

Parks and Countryside

Enhancement Team

Consultation Document

May 2014

1 Introduction

- 1.1 When the Enhancement team came across to the Parks and Countryside service in 2011 most of the team were and are still being paid under the Manual Grade pay scale system as part of the 'White Book' employment terms and conditions.
- 1.2 This document outlines the proposal for staff to be moved on to the National Joint Council (NJC) for Local Government services terms and conditions (also referred to under the 'Green Book' employment terms and conditions) and as such look at pay and grading. This consultation process aims to bring the Enhancement team in line with the rest of the Parks and Countryside service.
- 1.3 This issue of pay and grading has also been raised by members of the team in liaison with their Trade Union and also links towards the Council's vision working towards a better living wage.
- 1.4 At this stage the Parks and Countryside service are under no obligation to make any changes however, as the service has been approached by the Trade Union the service is prepared to listen to the views being raised. Provided an agreement can be made, the service is happy to proceed with this consultation process.
- 1.5 Those employees who are currently being paid under the Manual Grade pay scale system would see a slight increase to their annual salary if they were being paid under the National Joint Council pay scales. This would affect the majority of the employees within the Enhancement team. However, those who are already being paid under the National Joint Council are unlikely to see any change to their salary. There will be no reduction in an employees salary as part of this consultation process therefore no one should lose out.
- 1.6 Bringing the team under the NJC pay scales also means that the various job descriptions have been subject to the Job Evaluation process that determines the correct pay grade for the role that is being undertaken.
- 1.7 The proposals are relevant to the following areas of the service:
 - The Enhancement team

2 The Proposal for the Enhancement Team

- 2.1 The proposal is to bring all employees under the same National Joint Council pay scale grade A1 working to the General Worker job description which meets the job role currently being undertaken by the team.
- 2.2 Under these proposals, the service would also expect the team to work seasonal hours alongside other frontline employees across the Parks and Countryside service who undertake similar roles.
- 2.3 The implementation of the proposal in the following table would enable staff to have Friday afternoon off and accrue over 20 additional hours in winter which could be taken in lieu, equivalent to 3 days extra leave. The additional lieu hours could be requested to be taken off any time between October and March.

	Summer Rota (41 hours per week) April to September	Winter Rota (33 hours per week) October to March	
Day		Oct, Nov, Feb & Mar	Dec & Jan
Mon	07:15 – 16:45 with half hour break	07:30 – 15:30 with half hour break	08:00 – 15:30 with half hour break

Tues	07:15 – 16:45 with half hour break	07:30 – 15:30 with half hour break	08:00 – 15:30 with half hour break
Wed	07:15 – 16:45 with half hour break	07:30 – 15:30 with half hour break	08:00 – 15:30 with half hour break
Thurs	07:15 – 16:45 with half hour break	07:30 – 15:30 with half hour break	08:00 – 15:30 with half hour break
Fri	07:15 – 12:15 with no break	07:30 – 12:00 with no break	08:00 – 12:30 with no break

- 2.4 This initial consultation with Trade Unions and staff will take place on Thursday 8th May at 10am in the Enhancement team Mess Room. The purpose of this meeting is to set out the background and to go through the details of this consultation paper and to explain the difference between the Green Book and White Book terms and conditions.
- 2.5 The proposals presented in this document seek to address as far as possible the issues being raised, whilst ensuring that the original aims of the proposal can be achieved.
- 2.6 Feedback on these proposals can either be made to your Trade Union representative, line manager or direct to Sue.Green@leeds.gov.uk.
- 2.7 Contact details for the Trade Union convenors are as follows:
Unison: Glen Pickersgill (branch@leedsunion.org.uk).
- Tel. 0113 2458442.
- 2.8 Alternatively, you can write to Parks and Countryside, Farnley Hall, Hall Lane, Leeds, LS12 5HA for the attention of Sue Green.