
SINGLE STATUS FRAMEWORK AGREEMENT

Report of the Corporate Director of Resources

1. Purpose of Report

- 1.1 To present the Councils Single Status Agreement for Cabinet approval as a consultation proposal, subject to the successful conclusion of current negotiations between Council officers and the Trade Unions. Cabinet to note the proposed changes to the terms and conditions of employment that arise and that will need agreement of the Employees Committee following the planned period of consultation.

2. Recommendations

- 2.1 Cabinet to approve for consultation the proposals for the Single Status Framework Agreement and the implementation thereof, subject to outstanding details being approved by the Corporate Director of Resources in consultation with Leader.
- 2.2 Approve the financing of the agreement and the implementation as set out in the Financial Implications and agree to increase the budget of Regeneration and Culture by £0.1m per annum to meet the costs of harmonising the terms and conditions of former DSO staff.
- 2.3 Recommend the changes to employees' terms and conditions to the Employees Committee subject to the outcome of the formal consultation process.
- 2.4 Delegate authority to the Chief Finance Officer to adjust departmental budgets to reflect the costs of the agreement as described in paragraph 7.1
- 2.5 Delegate authority to the Corporate Director of Resources, in consultation with the Leader, to determine the maximum available budget for administering the agreement and the equal pay settlement (not to exceed £0.7m).

3. Background

- 3.1 The national Single Status Agreement of 1997 created a new single set of terms and conditions for employees that were previously covered by separate "Manual Workers Conditions" (White Book) and "Administration Processional and Technical Employee Conditions" (Purple Book). The national agreement required each individual local authority to agree how the new national agreement should apply at a local level. One

of the most significant areas requiring local agreement was a new “single status” pay and grading structure.

3.2 The new agreement has the following features and potential benefits:

- To support new ways of working and help to develop high quality services.
- To support a well paid, trained and motivated workforce and improve the recruitment, retention and development of employees.
- To support the councils policies in equality and diversity.
- To provide a single structure that is easily understandable and easy to administer.
- To support open and participative relations with the recognised Trade Unions signatory to this agreement and employees.

3.3 Cabinet previously set a mandate for the implementation of a new single status pay and grading structure. This can be summarised as follows:

- A new pay and grading structure based on the Greater London Job Evaluation scheme.
- Implementation by joint agreement with the Trade Unions as far as that is practically possible within the terms of the overall project mandate.
- An effective date of implementation up to April 2008.
- Funding from approved budgets including project management and implementation costs.

3.4 The development of the new pay and grading structure has involved the evaluation of over 2,000 individual jobs covering about 12,000 employees. The Trade Unions have been actively involved and engaged in the process. More recently detailed negotiations have been held with the Trade Unions on a new Single Status Framework Agreement, which includes a new pay and grading structure.

4. Main Features of the Single Status Agreement

4.1 This is provided confidentially to Members (Part B supplementary information) as it is still under negotiation. The agreement covers substantial areas of change to over 12,000 Council employees terms and conditions of employment, including assimilation to a new pay and grading structure, consolidation of bonus, standard working hours, pay and allowances and new application of and new arrangements for the application of market based pay supplements. Cabinet should note that the version of the agreement provided to Members has been subject to detailed negotiations with the Joint Trade Unions (GMB, T&G, Unison). Negotiations have been productive and achieved a great deal of progress. All the main issues have been resolved, with further work needed to resolve some detailed issues.

Cabinet are therefore being asked to support the proposed agreement to be presented for staff consultation subject to any remaining issues being approved by the Corporate Director of Resources in consultation with the Leader. The changes to the

terms and conditions of employment will need to be agreed by the Council's Employees Committee following the consultation.

5. The New Pay & Grading Structure

- 5.1 A key part of the Single Status agreement is a new 9 band pay and grading structure (supplied confidentially to Members).
- 5.2 This new pay and grading structure has been designed to fit the mandate approved by Cabinet. It will apply to over 12,000 council employees. It includes a number of Development Zones designed to help promote training and career development improve employee retention and facilitate a culture of lifelong learning across the workforce.
- 5.3 The new pay and grading structure will remove nearly all of the 400 market increments that currently apply to Council jobs. New corporate arrangements for the future application of a much smaller number of market increments have been agreed as part of the negotiations. This involves a transparent process for presenting a business case and market evidence.
- 5.4 A major exercise to harmonize and rationalise the various allowances for overtime, shift working is part of the agreement. This will help to improve efficiency of processing pay across the Council.
- 5.5 Bonus scheme in Parks, Cleansing and Highways are abolished in the new agreement. It has also been agreed to have a moratorium on appeals with a new procedure being introduced at the point of implementation.

6. Implementation Plan

- 6.1 The agreement and new pay and grading structure will be implemented by March 31st 2008. The effective date of implementation will be backdated to 1st July 2007.
- 6.2 Staff will be assimilated into the new pay and grading structure based on how their job was evaluated and the appropriate pay point that applies. The majority of employees will experience no change in their pay, some staff will see their pay increase and some will see their pay reduce, although a period of 3 years protection has been negotiated for such staff starting from the effective date of implementation.
- 6.3 The agreement represents proposals to change employees' terms and conditions of employment. There is therefore a proposed 3 month consultation period from September to the end of November 2007, during which all employees will receive personal details of the proposed changes and how they are affected.
- 6.4 In addition, a series of seminars and road shows will be held for employees and line managers in the autumn. A series of written communications will also feature. Separate arrangements will be made to advise school governing bodies of the period of consultation. Employees will then be issued with a three month formal notice of the planned changes by the 1st January 2008. The Trade Unions will ballot their members on the proposals. This is in line with practice adopted in other local authorities where negotiated agreements have been reached.

7. Financial Implications

- 7.1 The detailed financial implications are in the supplementary confidential (Part B) information. It is estimated that the impact on the Councils general fund can be contained within the £3m budget made available for purpose. The expected costs to fall on schools budgets will be £1m in 2007/08, but is expected to rise significantly thereafter.

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8. Legal Implications

- 8.1 Employment law provides that any changes to employees' terms and conditions of employment should be the subject of consultation, notice and agreement, as appropriate. The agreement negotiated by the Council with the trade unions has been designed to ensure the Council complies with its statutory and contractual requirements.
- 8.2 Under the terms of the Council's Constitution, the Employees' Committee includes within its terms of reference the determination of the terms and conditions on which staff hold office. This would include changes to pay and grading.

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Key Decision	No
Reason	N/A
Appeared in Forward Plan	N/A
Executive or Council Decision	Executive (Cabinet)

