

## **EAST AYRSHIRE COUNCIL**

### **PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE –2 APRIL 2001**

#### **SINGLE STATUS**

#### **Report by the Depute Chief Executive/Director of Corporate Resources**

#### **1. PURPOSE OF REPORT**

- 1.1 To update the Sub-Committee on the Council's response to the Single Status Agreement.

#### **2. BACKGROUND INFORMATION**

- 2.1 The Single Status Agreement relates to the Local Government Employees pay award body, which encompasses the former APT&C staff and Manual workers groups. The Single Status agreement does not apply to Chief Officers or Craft Operatives at this time. In summary, the agreement aims to harmonise pay and conditions of service arrangements for the new award body, ensuring an equality of treatment for all employee groups therein.
- 2.2 The Sub-Committee, at its meeting on 13 February 2001, noted the update position with regard to implementation of the single status agreement and asked the Head of Personnel to continue to provide future reports to the Sub-Committee.

#### **3. CONDITIONS OF SERVICE**

- 3.1 As previously reported, a Conditions of Service Group has been established to review conditions of service with a view to identifying harmonisation issues and areas for local flexibility.
- 3.2 The Conditions of Service Group has now prepared a report on their findings which has been submitted to the Single Status Steering Group in the first instance. Following discussion within the Steering Group Forum, recommendations will be made to the Council's Senior Management Team and this Sub-Committee on the future Local Government Employee conditions of service package. Thereafter, it is proposed that the Head of Personnel enters into early discussion with the relevant trade unions on this matter.

#### **4. JOB EVALUATION**

- 4.1 The Council has now received the revised job evaluation software from the Cosla Job Evaluation Consortium and evaluations will therefore commence during April 2001.
- 4.2 The jobs that will be evaluated in the first instance are those jobs identified as forming the Representative Sample and consist of a range of jobs across the Council's existing grading structure and service functions. The job evaluation outcomes of these jobs can then be used to help develop the revised pay structure.

- 4.3 As part of the evaluation process jobholders will be asked to describe their job demands by completing a written job evaluation questionnaire and/or by attending a job evaluation discussion with a Job Analyst. Following completion of this information gathering exercise, a Job Overview Document will be produced and forwarded to both the jobholder and their manager for discussion and agreement.
- 4.4 Given the importance of establishing accurate job overview documents, the Council's Senior Management Team has recognised that both jobholders and managers will need sufficient time to participate in this exercise.

## **5. COMMUNICATION**

- 5.1 The Council has remained proactive in ensuring regular communication with employees covered by the Single Status Agreement. Since the last update to Members, a series of Briefing Sessions have been held with jobholders and line managers participating in the job evaluation exercise during April 2001. In addition, a Job Evaluation Information Leaflet has been prepared for issue to employees which addresses the questions that employees may have at this time (see Appendix 1). The Employee Helpline and Intranet pages also remain in place.

## **6. TRADE UNIONS**

- 6.1 The Council recognises the importance of involving trade unions within the Single Status implementation process and the significant benefits that can be gained by adopting a partnership approach.
- 6.2 The Head of Personnel has ensured regular consultation with trade union representatives and can confirm that the discussions have been positive in considering a very challenging issue. Meetings will continue on a regular basis as the implementation of the agreement progresses and further information on the impact of the job evaluation exercise becomes available.

## **7. LEGAL / AUTHORITY / FINANCIAL IMPLICATIONS**

- 7.1 As previously reported, the financial implications for the authority arising from Single Status cannot yet be quantified. The Director of Finance has however been asked to consider the potential impact of the agreement as he advises the Council in the preparation of its budgets for 2001/2 and 2002/3. This situation will be closely monitored and covered in future update reports to the Sub-Committee as more information becomes available.

## **8. RECOMMENDATIONS**

- 8.1 The Sub-Committee is asked to:
- (a) note this report updating the Committee on the Council's response to the Single Status Agreement for Local Government employees; and
  - (b) ask the Head of Personnel to provide future update reports.

**Fiona Lees**  
**Depute Chief Executive/Director of Corporate Resources**  
**12 March 2001**

## **LIST OF BACKGROUND PAPERS**

1. Report by Director of Corporate Resources to Personnel and Property Sub-Committee meeting of 16 November 1999.
2. Report by Director of Corporate Resources to Personnel and Property Sub-Committee meeting of 7 March 2000.
3. Report by Director of Corporate Resources to Personnel and Property Sub-Committee meeting of 28 September 2000.
4. Report by Director of Corporate Resources to Personnel and Property Sub-Committee meeting of 21 November 2000.
5. Report by Director of Corporate Resources to Personnel and Property Sub-Committee meeting of 13 February 2001.

Anyone wishing further information should contact Graham Haugh, Head of Personnel, telephone 01563 576092.

### **AGENDA**