
MEETING: HR AND APPEALS

DATE: 6TH June 2006

SUBJECT: REVIEW OF SALARY GRADINGS FOR POSTS WITHIN THE
NEWLY ORGANISED LIBRARIES AND ADULT LEARNING
SERVICE

REPORT FROM: EXECUTIVE MEMBER LEARNING SKILLS AND
EMPLOYMENT

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LEARNING

TYPE OF DECISION: KEY DECISION

REPORT STATUS: FOR PUBLICATION

1.0 PURPOSE/SUMMARY:

1.1 Post Gradings

- 1.1.1 Executive received a report on 1st March 2006 in respect of Adult Education Service Rationalisation proposals. This contained options and recommendations to provide a reduction in expenditure within the Adult Education Service.
- 1.1.2 The options recommended for adoption in the report of the 1st March 2006 were approved. Included with these recommendations was the proposal to restructure the management of a combined service.
- 1.1.3 Negotiations are ongoing with the Unions and Professional Associations
- 1.1.4 Within the two former services, posts at the Assistant Head level were graded differently. Those within the former Library Service were graded in accordance with the Local Government Services evaluation scheme, and those within the former Adult Education Service were grade in accordance with the Soulbury pay and conditions.
- 1.1.5 The posts in the new structure formerly within the Library service have been evaluated using the Whitley Council Evaluation scheme.
- 1.1.6 There is no formal evaluation scheme for Soulbury posts.

1.2 Evaluation scheme

- 1.2.1 The current decision making process for the allocation of grades to posts graded under Soulbury pay and conditions involves the HR and Appeals Panel meeting to determine the grades in the absence of any formal job evaluation scheme.
- 1.2.2 The Director of Personnel has asked that this system be reviewed and a new means of grading Soulbury posts determined.

2.0 OPTIONS AND RECOMMENDED OPTION:

2.1 Post Gradings

- 2.1.1 That the grades for the revised posts within the new structure for the Assistant Head of Libraries and Adult Learning be approved as Soulbury points 3 to 6 to maintain parity with those posts evaluated under the Local Government scheme and to reflect an increase in duties and responsibilities.
- 2.1.2 That there are no changes to the grades, currently Soulbury points 2 to 5
- 2.1.3 That a different range to those outlined above is agreed.

2.2 Evaluation scheme

- 2.2.1 That the current method of allocation of grades to Soulbury posts be delegated to the Executive Director in consultation with the Director of Personnel and Lead member for Human Resources.
- 2.2.2 That no changes are made to the current grading/evaluation scheme for Soulbury staff.

3.0 RECOMMENDED OPTION

- 3.1 That the option at 2.1.1 and 2.2.1 be approved.

4.0 REASON FOR RECOMMENDED OPTION

- 4.1 The posts will take on additional responsibility within the revised management structure. Grading the posts in accordance with the recommendation will ensure that not only is recognition given to the increased duties but also some parity is maintained with the other Assistant Head posts graded under the current Local Government Evaluation scheme.
- 4.2 The revised decision making process will allow for fair decisions to be made in a more timely way

IMPLICATIONS -

Financial Implications and Risk Considerations

Within the proposed savings of £232,900, to be achieved by the restructure and merger by 2007/08, there was an expectation that there would be some increased costs due to the revisions to job descriptions to take account of

the additional responsibilities created for the new jobs. In respect of these posts, this will amount to approximately £5,000 in total in a full year.

Corporate Aims/Policy Framework:

Do the proposals accord with the Policy Framework? Yes No

Are there any legal implications? Yes No

Considered by Monitoring Officer: Yes No

Statement by Director of Finance and E-Government:

Staffing/ICT/Property: None

Wards Affected: All

Scrutiny Interest: Learning Skills and Employment

TRACKING/PROCESS

DIRECTOR:

Chief Executive/ Management Board	Executive Member/ Chair	Ward Members	Partners

5.0 Conclusion

5.1 Executive is requested to confirm its support for the recommended options.

List of Background Papers:-

- Appendix One: Proposals for the integration of Adult Education and Library Service Staffing structures – March 2006.
- Appendix Two: Adult and Community Learning – Existing management structure.
- Appendix Three: Library Service – Existing Management structure.
- Appendix Four: Libraries and Adult Learning Service – Proposed Management Structure.
- Appendix five: Job description – Assistant Head of Libraries and Adult Learning (Skills for Life and Work/Community Learning).
- Appendix six: Job description – Assistant Head of Libraries and Adult Learning (Quality and Curriculum).

Appendix seven: Job description – Assistant Head of Libraries and Adult Learning
(Tutor and Learner Services)

Report to Executive 1st March 2006

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