.

Manager Responsibilities

Heads of Service/Team Managers have responsibility for:

- Notifying HR/Payroll immediately if the additional payment ceases to become payable i.e., they have handed in their notice and will not be employed when the additional payment is due or disciplinary action has been taken, allegations upheld, and penalties are in force against them.
- Team Managers should regularly check their establishments, ensuring colleagues are on the correct pay points and job titles are correct. Mistakes result in under or over payments.
- Managers who repeatedly fail to observe their responsibilities may face disciplinary action.

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.