

HIGHLAND & ISLANDS FIRE BOARD

11 SEPTEMBER 2008

SINGLE STATUS

Agenda Item	
Report No	

Summary

Following approval at the previous Fire Board meeting, progress has been made against the Single Status implementation plan as outlined in the attached summary.

It is clear, that progress will not be as swift as previously anticipated. Whilst previous indications from both AMICUS/UNITE and UNISON indicated that the approach being adopted was supported, detailed discussions have identified areas of challenge for AMICUS who feel unable to support the process at this stage.

Discussions are continuing between Management, union representatives and ACAS in an attempt to agree Terms of Reference so that an agreed project plan can be formally adopted.

Progress

Whilst progress is being made, the continuous legal challenges that are being faced by Authorities throughout the UK, will inevitably impact upon the integrity of the process and speed of implementation.

It is the belief of the Service that such a vital process must be conducted as sensitively as possible, ensuring all our staff are able to participate and influence the outcome of their job evaluation.

To ensure that a robust and positive outcome is achieved, it is recognised that the time scales proposed initially will not be achieved, and a reviewed time table and progress report will be presented at a future Board Meeting..

Recommendation

HIFRS asks that the Board notes the progress to date and the likely delay of implementation

CHIEF FIRE OFFICER
25 AUGUST 2008

Task Number	Action required	Progress
1.	Agree process and costs with the Fire Board (meeting 22nd April)	Completed
2.	Identify Job evaluators and key personnel to organise training	Completed – training completed 3/4 th June 2008
3.	Purchase relevant software and identify appropriate machine to load / operate	Completed – Installed 30 th April and training completed
4.	Assess what job descriptions are still relevant and determine who hasn't got a job description then their line managers will be requested by HR to develop a job description for the relevant members of staff.	Ongoing
5.	All job descriptions will need to be agreed by both the employee and the line manager before it's evaluated.	Outstanding
6.	Decide on the number of posts that need to be evaluated minus the posts that came under the same job description e.g. Clerical Assistants – these posts will come under the same job description therefore HR will only need to invite one person to complete the questionnaire and attend a discussion/interview, although given the small numbers within HIFRS, it may be worth considering all staff	Ongoing as part of the Terms of Reference Steering Group Meeting 5/6/08 Terms of Reference Meeting 17/7/08
7.	Consult with the Craft Workers union (Amicus Unite) to state that we are wishing to involve all Craft Workers within the Service in the implementation of Single Status.	Joint Secretaries meeting 24/6/08
8.	Discuss and agree a terms of reference between HIFRS and Unions using ACAS to facilitate and agree implementation process	Terms of Reference Meeting 17/7/08
9.	Set up Steering Groups and appeals panel (Steering group will work throughout on harmonizing terms and conditions).	Steering Group established and agreed. Make up of appeal panel

		agreed in principle.
10.	Arrange "Briefing Sessions" on the Single Status process for all members of staff and managers to attend.	Completed 19/6/08 Need to carry out follow up for those not attending.
11.	Send out the job evaluation questionnaire to the nominated individuals.	Not commenced
12.	On receipt of the completed questionnaires arrange for the nominated individuals to attend a discussion/interview. The discussions will be conducted by a Job Evaluation Analyst using the Gauge software with another individual scribing. The Gauge software will produce the jobholder's job overview.	Not commenced
13.	On the assumption that the TUs agreed to the Single Status process each jobholder will receive their job overview for comment only. An Overview Confirmation Sheet will need to be signed by the employee and their line manager confirming that the overview is an accurate reflection of the jobholders job.	Not commenced
14.	All Overview Confirmation forms need to be sent to the Job Analyst for all job overviews to be awarded points for each of the thirteen sections. An overall score will be determined for each job and ranked in order.	Not commenced
15.	Once scores have been agreed, pay structure needs to be identified using Pay Modeller software	Not commenced
16.	Request an Equality Impact Assessment from an external source e.g. IODA.	Not commenced
17.	Develop and agree with Executive Command and the TUs the new pay	Not commenced

	structure using the Order of Rank information and set a date for Single Status to be implemented stating the cost of the implementation of the full package for Fire Board approval (September)	
18.	Notify and prepare members of staff, managers and TUs for the implementation and provide contractual notice if required e.g. if the TUs have not accepted the package.	Not commenced
19.	Issue new contracts of employment and relevant information stating their T&C's along with the new pay and grading structure in addition to details of the appeals procedure.	Not commenced
20.	Arrange panel and dates for any appeals.	Not commenced
21.	Deliver outcome of appeals.	Not commenced