

Public Document Pack



Bob Coomber
Interim Chief Executive

Plymouth City Council
Civic Centre
Plymouth PL1 2AA

www.plymouth.gov.uk/democracy

Date 5 October 2012

Please ask for: Helen Wright, Democratic Support Officer
T: 01752 304022 E: helen.wright@plymouth.gov.uk

EMPLOYMENT LIAISON COMMITTEE

Date: Monday 15 October 2012

Time: 10 am

Venue: Council House, Next to the Civic Centre

Members:

Mark Grimly, Chair

Councillors Mrs Beer, Browne, Fox, Parker and Peter Smith.

Members are invited to attend the above meeting to consider the items of business overleaf.

Members and officers are requested to sign the attendance list at the meeting.

Bob Coomber

Interim Chief Executive

EMPLOYMENT LIAISON COMMITTEE

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non-attendance submitted by committee members.

1. DECLARATIONS OF INTEREST

Councillors will be asked to make any declarations of interest in respect of items on the agenda.

3. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

4. NATIONAL UPDATES (PAY UPDATES/INDUSTRIAL ACTION) (Pages 1 - 16)

The committee will receive national updates including pay and industrial action.

5. CIPFA HR BENCHMARKING CLUB (Pages 17 - 30)

CIPFA benchmarking data for HR will be presented to the committee.

6. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 4 of schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

7. PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the committee is entitled to consider certain items of business in private. Members of the public will be asked to leave the meeting when such items are discussed.

8. MINUTES (E4) (Pages 31 - 40)

To confirm the minutes of the meeting held on 23 July 2012.

9. ACTIONS ARISING FROM PREVIOUS COMMITTEE MEETING (E4) (Pages 41 - 44)

The committee will monitor progress on previous decisions.

10. HEALTH, SAFETY AND WELL-BEING REPORT (E4) (Pages 45 - 52)

The committee will receive a report on health, safety and wellbeing.

11. EMPLOYER'S LIABILITY CLAIMS REPORT (E4) (Pages 53 - 68)

The committee will receive a risk update.

12. MINUTES OF DIRECTORATE JOINT CONSULTATIVE COMMITTEES (E4) (Pages 69 - 82)

The committee will receive the minutes of the directorate Joint Consultative Committees.

- (a) Directorate for People – Education People 24 September 2012
- (b) Directorate for Place 17 September 2012
- (c) Corporate Centre

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PLYMOUTH CITY COUNCIL

Subject: NATIONAL UPDATES
Committee: Employment Liaison Committee
Date: 15 October 2012
Cabinet Member: Cllr Peter Smith
CMT Member: Mark Grimley
Author: Mark Grimley
Contact: 398111
Key Decision: No
Part: I

Purpose of the report:

To share recent updates on strike action for noting.

Corporate Plan 2012 – 2015:

NA

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

NA

**Other Implications: e.g. Child Poverty, Community Safety, Health and
Safety, Risk Management and Equality, Diversity and Community
Cohesion:**

NA

Recommendations & Reasons for recommended action:

For noting

Alternative options considered and reasons for recommended action:**Background papers:****Sign off:**

Fin		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member											
Have you consulted the Cabinet Member(s) named on the report? Yes											

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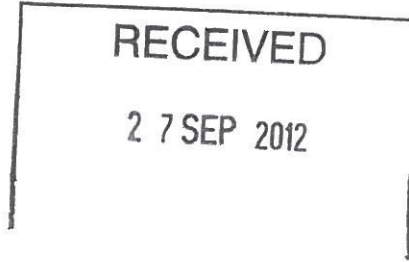
Director of Lifelong Learning
City of Plymouth Council
Civic Centre
Plymouth
PL1 2AA

NATIONAL UNION OF TEACHERS HEADQUARTERS

Hamilton House Mabledon Place London WC1H 9BD
Telephone 020 7388 6191 Fax 020 7387 8458
www.teachers.org.uk

General Secretary Christine Blower
Deputy General Secretary Kevin Courtney

24 September 2012



Dear Colleague

Trade Dispute over Teachers' Pay and Working Conditions: Ballot for Industrial Action

I write to retract the notice dated 11 September 2012.

In accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 section 234A, I hereby give notice that the Union will be calling upon 547 NUT members employed by the local authority who are teachers to commence continuous action short of strike action on 3 October 2012.

The instructions relating to the action were sent to you with our previous notice. These instructions, 'Action short of strike action instructions Phase 1 - England', can also be found on the Union's website at www.teachers.org.uk.

The numbers given represent the number of members of the NUT at the identified workplace(s) who are registered as NUT members on the Union's membership register as of the date of this notice.

A list of workplaces and numbers of NUT members accompanies this notice. Please note that the workplaces listed on the appendix may vary from the list appended to the ballot notice issued on 8 June 2012 due to the addition of new members, members transferring to new workplaces at the start of the academic year, and where schools have converted to academy status.

Yours sincerely

CHRISTINE BLOWER

General Secretary

U4 8418/09/12 M095

ACE SERVICES [INCL ALL SITES]	PL1 2DA	CITY OF PLYMOUTH COUNCIL	8
AUSTIN FARM PRIMARY SCHOOL	PL6 5XQ	CITY OF PLYMOUTH COUNCIL	4
BEECHWOOD PRIMARY SCHOOL	PL6 6DX	CITY OF PLYMOUTH COUNCIL	17
BORINGDON PRIMARY SCHOOL	PL7 4HJ	CITY OF PLYMOUTH COUNCIL	3
BROOK GREEN CENTRE FOR LEARNING	PL5 4DZ	CITY OF PLYMOUTH COUNCIL	4
CHADLEWOOD PRIMARY SCHOOL (PLYMPTON)	PL7 2EU	CITY OF PLYMOUTH COUNCIL	7
COLLEGE ROAD PRIMARY SCHOOL - KEYHAM	PL2 1NS	CITY OF PLYMOUTH COUNCIL	4
COMPTON CE PRIMARY SCHOOL	PL3 5JB	CITY OF PLYMOUTH COUNCIL	3
COURTLANDS SCHOOL	PL6 5JS	CITY OF PLYMOUTH COUNCIL	9
DOWNHAM SCHOOL	PL9 9BR	CITY OF PLYMOUTH COUNCIL	9
DRAKE PRIMARY SCHOOL	PL2 2BE	CITY OF PLYMOUTH COUNCIL	4
DUNSTONE PRIMARY SCHOOL	PL9 8TQ	CITY OF PLYMOUTH COUNCIL	7
EGGBUCKLAND VALE PRIMARY SCHOOL	PL6 5PS	CITY OF PLYMOUTH COUNCIL	14
ERNESETTLE COMMUNITY SCHOOL	PL5 2RB	CITY OF PLYMOUTH COUNCIL	8
FORD PRIMARY SCHOOL	PL2 1PU	CITY OF PLYMOUTH COUNCIL	4
GLEN PARK PRIMARY SCHOOL	PL7 2DE	CITY OF PLYMOUTH COUNCIL	9
GOOSEWELL PRIMARY SCHOOL	PL9 9HD	CITY OF PLYMOUTH COUNCIL	20
HAM DRIVE NURSERY SCHOOL	PL2 2NJ	CITY OF PLYMOUTH COUNCIL	2
HIGH STREET PRIMARY SCHOOL (PLYMOUTH)	PL1 3SJ	CITY OF PLYMOUTH COUNCIL	7
HIGH VIEW PRIMARY SCHOOL (PLYMOUTH)	PL3 6JA	CITY OF PLYMOUTH COUNCIL	13
HOOE PRIMARY SCHOOL	PL9 9RG	CITY OF PLYMOUTH COUNCIL	4
HYDE PARK INFANT SCHOOL	PL3 4RF	CITY OF PLYMOUTH COUNCIL	4
HYDE PARK JUNIOR SCHOOL	PL3 4RH	CITY OF PLYMOUTH COUNCIL	12
KNOWLE PRIMARY SCHOOL - PLYMOUTH	PL5 3QG	CITY OF PLYMOUTH COUNCIL	9
LAIRA GREEN PRIMARY SCHOOL	PL3 6BP	CITY OF PLYMOUTH COUNCIL	4
LEIGHAM PRIMARY SCHOOL	PL6 8RF	CITY OF PLYMOUTH COUNCIL	9
LIPSON VALE PRIMARY	PL4 7HW	CITY OF PLYMOUTH COUNCIL	8
LONGCAUSE COMMUNITY SPECIAL SCHOOL	PL7 1JB	CITY OF PLYMOUTH COUNCIL	10
MANADON VALE PRIMARY SCHOOL	PL5 3DL	CITY OF PLYMOUTH COUNCIL	5
MARLBOROUGH PRIMARY SCHOOL	PL1 4NJ	CITY OF PLYMOUTH COUNCIL	7
MARTINS GATE PUPIL REFERRAL UNIT	PL4 0AT	CITY OF PLYMOUTH COUNCIL	4
MARY DEANS CE PRIMARY SCHOOL	PL5 4LS	CITY OF PLYMOUTH COUNCIL	11
MAYFLOWER COMMUNITY SCHOOL	PL2 2NJ	CITY OF PLYMOUTH COUNCIL	9
MILL FORD SCHOOL	PL5 2PY	CITY OF PLYMOUTH COUNCIL	5

MONTPELLIER PRIMARY SCHOOL	PL2 3HN	CITY OF PLYMOUTH COUNCIL	22
MORICE TOWN PRIMARY SCHOOL	PL2 1RJ	CITY OF PLYMOUTH COUNCIL	6
MOUNT STREET PRIMARY SCHOOL	PL4 8NZ	CITY OF PLYMOUTH COUNCIL	2
MOUNT TAMAR SCHOOL	PL5 2EF	CITY OF PLYMOUTH COUNCIL	8
MOUNT WISE PRIMARY	PL1 4LA	CITY OF PLYMOUTH COUNCIL	12
NORTH PROSPECT PRIMARY	PL2 2JS	CITY OF PLYMOUTH COUNCIL	1
OAKWOOD PRIMARY SCHOOL	PL6 6QS	CITY OF PLYMOUTH COUNCIL	10
PARKSIDE COMMUNITY TECHNOLOGY COLLEGE	PL1 4RL	CITY OF PLYMOUTH COUNCIL	1
PENNYCROSS PRIMARY SCHOOL	PL2 3RL	CITY OF PLYMOUTH COUNCIL	8
PILGRIM PRIMARY SCHOOL	PL1 5BQ	CITY OF PLYMOUTH COUNCIL	3
PLAISTOW HILL INFANT SCHOOL (PLYMOUTH)	PL5 2DT	CITY OF PLYMOUTH COUNCIL	6
PLYMBRIDGE CHILDRENS CENTRE	PL6 8UN	CITY OF PLYMOUTH COUNCIL	2
PLYMBRIDGE NURSERY SCH & CHILDRENS CENTRE	PL6 8UN	CITY OF PLYMOUTH COUNCIL	2
PLYMOUTH HIGH SCHOOL FOR GIRLS	PL4 6HT	CITY OF PLYMOUTH COUNCIL	16
PLYMPTON ST MAURICE PRIMARY SCHOOL	PL7 1UB	CITY OF PLYMOUTH COUNCIL	7
POMPHELETT PRIMARY SCHOOL	PL9 7ES	CITY OF PLYMOUTH COUNCIL	4
PRINCE ROCK PRIMARY	PL4 9JF	CITY OF PLYMOUTH COUNCIL	11
RIVERSIDE COMMUNITY PRIMARY SCHOOL	PL5 1JH	CITY OF PLYMOUTH COUNCIL	14
SALISBURY ROAD PRIMARY SCHOOL (PLYMOUTH)	PL4 8QZ	CITY OF PLYMOUTH COUNCIL	22
SHAKESPEARE PRIMARY SCHOOL (PLYMOUTH)	PL5 3JU	CITY OF PLYMOUTH COUNCIL	8
SIR JOHN HUNT COMMUNITY COLLEGE	PL5 4AA	CITY OF PLYMOUTH COUNCIL	26
SOUTH TRELAWNY PRIMARY SCHOOL	PL2 2NY	CITY OF PLYMOUTH COUNCIL	2
ST ANDREWS CE SCHOOL - PLYMOUTH	PL1 3AY	CITY OF PLYMOUTH COUNCIL	5
ST EDWARDS CHURCH PRIMARY - PLYMOUTH	PL6 5ST	CITY OF PLYMOUTH COUNCIL	3
STOKE DAMEREL PRIMARY (PLYMOUTH)	PL1 5PA	CITY OF PLYMOUTH COUNCIL	7
STUART ROAD PRIMARY SCHOOL	PL1 5LL	CITY OF PLYMOUTH COUNCIL	4
THORNBURY PRIMARY - PLYMOUTH	PL6 8UL	CITY OF PLYMOUTH COUNCIL	9
TOR BRIDGE PRIMARY SCHOOL	PL6 8UJ	CITY OF PLYMOUTH COUNCIL	4
VICTORIA ROAD PRIMARY SCHOOL (PLYMOUTH)	PL5 1RH	CITY OF PLYMOUTH COUNCIL	10
WESTON MILL PRIMARY SCHOOL	PL2 2EL	CITY OF PLYMOUTH COUNCIL	14
WHITTLEIGH COMMUNITY PRIMARY SCHOOL	PL5 4AA	CITY OF PLYMOUTH COUNCIL	6
WIDEY COURT PRIMARY SCHOOL	PL6 5JS	CITY OF PLYMOUTH COUNCIL	10
WOODFIELD PRIMARY SCHOOL	PL5 4HP	CITY OF PLYMOUTH COUNCIL	4
WOODFORD PRIMARY SCHOOL	PL7 4RB	CITY OF PLYMOUTH COUNCIL	10

WOODLANDS SCHOOL	PL6 5ES	CITY OF PLYMOUTH COUNCIL	5
YEALMPSTONE FARM PRIMARY SCHOOL	PL7 1XQ	CITY OF PLYMOUTH COUNCIL	6
		CITY OF PLYMOUTH COUNCIL Total	547

Date: 10 September 2012

Your Ref:

Our Ref: Plymouth City Council
 Director Of Children's Services
 Civic Centre
 Armada Way
 Plymouth
 PL1 2AA

RECEIVED

13 SEP 2012

Hillscourt Education Centre
 Rose Hill
 Regnal
 Birmingham
 B45 8RS

General Secretary
Chris Keates

Telephone: 0121 453 6150

Facsimile: 0121 457 6208

Dear Sir or Madam

E-mail: nasuwt@mail.nasuwt.org.uk Website: www.nasuwt.org.uk**NOTICE OF ESCALATION OF INDUSTRIAL ACTION****Trade dispute over adverse changes to pensions, workload, conditions of service, including pay and pay progression and job loss**

I wrote to you in November 2011 to provide the results of the NASUWT's national ballot and gave notice, in accordance with the provisions of Section 234A of the Trade Union and Labour Relations (Consolidation) Act 1992, of industrial action. This action took the form of one day of discontinuous strike action on 30 November 2011 and continuous action short of strike action with effect from 1 December 2011.

The ballot was conducted under the relevant provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Section 244(2) of this Act provides that a dispute between a Minister of the Crown and any workers shall, notwithstanding that the Minister is not the employer of the workers concerned, be treated as a dispute between those workers and their employer if the dispute relates to matters which cannot be settled without the Minister exercising a power conferred on him by or under an enactment.

The failure of the Secretary of State for Education to address seriously the issues under dispute has left the NASUWT with no choice but to escalate the action short of strike action. I therefore now write to give notice, in accordance with the above Act, of further action in furtherance of the national trade dispute.

The form which this escalated action short of strike action will take is set out in the enclosed sheet. This information is also available on the Union's website (www.nasuwt.org.uk). NASUWT members will commence this continuous action short of strike action on Wednesday 26 September 2012.

We intend to call all members employed by your organisation in the categories listed below to take this action.

Lists of the categories to which affected employees belong, the numbers in each category, the workplaces of affected employees and the numbers at each workplace (and the total number of employees concerned) are set out below.

The lists and figures shown below have been arrived at by retrieving information from our membership database as to the categories and workplaces of members, the numbers in each category and the numbers in each workplace.

Prior to sending this notice, we asked our members to update their membership data and we updated our database on receipt of their responses. In addition, where we have received any relevant information from employers, union officials or members, we have updated our membership database accordingly. We have also updated our membership database to include any new members.

There are some members for whom the Union does not hold current workplace details but who are nevertheless entitled by law to participate in the Union's industrial action. Unless they have notified us that they are working as supply teachers, our membership system shows these members' workplaces as being 'Unknown' and their default employer as being the local authority for the area in which they live (according to their postcode). In the event that a workplace representative advises the Union that a member has left the school but cannot identify the member's new workplace, the Union routinely writes to (and, if we have a current e-mail address, e-mails) the member requesting up-to-date membership details, including workplace details. In addition to these routine letters, the Union has e-mailed (or, where we have no current e-mail address, written) to all members whose workplace category is shown as 'Unknown' requesting up-to-date membership details, including workplace details.

For some members, our membership system records their workplace as being 'Supply' and their default employer as being the local authority for the area in which they live (according to their postcode). These are members who have told us they carry out supply work but have not given us any workplace details. The nature of the role of supply teachers is that they do not work from a single set of premises. Therefore, unless we have been informed otherwise, we have assumed that the workplace with which their employment is most closely connected is the premises of the local authority. We have asked members in this category to inform us if they are employed by a Teacher Supply Agency and, on receipt of responses, we have updated their employer record to the name of the Teacher Supply Agency.

The information provided is as accurate as is reasonably practicable in light of the information in the Union's possession. If there are any inaccuracies, these will have been caused by factors outside of our control, such as members not informing the Union of changes, despite repeated requests to do so.

For the avoidance of doubt, the current action short of strike action instructions of which you were notified in November 2011 and which were implemented on 1 December 2011 remain in force until 26 September 2012.

Yours sincerely



Chris Keates
General Secretary

Job Category	Number of Members
Teachers	560
Support staff	8
Supply staff	56
Centrally attached staff	15
TOTAL	639

Workplaces	Number of members
Ace- Alternative Complimentary Edu	15
Austin Farm Primary School	7
Beechwood Primary School	3
Boringdon Primary School	8
Brook Green Centre For Learning	5
Chaddlewood Primary School	6
College Road Primary School	1
Communication Interaction Team	2
Compton Ce Primary School	16
Downham Special School	1
Drake Primary School	1
Dunstone Community Primary School	1
Early Years Service	2
Eggbuckland Vale Primary School	3
Emas	1
Ernesettle Community School	4
Ford Primary School	2
Glen Park Primary School	4
Goosewell Primary School	4
High Street Primary School	6
High View Primary School	4
Hooe Primary School	2
Hyde Park Infant School	4
Hyde Park Junior School Lodge	1
Knowle Primary School	4
Laira Green Primary School	5
Leigham Primary School	3
Lipson Vale Primary School	8
Longcause Community Special School	7
Manadon Vale Primary School	6
Mary Dean's Ce Primary School	1
Mayflower Primary School	15
Mill Ford School	2
Montpelier Primary School	5
Morice Town Primary School	5
Mount Tamar School	6
Mount Wise Primary School	3
Oakwood Primary School	2
Pennycross Primary School	4
Peripatetic Plymouth	5
Pilgrim Primary School	1
Plaistow Hill Infants School	2
Plymouth Advisory Team Sensory	5
Plymouth Centre For Young Parents	1
Plymouth High School For Girls	18
Pomphlett Primary School	2
Prince Rock Primary School	3
Riverside Community Primary School	5
Salisbury Road Primary School	7
Shakespeare Primary School	5

Sir John Hunt Community Sports College	18
St Edwards Cofe Primary School	6
Stoke Damerel Primary School	3
Stuart Road Primary School	2
Supply Plymouth	47
Thornbury Primary School	4
Tor Bridge Primary School	2
Unknown Plymouth	285
Victoria Road Primary School	6
Weston Mill Community Primary School	5
Whitleigh Community Primary School	5
Widey Court Primary School	9
Woodfield Primary School	4
Woodford Primary School	3
Woodlands School	6
Yealmpstone Farm Primary Sch	1
TOTAL	639

NATIONAL ACTION

**ACTION SHORT OF STRIKE ACTION INSTRUCTIONS
TO BE IMPLEMENTED ON 26 SEPTEMBER 2012**

APPRAISAL/PERFORMANCE MANAGEMENT

Instruction 1: Members are instructed not to participate in any appraisal/performance management process which does not conform to all elements of the NASUWT/NUT joint appraisal/performance management checklist and the joint classroom observation protocol.

CLASSROOM OBSERVATION

Instruction 2: Members are instructed not to participate in any form of management-led classroom observation in any school which refuses to operate a policy of a limit of a total of three observations for all purposes within a total time of up to three hours per year.

The only exceptions to the above are observations carried out by Ofsted inspectors as part of a Section 5 or Section 8 inspection of the school.

Instruction 3: Members are instructed not to carry out classroom observation in any school which refuses to accept that there will be a limit of a total of three observations for all purposes within a total time of up to three hours per year.

Instruction 4: Members are instructed not to organise or co-operate with any arrangements which involve pupils commenting on, or observing the work of, teachers or being involved in decision making about teachers' roles, responsibilities, pay or promotion.

Instruction 5: Members should refuse to be observed teaching by anyone who does not have qualified teacher status (QTS).

INSPECTION

Instruction 6: Members are instructed not to participate in mock inspections commissioned by the school, sponsor/provider or local authority.

Members are instructed not to undertake or co-operate with any preparation for a Section 5 or Section 8 Ofsted inspection commissioned by the school, sponsor/provider or local authority.

REPORTS TO PARENTS

Instruction 7: Members are instructed to produce only one written report annually to parents.

This includes schools which use electronic comment banks to formulate reports.

EXISTING POLICIES AND WORKING PRACTICES

Instruction 8: Members are instructed to refuse to implement any existing management-led policies and working practices which have not been workload impact assessed and agreed by the NASUWT.

NEW INITIATIVES AND POLICIES

Instruction 9: Members are instructed to refuse to implement any new management-led working practices or policies which have not been workload impact assessed and the subject of consultation and agreement with the NASUWT.

MEETINGS AND THE SCHOOL'S DIRECTED TIME CALENDAR

Instruction 10: Members are instructed not to attend any meetings outside school session times which are not within directed time and where there is no published directed time calendar for the academic year which has been agreed with the NASUWT.

Instruction 11: Members should refuse to agree to timetable changes where no sound educational reasons have been given for the change.

LESSON PLANS

Instruction 12: Members are instructed not to submit lesson plans to members of the senior management team or anyone acting on behalf of the senior management team.

EMAIL CORRESPONDENCE

Instruction 13: Members are instructed only to send and respond to work-related emails during directed time.

PLANNING, PREPARATION AND ASSESSMENT (PPA) TIME

Instruction 14: Members should ensure that they have on their timetable a minimum of 10% guaranteed time for PPA.

Members will refer any failure to provide the time to the NASUWT to implement the procedure for refusing to teach their timetabled lessons, unless all members at the school are guaranteed on their timetable a minimum of 10% timetabled time for PPA.

Instruction 15: Members should only undertake in PPA time planning, preparation and assessment activities which they determine are appropriate to support their timetabled lessons.

Instruction 16: Members should refuse to accept the direction of the headteacher to undertake any other activity, including cover, in PPA time.

LEADERSHIP AND MANAGEMENT TIME

Instruction 17: Members paid on the leadership spine or in receipt of a Teaching and Learning Responsibility (TLR) payment should refuse to undertake any leadership or management responsibilities unless they have their contractual allocation of dedicated timetabled time to support the discharge of these responsibilities.

Instruction 18: Members should refuse to undertake leadership and management activities without being paid a TLR or on the leadership spine.

DEDICATED HEADSHIP TIME

Instruction 19: Headteacher members with a 50% or more timetabled teaching commitment should refuse to undertake their teaching commitment unless they have an allocation of dedicated headship time on their timetable.

COVER FOR ABSENCE

Instruction 20: Members should refuse to cover for absence.

The exceptions are members who are employed on a contract to wholly or mainly undertake cover.

GAINED TIME

Instruction 21: Where teachers are released from timetabled teaching commitments as a result of pupils being on study or examination leave, members should refuse to undertake any activities during that time other than in Section 4 Paragraphs 76-77 of the School Teachers' Pay and Conditions Document (STPCD).

LUNCHTIME SUPERVISION

Instruction 22: Members should refuse to undertake supervision of pupils during the lunch break.

INVIGILATION OF EXAMINATIONS

Instruction 23: Members should refuse to invigilate any public examination, including GCSEs and SATs.

The exceptions are:

- *controlled assessments in secondary schools;*
- *foundation stage assessments and Key Stage 1 assessments in primary schools;*
- *practical or oral examinations which require the specialist teacher to be present.*

Instruction 24: Members should refuse to undertake the invigilation of any 'mock' examinations where the school reorganises the timetable to replicate the external examination process.

ADMINISTRATIVE AND CLERICAL TASKS

Instruction 25: Members should refuse to undertake administrative and clerical tasks as exemplified in Annex 4 of the STPCD.

VOLUNTARY ACTIVITIES OUTSIDE SCHOOL SESSIONS

The action short of strike action is designed specifically to tackle the issues of excessive teacher workload and defend pay and conditions of service in a manner which achieves these aims using strategies which are pupil, parent and public friendly.

Therefore, where members have volunteered freely to undertake extracurricular activities and have not been placed under pressure to do so, the action short of strike action instructions are not intended to prevent these from continuing.

Extracurricular activities include school teams, music/drama productions and clubs.

Where members have made a professional judgement and have volunteered freely to provide extra support for certain pupils outside school sessions, these can also continue.

However, where any of the above activities have been imposed on a member, then the action short of strike action instructions enable the member to withdraw from these activities. In these circumstances, members should inform the headteacher in writing in sufficient time before the next activity is scheduled to take place, so that any notification that the activity will no longer take place to pupils and parents which may be necessary can be given.



Mr S Murphy
Secretary
JNC for Local Authority Craft & Associated Employees
UCATT
177 Abbeville Road
London
SW4 9RL

21 August 2012

Dear Steve,

CRAFTWORKER PAY 2012/13

Thank you for coming to meet with the Lead Members of the Employers' Side and my colleagues yesterday. This meeting was arranged following the submission on 23 March of your 2012/13 pay claim and your request that both Sides say nothing publicly until you and the Lead Members had met in person to discuss this year's pay round.

The National Employers have considered your Side's pay claim and have decided that, as with other parts of local government, they are unable to make an offer on any element of your claim for 2012/13. There is genuine sympathy for the position of the lower-paid but councils have told us that the economic situation is such that any pay award could only be met through further job losses and cuts to services. The National Employers are clear that their priority must be to continue to seek to protect jobs and services in light of the huge budgetary pressures councils are continuing to face.

You will be aware that this is the third consecutive year that the local government workforce has not received a pay offer. This is unprecedented in the public sector. With this in mind, the National Employers would wish to avoid a situation of not being able to make a pay offer for a fourth year in 2013/14.

Therefore, the LGA, and its partner organisations in Wales and Northern Ireland, now has a clear objective to reform the national negotiating machinery in local government. Councils consider it inconsistent that significant parts of the local government workforce, such as social work and school support staff, for example, have no separate machinery while other smaller groups do. My colleagues shared with you the results of a recent survey that showed that there are now approximately 5,000 Craftworkers employed directly by councils in England and Wales. This is a significant reduction from March 2011 when a similar survey returned a figure of 9,500 and in November 2005 when the figure was 12,000 such employees.

Formal discussions with the relevant Trade Union Sides have yet to begin and there is no timescale for reform, but nevertheless it seems appropriate to now inform your Side of what the LGA and the Employers' Side's objective is - a single NJC for local government with sub-groups to consider non-pay related issues that may be relevant only to particular parts of the workforce, such as Craftworkers, or on specific issues such as equalities or training & development, for example. Clearly, we will need to discuss the options for the future with the various Trade Union Sides at the appropriate time.

Although as indicated above we have no detailed proposals, we shall of course keep you informed of developments in the usual way.

Yours sincerely,

A handwritten signature in black ink that reads "Sarah Messenger".

Sarah Messenger
Employers' Secretary

cc Mr J Allott, Chair
Mr B Strutton

PLYMOUTH CITY COUNCIL

Subject: CIPFA HR BENCHMARKING CLUB 2012
Committee: Employment Liaison Committee
Date: 15 October 2012
Cabinet Member: Cllr Peter Smith
CMT Member: Mark Grimley
Author: Kimberly Spry
Contact: 398111
Ref:
Key Decision: No
Part: I

Purpose of the report:

To present benchmarking data collated by the national benchmarking body – CIPFA, comparing organisational data with peer organisations to provide an insight into whether the HR function is providing value for money, how the department is performing against comparators and whether the function is performing in a number of areas.

Corporate Plan 2012 – 2015:

Embeds the Council's vision of constantly raising the bar and challenging ourselves to perform better.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

None

**Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk
Management and Equality, Diversity and Community Cohesion:**

None

Recommendations & Reasons for recommended action:

For noting purposes only

Alternative options considered and reasons for recommended action:

N/A

Background papers:

N/A

Sign off:

Fin		Leg		HR		Corp Prop		IT		Strat Proc	
Originating SMT Member											
Have you consulted the Cabinet Member(s) named on the report? Yes											

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CIPFA HR Benchmarking Club 2012



**Briefing to Employment Liaison
Committee**

Introduction to CIPFA



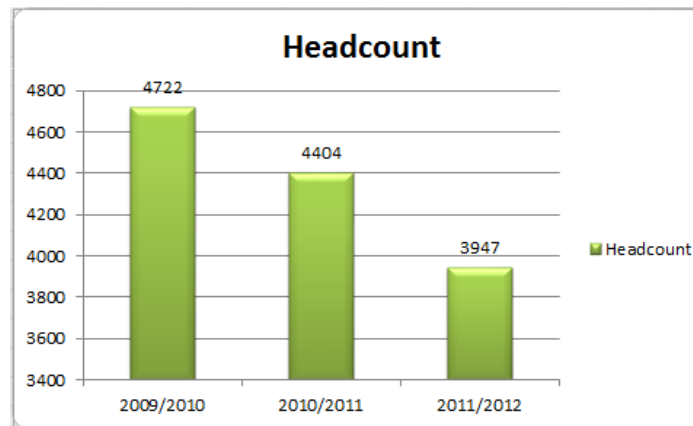
- CIPFA benchmarking is the market leader in local government benchmarking
- Compares organisational data with peer organisations
- Measures whether the HR function is providing value for money and how we are performing in a number of areas against comparators
- Who to include in the 'HR function' is defined by CIPFA to make the data comparable
- This data is based on financial year 2011/2012

Organisational Numbers



- Corporate headcount has decreased steadily over last three financial years by **775 employees**

*Employees with multiple employment contracts only counted once in 2011/2012 data



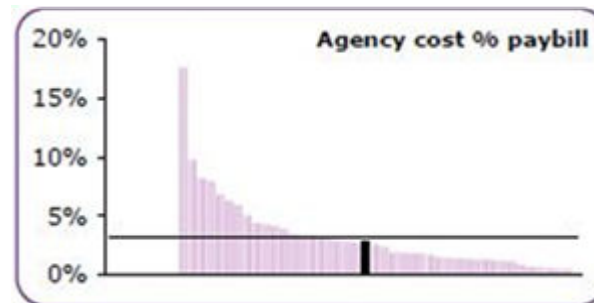
Agency Spend



- Average = 3.22%
- PCC = 2.78%

*Not inclusive of oncosts

- PCC average agency spend including oncosts from Sept 2011 – Aug 2012 = 5.78%



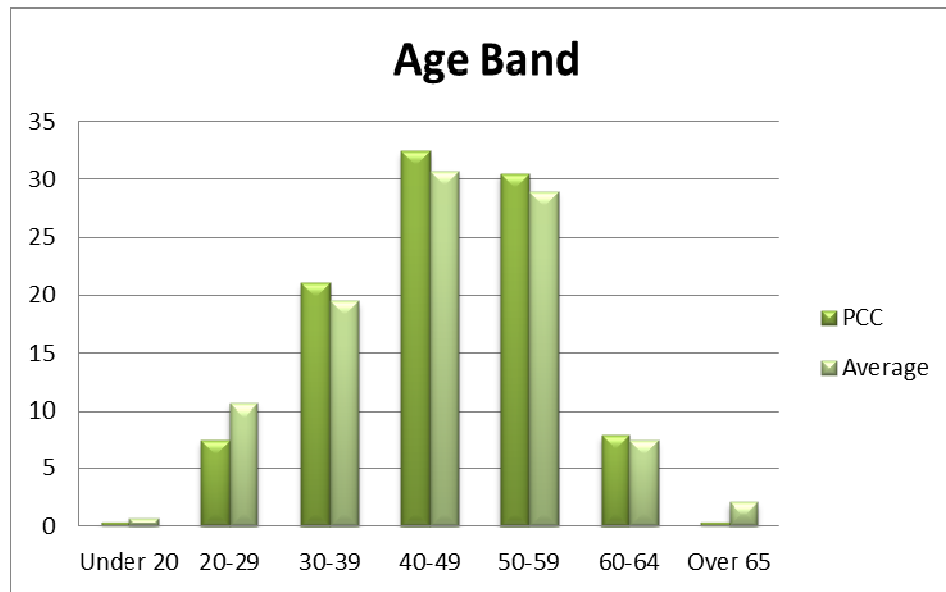
Turnover & Redeployment



- PCC had a higher number of leavers than the average and a lower number of joiners than the average
- 85 employees were successfully redeployed

	N	% 2012	Avg
Head count 31/03/11	4,404		
Leavers	740	19.2%	15.8%
Joiners	199	5.2%	7.9%
Head count 31/03/12	3,863	87.7%	93.5%
Staff redeployed	85	2.2%	2.2%

Age Structure

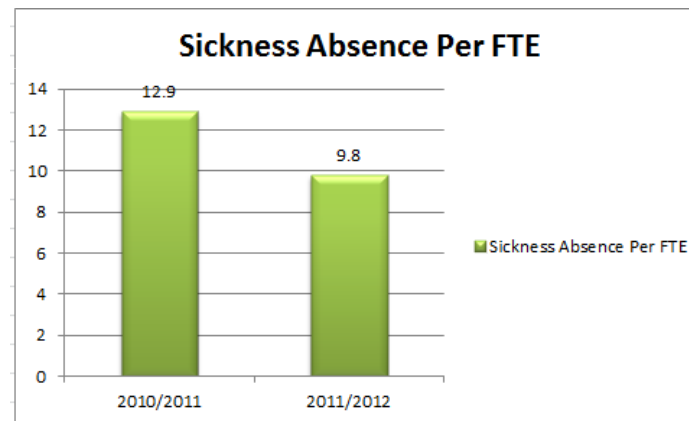


Sickness Absence



- Sickness has decreased by 3.1 days per FTE employee from the previous financial year

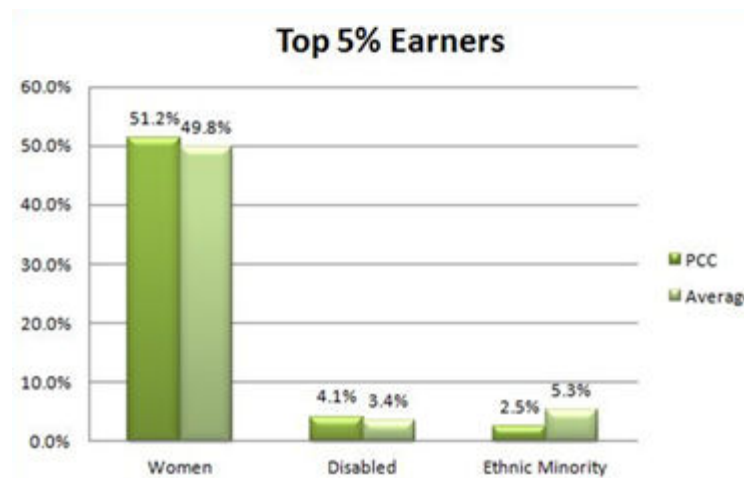
*Data excluding schools employees



Performance Indicators - Equalities



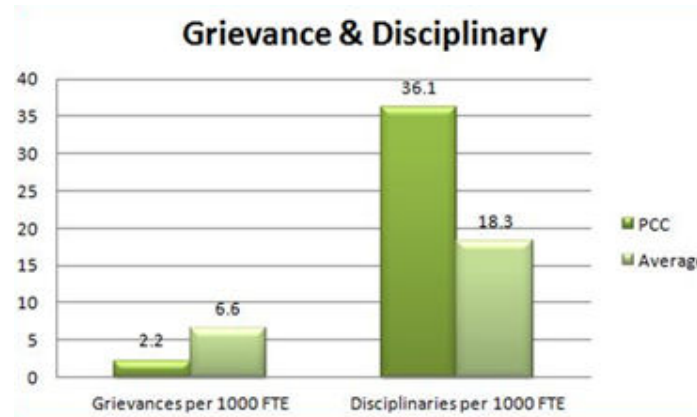
- PCC performing well against the equality indicators for top 5% earners except for ethnic minority which is due to the population demographics of the local area



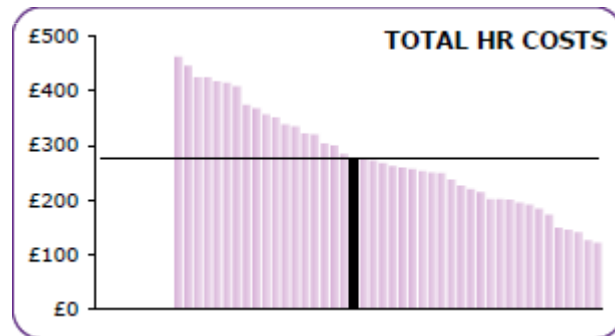
Grievance and Disciplinary



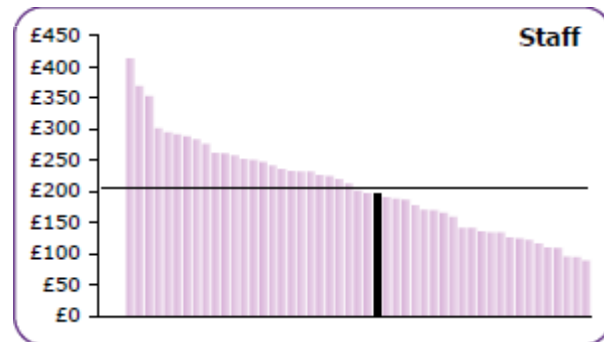
- PCC grievances have decreased by 3.1% from 2010/2011
- PCC disciplinary actions have increased by 14.3% from 2010/2011



HR Cost Per Headcount



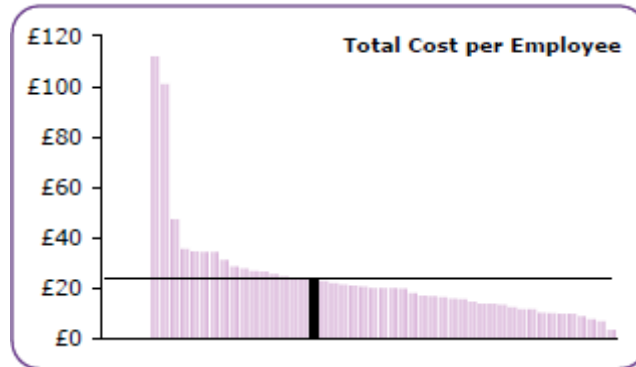
HR Staff Costs



Occupational Health Cost



Avg	
£0	£8
£23	£16
£23	£24



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