

<b>EMPLOYMENT COMMITTEE</b>	<b>AGENDA ITEM No. 4</b>
<b>19 JULY 2012</b>	<b>PUBLIC REPORT</b>

Cabinet Member(s) responsible:	Councillor Irene Walsh – Cabinet Member for Community Cohesion and Safety	
Contact Officer(s):	Mike Kealey - Acting Head of Human Resources	Tel. (01733) 384500

## CHANGES TO EMPLOYEE POLICIES AND PROCEDURES

RECOMMENDATIONS	
<b>FROM :</b> Trade Union Representatives	<b>Deadline date :</b> N.A.
<p>It is recommended that Employment Committee agrees to implement the following employment policy and procedure:</p> <p>i) Youth Work Grades and Responsibilities (Appendix 1)</p>	

### 1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Employment Committee following a referral from the Joint Consultative Forum on 31 May 2012.
- 1.2 This report was presented to the Employment Committee at its previous meeting, however due to the unavailability of the responsible officer, the approval of the policy was deferred.

### 2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to ensure that the Council maintains up to date and legal employment policies.
- 2.2 This report is for the Committee to consider under its Terms of Reference No. 2.3.1.4 'to determine local terms and conditions of employment for employees'.

### 3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	<b>NO</b>	If Yes, date for relevant Cabinet Meeting	N/A
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### 4. BACKGROUND

#### Youth Work Grade Matrix

- 4.1 The current Youth Work Grade Matrix was developed for youth and community workers in 2005, following new national guidance on salary structures issued by the Joint Negotiating Committee for Youth and Community Work (ref Joint Education Services Circulars No 133,135 and 136).
- 4.2 Significant changes in service structures and senior managers since then mean that there is no record of the consultation process around this. Service managers have identified a number of situations where interpretation and application of the matrix has not been

consistent and that the career grade structure needs to be much clearer and more transparent to ensure fair and consistent decision making for any new staff appointed and for those staff who gain qualifications or take on additional responsibilities.

- 4.3 The final draft Youth Work Grades and Responsibilities (Appendix 1) for consideration, aims to give clear, transparent criteria based on the key principles of the original guidance.

## **5. CONSULTATION**

- 5.1 The joint Trade Unions have been consulted on the Youth Work Grade Matrix. This was agreed at the meeting of the Joint Consultative Forum on 31 May 2012.

## **6. ANTICIPATED OUTCOMES**

- 6.1 The above proposed changes to the Youth Work Grade Matrix and responsibilities will ensure fair and consistent decision making.
- 6.2 Once approved by Employment Committee the Youth Work Grade Matrix and responsibilities will be communicated to affected staff.
- 6.3 The Youth Work Grade Matrix will be implemented after the date of this Employment Committee. The Council is not looking to apply any changes to the Youth Work Grade Matrix retrospectively.

## **7. REASONS FOR RECOMMENDATIONS**

- 7.1 These proposed changes to the Youth Work Grade Matrix and Responsibilities will help to ensure fair and consistent decision making.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 The Youth Work Grade Matrix and Responsibilities was considered against the report of the Joint National Committee for Youth and Community Workers 2005 Edition.

## **9. IMPLICATIONS**

- 9.1 The Youth Work Grade Matrix and Responsibilities will be reviewed on an ongoing basis and will be amended from time to time to ensure legal compliance. The financial implications to introducing the amended Youth Work Grade Matrix are minimal.

## **10. BACKGROUND DOCUMENTS**

None.

## **11. APPENDICES**

- Appendix 1 - Youth Work grades and responsibilities