

Status: For Discussion

Agenda Item No:

John Wheatley College

Board of Management

Personnel and Staffing Committee

Further Education Development and Role Analysis (FEDRA) - Outcome

Report by Principal

1.0 Introduction

Members will be aware that the College's Equal Pay Action Plan contains a commitment to review objectively its current remuneration of posts. As part of this commitment it was agreed that the College would re-evaluate all roles, including senior management using the Further Education Development and Role Analysis (FEDRA) system. The FEDRA system solely considers remuneration in respect of the role. It is recognised that pay includes pensions, discretionary bonuses or allowances, sick pay as well as other additional benefits. The College does not pay discretionary bonuses and allowances with respect to sick pay and other additional benefits. The College's systems are applied systematically regardless of gender.

The purpose of this report is to apprise members of the Personnel and Staffing Committee on the outcome to the College's job evaluation exercise using FEDRA. The main anomalies highlighted by the process, the proposals about how these might be resolved and the potential cost implications for the College are outlined in appendix 1. The information contained in the appendix to this report contains personal sensitive data and it will not be placed in the public domain, it is non disclosable information under the Freedom of Information (Scotland) Act 2002.

2.0 Outcome of FEDRA

A total of 66 roles were evaluated using the FEDRA system. The outcome of the evaluation process demonstrates the hierarchical structure of roles within the College. The FEDRA scores have been used to produce a proposed grading structure this will encompass a range of scores. The grade structure has been split into Support Grade 1 – 8; Academic Grade 1 – 4 and

Management Grade 1 – 5, appendices 2 - 12. The individual scores for roles and existing scale points have not been included in this report as it is personal sensitive data and is non disclosable information under the Freedom of Information (Scotland) Act 2002. The College's existing scale points have been allocated into the new proposed grades. It is recommended that the College's existing scale points remain in place. It should be noted that there may be slight differences in the FEDRA score and the existing scale points. It is for the College to decide if it wishes to address these slight differences.

There is an excellent correlation between the College's existing hierarchical structures and the scores produced by the FEDRA system with 62 of the 66 roles transferring relatively neatly into the proposed new structure however there are a few anomalies as outlined in appendix 1.

2.1 Principles for Implementation

The College had initially agreed to consider the possibility of developing roles to fit the level of remuneration should FEDRA demonstrate that the role was receiving a higher level of remuneration than other posts at the same level. However, it is difficult for the College to develop roles for a number of reasons, which include:

- if the role has been part of the College's structure for some considerable time;
- it might be difficult to develop and grow the role at a time when public spending has been reduced and the College is expected to do more with less resources; and
- any additional responsibilities added to this role may mean removing responsibilities from other roles which in turn might have implications for the remuneration level.

2.2 Support Staff Group/Management

The College is required to consider action in relation to the roles which were highlighted as being anomalies during the process.

Members will note that appendix 1 identifies four posts which require action. One post currently scores lower than other posts at that level and will require the remuneration for that post to be increased. Two roles currently score higher than other posts and the remuneration level requires to be decreased. One role requires to be monitored over a period of 18 months at which point it would be re-evaluated.

Members will be aware that the College plans to undertake a review of its management, academic and support staff structures during session 2010/11. The College will re-evaluate posts if appropriate after the restructuring exercise is complete using the outcome of FEDRA as a base line for the re-evaluation.

2.2 Academic Staff Group

The academic staff group do not require any adjustment. It is for the College to decide if they wish to keep the academic grading structure separate from the support staff grading structure. If so the College would continue to operate two salary structures.

In relation to this staff group however two areas require attention and these are detailed in appendix 1.

2.3 Human Resources and Payroll

Members will be aware that the roles within the Human Resources and Payroll Section were evaluated and scored by the external consultant from Educational Competencies Consortium, Ltd. These roles also fit neatly into the proposed grading structure. There will be no salary adjustments (either up or down) as a consequence of the implementing FEDRA in relation to these roles.

3.0 Feedback to Staff

The second stage of the process is to provide feedback to individual staff about the outcome of the evaluation or the role. The method of how best this information should be communicated to staff was discussed and agreed with members of the College's Joint Consultative Committee on 14 January 2011. Each staff member will receive written confirmation about their score and how this relates to the new proposed grading structure. Those staff who have experienced a change in their remuneration level as a result of the process will be informed on a one-to-one basis. Staff will also be advised of the appeals process.

4.0 Appeals Process

The College has developed and agreed an appeals process in consultation with representatives of the College's recognised Trade Unions and Professional Association. A paper outlining proposals for an appeals process was discussed and agreed at an ad hoc meeting of the Joint Consultative Committee on 14 January 2011.

5.0 Next Stages

In order to progress FEDRA, and finalise its implementation, the following stages have been put in place. These include:

- staff will be issued with the outcome of FEDRA in relation to the role they hold and the agreed appeals process by the end of January 2011;
- all appeals will be heard by 30 June 2011; and
- if necessary, posts will be re-evaluated after the College finalises its restructuring/reshaping exercise in relation to roles which may be affected by the process. The College will use the information produced by FEDRA as a base line for the re-evaluation.

It is anticipated that FEDRA will be fully implemented and concluded by the end of academic session 2010/11.

6.0 Recommendations

Members of the Personnel and Staffing Committee are recommended to note the contents of the Human Resources Manager's report and its appendices.

7.0 Further Information

Members can obtain further information in respect of this report from Doreen M Sneddon, Alex Kirk, Depute Principal or the Principal.