

## Highland Council - Harmonised Conditions of Service Package

### Summary of Main Changes and Impact Assessment

Existing Position	Position wef 1/9/10	Main Impact
<p><b>1. 'Day Time' Working Hours</b> (i.e. period during which enhanced pay rates are <u>not</u> payable, except for overtime)</p> <ul style="list-style-type: none"> <li>• <b>Manual Workers</b> – 6.00 a.m. to 8.00 p.m., Monday to Friday</li> <li>• <b>APT&amp;C Staff</b> - 6.30 a.m. to 7.30 p.m., Monday to Friday</li> <li>• <b>Residential Staff</b> – 7.00 a.m. to 10.00 p.m., Monday to Sunday</li> </ul>	<ul style="list-style-type: none"> <li>• Day time working hours to be between 6.00 a.m. and 10.00 p.m. Monday to Friday</li> <li>• See Working Hours Calendar</li> </ul>	<p>Limited number of staff affected as existing contractual hours are unchanged ie vast majority of employees' contractual hours are arranged between 7.00 a.m. and 7.00 p.m. (Monday to Friday) when enhancements are <b>not</b> currently paid.</p> <p><b>Note:</b> Overtime and flexitime are <b>not</b> affected by this proposal.</p>
<p><b>2. Weekend Working</b> (as part of normal working week, i.e. excludes overtime)</p> <ul style="list-style-type: none"> <li>• <b>Manual Workers</b> – T ½ on Saturday and 2T on Sunday ( Note: some manual workers currently paid T1/2 on Sunday)</li> <li>• <b>APT&amp;C Staff</b> – T ½ on Saturday and T ½ on Sunday</li> <li>• <b>Residential Staff</b> – No enhancements for weekend working</li> </ul>	<ul style="list-style-type: none"> <li>• T ½ on Saturday and T ½ on Sunday</li> <li>• Weekend working covers from midnight Friday to midnight Sunday</li> <li>• See Working Hours Calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Big improvement for residential staff</li> <li>• No impact on APT&amp;C Staff</li> <li>• Reduction in Sunday rate for those Manual Workers who work Sunday as part of normal working week</li> </ul>

<p><b>3. <u>Shift Working</u></b></p> <ul style="list-style-type: none"> <li>• <b>Manual Workers</b> – Rotating Shifts £38.83 per week; Alternating Shifts £24.27 per week</li> <li>• <b>APT&amp;C Staff</b> – Rotating Shifts 17% or 20% of salary; Alternating Shifts 12 ½ or 14% of salary</li> <li>• <b>Residential Staff</b> – No Shift Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Allowances to Cease</li> </ul>	<ul style="list-style-type: none"> <li>• Limited number of staff affected as only a small number of APT&amp;C and Manual staff work rotating or alternating shifts</li> <li>• The majority of shift workers i.e. residential staff do <b>not</b> receive shift allowances</li> </ul>
<p><b>4. <u>Irregular Hours/Unsocial Hours</u></b></p> <ul style="list-style-type: none"> <li>• <b>Manual Workers</b> – T 1/5 for all hours worked as part of standard working week between 8.00 p.m. and 6.00 a.m.</li> <li>• <b>APT&amp;C Staff</b> – 7 ½% or 10% of salary for regular hours worked outwith 6.30 a.m. to 7.30 p.m. Monday to Friday as part of normal working week</li> <li>• <b>Residential Staff</b> – not entitled to payment for irregular hours or unsocial hours</li> </ul>	<ul style="list-style-type: none"> <li>• Will cease. See Night Time Working below</li> </ul>	<ul style="list-style-type: none"> <li>• Limited number of staff affected and staff may be entitled to night time enhancements</li> </ul>
<p><b>5. <u>Night Time Working</u></b></p> <ul style="list-style-type: none"> <li>• <b>Manual Workers</b> – T 1/3 for all hours worked between 8.00 p.m. and 8.00 a.m.</li> <li>• <b>APT&amp;C Staff</b> – T 1/3 for all hours worked between 8.00 p.m. and 8.00 a.m.</li> <li>• <b>Residential Staff</b> – T 1/3 for all hours worked between 10.00 p.m. and 7.00 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>• T 1/3 for all hours worked between 10.00 p.m. and 6.00 a.m.</li> <li>• See Working Hours Calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Reduced time period where existing rate of T 1/3 payable</li> </ul>

<p><b>6. <u>Overtime</u></b></p> <ul style="list-style-type: none"> <li>• Approved overtime paid at T ½ on Monday to Saturday and 2T on Sunday and Public Holidays</li> <li>• Employees paid on grade HC8, overtime paid at plain rate</li> <li>• Employees paid on HC9 to HC11 (inclusive), overtime paid at plain time based on top of HC8</li> </ul>	<ul style="list-style-type: none"> <li>• Approved overtime paid at T ½ on Monday to Sunday and 2T on Fixed Public Holidays</li> <li>• Employees paid between HC8 to HC11 (inclusive), overtime at plain time based on actual SCP</li> </ul>	<ul style="list-style-type: none"> <li>• Overtime rate on Sundays reduced from 2T to T ½</li> <li>• Improved rates for employees between grades HC9 and HC11</li> </ul>
<p><b>7. <u>Public Holidays</u></b></p> <ul style="list-style-type: none"> <li>• Variety of arrangements with number of public holidays varying from 5 to 14 days per annum</li> </ul>	<ul style="list-style-type: none"> <li>• 14 public holidays for all staff (pro rata for part-timers) on a 7 fixed and 7 floating basis [current arrangements for 10 fixed and 4 floaters to continue where offices/units are closed between Christmas and New Year]</li> <li>• all personal preservations removed</li> </ul>	<ul style="list-style-type: none"> <li>• Very small number of staff will lose their personal preservations in excess of 14 days and big improvements for those staff on less than 14 days public holiday entitlement</li> </ul>
<p><b>8. <u>Annual Leave</u></b></p> <ul style="list-style-type: none"> <li>• 20 or 25 days depending on service. Some staff have additional leave on a personally preserved basis</li> <li>• Several different leave years</li> </ul>	<ul style="list-style-type: none"> <li>• 20 or 25 days depending on service (pro rata for part-timers)</li> <li>• all personal preservations removed</li> <li>• one leave year – February to January</li> </ul>	<ul style="list-style-type: none"> <li>• Very small number of staff will lose their personal preservations in excess of 25 days annual leave</li> </ul>

<p><b>9. <u>Pay Periods</u></b></p> <ul style="list-style-type: none"> <li>• Staff paid either on weekly, fortnightly, 4 weekly or monthly basis</li> </ul>	<ul style="list-style-type: none"> <li>• All employees to be paid on monthly basis but timescale and arrangements will be discussed with the trade unions</li> </ul>	<ul style="list-style-type: none"> <li>• Will be phased in at a future date with transitional arrangements eg advances in pay</li> <li>• Timescale to be discussed further with the trade unions</li> </ul>
<p><b>10. <u>Standby Scheme</u></b></p> <ul style="list-style-type: none"> <li>• Several different schemes in operation</li> </ul>	<ul style="list-style-type: none"> <li>• Existing Schemes to be replaced by one scheme which will be the 'best' of the former national schemes</li> </ul>	<ul style="list-style-type: none"> <li>• Improvements for most staff on standby</li> <li>• Small number of staff undertake standby duty</li> </ul>
<p><b>11. <u>Availability/Responsibility Allowance</u></b></p> <ul style="list-style-type: none"> <li>• Local scheme which involves payment of between £1394 p.a. and £2787 p.a. per annum to some staff</li> </ul>	<ul style="list-style-type: none"> <li>• This Local scheme will be removed and staff paid as per the new standby scheme if required to be on standby</li> </ul>	<ul style="list-style-type: none"> <li>• Limited number of TEC Services staff affected and those staff will be paid at standby rates if required to be on standby</li> </ul>
<p><b>12. <u>Travel and Subsistence Scheme</u></b></p> <ul style="list-style-type: none"> <li>• Different rates in operation eg essential, casual, training, HMRC</li> <li>• Different subsistence rates in operation</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to be paid on HM Revenue and Custom rates for business and training mileage (currently 40p per mile)</li> <li>• Improved subsistence allowances</li> </ul>	<ul style="list-style-type: none"> <li>• Improved mileage rates for training</li> <li>• Subsistence rates improved</li> <li>• ECU Allowance ceases</li> </ul>

<p><b>13. <u>First Aid Allowance</u></b></p> <ul style="list-style-type: none"> <li>• Allowance of £356 p.a. for those employees required to hold a current certificate, unless explicitly stated in person specification</li> </ul>	<ul style="list-style-type: none"> <li>• Payment of £356 p.a. to employees requested by Service to undertake first aider duties</li> <li>• Payment is not made where a qualification is a requirement of the job</li> </ul>	<ul style="list-style-type: none"> <li>• No Impact</li> </ul>
<p><b>14. <u>Telephone Allowance</u></b></p> <ul style="list-style-type: none"> <li>• Small number of staff received a telephone allowance</li> </ul>	<ul style="list-style-type: none"> <li>• Existing Scheme to be Removed</li> </ul>	<ul style="list-style-type: none"> <li>• No Impact as essential staff are provided with mobile phones</li> </ul>
<p><b>15. <u>Sleeping In Allowance</u></b></p> <ul style="list-style-type: none"> <li>• Staff receive an allowance of £33.52 per night if undertaking sleeping in duty in establishments</li> </ul>	<ul style="list-style-type: none"> <li>• Existing arrangements to be reviewed with the aim of phasing out sleeping in wherever possible</li> </ul>	<ul style="list-style-type: none"> <li>• Small number of staff currently undertake sleeping in duty</li> </ul>
<p><b>16. <u>Acting Up Allowances</u></b></p> <ul style="list-style-type: none"> <li>• <b>Manual Workers</b> currently entitled to acting up payment after 1 day at higher level</li> <li>• <b>APT&amp;C and Residential Staff</b> entitled after 4 weeks at higher level</li> </ul>	<ul style="list-style-type: none"> <li>• One scheme whereby payment can be made for higher duties after 4 weeks at higher level has been completed</li> <li>• In exceptional circumstances where supervisory arrangements have to be put in place immediately, approval can be granted after 1 day at higher level</li> </ul>	<ul style="list-style-type: none"> <li>• Limited number of staff affected</li> </ul>