

Single Status Agreement – Changes to terms and conditions

Following the Trade Unions' ballot which formally accepted the Single Status Agreement, there are a number of collectively agreed changes to your terms and conditions in relation to:

- Pay and grading
- Job evaluation and pay protection
- The working week
- Shift working arrangements
- Overtime rates

These changes are as follows.

Pay and Grading

With effect from 1 April 2007, with the exception of teachers, youth and community workers, chief officers and staff on Soulbury or Craft Worker terms and conditions, all jobs in the Council will be graded on the Greater London Provincial Council (GLPC) Inner London pay scale. If you are currently employed on a former manual worker grade, you will receive a letter confirming your new grade and salary. If you are employed by a school outside of inner London that is managed by Tower Hamlets Local Education Authority, you will receive the appropriate outer London or National rate of pay.

If your job is graded on the GLPC Inner London pay scale, you will benefit from incremental pay progression up to the maximum of your grade. This will be based on your length of service. Increments will normally be paid from 1 April each year. If you are currently entitled to receive incremental pay progression within your grade, this is the same as the arrangements that currently apply to you.

Copies of the GLPC Inner London pay scale and the Council's salary ranges for each grade are available from the intranet or Human Resources.

Job evaluation and pay protection

With effect from 1 April 2007, all jobs currently graded on the GLPC Inner London pay scale will be evaluated under the GLPC job evaluation scheme. The effective date for any resulting pay changes will be 1 April 2007. If your job increases in grade, increases in salary will be backdated to 1 April 2007. If the grade of your job decreases, you will be entitled to pay protection until 31 March 2009 or for a minimum period of 1 year from the date you are informed in writing that the grade of your job has decreased.

Copies of the Council's job evaluation procedure are available from the intranet or Human Resources.

The working week

With effect from 1 May 2008, the standard full time working week across the Council is 35 hours. If you are currently employed on a former manual worker grade and the full time equivalent working week for your job is 36 hours, you will receive a letter confirming how this change affects you.

From 1 May 2008, The Council's ordinary hours of work will be 7.00am and 8.00pm every day of the week, including weekends. This means that you could be required to work anytime between these hours and on any day of the week. The full time equivalent ordinary hours for a working day is 7 hours.

Your current contractual working arrangements will not automatically change. The hours you are currently contracted to start and finish work or days you work cannot be changed without you being consulted.

The aim of this change is to align the Council's standard working hours with the flexi scheme and other flexible working procedures.

Different arrangements have been agreed for Home Carers. If you are a Home Carer, you will be sent a letter with further information.

There are no changes to the payment of weekend working allowances.

Shift and flexible working arrangements

You may work more than 7 hours in one day as part of a flexible working pattern or in services where shift working arrangements are in place.

The number of days you will be required to work in a 7 day period will not normally exceed 5. This means you will be entitled to two consecutive days off and will not be rostered to work on more than 5 consecutive days unless it is agreed as additional hours of work, overtime or your preference in accordance with requirements of your service. Current working patterns cannot be changed without consultation.

There are no changes to the payment of shift and unsociable hours allowances.

Overtime

You will only be paid overtime if it has been approved in advance by the relevant manager and you work in excess of 35 hours in the same week. You will not be paid other 'premium' payments or allowances for the same time you claim overtime for. In addition, there will be no further contractual overtime after 1 May 2008. If you are graded LP07 and above, you will not be eligible to claim overtime.

New overtime rates will be introduced from 1 May 2008. If you are paid below spinal column point 28 (the top of Scale 6) on the pay scale, you will be paid overtime at time and a third if it is worked Monday to Saturday. If you work overtime on a Sunday, you will be paid at time and a half. Planned overtime rates for staff graded SO1 to PO6 will be as follows.

Changes to Overtime Rates

Grade	Current Rate	Rate Reduced by	New Rate	Grade	Current Rate	Rate Reduced by	New Rate
SO1 to SO2	£18.48	13.30%	£16.02	PO4 scp43	£21.48	10.36%	£19.25
PO1 to PO2	£19.80	13.30%	£17.17	PO4 & PO5 scp44	£21.48	8.15%	£19.73
PO3 scp38	£19.80	13.30%	£17.41	PO5 scp45	£21.48	6.10%	£20.17
PO3 scp39	£19.80	12.09%	£17.41	PO5 & PO6 scp46	£21.48	2.60%	£20.92
PO3 scp40	£19.80	9.80%	£17.86	PO5 & PO6 scp47	£21.48	1.67%	£21.12
PO3 scp41	£19.80	7.40%	£18.33	PO6 scp48	£21.48	unchanged	£21.48
PO4 scp41	£21.48	14.70%	£18.33	PO6 scp49	£21.48	unchanged	£21.48
PO4 scp42	£21.48	12.52%	£18.79				

Further information

You should refer to the full version of the Single Status Agreement, which is available on the intranet or from Human Resources, for further details.

Staff currently in former manual worker grades will receive a letter to confirm their new grade and salary. In addition, all Home Carers will receive information on the changes to the hours and days they can be contracted to work, their job description and qualification requirements.

Human Resources
April 2008