

Decision and Action Log

Meeting: DCC/DAPH/DASH/SHAD re: Job Evaluation
Date: 14th November 2006 @ 3.00 pm
Location: Room 226, County Hall
Present: DCC - Heather Barnes, Deborah Magill, Moira Andrews, Paul Jones, Christine Rogers
 Gary Chown (DAPH), Cherie White (SHAD), Roger Kirk (DASH)

No.	Decision or Action or Message	Who will action?	Who needs to be told?	When?	Action Completed
1.	<p>Apologies Paul Jones (DAPH)</p>				
2.	<p>Introduction & History Introductions took place and Heather Barnes (HB) gave an overview of the history of the Job Evaluation exercise within DCC and progress to date. She pointed out that the whole process has been carried out in conjunction with the Trade Unions, and that all three TUs have signed up to the recommendations, including equal pay compensation. The J.E exercise for non-schools based staff is now concluded, and notification letters are due to go out to these staff on 29th November. Matching exercise in schools has been delayed, and correspondence to schools has been issued accordingly. It is regretted that information was released early by GMB. A formal apology has since been received by DCC from GMB. HB stressed that it is critical that the schools part of the exercise does still need to be concluded in the very near future. The compensation element of the overall costs alone is circa £30 million, and DCC has made a capitalisation application to the Government for borrowing to meet these costs. If we get approval for this borrowing, one of the requirements could be that compensation requires to be paid by the end of the financial year. Very important that Heads have a clear understanding of this, and the requirement to complete. HB seeks to agree this afternoon that we can implement for schools within this timeframe, or severe complications would arise.</p>				

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	<p>If a solution can be identified, DCC would need to seek to negotiate a reduced notice period with the unions for school-based staff, as 12 weeks' notice of changes to terms and conditions is normally required.</p> <p>Cherie White (CW) pointed out that she did not receive J.E profiled until the clinics, despite DCC sending these out to schools on 9th October 2006 via the distribution system for schools. Deborah Magill (DM) to investigate and oversee this process to ensure that any information going out to schools in future gets to the headteachers.</p> <p>It was noted that many headteachers have already completed the matching exercise, and are concerned that their staff will not be receiving letters at the anticipated time. Moira Andrews (MA) expressed concern at the anxiety created for staff by this decision. Agreed that notification needs to be sent out in this regard so staff are kept in the loop and do not feel they have been forgotten – HB explained that another communication would be going out from DCC which could be used as a briefing note for Heads in the near future.</p> <p>Roger Kirk (RK) stressed that headteachers are committed to J.E and want to improve job profiles so that the vast majority of fits are good ones. The TLR process last year was an excellent example of positive work.</p> <p>RK also pointed out that the Governors' Association, although recognising the importance of J.E, have felt very distant from the process and are not used to being omitted from overall strategic thinking.</p> <p>(Noted that In Richard Haig's view, there was an 80:20 split, with broadly 80% of profiles fitting and 20% not fitting.)</p>	<p>DM</p> <p>HB</p>	<p>Headteachers</p> <p>Headteachers</p>	<p>Ongoing</p> <p>17 Nov 06</p>	
3.	<p>Going Forward</p> <p>Paul Jones (PJ) gave a brief summary of where we are currently: Schools represent almost 50% of DCC staff. Notification letters going out to 9,000 staff at the end of November, with many partners/relations of those staff being school based. We are therefore under pressure to get things moving forward in schools quickly, and the critical process here is to complete best fitting with whatever augmentation of job profiles is required.</p> <p>Christmas holidays and the DCC shut-down between Christmas and New Year must be taken into consideration when agreeing timescales.</p>				

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	<p>Opinion was expressed by Gary Chown (GC) that the reason the deadline for teachers has had to be pushed back is due to lack of information and support. Teachers have very clearly said what they would like in the way of support, which would be a forum in which to share experiences and ideas. Learning Communities could be an appropriate forum for this, particularly if a J.E rep could be present to answer any queries.</p> <p>HB and DM expressed concern at resourcing such a model for headteachers and others in the time available.</p> <p>CW pointed out that special schools should be looked at separately, as there are relatively few of these, and they experience particular problems with the matching exercise as some of the roles are very different and include dealing with highly disturbed and sometimes violent children. Meeting of three special schools taking place on 17th.</p> <p>CW expressed concern that profiles were put together two years ago and that much has changed since then. HB pointed out that this is the same throughout the whole of DCC, not just within schools, and is inevitable given the numbers of staff concerned, however, there will be an ongoing review process going forward.</p> <p>RK asked what sort of profiles were within the 20% that didn't appear to match. He suggested that a small group of heads get together to map out where the problems are, and to then give this information to the Learning Communities. Noted that small schools will have different profiles to larger schools, so would make sense for primary Heads to work together. Secondary to work together and Special to work together.</p> <p>It was agreed that this is a pragmatic way forward.</p> <p>RK pointed out that Heads must be realistic and acknowledge that there will be things that do not seem to fit and in these cases compromise will be necessary. Important that the chairing of these meetings by J.E is practical and focused.</p> <p>DAPH/DASH/SHAD reps would be supportive of outcomes, and co-signatories to notification of outcomes along with HB, DM and MA.</p>				

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6.	<p>Summary</p> <ul style="list-style-type: none"> DCC commit to running three sector moderation days, one for each of the sectors; primary, secondary and special, within the next ten days where headteachers can share experiences and ideas and compare profiles. Representative from CYPs and HR to attend to offer support and to help with issues. JE team to co-ordinate (DCC & Trade Union) Four representative headteachers to be nominated by each Association. Timelines need to be communicated to all schools including a diagram. Draft letter to all schools will be sent tomorrow afternoon (15/11) for DAPH/DASH/SHAD approval. Chairs to please come back ASAP so that the letter can be sent out by the end of the week. <p>Letter to include:-</p> <ul style="list-style-type: none"> Headteachers to take responsibility for cascading information to staff. Headteachers to complete matching exercise and get information back to the J.E team by Friday 15th December latest. Those who have already completed or complete earlier to forward on results as soon as possible. If schools do not complete the best-fitting exercise by the agreed deadline of 15th December, then DCC will do the best-fitting. Subject to the unions waiving the 12 week contractual notice period, DCC will then Q.A results, undertake the necessary administrative tasks and get notification letters out to all staff by 15th January 2007. All staff will be sent a copy of the J.E booklet next week (w/c 20/11). Agreed that a united front must be presented henceforth, with information only being issued upon the agreement of all parties. 	<p>HB/PJ/DM</p> <p>PJ</p> <p>DAPH/DASH/SHAD</p> <p>HB/DM</p> <p>HB/DM DAPH/DASH/SHAD</p>	<p>DAPH/DASH/SHAD</p> <p>Headteachers</p>	<p>15/11/06</p> <p>Ongoing</p>	