
REPORT TO:	FINANCE & MANAGEMENT	AGENDA ITEM: 7
DATE OF MEETING:	11 OCTOBER 2001	CATEGORY: DELEGATED
REPORT FROM:	SINGLE STATUS STEERING GROUP	OPEN PARAGRAPH NO:
MEMBERS' CONTACT POINT:	JOY WILLOUGHBY EXT. 5729	DOC:
SUBJECT:	SINGLE STATUS JOB EVALUATION	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 To approve that a Union representative be allowed to attend and speak to this committee, for all reports presented from the Steering Group. They would attend and speak to these agenda items only, in accordance with Paragraph 4.14.
- 1.2 To note the progress made to-date by the Single Status Steering Group.
- 1.3 To approve the following recommendations: -
 - the Terms of reference as identified in paragraph 4.11.
 - the Status and Reporting Lines of the Group identified in paragraphs 4.13–4.16
 - the requests for delegated powers outlined in Annexe A.

2.0 Purpose of Report

- 2.1 The report sets out the progress to-date of the Single Status Steering Group, and makes recommendations to this committee. These will enable the group to continue to implement the introduction of Single Status Job Evaluation into the authority, and deal with associated issues.

3.0 Executive Summary

- 3.1 Members have approved the implementation of Single Status Job Evaluation for the authority, using the NJC Computerised Scheme. They have established a Steering Group, and identified the scope of employees to be covered by the scheme. The project requires joint working of members, management, and employee representatives. The Steering Group has now met on a number of occasions, and has made some progress. This progress is being presented to members for their information. Members are also being asked to consider a number of recommendations from the group for approval, relating to the Terms of Reference for the Group, Status and Reporting Lines for the Group, and Delegated Powers required.

4.0 Detail

4.1 **Single Status Steering Group**

- 4.2 Members will recall that at the Joint Consultative Committee on 3 May 2001, approved by the Annual Council on 17 May 2001, a number of recommendations were approved to enable Single Status Job Evaluation to be implemented.
- 4.3 It was approved that a steering group be established for the project to comprise of 3 Council Members (Councillors Whyman, Wilkins, and Bale), and 3 Trade Union Representatives. The Trade Union representatives consisting of 2 UNISON representatives from 4 nominated representatives and 1 GMB representative. The Chief Finance Officer, and Personnel & Development Manager would be advisory members of the group.
- 4.4 Also that where the above members of the group are unable to attend, a substitute may be nominated. The steering group would organise as required sub-groups or individuals to undertake tasks/research on their behalf. They would also invite persons to attend steering group / sub-group meetings to provide information as required.
- 4.5 The Steering Group has now met on 3 occasions, and has nominated Councillor Whyman – Chair of the Group. The meetings have been positive and extensive discussion has taken place.
- 4.6 The EMRLGA have 2 network user groups, one for officers, and the other a joint officer/TU representative group. We have nominated persons from the Steering Group as members. These network meetings will provide support and best practice guidance for the authority.

4.7 **Scope of the Scheme**

- 4.8 Members will recall also approving that the scope of the scheme was to cover employees whose general terms and conditions of employment were under the National Joint Council of Local Authority Employees (Green Book).

4.9 **Terms of Reference**

- 4.10 The Steering Group confirms that there is clearly commitment by both sides to implement Single Status, but considers that progress should be made cautiously, acknowledging that the Authority cannot spend money it does not have. They also recognise that transparency and openness are essential for employees and their representatives. For the project to be effective wider issues need to be considered than just the implementation of the Job Evaluation Scheme. There are wider associated policies and benefits that will also need to be reviewed during the project's implementation.
- 4.11 The terms of reference agreed to be recommended to this committee for approval are: -
- “The Single Status Steering Group will bring together members, management and employees with the object of managing the implementation of Single Status Job Evaluation in South Derbyshire District Council. This group will also review the overall remuneration packages and associated policies for

employees who are directly affected. The group will manage the project within the financial resources of the Authority and ensure openness and transparency at all stages in the project.”

4.12 Status & Reporting Lines of the Group

4.13 The group identifies themselves as a Task & Finish Working Group. They recommend the most appropriate reporting line would be to Finance & Management Committee for items requiring committee approval, and for reporting progress on the project. They would wish to be able to determine the frequency of reporting to committee, as they consider relevant.

4.14 The project requires joint working between members, management and employees. To enable members of this committee to be fully informed of the views all parties, when reports are presented, and to engender staff confidence in the scheme, the Group recommends that a Union representative be allowed to attend committee, for all reports presented from the Steering Group. They would attend and speak to these agenda items only. Reports from the group would be presented by the Personnel & Development Manager, with the support of the members on the Group, the Chief Finance Officer and the Union representative attending, as appropriate.

4.15 As the scope of the project does not cover all employees of the council, the group proposes that for information purposes only they would report progress to JCC at various stages in the project, as they consider relevant. However, they recognise that there may be occasions when they would need to consult wider on particular issues using the JCC, i.e. where revisions to corporate policies / benefits of all employees may be recommended.

4.16 The status of the notes/minutes of the working group meetings was discussed. It is proposed that as this is a Task & Finish Working Group the notes would be for reference purposes for the group only, and would not be forwarded to committee for approval. Therefore Personnel & Development would record notes and no Member Services Officer would be required to attend.

4.17 Key Tasks of Project and Level of Delegated Powers

4.18 The group has identified the key tasks of the project in the table at Annexe A. It is recommended that this committee approve the areas of delegated powers where requested to enable the Working Group to effectively manage the implementation of the project. The latter tasks with no recommendation detailed, would be considered by the working group at a later stage, and would be the subject of a further report for approval to this committee.

4.19 The main principles applied in recommending these delegations are that approval would be sought from this committee, for items requiring resources not already approved, or where there are recommendations on corporate issues i.e. changes to corporate policy or corporate employee benefits etc. The tasks recommended for delegation are day to day research, assessment, and implementation tasks to enable the group to effectively manage the project.

4.20 Timescale of Project

- 4.21 A project plan will be presented to a future committee, when all relevant data has been collated for its preparation, and the extent of delegated powers have been agreed. This future report will also address the issue more fully regarding financial resources and people support required.
- 4.22 Early discussions indicate that a hierarchy of scores, and recommended new payscale will not be available for presentation to committee for approximately 2 years. The group is keen to ensure that sufficient time and effort is given to the early stages of preparation, to reduce the opportunities for inconsistency and appeals at the later stages.

4.23 Joint Marketing of the Project

It is the intention of the group to release an initial leaflet to market the implementation of the scheme. This will be sent to all employees, when committee agrees a set of terms of reference for the group. Future articles in the employee newsletter - Inside Out will then follow this as the group has information to provide. All information circulated will be joint articles/leaflets from members and trade union representatives, to demonstrate the joint working approach of this project.

5.0 Financial Implications

- 5.1 As stated within the terms of reference "the project will be managed within the financial resources of the Authority."
- 5.2 Clearly members will be aware of reports of additional costs of implementing single status in other authorities.
- 5.3 No extra budget provision has been made for implementing single status. Effectively this means that any proposals are assumed to be cost neutral with any additional costs covered by savings elsewhere in staff related budgets.
- 5.4 As the project progresses, future reports will identify the necessary action that needs to be taken to achieve this position.
- 5.5 In addition every attempt will be made to accommodate the cost of undertaking Single Status reviews within existing budgets.

6.0 Corporate Implications

- 6.1 The implementation of Single Status Job Evaluation, and review of associated policies will affect a wide range of employees directly, and all employees of the Council indirectly.
- 6.2 It is recommended to Authorities by the Employers Organisation at national level as the appropriate method to safely determine the pay and grading of employees, and has the support of unions at national and local level.

7.0 Community Implications

- 7.1 None identified

8.0 Conclusions

- 8.1 The Steering Group established by this committee has met on a number of occasions, and some positive progress has been made.
- 8.2 The Terms of reference acknowledge, that this project must be undertaken responsibly, and cautiously, whilst remaining open and transparent. It is an opportunity for joint working between members and employee representatives.
- 8.3 The group now requires this committee to approve its Terms of Reference, Status, Reporting Lines and Delegated Powers. This will then determine the role the group is required to undertake, and empower them to effectively manage the project. A joint leaflet will then be issued to all employees to market the implementation of the scheme.

9.0 Background Papers

- 9.1 Notes of Meetings - Single Status Steering Group

