

APPENDIX 2**Wiltshire Council Harmonisation of Terms and Conditions****Project Definition and Scope – Working Document****Project Objectives:**

1. To develop a set of terms and conditions of employment for:
 - 5,000+ NJC “Green Book” staff (excluding schools) who are currently on ex County Council terms and conditions or TUPED terms and conditions from the former District Councils.
 - the terms and conditions of Hay graded staff (other than pay grade) which are derived from locally negotiated NJC Green Book conditions
 - other staff who have in recent years transferred to the Council and are currently on terms and conditions TUPED from employers outside of local government which:
 - achieve Equal Pay and equity
 - are affordable
 - enable the Council to recruit and retain the staff it needs
 - mitigate as far as possible any negative impact upon staff
 - are informed by the findings and recommendations of the Business Travel strand of the Workplace Transformation project.
2. To develop and implement the new terms and conditions through a collective agreement with the recognised unions (UNISON, GMB, UNITE)

Project Approach:

3. The **sequential stages** will be:

Stage1 November 2009 – January 2010 *best estimate*
Two strands will run concurrently:

Collation and analysis of initial information on the major terms to be harmonised, to inform CLT/Cabinet in the setting of parameters to be worked within, consultation with service areas (via the Executive Board, Steering Board and CLT) and opening negotiations with the unions

Initial communications/briefings of managers and staff to explain the background, aims and scope of the project

Stage 2 February 2010 – May 2010 *best estimate*

Consultation with service areas continues
Negotiations with unions and drafting of agreement on “major” terms

Analysis of options on minor terms to be harmonised, including non contractual discretionary benefits

Stage 3 June 2010 – August 2010 *best estimate* (if UNIONS agree to submit draft agreement achieved to their Head Offices for authorisation of a local ballot of members)

Preparation of general information on the whole package of terms and conditions (not individual results) for consultation with staff if union Head Offices authorise unions to ballot their membership

Stage 4 September 2010 – October 2010 *best estimate* (if Collective Agreement has been achieved)

Communicate full terms of the collective agreement. Issue personal notifications to employees whose pay grade and/or other pay arrangements are changed, including right for TUPED staff to appeal against their moderated job evaluation score.

Stage 5 October 2010 – December 2010 *best estimate*

Implement pay changes through SAP payroll
Implement other changes in terms and conditions through mainstream HR administrative processes.
Conduct job evaluation appeals and notify appellants of the outcomes.

Stage 6 January 2011 – April 2011 *best estimate*

Calculate and pay back pay due, retrospectively to 1 October 2009.
Deal with queries and challenges arising from implementation.
Rationalise discretionary benefits which fall outside the scope of the Collective Agreement. Communicate these and implement their administration.

Project Scope

4. The terms and conditions to be harmonised are listed alphabetically below, with the major terms in bold.

Accommodation and meal allowances

Adoption scheme

Annual Leave

Assisted car purchase scheme

Bank holiday premium payments

Car leasing scheme

Childcare Vouchers

Employment Break scheme

Eye Care provision

Financial support for training

Fire Wardens Allowance

First Aid payment

Flexi-time scheme

Health & Safety Risk Assessment allowance

Holiday entitlement for leavers

Homeworking allowance

Injury Allowance scheme

Leave for Carers

Long service awards

Market plussages

Maternity Scheme

Mortgage subsidy scheme

Moving homes allowance

Notice periods

Overtime

Payment of honoraria

Payment of professional fees

Pay rates, including the pay grading system

Purchase of annual leave

Recovery of overpayments

Redeployment grading protection

Staff Benefits (discounted leisure membership, discounts with retailers etc)

Staff Parking (contractual elements – as informed by the Business Travel strand of the Workplace Transformation project)

Standby duties and allowances

Telephones in employees' homes

Time off for family emergencies

Training allowances

Travel & Mileage Allowances (informed by the Business Travel strand of the Workplace Transformation project)

Unpaid leave

Unsocial hours allowances

(Checks will continue during the course of the project to determine whether there are any other as yet unidentified terms and conditions which need to be harmonised)

Project Deliverables

5. The deliverables will be:

- A harmonised set of terms and conditions of employment which is equalities compliant and is applied to all current staff in scope
- Updated contracts of employment to use with new starters
- Individual notifications to staff of their revised pay details, including any pay protection
- Updated HR online content which explains the new terms and conditions
- Guidance on administrative/SAP processes to support the maintenance of new terms and conditions

Interfaces

6. This project will interface with the Workplace Transformation project – particularly the HR and Business Travel strands; the People Strategy; the development of the SAP HR/Payroll functionality.

Exclusions/Constraints

7. The project will not deal with terms and conditions which are common across the five inherited sets, unless there are compelling service needs to change them.
8. The Job Evaluation Scheme used to determine the relative size of jobs will not change due to this project. The Council will continue to use the GLPC Job Evaluation Scheme.
9. This project will not deal with staff on Soulbury or Youth & Community contracts of employment (although the Workplace Transformation project may prompt a separate review of local agreements eg on business travel and staff parking as applied to those contracts)
10. The cost of the new set of terms and conditions must be contained within the financial parameters set by Cabinet at the meeting on 24 November 2009.

Version 5