

SOUTH HAMS DISTRICT COUNCIL
FINAL DRAFT IMPLEMENTATION AGREEMENT
SINGLE STATUS

REVIEW OF PAY, GRADING AND TERMS AND CONDITIONS OF EMPLOYMENT

1. Purpose

- 1.1 The purpose of this Implementation Agreement is to outline how South Hams District Council will review its pay and grading arrangements and terms and conditions of employment in partnership with its recognised trade unions.

2. Scope

- 2.1 This agreement covers all those employed under the provisions of the National Joint Council for Local Government Services as amended locally. e.g. Leisure Services
- 2.2 This agreement does not apply to those employed under the provisions of the Joint Negotiating Committees' for Chief Executives or Chief Officers. Equally this agreement does not apply to those employed under the provisions of the Joint Negotiating Committee for Local Craft and Associated Employees.
- 2.3 It is not the intention that paragraph 2.2 should prevent consideration being given to incorporating those employed under any other national negotiating body during the review if considered appropriate, subject to formal discussions with the trade unions.

3. Background

- 3.1 The 1997 National Agreement on Pay and Conditions (commonly referred to as the 'Single Status Agreement') requires that all Councils undertake a review of their local pay and grading structures.
- 3.2 The principal requirements of the 1997 agreement were restated in the 2004 Implementation Agreement. The 2004 agreement requires that all Councils' undertake a local pay and grading review based on an implementation date of 31st March 2007.

3.3 Consultation with trade unions should include consideration of the following principal issues:

- Proposals for the development and introduction of a new pay and grading structure including grade progression;
- The approach to determining the relative size of jobs;
- A review of other pay issues including for example, premium rates, bonus and any other performance based payments;
- An Appeals Process
- Pay Protection arrangements

3.4 The 2004 Implementation Agreement requires that Councils set out any costs savings or productivity requirements that it considers necessary to offset implementation costs as well as the resources required to undertake the review. The Council equally recognises the need to identify potential funding to meet any costs arising from the implementation of the review.

3.5 The agreement also requires that proposals take account of the overall requirement to promote service improvement and promote better work-life balance.

4. Working Arrangements and Guiding Principles

Joint Working

4.1 To achieve the objectives of the review, it is essential that the project is undertaken through an effective partnership with the Trade Unions. It is therefore recognised that this is a joint project. The Council and the Trade Unions will share information openly to ensure that the overall process is fair and transparent.

4.2 The review is placed under the overall control of a joint Single Status Single Table Meeting. This will comprise of representatives from management and the trade unions. The Terms of Reference of this group were agreed at its first meeting on 29th June 2005 and a copy is attached as Appendix 1.

Decision Making

4.3 As required, key decisions will be subject to confirmation by the Personnel Panel and the Executive or full Council as appropriate. The Trade Unions will also refer key decisions to their members.

4.4 Proposals will be formulated and subject to consultation and negotiation where appropriate via the Single Status Single Table Meeting.

Communications

- 4.5 It is essential that all employees, their managers and Councillors are kept fully informed of the purpose of the review, the progress made towards achieving those objectives and the implications for them individually.
- 4.6 A variety of communication methods will be used from time to time as appropriate. This will include the publication of a regular Newsletter, the provision of Drop-In Sessions and the use of the Council's intranet.
- 4.7 As far as practical, all communications will be developed and conducted jointly. However, this will not prevent either the Council or Trade Unions providing further information to its employees or members.

Equality

- 4.8 A key objective to be achieved through the successful conclusion of the project is that the Council's pay and grading structure ensures equal pay for work of equal value.
- 4.9 The relative position of jobs will be determined using the Greater London Provincial Council Job Evaluation Scheme. It is agreed that this scheme satisfies the criteria set by the Equal Opportunities Commission for job evaluation schemes.
- 4.10 During the course of the review and prior to the implementation date, any proposal in respect of changes to terms and conditions of employment will be subject to an equality impact assessment to ensure that proposals treat employees equitably.
- 4.11 A system for undertaking regular equal pay audits will be established. This will ensure that the Council's Pay and Grading structure is effectively maintained and continues to ensure equal pay for work of equal value.

Effective Date

- 4.12 In accordance with the national Implementation Agreement, the effective implementation date will be 31st March 2007 unless agreed otherwise.
- 4.13 Where policies and procedures are to be introduced before 31st March 2007, this will be subject to the usual consultation and negotiation arrangements between the Council and Trade Unions.
- 4.14 It is the intention to conclude a Collective Agreement based on a final package of proposals including a new pay and grading structure, terms and conditions of employment and employment policies and procedures prior to 31st March 2007.

5. Main Proposals

5.1 The remainder of this Implementation Agreement is divided into three principal components.

- Part A Job Evaluation
- Part B Pay and Grading
- Part C Human Resources Policies and Procedures

Part A – Job Evaluation

Choice of Scheme

5.2 As agreed by the Single Status Single Table Meeting, the Greater London Provincial Council Job Evaluation Scheme will be used to conduct the Job Evaluation exercise. Advice and guidance required during the Benchmarking Stage and full pay and grading review will be provided by the South West Provincial Employers organisation.

Benchmarking

5.3 The Council will undertake a detailed benchmarking process based on a representative sample of posts from across the Council. The selection of posts is based on criteria advised by the National Joint Council and includes post from every service area, current grade and is representative of former manual and APT&C posts, gender and bonus and non-bonus earners.

5.4 Following the conclusion of the Benchmarking process the detailed processes and procedures to be followed during the rest of the job evaluation exercise will be confirmed. Appendix 2 to this agreement outlines the draft proposal to be followed during the full review and those elements that apply where relevant during the Benchmarking stage.

Part B – Pay and Grading

5.5 Having established a rank order of posts based on the use of the Greater London Provincial Council job evaluation scheme, it will be for the Council to develop and propose a new pay and grading structure for implementation from the agreed implementation date.

5.6 The proposed pay and grading structure will take into account the need for the Council to be able to recruit, retain and motivate employees, its affordability and the requirement to ensure equal pay for work of equal value.

- 5.7 The pay and grading structure that arises as a result of this review will supersede the existing arrangements and will apply to all employees covered by the final Collective Agreement.
- 5.8 The development of a new Pay and Grading Structure will be based on the national pay spine as amended locally. Proposals will also take into account the requirements of the 2004 Implementation Agreement and address such issues as individual progression within any grade applied to a post.
- 5.9 It is also the intention that the revised Pay and Grading structure will not include Bonus Schemes such as those that exist at present.

Pay Protection

- 5.10 It is proposed that where required, pay protection will be applied on the following basis subject to the final Collective Agreement.
- From 1st April 2007 to 31st March 2010; salary frozen at the level as applicable at 1st April 2007
 - Any outstanding increments that may have been awarded under the superseded pay and grading structure will not be protected and therefore will not be applied
 - Any cost of living increase for 2008/09 and 2009/10 will not be applied
 - Protected salaries will be frozen until 31st March 2010 when the employee will be paid in accordance with the appropriate point of the new grade unless the frozen salary figure reaches this point before the end of the protection period
 - Where staff operate under a Bonus Scheme, the actual Bonus earned during 2006/07 will be protected for three years ie until 31st March 2010. Sickness absence will not count for these purposes unless the absence is covered by a medical certificate.

Market Forces Supplement

- 5.11 If following the Pay and Grading Review a post can't be filled following external advert because that salary is below the 'market rate', the Council may apply a market supplement based on an agreed protocol as discussed by the Single Status Single Table Meeting.

Part C – Human Resources Policies and Procedures

- 5.12 As part of the overall Single Status review, the Council has formulated in consultation with the trade unions, revised Human Resources policies and procedures reflecting the requirements of the 2004 national Implementation Agreement. This particularly refers to the requirement to create service improvements and improve work-life balance. Policies have been developed that support these requirements.
- 5.13 A schedule of current policy proposals and developments is attached as Appendix 3. It is the intention that all new policies, procedures and terms and conditions will come into effect on 1st April 2007 unless agreed otherwise. The proposed policies and procedures referred to in Appendix 3 are ‘final drafts’ and it is intended that they will be incorporated into new terms and conditions of employment as part of the final Collective Agreement.
- 5.14 The new policies, procedures and terms and conditions will supersede existing policies where relevant and will apply to all employees unless indicated otherwise within the scope of the policy, procedure or terms and conditions.
- 5.15 Policies and procedures will be subject to a regular review to ensure that they remain relevant, are compliant with legislation and regulations and are appropriate and affordable.

6. Schedule of Appendices

- 6.1 The following is a list of appendices forming part of this agreement as outlined.

Appendix 1	Single Table Meeting Terms of Reference as agreed on 29 th June 2005
Appendix 2	Draft Job Evaluation Processes and Guiding Principles
Appendix 3	Current schedule of proposed Human Resources policies and procedures
Appendix 4	Draft Appeals Procedure for application as part of the full pay and grading review
Appendix 5	Draft Market Force Supplement Protocol