

**Personnel Panel – 5 May 2010****PROGRESS TOWARDS SINGLE STATUS****Report of the Personnel Manager**

**Statutory Powers:** Local Government Act 1972 (as amended) and Local Government Act 2000

**Financial Implications:** Single Status has been a significant project for the Council. The Council has set aside £1.05M to meet the implementation costs, and have provided a further sum of £300,000 pa to meet any potential increase in the wage bill, This includes consideration paid to Tone Leisure to amend the Business Transfer Agreement and salary costs arising from the Interim Pay and Grading review conducted in December 2009.

**Purpose**

- To update Personnel Panel on progress made on Single Status.

**RECOMMENDATION**

1. That the Panel note:-
  - (a) the implementation of a range of HR policies;
  - (b) the progress made towards reaching a Collective Agreement with the trade unions to bring about changes in the terms and conditions of employment with regard to Annual Leave and Travel & Subsistence; and
  - (c) the progress made towards the removal of bonus payments payable to sections of the workforce and the implementation of a range of allowances. and
2. That the Panel approve the decision to suspend the Single Status Single Table negotiating forum and the reversion to the Management and Trade Union Forum for such negotiations in future.

**1.0 Background**

- 1.1 The 1997 National Agreement on Pay and Conditions (the Single Status Agreement) requires that all local authorities undertake a review of their local pay and grading structures.
- 1.2 In May 2006, The Council signed a local Implementation Agreement with the recognised trade unions that outlined its approach to its single status obligations, including:

- The implementation of a range of new HR policies
- A commitment to remove Bonus payments that are only payable to part of the workforce

## **2.0 Single Status progress to date**

- 2.1 On 16 July 2009, the Executive accepted a recommendation from the Personnel Panel that no further progress on a revised pay and grading structure could be made at the current time.
- 2.2 Notwithstanding the decision of the Executive, the Personnel Panel asked officers to reach agreement with the trade unions on the remaining facets of the local Implementation Agreement.

## **3.0 Progress to date**

- 3.1 Following consultation, the trade unions have secured the support of their members for the implementation of a number of HR policies, a new Annual Leave policy and a revised Travel & Subsistence policy.

The following HR policies have been implemented with immediate effect:

- Job Share
- Learning & Development
- Career Break
- Flexible Working.

- 3.2 As the Annual Leave and Travel & Subsistence policies involve changes in the contractual terms and conditions of employment, it is necessary to reach a Collective Agreement with the trade unions to implement. A draft Collective Agreement is currently with the trade unions for their consideration. It is anticipated that the Collective Agreement will be signed within the next few weeks.
- 3.3 The new Annual Leave policy provides a harmonised annual leave entitlement for all officers, irrespective of grade. The new Travel & Subsistence policy introduces qualifying criteria to determine whether an officer is designated an essential car user and limits the lump sum allowance payable to the middle band set by the National Joint Council.
- 3.4 Proposals for the removal of the bonus payments currently payable to a section of the workforce and the introduction of a range of allowances have been agreed in principle with the trade unions. The Single Table has now sent the issue back to the Management and Trade Union Forum to conclude negotiations and reach a Collective Agreement to implement the proposed changes.

- 3.5 After 33 meetings over 5 years, it was agreed with the trade unions that the Single Status Single Table should be suspended. The Management and Trade Union Forum will decide on the relevant bargaining forum to negotiate on issues relating to pay and grading when circumstances allow the matter to be revisited in the future.

### **Risk Assessment**

The following are the significant risks and opportunities identified:

<b>Risk</b>	<b>Mitigation</b>
The current bonus payments represent a risk to claims brought under the Equal Pay Act 1970 as they are potentially discriminatory on the grounds of gender.	The negotiated removal of the bonus payments and introduction of allowances payable to all staff (where applicable) will reduce the risk of equal pay litigation by removing the potentially discriminatory practice.

Andy Wilson  
Personnel Manager

Personnel Panel  
5 May 2010

Jan Montague  
Head of Human Resources

### **Background Papers:**

Documents and correspondence held on the Human Resources and other services' files are exempt from public inspection on the grounds that they contain information relating to consultations and negotiations over labour relations within the terms of paragraph 4 of Schedule 12A to the Local Government Act 1972.