

**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

Employment Conditions Committee: 15 January 2007

Report of the Chief Executive

**SOULBURY PAY SCALES AND THE INTRODUCTION OF A THIRD
STRUCTURED PROFESSIONAL ASSESSMENT POINT**

Background

1. In March 2001, a system was introduced nationally to allow employees paid on the Soulbury pay scale to apply for two additional points on the pay scale through a system called 'Structured Professional Assessment' (SPA). This has now been extended through national agreement to allow for a third point on the pay scale.

Issues

2. Introduction of the third SPA point has been agreed nationally and the Council is obliged to give employees on the Soulbury pay scale the opportunity to apply for this third point.
3. Although the introduction of the SPA points was agreed nationally it was for individual local authorities to agree a process for employees wishing to apply for points. The process in Cardiff for applying for SPA points has been in place since the introduction of the first two SPA points but with the introduction of the third SPA point, this has given the Service Area the opportunity for reviewing the process and associated application forms to ensure they are clear to all parties involved.
4. The previous guidance note did not make reference to an appeal process and this issue was raised by the Trade Unions. Therefore, the guidance now outlines an appeal process which has been developed based upon the appeal process for regrading applications.

Proposals

5. It is proposed that the revised procedure and application forms for applying for SPA points be agreed and all employees on the Soulbury pay scale be advised that the documents have been updated and are to be made available on CIS.
6. It is further proposed that, in line with the national agreement, any employees who had been on SPA2 for two years on 1 September 2006 be allowed to apply for SPA3 and if successful in their application the award to be backdated to 1 September 2006.

Investment for Reform/Benefit to service user

7. A clearer process for applying for SPA points will be of benefit to employees on the Soulbury pay scale and managers who have to deal with the applications. Ultimately this will motivate the staff concerned who will in turn deliver an enhanced service to users within the Council's Corporate Plan.

Council Policies Supported

8. This report supports the Corporate Plan.

Advice

9. This report has been prepared in consultation with relevant Corporate Directors and reflects their advice. It contains all the information necessary to allow Members to arrive at a reasonable view, taking into account the following advice.

Legal Implications

10. If the proposal is accepted it will become a term of relevant contracts of employment.

Financial Implications

11. The financial impact of extending the national agreement to allow for a third point on the pay scale will depend on the number of successful applications and cannot be accurately assessed at this stage. The additional costs, including any costs arising from backdating increases to 1st September 2006 will need to be met by the Schools and Lifelong Learning Service from within their available resources.

Human Resource Implications

12. The guidance note and application forms have been developed in consultation with the Human Resources operational team for Schools and Lifelong Learning and has their full support.

Trade Union Comments

13. The draft guidance note and application forms were shared with Trade Unions at the Service Area JCC on 26th October 2006. Comments were provided by the Trade Unions which were incorporated into the documents. The documents then went back to the Service Area JCC on 14th December 2006 where the Trade Unions agreed that they were satisfied with the latest draft of the documents.

RECOMMENDATIONS

It is recommended that:-

- (i) the Council acknowledges the introduction of a third SPA point for employees on the Soulbury pay scale as part of a national agreement.
- (ii) the documents be approved and employees on Soulbury pay scales be advised of the availability of the documents on CIS.
- (ii) any applications from employees eligible for a third SPA point on 1 September 2006 to be back dated to 1 September 2006 where their initial application is successful.

BYRON DAVIES
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