



## Full response to questions raised in staff consultation Sessions

Find below the questions and responses on the Unified Reward proposals raised in consultation sessions. The questions asked have been grouped into separate sections by topic. Where a question was asked more than once this has been reflected by the number in the brackets next to the question as an alternative to repeating the question multiple times. Click on the links in the contents table below to be taken to a specific section.

The unified reward helpline is still open to answer your questions and queries, you can call or email using the details below;

Phone: 0330 606 4444 (option 1)

Email: [Barnethrpayroll@capita-services.co.uk](mailto:Barnethrpayroll@capita-services.co.uk)

1. Job Evaluations .....	2
2. Pay.....	3
3. Performance.....	5
4. Annual Leave .....	7
5. Sickness.....	8
6. Working Week & Overtime.....	10
7. Term Time only working.....	11
8. Additional Payments .....	11
9. Recruitment and Retention .....	11
10. Essential Car User Allowance .....	12
11. Health and Wellbeing.....	13
12. Employee Benefits Scheme.....	13
13. Impacts of Unified Reward.....	14
14. Next Steps .....	15
15. Pensions .....	16
16. Other.....	16

## 1. Job Evaluations

**1.1. Following Unified Reward if an employee's role changes significantly what will happen?**

An employee can request a review or re-evaluation of their role at any time if they believe there have been significant changes to their duties and responsibilities.

**1.2. Who has been involved in the job evaluation, have you taken views from people who understand the role? (2 Questions)**

Both line managers and headteachers have been involved in the evaluation process by submitting job descriptions and outlining staff roles. All job evaluation panels included an advocate who understands the key duties and responsibilities of the role as well as a Trade Unions representative.

**1.3. My job description has been evaluated recently will this have been re-evaluated? (2 Questions)**

If your job description has been recently agreed this will have been re-evaluated using the Hay methodology.

**1.4. What happens if I believe my job description is incorrect?**

If you believe your job description is incorrect and your role has therefore been evaluated incorrectly you will have the opportunity to appeal. This process will be outlined when you receive your contract letter in May 2016.

**1.5. Could two employees with the same job title be evaluated at different grades?**

If two employees are working to the same job description and job title then no we would not expect staff with the same job title to be graded differently. However, there may be occasions where the same job title has been used by different Service Areas and the job content is different. In these situations the jobs may be graded differently.

**1.6. Have jobs been evaluated for separate individuals or as a group?**

This depends on the circumstances, where roles are similar or the same we have evaluated them as a group. An individual evaluation has been undertaken where a role is unique.

**1.7. My role is very unique have you taken this into account?**

Every job has been evaluated by a job evaluation panel based on the information provided and the discussion the panel has had with the advocate. This ensures that every job is treated in a fair and equitable manner that fully recognises the individual and unique characteristics. If you believe your job does not match the description used for evaluation you will have the opportunity to appeal by following the process that will be outlined to you in your contract letter you will receive in May.

## 2. Pay

### 2.1. How did you create 12 grades from over 300? (2 questions)

We worked from the national pay spine and benchmarked ourselves against grades used by other local authorities and market pay data to develop the simplified pay structure.

### 2.2. Do the 12 grades cover all council staff and is Grade L the highest grade in the council? (4 questions)

The proposed pay and grading structure includes 19 grades in total, the 12 new grades from Grade A-L proposed under Unified Reward and 7 senior manager grades reviewed and agreed 18 months ago.

### 2.3. Why do some of the grades overlap?

The new grades have been aligned to the national pay spine. It has been challenging to reduce the scale points into 12 grades so there is a slight overlap on some grades at the lower end of the pay structure.

### 2.4. Can you tell me if my pay will change and what it will be? (2 questions)

As with any full review of the pay and grading structure it is usual that some posts and therefore employees will see a change in their pay. Some employees will see their pay increase, others may decrease and some will remain the same. We have worked hard to minimise any reductions in pay and as a result over 90% of employees will receive the same or a higher rate of basic pay. Employees will know the impact on them individually in May 2016 when they will receive documents outlining their specific circumstances.

### 2.5. Can I estimate where I will fit in the structure now based on my current salary, and what will happen if I am between two grades? (4 questions)

No you can't currently estimate this as all jobs have been evaluated and fit in to one of the 12 specific grades. All evaluations have been undertaken by an independent panel including the Trade Unions. How you are then assimilated to your new grade depends on your current salary and is outlined below. (see 2.6)

### 2.6. How will you move me across on to my new grade? (7 questions)

An employee will be moved onto the new grading structure dependent on their current salary. The grade/scale point will have been linked to one of the new 12 grades and;

- If your current salary is *within* the range of the new grade (e.g. Grade D £19,524-£21,552) you will receive the same salary.
- If your current salary is *lower* than the range of the new grade you will be placed at the minimum point of the new grade (e.g. Grade D £19,524)
- If your current salary is *higher* than the range of the new grade then you will be placed at the maximum point of the new grade (e.g. Grade D £21,552) and pay protection of your current base pay will be paid for 12 months

More information is expected to be available on this in May 2016 when individual impacts are communicated.

### 2.7. Have the grades for roles already been decided?

The job roles have already been evaluated by an independent panel including the Trade Unions. These grades are also subject to appeal by staff if they do not agree with the outcome.

**2.8. Will increments now be based on performance? (2 questions)**

Yes from April 2017 pay progression within a grade will be dependent on staff performance. The level of increase received will be determined by the performance review rating an employee receives from their manager. If an employee receives an increase this is then consolidated and becomes their new base pay. Once an employee reaches the top of their grade they will no longer receive performance related increments. (see 3.1 for more detail)

**2.9. I am due to get my annual pay increment on 1 April 2016. Will I still get this?**

The normal automatic increment for corporate council staff will still be 1 April 2016. From April 2017 annual increases will be dependent on the performance ratings. The timescales for introduction of performance related pay progression in schools are still to be confirmed so may be slightly different.

**2.10. Will cost of living increases be included in the Grades? (2 Questions)**

Yes national cost of living increases will continue to be added to the grade when awarded.

**2.11. Do the grades include London weighting? (2 Questions)**

Yes we currently pay out London weighting and for some staff this shows as a separate payment on their payslip. Going forward this will be consolidated into base pay for simplicity and ease. By consolidating this allowance cost of living awards will be applied to the total amount in future years.

**2.12. Does base pay look like it has increased just because you are now including London weighting?**

No base pay itself is rising following benchmarking with other local authorities.

**2.13. If an employee is acting into a role will they still receive the higher rate of pay?**

All roles have been evaluated under Unified Reward including roles that employees are acting-up into. Therefore the employee will receive the salary that the acting-up role has been evaluated at.

**2.14. Why and how have you compared base pay with other local authorities and organisations? (2 questions)**

We have access to benchmarking data to understand how our pay compares across other local authorities. It's important for us to understand where we sit in terms of pay and terms and conditions to ensure we can recruit and retain our staff.

**2.15. What is the term time only calculation to work out my pay from a full-time salary?**

The calculation is as follows;

$$\text{FTE Salary} \times \frac{(\text{Paid Weeks}) \times \text{Hours Worked}}{\text{Full time weeks} \quad \text{Full time Hours}}$$

*Paid weeks include weeks actually required to work plus pro-rated annual leave and bank holidays*

*Example*

An employee who works 39 weeks (term time only), for 18 hours per week and has a FTE salary of £20,000

$$20,000 \times (46.65/52.14) \times (18/36) = \text{£}8,755.27$$

### 2.16. Do headteachers have discretion over pay and grades for support staff?

No, support staff in community schools will be paid according to the pay and grading structure developed under Unified Reward and as indicated by their job evaluation, subject to appeal.

## 3. Performance

### 3.1. Will pay progression be dependent on performance?

Yes it will, from April 2017 pay progression within a grade will be dependent on staff performance. The level of increase received will be determined by the performance review rating an employee receives from their manager. If an employee receives an increase this is then consolidated and becomes their new base pay. Once an employee reaches the top of their grade they will no longer receive performance related increments. The increases and ratings are set out below;

Current Rating	New Rating	Percentage Increase
Red	Development Needs	0%
Amber	Satisfactory	0.5%
Green	Good	2.25% (equivalent to a current increment)
Gold	Outstanding	3%

\*\*Please note timescales for introduction of this in schools is still to be confirmed

### 3.2. How will performance be measured?

Employee performance will be measured in the same way it is now via the performance review scheme. We will be making changes to the scheme to ensure it is fit for purpose and there will be clear guidance for how an employee can achieve each rating. We know as an organisation we need to get better at measuring performance and we'll be working closely with line managers to ensure they are clear on what they need to do and have the right support in place.

### 3.3. How will you make sure the performance ratings are fair and that ratings are not subjective or varying by manager? (3 questions)

As is the case now reviewing performance should be a process a line manager undertakes regularly with their staff to ensure there are no surprises when completing the end of year review. We understand that moving towards performance related pay progression means there is more at stake for an employee and we need to ensure the process is fair and transparent. There will be the opportunity for an employee to appeal against their rating if they do not agree or feel it is unfair. There will also be a system of moderation in place across teams and delivery units to ensure the same standards are being applied across the board.

### 3.4. What will happen if I disagree with my manager or believe they have rated me unfairly? (5 questions)

We all recognise that we need to be more systematic and rigorous in reviewing performance. There will be training for managers to ensure they are applying the same standards, if staff are not happy with the outcome of their review or the rating they can escalate this and appeal

the decision made. There will be also a thorough moderation process to ensure standards are being applied consistently across the board.

**3.5. Will the moderation process review across the council, across different teams and managers? (2 questions)**

Yes, more work needs to be done to develop the moderation framework but we would expect moderation to be completed across different teams and at different levels. We would also expect performance ratings to be in line with the overall performance of the team and service.

**3.6. I'm at the top of the grade will I get an increment based on my performance? (9 questions)**

No, as is the case now employees at the top of their grade are not eligible for progression within the grade. Under Unified Reward there has been consideration to awarding those employees who are rated outstanding for 2 years in a row a one off additional payment. Employees at the top of their grade would be eligible for this performance reward.

**3.7. Can pay be reduced if an employee does not achieve a good or outstanding performance rating? (2 questions)**

No, we will not be reducing or deducting pay based on performance ratings.

**3.8. Are there any overall targets for distribution of the ratings (2 questions)**

No there will not be any targets set for the numbers of staff expected to achieve each rating however the process will be moderated and performance ratings will be expected to be in line with the performance of the team or service overall.

**3.9. Have other local authorities introduced this approach?**

Yes they have, we have also benchmarked ourselves against top performing organisations and this approach has proven successful in developing a performance culture.

**3.10. Will this scheme be dependent on service budgets? (5 questions)**

No budgets already allow for automatic increments therefore this should not impact service budgets.

**3.11. What learning and development will be put in place to improve staff performance?**

All services have performance and development plans this is the means by which we will be supporting individuals to develop.

**3.12. Will schools be required to implement performance related pay progression?**

Yes community schools will be required to introduce performance related pay progression in line with all other council staff.

**3.13. How will this impact part-time workers, there's a possibility they will never be able to achieve outstanding will the hours they work need to be taken into account?**

We recognise that part-time workers will need to be measured in line with the hours they work. We would expect some part-time workers to be recognised as outstanding and this will be considered during the moderation process.

## 4. Annual Leave

**4.1. Does the 30 days entitlement include Bank Holidays?**

No, from 1 April 2017 annual leave entitlement will be 30 days for all employees (pro-rated for part time staff) plus the 8 bank holidays.

**4.2. Have you considered changing the Annual Leave year to fit the calendar year? (Asked on 2 occasions)**

No, we hadn't considered this as part of the Unified Reward proposals. We understand the rationale for making the change and this is something we will look into. Introducing the change is likely to be challenging initially and this may need to be done separately to Unified Reward

**4.3. If Annual Leave entitlement has been increased to more than 30 days due to long service will this be reduced?**

Yes it will be reduced to 31 days from April 2017 for one year and then go down to 30 days from April 2018. The council believes 30 days annual leave is a fair offer for all staff.

**4.4. How is annual leave calculated for employees who work part-time?**

The 30 days will be pro-rated depending on the hours the individual works.

**4.5. How is annual leave calculated for employees who work term time only?**

The 30 days annual leave and 8 days bank holidays will be pro-rated depending on the weeks worked per year and the number of hours worked per week.

e.g. An employee who works 39 weeks will be entitled to 33.25 days leave, which includes annual leave and bank holidays.

**4.6. Does Annual Leave for schools staff have to be taken during school holidays?**

Yes as it does now, there is no suggestion of changing this under Unified Reward.

## 5. Sickness

### 5.1. What are the average sickness levels currently?

The average is around 11 day's sickness per year across the council.

### 5.2. Does this apply to long term sickness?

Each case will be looked at on merit. Managers will be trained in long term sickness management and in the sickness policy we will make it clear where the triggers will and will not apply

### 5.3. How will this apply to employees with a disability?

It's important that we protect those staff with a disability. Before any application of the sickness triggers for an individual we would take advice from occupational health on what the expected levels of sickness might be for such a disability and this number of days would be disregarded. There will also be an option for review and manager discretion depending on individual circumstances.

### 5.4. What is the definition of short-term sickness? (3 questions)

The definition of long term sickness is in sickness absence in excess of two weeks. Short term sickness would be classified as periods of sickness under two weeks in length.

### 5.5. What type of illnesses will not activate the triggers?

As is the case now management discretion can be exercised when enforcing the triggers. The intention is not to penalise staff with a disability, serious life threatening condition or long term condition. It is also proposed that the triggers will not be activated when a member of staff has sustained a serious injury or needs to attend hospital for a procedure which requires recovery time. It is not possible to list every instance where a trigger would or would not be activated, however as is the case now managers will be expected to use their own discretion with HR support in the management of sickness.

### 5.6. What if an individual has a medical certificate for their sickness? (3 questions)

The triggers may still apply where the certificate refers to a short-term illness. As previously stated managers will be expected to use their own discretion with HR support in the management of sickness.

### 5.7. Will the sickness levels be measured in a calendar year or on a rolling basis?

Sickness levels will be measured on a rolling 12 month period, only sickness within the 12 month period will activate the triggers for management action.

### 5.8. What is the maximum number of days that can be deducted if financial penalties are introduced?

The maximum amount that could be deducted is six days pay, however in agreement with Trade Union colleagues no financial penalties will be introduced for at least 12 months from implementation. If we are able to reduce sickness levels by utilising the triggers without pay deductions we may not implement the pay deductions at all.

### 5.9. What is an occurrence? (2 questions)

An occurrence is a period of absence this could be one day or multiple consecutive days.



**5.10. If a member of staff has an illness and works with vulnerable people or children should they still attend work? (5 questions)**

We would not encourage staff to attend work where they may pass illnesses on or where the policy indicates they should not attend work (e.g. vomiting). In these situations there will be management discretion in applying the triggers or allowing flexible working from home.

**5.11. Will managers have clear guidance and discretion on when they should and should not enforce the sickness triggers? (3 questions)**

Yes managers will have full training prior to the implementation of the sickness triggers as well as a detailed policy and guidance for their enforcement.

**5.12. Is the current absence management procedure not working?**

The reason we're introducing stricter triggers is because we don't believe the current process is working, the current sickness rates are amongst the highest in London authorities.

**5.13. Is there any way of rewarding staff who do not take sickness leave? (3 questions)**

This is not an option we had considered under Unified Reward but we will look into it further.

**5.14. If you attend work and are sent home for sickness will this count as an occurrence towards the triggers? (2 questions)**

No if an employee is sent home this will not be counted as a full day's absence towards the sickness triggers.

**5.15. How are you going to support staff to improve sickness levels? (4 questions)**

The healthy work place charter has been introduced which puts in checks and balances for employee health. We regularly monitor absences and look at the reasons for absence. Where stress is a high cause for absence as an organisation we are looking to work with managers to mitigate it. Alongside this we do also need to try and reduce sickness absence to come into line with comparable organisations.

**5.16. Will sickness absence be linked to performance reviews?**

This is not something we have considered under Unified Reward.

**5.17. What is the rationale behind this proposal and has it been successful elsewhere? (2 questions)**

The aim of the new sickness triggers is to encourage managers and staff to have a better conversation about sickness absence; we believe the potential financial penalties will make sickness management a higher priority. This has been proven to work elsewhere, when undertaking analysis of top performing organisations it showed that they utilise the same or a similar approach to sickness

**5.18. Is there a policy for carers and will this link to the new sickness policy?**

There is not currently a policy for carers but it is under development and the expectation is that it will link to the sickness policy when complete.

**5.19. Will CoreHR be developed so managers are able to view sickness levels and patterns from staff??**

Yes improvements are being made to core in terms of sickness reporting and supporting managers.

## 6. Working Week & Overtime

**6.1. Is the working week staying at 36 hours for full time?**

Yes the full-time hours are currently 36 per week and this will not change under Unified Reward.

**6.2. Are there any core hours employees are required to be in work? (2 questions)**

This needs to be agreed within the individual service area. If a member of staff has a flexible arrangement agreed with their manager this should continue.

**6.3. If I work over my contracted hours am I entitled to overtime? (3 questions)**

This should be discussed with your manager, a number of services use time off in lieu (TOIL) arrangements or currently have a locally agreed overtime rate. If you are asked to work extra hours and believe you should be paid overtime this should be agreed with your manager in advance.

**6.4. Some staff provide statutory 24 services what are the impacts on them as a result of the changes to overtime rates? (3 questions)**

The overtime rates referred to in the proposals are based on voluntary overtime. There may be different local agreements for required overtime and weekend working. You should check this with your Line Manager.

**6.5. Are the Bank Holiday arrangements still x2.0 and a day off in lieu? (2 questions)**

No, the proposal is to change voluntary overtime arrangements for bank holidays to x2.0 **or** a day of in lieu.

**6.6. Are employees on Grade G and above entitled to overtime?**

Employees on Grade G and above are entitled to planned overtime rates. Overtime beyond 36 hours will be paid at the planned overtime rates for staff on grades G to L, but only up to scalepoint 49 (£44,766) The current planned overtime rates will be applied as follows:

- scp 29 to 34 (£27,252 - £31,368) = £19.80,
- scp 35 to 41 (£31,986 - £37,476) = £21.21,
- scp 42 to 49 (£38,376 - £44,766) = £23.01

## 7. Term Time only working

- 7.1. If employees are moving from a 52 weeks contract to 39 can headteachers choose to pay staff for 52 weeks?**  
All community schools will need to follow the new Unified Reward proposals as approved.
- 7.2. How is the arrangement to limit the loss for teaching assistants to 3.4% being funded?**  
The council propose to fund this protection for teaching assistants currently on 52 week contracts who would otherwise lose a significant amount.
- 7.3. Will I still be paid across 12 months? (3 questions)**  
Yes, if your contract is term time only you pay will still be spread into payments across 12 months.
- 7.4. Should the term time only contract be for 40 weeks?**  
The contract for teaching assistants will be 39 weeks, (38 weeks + 5 inset days) and meal time supervisors are contracted to 38 weeks. There may be other individual circumstances where a member of staff is required for more than 39 weeks a year in this case the contract can be varied to reflect this.

## 8. Additional Payments

- 8.1. What will the average impact be on mealtime supervisors losing retainer pay?**  
The average reduction in pay for mealtime supervisors will be under £150 per year.

## 9. Recruitment and Retention

- 9.1. How much is the current Market Factor supplement (MFS)?**  
Market Factor supplement can be up to 20% and this is reviewed annually by committee decision, this can be a lengthy process. We want to be able to recruit and retain more quickly and react more quickly to changes in the market which the proposed schemes would allow.
- 9.2. If Unified Reward is evaluating roles and aligning with other councils why is there a need for recruitment and retention allowances?**  
The schemes are a mechanism for recognising recruitment and retention issues e.g. for a social worker role to bridge the gap between the evaluation and the market rate due to supplements that are also applied by other councils.
- 9.3. Does 10% automatically go to people who will receive this allowance?**  
No, there is a cap of 10% for each of the schemes, the rate actually applied will be dependent on the market and the rate required and could be anywhere between 1-10%.

## 10. Essential Car User Allowance

**10.1. I currently get an essential user car allowance but not doing 2,500 miles will I still receive essential car user allowance?**

If you do not meet the 2,500 mile criterion (or a pro-rated amount for part-time employees) you will no longer receive the allowance. This payment will be withdrawn from 1 April 2017.

**10.2. How will you know whether I meet the 2,500 mile criterion? (2 Questions)**

We will be able to understand whether you meet the criterion by examining your mileage claims over a 12 month period starting April 2016.

**10.3. Will the 2,500 miles be pro-rated for part time employees? (2 questions)**

Yes it will. Employees who work part-time will be expected to meet a pro-rated amount of the 2,500 mile criterion taking into account their working hours.

**10.4. Will the current mileage rates stay in place?**

Yes the mileage rates will remain the same for casual and essential users.

**10.5. What if I do a high number of miles for the first 6 months and a lower level for the following 6 months of the year?**

For essential user status the criterion employees should meet is 2,500 miles per year we examine the miles as an average across a year. Seasonal peaks and troughs should not impact whether you are eligible for essential user status.

**10.6. What if I need my car to attend emergencies or carry heavy equipment as part of my role? (2 Questions)**

We're trying to simplify the allowance by applying a single criterion of 2,500 miles per year. Employees who need to use their car for work but do not meet the required mileage will be able to claim the higher casual user rates. Exceptions or different circumstances may be taken into account so please do highlight these cases to us for consideration.

**10.7. How did you decide on the single criterion on 2,500 miles for essential car user status?**

We surveyed a number of other local authorities to consider their criteria for applying essential user status. 2,500 miles is the public sector average and we believe this is reasonable.

**10.8. Is the essential user allowance linked to the post or the individual?**

The continuing requirement for essential car allowance to be paid will be determined by the business mileage undertaken by each individual in any particular year meeting the 2,500 mile minimum requirement.

**10.9. How will I be informed if I have met the criterion for essential user car allowance?**

You will be written to before April 2017 to advise whether you meet the criterion for essential user status.

**10.10. I use public transport to travel for my work what is available to me?**

We would encourage as many staff as possible to utilise public transport for their journeys. You can still claim for the cost of those journeys as you do now.

**10.11. What if I do 2,400 miles per year or do not quite meet the criterion?**

If an employee is very close to meeting the criterion this will be reviewed on an individual basis and there may be discretion to award essential car user allowance.

**10.12. What arrangements are you putting in place for social workers? (4 questions)**

We have difficulty recruiting and retaining social work staff and we do not want to lose staff in these areas by reducing their pay if they no longer receive essential user allowance. For those social work staff who do not qualify for essential user allowance we will add the amount into their pay. Staff will claim the higher casual user rates on mileage rates and will therefore see no reduction in pay.

**10.13. Will the agreement to offset the loss be just for social workers or for others also?**

It is unlikely this agreement will cover only social workers there may be other staff such as occupational therapists that will be eligible. We will confirm this with individuals at a later date.

## **11. Health and Wellbeing**

**11.1. Would the health checks scheme be free?**

Yes the health check scheme for employees over 45 will be free of charge and completely voluntary.

## **12. Employee Benefits Scheme**

**12.1. What do you mean by purchasing annual leave? (4 Questions)**

If a member of staff has a big milestone in their life, or wishes to take additional leave within a year they can choose to purchase additional days at the rate paid, this cost is spread across the year.

**12.2. Would you consider allowing staff to sell annual leave?**

This is not currently proposed in the scope of Unified Reward but is something we can look at in future.

**12.3. Why isn't there a benefit around parking, Barnet can be an expensive borough to travel and park in?**

There is potential for some kind of parking related benefits via salary sacrifice in the employee benefits scheme we are considering. Further work needs to be done before confirming details with staff.

## **13. Impacts of Unified Reward**

### **13.1. Will the figure of over 90% who are positively impacted or remaining neutral change?**

This figure is based on our current estimates but could change as a result of further job evaluations being completed and following the outcome of job evaluation appeals.

### **13.2. Will people who are negatively impacted be entitled to redundancy?**

No, there will be no redundancy entitlement as a result of Unified Reward. Employees who do not agree with their job evaluation and grading will have the opportunity to appeal.

### **13.3. Who is in the 5% of negatively impacted staff? (2 questions)**

These employees are spread across the organisation there is not one delivery unit or grade affected.

### **13.4. For those employees negatively affected what is the average loss of earnings? (3 questions)**

We aren't able to state the average loss as it is different depending on individual circumstances.

### **13.5. You have said the aim is for the project to be cost neutral why do people need to lose pay?**

The aim is for the project to be cost neutral for the council but the likelihood is that this will cost money to implement. The main aim is to ensure all employees are on the correct pay for the job that they do and to standardise terms and conditions across the council. Following job evaluation some roles may have been graded at a higher or lower level than they currently are and as a result their pay may change.

### **13.6. What happens to people who are negatively impacted?**

If an employee is negatively impacted by Unified Reward they will receive 12 months' pay protection of their base pay and London Weighting allowance. Pay protection will not be available for the removal of allowances, additional payments or changes to overtime rates.

### **13.7. What are the arrangements for teaching assistants currently on a 52 week contract?**

Teaching assistants currently on a 52 week contract will have their contract changed to 39 weeks to reflect the actual time worked. It has been proposed that these employees receive 12 months' pay protection at 52 weeks from April 2017. Following this the reduction in pay will be limited to 3.4% for teaching assistant staff.

## 14. Next Steps

### 14.1. What will happen with our views gathered in consultation?

We appreciate you taking the time to share your views and feedback. These will all be considered and fed into a report to go to councillors at the General Functions committee who will make the final decision on the proposals.

### 14.2. If there has been strong disagreement towards a particular proposal what will happen in this instance?

We have looked carefully at all of the responses received and have taken the opportunity to review the proposals and our plans for implementation prior to general functions committee. The unified reward papers have been published so staff are able to access them for further details.

### 14.3. When will I know what my new grade and salary will be? (4 questions)

Subject to committee approval we expect all employees to be informed of and understand the implications for them including grade and salary by May 2016. Council employees will receive this information via line managers and schools employees will receive the information via head teachers in May 2016.

### 14.4. When will I get my new contract?

The timescales will be slightly different depending on the timescales for implementation. Council staff will receive the outcome of their job evaluation and their new contract in May 2016 whereas schools staff will receive a job evaluation letter including grading in May 2016 followed by a new contract in July 2016.

### 14.5. When is Unified Reward being implemented?

Unified Reward will be implemented on 1 October 2016 for council staff and 1 April 2017 for schools staff.

### 14.6. Can the General Functions Committee (GFC) reject the proposals? (2 questions)

The GFC could reject the proposals and in this case we will not implement them. There is also the possibility that the GFC will require us to make amendments or tweaks to the proposals in order to get sign off.

### 14.7. What if I do not sign or agree with my new contract?

If you do not agree with your job evaluation or grading you have a right of appeal there will also be information on how to appeal, a full appeals policy has been drafted to outline the process. For the new terms and conditions we are aiming for collective agreement with the unions who will agree on behalf of all employees.

### 14.8. Who will be writing to me to inform me about the impacts on me as an individual?

The letter and new contract will be sent from the council however you will receive this information directly from your line manager or headteacher.

### 14.9. What value should I place on my contract if the council are able to change it?

Your contract is a legally binding document there are certain instances where the council can make changes but they must go through a formal process and that is what is happening now.

## 15. Pensions

During the course of consultation a number of questions were asked relating to pensions. We would advise that all pensions' queries are directed to the specialist pensions team. You can contact them on the following;

T: 01325746010

## 16. Other

### 16.1. Who will answer the phone if I call the Unified Reward helpline?

There is a dedicated Unified Reward team based in Belfast, the staff have been briefed and trained specifically to deal with queries and questions on Unified reward.

### 16.2. Will there be any changes to maternity entitlements?

No there will not be any changes to maternity entitlements under Unified Reward.

### 16.3. What will the impacts be if our service is outsourced?

In the majority of circumstances Unified Reward will have been implemented prior to any outsourcing. Staff will therefore move onto the new contracts and terms and conditions and be TUPE'd over if relevant.

### 16.4. Will Street Scene contracts be a Barnet Council contract or a Barnet Homes contract?

All street scene staff will be receiving a new contract from Barnet Council.

### 16.5. Does Unified Reward affect teachers?

No the proposals do not affect teachers as they are contracted to a separate set of terms and conditions agreed nationally.

### 16.6. Which employees have been asked for their opinions on Unified Reward?

The Unified Reward consultation has been open to all affected staff, we have undertaken 27 consultation sessions across all major council sites including Barnet House, Mill Hill depot, and North London Business Park. As well as specialist sessions for schools and staff delivering front line services in children's centres and libraries. We have seen just under 1000 staff in person and have taken feedback, questions and queries by telephone and email via our Unified Reward Helpline.

### 16.7. Have you considered purchasing annual travel cards for staff?

Yes this is something we have looked into but this is outside of the scope of Unified Reward.