

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

20th December 2006

**To: Chief Executives
Council Members
MSO/SSO**

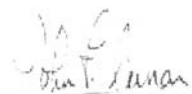
JOINT NEGOTIATING COUNCIL CIRCULAR NO. 132

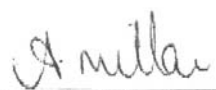
**Soulbury Committee Joint Education Services Circular No. 144– 31 July 2006
Structured Professional Assessments**

**Assistant Advisory Officers/Advisers/Senior Advisers
Senior Youth Officers/Youth Officers/Divisional Youth Officers
Educational Psychologists**

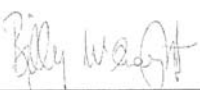
The Joint Secretaries of the Joint Negotiating Council for the Education and Library Boards have agreed JES Circular No 144 (copy attached for information) relating to the introduction of provision for a third Structured Professional Assessment point for staff on Soulbury scales. Please note that the necessary documentation to be completed by applicants is still under consideration.


Revised Appendix G to the Soulbury Report is also attached for information.


Management Side Secretary
J Curran


Trade Union Side Secretary
A Millar


Trade Union Side Secretary
L Kerr


Trade Union Side Secretary
B McCreight


Trade Union Side Secretary
A Mills

The Soulbury Committee

Inspectors, Organisers and Advisory Officers of Local Authorities

31 July 2006

Dear Sir/Madam

JOINT EDUCATION SERVICES CIRCULAR NO. 144

SOULBURY AGREEMENT

Structured Professional Assessments

1. At a recent meeting of the Soulbury Committee, agreement was reached on the introduction of provision for a third Structured Professional Assessment point for Soulbury Officers employed by local authorities.
2. It was agreed that the following criteria should apply to assessment for and award of the third SPA point:

“To qualify for the award of the 3rd SPA point, officers will:

- need to demonstrate that they have made an exceptional contribution to the development of the service over a sustained period, for instance in developing the Children’s Services agenda in the authority;
- be involved in a programme of CPD focused on the requirements of the service and the aspirations of the officers for their own professional development.

The award of a 3rd SPA point will not be made until at least 2 years after officers have achieved SPA point 2.”

3. This provision will be introduced into the Soulbury Report with effect from 1 September 2006.
4. Authorities will wish to consider the timetable for assessment and award of points in individual cases where officers meet these service requirements.
5. The criteria for award of a third SPA point are not based on any specific quota for its award. The criteria relating to the first two SPA points remain unaltered. A revised Appendix G to the Soulbury Report is attached.

Joint Working Party

6. Discussions on the issue of appropriate rates of payment for trainee educational psychologists employed by local authorities in the second and third years of the new three-year training route will continue in the Working Party in the autumn.
7. The Soulbury Committee has previously agreed that its Report should be updated to take account of national agreements and other relevant developments since the last 2003 edition of the Report was published. This process will also be included in the Joint Working Party discussions.

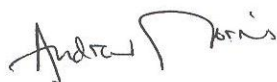
Pay rates effective from 1 September 2006

8. In JESC No.134 dated 23 December 2004 we notified authorities of agreed salary increases to cover the period from 1 September 2004 through to 31 August 2007. The final stage of this agreement was for an increase of 2.95% on all salary points from 1 September 2006, or the RPI rate for 1 April 2006 if higher.
9. Authorities are advised that the salary rates previously agreed and attached to JESC No.134 do not require any amendment and should therefore be implemented from 1 September 2006.

Yours sincerely



Mike Walker



Andrew Morris
Joint Secretaries

To: Chief Executives of County Councils and Metropolitan Districts and Unitary Authorities in England;
Chief Executives of London Boroughs;
Chief Executives of County Councils and County Borough Councils in Wales;
(Copy enclosed for Treasurers)
Directors of Children's Services/Directors of Education of County Councils, Metropolitan Districts and Unitary Authorities in England;
Directors of Children's Services/Directors of Education of London Boroughs;
Directors of Children's Services/Directors of Education of County Councils and County Borough Councils in Wales;
Members of the Soulbury Committee
Subscribers

Appendix G

STRUCTURED PROFESSIONAL ASSESSMENTS

1. The Soulbury Committee has reached agreement to introduce local assessments to recognise the contribution of Soulbury Officers to the authority's role in raising standards in schools, improving involvement of young people in community activities and the promotion of child development and learning. This agreement provides a framework for local decisions relating to an assessment of the officer's contribution.
2. The Committee recognises that arrangements for the assessment of Soulbury Officers' contributions will have been designed locally. The Committee does not want to introduce new arrangements but will consider providing an outline of good practice on local procedures if this is required. The Committee has agreed that all local procedures will need to provide for reviews in cases where officers believe they have grounds to challenge a local assessment.
3. The key aim is arrangements that provide for a structured assessment by the Director of Children's Services of the officer's contribution. Local arrangements will need to provide for:
 - The opportunity for officers to apply to their Director of Children's Services after four years' continuous Soulbury service with one or more local authorities. In normal circumstances, this would be after not less than two years in the current post. Directors of Children's Services can consider applications before the four years, in exceptional cases. A new local assessment will not be necessary where a local review has already taken place.
 - Assessments will be based on the officer's contribution over the relevant period.
 - Local assessments need to be based on the range of duties and responsibilities and achievements against targets and objectives for the post. This assessment of the overall contribution will need to take account of the following for the first level:
 - Development – Officers must show that they are fully informed of the developments in their area of specialism.
 - Developing the services – Officers must make a recognised contribution to the policy, planning and meeting of performance targets for their authority.
 - Improving standards – Officers must make an identified contribution to the improvement and evaluation of service delivery across all appropriate aspects of the authority's functions.
 - Management and Administration – Officers must manage and assess resources to provide efficient delivery of services.

- Equal opportunities – Officers must contribute to the development of the authority’s policies in improving access to their services and in raising achievement levels for their local communities.
- For the second level, officers’ contributions will need to be based on showing that they have made a sustained contribution to the efficiency and effectiveness of the service.
- To qualify for the award of the 3rd SPA point, officers will:
 - need to demonstrate that they have made an exceptional contribution to the development of the service over a sustained period, for instance in developing the Children’s Services agenda in the authority; and
 - be involved in a programme of CPD focused on the requirements of the service and the aspirations of the officers for their own professional development.
- The award of a 3rd SPA point will not be made until at least 2 years after officers have achieved SPA point 2.

Salary Rewards

4. Officers who have been assessed as achieving the first level will receive an additional pay point on the Soulbury spine. Those achieving the second level will receive a second point on the Soulbury spine. Those achieving the third level will receive a third point on the Soulbury spine. These additional points will extend normal scale maxima by up to three points.