

APPENDIX C

Single Status Agreement

*Conditions of Service for Part 3 of the National Joint Council for
Local Government Services as applied to Peterborough City
Council 1 April 2019*

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1. Introduction

- 1.1. Single Status allows for local determination of conditions within Part Three of the National Agreement and gives an opportunity to develop conditions of service which will provide for flexible working and improved services for customers, within the needs of the organisation and employees.
- 1.2. Within the document are the detailed **payment arrangements** applicable to all employees of the Council. (This currently excludes those on Youth and Community, Soulbury, Teachers, Chief Officers, Senior Managers and Agenda for Change terms and conditions.)
- 1.3. Within the document are certain detailed **terms and conditions** which apply to all employees of the council, subject to individual contracts which may stipulate an alternative for those on Youth and Community, Soulbury, Teachers, Chief Officers, Senior Managers and Agenda for Change terms and conditions.
- 1.4. This agreement acknowledges the relevant national agreement as the National Joint Council for Local Government Services (Green Book) as amended by this local agreement, or as varied, altered or amended from time to time by local and collective agreements and rules made in conjunction with Peterborough City Council and its recognised trade unions.
- 1.5. The Peterborough City Council Single Status Agreement was collectively agreed on 1 April 2008. The implementation date was originally 1 April 2007. The document was updated on 1 April 2017 following agreement on 23 March 2017. **It was amended again to take account of the revised pay scales on 1 April 2019.**

2. Principles

- 2.1. The conditions of service will operate within a set of guiding principles, which will inform local agreements:
 - High quality services delivered by a well-paid, trained and motivated workforce
 - High quality services delivered courteously, timely and efficiently
 - Pay and terms of employment that meet the needs of employees at different life stages, which support life-long learning and development
 - Pay and terms of employment that meet the requirements for equal pay for like work, work of equal value and work rated as equivalent
 - Pay and terms of employment that improve the recruitment and retention of employees with the right skills, organised in the most efficient way
 - Clear, consistent, simple and easy to administer conditions of service
 - Stable employee relations. Negotiation and consultation between local authorities as the employer and the recognised trade unions
 - Will improve aspects of equality and diversity by removing barriers to work and improving representation and opportunities for contribution
 - Are affordable, and work within and recognise financial and service constraints
- 2.2. Continued compliance with the Code of Practice on Equal Pay will be achieved through annual monitoring on the basis of gender.

3. Term time Only contracts

Employees on 'term time only' contracts receive the same rates of pay and conditions reduced pro-rata to take account of the number of days they work per year. This is based on the following pro-rata percentages:-

Holiday Entitlement Incl. Bank Holidays	No of Working Days	TTO 190 days	TTO 193 days	TTO 195 days	TTO 198 days	TTO 200 days	TTO 205 days
32	228.7144	83.07%	84.39 %	85.26 %	86.57 %	87.45 %	89.63 %
37	223.7144	84.93%	86.27 %	87.17 %	88.51 %	89.40 %	91.63 %
38	222.7144	85.31%	86.66 %	87.56 %	88.90 %	89.80 %	92.05 %
39	221.7144	85.70%	87.05 %	87.95 %	89.30 %	90.21 %	92.46 %

(The number of working days will be dependent on discussions with the line manager and may be different to those given in the table above. Any change to working days will affect the percentages).

4. Market Supplement

The grading structure aims to meet the current and/or market position for most jobs. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills. The consequence of this is recruitment and retention problems in the service. In these circumstances market premia can be paid in order to attract the best candidates.

The criteria for payment of market premia must be established before any payments are offered to either recruit or retain an individual. These are detailed in the Council's agreed Market Supplement Policy.

5. The Grading Structure

- 5.1. The grading structure has fifteen grades and **one** to six increments in each grade. The grades are simply numbered one to fifteen with one being the lowest and fifteen the highest. **When the new SCPs were introduced by the National Joint Council, SCPs 10, 18 and 21 were included. SCP's 13 and 16 were not included. The table below shows the 2018 and 2019 scales.**

Revised Pay Scales				
	Current SCP 01/04/18	Annual Salary FT 01/04/18	New SCP 01/04/19	Annual Salary FT 01/04/19
GRADE 1	06	16,394	1	17,364
GRADE 1	07	16,495	1	17,364
GRADE 2	07	16,495	1	17,364
GRADE 2	8	16,626	2	17,711
GRADE 2	09	16,755	2	17,711
GRADE 3	09	16,755	2	17,711
GRADE 3	10	16,863	3	18,065
GRADE 3	11	17,007	3	18,065
GRADE 4	11	17,007	3	18,065
GRADE 4	12	17,173	4	18,426
GRADE 4	13	17,391	4	18,426
GRADE 4	14	17,681	5	18,795
GRADE 5	14	17,681	5	18,795
GRADE 5	15	17,972	5	18,795
GRADE 5	16	18,319	6	19,171
GRADE 5	17	18,672	6	19,171
GRADE 5	18	18,870	7	19,554
GRADE 6	18	18,870	7	19,554
GRADE 6	19	19,446	8	19,945
GRADE 6	20	19,819	9	20,344
GRADE 6			10	20,751
GRADE 6	21	20,541	11	21,166
GRADE 6	22	21,074	12	21,589
GRADE 7	22	21,074	12	21,589
GRADE 7	23	21,693	14	22,462
GRADE 7	24	22,401	15	22,911
GRADE 7	25	23,111	17	23,836
GRADE 7			18	24,313
GRADE 7	26	23,866	19	24,799
GRADE 8	26	23,866	19	24,799
GRADE 8	27	24,657	20	25,295
GRADE 8			21	25,801

GRADE 8	28	25,463	22	26,317
GRADE 8	29	26,470	23	26,999
GRADE 8	30	27,358	24	27,905
GRADE 9	30	27,358	24	27,905
GRADE 9	31	28,221	25	28,785
GRADE 9	32	29,055	26	29,636
GRADE 9	33	29,909	27	30,507
GRADE 9	34	30,756	28	31,371
GRADE 10	34	30,756	28	31,371
GRADE 10	35	31,401	29	32,029
GRADE 10	36	32,233	30	32,878
GRADE 10	37	33,136	31	33,799
GRADE 10	38	34,106	32	34,788
GRADE 11	38	34,106	32	34,788
GRADE 11	39	35,229	33	35,934
GRADE 11	40	36,153	34	36,876
GRADE 11	41	37,107	35	37,849
GRADE 11	42	38,052	36	38,813
GRADE 12	42	38,052	36	38,813
GRADE 12	43	39,002	37	39,782
GRADE 12	44	39,961	38	40,760
GRADE 12	45	40,858	39	41,675
GRADE 12	46	41,846	40	42,683
GRADE 13	46	41,846	40	42,683
GRADE 13	47	42,806	41	43,662
GRADE 13	48	43,757	42	44,632
GRADE 13	49	44,697	43	45,591
GRADE 13	50	45,660	44	46,573
GRADE 14	50	45,660	44	46,573
GRADE 14	51	46,615	45	47,547
GRADE 14	52	47,585	46	48,537
GRADE 14	53	48,548	47	49,519
GRADE 14	54	49,575	48	50,567
GRADE 14	55	50,610	49	51,622
GRADE 15	55	50,610	49	51,622
GRADE 15	56	51,641	50	52,674
GRADE 15	57	52,661	51	53,714
GRADE 15	58	53,691	52	54,765
GRADE 15	59	54,718	53	55,812
GRADE 15	60	55,747	54	56,862

The first point of each scale is the entry or foundation point, ~~(shown in dark grey)~~ which is expected to be the first learning year. A full review will be undertaken at six months to assess development and progress. The training and development plan for the individual to accomplish over the next year or two years will be the outcome of that assessment. Probationary rules apply to all individuals.

Progression through the next section of the grade ~~(shown in light grey)~~ will be automatic on 1 April each year assuming standard progress. There is the facility to pause incremental progression whilst additional training assistance is given to enable employees to achieve development plan targets and objectives identified in their annual appraisal. The pause is for a maximum of three months after which the employee resumes progression or capability procedures are invoked. Normal grievance procedures apply.

Exceptional performance can be rewarded by the addition of a maximum of two increments (within the grade band).

Recruitment may be at a point higher up the grade if there is a need to meet a pre-existing salary level.

~~Career Grades. The 'G' near the top of the progression section of the grading structure represents a Gateway. At this point an employee can be assessed for suitability for progression to the next higher evaluated job on the next grade. This can be part of a career grade offered on appointment. For example, trainee social workers can be offered a career grade, which subject to criteria, means that they progress through the gateway to a social worker post and then further to a senior practitioner post. Criteria will include the competency profile and the attainment of any NVQ/national/professional/post-graduate qualification necessary to operate at the more senior evaluated level. It will also be necessary to undertake the more senior roles in relation to responsibility factors as defined in the higher evaluated job.~~

Progression through gateways can also be controlled by:

- Recruitment – an employee is required to compete for the higher level job. The assessment for the gateway by the existing manager will be part of the recruitment information.
- Establishment numbers - the next senior vacancy falls to a pre-assessed employee.
- Directorates may develop career progression arrangements for jobs other than professional posts.
- Career grade progression arrangements must be accessible and regularly monitored to ensure appropriate representation by gender, ethnicity, disability, and age.

6. Changing Working Hours

Changes to working hours must be mutually agreed with the employee or arrived at by collective agreement. Other changes, which mean the need for the work has ceased or diminished, may involve redundancy. Achieving changes to working hours or arrangements through mutual consent or collective agreement will maintain morale and gain commitment for service improvement.

There are ways of achieving change through well-established and effective employee relations so that there are:

- Joint approaches to solving business problems
- Implementing change through involvement of employees
- Emphasising shared values and shared learning opportunities
- Using work life balance and flexible working arrangements to meet both customer and employee needs
- Recognising and understanding the rights and responsibilities of both managers and employees
- Using external help with developments and ideas
- Offering protections and transitional arrangements to existing employees
- Enabling growth and development through new ways of working
- Empowering self-determination for team rosters including shift swapping schemes

7. Normal Working Week and Pay Definitions

The standard working week is thirty-seven hours. The working week of individual employees may vary from the standard of thirty seven hours, provided that the individual's average over a predetermined reference period does not exceed that standard working week over the same period.

The period for averaging working hours will be the reference period determined by the Working Time Regulations or such other predetermined operational period up to a maximum of one year, commencing on 1 January each year. For starters and leavers the part of the reference period or year actually worked is the period used for averaging the first period of employment.

All employees are covered by the detailed requirements of the Working Time Regulations.

Non compliance with these regulations **and** the associated Peterborough City Council Collective Agreements is potentially a breach of Health and Safety legislation.

An employee's basic pay is the spinal column point reached on progression and is the basis from which calculations on premium payments will be made. The annual salary is the basic pay plus any shift payment. For the purposes of calculation this is also known as normal pay.

Normal pay is paid for periods of sickness, contractual overtime, annual leave, all forms of approved paid leave of absence and redundancy payments.

Excluded from the calculation for normal pay are: casual additional hours, non-contractual overtime payments and irregular non-standard payments such as on-call, standby and sleeping-in payments.

All payments made within the definition of normal pay are pensionable. Other payments including non contractual overtime are also pensionable as determined by the regulations of the relevant statutory pension schemes.

8. Standard and Non-Standard Working

Working hours not attracting premium payments are defined as hours worked on Monday to Sunday, fixed or varied, within a ~~twelve~~ ~~eleven~~ hour period set between the hours of 05:30 and 12 midnight. The start and finish times for the ~~twelve~~ ~~eleven~~ hour period may well be different for different services. A core service time may also be established within the ~~twelve~~ ~~eleven~~ hour period (eg. the flexi time ~~band~~ ~~width~~ ~~core time~~) or, subject to health and safety considerations, the working day may extend up to the ~~twelve~~ ~~eleven~~ hour limit.

Agile working is the term used to describe how employees can work flexibly from any English location, be that a council building, in the community, from home or a combination of these. Agile working allows individuals to work in an environment that best suits them as well as the job role; it allows the work to be completed in the most appropriate place, at the most appropriate time, and in the most appropriate way

to deliver the highest quality service to our customers.

Many employees are able to work 'Flexitime'. This is standard working which provides the ability to accrue debit/credit times. It can extend to a ~~twelve~~-eleven hour day over five days within which a core attendance time may be fixed and for which no shift payment is made. Team Charters are in place to confirm how teams are expected to work. Alternatively team determination on cover may apply.

Overtime Working

Any overtime arrangements must comply with the requirements of the Working Time Regulations in respect of the maximum working week; daily and weekly rest periods.

Overtime premium rates are payable to employees on or up to SCP 19 (was 26) for work over thirty-seven hours per week. This excludes shift workers or ad hoc irregular working where hours average thirty-seven per week; excepting when the hours worked exceed the average in the rostered

pattern. Overtime premium rates are:-

Monday to Saturday - time and half

Sunday - double time.

The basis for calculation is in Section 7 above. (Other forms of payment are excluded from the calculation.)

The National and Local Agreements provide for the payment of overtime up to the overtime limits

specified. Locally and subject to mutual agreement any overtime worked may be banked in accordance

with the time banking scheme requirements to be taken as time off as an alternative to payment, provided that this is agreed in advance of work being undertaken.

Overtime payments are in full settlement of the overtime worked and do not attract other forms of

premium payments. For employees paid on SCP 20 (was 27) and above, hours worked above thirty-seven may be accumulated within banked time schemes or as Time off in Lieu (TOIL).

In exceptional circumstances Chief Officers may authorise overtime payments to be made at plain time

rates based on the annual salary to employees between SCP 20 (was 27) and SCP 37 (was 43). No

overtime payments will be made to employees on SCP 44 (was 38) and above (with the exception of

emergency call out where plain time payments can be made up to SCP 43 (was 49).

Shift Working

Patterns of work falling into the definitions below are viewed as non-standard working and attract

premium shift payments at various levels. Shift payments are calculated on the basic salary and are part

of the normal week's pay as defined above.

A shift worker is an employee who works in the same job over a regular rostered pattern of work, which

extends outside the normal eleven hour day, with the exception of night work. To attract the shift payment

the employee must be rostered into all of the shift sessions over the period of the roster.
Overtime hours at plain time or premium rates do not attract any form of shift payment. Shift allowances are only paid to temporary or casual workers on the same basis as permanent workers i.e. when the full shift pattern is worked.

In determining working arrangements to suit the needs of the service, managers will take into account the circumstances of the individuals and groups of individuals.
Working time arrangements should avoid:

- (i) Short notice changes to rostered or expected patterns of work
- (ii) Excessive hours in any particular week, and
- (iii) Unnecessarily long periods over which the weekly hours are arranged

New rotas and non-standard working patterns may be agreed with employees and their representatives at local level. New arrangements must follow the same standards of good practice as indicated at Section 7 above.

Shift Premium Payments are limited to employees on or below SCP 19 (was 26) and will fall into one of the following categories:

Shift Level Three

Hours are worked over the full twenty-four hours in shifts of five or less in seven days, or averaging shifts of five or less in seven days over a reference period not exceeding one year.

The shift premium is 21% on the basic salary.

Shift Level Two

Hours are worked within nineteen, and more than fifteen, hours per day (excluding the core night) in shifts of five or less in seven days, or averaging five or less in seven days over a rostered reference period not exceeding one year.

The shift premium is 14% on the basic salary.

Shift Level One

Hours are worked within fifteen and more than eleven hours per day (excluding the core night) in shifts of five or less in seven days, or averaging five or less in seven days over a rostered reference period not exceeding one year.

The shift premium is 7% on the annual salary per day (excluding the core night).

Split shifts

A split shift is defined as where employees' shift working pattern features a return to work after a break of more than four hours between morning and evening shifts. Other split shift arrangements may also be eligible.

The split shift premium is 1% on the basic salary.

Night Working

The night rate of time and one third applies to employees working nights only.

Night work must include the hours 00.00 (midnight) to 05.00 – the core night. Start and finish times may be for any period either side of the core night. The one-third rate is paid to all of the hours on the shift.

A minimum half hour break must be taken if the shift exceeds six hours and must be taken during the shift, not at either end.

The same rules apply for those who are relief or on a temporary contract.

9. Other Non - Standard Working

Sleeping-In

Employees required to sleep on the premises will receive an allowance as determined annually by the NJC for Local Government Services. This allowance covers the requirement to sleep in and up to thirty minutes call out per night, after which the provisions in respect of overtime will apply.

Standby and Call Out

Standby and call out payments are paid to those on SCP 19 (was 26) and below only.

The following are definitions to determine whether employees are eligible for a standby and/or call out payment:

Standby

Employees who are on rostered standby duty to provide services out of hours;

or
Employees who are on rostered standby duty to provide support, advice and guidance out of hours, where appropriate, in liaison with other agencies and services and who must:

- remain available at all times during the standby period
- be directly contactable
- remain fit and capable to return to work to undertake duties required
- be immediately available to return to work
- be able to arrive at work within thirty minutes of being notified

Key Holder

Employees who are key holders and are requested to return to work on an ad hoc basis out of hours, if available to do so, to enable access to City Council buildings in an emergency. No standby payment is payable.

On Call

Employees requested, on an ad hoc basis, if they are available to do so, to provide direction over the telephone to enable the maintenance of services and systems out of hours in an emergency. No standby payment is payable.

Call Out

Employees who are required to return to work as a consequence of being on a standby duty roster **or** on an ad hoc basis as a key holder **or** on-call.

Rostered standby requirements will attract allowances separate and additional to basic salary.

For standby on a public holiday time off in lieu will be allowed and call out payments increased to double time. Overnight standby will be the period from the end of the normal working day to the commencement of the next working day. For standby periods where normal work does not re-commence the next day then the standby period will constitute a period of no longer than twenty-four hours or part thereof.

Standby arrangements will be based on the following principles:

- (i) where a formal standby roster is required this will be planned well in advance to minimise disruption to employees
- (ii) employees on rostered standby duty must adhere to the requirements set out in this paragraph
- (iii) standby payments will not be made to employees not available or off sick
- (iv) formal recording must be maintained for the period of each call-out or telephone call and, where required, the completion of call-out tasks must be notified to the manager
- (v) Standby payments will be full recompense in respect of an employee:
 - being available to return to work out of hours throughout a period of rostered standby duty
 - responding to telephone contacts made in respect of a rostered standby duty covering one or more calls amounting to one hour response time

Standby payments will be **£29.03**, uprated automatically by the national pay award.

Call out payments will be made to:

- employees on rostered standby duty who are required to return to work to provide services
- employees on rostered standby duty who are required to provide support, advice and guidance out of hours by telephone and who do so for response times in excess of one hour
- employees who are designated key holders and are called-out out of normal hours
- employees on call responding to an ad hoc approach out of hours for one or more calls in excess of one hour

A minimum payment of two hours at plain time rate will be made for the first call-out. Travel time payment of up to thirty minutes for each call out will be paid. Travel time will be accumulated and paid to the nearest quarter hour (rounding up/down rules). Employees living on site or adjacent to site will not be paid travel time.

Payments of time and one half will be made for employees on or below **SCP 19 (was 26)** for work on Monday to Saturday; for work on Sunday, payment will be made at double time:

- For work after the first two hours of call out
- For second and subsequent call outs
- For standby telephone responses exceeding one hour

For employees on **SCP 20-43 (was 27-49)** please refer to the section on overtime payments. Payment will be based on an employee's basic hourly rate (as defined above). These rates apply to both part time and full time employees.

Where the call out occurs three hours or less before the normal starting time the employee will be paid at time and one half to complete the call-out work and, if they remain at the workplace, thereafter at plain time until the commencement of the normal shift.

Where the time spent at work breaches the statutory unpaid rest period entitlements defined in the Working Time Regulations, the line manager will provide compensatory, unpaid time off.

First Aid

To be eligible for the First Aid allowance the employee must hold a current First Aid at Work certificate and provide an additional duty beyond the scope of their normal work activities, to provide First Aid to employees and/or members of public to satisfy The Health and Safety (First Aid) Regulations. This must be the 3 day First Aid at Work qualification and not the 1 day Emergency First Aid qualification, which is not eligible to receive the First Aid allowance.

All designated First Aiders, who are eligible are paid an allowance as determined by Peterborough City Council. This is currently £8.83 an month, equating to £105.96 per annum for full time employees. The monthly allowance of £8.83 is divided by 37 hours and then multiplied by the number of contracted hours for part time employees.

10. Acting-up and Additional Duties

As a condition of incremental progression employees will act up to cover the absence of managers and supervisors for a period of up to one calendar month without additional payments. Full details are stated in the Acting Up policy.

11. Public and Annual Holidays

Public Holidays

Council closure days for non essential services are as follows:

Good Friday	1
Easter Monday	1
May Day Monday	1
Spring Bank Holiday Monday	1
August Bank Holiday Monday	1
Christmas Day and Boxing Day	2
New Year's Day	1
TOTAL	8

Employees from all faiths are entitled to a 'celebration day' (taken from their annual leave or banked days to join in their own religious or cultural celebrations), subject to service needs.

Employees required to work on a public or extra statutory day shall, in addition to the normal pay for that day, be paid at plain time for all hours worked within their normal working hours for that day. In addition time off with pay shall be allowed as follows:

Less than half normal hours worked – half a day
More than half normal hours worked – full day

Annual Leave

Full details are given in the Annual Leave [section of the Time Off Policy](#).
The standard Annual Leave entitlement is:

Service	Days Holiday
Less than 5 years	24
5 years to less than 10 years	29
10 years to less than 15 years	30
15 years plus	31

This will be converted to hours and calculated pro-rata for part time employees and those who do not work 37 hours over five days per week.

There will be closure of the main offices in between the Christmas and new year bank holidays. Usually this will be for three days. Employees below Grade 12 SCP 36 (was 42) (and equivalent salaries on other pay scales) will have the choice of having three day's pay deducted from their salary to cover this absence or taking annual leave. Employees at and above this level (and equivalent) will have three day's pay (pro-rata for part time staff) deducted from their salary across the whole year. All new starters will have pay deducted if they commence work between 1 May and 26 December. The operation of this will be reviewed on an annual basis.

12. Variable Working Arrangements

Variable working benefits everyone. It means that, subject to service requirements and fair team working, people can adapt their working patterns to suit their personal needs and that the organisation can offer the kind of service improvements that customers increasingly demand. Variable working covers a wide range of issues. Some of these are covered by government legislation (statutory). Others have been developed over years to attract applicants to the council, to help our employees develop their career and get the right work/life balance that helps retain an efficient and motivated workforce.

Variable working supports the council's "good employer" approach. Variable working patterns may allow employees to undergo significant lifestyle changes whilst retaining their employment status (e.g. working compressed weeks whilst undertaking a formal course of study - knowing that there will be a post for them at the completion of their course, or working at times when a partner can undertake childcare to avoid childcare costs, etc).

The variable working policy supports various flexible working opportunities:-

- Scheme of Flexible Working Hours
(nb. The flexi time period for this scheme will be adjusted to comply with the definitions related to the working day.)
- Agile Working
- Annualised hours
- ~~Childcare Voucher Schemes~~
- Term time only
- Annualised hours
- V-time
- Team/Self determined rotas
- Compressed weeks
- ~~Banked hours~~
- ~~Career breaks~~
- Part time job share
- Retirement

Further details are given below.

In addition the City Council has a Time Off Policy, which incorporates the following:-

- Adoption leave
- Adoption support leave
- Annual leave
- Bank holiday leave
- Bereavement leave
- Gender reassignment
- Jury service
- Maternity leave
- Maternity support leave
- Medical appointments
- Parental leave

- Paternity leave
- Right to request flexible working
- Shared Parental Leave
- Time off in lieu
- Time off for public duties
- Time off for reservists
- Unpaid leave
- Special leave (time off for dependants)
- Special leave (emergency situations)

The options to improve the work life balance of all employees within the scope of this agreement are subject to their individual contract and needs of the service. In certain areas of the council fixed rota patterns apply. There are specific criteria applied to certain statutory aspects of variable working.

Annualised Hours

Annualised hours will see hours defined on an annual or seasonal basis and may be very different over a whole year. Annualised hours are usually applied to a whole work group and may be introduced initially on a temporary trial basis. The average of annualised hours will be thirty-seven hours, or less, per week. The evaluated annual salary will be paid as twelve equal monthly payments and not vary with changing hours. Annualised working agreements are reached at service level in negotiation with the recognised trade unions.

V-Time (Voluntarily reduced hours) working

V-time working means reduced or variable hours can be worked on an agreed short term and temporary basis. Salary will be pro-rata for the agreed period. This may affect pension entitlement.

Team/self-determined rotas

Team/self-determined rotas give teams the opportunity to propose the patterns they want to work outside of formal shift arrangements. Any arrangements (including mutually agreed shift swaps) will only be approved if service needs are maintained and ideally improved.

Working compressed weeks/fortnights

Working compressed weeks/fortnights is where the same weekly basic hours are worked over, for example, four and a half days or nine days out of ten. This is useful for services where there are longer working days and for employees to get the opportunity to take a longer weekend e.g. this may include working later or earlier in the day or on a Saturday morning.

Banked hours scheme

Banked hours scheme means that, with the agreement of managers, any *approved* extra hours worked as TOIL can be saved and “banked” to be taken as time off in the future. Up to five days a year may be banked. This scheme applies to those employees who are unable to work flexi-time because of service requirements. The banked hours should be recorded and any hours to be taken off should be requested and authorised before time off is taken. The banked hours may be managed within the period April - March and, if not taken within this period, may be carried over, but must be taken before the end of the following May.

Changes to working practices can be achieved by the mutual agreement of the two parties, i.e. the employer and the employee, and should be applied consistently across the organisation.

13. Local Agreements

Any local agreements not listed, which may come to light subsequently, will be subject to discussion between the council and the recognised trade unions before they are also deemed to be included.

No further changes to terms and conditions of service will be proposed locally until 2021 unless there is a change in law, or if there is a significant and unexpected deterioration in the Council's finances.

JOB EVALUATION STANDARD APPEALS PROCEDURE

AUGUST 2007

1. AIM

This Procedure is to be used by employees appealing against the job evaluation results arising from changes to their existing job.

2. SCOPE

Evaluated jobs, which are subject to substantial changes to duties and responsibilities, must be submitted for re-evaluation. This appeals procedure applies to those re-evaluations.

New jobs will be evaluated before advertisement; there will be no appeal process for the new occupant of the job. If the manager changes or develops the duties and responsibilities from those originally advertised the job may be submitted for re-evaluation in the first instance before the appeals procedure is deemed to apply.

For jobs, which are downgraded as a result of re-evaluation and/or appeal the standard Council protection arrangements will apply.

3. GENERAL GUIDANCE

Appeals can only be submitted on the basis of a disagreement with the level given under any of the thirteen job evaluation factors in the National Scheme. At all stages employees will be expected to provide evidence to support their application and/or be able to demonstrate that existing evidence is incomplete or inaccurate. Attached at Appendix A is Guidance on Completing the Appeals Form.

The evidence must show, under each relevant factor, where the evaluation did not reflect the demands and/or requirements of the job.

Appeals will not be accepted on the basis of comparison with other jobs within the authority where the only case is a view about differences in point scores. A job can be used as a comparator, providing evidence is also submitted to support the appeal. Appellants should take two copies of the appeal form; one for themselves and one for their union representative.

Employees should note that there is the possibility that their score might, go down as well as up as a result of an appeal.

Appeal panels will take place within four weeks (20 working days) of receipt of the standard appeal form.

A job family may submit a single group appeal.

4. PROCEDURE

Unless there are exceptional circumstances all parties must abide by the timescales stated. The Head of Human Resources will consider exceptional circumstances, but generally appeals will be dismissed if they fall outside the timescales.

4.1 Review Stage

All appeals submitted will first be checked administratively to ensure that the result issued is correct and that the correct process has been followed. Employees will be notified immediately if there is a correction at this stage.

Trade Union members are advised to seek advice from their Trade Union before they submit an appeal. At all stages of the procedure an employee may seek support from one of the signatory trade unions or a colleague. Support will be offered to employees who experience problems completing the form.

4.2 Preparation

- a) The intention to appeal must be registered with the line manager and a copy of the registration form must also be sent to the Human Resources Team (address on the bottom of the form).

The intention to appeal must have been registered within two weeks (10 working days) of receipt of the results of the evaluation. The appeal registration form is at **Appendix B**. Copies will be made available to the signatory trade unions.

- b) If the jobholder believes, after advice, that sufficient evidence is available to proceed with the appeal the Standard Appeal Form at **Appendix C** must be completed, which can be with the support of a Trade Union representative.

The line manager must sign the form and verify the additional information being submitted. The appeal must be submitted within a calendar month from the date of registration of intent to appeal.

4.3 Stage One

A joint appeals panel will consider the information in the appeal form together with the information from the original evaluation.

- a) The appeal panel will consist of a Human Resources representative and a representative from one of the recognised Trade Unions. (All trained in the National Job Evaluation Scheme).
- b) The appeal panel will firstly determine whether or not there are grounds for appeal. Where there is insufficient information or evidence the appeal will be dismissed.

- c) The appeal panel will evaluate the additional evidence using the National Job Evaluation Scheme (The Green Book), with the local conventions. During the course of this process the panel may find it necessary to ask the jobholder and the line manager further questions. The line manager must be able to verify any further information submitted.
- d) The appeal process will have one of five outcomes:
- Appeal upheld with a higher revised job evaluation score and a changed grade
 - Appeal dismissed with the evaluation score unchanged
 - Appeal resulting in a lower revised job evaluation score and a change in grade
 - Appeal resulting in a higher or lower score with no grade change
 - Appeal resulting in a job family change.
- e) The decision of the Panel will be communicated in writing with an explanation.
- f) The Panel will seek a consensus decision on the outcome of the appeal based on the information presented and advice taken, where appropriate. Failing a consensus decision the evaluation result will default to the result originally notified. All outcomes will be recorded.

4.4 Stage Two

Failing a consensus decision, a second and final stage appeal panel, comprising a Senior Manager (Chair), the Head of Human Resources (or nominee) and a Senior Trade Union Representative will hear representations from an employee supported by their trade union representative.

The panel will have available the information from the original evaluation and the basis on which the first stage appeal was dismissed. All panel members will be trained in the National Job Evaluation Scheme.

5. PAY AND GRADING DURING THE APPEAL PROCESS

5.1 During the appeal process and pending the outcome of the appeal, employees will remain on the grade designated by the original evaluation. Should the appeal be successful and result in a change of grade then an appropriate adjustment to salary will be made, backdated to the first of the month following the original appeal / re-evaluation request.

5.2 Should the appeal be unsuccessful and the initial evaluation result remains unchanged or there is no grade change, there will not be any change to salary.

5.3 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 registration date and the Council's protection scheme will apply, but no overpayment will be recovered.

6. FURTHER APPEALS

There is no further appeal process.

APPENDIX A - GUIDANCE ON COMPLETING THE APPEALS FORM

This document should be read together with the formal Job Evaluation Appeals Procedure.

1. Grounds for appeal

An appeal against a job evaluation can be considered if you can show evidence to support your view that:

- the level given under any of the thirteen factors within the Job Evaluation scheme is incorrect;
- the information given for the original evaluation is incomplete or incorrect;
- the job evaluation process has not been applied fairly to the job;
- there is a comparator with a different score.

One or more of these reasons can be the basis for an appeal. If you decide to appeal then only one appeal should be made setting out all the reasons.

" Evidence" is defined as being:

- Significant and important points of fact that the appellant believes have been underrepresented or under weighted and which, if given further consideration, would change the factor level and score.

A claim of unfair process must be based on a verified failure of the jointly agreed local process.

2. How to present your evidence

It is important that the appeal panel can understand the principal points of your appeal.

- Try to organise your appeal by submitting evidence for each factor on separate pages.
If you are not sure of the factor, submit the evidence anyway and the appeal panel will sort it out, referring back to you where necessary.
- If you can, refer to levels in the Green Book, for example - "My evaluation is at level 2 on this factor and I think I should be considered for level 3" followed by the evidence to support this statement.
- Describe the task, which forms the basis of your evidence.
Make sure that, where relevant, you include information on the time taken to complete an activity. How often you have to do it? Who are your contacts? Who gives you work? What is the size of your budget? How many people do you supervise?
- Provide information as briefly as possible – one good example will do the work of 3 or 4 poor examples.
- You can quote descriptions from the Green Book, but these must be accompanied by the description of the tasks within your job to which you think they refer.
- If you use a comparator you must provide evidence that you undertake the same or similar work at the same level as the comparator you have chosen.

3. The outcomes of an Appeal

The results of an appeal can be:-

- No change to the score or grade
- A higher score and a higher grade
- A lower score and a lower grade
- A change to a score with no change in grade
- A change in a job family

4. Appeals Dismissed

Appeals will be dismissed: -

- Where the only basis for the appeal is a view about the relative differentials in the total points score between your job and other jobs that have been evaluated
- Where the appeal just gives an opinion about the suitability of the scheme in general to measure the characteristics of any given job
- Where the evidence given is quotations from the Green Book without supporting evidence
- Where there is insufficient evidence to change a factor level

5. Getting Help and Information

The Job Evaluation Scheme is described in the National Agreement on Pay and Conditions of Service (The Green Book). The factor levels and descriptions are all on the intranet (Insite) and [The Learning City website](#). You can also obtain these documents from your Human Resources team.

You do not need a detailed knowledge of these documents to submit a good appeal, but they do provide useful information to help you to write the appeal or to decide that you do not have sufficient evidence to meet the requirements of the higher factor level.

Your manager and your trade union representative are available to help you with your appeal. Remember your manager must verify the information on your appeal form.

Remember
Please submit your appeal within a calendar month
of registering your intention to appeal

APPENDIX B - APPEAL REGISTRATION FORM

Please return this form within two weeks (10 working days) of receipt of the evaluation results

APPELLANT

I wish to register my intention to appeal against the job evaluation score for my post.

Name:

Job Evaluation Code:

Job Title:

Date:

Signature:

I am a member of a Trade Union (state name of union below) and wish to be represented
(please tick box)

Name of Union:

LINE MANAGER

I acknowledge receipt of the registration form.

Name:

Job Title:

Date:

Signature

The appellant should take two copies of this form – one for him/herself and one for his/her trade union representative. The line manager should take a copy.

The original should be sent to:

Human Resources - Business Relations, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Received by:

Date Received Stamp

APPENDIX C - STANDARD APPEAL FORM

This appeal form must be completed and submitted within a calendar month from the date of registration of intent to appeal.

APPELLANT

Name

Location

Telephone number
and /or
e-mail address

Job Title

Job Evaluation Code

Employee's Signature

LINE MANAGER

Manager's Name

Manager's Job Title

Manager's phone number
and/or
e-mail address

Manager's Signature

The Manager signs to confirm that the information submitted is correct.

Date of Registration of Appeal

The appellant should take two copies of this form – one for him/herself and one for his/her trade union representative. The line manager should take a copy.

The original should be sent to:
Human Resources - Business Relations, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

Received by: _____ Date Received Stamp _____

PLEASE NOTE THAT IF THE APPEAL FORM IS NOT SUBMITTED BY THE DUE DATE WITHOUT GOOD REASON THEN THE APPEAL WILL BE INVALID

GROUND OF APPEAL

*PLEASE READ THE GUIDANCE ON COMPLETING THE APPEALS FORM
(APPENDIX A OF THE APPEALS PROCEDURE)
CAREFULLY BEFORE COMPLETING THIS FORM*

To be completed by the Employee

To support your case for appeal, please give full written details.

These must either contain additional evidence or demonstrate the information previously submitted has been incorrectly interpreted.

One example can serve to illustrate the point of the appeal.

Please show, by ticking the relevant box(es) below, under which of the thirteen job evaluation factors you are providing evidence.

Factor	
Knowledge	
Mental Skills	
Interpersonal & Communication Skills	
Physical Skills	
Initiative & Independence	
Physical Demands	
Mental Demands	
Emotional Demands	
Responsibility for People	
Responsibility for Supervision	
Responsibility for Financial Resources	
Responsibility for Physical Resources	
Working Conditions	

(Please continue overleaf.....)

You may add pages.

If you are submitting evidence under more than one factor, please start a new page for each factor.

Number the pages and give total number below.

Number of pages

Signature of appellant(s)

Date

Signature of Line Manager

Date

Appendix D: Glossary of useful terms

Accelerated Increment A pay step on the grade which is earned faster and as an addition to normal increments because of excellent performance

Acting-Up When an employee formally covers the job of a higher graded employee

Assimilation The means by which a job holder moves from the old pay structure to the new pay structure.

Annual salary The total earnings for the year made up of basic pay and any allowances received. This is usually divided by 12 to arrive at the monthly salary

Band The range of increments which define the maximum and minimum of the grade

Basic salary The spinal column point reached through incremental progression and the basis on which all allowances are calculated

Criteria for progression The definitions of skills, knowledge and competencies which are gained by the job holder in his/her development plan and which are used to approve progression through the gateway to the next band

Gateway progression This is the movement of the job holder from one grade band to the next because she/he has attained a higher level of responsibilities within his/her profession through satisfying the criteria for promotional appointment

Grading structure The relationship of pay bands to job evaluations scores which define the spinal column points for each grade

Green Book The National Joint Council (NJC) National Agreement on Pay and Conditions of service. This incorporates key national provisions and guidance on the National Job Evaluation Scheme (NJES).

Increment The step in earnings between one spinal column point and the next.

Job A range of tasks, activities and responsibilities defined in the job evaluation interview, which is undertaken by one or more jobholders.

Job evaluation The process by which the different requirements within a job are given a points value according to a set of common factors.

Job evaluation panel The panel is made up of Managers, Human Resources advisors and Trade Union representatives who have been well trained in the National Job Evaluation Scheme. ~~They take the information from either a hand written form (or later on – the computerised format) and make sure that the job receives the right scores for all of the factors in the scheme.~~

Job evaluation scheme The description of the factors and levels, which determine the job evaluation score. The National Job Evaluation Scheme is described in the Green Book

Job families A group of Jobholders whose jobs contain the same attributes, e.g.: skills, abilities, tasks and a required level of knowledge. These job families can have members across the organisation

Job holder An employee or number of employees occupying a job evaluated as the same job.

Job Questionnaire The form (designed nationally) on which the job holder describes the duties of her/his job under the different factor headings.

LGPS

Local Government Pension Scheme

This is the body which manages the pension scheme for all local authority workers (excluding teachers)

Market pay An additional level of earnings usually paid for a particular job in the Council in order to recruit and retain certain skills. Market Pay schemes have to be annually reviewed and approved. They are not consolidated into basic pay.

NJES

National Job Evaluation Scheme

This measures all of the Council's jobs according to a set of common factors. It has been agreed at a national level and is in the Green Book.

NJC

National Joint Council

The National Joint Council for Local Government Services is the body which decides the pay and conditions of service for many people in local government. These decisions and rules are in the Green Book.

Normal pay The combination of annual salary and regular allowances which is paid through periods of holidays, sickness and other forms of leave.

Paused increment When normal incremental progression is put on hold while issues of training and performance are addressed

Pay spine

The list of annual salaries which make up the grades for the pay structure. There are 54 salaries or spinal column points (1 – 54) on the pay spine each of which represents one increment.

Plain time rate

Plain time rate is the basic hourly rate for the job

Post

Each job holder occupies a post within the same job

Recruitment and retention The purpose of any pay scheme is for an employer to be able to recruit and retain the people able to do the jobs required by the organisation

Roster/rota The plan for how working hours over the day or week are to be covered by employees

SCP Spinal Column Point

The pay spine is divided up into money values each of which is called a spinal column point. There are 54 spinal column points (1 – 54) on the new pay spine

Shifts Shifts are the periods of time, within 24 hours, over which the service must be provided

Shift worker An employee whose pattern of work is rostered to cover all of the hours over which the service must be provided

Single Status This is the common name given to the agreement reached in 1997 by the National Joint Council for Local Government Services (found in the Green Book).

Skills Techniques gained from knowledge, learning and experience, which enable the jobholder to meet the requirements of the job in the most efficient and effective way.

Working time regulations These are the rules, which the Government sets, which limit the amount of work people can do, with minimum levels for holidays and rest breaks for the health and safety of employees. Information is available from the human resources service.

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