

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CABINET**

DATE: **TUESDAY, 20 NOVEMBER 2012**

REPORT BY: **CHIEF EXECUTIVE AND HEAD OF HUMAN
RESOURCES AND ORGANISATIONAL
DEVELOPMENT**

SUBJECT: **SINGLE STATUS PROGRESS UPDATE**

1.00 **PURPOSE OF REPORT**

1.01 To provide Cabinet Members with an update on the Single Status project and the revised project plan for closure of the project with a local Single Status Agreement.

2.00 **BACKGROUND**

2.01 The previous update on the Single Status Project was presented to Cabinet on 12 June 2012.

2.02 Since that time, significant progress has been made in completing activities for the commencement of pay modelling (designing a new Pay and Grading structure) and in preparing for the negotiations on Part 3 (terms and conditions of employment) with the Joint Trade Unions. The Officer Executive Board has finalised the following work with a high level of confidence in the rigour and thoroughness applied in the completion of these activities and since reported to the Single Status Project Board:-

- Job Evaluation Questionnaires have been completed for completed Service Reviews to improve the quality of organisational and job design;
- A new set of Job Profiles for School Support posts has been developed and all School based posts have been aligned to the profiles;
- The Conventions Review (ensuring that the Job Evaluation Scheme has been applied consistently) has been completed;
- The Rank Order of jobs (a list of all jobs in scope of the project from the smallest sized job to the biggest job) have been 'sore thumbed' and a Joint Moderation Panel (Trade Unions and Management) have reviewed and amended job evaluation outcomes accordingly;
- verification of the current workforce cost / budget to support the pay modelling work; and

- All data for posts in scope of Single Status has been verified and loaded onto the Pay Modeller software to allow a new Pay and Grading Structure to be designed.

2.03 Since the completion of the above activities, the Council, in partnership with the Joint Trade Unions, has made recent progress on pay modelling and Part 3 negotiations and are now at an advanced stage with this work.

3.00 CONSIDERATIONS

3.01 The original target date for implementation of a new Single Status Collective Agreement was set at November 2012. Whilst the Council have made significant steps in completing the various stages of the Single Status project, it has become clear that full implementation would not be achieved by November this year due to the complexity of finalising a pay and grading model and concluding Part 3 negotiations with the Trades Unions.

3.02 The project plan for Single Status has been revised to include new time frames for completion of the key milestones and new target implementation date.

3.03 Given that the delivery of the Single Status Collective Agreement is dependent on the effective delivery and cooperation of all three stakeholders i.e. senior management, Elected Members and the Trade Unions, the proposed project plan was considered by the Single Status Project Board (SSPB) on 7 November 2012 and collective approval and commitment was given by all parties.

3.04 The key milestones and revised timetable is as follows:

- Pay Modelling and Part 3 negotiations completed in November/ early December 2012;
- Equal Pay liability and provision determined in December and January 2013;
- Equality Impact Assessment undertaken in January 2013;
- Member agreement at full County Council in February 2013;
- Letters to employees to notify them of proposed impact on pay and terms and conditions in March 2013;
- Employee Road shows in March 2013;
- Trade Union Ballot in April 2013;
- Reconfiguration of the iTrent system to reflect the new pay and grading structure and terms and conditions in May / June 2013;
- Target implementation date August / September 2013.

3.05 Whilst the precise effective date for the new collective agreement will be the subject of negotiations with the Trade Unions, the Board

endorsed the proposal that the effective date should be within the first quarter of 2013 – 14, i.e. no later than June 2013. These means that implementation will be back-dated to a date to be agreed between 1 April and 30 June.

3.06 Members should be aware that the Council does not have complete control over the delivery of the activities set out above. The achievement of a new collective agreement is subject to the successful conclusion of negotiations with the Trade Unions, adoption of the collective agreement by the Council as the employer, completion of an Equality Impact Assessment by National Trade Unions and a positive outcome in the Trade Union Ballot.

3.07 At the Board on 7 November, it was agreed that the workforce should receive an update on the new timetable, the key milestones for completion and the likely target implementation date.

4.00 RECOMMENDATIONS

4.01 That Members note the project update and the new target timetable for the closing stages of the Single Status Project.

5.00 FINANCIAL IMPLICATIONS

5.01 The potential one –off and projected costs of the proposed Single Status Collective Agreement and the settlement of existing and prospective Equal Pay claims will be reported to Members as the pay modelling and negotiations on Part 3 and Equal Pay mature. The financial implications of Single Status pose a major financial risk to the Council.

6.00 ANTI POVERTY IMPACT

6.01 Consideration will be given during the various stages of the project on the financial impact of the proposals on employees.

7.00 ENVIRONMENTAL IMPACT

7.01 None.

8.00 EQUALITIES IMPACT

8.01 A full Equalities Impact Assessment is being undertaken on the final proposal of a Single Status Collective Agreement as it is developed.

9.00 PERSONNEL IMPLICATIONS

9.01 Employees will receive full details of the proposed Single Status Collective Agreement and their proposed grade by letter. Employee

Road shows will follow, in order to raise awareness on the proposed agreement and to respond to any queries. The Employee Road shows will also be supplemented by the setting up of a Single Status Contact Centre in HR and OD to respond to queries from employees and managers. The human resources risks of Single Status pose a major risk to the Council.

10.00 CONSULTATION REQUIRED

10.01 Consultation and negotiation will take place via the recognised Trade Unions. The Council will engage with all employees in scope of Single Status via Workforce Communications, the Employee Road shows and the Contact Centre. Employees who are members of a recognised Trade Union will have the opportunity to vote in a ballot on whether they wish to accept the proposals.

11.00 CONSULTATION UNDERTAKEN

11.01 See above.

12.00 APPENDICES

12.01 None.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

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