

EAST AYRSHIRE COUNCIL

PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE – 28 SEPTEMBER 2000

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 7 March 2000, noted the update position in the following six key areas: Reduction in the Working Week; Communication; Conditions of Service; Job Evaluation; Pay Structures and Bonus.

3. REDUCTION IN THE WORKING WEEK

- 3.1 As part of the agreement, former Manual Workers contracted to work 39 hours per week were required to have their working week reduced to 38 hours from 1 April 2000 with a further reduction to 37 hours when they assimilate to the new pay spine or by 1 April 2002 at the latest.
- 3.2 Members will recall that the Council has already achieved the 1 hour reduction in the working week of former Manual Workers required from 1 April 2000. The positive approach by both employees and trade unions resulted in an actual additional cost to the authority of £145,000 per annum, compared to a potential cost of £304,000.
- 3.3 The remaining 1 hour reduction to 37 hours per week for former Manual Workers will be addressed by the Conditions of Service Group. As former APT&C staff employed by this authority currently work 35 hours per week, there will be a longer-term need for the Council to consider employees' standard working week or the appropriate working week for each job. The Head of Personnel will submit a future report to the Sub-Committee on this issue

4. COMMUNICATION

- 4.1 The Council has remained proactive in ensuring regular communication with employees covered by the Single Status Agreement. Since the last update to Members, the following actions can be reported:

- Further Single Status Updates have been distributed with March, June and September payslips (a copy of Update No.4 is appended for members' information);
- The Single Status Intranet site has been reviewed to reflect the changes to the Single Status Group structure;
- Single Status posters containing the Single Status Telephone Helpline number have been displayed in work locations throughout the authority;
- The corporate induction programme has been updated to provide an awareness of Single Status to new employees.

5. CONDITIONS OF SERVICE

- 5.1 The Conditions of Service Group has continued to review conditions of service to identify harmonisation issues and areas for local flexibility. The Group's work is at an early stage but it is recognised that it will have a significant role to play in establishing a harmonised employment package effective from 1 April 2002.

6. JOB EVALUATION

- 6.1 As previously reported, the implementation of the Scottish Council's Single Status Job Evaluation Scheme by individual authorities is likely to be the largest change management exercise undertaken by authorities since local government reorganisation.
- 6.2 In recognition of the size of the exercise, an inter-departmental Steering Group has been established to manage and control the direction of the project. The Steering Group is chaired by the Depute Chief Executive/Director of Corporate Resources and each department is represented by a senior officer.
- 6.3 The initial work of the Steering Group will include agreeing the local Job Evaluation Procedure; the Communication Strategy and the jobs that will form the representative sample to enable the development of pay modelling. Thereafter, the Group shall consider pay structure recommendations and related Single Status issues. This Sub-Committee will be informed and consulted on the Steering Group's recommendations.
- 6.4 Key operational roles have also been identified and established. Two members of the Corporate Resources (Personnel) team have been seconded to the project on a full-time basis and two Job Analysts have been appointed on a temporary basis for the duration of the evaluation exercise. As the evaluation exercise progresses, the core team will be supported by service departments' Personnel/Administrative functions. The Director of Development Services has agreed that his department's Personnel Officer be seconded on a part-time basis for personal development purposes and to assist the early work of the analyst team and this support is greatly appreciated.

7. PAY STRUCTURES AND BONUS

- 7.1 Further training and guidance is awaited from Cosla in relation to developing pay structures and reviewing bonus schemes. As indicated in paragraph 6.4, the

Steering Group shall give consideration to these issues and make recommendations as appropriate.

8. LEGAL / AUTHORITY / FINANCIAL IMPLICATIONS

- 8.1 The Single Status Agreement has been agreed at national level in the Scottish Joint Council for Local Government Employees. Accordingly, this Council is committed to implement the terms of the national agreement.
- 8.2 The implementation of the Single Status Agreement will have an impact across the Authority, as every Council Department employs "Local Government Employees". In particular, the implementation of a new job evaluation scheme and the development of new pay structures will impact on approximately 4000 individual jobholders.
- 8.3 The financial implications for the authority arising from Single Status cannot yet be quantified. Research suggests however, that organisations introducing a new job evaluation scheme can anticipate that 20% of jobs will be upgraded, 60% of jobs will remain the same and 20% of jobs will be downgraded. Given that the Single Status Agreement includes a three year protection clause for jobs that are downgraded, there may well be an impact on the Council's paybill. This situation will be closely monitored and covered in future update reports to the Sub-Committee.

9. RECOMMENDATIONS

- 9.1 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
6 September 2000

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.

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

AGENDA