

London Borough of Bexley - Local Collective Agreement on Terms and Conditions of Service 2022

Introduction

1. This local agreement (“the Agreement” or “this Agreement”) is made between (1) the London Borough of Bexley of Civic Offices, 2 Watling Street, Bexleyheath, Kent DA6 7AT (“the Council”) and (2) the Trade Unions (“the Trade Unions”) recognised for collective bargaining purposes in relation to the National Joint Council for Local Government Services and Greater London Provincial Council and other local bargaining arrangements. The Council and the Trade Unions shall together be referred to as “the Parties”.
2. The Trade Unions referred to in clause 1 above are UNISON, GMB and UNITE the Union.
3. By collective agreement made between the Parties in April 2011 the Council extended a revised appraisal and performance related pay scheme to all its staff employed under the National Joint Council for Local Government Services.
4. The Council wishes to replace its Appraisal and PRP Scheme and has discussed the new scheme and its reasons for seeking agreement with the Trade Unions.
5. The Council through its General Purposes and Audit Committee on 27 July 2021 resolved to:
 - a. agree in principle the adoption of the Performance, Wellbeing and Development Scheme presented to the Committee;
 - b. agree in principle that the pay award for Hay staff should be determined by the National Joint Committee for Local Government Services and the Greater London Provincial Council but be effective from 1 July each year;
 - c. note that agreement and implementation of the revised Performance, Wellbeing and Development Scheme and alignment of the Hay Pay award with the NJC award is subject to the conclusion of a collective agreement with the Trade Unions;
 - d. authorise the Deputy Director Corporate Services to finalise and implement the revised terms and conditions in consultation with the Chairman of that Committee.
6. The Trade Unions, having consulted their members through ballots, have agreed to enter into this Agreement with the Council.
7. This Agreement sets out the matters upon which agreement has been reached through collective bargaining. The Parties agree that the Agreement is a Collective Agreement for the purpose of sections 178 and 179 of the Trade Union and Labour Relations (Consolidation) Act 1992. The Parties intend that the Agreement shall form a legally enforceable contract.

Scope

8. The provisions of the Agreement apply to all employees of the Council employed under the NJC for Local Authority Services including Community Schools at which the London Borough of Bexley is the employer unless otherwise stated. The Governing bodies of Schools, where the Council is not the employer, will determine whether to implement these provisions within their establishment.

Effective Date

9. The terms of the Agreement will be effective immediately on signing by all the Parties of this Agreement. For the avoidance of doubt, the provisions relating to the Performance, Wellbeing and Development Scheme (“the Scheme”) will be applied for appraisal year 1 April 2021 to 31 March 2022 with any incremental award applied on 1 August 2022. The provisions relating to the annual pay award will be applied from 1 July 2021.

New Performance, Wellbeing and Development Scheme

10. The Parties agree that the Scheme attached at Appendix 1 (“the Scheme”) will be implemented with immediate effect including for the appraisal year 1 April 2021 – 31 March 2022, an amended proforma will be put in place for community schools in consultation with the unions so that it fits to school structures. This Scheme will replace the PRP and Appraisal scheme. The implementation date for an incremental award will remain as 1 August in the following appraisal year.

Annual Pay Award

11. The Parties agree that:
- a. With effect from 1 July 2021 the Council will apply the annual pay award agreed by the Greater London Provincial Council to implement any agreement made by the National Joint Council for Local Authorities;
 - b. The effective date of any award for Hay graded staff (that is those on Bexley Grade 10 to 27 and the special grades established for valuers, legal services and children’s social care) will remain 1 July each year.

Review and revisions to the Scheme

12. The Parties agree that the operation of the Scheme will be monitored and reviewed and that the Scheme documentation may be revised in consultation with the Trade Unions.

We, the undersigned, agree this collective agreement. The changes agreed and detailed above will, by virtue of this agreement, be incorporated into individual contracts of employment with immediate effect:

Signed:



Date: 09 March 2022

Director of Finance and Corporate Services

Signed:



Date: 09 March 2022

Deputy Director Corporate Services

Signed:



Date: 01/03/2022

Nicholas Turnbull, Regional Organiser, Unison

Signed:



Date: 01/03/2022

Branch Secretary/Regional Officer, GMB

Signed: Guy Langston/ Regional Officer Unite

Date: 01/03/2022

Regional Industrial Organiser, Unite

London Borough of Bexley Performance, Wellbeing and Development Scheme

How to use the Appraisal Record

This form is designed to help prepare for regular management conversations/supervision and as the final appraisal record. This form is also used to assess at the end of year appraisal whether the employee should be awarded an increment (up to the relevant maximum spinal point). This form can be completed, saved and shared before each conversation takes place and then discussed by the employee and line manager at an appraisal meeting. Comments can then be added before final input by the manager.

This form should be completed ahead of the conversation/appraisal to help structure the meeting and an updated record can be kept of the discussion and any agreed actions/timescales. Final appraisals should take place to conclude the previous appraisal year ideally in April/May so that final sign off can be completed in July before the overall recommendations are considered by Directorate and Corporate Leadership Teams. A copy of the form should be held securely and available to be viewed by the HR Service or the Senior/Corporate Leadership Team.

Employees will need to achieve an overall rating of 3 or 4 in order to qualify for incremental progression. If any area of the assessment is rated 1 or 2 then an overall rating of 3 or 4 cannot be achieved. Where increments are agreed they will be effective from 1 August in the following appraisal year.

Section 1 General comments and reflections

In this section an overview can be provided which might summarise the following areas:

- How has the period gone since the last meeting?
- Delivery of key objectives
- Behaviour and attitude
- Key achievements
- Key challenges
- Steps taken or planned to address challenges
- General comments
- Examples where performance has achieved/exceeded expectations

Section 2 Progress on Objectives

Objectives should be set in March for the coming year. This Section should set out objectives for the next 12 months. All objectives must be SMART (Specific, Measurable, Achievable, Relevant and Timely).

Both the manager and employee should comment on what progress has been achieved and any actions that are required. The following questions might be considered:

- Delivery of objectives and achievements should be regularly monitored through the management conversation with a final concluding summary on the achievement of all objectives.
- In most cases objectives should be between 3 and 5
- Each objective will ideally be broken down into key actions with likely timescales.
- Agreed objectives should be recorded and any previously agreed objectives reviewed.
- Consider whether the objectives remain relevant or do they need adjusting?

- Is delivery against the objectives on track, or are there any obstacles/challenges and how might they be overcome?
- An objective about improving and delivering excellent standards of customer service to residents and improving processes through the use of ICT and digital channels should be included.
- Can great performance be evidenced and has the employee “gone the extra “mile”?
- What ideas for improvement has the individual thought about?

Objectives may also need updating to take account of changing priorities or circumstances. In addition to these objectives there is an expectation that the general requirements and duties of the role are met.

An assessment should be made of the performance using the rating definitions, taking into consideration performance against all the objectives.

Section 3 Assessment of behaviour and attitude

This Section is about how the employee does their role, how they build relationships and demonstrate the values and behaviours that the Council supports and promotes.

The following might be useful prompts for the discussion:

- How are relationships within the team, can the individual give any examples where they are creating or contributing to a great team environment?
- Does the individual receive good feedback about how they interact with colleagues, service users etc?
- Does the employee embrace and promote the Council’s values on equality, diversity and inclusion in all aspects of their work and behaviours?
- Has the individual received negative feedback and what steps have been taken to work collaboratively to remedy this?
- Has the individual identified or recognised behaviours or attitudes that need addressing in a constructive way and how was this achieved?
- Can the individual give an example of where they have witnessed a great example of expected behaviour or attitude and what did they learn?

When rating behaviour and attitude the expectations are as follows:

4. Exceeded - behaviour and attitude have been excellent throughout the appraisal year and individual has provided credible evidence that they have consistently “gone the extra mile” to the benefit of the team/service and wider Council. The individual creates a great team environment for colleagues and is a role model for other Council colleagues

3. Met - Behaviour and attitude are good. Some examples where the individual has “gone the extra mile”. The individual contributes regularly to creating a good team environment but could be more proactive in helping to develop team relationships.

2. Part Met - there are some concerns regarding behaviour and attitude and improvements are required. Individual does not regularly “go the extra mile” and needs to be more proactive. The individual does not sufficiently contribute to creating/maintaining a good team environment and needs to find ways of addressing this shortfall.

1. Not met – there are significant concerns regarding to behaviour and attitude. The individual is not able to evidence “going the extra mile” and these concerns need to be addressed. The individual does not contribute to creating/maintaining a good team environment and these concerns need to be addressed.

Section 4 Compliance: meeting all Council requirements and statutory obligations

This Section is about whether the employee has completed the actions required such as mandatory training, risk assessments etc. It should be evidenced by documentation or review of records.

If any requirements are outstanding the highest rating possible on this element is 2. The following areas should include but not be limited to the following:

- Have all Evolve mandatory modules been completed? Y/N
- If No, what is outstanding, are there any obstacles and what are the timescales
- Set a target for delivery
- Have all statutory/other requirements been completed? Y/N
- List DSE, Covid assessments and other MyView requirements
- Are there any there any performance issues, what are they and what action will be taken to address

For employees who are managers there are additional requirements to be considered including:

- Are budget forecasts updated in line with the budget monitoring timetable? Is income and expenditure in line with the agreed budget? What mitigating actions are in place to resolve adverse variances?
- Have all absences been recorded for the team?
- Has there been any data breaches and if so are they recorded and has there been learning from the event?
- Are there any FOI/complaints in the system and have the timescales been achieved?
- Are there any authorisations outstanding within the MyView system?
- How are the rest of the team performing and are there any performance concerns emerging
 - if so what is the plan to address the concerns?
- Has the manager undertaken all regular supervisions for their team members and are they recorded?
- Has the manager taken all reasonable steps to ensure staff within their remit have completed all their required actions?

Section 5 Overall rating and summary

The Manager should include an overall rating and summarise the reasons for this rating. If any of the elements are rated at 1 or 2, the overall rating cannot exceed 2.

Each rated element and a summary must be input into MyView by the manager which will then be reviewed and agreed by the Grandparent.

Section 6 Health and Wellbeing

Every performance conversation should include a discussion of the employee’s health and wellbeing to identify and address any concerns that might be raised. The employee should be encouraged to share their

thoughts but may chose not to. Advice is available from HR to respond to any concerns raised. This element is not rated.

- Are there any health and wellbeing concerns?
- Is the individual achieving a work-life balance and if not, what concerns are there?
- What level of annual leave is outstanding and is there a plan for regularly taking leave throughout the leave year?
- Has the individual had any unplanned absence and if so is any additional support needed?

A range of support is also available from the Employee Assistance Programme - details can be found on Bexley's Intranet site B:HIVE.

Section 7. Training and Development

Every performance conversation should include a discussion of the employee's training and development. This should include general training, professional training and any CPD that is necessary for the role. It should also consider how the employee can be supported to develop their career. This element is not rated but may feed into the assessment around objectives.

- What development is needed, what are the timescales and what milestones are there (if any)?
- If development has been undertaken, what was the impact on performance?
- Specifically, what development is required in the use of ICT and business systems?

Performance, Wellbeing and Development Scheme - Appraisal/Supervision Record

Date of this conversation:

Date next conversation scheduled:

Section 1: General Comments and reflections

Employee's comments

Manager's comments

Section 2: Progress on Objectives

Objective 1 – Insert a brief summary of your objective

Target completion date

Please describe up to 3 key actions and deadlines to help you meet this objective

Objective 2 – Insert a brief summary of your objective

Target completion date

Please describe up to 3 key actions and deadlines to help you meet this objective

Objective 3 – Insert a brief summary of your objective

Target completion date

Please describe up to 3 key actions and deadlines to help you meet this objective

Assessment of performance against Objectives

- 4 Exceeded - achieved and exceeded all parts of required objective to an excellent standard
- 3 Met - achieved all objectives which have been met to a good standard
- 2 Part met - met some of the objectives, further development required in some areas
- 1 Not met – objectives have not been met, significant development is required

Employee's Self-Assessment against rating

Manager's Rating (summarise any follow up actions, timescales and/or development):

Section 3 Assessment of behaviour and attitude

Consideration should be given here to the individual's behaviour and attitude. Consideration should include but not be limited to:

- How are relationships within the team, give any examples of creating or contributing to a great team environment
- Is good feedback about how you interact with colleagues, service users etc. regularly received
- Does the employee embrace and promote the Council's values on equality, diversity and inclusion in all aspects of their work and behaviours
- Has any negative feedback been received and what steps have been taken to work collaboratively to resolve
- Have behaviours or attitudes been identified that need addressing in a constructive way and how was this achieved
- Provide example(s) of great behaviour or attitude and what has been learned

Employee's comments

Manager's comments

Rating:

- 4 Exceeded - achieved and exceeded to an excellent standard
- 3 Met - achieved met to a good standard
- 2 Part met - further development required
- 1 Not met - not been met and significant development is required

Behaviour and Attitude – summarise and follow up actions and/or development including timescales:

Section 4 Compliance meeting all Council requirements/statutory obligations

This Section is about whether the employee has completed the actions required such as mandatory training, risk assessments etc. It should be evidenced by documentation or review of records.

Employee's comments

Manager's comments

Rating - summarise any outstanding actions and/or development and timescales:

Section 5 Overall rating and summary

Objectives:

Behaviour and attitude:

Compliance:

Overall Rating

*for Managers the rating should include the additional manager compliance requirements

Manager's summary:

*The individual will need to achieve ratings of 3 and 4 on all areas of the assessment to qualify for an incremental/recognition award (e.g., Stars award) at the end of year assessment

6. Health and Wellbeing

Summarise any outstanding actions and timescales:

Please take care when recording any sensitive information here

7. Training and Development

Summarise any outstanding actions and timescales:

Employee's signature:

Date:

Manager's signature:

Date: