



To: All trade union support staff members in schools

An Update on Harmonising Terms and Conditions of Service as at October 2012

Dear Colleagues,

The negotiations so far.....

The unions (GMB, Unison and ATL) are acting collectively and have negotiated hard with the Local Authority. We have gained some concessions but we have reluctantly agreed other points.

- The Hay evaluation scheme will be used. This is the scheme that was used for central staff.
- The standard working week will be 37 hours. This is the standard week for all other council workers.
- School contracts will not necessarily be for 52 weeks with statutory holidays unless a member of staff is working for a full year.

But

- The council has agreed to consider adapting the Hay evaluation scheme to include examples from other authorities that have been used in schools.
- The council has altered the Job Description Questionnaire (JDQ) to recognise school settings.
- The council has agreed a much larger 'sampling of posts' in the evaluation process
- The council has agreed to update the profiles of the TA posts, levels 1,2,3,4, HLTA, and enlarged the sample.

And we are still negotiating on

- The length of pay protection and what will actually be protected
- The content of the 'Derbyshire Package' (conditions of service, including personnel policies).
- The instructions that will be given to Heads and Governors as they slot your job across to a new pay spine and decide what hours and weeks should be specified on your contract. We are asking that all the hours and weeks that you work should be recognised and paid for.
- How contracts will reflect actual weeks worked during a term and to ensure they include accrued annual and bank holidays.

And we still do not know

- What the job evaluation process will do to your job. Jobs may go up on the pay grade, stay the same, or go down.

- What steps the council is considering to avoid large drops in pay for contract changes.

We need to check with you and advise you to stay actively involved with this process.

- If you are asked, please attend consultation meetings called by the Local Authority to consider your job, and talk to your colleagues about the questionnaire you are sent. (A representative from the union side will support you)
- If you are asked please fill in a questionnaire about your own post. Contact your union for advice and support.
- Look at your own current job description - is it up to date, does it describe what you do? If not, highlight the changes with your line manager and get it updated.
- Support your own union's work as we present a united front. Keep up with your emails (give us yours if we haven't got it), attend meetings and reply to our requests. If you do not have an email address try and arrange with a work colleague so they can pass messages to you.
- And if you would like to do more, contact your union to volunteer.
- Contact us if you are required to work longer hours than you are paid for and what your contract specifies.
- Please contact us if your contract is not based on 39 weeks or 52 weeks per year.

We need to know your opinion on the following conditions of service issues: -

1. How long do you think pay protection should be for?
2. Do you think that your contract weeks and hours should be protected?
3. How many weeks should form a term time contract (i.e. does your school operate for more than 39 weeks per year?)
4. Please let us know whether you think flexitime would work in your school.

We are continuing to negotiate with the authority and when we end up with a final package that the authority are prepared to stand by then we will be balloting you to accept or reject the final version. Our aim is to try and negotiate the best package we can but at the end of the day it will be your decision to accept or reject the changes in your pay and terms and conditions of service

The three unions are working hard on your behalf and are trying to achieve the best results we can. It would be very helpful to us to get a picture of what is happening in your school so please send any responses to trade unions at the following addresses. Any questions which you may have and which we can help you with at present should also be sent to these email addresses:

GMB sue.boyd@gmb.org.uk

ATL CTattersfield@derby.atl.org.uk

UNISON schools@unisondc.co.uk

Regards,
Trade Union Single Status Joint Negotiating Team