



Leicester
City Council

EMPLOYEES COMMITTEE

7th JANUARY 2008

SINGLE STATUS FRAMEWORK AGREEMENT

Report of the Corporate Director of Resources

1. Purpose of the Report

- 1.1 To present the Council's Single Status Framework Agreement for formal approval by the Committee subject to Cabinet's approval at an earlier meeting of the necessary funding. To highlight the main features and benefits of the agreement, the consultation and implementation process, the impact on equalities, the issues raised and actions taken or proposed.

2. Recommendation

The Employees Committee approve the Single Status Framework Agreement and the changes to the terms and conditions contained within it.

3. Process

- 3.1 The national Single Status Agreement (1997) requires local authorities, party to the agreement, to conduct a local review of pay and grading arrangements for previous Manual Workers and Administrative, Professional, Technical and Clerical staff (APT&C). It also required authorities to review related terms and conditions that affected such employees. The Council's Single Status Project began in earnest about 3 years ago with the formal adoption of the Greater London Provincial Council (GLPC) Job Evaluation Scheme and the establishment of the Single Status Project Team.
- 3.2 The project affects 11,000 employees and has required a formal review of their 4,000 jobs. Each job has been subject to a formal job evaluation process and then 'scored' and matched against a new Pay and grading structure.
- 3.3 The mandate for the project included a requirement for joint working with the recognised Trades Unions who have been full members of the Job Evaluation Team (JET) and played a key role throughout the project. The Council has committed significant resources to achieving Single Status and the mitigation of associated equal pay risks to the sum of about £15m in total

3.4 Cabinet approved for consultation the draft Single Status framework agreement in July 2007. This has been subject to further negotiation with the Trades Unions and consultation with Council staff. A formal period of consultation took place between September and December 2007. Both management and trades union sides have agreed the attached version as the basis for submission for formal approval by their respective decision making bodies and processes. Subject to agreement by the Committee, personal letters will be sent to the 11,000 Council employees setting out details of how the agreement affects them. Letters will be sent out before the end of January 2008 and will give 3 months notice of the changes to their terms and conditions of employment. The changes will take effect on May 1st 2008, with backdating to July 1st 2007.

4. The Agreement (attached)

4.1 Key features are:

- A new single pay and grading structure with 9 bands covering 11,000 employees and 4,000 different jobs.
- Broader pay bands providing better opportunities for longer term career development and growth.
- A series of 'development zones' with the pay bands providing better opportunities for career development at all levels and all types of work.
- New simplified allowances to replace the hundreds that previously existed and were applied in an inconsistent fashion. The new arrangements bring fairness and equity to all employees and greater administrative efficiencies reducing process costs etc.
- A positive and dynamic impact on equalities. In particular the agreement reduces the gender pay gap in each of the 9 pay bands. (See attached Equalities Impact Assessments).
- A relatively low level of 'turbulence' i.e. the numbers of winners and losers. About half of all employees will experience no change in their pay on day one and many of these will experience additional headroom growth in future years. Of the remainder, a ratio of 3:1 winners to losers has been achieved. A period of 3 years pay protection from 1st July 2007 has been agreed for all staff whose jobs have been downgraded. The table below shows the distribution of winners and losers between financial bands.

Loss/gain range	Red Circles (Losers)		White Circles (Stay the Same)	Green Circles (Winners)	
	Nos	%		Nos	%
£0 - £1000	479	45		635	38
£1000 - £2500	304	29		567	34
£2500 - £5000	225	21		347	21
£5000 - £7500	49	5		64	4
£7500 - £10,000	7	-		55	3
£10,000+	2	-		2	-
Totals	1066	100	4624	1670	100

Note: Schools based staff are excluded from the table.

- The agreement mitigates the Council's long standing equal pay risks and potential liabilities and presents a modern equality proofed pay and grading structure designed to support service delivery needs.
- The agreement will also mitigate the need for most of the 400 market supplements that currently exist for Council jobs. Whilst it will not eradicate the need for some market supplements, the numbers will be minimal in the future and application will be better managed under the terms of the agreement.

5. Consultation

- 5.1 Every employee received a letter in September setting out prospective details of the agreement and the possible impact on their pay and grading. A special web site was set up on the Council's intranet for access to all documentation and information updates. Various management and staff briefings were held and communications distributed. A central help desk was also set up to deal with equal pay and single status queries. In addition regular meetings of the Project Board were held and regular briefings to Directors Board.
- 5.2 There was on going negotiations with the Trades Unions throughout the consultation period and the Trades unions held their own briefings and communications to their members.
- 5.3 Understandably the draft agreement provoked some difficult issues and challenging comments, particularly from staff whose pay was due to go down. Several hundred consultation comments were received by the 5th December deadline. The main issues raised were equally split between job details and evaluation, comments on the framework agreement itself and general comments on process etc. These can be further summarised as follows:

- Severe breakdown in communication between staff and Line Managers, often due to the manager not having access to the information or being unwilling to investigate on their staff's behalf;
- Questions regarding progression from band to band and the function of the Development Zones. Concerns mostly voiced by those at the top of a Development Zone.
- The common notion that their role is unique and that by being grouped generically they are being discriminated against, and that their talents and qualifications are not being recognised and rewarded.
- A lot of negative comparison of LCC roles/salaries with those in other local authorities or the private sector and that a number of staff would be forced to leave LCC if they fell behind their 'market value'.
- A sense that the 'white collar' workers have been sacrificed in favour of 'blue collar' workers and that the differential should remain.

6. Response/Action to Consultation Comments

- 6.1 The Insite webpages have continually been updated to provide more information and background explanation on Single Status and Job Evaluation together with updated Frequently Ask Question's in response to comments made above.

We have recruited a dedicated Communications Officer to start 2nd January 2008, and we are currently drawing up a communication Plan for the 3 month period of January – March 2008. The Communication Plan will support the implementation of the Single Status new pay and grading policy and ensure all staff have full understanding of the what the Single Status Agreement means to them, and how the Job Evaluation process works, including the Appeals Procedure.

- 6.2 The Project Board will continue to meet to monitor and support the implementation process, providing ongoing feedback from departments and particular work groups.

7. Legal Implications

- 7.1 Weightmans Solicitors are advising the Council in respect of legal issues arising from aspects of Single Status as internal legal staff are affected by the proposals and therefore are in a conflict of interest situation. The terms of reference of the Employees' Committee includes determining the terms and conditions of staff.

- 7.2 The requirement to achieve equality in pay within the public sector has never been so important. The Employment Tribunal Service has reported an increase in equal pay claims from 17,000 claims in 2005/06

to 44,000 in 2006/07. Single Status provides a means to achieve, as far as possible, equality in pay and eliminate the risks of future equal pay claims.

- 7.3 The implementation and framework agreement have been fully discussed with the various trade unions and an agreement in principle is now almost certain. In order to achieve the changes to employee's pay it is proposed that this be achieved through agreement with the employee's themselves and the various trade unions.
- 7.4 Obtaining consent from employee's and trade unions is the most practical and cost effective method of varying employee's terms and conditions of employment. It is also has least risk.

Internal Legal Contact:
Anthony Cross
Head of Litigation
Ext: 29 6362

8. Financial Implications

- 8.1 These will be included in the addendum and will be to follow.

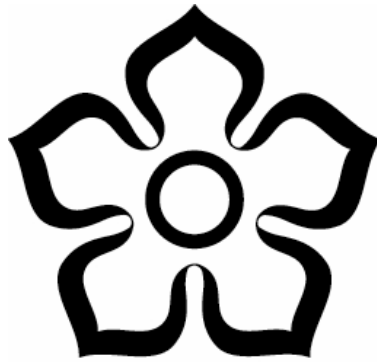
9. REPORT AUTHOR

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APPENDICIES

- 1. Single Status Framework Agreement**
- 2. Equality Impact Assessments**

APPENDIX A



Leicester
City Council

LEICESTER CITY COUNCIL

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SINGLE STATUS **FRAMEWORK** AGREEMENT

2007(8)

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1. INTRODUCTION

This agreement sets out the new arrangements which will apply to all employees of the council under the 1997 Single Status Agreement pay and grading structure applying to all staff covered by the National Joint Council for Local Government Services ('The Green Book'). The only employees not covered by the scheme are those covered by the:

- National Joint Council for Chief Officers
- National Joint Council for Local Authority Craft and Associated Employees
- National Joint Council for Youth and Community Workers
- The School Teachers' Review Body
- The Soulbury Committee
- National Joint Forum for Further Education Lecturers
- Joint Negotiating Committee for Chief Executives of Local Authorities

This agreement and its appendices supersede previous Council and national agreements related to pay and conditions with the exception of those agreements expressly referred to in Appendix A. It also supersedes any current local agreements related to pay and conditions.

2. PRINCIPLES

The new conditions of employment provide a simple, single unified pay structure based on the following aims: -

- To provide a unified pay structure with the objective of differentiating on pay purely on grounds of job size and justifiable allowances and not on grounds of seniority or status.
- To support new ways of working and help to deliver high quality services.
- To support a well paid, trained and motivated workforce and will improve the recruitment, retention and development of employees.

- To support the council's policies on equality and diversity.
- To provide a simple structure which is easily understandable and is easy to administer.
- To support open and participative relations with the recognised Trade Unions signatory to this agreement and employees.

3. THE NEW PAY AND GRADING STRUCTURE

3.1 The new grading structure is attached as Appendix B. It has 9 bands with a number of increments in each grade which allow for incremental movement through the grade up to the grade maximum over a number of years. The grades are numbered 1 to 9 with 1 being the lowest and 9 the highest. Each pay band also has a development zone over the grade maximum which overlaps the next grade. The development zone will be used to encourage employees to develop skills and relevant qualifications to the job including those that would assist in career progression in the job family.

3.2 Incremental progression will be on 1st April each year subject to the following conditions: -

- Automatic incremental progression at 1 increment per year will apply up to the designated grade maximum for each grade.
- Employees must have minimum service in post of 6 months to qualify for incremental progression on 1st April i.e. by 1st October of the previous year.
- Employees appointed between 1st October and 31st March will receive their first increment 6 months later.
- Incremental progression may be withheld where employees have not met their objectives and targets and are subject to the formal capability and disciplinary procedures.
- Line managers may decide to recommend accelerated progression where an individual is performing exceptionally in post

or where they have attained additional skills relevant to the job. Such recommendations should be made to the relevant Corporate or Service Director and the HR Business Partner for approval and must be clearly evidence based.

3.3 The new grading structure will also give opportunity for individuals to progress into the development zone for each grade which overlaps the next grade. Training plans and budgets will focus on achieving essential training requirements to meet individual, team and departmental objectives.

Employees will automatically progress into the development zone, with progression to the top of the development zone thereafter, subject to achieving the relevant competences. The development zones will be used as “gateways” to encourage individuals to develop skills, competences and relevant qualifications related to the job, including those that would assist in career progression in the job family.

Assessments will normally form part of the annual appraisal and development process and will be evidence based against the established criteria for the relevant job.

4. ASSIMILATION AND PROTECTION OF EARNINGS

CRITERIA FOR ASSIMILATION

This definition refers to the substantive job evaluated post. A substantive post is one which the jobholder is contractually bound to return to after the period of secondment or acting up. Current honoraria paid in these circumstances will cease on the last effective date of the current pay structure and will be recalculated based on the new grades. Any current pay protection arrangements also cease on the last effective

date of the current pay structure and the new pay protection arrangements will apply where necessary as detailed in 4.6 below.

4.1 The principle for assimilation is to most closely match the previous overall earnings which may be basic salary or a combination of basic salary and allowances.

- Employees whose current annual salary matches a spinal column point within the new grade will move directly across to the new grade. (This assimilation principle also applies to career grades.)
- Employees who have a new basic salary **and** new allowance(s) will be assimilated to that point in the scale where total earnings including the new allowance(s) are rounded up to the scale point which, together with the new allowance(s) most closely matches former earnings.

4.2 Employees whose current annual salary is below that of the spinal column points in the new grade will move to the lowest scale point in the new grade.

4.3 Employees who are in receipt of an annual salary plus allowances or bonuses which are due to be removed will move to where the salary point in the new structure matches the old annual salary plus the allowances. If the old salary and bonus and/or allowances are greater than the salary point then they will be rounded up to the next salary point up to the maximum for the grade.

There are special provisions for the assimilation of Teaching Assistants, which are set out in Appendix C.

4.4 The following bonus schemes will be abolished on the establishment of the new pay structure with pay protection paid where appropriate.

- Parks and Landscapes
- City Cleaning
- City Highways

4.5 For employees in Highways individual pay protection will be based on the individual's bonus earnings in the 12 months prior to 1st July 2007, or the best year of the previous three years if the individual's earnings have been adversely affected in the 12 months prior to 1st July 2007.

4.6 Employees whose annual salary or annual salary plus allowances or bonuses which are due to be removed is greater than the new scale maximum will receive the maximum salary point for the new grade, with the excess of their salary as at 1st July 2007 being protected for a maximum period of 3 years from the effective date of the new structure, except where they are due an increment on the 1st April 2008 within the current pay and grading structure, when they will be protected at this annual salary for the remainder of the agreed protection period.

4.7 Protection amounts will be reduced in the light of future National Joint Council pay increases on the main scale.

4.8 At the end of the agreed protection period the employee will be placed on the maximum salary point on the scale for the grade.

4.9 New starters will normally commence employment on the first increment on the new pay scale. On an exceptional basis employees may be appointed to a higher incremental start point where there is a requirement to do so for market purposes, and that requirement is evidence-based and transparent. Such appointments must be approved by the relevant Corporate/Service Director and by the HR Business Partner.

5. STANDARD WORKING, PAY AND ALLOWANCES

5.1 **STANDARD WORKING WEEK** – 37 Hours. May vary from standard over a pre determined reference period as per flexi time arrangements. For Schools based Teaching Assistants, salaries are determined by calculating annual hours to ensure that equal pay for equal work and equivalent hours is achieved. The annual hours calculation and salary scales for Teaching Assistants are attached as Appendix C.

5.2 **PAY DEFINITION** – basic salary is the spinal column point reached on appointment, progression or assimilation and is the basis from which calculation of all allowances is made.

5.3 **NORMAL PAY** – is basic salary plus any fixed allowances for shift work or regular weekend working. Normal pay is paid for periods of approved absence such as holiday, sickness, approved leave of absence and maternity leave in accordance with current policies and agreements.

5.4 Excluded from the calculation of normal pay are casual additional hours, overtime payments and irregular variable allowances such as on call, standby and sleeping in as these are paid when worked.

5.5 **NON STANDARD WORKING** – is defined as employees who are required to work:

- Beyond the full time equivalent working week in question or
- On a Saturday or Sunday or
- At night or other regular shift work/irregular hours or
- Sleeping in or
- Standby/Callout duties or
- Public Holidays or

- Lettings duties

5.6 OVERTIME OR ADDITIONAL HOURS – DAY WORKERS and SHIFT WORKERS. For work over a 37 Hour week employees on or below Grade 5 are entitled to receive:

Monday – Saturday	Time and a half
Sunday	Double Time

Where a worker works overtime at a time which is more than three hours before the normal commencing time the rate payable for all hours worked after midnight up to normal commencing time will be double time.

On Sundays and Rest Days at weekends double time rate will be paid with a minimum of two hours at double time for all Sunday/weekend Rest Day working which is not part of the normal working week.

Rest Day working during the week and on Saturdays will be paid at time and a half.

Employees who are above Band 5 and who are required to work overtime will not receive enhanced payments when overtime is worked, and time off in lieu will be given. Where this is not possible payment will be made at plain time rates.

5.7 SATURDAY AND SUNDAY WORKING –

Employees *graded at Band 5 or below who are* required to work regular weekends on Saturday and/or Sunday as part of their rota will receive an enhancement of 0.5 of basic salary for each hour worked on a Saturday or a Sunday. Employees on bands 1 and 2 will receive an enhancement of 1times basic salary for each hour worked on a

Sunday.

An enhancement of 1 x basic salary will be paid for each hour worked on a Bank Holiday, and time off in lieu will also be given, as follows:

- Time worked less than half the normal working hours on that day – Half day
- Time worked more than half the normal working hours on that day – Full day

5.8 **SHIFT WORKING**

A shift worker is an employee who works in the same job over a regular rostered pattern of work. To qualify for shift payment the employee must be rostered into all the shift sessions over the period of the roster. The shift allowances include any premium for weekend working as part of the contractual rota, *though any shift worker who works on Saturday and /or Sunday in excess of a 37 hour week will receive the relevant enhancement rate for those days. Shift allowances will continue to be paid when the shift worker is on annual or any other leave, and on sick leave.*

Regular Night Work	<i>Paid at time and a third of basic salary. Paid to all employees who work nights as part of their normal working week. Must include the hours 8 pm to 6 am (core night shift).</i>
Rotating Shifts	<i>Paid at 15% of basic salary. Paid to all employees who work over the full 24 hours in shifts of 5 or less in 7 days on</i>

	average.
Alternating Shifts including contractual weekends	<i>Paid at 12.5% of basic salary. Hours are typically worked within less than 19 and more than 15 hours per day excluding the core night shift. Typically Mornings/ afternoons on an alternating basis.</i>
Alternating Shifts Monday - Friday	<i>Paid at 10% of basic salary. Hours are typically worked within less than 19 and more than 15 hours per day excluding the core night shift. Typically Mornings/ afternoons on an alternating basis.</i>

5.9 UNSOCIAL HOURS

Employees graded at Band 5 or below who are required to work after 2000 or before 0600 as part of their rota will be entitled to an enhancement of 0.2 of basic salary for each hour worked within this period. If these hours are worked on a Saturday or Sunday this payment will be made in addition the Saturday or Sunday enhancement, where paid.

5.10 STANDBY AND CALLOUT

A standard scale of payments for standby and call out will apply as set out in Appendix D

All standby employees must be: -

- *Directly contactable*
- *Be fit and capable to perform their duties*
- *Be immediately available to return to work if required*

Employees who are key holders or who are asked to respond to calls only if available are not entitled to a standby payment but will be eligible for call out payments (see Appendix D).

5.11 LETTINGS

<p>Unattended Lettings</p>	<p><i>Mon to Fri 7 am to 11pm.Plain time for time taken to unlock premises plus paid time at the same rate for travelling to and from the venue. Outside of these hours to be paid in line with standard terms and conditions.</i></p> <p><i>Saturday – as above with all hours paid at time plus one half.</i></p> <p><i>Sunday – as above with all hours paid at double time.</i></p>
<p>Attended Lettings</p>	<p><i>Mon to Fri 7am to 11 pm as per unattended lettings with an additional payment of one quarter for each hour attended. Outside of these hours to be paid in line with standard terms and conditions.</i></p>

	<p><i>Saturday – as above with all hours paid at half time.</i></p> <p><i>Sunday – as above with all hours at plain time.</i></p>
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5.12 **OTHER ALLOWANCES** - By local agreement the following allowances also apply. These allowances are updated annually in line with national pay awards. The current levels of allowances are detailed in Appendix D.

- Sleep in Duties
- First Aid Allowance.
- Interpreters Allowance.
- Teaching allowance paid to Leisure Centre Attendants who undertake swimming teaching duties.
- In charge rates paid to staff in Cleansing Services who take on temporary team leader duties. DELETE
- Allowance paid to Approved Social Workers (ASWs) who have acquired the necessary authorisation and are either currently participating on the ASW rota or are on the management rota.
- Allowance paid to staff in the Housing Improvement and Repairs Service who are legally required to obtain the ACOPS qualification.

All other current allowances will be abolished on the establishment of the new pay structure and will either be consolidated into basic pay or if in excess of the new maximum salary in the new grade be protected for a maximum of 3 years in accordance with the principles outlined in section 4 above. The allowances to be abolished are detailed in Appendix E.

Note: The Special Schools Allowance will remain up to March 2008 and will then be abolished and be dealt with under the pay assimilation arrangements for Teaching Assistants in the new structure.

Note: It has been agreed to give consideration to a new allowance for giving medicines in Schools. This will be dealt with under the normal arrangements for consultation and negotiation in CYPs with proposals agreed by the AWCC.

6. MARKET RELATED POSTS

All current market supplements will be removed on the implementation of the new structure. Any market increments which are in excess of the maximum evaluated rate for the job will be red circled in accordance with the principles outlined in para 4.

Prior to the introduction of the new pay structure in May 2008 Corporate Directors may put forward a new business case with supporting market related evidence for any specific posts they want to propose retention of a market supplement for a further period. The AWCC will have opportunity to scrutinise such cases before they are approved corporately by the Council.

Any subsequent proposal to add a market supplement to a post for reasons of recruitment or retention must follow a similar process of a business case, supported by market evidence with the AWCC having the opportunity to scrutinise the case before decision. All future market supplements must be for a defined period at the end of which they will be reviewed and a decision made as to whether they are justified for a further defined period. The case for a further period will also be discussed by the AWCC in advance of decision.

The Joint Trades Unions may also propose market supplements for a particular post for consideration by the relevant Corporate Director, provided this is supported by appropriate market evidence.

“Golden Hello” and retainer payments are abolished in the new structure and payments will be dealt with in accordance with the principles outlined in para 4.6

7. RULES ON PROMOTION or LATERAL TRANSFER

7.1 Promotion is defined as the appointment of an employee to a post in any department of the council with a higher substantive grade than the post previously occupied.

On promotion the salary will be to the minimum of the new grade and to a minimum of one increment above the old salary.

7.2 Employees who, for career development purposes or due to redeployment, laterally transfer to another post on the same grade will normally transfer on the same salary or one scale point higher at the discretion of the Service Director.

7.3 An honorarium payment may be made to an employee who is undertaking duties at a higher level than those normally undertaken for a period of time. This will normally be for an agreed period and for a maximum of 12 months. Honoraria must be approved by a Service Director. An honorarium will be a minimum of 1 increment over the individual's current salary. Any payments longer than 12 months must be approved by a Corporate Director

8. FUTURE CHANGES TO PAY AND GRADING

8.1 If any new working arrangements and working patterns within the scope of this agreement are agreed and this involves a change in responsibilities within a job or jobs they may be submitted for re-

evaluation by the job evaluation panel. If working patterns alter the appropriate allowances outlined in this agreement may be applied.

8.2 Future changes to this agreement will be subject to consultation and agreement between the signatories detailed below under the Council's normal procedures.

9. IMPLEMENTATION

9.1 Changes to terms and conditions of employment arising from this agreement will take effect from 1st July 2007.

Date of Agreement

Signed

On behalf of Leicester City Council:

Date:

On Behalf of Joint Trades Unions:

UNISON

Date:

GMB

Date:

UNITE (TGWU section)

Date:

APPENDIX A

National Agreements related to pay and conditions which will not continue to be used as part of the Single Status agreement.

Local Conditions of Service

Section within Local Conditions of Service	Section Delete
Section One - Appointments & Promotion	1.6 Promotion
Section Three - Appointments & Promotion	3.3 Chargehand Plus Rates
	3.6 Overtime, Weekend, Shift Working and Other Additional Payments
	3.7 Job Evaluation (to be replaced)
	3.8 Accelerated Increments
	3.9 Honoraria
	3.10 Increments at Age 18
	3.12 Overtime Payments
	3.14 Principal Officer Grades

	3.15 Career Grades and Salary Scales
	3.16 Senior Officer Grade
	3.17 Supervisors' Differentials
Section Eight – Grievances and Disputes	8.3 Local Job Evaluation Appeal Procedure Former APT &C Employees Former Manual Employees
Appendix H – Local Job Evaluation Appeals Procedure	(to be replaced)
Appendix I – The Scheme of Differentials for Supervisors of Former Manual Workers	Deleted
Appendix J – Chargehand Plus Rates	Deleted

National Joint Council for Local Government Services on Pay and Conditions of Service ('Green Book')

Part 3, 2.3 (b) Saturday and Sunday working	Deleted
(c) Night Work	Deleted
Appendix 1, Transitional Provisions, 1. Grading Provisions	Deleted

Purple Book

paras 25, 26, 27, 28, 36 Yellow pages – day nurseries.	Deleted
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Manual Handbook

Sec 2 (A), (B), (C), (D), Section 4 para 10. Appendix 2, Retained Employees and Nursery Employees in Educational Establishments,	Deleted
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APPENDIX B

9 A BAND PAY SCALES

Current SCP	Salary 2007-08		Spinal Column Point
		band 1	
4	11,577	11,577	1
5	11,737	11,737	2
6	11,907	11,907	3
7	12,291	12,291	4
8	12,678	12,678	5
9	13,062	13,062	6
10	13,336		7
11	14,197		8
12	14,492		9
13	14,882		10
14	15,153	band 3	11
15	15,470	15,470	12
16	15,842	15,842	13
17	16,217	16,217	14
18	16,536	16,536	15
19	17,154	17,154	16
20	17,781	17,781	17
21	18,430	18,430	18
22	18,907		19
23	19,463		20
24	20,099		21
25	20,736		22
26	21,412	band 5	23
27	22,122	22,122	24
28	22,845	22,845	25
29	23,749	23,749	26
30	24,545	24,545	27
31	25,320	25,320	28
32	26,067	26,067	29
33	26,835	26,835	30
34	27,594	27,594	31
35	28,172	28,172	32
36	28,919		33
37	29,728		34
38	30,598		35
39	31,606		36
40	32,436		37
41	33,291	band 7	38
42	34,140	34,140	39
43	34,991	34,991	40
44	35,852	35,852	41
45	36,657	36,657	42
46	37,543	37,543	43
47	38,404	38,404	44
48	39,258	39,258	45
49	40,101	40,101	46
50	40,959	40,959	47
lsmg1	41,121		48
lsmg1	42,144		49
lsmg1	43,161		50
lsmg1	44,184		51
lsmg2	45,297		52
lsmg2	46,416		53
lsmg2	47,526	band 9	54
lsmg2	48,642	48,642	55
lsmg3	49,863	49,863	56
lsmg3	51,090	51,090	57
lsmg3	52,320	52,320	58
lsmg3	53,541	53,541	59
	54,828	54,828	60

57,524	57,524	62
58,920	58,920	63

Note: Development zone in darker shading.

Appendix C

Annual Hours calculation and salary scales applicable to Teaching Assistants

	37 hours/52 weeks	37 hours/39 weeks	32.5 hours/39 weeks	Current sals	
Gross hours	1929	1688(87.5%)	1512.5(78.4%)		
Band 3 TA1/2	15153 15470 15842 16217 16536 17154	13259 13536 13862 14190 14469 15010	N/A	12219 12475 13280	TA1 and TA2
	17781 18430	15558 16126		13557 13921	
Band 4 TA3	17154 17781 18430 18907 19463 20099 20736 21412	15010 15558 16126 16544 17030 17587 18144 18736	13449 13940 14449 14823 15259 15758 16257 16787	15153 15470 15842 16217	TA3 /37 TA3/32.5
	22122 2245	19357 19989	17344 17910		
Band 5 TA4	21412 22122 22845 23749 24545 25320 26067 26835	18736 19357 19989 20780 21477 22215 22809 23481	16787 17344 17910 18619 19243 19851 20437 21039	16536 17154 17781 18430	TA4 32.5
	27594 28172	24145 24651	21634 22087		

NOTES:

Gross Annual Hours calculated as follows:

Standard year is 52.14 weeks x37 =1929 gross hours

Including 5 weeks holiday 185 hours and 8 stats 60 hours leaving net hours of 1684

37 hours x39 weeks = 1443 net hours contract plus holidays 245 = 1688 gross 87.5% of standard contract.

32.5 x39 weeks = 1267.5 hours plus holidays 245 =1512.5 gross 78.4% of standard contract

Arrows indicate where employees will assimilate in new structure.

Development zones in darker shading

APPENDIX D

Allowances to be retained:

Sleep in Duties	Paid normal contractual hours plus a fixed payment of £31.74 per 12-hour period.
First Aid Allowance	£180 pa pro rata.
Interpreters Allowance	(Note – this allowance is currently under review and no new applications will be made until the review is complete).
Employees acting as a resource to colleagues undertaking the same job	£456 pa
Employee called to assist others	£676 pa
Additional sum for any auxiliary interpreter who has passed in one or more additional languages	£186 pa
Teaching allowance	of £1 per hour paid to Leisure Centre Attendants who undertake swimming teaching duties.
ASW allowance	£2,500
ACOPs allowance	£2,500
Cleansing Services DELETE	In charge rates paid to staff in Cleansing Services who take on temporary team leader duties. DELETE
Standby and Call Out	(A) £100 a week, pro rata A minimum payment of 2hours for the first call out, then payment to be based on actual time thereafter. Monday – Saturday Time and a

	<p>Sunday Double time Bank Holiday and extra-statutory days Double time and</p> <p> time off in lieu:</p> <ul style="list-style-type: none">- half a day if 4 hours or less worked- full day if between 4 – 7.5 hours worked <p style="text-align: center;">OR,</p> <p>where the call out service is predominantly provided over the phone and cover is provided at least 1 in every 5 weeks'.</p> <p>(B) an inclusive rate of 6% of salary,</p> <p style="text-align: center;">whichever is the greater.</p>
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APPENDIX E:
Allowances to be abolished on implementation.

Element no	Description
1400	ACOPS 2
1410	ACOPS 3
1420	ACOPS 4
1430	ACOPS 5
1440	ACOPS Qual
1730	Irregular Hours
1732	Irregular Hours
1735	Irregular Hours
1865	None
1950	Warden Allowance
2000	Agreement Share
2005	Sickness Bonus
2010	Responsibility Share
2020	Bonus
2050	Cleansing Bonus
2055	Transport Allowance
2080	Detriment
2100	Travelling expenses / disturbance allowance
2140	Low Pay Supplement adjustment
2150	Low Pay Supplement Amount
2155	Low Pay Supplement adjustment
2180	Non-Productivity
2190	Productivity Pay
2392	Shift
2445	Special School Allowance
2450	Special School Allowance1
2455	Special School Allowance2
2490	Shift
3400	Laundry Allowance
4000	Qualification Allowance
4020	Miscellaneous Pay
4040	Productivity Pay
Paid as basic pay	Tool Allowance (in Highways)
Various	Golden Hello and retainer payments

