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# **SINGLE STATUS / JOB EVALUATION**

**AUGUST 2012**

## **1. PURPOSE**

This document is a collective agreement between Ceredigion County Council and its recognised Trade Unions, UNISON, GMB, UNITE and UCATT. It concerns the implementation of the outcomes of a job evaluation exercise and includes a new pay and grading structure. In addition, there was a need to review many of the allowances that are part of the current pay arrangements in order to:

- Ensure the fair, transparent and consistent application of allowances
- Reduce/streamline the number of allowances

## **2. SCOPE**

The collective agreement applies to all Ceredigion County Council employees who are employed under the terms and conditions of the National Joint Council for Local Government Services (the Green Book) and the Joint Negotiating Committee for Local Authority Craft and Associated Employees (the “Red Book”).

Under the Council’s conditions of employment the terms and conditions of any local collective agreement negotiated between the Council and its recognised trade Unions are automatically incorporated into the contracts of employment of each employee who is subject to that agreement.

The terms set out in this agreement will supercede the existing pay and grading arrangements for such employees who are employed on NJC for Local Government Services or JNC for Local Authority Craft and Associated Employees.

The collective agreement will not remove an individual’s right to submit an equal pay claim.

Employee groups specifically not covered by this agreement are:

- Chief Executive
- Directors
- Assistant Directors
- Those employed under Soulbury Conditions
- Teachers

## **3. Background**

As part of the 1997 Single Status agreement there was a requirement for all councils to undertake a pay and grading review. This was reinforced in the 2004 national pay agreement for a pay review to be undertaken. This was to be undertaken jointly with the Trade Unions, to ensure transparency, consistency and equality of application. The Ceredigion review affects approximately 4,000 posts.

The purpose of the review is to ensure that the Council has a modern system of pay and rewards that enable the Council to recruit and retain employees. It is a requirement

that the new system is based on the use of an analytical job evaluation system which is both fair and transparent.

#### **4. Joint Working**

The project has been undertaken in partnership with recognised Trade Unions throughout the process.

#### **5. Job Evaluation**

The scheme adopted by Ceredigion is the Greater London Provincial Council scheme (GLPC).

#### **6. Appeals**

An appeal procedure has been developed in order to ensure that employees can challenge the grading of their job where they feel that this results from the incorrect application of the job evaluation scheme.

##### **(a) Pay and Grading during the Appeal Process**

During the Appeal process and pending the outcome of the appeal, employees will remain on the grade designated as part of the original evaluations. Should the appeal be successful and result in a change of grade then an appropriate adjustment to their salary will be made, backdated to the actual implementation date, 1<sup>st</sup> April 2012. Should the appeal be unsuccessful, and the initial evaluation result remains unchanged then there will be no resultant change to salary. Should the job be evaluated at a lower level upon appeal and result in a reduction in grade the evaluation will be backdated to the effective date of implementation and if necessary compensation arrangement will apply with any overpayment recovered.

#### **7. Job Evaluation Maintenance and new posts**

All new posts will need to be evaluated prior to advertisement. Posts resulting from directorate re-structures will also need to be evaluated where job descriptions change in order to ensure that objectivity established by the job evaluation process as reflected in the new pay and grading structure is not diminished.

#### **8. Pay and Grading Structure**

The new local pay structure will maintain the link with the current NJC spinal column points of 4 to 49 and this Council's extended local spinal column points of 50 to 55. However, in order to improve the salary of the lower paid and get nearer to the 'living wage' (currently £7.20 per hour) spinal column points 4 and 5 have been removed from the new grading structure. The new grading structure will therefore commence on Spinal Column Point 6 - £6.47338 per hour

In designing a suitable pay and grading structure for Ceredigion County Council, the following objectives were followed:

- Objectivity (based on job evaluation scores)
- Is an open and transparent pay system
- Provides fair and equitable pay arrangements for employees
- Does not treat any groups disproportionately
- That the grading structure is affordable to the Council
- Minimise as far as possible the number of employees that suffer detriment.

The structure consists of 15 grades with either 2 or 3 salary points in each grade, as shown in Appendix A.

Each increment will be awarded on the 1<sup>st</sup> April each year or after 6 months if appointed to a new post between 1<sup>st</sup> October and 31<sup>st</sup> March in any one year.

From the date of implementation (1<sup>st</sup> August 2012) further pay awards, increments or allowance changes will not be applied to protected earnings until the new earnings catch up with the protected earnings level for that job or the protected period ends, whichever is the sooner.

## **9. Assimilation**

The effective date for the new pay structure is 1<sup>st</sup> April 2012 with assimilation to the new structure being as follows:

- Employees, where the minimum of the newly evaluated grade is greater than the current spinal column point on 1<sup>st</sup> April 2012, will progress to the bottom point of the new grade (Green Circle – salary goes up).
- Employees whose current spinal column point on 1<sup>st</sup> April 2012 matches a spinal column point within the new grade, will move directly across into the new grade on that spinal column point (White Circle – salary unchanged). Where under the current grade an increment would have been due as at 1<sup>st</sup> April 2012, assimilation will reflect that position.
- Employees, where the maximum of their newly evaluated grade on 1<sup>st</sup> April 2012 is less than their current spinal column point will be assimilated to the maximum spinal column point of that grade (Red Circle – salary goes down)

## **Casual and temporary staff (not agency)**

- Casual staff will not be treated differently and will be paid the job evaluated rate for the work that they are employed to do.
- Upon implementation of the new pay and grading structure, the temporary employee should be paid the new rate for the job. If the grade of the post goes up, the temporary employee should be paid the rate for the job consistent with permanent employees. If the grade goes down, the temporary employee will be given compensation consistent with permanent employees. If the current temporary employment is extended these provisions should continue. If the

nature of the temporary employment changes, the new rate for the post should be immediately applied.

## **10. Compensation Payment**

Employees who as a result of the new pay and grading structure suffer a reduction in pay then a compensation payment will be made as follows:

- The compensation payment will equate to the higher of £250 or the value of the loss of earnings from the implementation date to 31<sup>st</sup> July 2014 (the difference between former basic earnings including contractual allowances and new basic earnings including contractual allowances).
- Any compensation payment will be paid on a monthly basis.

## **11. Honoraria**

- Existing honorarium payments will be reviewed prior to the date of implementation (1<sup>st</sup> August 2012) - (please refer to Appendix B).

## **12. Additional duties and responsibilities on a temporary basis**

- The Council recognises the need for individuals to temporarily cover a more senior post. (please refer to Appendix B)

## **13. Recruitment and Retention**

### **Starting Pay on Appointment**

The starting salary for all appointments (new recruits, employees who transfer within the organisation and employees promoted) is the first point of the new grade. In exceptional circumstances the Departmental Director in consultation with the Head of Corporate Human Resources will approve a starting salary above the minimum where it is necessary to meet an existing salary and the candidate can demonstrate a level of skills and experience that is comparable to existing employees who have progressed through the grade. The approval and reason for it will be recorded on the employee's personal file. Employees who transfer (including redundancy transfers) to an equivalent graded post will transfer over on existing spinal column point. Employees who move to a lower grade post will move to the spinal column point closest to their existing salary. Advice on starting salaries will form part of recruitment guidance.

### **Career Graded Progression**

Multi graded posts are no longer available. Career graded posts can be made available within recognised training arrangements. Each level in a career progression will now be a separately evaluated role which requires additional knowledge, skills and responsibilities (for example, a trainee accountant, assistant accountant and accountant). Career progressions are governed by criteria, associated with an established training scheme, which details the level of knowledge and skills necessary

to enable progression to the next evaluated level. Career progressions at higher levels are controlled by establishment numbers and would be available by advertisement using equality proofed recruitment procedures. Recruitment can be directly into any job evaluated level of a career grade as long as the knowledge and skill level requirements are met. Trade Unions will be consulted on the development of criteria for progression.

### **Market Supplements**

The Council recognises the need to identify certain posts that are key to the provision of Council services whose market pay rate is higher than the new structure allows. In these circumstances the provisions of the Council's Market Forces Policy will apply (please refer to Appendix C).

### **Periods of Notice**

The Council currently operates a two tier system in relation to periods of notice for resignations. Those staff employed prior to 2006 who have not changed posts since that date would normally be required to give a period of notice equal to one payment of salary or wages to the next.

Those staff appointed to post since 2006 are required to give the following period of notice for resignations:

For employees on SCP 1 – 34: One month (4 weeks)

For employees on SCP 35 and above: Three Months (12 weeks)

As from the date of implementation (1<sup>st</sup> August 2012) it will be necessary for all staff to give notice of resignation in line with post 2006 arrangements as described above. However, requests for a shorter period of notice will be considered on merit.

### **14. Removal of allowances / enhancements**

With effect from the date of implementation (1<sup>st</sup> August 2012) the following allowances will no longer be payable to employees (please refer to Appendix D for further information):

- Bonus payments
- Extra Responsibility Allowance
- Dirt Money
- Sewer Money
- Special Class Allowance (SEN Allowance)
- Retainer Allowance
- Laundry Allowance
- Alternating Shift Allowance
- Split Duty Allowance
- Lead Payments
- Contractual Overtime

## **15. Changes to terms and conditions / allowances / enhancements**

With effect from the date of implementation (1<sup>st</sup> August 2012) the following terms and conditions / allowances / enhancements will be changed (please refer to Appendix D & E for further information):

- Waking Allowance / Night Duty Allowance
- Unsocial Hours Allowance
- Overtime hours payment
- Weekend enhancements
- Public holiday enhancements
- NNEB / Classroom Support staff

## **16. Other allowances / enhancements**

As part of the agreement, recognised trade unions have agreed in principle to enter into meaningful consultation to standardise practices and entitlements at the earliest opportunity in the following areas:

- Standby and call out arrangements (Review)
- Unsocial Supplement (Review)
- Implementation of monthly pay to all staff (As per 2003 agreement)
- Lettings (No Change)

## **17. Equal Pay Claims**

An important part of the single status agreement will be consideration of settlement options in relation to equal pay claims. Such consideration will be undertaken in consultation with recognised trade unions, subject to appropriate legal advice and undertaken on a “without prejudice” basis.

# **CEREDIGION COUNTY COUNCIL**

## **PAY AND GRADING STRUCTURE**

## GRADING STRUCTURE WITH EFFECT FROM 1<sup>ST</sup> APRIL 2012

<b>GRADE</b>	<b>POINTS BAND</b>	<b>PAY BAND</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
1	0 - 259	6 - 7	£12,489	£12,787
2	260 - 294	8 - 9	£13,189	£13,589
3	295 - 329	10 - 11	£13,874	£14,733
4	330 - 364	12 - 13	£15,039	£15,444
5	365 - 399	14 - 16	£15,725	£16,440
6	400 - 434	18 - 20	£17,161	£18,453
7	435 - 469	22 - 24	£19,621	£20,858
8	470 - 504	26 - 28	£22,221	£23,708
9	505 - 539	30 - 32	£25,472	£27,052
10	540 - 579	34 - 36	£28,636	£30,011
11	580 - 619	38 - 40	£31,754	£33,661
12	620 - 659	41 - 43	£34,549	£36,313
13	660 - 699	45 - 47	£38,042	£39,855
14	700 - 739	49 - 51	£41,616	£43,335
15	740 -	53 - 55	£45,058	£46,778

# **CEREDIGION COUNTY COUNCIL**

## **Honorarium Policy**

## **1. Policy Statement**

- 1.1 The Council recognises that it may be necessary from time to time to apply an additional payment when an employee is requested to 'act up' into a higher graded post or temporarily undertake additional duties associated with a higher grade.
- 1.2 Where changes to the job are likely to be permanent, the post should be re-evaluated under the Council's Job Evaluation scheme and a formal grade established.
- 1.3 The purpose of this Policy is to ensure that the additional payments are properly considered and implemented on a consistent basis. This policy sets out the criteria that will apply for all posts regardless of the amount of payment involved.

## **2. Honorarium**

- 2.1 An honorarium payment may be made where an employee is requested to undertake some of the duties and/or responsibilities of a higher graded post.
- 2.2 If there is more than one suitable employee, with the appropriate skills and experience to undertake the additional duties and/or responsibilities, then a selection process will need to be followed to determine the best person to undertake those duties and/or responsibilities.
- 2.3 Payment of any allowance or honorarium will only apply to situations of more than one month's duration and backdated to day one.
- 2.4 Any honorarium payment will be for a maximum of 12 months. If there is an expectation that the duration is longer, the post will be re-evaluated using the Council's Job Evaluation scheme.

## **3. Procedure**

- 3.1 Prior to the implementation of the Council's new grading structure, all current honorarium payments will be reviewed as outlined below.
- 3.2 Where an honorarium is in place the basis of which consists of duties that have been incorporated into the job evaluation questionnaire and evaluated the assessed grade will be applicable from the implementation date and the honorarium will cease.
- 3.3 As an additional payment to basic salary the Council is mindful of the Equal Pay position and as such all such payments would be temporary, subject to review and would have to be objectively justified.
- 3.4 A business case must be made by the relevant manager to support the application for an honorarium payment using the "Request for a Honorarium

Payment” form (Appendix 1) and submitted to the departmental Director for approval.

Types of evidence include:

- The reason for the payment, e.g. to cover for long term absence, or to undertake a specific piece of work
- Details of the post affected and the grades of the substantive and potential higher level post
- Whether the extent of the duties are full or partial, if partial then a percentage must be given
- Cost – calculation of the amount per month the employee would be entitled to receive.

3.5 In such cases the full amount or percentage of the difference between the existing salary and the minimum salary of the higher grade should be paid.

3.6 Where longer term situations may apply, e.g. maternity cover, consideration should be given to advertising the post following the Council’s normal recruitment procedure.

3.7 Employees in receipt of a protected salary that undertake acting up duties higher than their evaluated post but less than their protected salary are not entitled to receive an additional payment.

#### **4 Method of payment**

4.1 The above payments can be made as a regular monthly amount if the details are known in advance, or they can be made as a retrospective one-off payment at the end of the relevant period.

#### **5 Consultation**

5.1 Directors have delegated powers to grant the payment of Honoraria. In order to ensure consistency, Directors must consult with the Head of Corporate Human Resources when considering payments under this scheme and forward a copy of the “Request for a Honorarium Payment” form. The Head of Corporate Human Resources will forward the form to Payroll Section for payment purposes.

**REQUEST FOR A HONORARIUM PAYMENT**

Directorate .....

Section .....

Employee's name..... Payroll number of employee .....

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Business case and calculation .....

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.....

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Monthly payment ...£.....

Start date of Honorarium ..... End date of Honorarium .....

Is this a continuation YES/NO If YES please enter original start date: .....

Signature of line manager .....

Title ..... Date .....

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Honorarium approved by Director Yes / No

If Honorarium not approved, please give a reason .....

.....

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Signature of Director ..... Date .....

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Request received by Head of Corporate Human Resources Yes / No

Signature of Head of  
Corporate Human Resources ..... Date .....

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Request received by Payroll Section on: Date .....

Inputted into Payroll System by:

Signature ..... Date .....

# **CEREDIGION COUNTY COUNCIL**

## **Market Forces Supplements**

## **1. Policy Statement**

- 1.1 Ceredigion County Council is committed to ensuring that all employees receive equal pay for work rated as equivalent.
- 1.2 In so doing the Council recognises that it may be necessary from time to time to apply a market force supplement to the assessed grade of a job. Usually this will be as a result of a skills shortage in the jobs market (local or national) or because the market rate for a particular skill set is higher than that determined by local job evaluation and the pay and grading structure.
- 1.3 It is clear that whilst the process of job evaluation will offer outcomes that satisfy equal pay considerations there are potential difficulties for some posts in terms of recruitment & retention. Although meeting the Equal Pay provisions the rate of pay for certain posts may compare unfavourably with a similar post elsewhere.
- 1.4 Where this is the case, a supplement may be added to the grade of the job. Supplements shall be clearly expressed as such in employment documents. Annual reviews will be applied on the anniversary of the implementation of the supplement. Market force supplements may be withdrawn subject to written notice of not less than 3 months.
- 1.5 The purpose of this Policy is to ensure that the attachment of market supplements to posts are properly considered and implemented on a consistent basis.

## **2. Objective Justification**

- 2.1 If the pay of a particular job is to be enhanced to reflect market conditions it is necessary to demonstrate that there are 'objectively justified grounds', i.e. that recruitment and retention difficulties exist in relation to the job(s) concerned which would result in actual or foreseeable organisational and/or operational problems.
- 2.2 Equal Pay considerations should be taken into account and the possibility of an equal pay challenge assessed. The Council will not be able to rely on the fact that the market suggests that certain jobs, usually done by women are paid less than jobs usually done by men because the market rate may itself be based on discriminatory assumptions. The overriding principle of the decision must be based on what the Council needs to pay to get the person needed to fill the vacancy.
- 2.3 Other considerations when making this decision should also be taken into account such as operational issues and the reputation of the Council which may suffer if key services are not fully staffed.

- 2.4 In addition there is a need to show that the comparator job is substantially the same in terms of duties and responsibilities and that there are no material differences in the overall reward package i.e. holiday entitlement, sick pay scheme, flexible working arrangements. These are not cash rewards but could account for the lower rate of pay.
- 2.5 The application/renewal/withdrawal, of a market force supplement is subject to approval of the relevant Director, in consultation with the Head of Corporate Human Resources.
- 2.6 Market force supplements will apply equally to all staff in the particular job (or specialist area). Costs will be met from the relevant service area.

### **3. Evidence**

- 3.1 The business case for such supplements has to provide objective justification with supporting evidence. Anecdotal evidence is not sufficient.

Types of evidence include:

- salary benchmark data, what is the 'going rate' for the job?
- evidence of any recent (unsuccessful) recruitment processes, e.g. How has the post been advertised in the past? Has the correct media been used? What is the response rate to adverts? What is the turnover rate for the post?
- the level and overall cost of the recommended supplements,
- any alternative measures that have been, or could be, considered, e.g. could the post be remodelled to deliver the service required?
- the operational and/or reputational risks
- details of any perceived detrimental impact on service delivery of failure to recruit (or retain) the right calibre of employee(s).
- details of any potential knock on effects and how they might be resolved, e.g. maintenance of pay relativities between posts within a section or work group

### **4 Payment**

- 4.1 Having obtained the necessary pay data, an assessment will be made as to whether a market supplement needs to be applied and, if so, the actual value of the supplement.
- 4.2 Each application is to be dealt with on a case-by-case basis and will require objective justification using the pro forma shown in Appendix I and II, before approval by the relevant Director.
- 4.3 The market supplement will be kept separate from the agreed rate of pay for the post. This must be made clear when undertaking recruitment to vacant posts and also upon the recruitment of successful candidates. Employees need to understand that the market supplement payment can vary year on year or cease completely.

- 4.4 Employees occupying or appointed to posts that attract a market supplement will be given written confirmation detailing the amount of the payment, the arrangements for review and how any subsequent changes will be implemented. A standard letter for this purpose can be found at Appendix III.
- 4.5 Payment will be as an allowance in addition to the monthly salary and (as it is based on incremental points) will be subject to annual cost of living pay awards. As it forms part of an employee's pay it will be pensionable.
- 4.6 Where appropriate, supplements will be paid pro-rata to the hours worked.

## **5. Calculation of a Market Supplement**

- 5.1 All supplements will be calculated as additional increments based on the evidence supplied and will be the nearest increment below the comparator salary. The payment should be set at a level that is considered will alleviate the recruitment & retention/operational difficulties but which is not excessive and can be justified in terms of salary paid to the comparator jobs in the market place.
- 5.2 The purpose, justification and extent of any market supplement must be transparent, and records must be maintained to demonstrate this, so that the Council can respond effectively to any challenge regarding the rationale for such a payment.

## **6. Timescales**

- 6.1 In order to ensure the continued fairness and equity of the pay structure and that the payment is still justified and appropriate, supplements will be subject to annual review.
- 6.2 Following the review a decision should be made by the Director in conjunction with the Job Evaluation Team and the appropriate Trades Union as to whether to withdraw the supplement from the post(s) concerned, retain the supplement at its current value, or adjust the amount to be paid.
- 6.3 Market force supplements may be withdrawn subject to written notice of not less than 3 months.

## **7.0 Appeal**

- 7.1 An employee may believe that full consideration relating to the application / renewal / withdrawal of a supplement has not been given and may want to appeal this decision.
- 7.2 To appeal, an employee must write to the Chief Executive, setting out the grounds for the appeal within 14 days after receiving written notice of the decision on the entitlement, or variance, to the supplement.

- 7.3 The Chief Executive must arrange a meeting with the employee to discuss the appeal within 14 days of the written appeal letter. The employee has a right to be accompanied at this meeting. After the meeting has been held the Chief Executive will write to the employee within 14 days notifying the employee of the outcome of the appeal.
- 7.4 If it is not possible to respond within that timescale the employee should be given an explanation for the delay and told when a response can be expected, but no longer than a further 14 days.
- 7.5 This acts as written notice of the appeal outcome and constitutes Ceredigion County Council's final decision and is effectively the end of the formal procedure within the workplace.
- 7.6 An employee who fails to attend the appeal meeting without notification should contact the Chief Executive as soon as possible to explain their absence. The Chief Executive should rearrange the meeting at the next mutually convenient time. It is important that reasonable notice of the meeting is given. If the employee fails to attend a meeting more than once and does not provide a reasonable explanation, the application will be treated as having been withdrawn. In such circumstances, the Chief Executive will write to the employee confirming that the application is now considered withdrawn.

## **8.0 Right of Accompaniment**

- 8.1 Employees have the right to be accompanied by their Trade Union Representative or work colleague at any meetings arranged to discuss the withdrawal of a supplement or subsequent appeal.
- 8.2. If the person accompanying the employee is unable to attend the meeting, the employee should re-arrange the meeting for a date within 7 days of the originally proposed time, ensuring the new time is convenient to all parties; or, consider an alternative individual to accompany the employee to the meeting.

**CEREDIGION COUNTY COUNCIL**

**Market Supplement Approval Form**

Directorate: \_\_\_\_\_

Service Area: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Post to be paid supplement

Post title: \_\_\_\_\_

Post ID: \_\_\_\_\_

Justification for Request:

Amount of supplement to be paid: \_\_\_\_\_

Potential knock on effects: \_\_\_\_\_

\_\_\_\_\_

Approved by the Director                      Yes / No

Signature of Director: \_\_\_\_\_                      Date: \_\_\_\_\_

Date of annual review: \_\_\_\_\_

**Review of Market Supplement Payments**

Service Area: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Details of Current Supplement Payments:

Post title: \_\_\_\_\_

Post ID: \_\_\_\_\_

Review findings

Recommendation:

\_\_\_\_\_  
\_\_\_\_\_

Amount to be paid: (if applicable)\_\_\_\_\_

Approved by the Director:            Yes / No

Signature of Director: \_\_\_\_\_            Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_

Dear

### **PAYMENT OF MARKET RATE SUPPLEMENT**

I am writing to confirm that your Director has agreed that the post of *{insert job title}* will attract the payment of a market rate supplement in line with the Council's policy on the payment of market rate supplements.

As a result of ongoing recruitment and retention difficulties you will receive an additional annual payment of £ . The method of payment will be monthly and will be paid in addition to your salary.

The market supplement is separate from the agreed rate of pay for the post. The payment will be detailed separately on your pay slip.

You should be aware that this is not a permanent payment and will be reviewed annually to determine whether the payment continues to be justified and if so that the amount paid remains appropriate. The outcome of this review will be to determine whether to withdraw the supplement, retain the supplement at its current value, or adjust the amount to be paid.

Should you have any queries with regard to this payment please do not hesitate to contact me.

Yours sincerely,

Head of Corporate Human Resources

# **CEREDIGION COUNTY COUNCIL**

## **Removal / Changes to Current Terms and Conditions of Employment**

## REMOVAL / CHANGES TO CURRENT TERMS AND CONDITIONS OF EMPLOYMENT

PAYMENTS/ ENHANCEMENTS	CURRENT TERMS & CONDITIONS PRE 01/08/2012	CHANGES WITH EFFECT FROM 01/08/2012
Bonus Payments	Paid at various rates to different employment groups – Refuse Workers – 30% Road workers – 29.3% Engineering Fitters – 12.5%	Remove bonus payments on implementation of the Job Evaluation scheme
Extra Responsibility Allowance	£9.49 per week paid to certain groups of staff within the Highways, Property & Works Department. Payment introduced as means of increasing operational flexibility, the elimination of restrictive practices and the introduction of training commitments.	Remove on implementation of the Job Evaluation scheme
Dirt Money	10p per hour paid as extra payment for work undertaken during periods of discomfort and inconvenience	Remove on implementation of the Job Evaluation scheme
Sewer Money	50p per hour in addition to normal hourly rate is paid when working in sewers	Remove on implementation of the Job Evaluation scheme
Special Class Allowance (SEN)	Paid to School Support Staff with responsibility for children with statements of special needs	Remove on implementation of the Job Evaluation scheme
Retainer Allowance from Catering staff etc.	Cooks in Charge, Breakfast Club Workers, Catering Assistants, Lunchtime Supervisors, Dinner Money Collectors, Dining Room Assistants & School Crossing Patrols all receive a payment calculated at the rate of one half of normal weekly wage for the period of the year that schools are closed (after taking annual leave into account)	Remove retainer allowance. Employees to be paid for hours worked.
Laundry Allowance	Allowance of £12.00 per annum paid to catering staff to clean uniform	Remove - Not paid to any other employees.
Lettings	Allowance paid to School Caretaking staff to open/close schools after normal hours: Currently 30 minutes to open and 30 minutes to close irrespective of time it actually takes	No change

<b>PAYMENTS/ ENHANCEMENTS</b>	<b>CURRENT TERMS &amp; CONDITIONS PRE 01/08/2012</b>	<b>CHANGES WITH EFFECT FROM 01/08/2012</b>
Waking Allowance / Night Duty Allowance	Employees who work at night as part of their normal working week are entitled to receive an enhancement of time and third for hours worked between 8.00 p.m. and 6.00 a.m. (receive 1 hour break during this period of which only 30 minutes is unpaid).	Pay time and a quarter enhancement during the hours of 9 p.m. to 6 a.m. to employees working nights only (receive 1 hour break during this period of which only 30 minutes is unpaid) The employee in order to receive this payment must work at least 5 hours during this period.
Un-Social Hours Allowance	Employee (not night staff) working between 8.00 p.m. and 10 p.m. (Mon-Fri) receives a payment of 20% on top of basic pay for hours worked during this period.	Employees (not night staff) in receipt of basic pay at or below SCP 28 working before 6.00 a.m. or after 9.00 p.m. (Mon-Fri) to receive a payment of 20% on top of basic pay for the hours worked.
Alternating Shift Allowance	Employee receives 10% of SCP 6 in addition to normal pay.	Remove with implementation of Job Evaluation
Split Duty (Social Services only)	Employee who works a split shift is paid 5 pence per hour in addition to normal rate of pay for hours worked before 8 p.m. e.g. 8 a.m. to 12 noon / 3 p.m. to 5.00 p.m. = 7hrs worked x 5p = 35p in addition to normal pay.	Remove with implementation of Job Evaluation but to review working practices within establishments
Lead Payment (Community Care Assistants - Social Services)	Provide office based support to Care Co-ordinator and weekend support to the Community Care Assistants. Paid on SCP 9 with first 6 hours +10% for undertaking the additional duties & responsibilities. Remaining hours at basic rate.	Remove with implementation of Job Evaluation.
Contractual Overtime	Contractual Overtime paid to some HPW manual workforce for travelling to and from work picking up colleagues on route. Agreement transferred from Dyfed County Council.	Remove due to potential inequality issue

<b>PAYMENTS/ ENHANCEMENTS</b>	<b>CURRENT TERMS &amp; CONDITIONS PRE 01/08/2012</b>	<b>CHANGES WITH EFFECT FROM 01/08/2012</b>
Overtime in excess of 37 hours per week	<p>Employees in receipt of basic pay at or below SCP 28 receive the following enhancements:  <b>Monday - Saturday</b> – Time and a half  <b>Sunday</b> – Double time</p> <p>Employees in receipt of basic pay above SCP 28 – For all periods - Time off in lieu of 'overtime' or plain time if time off cannot be taken within 13 weeks.</p>	<p>Employees in receipt of basic pay at or below SCP 28 will be paid time and a half for all overtime worked in excess of 37 hours per week.</p> <p>Employees in receipt of basic pay above SCP 28 –for all periods - Time off in lieu of 'overtime' or plain time if time off cannot be taken within 13 weeks.</p> <p>Managers also to review current working arrangements to reduce the amount of overtime being worked by staff.</p>
To review payment of weekend enhancements for those staff who are required to work on Saturday and/or Sunday as part of their normal working week	<p>Employees in receipt of basic pay at or below SCP 28 are entitled to the following:  Saturday – Time and a half  Sunday – Time and a half – if basic pay is above SCP 11;  Double time if basic pay is at or below SCP 11.  Employees in receipt of basic pay above SCP 28 – Plain time rates apply.</p>	<p>Employees in receipt of basic pay at or below SCP 28 are entitled to the following:  Saturday – Time and a quarter  Sunday – Time and a half  Employees in receipt of basic pay above SCP 28 – Plain time rates apply.</p>
Public Holiday Payments (8 designated days)	Double time + TOIL or option of being paid Triple time	Plain Time + TOIL or option of being paid Double Time
Review Stand-by /call out arrangements across the County	Different amounts paid by different departments	Review current arrangements with a view of Implementing single rate for stand-by and agree one principal payment method for call out
Unsocial Supplement	14% paid to Out of Hours Social Workers in addition to normal pay	To be included as part of the stand-by / call – out review.
Weekly to Monthly pay	TU's agreed to implement change to monthly pay for all staff under single status agreement in 2003. Some Social Services and Highways staff remain on weekly pay.	Implement monthly pay to all staff in line with previous agreement. Ensure transition arrangements are in place.

# **CEREDIGION COUNTY COUNCIL**

## **WORKFORCE REMODELLING OF SCHOOL SUPPORT STAFF**

## WORKFORCE REMODELLING OF SCHOOL SUPPORT STAFF

The following outlines the full extent of the changes that have been agreed, as part of this Collective Agreement, for each category of Classroom Support Staff employed within schools.

### **NNEB's**

NNEB's are currently paid for 52 weeks of the year 37 hours per week although their actual working patterns vary between schools with the vast majority working term-time only. It has therefore been agreed to alter the employment contracts of these individuals as follows, with effect from 1<sup>st</sup> August 2012, in order to ensure a fair and consistent pattern to those of other classroom support staff:

<b>NNEB</b>	<b>Current</b>	<b>New with effect from 01/08/2012</b>	
Hours worked	37	32.5	Actual pattern of hours worked to be agreed with Line Manager / Headteacher
Weeks worked	52	39	To include all directed and inset days
SEN allowance	Yes	No	Removal of SEN Allowance
Pay Range	SCP 9 - 15	As per JE results	Pro rata to weeks and hours worked

### **Pupil Support Workers (PSW) – Foundation Phase**

PSW's that work within the Foundation Phase are currently paid for 38 weeks of the year and 34 hours per week. In order to ensure a fair and consistent pattern of work for all Pupil Support Workers it has been agreed to introduce the following with effect from 1<sup>st</sup> August 2012:

<b>PSW – Foundation Phase</b>	<b>Current</b>	<b>New with effect from 01/08/2012</b>	
Hours worked	34	32.5	Actual pattern of hours worked to be agreed with Line Manager / Headteacher
Weeks worked	38	39	To include all directed and inset days
SEN allowance	N/A	N/A	
Pay Range	SCP 9 - 15	As per JE results	Pro rata to weeks and hours worked

### **Pupil Support Workers (PSW) – SEN & General**

PSW's that work within the SEN and General Classroom are currently paid for 38 weeks of the year and 32.5 hours per week. In order to ensure a fair and consistent pattern of work for all Pupil Support Workers it has been agreed to introduce the following with effect from 1<sup>st</sup> August 2012:

<b>PSW – Foundation Phase</b>	<b>Current</b>	<b>New with effect from 01/08/2012</b>	
Hours worked	32.5	32.5	Actual pattern of hours worked to be agreed with Line Manager / Headteacher
Weeks worked	38	39	To include all directed and inset days
SEN allowance	Yes if applicable	No	Removal of SEN Allowance
Pay Range	SCP 9 – 15	As per JE results	Pro rata to weeks and hours worked

### **Learning Support Assistants and Classroom Assistants**

LSA's and Classroom Assistants that work within the SEN and General Classroom are currently paid for 38 weeks of the year and 30 hours per week. It has been agreed that with effect from 1<sup>st</sup> August 2012 that the hours worked for these groups of staff will be as follows:

<b>LSA and Classroom Assistant</b>	<b>Current</b>	<b>New with effect from 01/08/2012</b>	
Hours worked	30	30	Actual pattern of hours worked to be agreed with Line Manager / Headteacher
Weeks worked	38	39	To include all directed and inset days
SEN allowance	N/A	N/A	
Pay Range	SCP 7	As per JE results	Pro rata to weeks and hours worked

### **Annual Leave**

Those staff whose weeks worked increase from 38 to 39 per annum will receive an increase in their pro-rata entitlement to holiday.

All categories of staff will continue to receive their salary, pro-rata leave and public holiday entitlement calculated and paid over 12 equal monthly payments.

### **Exclusions from this agreement**

This agreement does not apply to Caretakers/Premises Managers, Lunchtime Supervisory Assistants, Catering/Cleaning Staff or Teachers.

### **IMPLEMENTATION ARRANGEMENTS**

The Council's Chief Executive will put in place suitable arrangements to ensure that all officers of the Council who have a responsibility for implementing this Agreement are made aware of the

need to do so in a manner which fully and properly reflects the intentions of the signatories to this Agreement.

**Duly authorised for and on behalf of the Council**

Signature ..... Date:

Miss E M Bronwen Morgan  
Chief Executive

**Duly authorised for and on behalf of UNISON**

Signature ..... Date: .....

[Name & Title] .....  
[Please Print]

**Duly authorised for and on behalf of GMB**

Signature ..... Date: .....

[Name & Title] .....  
[Please Print]

**Duly authorised for and on behalf of UNITE**

Signature ..... Date: .....

[Name & Title] .....  
[Please Print]

**Duly authorised for and on behalf of UCATT**

Signature ..... Date: .....

[Name & Title] .....  
[Please Print]