

Governing Body Agenda – Report on Job Evaluation and Harmonisation

1 Background

In 1997 the JCC for Local Government Services contractually required all organisations employing staff on 'Green Book' conditions of service to job evaluate all 'Green Book' posts, and harmonise all 'Green Book' terms and conditions of service. All school support staff are employed on 'Green Book' term and conditions of service and grading.

Following the disbanding of the School Support Staff Negotiating Body in Oct 2010 Schools/ Local Authorities needed to evidence how they have effectively addressed equal pay issues. As a result the Local Authority have been working with the trade unions and headteachers to find an proposal that would minimise any equal pay claims against the School/Local Authority and be affordable for schools.

The key elements of the job evaluation and harmonisation proposals cover

- Job evaluated pay grades for all staff school support staff
- Same conditions of service for all school support staff
 - Annual leave
 - Hours of work per week
 - Types of Contracts
 - Allowances
 - Monthly pay

2. Consultation Process

The Local Authority have carried out detailed consultation with recognised trade unions, over a number of years to develop this proposal, which the Local Authority feel meet the requirements for Greenbook Staff to have their job evaluated through a equality checked JE scheme, and conditions of service harmonised.

The local authority has also provided briefings to Headteachers to inform them of progress and highlight potential issues and concerns at an early stage. In addition the Local Authority have consulted with the Church of England and Roam Catholic Diocese for the area, who fully support the proposals outlined above.

3. Job Evaluation Proposals

The proposal is to assimilate all school support staff under SCP 34 * (current value £28,636) on to Authority's new grading structure, back dated to April 2007. Most non teaching school support staff will be assimilated across from current SCP on old pay scales to new pay bands. Teaching Assistant grades have shifted significantly upwards as a result of Job Evaluation (see appendix 1a) however due to the impact of harmonised conditions of service, the impact on the overall pay bill in reduced.

4. Harmonisation of Condition of Service Proposals

The proposal is that all school support staff will have their term and conditions harmonised, back dated implementation to August 2008. This is in line with the date harmonised conditions of service were implemented in the Local Authority.

*All school support staff above SCP 34 to await completion of third phase of Job Evaluation.

The table below outlines current and proposed to changes in conditions of service, and is based on staff employed full time and full year contract

NB where appropriate conditions of service will be pro rata for part time/part year contracts e.g. term time only

Condition	Current - Manual	Current - APTC	Proposed
Working Week	37 hour	35 hour	36 hour
Annual Leave			5 years 27 days Over 5 years 32 days 8 statutory Bank Holidays
Pay period	Weekly	Monthly	Monthly pay for all staff
Additional Payment	Complex arrangements for any additional payments e.g. overtime		Simplified pay arrangements for all staff
Weeks worked per annum	Inconsistent approach to the payment received for weeks worked per year e.g. TAs work 42 weeks max and get paid for 52, all other support staff only get paid for weeks e.g. catetaker works 52 less annual leave and public holidays		All staff paid for weeks worked plus paid allowance for annual leave and bank holidays

5. Impact of job evaluation and harmonisation in 'Take Home Pay'

As a consequence of job evaluation, harmonisation e.g. applying working time contracts using the new formula (see appendix 1b) and the loss of some allowances e.g. retainer the proposal result in

- 73% of staff gaining additional pay
- 2% of staff remaining on the same pay rate
- 25% of staff losing pay - up to a max of £500 per annum.

For those staff that will lose financially it is **proposed** is that all staff will be given the opportunity to receive the same take home pay through either

- Increasing weekly hours (if part time) or
- Increasing the number of working weeks (if full time).

There is a significant impact on Senior Supervisory Assistants in Special Schools where the Special Schools Allowance means they have been paid more than their counterparts in mainstream but JE does not identify any differences on the role. It is **proposed** to protect the salary of these posts for three years.

The cost of implementing the proposal is

- £5.5 million back pay which the local authority and schools forum will pay
- £1.8 million going forward from 1st April 2011, which schools were been notified of in the last financial year

*All school support staff above SCP 34 to await completion of third phase of Job Evaluation.

6. Impact of backdating Harmonised conditions of service

As a result the proposal to back date the implementation of harmonised conditions from August 2008 means that some school staff will be

- entitled to take additional annual leave or payment equivalent
- entitled to work reduce hours per week

A detailed presentation for Governors will be offered in early September to provide an opportunity to fully explain the impact of the proposed changes

NB Schools who do not implement may be subject to pay the costs for any equal for equal value pay claims against the Governing Body (not supported by the Local Authority).

7. Job Evaluation Appeal Process

Staff will have the opportunity to appeal against the grade assigned to their job role, and can appeal up to 3 months from the date of implementation. In order to ensure a fair and consistent process the Local authority will manage the process on behalf of schools and will ensure that all appeal panels are provided with advice from current senior staff working in a school or Governors.

Any recommendations made by the panel will be referred back to the governing body for confirmation and approval.

8. JE/Harmonisation Briefing Sessions for Governors (and Headteachers)

A number of briefing sessions will be run for Governors (and Headteachers) to give the opportunity to discuss the proposals outlined in more detail and answer any questions. It is proposed that the briefing sessions will run in late September/Early October, details of sessions will be issued in the near future.

Recommendations

- 1. Governing bodies agree to the implementation of the locally negotiated job evaluation and harmonisation proposals. *NB As the ultimate employer in Community Schools, Wirral Borough Council expect governing bodies to agree this proposal.***
- 2. Governing Bodies agree to the proposals for managing the appeals processes (outlined above paragraph 7)**

*NB Where governing bodies decided not to implement the job evaluation and harmonisation proposals the Local Authority would **not***

- *Provide funding to school to pay staff that would be entitled to back pay from April 2007, following the application of robust job evaluation scheme, agreed with the locally recognised trade unions.*
- *Provide funding to school to pay staff that are entitled to back pay from August 2008, following the application of harmonisation of conditions of service*
- *Provide for any legal /HR support or pay any compensation for school support staff who were successful in winning an equal pay for equal value claim at an Employment Tribunal. Equal Pay claims can be pursued for up to 6 years.*

*All school support staff above SCP 34 to await completion of third phase of Job Evaluation.

Appendix 1a

Current and Proposed Grading Structure for teaching assistants

Level	Current Spinal Column Point Range	Revised Grade /Spinal Column Point Range
TA Level 1	SCP 5-7	Grade C SCP 12-14
TA Level 2	SCP 8-13	Grade D SCP 15-17
TA Level 3	SCP 14-21	Grade F SCP 22-25
TA Level 4	SCP 21-25	Grade G SCP 26-30

Appendix 1b

Proposed pay calculator for School Support staff

Employee Group/contract type	Standard working weeks per annum	Paid weeks (less than 5 years service)	Paid weeks (more than 5 years service)
Full year	52 weeks (less annual leave)	52 (100%)	52 (100%)
Term time Only	38 weeks (incorporating pay for annual leave)	43.89 (84.18%)	44.89 (86.08%)
Teaching Assistants	39 weeks (incorporating pay for annual leave)	45.05 (86.39%)	46.07 (88.35%)
0.917 Contracts	41 weeks (incorporating pay for annual leave)	47.36 (90.82%)	48.43 (92.88%)

*All school support staff above SCP 34 to await completion of third phase of Job Evaluation.