

Appendix 1 – Details of final proposals

Proposals which have changed as a result of the consultation

1. Additional hours (overtime)
2. Standby and Call-out
4. Allowances
6. Sick pay
8. Reduction in office hours

1. Additional Hours (Overtime)

Current position

For posts below SCP 28 (top of Grade 8), we pay time and a half Monday to Sunday and double time on Public Holidays.

Original consultation proposal

From Monday 19 September 2011, all additional hours and overtime will only be paid at plain time, regardless of when they are worked.

Revised proposal

To maintain the current position for those areas where an enhancement is already paid for night work, weekend and bank holiday working. All other additional hours and overtime will be paid at plain time. These areas will be reviewed in greater detail as part of the pay and grading work already underway.

Comment

This change came as a result of concerns raised by Trade Unions, the Staff Forum, and individual staff and managers that service difficulties would be created by keeping enhancements where an employee was contracted to work the hours, but not if it was 'offered' as additional hours or overtime.

2. Standby and Call-Out

Current position

A variety of different arrangements are in place across the council.

Original consultation proposal

From Monday 19 September 2011 a revised scheme to be put in place, where staff who are required to be on 'standby' will be paid:

£10 per 24 hour period starting on a Monday to Saturday

£15 per 24 hour period starting on a Sunday

£20 per 24 hour period starting on a Bank Holiday

Call-out payments will be based on plain time for the hours worked (minimum 1 hour)

As part of the work on introducing a new pay and grading system to Shropshire Council and subject to additional consultation and negotiations with the Trade Unions, we will incorporate standby and on-call allowances into the grade for the job.

Revised proposal

To maintain the current position. No change will be made to the current payments for standby and call-out, but they will be reviewed in greater detail as part of the pay and grading work already underway.

Comment

Through consultation, it was raised by Trade Unions, Staff Forum and individual employees and managers that there are different levels of demand placed on staff who are currently on different levels of standby payment, and to put all onto one payment without further work would create service delivery issues. Therefore, this proposal has been withdrawn, subject to later review.

4. Allowances (Fire Wardens, First Aiders, Professional Subscriptions, Subsistence and Relocation Expenses)

Current position

The council currently pays a number of allowances.

Original consultation proposal

From Monday 19 September 2011, it is proposed that the following changes are made:

- a) The Council will no longer make additional payments to any staff who are first aiders or fire wardens.
- b) Professional subscriptions will no longer be paid.
- c) Subsistence payments for breakfast, lunch, tea and evening meal will no longer be made.
- d) Relocation Expenses to new starters who relocate to Shropshire will no longer be paid as a standard entitlement.

Revised proposal

Subsistence payments for breakfast, lunch, tea and evening meal will no longer be made, apart from where an employee is required to stay away from their home overnight. For those cases, the current allowances for breakfast and evening meal will remain. All the other parts of the proposal are recommended unchanged.

Comment

There was a great deal of positivity about most of these changes, particularly given their current inconsistent application across the organisation. However, the point was made that staff who were required to be away from home overnight due to work requirements are the most likely to incur additional expense, and this should be recognised.

6. Sick Pay

Current position

Shropshire Council currently pays sick pay from the first day of absence and, based on service, can increase this to 6 months full pay and 6 months half pay.

Original consultation proposal

From Monday 19 September 2011, the council will no longer pay sick pay for the first three working days of sickness and will reduce the period of long term sick pay to:

During 1 st year of service	1 month's full pay and (after 4 months' service) 2 months' half pay
During 2 nd year of service	2 months' full pay and 2 months' half pay
After 2 years of service	3 months' full pay and 3 months' half pay

Periods of sick pay can also be extended in exceptional circumstances for a period of up to three months.

Revised proposal

The council will no longer pay sick pay for the first three working days of sickness, where an employee has already had one or more periods of sickness absence in the previous twelve months and will reduce the period of long term sick pay to:

During 1 st year of service	1 month's full pay
During 2 nd year of service	2 months' full pay
During 3 rd year of service	4 months' full pay
During 4 th and 5 th years of service	5 months' full pay
After 5 years of service	6 months' full pay

Periods of sick pay can also be extended in exceptional circumstances for a period of up to three months, subject to Director authorisation.

Comment

There will be no change to the current sick pay arrangements for staff taking their first absence during a twelve month (rolling) period. This means the majority of staff will not have any adverse effect on their pay during each twelve month period, as around 60% of staff take one or less period of sick absence each year. In addition, our revised proposal to keep the length of full pay for long-term sick absences the same (but to remove half-pay entitlement) will provide greater protection for staff earnings than the original proposals.

8. Reduction in working hours

Current position

The standard Shropshire Council working week is 37 hours.

Original consultation proposal

Over the next two years, we propose a reduction of the standard working week by two hours to 35 hours.

From Monday 19 September 2011:

Staff on 37 hours (Group 1 staff) will have a new standard working week of 36 hours. Staff working 17 hours or more, but less than 37 hours (Group 2 staff) will be required to reduce their working week by 2.7% of their current contracted hours to the nearest minute.

From Monday 17 September 2012:

Group 1 staff (who would have moved to 36 hour week during 2011) will now be required to reduce their standard working week by a further one hour to 35 hours work.

Group 2 staff (who work between 17 hours or more but less than 36 hours during 2011) will be required to take a further 2.7% of their contracted hours rounded to the nearest minute.

Revised proposal

A reduction of 5.4% in the pay and salaries of all Shropshire Council Employees (excluding directly-employed schools employees), without any equivalent reduction in working hours.

A 2.7% reduction will be made on 1 October 2011 and a further 2.7% reduction will be made on 1 October 2012.

The only excluded group of employees (other than directly-employed schools employees) would be those on 'pay protection' having already taken a drop in salary to remain working for the council. All other staff will now be included, subject to consultation with Senior Pay Band Managers and staff working less than 17 hours per week, who were not previously asked for their views on the proposed changes now affecting them directly. Spinal Column Points 4-10 will have a smaller reduction in order to keep them above the National Minimum Wage whilst retaining sufficient room between each point, in order to protect lower-paid staff.

Comment

As a direct result of concerns raised by Trade Union representatives, the Staff Forum, individual employees and managers about the difficulty in implementing fairly a consistent reduction in hours and ensuring it applies to all pay bands, it is recognised that a pay cut equivalent to the loss of salary already proposed (5.4% phased) would be more appropriate.

Proposals which have not changed as a result of the consultation

3. Shift allowance
5. Annual leave
7. Office hours

3. Shift allowance

Current position

There is a range of shift allowances being paid to staff to recognise the fact that they work shifts.

Consultation proposal

From Monday 19 September 2011, these allowances will be removed, except where this is an explicit condition of an individual's contract of employment, e.g. sleeping in allowance for residential staff.

5. Annual Leave

Current position

Shropshire Council's current leave policy is based on grade and service – the table below details this.

Years Service	scp 1 -21	scp 22 – 40	scp 41 – 49	scp 50 +
Less than 5	22	23	24	25
5 - 10	27	28	29	30
10 - 20	28	29	30	31
20 +	29	30	31	32

Consultation Proposal

From 1 April 2012, the council will move to a flat scheme of 25 days annual leave plus bank holidays, with 5 days extra awarded after 5 years service, giving a maximum entitlement of 30 days a year. There will be a phased reduction over a two year period where staff entitlement is currently greater than this, so that all staff are subject to the new scheme by 1 April 2014. This means that most staff benefit from this change, with greater flexibility and choice over their work/life balance. Senior staff leave entitlement will reduce as part of cutting our management overheads, to protect frontline jobs.

We will also work on proposals for staff to be able to buy further annual leave or to sell days of leave back to the Council, up to a maximum of 5 days in each case, in any one leave year. These arrangements would be subject to the operational needs of services.

7. Office Hours

Current position

A range of different “core” office hours exist across the council. These often no longer reflect when local people would prefer to do business with us.

Consultation Proposal

From 19 September 2011, it is proposed to move to standard office hours of 7am to 7pm, Monday to Friday and 8am to 1pm on a Saturday. These will be the public opening hours for Shropshire Council.

To make this work, all staff will be moved to Annualised Hours. This means that the number of hours an employee is required to work in any one year is their current weekly contracted hours, multiplied by 52.14, minus annual leave. These total hours will then be turned into a weekly rota, by agreement between the member of staff and their line manager. This will allow more staff to work the hours that best suit their lifestyle, subject to the operational needs of services.

The current Office Hours / Flexi Time policy will end. A new system for requesting ‘Flexible working’ will be launched, with staff encouraged to apply for more flexible working patterns. For example, term time only, a ‘9-day’ fortnight, compressed working weeks, and weekend working. Managers will receive training and support to enable them to accommodate such requests as long as the operational needs of the service are met.