



AMENDMENTS

After negotiation, the following changes have been made to the Single Status Package:

Section 2 – The New Pay Scale (Single Status Booklet, Page 9)

Living Wage – additional information

The Council has committed to consider paying a living wage in Swansea; however there are no current plans to become a Living Wage employer.

The Council's proposed pay structure which incorporates the Living Wage will apply from the 1st April 2013 (see Appendix B, Page 19).

Living Wage enhancements will only apply to normal working hours (up to 37 hrs) and will not be applied to premium payments (such as overtime, weekend working).

Living Wage rates will not apply to back pay and this will be calculated using the pay structure illustrated in Table2, Appendix 2, Best and Final Offer which still utilises spinal column points 4 through to 10.

Where posts have been allocated to Grades 1 and 2, all premium rate payments will be calculated against the basic hourly rates below. These have been set at the top spinal column point for each of the grades prior to the application of the Living Wage enhancement.

Enhanced Hours : FTE Basic Rates (based on Pay Structure Excluding the Living Wage : Best and Final Offer, Table2, Appendix2)			
	SCP	Salary	Hourly Rate
Grade 2	10	£14,013	£7.26
Grade 1	6	£12,614	£6.54

Pay Protection (Single Status Booklet, Page 10)

The Council has agreed the unions' proposal to have a sliding scale of pay protection for staff losing pay as follows:

Staff losing up to 9.9%	12 months pay protection
Staff losing between 10% and 19.9%	18 months pay protection
Staff losing 20% or more	24 months pay protection

Back Pay (Single Status Booklet, Page 11)

The authority is committed to providing back pay for those who 'win' as a result of this process and this will date back to April 1st 2010. This will be made at the earliest opportunity but due to the complexity and volume of calculations this will not be immediate and will be linked with and subject to equal pay settlements.

Equal Pay

Authority has been given for a commercial settlement offer to be made to all Equal Pay Claimants. The Council has agreed a memorandum, of agreement with the Claimant's solicitors. It is likely that settlement payments will be made in the autumn.

Section 3 - Terms and Conditions (Single Status Booklet, Page 15)

Standby and Call out

The first call of a 'shift' will accrue a minimum payment of two hours. After that, payment will be made from the time an employee receives a call until they complete the necessary work and return home.

It is agreed that all staff on call have a maximum of 8 hours rest between working periods and that compensatory rest will be given

Shift Payments

Shift Allowance will no longer be paid. Any losses as a result of removal of shift payment will be included in pay protection.

Professional Body Payments

The Council will pay any fees where registration or membership to a professional body where it is an essential requirement for an employee to carry out their duties.

Section 5 – Contractual Changes (Single Status Booklet, Page 16)

As a result of continued negotiations a new contract of employment has been agreed for all staff. The contract will be sent to staff at implementation and can be viewed in the CCS Best and Final Offer document at [www.swansea.gov.uk /singlestatus](http://www.swansea.gov.uk/singlestatus)

Flexibility / Mobility – Page 16

This will be non-contractual and will apply only to the geographical boundaries of the City & County of Swansea.

Use of Own Vehicle – Page 17

It will be the employee's responsibility to ensure that their vehicle is safe for business purposes, that they are appropriately insured for business purposes and hold a valid driving licence.

Frequently Asked Question

We have tried to answer some of the key questions you may have below:

Does the Pay Scale in the booklet include the recent 1% pay award?

No, the new pay scale is as shown below:

Council Pay Structure Including the Living Wage Uplift						
Grade	JE Min Score	JE Max Score	Min SCP	Min Salary	Max SCP	Max Salary
Grade 1		190	10	14,374	10	14,374
Grade 2	191	233	11	14,880	11	14,880
Grade 3	234	274	12	15,189	13	15,598
Grade 4	275	326	13	15,598	16	16,604
Grade 5	327	376	17	16,998	20	18,638
Grade 6	377	426	21	19,317	25	21,734
Grade 7	427	483	26	22,443	30	25,727
Grade 8	484	547	31	26,539	35	29,528
Grade 9	548	618	36	30,311	40	33,998
Grade 10	619	689	41	34,894	45	38,422
Grade 11	690	760	46	39,351	50	42,947
Grade 12	761		51	43,847	55	47,613

What happens if I have more than one job with the Council?

You should find enclosed with this letter, a Statement of Personal Information for each job you hold. If the information is incorrect please contact the Pay and Grading team.

I believe the allocation for my job is incorrect, what can I do?

In the first instance, please contact your line manager. If following this, you believe that your job has been incorrectly allocated you will still be able to appeal using the Job Families Allocation Appeals Process which will commence at the actual date of implementation and appeal forms must be submitted within three months of that date.

What if I'm on a temporary or fixed term contract or secondment?

The implementation of Single Status will not extend or alter the duration of your current contract. That remains a matter for your line manager.

As a school based employee will my retainer and enhanced hours be affected?

In future all staff will only be paid for the weeks and the hours that they work regardless of where they work. Retainer payments will also cease. These will be taken into consideration as part of pay protection.

When will I see these changes?

The changes to your pay and terms and conditions will commence on the date of implementation (although your salary may still be protected). The target implementation date is 1st April 2014.

If I am entitled to back pay when will I receive it?

Back pay will be calculated after implementation and payments will be subject to an agreement in relation to any outstanding or potential equal pay claims. If your basic pay

has increased you may receive a backdated payment to the most recent of, the date you commenced in your post, or 1st April 2010.

Due to complexities in calculating entitlement this will take place over a rolling period following implementation. If this applies to you, you will be written to again in due course.

If your pay has reduced as a result of Single Status, the Council will not seek to reclaim any money paid to you during this interim period (and pay protection will apply)

Will there be a period of pay protection if my pay goes down?

Yes, the Council has agreed pay protection with the trade unions. This varies between 12 and 24 months and is clarified in the 'amendments' appendix attached to this letter.

What else do I need to know?

The Single Status Package supersedes all previous contracts or local agreements. Any pay protection you currently receive (including staff on TUPE transfer pay and conditions of service) will cease from the date of implementation.

At implementation you will be sent a new contract to sign and return.

Please read your Statement of Personal Information and the Single Status booklet enclosed, to ensure you understand which changes affect you.

Queries

If you have any queries regarding the content of this letter please speak to your line manager in the first instance. Further information is also available via the internet at www.swansea.gov.uk/singlestatus

Trade Union representatives may also be able to assist with your queries.