

<b>Consultation Clarifications from 20 September 2016</b>		
<b>Question</b>	<b>Management Response</b>	<b>Action</b>
<b>B1 Recycling Assistant Role</b>		
Existing A1 staff queried which spinal column point (SCP) they would be appointed to within the new B1 grade. Currently they receive an enhancement equivalent to double time for Sunday working. B1 graded staff only receive time and one half. The TU asked if an example pay package to compare the two positions could be provided and confirmation of SCP so as to ensure no loss of income for these staff.	Agreed that a worked example of the anticipated pay package and confirmation of SCP would be provided for information. Confirmed that similar situations have arisen due to the implementation of the 'Living Wage' appointment to an appropriate SCP to maintain current pay levels implemented.	LB to provide pay package information.
TU queried bank holiday Tuesday working arrangements for this post.	Confirmed that B1 Recycling Assistants are classified as Group 2.	
Who is responsible for training new B1 staff?	Management and Site Supervisors are responsible for arranging initial training for any new staff. As with any new staff permanent or agency there is an expectation that Recycling Assistants in conjunction with Team Leaders support and guide new staff members and agency works deployed to the site.	
TU asked about the timetable for implementation of the new B1 role?	Subject to clarification of the issues raised it is envisaged that the move to the new B1 Recycling assistant role is agreed as part of the delegated process and actioned as quickly as possible since it should be beneficial for all (subject to the resolution of the pay query above). .	LB to agree sign off timescale and advise accordingly
<b>Transfer Station Machine Operative</b>		
TU asked if other comparable roles within	Confirmed that Bradford Council pay LCC B3	LB to update comparator

neighbouring local authorities were paid at the B1 rate or higher?	hourly rate for this role and that local private operators pay within a similar range.	information looking at total pay package for similar roles.
TU asked if the career progression this post provides could be considered as part of the job evaluation, noting that these posts are covered by existing experienced HWSS staff.	Agreed to revisit the job evaluation for this position and take further advice from the JE team in terms of both the career progression and market rates for this role.	LB/IW to review job evaluation.
<b>SO2 Team Leader</b>		
TU asked if Management could clarify what accountability this post was expected to have for safety of staff, service users and contractors.	Explained that all staff have accountability for safety of staff, service users and contractors. The clause in the JD is there for clarity, to outline expectations and ensure staff actively participate in this key issue.	LB to brief the existing Supervisors to clarify.
What is this post's responsibility for budget monitoring?	To assist with the monitoring of budgets in accordance with approved procedures.	
What is this post's responsibility for Bring Sites?	Bring Sites are within the remit of the wider team and there is an expectation that Team Leaders can work across all recycling collection sites and services to support their colleagues in the Service. This could potentially include reporting full banks, cleansing issues and identification of new bring sites. This is already part of the current SO1 Site Supervisor responsibilities.	
Will Team Leaders receive additional payments for deputising for the Technical and Team Manager Positions?	No. There is no intention that Team Leaders would cover these roles in their entirety. Stepping in for a meeting or dealing with particular service issues would not attract any additional payments.	
Why would Team Leaders be expected to undertake ancillary labouring, cleaning and maintenance duties, or grounds maintenance?	Support with these tasks by HWSS staff may be required during particularly busy times, unexpected staff absence and to promote a 'Team' ethos.	
<b>Cleaning Services Staff</b>		
Are the staff who are being trialled undertaking	Yes. These staff, if successful, would be expected	

<p>the full B1 role?</p>	<p>to assume the new B1 role and therefore are being assessed for the full B1 role. Obviously, reasonable adjustments may be required in some circumstances which is the same approach we adopt for all existing staff within the Council seeking permanent positions, but essentially they will be capable of the full role.</p>	
<p>TU expressed no reservations about the proposals, other than to query who will train these staff?</p>	<p>Management and Site Supervisors are responsible for arranging initial training for any new staff. As with any new staff, whether permanent or agency, there is an expectation that existing staff will provide support and guidance for both these staff and colleagues throughout the working day.</p>	
<p><b>Part Time Roles</b></p>		
<p>The TU asked if safety may be compromised by using part time staffing arrangements instead of maintaining three person sites. They stated that, although there may be fewer customers on site at either end of the day, staff may still have to deal with contractors, operate machinery and carry out cleaning duties during these hours. TUs expressed concerns about staff having to deal with both contractors and some level of customers whilst there are only two members of staff available. Concerns were also expressed about scenarios where sites dropped down to only one member of staff on-site.</p>	<p>Management confirmed there is no intention to reduce the numbers of staff on any site below 2, and that in the event of absence other staff or a Team Leader would be deployed to that site. Based on the traffic data surveys, existing 2 person sites are currently able to run efficiently throughout current opening hours. Options to reduce staffing from 3 person sites to 2 is based on the assumption that they too could operate during less busy periods on the same basis. This presents an opportunity to use part time staff flexibly during peak periods for example 10am until 2 or 3pm. It is proposed that this would be trialled on one of the sites and then reviewed in consultation with the TUs and staff before being extended further.</p>	