

Report of	Meeting	Date
Director of Human Resources	General Purposes Committee	07/02/07

PAY AND REWARD ENABLEMENT GROUP - TERMS OF REFERENCE

PURPOSE OF REPORT

1. To gain agreement for the Terms of Reference of the Pay and Reward Enablement Group (PREG).

CORPORATE PRIORITIES

2. To ensure Chorley Borough Council is a performing organisation.

RISK ISSUES

3. The report contains no risk issues for consideration by Members.

BACKGROUND

5. As part of the National Agreement in 1997 and 2004 it was agreed that all Local Authorities would implement a pay and grading review by 1st April 2007.
6. The Council has been working on the first stage of this pay and grading review and is now very close to having a full rank order of all posts within the Authority.
7. The next stage of the process is to negotiate the new pay model and other pay related conditions with the Trade Unions.
8. To do this successfully the group needs a clear framework to work within, with both sides clear on how the final sign off will take place.
9. The current joint working party (Project Steering Group), which has been in place throughout the Job Evaluation exercise, has agreed the attached Terms of Reference.
10. General Purposes Committee will have the final Authority to sign off the new Terms and Conditions for employees.

COMMENTS OF THE DIRECTOR OF FINANCE

11. There are no financial implications to this report.

RECOMMENDATION

12. The Pay and Reward Enablement Group, comprising Management and Union representatives, be established with the terms of reference as outlined on the attached sheet.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

13. None

LORRAINE CHARLESWORTH
DIRECTOR OF HUMAN RESOURCES

Terms of Reference Attached

Report Author	Ext	Date	Doc ID
Jane Brewer	5175	25 th January 2007	ADMINREP/REPORT

Chorley Council

Pay and Reward Enablement Group (PREG)

Terms of Reference

1. The Group will comprise of representatives from Management and UNISON. In the interests of meaningful consultation & negotiation it is acknowledged that representatives will be limited to 4 per side. Observers / Advisors may be invited as appropriate.
2. The group will be chaired by the Executive Director (Corporate & Customer) or his representative. Secretarial support will be provided by Chorley Council.
3. It will have authority to agree on proposals relating to the introduction of the new pay and grading arrangements for Chorley Council.
4. The pay and grading structure will be based on the outcomes of job evaluation, current employment & equalities legislation and Council requirements.
5. The external and internal influences and constraints affecting both management and trade union sides are acknowledged by both sides
6. It is the primary consultative and negotiation forum specifically for
 - a. The introduction of a new pay and grading structure for Chorley Council
 - b. The transition arrangements for introducing the new pay and grading structure
 - c. Any compensation arrangements for employees affected by the introduction of the new pay and grading structure
7. It is a time limited group which will cease to exist following the completion of the above tasks – any further negotiation and consultation will be part of the normal consultative and negotiation arrangements for Chorley Council.
8. The completion date is 31st March 2007
9. All recommendations from PREG will be referred to G.P for approval and a final decision.
10. In the event of the group failing to reach agreement on any of the recommendations, the G.P Committee will take the final decision. The recommendation will be taken in a written report, Management and Trade Union sides will have the opportunity to address the meeting prior to a decision being made.