

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

17 July 2007

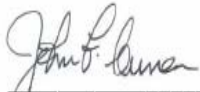
**To: Chief Executives
Council Members
MSO/TUSO**

Joint Negotiating Council Circular No. 139

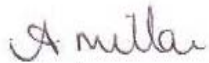
Joint Education Services Circular No 150 Review of Pay Structure

The Joint Secretaries of the Joint Negotiating Council for Education and Library Boards have examined JES Circular No 150 and have agreed that it be issued as a JNC circular.

A copy of JES Circular No 150 is attached as an appendix to this circular.



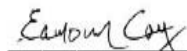
Management Side Secretary
J Curran



Trade Union Side Secretary
A Millar



Trade Union Side Secretary
L Kerr



Trade Union Side Secretary
E Coy



Trade Union Side Secretary
A Mills

Joint Negotiating Committee for Youth and Community Workers

7 June 2007

Dear Colleague

Joint Education Services Circular No. 150 Review of New Pay Structure

The Joint Negotiating Committee for Youth and Community Workers (JNC) formally implemented a new pay structure on 1 April 2005. The new structure formed part of the 2003-04 pay agreement and included a review one year after implementation. The objective of the review was to address any key issues or anomalies that have arisen since implementation. The JNC has recently undertaken this review following consultation on the new structure. The following gives details of the review agreements:

Time Off In Lieu (TOIL)

The JNC has agreed to implement a new JNC best practice policy on TOIL with effect from **1 April 2009**. Consultation on the policy will begin in due course and the Staff Side paper "Flexible Working Arrangements and TOIL for Youth Workers" will be used for the consultation exercise.

Pay Protection

The JNC recognises that the pay protection element under the 2003-04 agreement needs to have an end date. The JNC has therefore agreed that pay protection under the new pay structure will cease from **1 April 2009**.

Levels 1 and 2, Youth and Community Support Worker Range

In order to facilitate a more straightforward scale, Levels 1 and 2 have been deleted from the Youth and Community Support Worker Range. This Range now has one long scale rather than two separate scales. Employers should continue to place employees on the appropriate point of the scale, according to the level of duties and responsibilities e.g. employees in an assisting role would be placed at the lower end of the scale e.g. 1-4, 2-5 etc. Employees with a higher level of duties and responsibilities e.g. workers in charge would naturally be placed higher up the scale.

The JNC documents "Guidance on Allocation to Ranges" and "Linking Skills, Competencies and Qualifications within the JNC Framework" have been amended and are attached (Appendices 1 and 2). Also attached is the Youth and Community Support Worker Range pay scale with the two levels deleted (Appendix 3).

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JNC Report, Appendix 1, Paragraph 18

Appendix 1 of the JNC Report "Guidance on the 2003-04 JNC Agreement and Review of the National Pay and Grading Framework", paragraph 18, final sentence of bullet point 2 has been amended as follows:

"Employees will be line managed by professional youth and community workers or where appropriate, senior youth support workers in charge of youth projects."

This amendment corrects an anomaly as youth and community support worker duties includes first line management responsibilities.

Probation and Induction

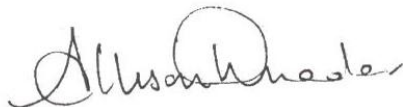
The JNC has agreed that youth and community workers' probation will now be subject to local provisions. An updated copy of the JNC Report's probation and induction section is attached (Appendix 4). The good practice guidance on probation which is found at Appendix III of the JNC Report remains unchanged.

Professional Range – Deletion of Points

The Staff Side has proposed the deletion of at least two points on the bottom of the Professional Range. The Employers' Side have agreed to consult authorities on this proposal.

Please contact your respective Employer or Staff Side Secretariats if you have any queries on the above.

Yours sincerely



Allison Wheeler
For Employers' Side Secretary



Doug Nicholls
Staff Side Secretary

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

**JOINT NEGOTIATING COMMITTEE
FOR YOUTH AND COMMUNITY WORKERS**

GUIDANCE ON ALLOCATION TO RANGES

This guidance aims to assist local discussions on criteria for allocating workers to particular salary range. It needs to be received in conjunction with guidance of competencies and qualifications within the JNC Framework.

**YOUTH AND COMMUNITY SUPPORT WORKER RANGE
(11 x 4 point scales)**

Youth and Community Support Worker – Assisting Role

The grades at the lower end of this range are used for staff appointed in an assisting role, undertaking duties under direction and where independent action will be limited.

Example of Key Duties:

- Working directly with young people to develop their social education by providing programmes of activities, services and facilities;
- Establishing contact with and guiding young people as part of local programmes;
- Assisting in the provision of advice and support to local community groups and agencies;
- Assisting in the motivation, retention, developing and support of staff and volunteers;
- Assisting with service development by contributing to planning, delivery and monitoring of local provisions;
- Day to day administration to ensure smooth running of services;
- Implementing equal opportunities policies.

Youth and Community Support Worker

This level is for staff who deliver operational youth and community support work in local and area projects. Youth and community support workers will receive strategic leadership and operational guidance from professional youth and community workers.

Example of Key Duties:

- Working directly with young people to develop their social education by providing programmes of activities, services and facilities;
- Establishing contact with and guiding young people as part of local programmes;
- Providing advice and support to local community groups and agencies;
- Assisting in the motivation, retention, developing and support of staff and volunteers;
- Contributing to service development by planning, delivering and monitoring of local provisions;
- Implementing equal opportunities policies.
- Establishing and maintaining relationships with young people and community groups;
- Maintaining quality of service provision including giving directions to other workers;
- First line management responsibility for workers and volunteers, including recruiting, developing and initial disciplining of staff;
- Initiating and monitoring developments of services, particularly with other agencies;
- Performing and ensuring the discharge of administrative duties (including budget control, records keeping and health and safety).

Professional Range (17 x 4 point scales)

This level provides the salary grades for professional youth and community workers who carry strategic and operational responsibilities for service delivery and development.

Example of Key Duties:

- Performing all the duties for youth and community support workers;
- Managing and developing a range of services;
- Managing and developing staff and facilities;
- Working with other agencies to develop services across the community;
- Design, lead and implement a youth work curriculum;
- Leading project development and implementation.

Determination of Authorised Establishment

It is necessary for employing authorities and organisations to determine and approve an authorised establishment. In England for example, TYW sets the youth standard target as 1fte nationally qualified youth and community worker per 400 of 13 – 19 youth population. Authorised establishment will take account of a range of factors, including those outlined below:

- (a) The extent and variety of the facilities and services that the authority or organisation assess as needed to meet local needs; and
- (b) Deciding the number of workers who need to be present to provide the desired activities and facilities and to ensure the safety of those attending. In deciding this number of workers, regard has to be given to:
 - (i) the physical capacity of the club or centre;
 - (ii) any special activity/facilities (e.g., intermediate treatment, facilities for the young unemployed, hazardous pursuits requiring high staffing ratios etc.);
 - (iii) the people attending the club who have special needs (e.g., mentally or physically disabled).

The authorised establishment will thus comprise the number of posts necessary to execute the extent of activity currently authorised by the employer, whether expressed in terms of full time paid sessions, or part time paid or voluntary sessions. Additional voluntary sessions above the level of the authorised establishment are to be disregarded in assessing the grading of a particular post. It is, of course, possible for the mix of paid and voluntary sessions to be altered without necessarily affecting the overall level of the authorised establishment.

May 2007

**JOINT NEGOTIATING COMMITTEE
FOR YOUTH AND COMMUNITY WORKERS**
Guidance Developed Jointly with the Association of Principal Youth and
Community Officers

**LINKING SKILLS, COMPETENCIES AND QUALIFICATIONS WITHIN THE JNC
FRAMEWORK**

Introduction

The Joint Negotiating Committee for Youth and Community Workers (JNC), the Association of Principal Youth and Community Officers (APYCO) and the Principal Youth Officers Group (Wales) have a joint commitment to retain and develop JNC terms and conditions as the most appropriate to youth and community work. This guidance draws on the grading criteria within the JNC framework and the National Occupational Standards for Youth Work (PAULO 2001) in order to effectively link the skills and competencies required to fulfil a post with the JNC recognised higher education (HE) qualifications in youth and community work, and the youth support work qualifications in the National Qualifications Framework approved by the Qualifications and Curriculum Authority (QCA).

Linking the JNC framework and qualifications

The following table links the key grading criteria in the JNC framework with the criteria for determining levels within the NVQ/VRQ qualifications.

JNC FRAMEWORK	MINIMUM QUALIFICATION
<p>Youth and Community Support Worker Range This range provides the salary grades for youth and community support workers who deliver operational youth and community support work in local and area projects. Youth and community support workers will receive strategic leadership and operational guidance from professional youth and community workers.</p>	<p><u>Employer based induction</u> and introduction to youth work programmes followed by</p> <p><u>NVQ/VRQ Level 2 or Other Approved Courses:</u> Competence that involves the application of knowledge and skills in a significant range of varied work activities in a range of contexts. Some of the activities are complex or non-routine and there is some individual responsibility.</p> <p><u>NVQ/VRQ Level 3 or Other Approved Courses:</u> Competence that involves the application of knowledge and skills in a broad range of varied work activities performed in a wide variety of contexts. Most of these work activities are complex and non-routine, and involve some degree of responsibility and autonomy.</p>

<p>Professional Range This range provides the salary grades for professional youth and community workers who carry strategic and operational responsibility for service delivery, design and development.</p>	<p><u>Higher Education Diploma or Degree (or NVQ/VRQ equivalent)</u>: Competence which involves the application of knowledge and skills in a broad range of complex, technical or professional work activities performed in a wide variety of contexts, with a substantial degree of personal responsibility and autonomy.</p> <p><i>(A list of current recognised courses can be accessed via www.nya.org.uk)</i></p>
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The key concept here is that a post holder appointed to a particular range must be able to demonstrate that they can deliver to the appropriate national occupational standards.

Recognised Qualifications

The National Youth Agency (NYA) through their Education and Training Standards Committee (ETS), the Wales ETS and the North/South ETS of Ireland operate a process of professional validation of Higher Education (HE) diploma and degree courses approved by the JNC as conferring professionally qualified status in youth and community work. The current list of approved courses is an annex to the latest JNC Report.

The NYA ETS committee also endorses NVQ/VRQS within the National Qualifications Framework as appropriate levels of qualification for youth and community support workers. The current list of approved courses is in the latest JNC Report.

Conclusion

The adoption of this framework makes effective use of the Level 2 and 3 NVQ/VRQ qualifications in youth and community support work and it enables staff to see the value in achieving them and higher level qualifications.

Employers will need to take care in drawing up job descriptions to ensure that the skills and expertise required of workers match the requirements of the national occupational standards for each level of qualification.

May 2007

JOINT NEGOTIATING COMMITTEE FOR YOUTH AND COMMUNITY WORKERS**Youth and Community Support Worker Range**

Pay Points	w.e.f 1.9.05	w.e.f 1.9.06
1	12,918	13,299
2	13,458	13,854
3	13,995	14,409
4	14,538	14,967
5	15,081	15,525
6	15,618	16,080
7	16,164	16,641
8	16,707	17,199
9	17,397	17,910
10	17,937	18,465
11	18,807	19,362
12	19,662	20,241
13	20,541	21,147
14	21,450	22,083
15	22,074	22,725
16	22,722	23,391
17	23,358	24,048

Professional Range

Pay	w.e.f 1.9.05	w.e.f 1.9.06
11	18,807	19,362
12	19,662	20,241
13	20,541	21,147
14	21,450	22,083
15	22,074	22,725
16	22,722	23,391
17	23,358	24,048
18	24,003	24,711
19	24,639	25,365
20	25,275	26,022
21	25,995	26,763
22	26,808	27,600
23	27,603	28,416
24	28,398	29,235
25	29,199	30,060
26	30,003	30,888
27	30,804	31,713
28	31,614	32,547
29	32,421	33,378
30	33,225	34,206

LONDON AREA ALLOWANCES

	w.e.f 1.9.05	w.e.f 1.9.06
Inner	2,640	2,718
Outer	1,734	1,785
Fringe	675	696

12. Probation and Induction

12.1 All youth and community workers should be subject to the local employer's employment probation arrangements with an appropriate induction programme. Good practice guidance notes on probation can be found at Appendix VIII.

12.2 Induction in the First Year of Service

During the first year of service as a youth or community worker, the worker will need supervision and support from their employing organisation in order to undertake the duties and responsibilities of the post she/he has been appointed to.

The employing authority or organisation shall, during that first year of service, ensure that each worker is provided with an induction programme involving a combination of mentoring, support, monitoring and assessment. The inducted worker should receive proper support from a designated experienced member of staff and a professional review of progress at regular intervals throughout the induction period.

In any period of induction, the employer should explain in writing the arrangements for supervision, monitoring, support and for assessment at the end of the period.