

JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

30 March 2001

PW/PM

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

JOINT NEGOTIATING COUNCIL CIRCULAR NO. 55

Soulbury Committee Joint Education Services Circular No. 124 – 14 March 2001 Revised Salary Scales for Assistant Advisory Officers/Advisers/Senior Advisers

The Joint Secretaries of the Joint Negotiating Council for the Education and Library Boards have agreed to the implementation of the revised salary scales for posts in the Advisory Service with effect from 1 September 2000 and 1 September 2001.

The revised salary scales are as follows:-

Assistant Advisory Officers

Salary Scale	1.9.99	w.e.f 1.9.00	w.e.f. 1.9.01
	29,445	30,408	31,437
	30,276	31,275	32,334
	31,251	32,283	33,378
	32,094	33,177	34,314

Advisers

Salary Scale	1.9.99	w.e.f. 1.9.00	w.e.f. 1.9.01
	34,671	35,877	37,128
	35,505	36,744	38,025
	36,432	37,704	39,021
	37,272	38,577	39,918

(Cont'd/...)

Senior Advisers

Salary Scale	1.9.99	w.e.f. 1.9.00	w.e.f. 1.9.01
	37,272	38,577	39,918
	38,109	39,444	40,818
	38,940	40,302	41,700
	39,783	41,175	42,612

Appendix D – Structured Professional Assessments

The Soulbury Committee also agreed a framework to recognise the contribution of Soulbury officers through a structured professional assessment to be made locally. The Joint Negotiating Council will be giving further consideration to this aspect in due course.

A copy of the Soulbury Committee Joint Education Services Circular No. 124 is attached for information purposes.

The Soulbury Committee

Inspectors, Organisers and Advisory Officers of Local Education Authorities

14 March 2001

Dear Sir/Madam

JOINT EDUCATION SERVICES CIRCULAR NO. 124 SOULBURY AGREEMENT 2000/01

Introduction

1. Local education authorities will be aware that over the past six months the Soulbury Committee has been trying to draw together a package of pay conditions which would meet the concerns of both the Employers' Side and the Officers' Side relating to recruitment/retention and the effect of the new pay structure implemented for school teachers from 1 September 2000.

Increases in pay

2. Following protracted negotiations on 12 February 2001 agreement has now been reached on a two year pay settlement. This gives increases of no less than 3% on all salary points from 1 September 2000 and 1 September 2001. The Committee also agreed to additional targeted increases to particular parts of the pay structure. **The new salary rates are set out in Appendices A, B and C to this circular.**

London allowances

3. There has been agreement to increase London allowances by 3.5% from 1 September 2000 and by 3.5% from 1 September 2001.

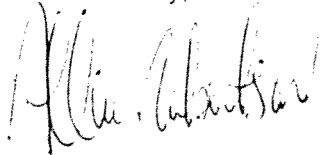
Structured professional assessments

4. The Soulbury Committee agreed a framework to recognise the contribution of Soulbury officers through a structured professional assessment to be made locally. **The national framework is set out in Appendix D.**

Youth and Community Service Officers: Job outlines

5. Attached as **Appendix E** are revised national job outlines for youth and community service officers.

Yours faithfully,



for Charles Nolda
Doug McAvoy
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 of all authorities in England and Wales;
Chief Education Officers/Directors of Education of County Councils, and Metropolitan Districts and Unitary Authorities in England;
Chief Education Officers/Directors of Education of London Boroughs;
Chief Education Officers/Director of Education of County Councils and County Borough Councils in Wales;
Members of the Joint Negotiating Committee;
Subscribers

APPENDIX A

SOULBURY ADVISERS/INSPECTORS

Spine Points	Salary from 1.9.99	Revised Salary from 1.9.00	Revised Salary from 1.9.01
1	24474	25209	26028
2	25299	26109	26958
3	26130	26964	27840
4	26958	27825	28728
5	27789	28683	29616
6	28620	29547	30507
7	29445	30408	31437
8	30276 *	31275 *	32334 *
9	31251	32283	33378
10	32094	33177	34314
11	32925	34053	35232
12	33753	34914	36123
13	34671 **	35877 **	37128 **
14	35505	36744	38025
15	36432	37704	39021
16	37272	38577	39918
17	38109	39444	40818
18	38940	40302	41700
19	39783	41175	42612
20	40617 ***	42048 ***	43515 ***
21	41460	42924	44430
22	42189	43686	45225
23	43029	44538	46098
24	43788	45312	46890
25	44586	46125	47727
26	45387	46938	48552
27	46191	47751	49389
28	46989	48573	50235
29	47790	49401	51090
30	48591	50223	51942
31	49386	51039	52785
32	50187	51867	53637
33	50997	52701	54498
34	51822	53547	55374
35	52647	54396	56250
36	53481	55266	57150
37	54315	56124	58038
38	55149	56985	58929
39	55983	57843	59814
40	56817	58704	60699
41	57651	59559	61584
42	58485	60420	62475
43	59319	61278	63360
44	60153	62139	64245
45	60987	63000	65136
46	61821	63861	66027
47	62655	64722	66915

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* normal minimum point for advisers/inspectors undertaking the full range of duties at this level (see paragraph 3.2 of the Soulbury Report)

** normal minimum point for senior advisers/inspectors undertaking the full range of duties at this level (see paragraph 3.3 of the Soulbury Report)

*** normal minimum point for the principal adviser/inspector undertaking the full range of duties at this level (see paragraph 3.5 of the Soulbury Report)

EDUCATIONAL PSYCHOLOGISTS

(A) MAINSCALE

	Salary from 1.9.99	Revised Salary from 1.9.00	Revised Salary from 1.9.01
1	24474	25281	26133
2	25299	26130	27009
3	26130	26988	27894
4	26958 *	27876 *	28839 *
5	27789	28740	29730
6	28620	29598	30621
7	29445	30456	31512
8	30276	31331	32421
9	31101	32190	33312
10	31938	33066	34233
11	32766 **	33921 **	35115 **
12	33591	34776	36003
13	34419	35628	36885
14	35247	36483	37764

* Minimum age 35 fully qualified

** Discretionary extension to main scale, (see paragraph 4.4 of the Soulbury Report)

SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS

(B) SALARY RANGE

		Salary from 1.9.99	Revised Salary from 1.9.00	Revised Salary from 1.9.01
	1	31938	33066	34233
	2	32766	33921	35115
	3	33591	34776	36003
	4	34419 *	35628 *	36885 *
	5	35247	36483	37764
	6	36081	37350	38658
	7	36912	38205	39543
	8	37740	39054	40416
	9	38565	39906	41295
	10	39402	40767	42183
	11	40227	41616	43053
	12	41061	42477	43941
	13	41886	43326	44820
	14	42720	44187	45711
	15	43545	45051	46614
Discretionary point	16	44370	45900	47493
Discretionary point	17	45195	46770	48405

Notes: Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* normal minimum point for the principal educational psychologist undertaking the full range of duties at this level (see paragraph 4.8 of the Soulbury Report).

ASSISTANT EDUCATIONAL PSYCHOLOGISTS

	Salary from 1.9.99	Revised Salary from 1.9.00	Revised Salary from 1.9.01
	20322	20931	21558
	21150	21786	22440
	21981	22641	23319
	22809	23493	24198

LONDON ALLOWANCES

	Salary from 1.9.99	Revised Salary from 1.9.00	Revised Salary from 1.9.01
Inner London	2184	2259	2337
Outer London	1437	1488	1539
Fringe	555	576	597

YOUTH AND COMMUNITY OFFICERS

APPENDIX C

	Spine Points	Salary from 1.9.99	Revised Salary from 1.9.00	Revised Salary from 1.9.01
	1	25299	26118	26997
	2	26130	26973	27879
	3	26958	27825	28761
	4	27789 *	28698 *	29664 *
	5	28620	29574	30579
	6	29445	30435	31473
	7	30276 *	31308 **	32385 **
	8	31251	32313	33426
	9	32094	33189	34335
	10	32925	34053	35232
	11	33753	34914	36120
	12	34587	35775	37008
	13	35418	36630	37890
	14	36258	37494	38784
Discretionary point	15	37098	38361	39678
Discretionary point	16	37938	39228	40575

The minimum Youth and Community Service Officers' Scale is 4 points.

Other salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.3.1 of the Soulbury Report).

** normal minimum point for the principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.4.2 of the Soulbury Report).

SOULBURY COMMITTEE AGREEMENT

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 which provide for a structured assessment by the Chief Education Officer of the officer's contribution. Local arrangements will need to provide for:
 - The opportunity for officers to apply to their Chief Education Officer after four years' Soulbury service with that authority. In normal circumstances, this would be after not less than 2 years in the current post. CEOs 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 four-year period. This will be at two levels.
 - 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.

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. The first point will be paid from 1 May 2001. Any second point will be paid from 1 September 2001. These additional points will extend normal scale maxima by up to 2 points.

Further work to be undertaken by the Soulbury Committee

5. The Soulbury Committee has agreed to undertake an assessment of the range of factors that affect recruitment and retention of Soulbury officers. Both sides will be able to put forward relevant issues. The Committee has agreed to assess the use of discretionary points within the existing structure. It is recognised that the effects of developments in the pay structure of teachers and other relevant groups will need to form part of this assessment. The outcome of the assessment will be reported to the Soulbury Committee by the end of September 2001.

APPENDIX E

PROPOSED REVISED NATIONAL JOB OUTLINES: YOUTH AND COMMUNITY SERVICE OFFICERS

General

1. Youth and community service officers are concerned with securing provisions to meet the personal development needs of young people through formal and informal education, including the development of the Connexions service, and may be concerned with meeting the educational, social and cultural needs of people of all ages.
2. The Soulbury Committee has established a salary range for youth and community service officers for local authorities to use in determining their organisational structure to meet the service needs in their area.
3. Appendix C of the Soulbury Report ("The Blue Book") is a statement agreed by the Soulbury Committee on the youth and community service officers. Salary scales should consist of not more than four consecutive points from the range.
4. The local authority has discretion to extend local scales for all categories of youth officer by up to two discretionary points on the basis of the criteria set out in Appendix G of the Soulbury Report ("The Blue Book").

Youth and Community Service Officers

5. The managerial and professional responsibilities of a youth and community service officer may include:
 - advice to the local authority and its officers, management bodies, heads of establishments, salaried and voluntary workers and teachers concerned with youth and community work to meet the needs of individuals and groups on the following:
 - the implementation of the Government's Connexions service;
 - the organisation of groups and projects;
 - the safety and safe use of facilities and equipment;
 - the quality of service provided and approaches to improving the service
 - the appointment, training, supervision, induction, management and assessment of staff and volunteers.
 - the preparation of budgets and co-ordination of responses to administrative and management requirements, including the administration of grant schemes and grant;
 - the promotion of individual and group interests and promotion of their participation in schemes and projects.
6. He/she may be concerned with all youth and community service activities in a geographical part of the area and/or with one or more specialist activities.

Senior Youth and Community Service Officers

7. These posts carry substantial managerial and/or professional responsibilities over and above those of youth and community service officers. The particular duties and responsibilities of

officers in the senior range will be determined by the job description. This may include responsibility for the work of a group of youth and community officers; responsibility for management functions such as the appointment, supervision, development of staff in the youth and community service; designing and developing areas of the youth and community work curriculum.

8. The scale for senior youth and community service officers undertaking the full range of duties at this level should not normally have a minimum lower than point 4 of the youth officers' salary range set out in appendix F of the Soulbury Report ("The Blue Book").

Principal Youth and Community Service Officers

9. These are posts which carry managerial and professional responsibility for the running of the youth and community services in an authority. This will include day to day control of the service and giving appropriate advice on the operation, development and other needs of the service.
10. The scale for the principal youth and community officer undertaking the full range of duties at this level should not normally have a minimum lower than point 7 of the youth officers' salary range set out in Appendix F of the Soulbury Report ("The Blue Book") .