

Fife Council

Terms and Conditions of Employment for Single Status Employees

(This document incorporates the changes agreed at the Joint Negotiation Session held in Dunnikier House Hotel (31st July to 4th August 2006) and the associated amendments subsequently undertaken and approved).

Introduction

Both parties (Fife Council and the Single Status Trade Unions) agree that these proposals represent the best outcome which can be agreed between us. They will be recommended by management for adoption as Council policy by the Fife Management Team and thereafter the Policy and Resources Committee. They will be submitted by the Trade Unions to their respective national offices with a view to their adoption as recommendations for acceptance by the Trade Union membership in Fife Council.

Once adopted, this agreement would supersede all other agreements applied to Single Status employees.

Summary

We want to become a modern, more flexible employer and deliver services in a way and at a time that suits our customers better.

To do this, we will:

- extend our normal working hours to 7am-8pm, seven days a week, so we are available to our customers for more hours;
- offer employees the chance to work in a more flexible way; and
- adjust our current terms and conditions of employment to match this modernised approach.

This paper sets out our proposals in detail under four headings:

- introducing more flexible working;
- changing the way employees can take time off;
- setting new premium rates of pay for working outwith our new normal working hours; and
- adjusting some other terms and conditions.

Why we are making these proposals now

The way people work now is different to the way they worked 30 years ago. Everyone wants more control of when, and often where, they work.

The importance of a sensible balance between people's work and home lives is now recognised in a way that simply didn't exist in the past. For example in many families either one or both partners have to juggle the competing

demands of work, childcare and other family commitments. That makes flexible working a necessity, not an optional extra.

We also know that the people who use our services want them available at a time that suits them.

As an employer we have worked closely with employees, the unions and each Service's management team to develop these proposals. They are part of a package called our modernising employment agenda. You will also be aware of other parts of this package, including our:

- new job evaluation system;
- new pay and grading system; and
- range of initiatives designed to benefit our employees, our customers and our organisation such as our home computing initiative.

This paper sets out our conditions of employment proposals. We have worked closely with the unions so far and appreciate their partnership and goodwill in developing the new employment package so far.

Section 1: Introducing more flexible working

This section covers our proposals for:

- changing our normal working hours;
- exploring new ways of working; and
- extending our flexible working hours scheme.

We have also added some examples of how the changes might work for employees.

Changing our normal working hours

What we propose

We propose extending our normal working hours, initially to Monday to Friday to 7am-8pm,

This does not mean that everyone will be working the full extent of these hours. But in some parts of our organisation it will make sense for our premises to be available to employees or to be open to our customers.

Why we are making this proposal

We think that moving to a longer business day will help us become more efficient and offer employees more flexibility in the way and hours they work.

How our proposal will work

A longer business day will mean:

- Employees will work their hours in a way that suits them better. These are called alternative work patterns. Employees must agree any of the changes they would like with their manager. Managers wishing to make changes to working arrangements will need to consult fully on any proposals. This point is expanded upon below.
- We will extend our flexible working hours scheme (flexi time). You can find out more on page 4.
- In time, we will not pay a premium for weekend working as it will be part of our normal working week. For now, we know that most people would expect to be paid more money if they were asked to work on Saturdays or Sundays. As we move to our new normal working hours, employees who normally work at premium times will be offered a better basic pay package, referred to as an "Inclusive Salary". We will review these rates of pay regularly to make sure they are fair.
- Although we are making our business day longer, there will be no changes to the number of hours employees are contracted to work. For example if they normally work 20 hours a week, that will stay the same. What they may be able to change is when they work those hours. Of course, changes to many employees working hours will

result from the new standard working week of 36 hours for all Single Status employees. This is dealt with later.

- It will be up to each Service how they introduce these new, flexible hours. They may not be able to offer employees certain times of the day or week, for example for technical, operational or financial reasons.

However we will ask Heads of Service to consider all requests for a change of working arrangements reasonably, within the terms of our new policy.

- Heads of service will be able to change the core hours for their service (these are currently 10am – 12noon and 2pm – 4pm). These changes will be made so we can properly meet our customers' demands, for example if an office experiences peak demand from customers between 11am and 1pm, then these could be selected as the core hours to make sure the office is covered.
- The increased flexibility in defining normal working hours within the proposed 7am – 8pm, 7 days a week will not result in any unilateral changes to employees' working patterns. Where a Service wishes to introduce a new working hours arrangement for any employee group, there will be consultation with the employees and the relevant trade union(s) with a view to reaching agreement. Where this does not resolve the issue, either party will have access to the Council's formal procedure for resolution of disputes.
- Where employees are requested to work hours beyond the normal working week of 36 hours and there is no scope to accommodate the hours within any flexible working arrangement applying to that employee, these hours will be treated as overtime. (nb First hour paid at plain time rate).

Exploring new ways of working

What we propose

We propose giving employees the chance to explore different work patterns with their colleagues, managers and Service.

Why we are making this proposal

One of the main reasons we want to explore new work patterns is so we can improve the service we offer to our customers. We also want to offer employees more flexible working hours. We will ask managers and employees to keep both these objectives in mind as they explore their options.

How our proposal will work

Here are some new working hours employees could consider:

- **Compressed hours**

Employees could work a four-day week, 4.5-day week or nine-day fortnight.

- **Annualised hours**

Employees could build up hours when their service is busy so they can take time off during quieter periods. Under this working pattern, employees would work a set number of hours every year.

- **Variable part-time working**

Employees could agree to regularly adjust the hours they work to meet the changing needs of their service and colleagues. So, for example, they may agree to work two days a week under normal circumstances and increase these hours at busy times of the year.

You can find more details on how we think these different arrangements will work in a number of other documents which are available on FISH or from your manager, HR Team or Trade Union representative. These documents are:

- The proposed flexible working policy
- The report to the Human Resources strategy board on 'New and flexible ways to work'
- 'How to' guidelines: Introducing flexible working; home-working and compressed working hours

The first document sets out our detailed proposals for flexible working and the other documents provide background information.

Extending our flexible working hours scheme (flexi time)

What we propose

We propose making our current flexible working hours scheme more flexible still. Any changes employees make to their hours must fit in with the way their service operates.

The scheme will be available to all employees where possible, including former manual workers.

Why we are making these proposals

We want to make sure that as many employees as possible can benefit from a more flexible approach to working time.

How our proposal will work

Each service can:

- set its flexi-hours limits within our expanded hours of 7am to 8pm
- define core periods in line with peak daily workloads;
- increase the maximum amount of time employees can carry from one month to the next, (up to 18 hours);
- operate the scheme over any pattern of working days, including Saturday and Sunday; and

- allow employees, in line with council policy, to take time off during parts of their working day (including core time) to go to a doctor's or dentist's appointment or to deal with urgent personal business.

Employees will be allowed up to 15 flexileave days a year. There will be no set maximum number of flexileave days employees can take in a 4 week period (the single accounting period). Employees must agree these flexileave days with their managers.

How these changes might work for employees

Example 1

A parent working for us with a child at private nursery previously worked 9-5.30pm from Monday to Friday. She changed her working pattern to work her hours in four days. This meant she could spend more time with her child and reduce her childcare costs.

Example 2

One of our golf loving employees finds it extremely extreme difficult to get access to the course at weekends as it is particularly busy at this time. So they may decide to take a day off during the week and work a day at the weekend.

Example 3

An employee's family situation means she is often called at short notice to deal with a crisis, and has to use her holidays to take time off. She decides to work extra hours when she can as part of our flexi-scheme and carry these hours from accounting period to accounting period. This means that if she has to go home at short notice, she can use these days instead of her much-needed holidays.

Example 4

One of our employees wants to reduce his hours considerably so he can share childcare arrangements with his partner. The partner has no problem covering the care after 10am each morning. After agreeing his new working hours with his manager, the employee now starts work at 10am every day. He has also taken the opportunity to reduce his hours slightly to spend more time with his family.

Section 2: Changing the way employees take time off

This section is about our proposals for taking time off work. It covers:

- Annual leave entitlement
- Annual leave year
- Carrying over annual leave
- Public holidays
- Emergency leave

Annual leave entitlement

What we propose

We want to change four of our current 12 public holidays into annual leave days to reflect the current position.

Currently four of the 12 public holidays are called 'floating' days but are essentially treated as annual leave. Six of the eight remaining days are taken over the festive season while the remaining two are set for the first Monday in May and the first Monday of the 'Fair' holidays in July.

Effectively, there is no change to the current arrangement, although the date of the holiday falling in July may vary in future.

Why we are making this proposal

Our research shows that our current annual leave package (made up of annual leave days and public holidays) is still an attractive one, comparing favourably with other organisations.

How our proposal will work

If employees have less than five years' service, they will get 32 days each year. This will be made up of:

- 24 days of annual leave; and
- 8 public holidays.

If employees have five or more years' service, they will get 37 days. This will be made up of:

- 29 days of annual leave; and
- 8 public holidays.

If employees work a flexible pattern, for example they work different hours each day, their leave entitlement will be converted into hours. This means employees will know exactly how much leave they are due if they work more or less hours than a 'normal' day. As employees start to work more flexibly, we will need to use this system of hourly leave allocations more frequently.

Our annual leave year

What we propose

We propose:

- moving our annual leave year to run from 1 January to 31 December instead of 1 October to 30 September; and
- testing out the idea of giving everyone their own annual leave year.

Why we are making these proposals

We have had plenty of debate from across Services about how suitable our current annual leave year is. Some Services find that the current system does not work for them as people take the holidays they have stored through the year at one of their busiest periods of the year.

We have also been discussing whether we could move to individual leave years rather than one fixed leave year for the whole organisation. This would mean an employee's leave year started at the date in the year when they started work with us. The benefit of this would be that all employees would not be trying to take their remaining holidays at the same time of the year. Some Services are concerned about how we would manage a system like this, so we would have to have more detailed discussions to find out if we can make it work.

How our proposals will work

If we move our annual leave year:

- any annual surge of holiday requests at the end of the current annual leave year will arise at a quieter business period of the year;
- Services will not have to cope with the problems these surges create;
- employees can take their full entitlement of holidays from the day they start working with us; and
- for current employees we would arrange an initial leave period of at least a year to take us to the anniversary of the new leave year.

Carrying over annual leave

What we propose

We propose:

- employees can carry over five days' leave (full-time equivalent) into the next leave year;
- employees can take these carried-over days whenever they like in the next annual leave year (as long as their manager approves their request) and will not have to take them before a set deadline; and
- managers can agree requests to carry over more than five days in exceptional circumstances.

Obviously some Services may need employees to take their leave at certain times of the year for operational reasons.

Why we are making these proposals

While employees can currently carry over five days of annual leave from one year to the next this is only as long as their manager agrees they can do this.

Over the years it has become normal for many employees to carry over these five days without their manager's agreement (this is not the case in all Services).

Also our policy just now is that if employees carry over any extra days, they must take them by the end of the fourth month of the next annual leave year. If they do not, they lose the days.

We are trying to make sure that all employees will be able to benefit from an improved Council-wide arrangement.

How these proposals will work

A carry-over system would bring benefits and drawbacks:

Benefits

- Some employees like to keep a few days of annual leave in reserve in case they need to use them in an emergency. This means they do not have to resort to taking unpaid leave, go off sick (when they are not) or take an unauthorised absence.
- The system will help reduce the pressure that many Services can be put under as employees try to squeeze in days before the end of the annual leave year.

Drawbacks

- Some Services do not like the idea of carrying over holidays because of the operational difficulties it would cause them.

Public holidays

What we propose

We propose retaining the number of fixed public holidays as 8.

Why we are making these proposals

Whilst it is desirable to the Council to provide services flexibly throughout the year, it is recognised that the Council has already gone some way already to reducing the number of fixed public holidays. We also recognise that many employees appreciate the opportunity to be on leave when colleagues, friends and many other organisation may not be working.

In particular, we believe many people want to keep fixed public holidays over the festive period. We are also keen to retain the option to close our main offices down at this time if possible.

How these proposals will work

We will:

- retain the number of fixed public holidays as 8;
- convert the four current floating days to extra annual leave days;
- reserve 6 fixed days for the festive period; and
- announce the actual dates we are setting as public holidays each year after we have consulted with the Joint Trade Unions depending on which days Christmas Day and New Year's Day fall, and which day is agreed for the eighth public holiday currently falling in July.

Emergency leave

What we propose

We propose giving all employees the right to take leave (annual or flexi) on two occasions, of not more than one day, at extremely short notice as emergency leave.

Why we are making this proposal

We know that all employees are faced with emergencies away from the workplace which mean they have to take time off at short notice.

Although some Services can meet these requests without it having an impact on the services they deliver, it can cause problems for others, for example if:

- they have not got anyone to cover a post;
- they have not got the legal employee/client ratio in place; or
- it puts pressure on other colleagues.

We believe it is better for everyone if Services can try to work around these emergency absences if they can, instead of making employees come into work. If they do this, employees are more likely to feel pressure to use unpaid leave, go off sick (when they are not sick) or take an unauthorised absence to deal with their emergency. None of these options benefit employees or our organisation.

How this proposal will work

Employees will not need to give their line manager any advanced notice that they plan to take time off, other than to contact their manager before the time they are expected for work to explain the circumstances and let them know they plan to take time off.

Section 3: Setting new premium rates of pay for working outwith our new normal working hours

This section covers our proposals for:

- a simplified basic pay package that no longer needs employees to claim premiums other than for overtime working
- overtime working;
- rates for working on public holidays;
- standby arrangements;
- recalling employees to work if they are not on standby; and
- our standard working week.

Overtime hours

- These are hours employees work over and above the agreed full-time standard hours (for Single Status employees this will be 36 hours per week in accordance with the proposal in this document).

Additional Hours

- Additional hours are hours worked over and above the individual employee's contracted hours for the job (which may be less than the full time number of 36). Typically the term is used in reference to extra hours worked in part-time situations where the total hours still remains below the agreed standard hours

A simplified basic pay package, with a single premium rate for working less attractive hours

What we propose

If employees work their contracted hours between 7am and 8pm, from Monday to Friday, they will not receive any premium payments (except for contracted overtime). However if employees' jobs need them to work some or all of their hours outwith these hours, we will pay a premium for this.

We will still pay overtime rates to employees who are required by their Service to work more than the standard hours each week and these hours cannot be accommodated within a flexible working arrangement.

Why we are making these proposals

We want to simplify and modernise our approach to paying premium rates. At present we have many different schemes and payments and we want to simplify things as well as move to one system for everyone.

We know that the hours of work that some people prefer will seem unsocial to others.

We also believe that if people work hours that suit them, there should not be a need to pay them a premium for this, even if they might be generally regarded as less attractive hours.

However, for most employees there are still some parts of the week that are less attractive than others to work. At present, these are Saturdays and Sundays and the hours between 8pm and 7am. We think the present premium payment arrangement is too complex.

How our proposals will work

All hours worked outwith the period 7.00 am – 8.00 pm (Monday – Friday) in respect of which an employee is required to work under their contract of employment as part of their nominal working week, will be paid at the rate of time and a third.

This simplified arrangement replaces all the current allowances we pay for unsocial periods including:

- Weekend work
- Shift work
- Night work
- Unsocial hours
- Irregular hours
- Split duty

Giving employees protection

Existing employees who receive any of the premiums listed for some of their current contracted hours will have the value of these allowances included as an element of their pay when comparisons of earnings are done to check whether there is any need for earnings protection. If the contractual position changes during the period of protection then any protection recalculation will still take account of this element. The period of protection is for 3 years.

Overtime working - hours worked over our standard week of 36

What we propose

We propose paying:

- plain time for the first hour in any week over the standard 36 hours, and;
- time and a half to all employees covered by the single status agreement if they are asked by their senior managers to work over 37 hours; and
- double time to employees working overtime hours on fixed public holidays.

(Note that TOIL is not awarded in addition to payment for **overtime** on public holidays. E.g. An employee who works a normal day of, say, 7.2 hours on a public holiday will receive double time for hours worked up to 7.2 hours plus the equivalent hours off at a later date (equivalent of treble time). If the employee works beyond their normal day, the overtime hours will be paid at double time but will not attract any TOIL).

Why we are making these proposals

Managers should discourage routine overtime working. If employees are regularly working overtime, Services should consider how to manage employees' workload in other ways. We expect overtime to only be used to deal with unforeseen situations or to cope with short-term peak demands, for example if a colleague has reported in sick and there is an imminent deadline for work to be completed.

At present we pay different rates of overtime on mid-week days, Saturdays, Sundays and public holidays. Groups of Single Status employees are treated differently at the moment when it comes to overtime working. The difference between Saturdays and Sundays is historical and we feel there is now no longer a need to distinguish between them. We want to use a single rate and include overtime or public holidays into this arrangement.

Paying the first hour above 36 at plain time recognises that the national agreement specifies a standard working week of 37 hours and also that this is the current standard working week for ex manual workers.

How our proposal would work

We have set out three options for managers and employees to agree how to deal with overtime working. We expect them to be considered in the order we have listed them.

They should:

- manage overtime working through a flexible working arrangement such as the flexible working hours scheme;
- agree to take time off in lieu (TOIL) at time and a half, so if an employee works an hour, they get an hour and a half off later on;
- be paid overtime at time and a half.

If an employee and manager agree to the third option (because of operational difficulties caused by one of the other two) it must be on the understanding that an appropriate rate of pay will be used. This may not be the employee's normal rate of pay if the work would normally be done by someone who gets paid a lower rate. In our view, this will mean employees get an equal rate of pay for doing the same job.

It has been agreed that payment for the first hour at plain time will be reviewed at the conclusion of the 3-year pay protection period.

Employees in senior positions should expect to work extra hours from time to time without being paid premium pay rates. Where appropriate, however, there is discretion to award payment, or time-off in lieu of payment, up to the same level afforded other Single Status employees.

Rates for working on public holidays as part of the normal working week

What we propose

We will pay a premium rate to employees who are required to work on one of the 8 public holidays as part of their normal working week (i.e. within their 36 hours if a full-time employee).

Why we are making this proposal

We believe that most employees would like to be off on a public holiday and feel that it is fair to provide some enhancement when employees are required to work on these days.

How our proposal will work

On a fixed public holiday we will pay:

- double time for the hours worked plus a day off in lieu; or
- normal time for the day and double time as pay or time off in lieu, for example, if normal pay for the day is £80, an employee will receive this £80 plus an extra £160, or two days off.

We will also pay overtime premiums to employees working additional hours where this occurs on public holidays.

Standby arrangements

What we propose

We propose that all single status employees who are asked to go on standby are paid a set rate, depending on how long they are on standby for. We will base rates of pay they receive when called out on the level of duties and responsibilities we are asking employees to carry out.

Why we are making this proposal

If an employee is on standby, it means that they are expected to return to work if they are needed during an agreed period of time outwith their normal working hours. This arrangement may be part of their contract or an informal, voluntary agreement with their manager. We now want to pay all employees one set rate for being on standby, including employees graded above TL3. At present, they do not get paid for being on standby.

While we want to make the levels of standby payments consistent, we do not want to stifle the opportunity for local arrangements provided they are based on this. For example, some Services have established the average numbers and durations of call-outs and agreed a composite payment based on these

How our proposal will work

If employees are on standby, we will pay the appropriate rate for the time we are asking them to be on standby.

Sometimes standby periods are covered by employees who are graded at a higher level than the duties and responsibilities demand. At present, standby payments are not available to employees who are graded above the current TL3 grade.

We think that employees who are asked to be on standby beyond their normal working hours should be paid for the disruption.

We will fix the rates for standby periods at:

- £20 for each 24 hours;
- £10 for each overnight standby.

If employees on standby are called out to work, we will pay them for the hours they work at the overtime rate of time and a half. However, this will be at the appropriate grade for the standby duties and responsibilities. This means that if senior managers are on standby, they will be paid at the level that employees normally undertaking the standby get paid.

We will review these rates in line with national pay awards.

Recalling employees who are not on standby to work

What we propose

If we ask employees covered by the single status agreement to come back to work outwith their normal working hours, we will pay them the overnight standby rate and overtime for the hours they actually work.

Why we are making this proposal

We believe that if an employees' personal time is disrupted and they are prepared to come back to work to assist, we should pay the standby rate and the overtime payment to recognise their contribution.

How our proposal will work

The overtime rate we will pay in these circumstances will be based on the rate for the level of duties and responsibilities carried out during the recall, and not the employee's personal grade. For example, if an employee on single status grade 6 comes out to carry out work normally done by someone on single status grade 4, we will use the grade 4 to calculate their payment.

It was agreed that an early review of the call back to work arrangements, for employees not on standby, should be undertaken, with particular focus on the application of a minimum call-out period.

Telephone Disturbance Allowance

The current arrangements for compensating employees who are required to provide advice over the telephone without the need to return to the workplace

will continue in the meantime although the Council and the Trade Unions agreed that there would be an early review of the need for and application of this allowance.

Standard working week

What we propose

We propose:

- introducing a standard working week of 36 hours, an improvement of one hour on the national agreement;

Why we are making these proposals

This part of our proposed package has been debated and discussed in great detail. We have developed these proposals as a result of these discussions and in the context of our entire modernising employment agenda.

At present, former APT & C employees work 36 hours a week and former manual employees work 37 hours a week. Of course, this does not prevent employees working different hours. But if our standard week was set at 37 and some employees were retained on, or chose to work, 36 hours, then they would effectively become part-time employees.

This part of the document sets out the arguments for a 37-hour week and for a 36-hour week.

In favour of 37 hours

- The nationally agreed standard hours in the new single status agreement are 37 hours.
- The current nationally agreed standard hours for manual employees are 37 hours.
- The current nationally agreed standard hours for APT&C employees are 37 hours a week (the 36-hour arrangement is a local agreement).
- A recent survey of local authorities shows:
 - a majority intend to introduce a standard week of 37 hours; and
 - one authority intends to introduce a standard week of 36 hours.
- A survey of 484 employers from a cross-section of industries in 2004 indicates that :
 - of those operating harmonised conditions, over 83% operate a standard week of 37 hours or more;
 - the average standard working week in the public sector is 37 hours;

- the most common standard week for manual employees is 39 hours;
- the most common standard weeks for non-manual employees are 37 and 37.5 hours; and
- The NHS has just agreed a 37.5 standard hour week under 'Agenda for Change'.

If we move former manual workers from 37 hours a week to 36 hours a week we will have to consider these issues:

- We will still have to pay employees who are working in areas where the extra hour still needs to be covered, for example if they are required to provide services during opening hours at a leisure centre.
- If we reduce their hours, we may have problems meeting our performance indicators and generating the money we have budgeted to bring in. This is a particular problem in areas now delivering former CCT Services.
- In the main craft employee area of Building Services employees are still on a formal 39-hour week, reduced to 38 hours through a local arrangement. Although these craft employees are not part of our single status agreement just now, there are obvious implications for these employees, if all other employees move to a 36-hour week. Building Services is also required to operate a significant trading account, requiring evidence that appropriate final returns on expenditure are met and a reduction in working hours could severely compromise its viability.

In favour of 36 hours

- Two in three single status employees work a 36-hour week.
- We may demoralise some former APT&C employees if we move to a 37-hour week and their grade has also been reduced as part of the new grading structure.
- Former manual workers will have to work fewer hours.

We have considered very carefully the above factors before agreeing to depart from the standard in the national agreement. We will require to ensure that levels of performance and productivity are maintained at the new level of 36 hours per week.

Section 4

Adjusting some other conditions

This section covers the rest of our proposals for:

- temporarily working from another workplace;
- transferring to a different place of work;
- new mileage allowances;
- first aid allowances;
- sleeping-in duty allowances
- pay and grading;
- allowances not included in our package; and
- employee benefits.
- temporary higher duties

Temporarily working from another workplace

What we propose

We expect employees to travel to any place of work within Fife that is situated at an equivalent or lesser distance from their home than their normal place of work without any extra payment.

If they have to travel to a new workplace that is further away from their home than their normal workplace, they can claim some travelling expenses if they do not use one of our vehicles. If they have to travel to a new workplace that is further away from home than their normal place of work, they will be given an extra payment to compensate for their extra travelling time.

Why we are making these proposals

At present we do not have formal arrangements in place to compensate employees for:

- the time they spend travelling to a workplace other than their own normal workplace; or
- the extra costs of using their own vehicle.

We believe some Services have informal arrangements in place but these differ from Service to Service. We know of Services that:

- expect employees to report to and depart from the alternative base at normal start and finish times, with no compensation;
- count the full hours employees are away from home, less the time they take to travel to and from their normal workplace;
- operate a hybrid of these first two arrangements;
- pay a small sum for bus fares;
- allow claims to be made to the approved car user scheme;
- expect employees to travel to the alternative workplace without any financial compensation; or

- pay small sums for both time and expenses so employees can work a full day in the alternative workplace rather than lose the time spent travelling.

How this proposal will work

Employees who have to travel to a place of work further from home than their normal place of work and who use their own vehicle can claim out-of-pocket expenses and travel time compensation in line with the table below.

Extra miles travelled (measured one-way) when compared to normal home to workplace journey**	Travel Expenses# Daily payment	Travel Time Compensation Daily Payment	Total Daily Payment
Less than 5 miles	£0.70	£1.00	£1.70
Between 5 and 10 miles	£1.90	£2.50	£4.40
Between 10 and 15 miles	£3.20	£3.00	£6.20
Between 15 and 20 miles	£4.40	£4.00	£8.40
Between 20 and 25 miles	£5.70	£4.50	£10.20
Between 25 and 30 miles	£6.90	£5.00	£11.90
Between 30 and 35 miles	£8.20	£6.00	£14.20
Between 35 and 40 miles	£9.40	£6.50	£15.90
Over 40 miles	£10.70	£7.50	£18.20

** When compared to normal home to workplace travel

Travel expenses are not applicable where employees are provided with transport

Annual pay award increases will be applied to the above figures, although amounts will only be amended when cumulative changes amounts to 10pence.

THESE ALLOWANCES DO NOT APPLY TO EMPLOYEES THAT ARE CLAIMING CAR USER ALLOWANCES FOR THE JOURNEYS

Transferring to a different workplace

If employees have to change their normal place of work and have to pay more for travel as a result, we will pay them the costs of travelling to their new place of work by public transport for four years. If their normal place of work is changed during this time, we will recalculate their travel allowance.

Mileage allowances

We will pay the Inland Revenue non-profit rates to employees who are approved to use their car on council business. This is currently 40p per mile and reduces to 25p per mile after 10,000 miles. Employees can also claim an extra 5p per mile for every passenger in the vehicle.

Heads of Service can approve travel expenses for journeys outwith Fife. These will be based on the appropriate public transport rates.

Employees must hold appropriate licences and insurance for any journeys they make.

First aid allowance

The current First Aid allowance, which is awarded through the national conditions as an annual sum, will continue to be made. The sum will be reviewed in line with the national awards and will be paid to affected employees via a rationalised process.

Sleeping-in duty allowance

The current sleeping-in duty allowance arrangements and payments provided by the national conditions will apply.

Higher Duties Allowance

Employees who are required by their manager to undertake the duties of a higher graded job will be paid on the grade for that job, (normally, the minimum point or the first point which provides an increase in pay), from the date the higher duties are undertaken, provided that the higher duties are undertaken for a period of at least one working week. Where only some of the duties of the higher job are undertaken, the appropriate proportion of the difference between the employee's pay and the relevant point on the higher grade will be paid.

Higher duties allowances are not normally payable where the higher grade post holder is absent on normal holidays.

In circumstances where it is required for the higher duties to be undertaken immediately and fully in order to avoid service failure, the higher grade may be paid right away ie without the one week waiting period, for example where a squad is led by a driver and a member of the squad requires to take on the driver's duties to enable work to be done. In these circumstances, the employee will be treated for pay purposes as having been appointed to the higher post on a short term temporary basis.

Pay and grading

We will use the approved evaluation processes to determine the grades for all our single status posts.

We will provide annual pay awards in line with the nationally negotiated and agreed cost-of-living increases.

Employees will be able to move through our new grades in line with the conditions we have agreed, for example the length of their service and by demonstrating their competency.

Employees who want to appeal their individual post grades can use the locally agreed appeals process.

Other conditions

The proposals we set out in this document make up a complete package. Any existing allowances or additional payments or benefits which we have not covered in this paper will stop once these proposals have been discussed and finally agreed.

However, it has been agreed between the Council and the Trade Unions that, when a case can be made for specific allowances, these will be the subject of joint consideration by the Council and the Trade Unions as necessary.

Employee benefits

We intend to build on the employee benefits we already have in place and the policies we have agreed to promote good employment practices, personal development, work-life balance and a healthy and constructive working environment.

These policies and arrangements include:

- Final salary pension scheme
- Attendance management and sickness absence provision
- Occupational health Services
- Fair treatment at work
- Study leave and training support
- Scotland's health at work
- Maternity and paternity provisions
- Flexible working
- Good leave entitlements
- Discount schemes and salary sacrifice schemes, for example home computing

We now plan to:

- extend our flexible working (as we have outlined in this paper);
- introduce a health benefits scheme, including rehabilitation facilities;
- offer individual health checks;
- develop more salary sacrifice schemes, for example on childcare and for bicycles;
- offer leisure discounts, for example at our sports facilities;
- introduce concessionary benefits schemes to provide discounts on goods and services;

SCHEDULE 1

- offer retraining grants to employees who want to retrain for a new career; and
- give employees access to career and jobs advice and retraining opportunities.

It has also been agreed between the Council and the Trade Unions that preparation for retirement arrangements will be developed on a corporate basis to replace current arrangements which may apply in some areas.