



Meeting of Forth Estuary Transport Authority

25 February 2011

Amendments to Policies, Procedures and Guidelines; Standing Orders and the Scheme of Delegation. Pay Modernisation and Harmonisation of Conditions of Service

1 Purpose of Report

- 1.1 The purpose of this report is to provide members with information on proposals to commence a programme of work to update or amend the Authority's Policies, Procedures and Guidelines; Standing Orders and the Scheme of Delegation. In addition, to introduce the proposal to modernise pay and harmonise employees conditions of service.

2 Background

- 2.1 Since tolls were abolished, there has been an awareness of a need to update and amend the Authority's Policies, Procedures and Guidelines; Standing Orders and the Scheme of Delegation. There is also recognition that pay modernisation and harmonisation of the employee's conditions of service needs to be addressed. The implementation of the Quality Management System as part of the Business Improvement Programme has provided a platform for carrying out some of this work.
- 2.2 Although discussions have taken place with the trade unions in the past, without much progress being made, it is proposed to formally start the process of consolidating the conditions of service and introducing pay modernisation to bring the Authority into line with the constituent authorities.
- 2.3 All of this work will require a significant input from not only the Chief Engineer's staff but also from staff working for the Treasurer, Clerk and Solicitor. Advice will also be sought from City of Edinburgh Council's Employee Relations staff.

3 Main Report

3.1 Standing Orders

The Authority has the power to adopt or amend Standing Orders under Schedule 1 of the Forth Estuary Transport Order 2002 and the Standing Orders

of the new Authority were adopted in April 2003. No amendments have been carried out since their adoption. It is proposed to review and revise the Standing Orders in order to present them to the Board for approval later this year.

3.2 Scheme of Delegation

The Scheme of Delegation allows for various powers to be delegated to nominated officers to allow for the efficient running of the Authority. The Scheme was last amended in June 2005 and it is proposed that it is reviewed and revised then brought to the Board for approval also later this year.

3.3 Staff Policies, Procedures and Guidelines.

Procedures for dealing with staff issues have been altered and updated in the past to reflect changes in legislation. In addition, new policies such as the Pensions Policy and the Fair Treatment at Work Policy have been introduced.

There are also still a number of policies and procedures in use that were approved by the Forth Road Bridge Joint Board. These policies and procedures include:

- Employee Handbook
- Disciplinary Procedure
- Disciplinary Code
- Procedure for Hearing Employee Grievances
- Agreement to Access Employee's Personal Files
- Equal Employment Opportunities Policy
- Guidelines on Alcoholism and Related Problems
- Managing Sickness Absence Procedure
- Notification and Certification of Absence due to Sickness
- Occupational Health and Safety Policy Statement
- CCTV Guidelines

As part of the Quality Management System being implemented, all documentation relating to the operation and management of Forth Road Bridge will be brought into two key documents; the Operations Manual and the Engineering Manual. The intention is to review and update all of the above policies, procedures and guidelines and bring them into the new Operations Manual.

Some of these procedures and policies will need periods of consultation with the relevant trade unions and staff before bringing to members for approval. Some will also need to be brought forward with the proposal to implement pay modernisation and harmonisation of conditions of service as set out below.

It is difficult to set a specific programme for implementation of this programme given the experiences of local authorities. However, a target date of full implementation by 1 April 2013 is proposed.

3.4 Pay modernisation and harmonisation of conditions of service

As members will be aware most local authorities over the last few years have implemented a programme of pay modernisation to enable them to satisfy their legal obligations, such as the equal pay legislation, and also to meet the requirements of modern employment practices to ensure that all employees are valued and to rectify some historical pay anomalies.

The Authority has not undertaken such a programme mainly because of the uncertainty and staffing changes that occurred before, and in the aftermath of the abolition of tolling.

It is worth noting that the some unions have made it clear that they have been opposed to any modernisation that involved single status agreements or job evaluation.

Notwithstanding the above, it is proposed that a programme of work is now initiated to examine all the issues relating to pay modernisation and harmonisation. This will be done with support from Employee Relations, City of Edinburgh Council and the Solicitor where required. Full consultation will take place with unions and staff. Indeed, two recent exploratory meetings have taken place with the unions and staff to discuss these issues.

Again this work will overlap with the work being carried out in reviewing and revising staff policies, procedures and guidelines. A target has been set to try to achieve change by April 2013.

4 Recommendation

- It is recommended that members note the contents of this report and that further reports shall be brought to future meetings of the Authority.

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Appendices

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Background:
Papers: