

Employees' Consultative Forum

SUPPLEMENTAL AGENDA

DATE: Wednesday 4 March 2020

AGENDA - PART I

7. **JOINT UNISON AND MANAGEMENT SUBMISSION RELATING TO SINGLE STATUS COMPLIANCE, HAY EVALUATION SCHEME AND DIFFERING TREATMENT** (Pages 3 - 8)

Report of the Director of Human Resources.

AGENDA - PART II - Nil

Note: In accordance with the Local Government (Access to Information) Act 1985, the following agenda item has been admitted late to the agenda by virtue of the special circumstances and urgency detailed below:-

Agenda item

7. Joint UNISON and Management Submission Relating to Single Status Compliance, Hay Evaluation Scheme and Differing Treatment

Special Circumstances/Grounds for Urgency

This report was not available at the time the Main Agenda was printed and circulated as it was being consulted on.

Members are requested to consider this items, as a matter of urgency, to allow them to be availed of the ongoing discussions between Unison and Officers regarding issues raised.

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**REPORT FOR: EMPLOYEE
CONSULTATIVE FORUM**

Date of Meeting:	4 March 2020
Subject:	Joint UNISON and Management Submission Relating to Single Status Compliance, Hay Evaluation Scheme and Differing Treatment
Key Decision:	No
Responsible Officer:	Jonathan Evans, Director Human Resources Department
Portfolio Holder:	Councillor Adam Swersky, Portfolio Holder for Finance and Resources
Exempt:	No
Decision subject to Call-in:	No, as the report is for noting only
Wards affected:	All
Enclosures:	None

Section 1 – Summary and Recommendations

This report sets out issues recently discussed by UNISON and the Human Resources Department.

Recommendations:

Elected Members are invited to note the ongoing discussions between Unison and Officers regarding issues raised by UNISON

Section 2 – Report

Employees' Consultation Forum – Joint UNISON and Management Submissions

Single Status Compliance

2.1 UNISON Position

It is UNISON's position that Harrow Council will remove Contractual Overtime from those office-based employees currently receiving it to comply with the single status agreement adopted by Harrow Council in 2004 and that those officers/ managers responsible for allowing continued non-compliance to be held accountable under the Council's policy and procedures.

2.2 Management Position

Elected Members are invited to note that progress has been made on this issue but, it is accepted that insufficient progress has been made to speedily resolve this issue. There has been a lack of clarity as to who should and who should not be paid Contractual Overtime. It is suggested that a one-page Policy to cover the payment of Contractual Overtime be agreed with trade union colleagues. There are currently 13 recipients of Contractual Overtime which may not be justified on the basis that the overtime may not be worked.

2.3 Suggested Outcome

The Human Resources Department recognises that on the face of it, it appears that some individuals may be receiving pay in respect of contractual overtime where in fact they are only working the standard 36 hour week.. A process has been agreed with UNISON to expedite the cessation of this Contractual Overtime where it is not warranted

Process

It is agreed to urgently review the payment of Contractual Overtime in the Community Directorate. This review will be led by Paul Walker, Corporate Director Community. It is envisaged that the review will proceed as follows:-

- (a) Review launched at a meeting with trade unions in week commencing Monday 2nd March 2020. Invitees to the meeting will be Paul Walker, his

direct reports and trade unions. The objective of the review overall will be to identify which roles should or should not receive Contractual Overtime.

(b) Inevitably some research by direct reports may need to be conducted into the roles and their eligibility for Contractual Overtime.

(c) The meeting will re-convene in week commencing 16th March 2020 where management will confirm whether or not Contractual Overtime should be paid to these roles.

(d) Where it is decided that Contractual Overtime should not be paid to any or all individuals currently receiving it, it will be for line managers to consult with the affected employees with a view to ceasing the Contractual Overtime on and from 1st April 2020. Consideration will be given to “buying out” the Contractual Overtime or applying pay protection.

Hay Evaluation Scheme

2.4 UNISON Position

The resolution UNISON requires is long overdue, the resolution requires that the Human Resources Department to fully explain why MG roles are being regraded without reasonable justification or meeting the basic principles of the evaluation process. The basic issue is that roles are being upgraded when no restructure or change of work has occurred.

2.5 Management Position

There are two methods of Job Evaluation utilised in Harrow Council. For “G” grades the GLPC Job Evaluation system is operated and this system is operated jointly with the trade unions. For MG grades, the Hay Job Evaluation system is operated. Typically in local government Hay Job Evaluation is used for more senior roles and is not operated jointly with the trade unions

There is a tension between the operation of two separate Job Evaluation systems but this is managed in Human Resource Departments in that practitioners are well trained in both systems and checks and balances are operated. With the GLPC system this is achieved by sharing the results with trained trade union GLPC practitioners who will discuss the results with HR. With Hay Job Evaluation there is a two level evaluation with a HR person conducting the initial evaluation with a confirmatory evaluation being completed by the Senior HR Business Partner.

However, the issue remains that access to the process could be more tightly managed with any request for the re-evaluation of any MG graded role to be signed off by the responsible Corporate Director.

2.6 Suggested Outcome

It is suggested that all MG job evaluation requests in future are signed off by the Corporate Director responsible for the Department,. In addition no job will re-evaluated less than 12 months since the last request unless the change is part of a restructure. HR will maintain a database of this information.

Differing Treatment

2.7 UNISON Position

The resolution sought from the meeting is to reiterate that all Unions to be treated in a manner that is both respectful and balanced and not for a genuine request to be ignored. We therefore request that the Councillors intervene and uphold the agreement and principles in their entirety

2.8 Management Position

It is understood that UNISON emailed Adult Social Services requesting that the Youth Officer be allowed to attend Union training for accreditation to ERA standards. Unfortunately, there was a delay in responding to the email.

2.9 Suggested Outcome

Management regrets that the request was not dealt with as promptly as UNISON has a right to expect. No discourtesy was intended. Paul Hewitt has undertaken to personally intervene in the unlikely event that such a situation should reoccur. Therefore, should UNISON believe that the Recognition and Procedural Agreement is not being applied correctly, UNISON should contact Paul Hewitt directly.

2.10 Risk Management Implications

These have been incorporated in the body of the report

2.11 Legal Implications

There are no direct legal implications arising from the report. However, legal advice will be sought if there is a proposal to alter the terms and conditions of individuals.

2.12 Financial Implications

The financial implications of the review of contractual overtime and job evaluations must be contained within current directorate budgets, no additional resource is available.

2.13 Equalities implications / Public Sector Equality Duty

There are no equalities implications arising directly from this report.

Section 3 - Statutory Officer Clearance

Name: Dawn Calvert	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 27 February 2020		

Name: Caroline Eccles	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 27 February 2020		

Name: Charlie Stewart	<input checked="" type="checkbox"/>	Corporate Director
Date: 27 February 2020		

Ward Councillors notified:	NO, as it impacts on all Wards
EqIA carried out:	NO

Section 4 - Contact Details and Background Papers

Contact: Chas Dowden
chas.dowden@harrow.gov.uk

Background Papers:

None

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