

Report of the Joint Negotiating Committee for Youth and Community Workers

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CONSTITUTION OF THE COMMITTEE

Title

- (i) The Committee shall be known as the Joint Negotiating Committee for Youth and Community Workers ("The Committee" or "JNC").

Scope

- (ii) The Committee shall have within its scope:
- (a) Persons employed by local authorities in England and Wales as youth and community workers.
 - (b) Persons employed as youth and community workers by voluntary organisations in receipt of a grant from local or central government or the Welsh Assembly Government.

Representation

- (iii) The Committee shall consist of members appointed as follows:

Side representing the Employers (Employers' Side)

Local Government Association	5
Welsh Local Government Association	1
National Council for Voluntary Youth Services	2
Council for Wales Voluntary Youth Services	1
TOTAL	9

Side representing Youth and Community Workers (Staff Side)

Community and Youth Workers' Union	8
National Union of Teachers	2
National Association of Teachers in Further and Higher Education	2
Unison	4
TOTAL	16

- (iv) If any of the bodies named in paragraph (iii) above fails to appoint the representatives provided for in that paragraph, such failure shall not vitiate the constitution or decisions of the Committee. In the event of any member of the Committee being unable to attend any meeting of the Committee or any sub-committee, the body represented by such member shall be entitled to appoint another representative to attend in his or her place.
- (v) The members of the Committee shall continue in office for such period as the organisation by which they are appointed shall determine.

Functions

- (vi) The functions of the Committee shall be:
 - (a) To agree the salary scales and other terms and conditions of service of persons employed as referred to in paragraph (ii) above.
 - (b) To endorse youth and community workers' qualifications which have been professionally approved by the Education and Training Standards Committees of the National Youth Agency and ²the Wales Youth Agency (or its successor body after 31 December 2005) and by the ³All Ireland Education and Training Standards Committee.

Procedure

- (vii) **Chair and Vice Chair.** The Committee shall appoint a Chair and Vice Chair at each meeting. The Chair may or may not be appointed from the Committee as the Committee may decide. The Chair or in his or her absence the Vice Chair, shall preside at the meetings of the Committee. In the absence of both the Chair and Vice Chair at any meeting a Chair shall be elected to preside, but in no case shall a Chair have a second or casting vote, or, in the case of a Chair who is not a member of the Committee, an original vote. The offices of Chair and Vice Chair shall alternate at each meeting of the JNC between each Side.
- (viii) **Officers.** Each Side shall appoint a Secretary or Secretaries who shall be the Joint Secretaries of the Committee.
- (ix) **Meetings.** Meetings of the Committee shall be held as often as may be necessary and the Joint Secretaries shall call a special meeting if so requested by not less than one-third of the total number of members on either Side of the Committee.

The requisition and the notice summoning any special meeting shall state the nature of the business and no other matters shall be discussed. A special meeting shall take place within fourteen days after the receipt of the requisition by the Joint Secretaries.
- (x) **Voting.** The voting on the Committee and on sub-committees shall be by Side.
- (xi) **Quorum.** The quorum of the Committee shall be not less than one-quarter of the members of each Side. The quorum of a sub-committee shall, subject to any directions given by the Committee, be determined by the sub-committee.
- (xii) **Notices of Meetings.** All notices of meetings of the Committee and of any sub-committee shall be sent to the respective members at least five clear working days before the date of the meeting.
- (xiii) **Finance.** The expenses of the Committee, other than travelling or subsistence expenses incurred by the members, shall be borne equally by the two Sides.

- (xiv) **Interpretation.** The Committee shall, at the request of either Side, decide any question arising regarding the interpretation or application of this Report.
- (xv) **Arbitration.** In the event of a dispute over terms and conditions of employment arising between the two Sides of the Committee, the dispute shall, at the request of either Side, be reported to the Advisory, Conciliation and Arbitration Services by the Joint Secretaries with a request that the matter be referred for settlement by arbitration. The arbitration award shall be accepted by both Sides in settlement of the dispute.

¹ National Youth Agency, 17-23 Albion Street, Leicester LE1 6GD

² Wales Youth Agency, Leslie Court, Lon-y-Llyn, Caerphilly, Mid-Glamorgan, CF8 1BQ

³ All Ireland ETS Committee, c/o The Youth Council for Northern Ireland, Forestview Purdy's Lane, Belfast BT8 7AR

REPORT OF THE JOINT NEGOTIATING COMMITTEE FOR YOUTH AND COMMUNITY WORKERS

1. Scope

- 1.1 This Report sets out the salary scales and other terms and conditions of service for youth and community workers as defined in paragraph 1.2 below.
- 1.2
 - (a) This Report applies to persons employed as youth and community workers by local authorities in England and Wales or voluntary organisations in receipt of grants from local or central government or the Welsh Assembly Government.
 - (b) Although this Report does not apply directly to youth and community workers employed by voluntary organisations outside the scope of paragraph 1.2 (a), the Committee recommends that this Report should nevertheless be applied by all voluntary organisations employing youth and community workers.
 - (c) Part-time employees shall have applied to them the pay and conditions of service pro-rata to comparable full-time employees in the same employment in accordance with the provisions of the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

2. Equal Opportunities

- 2.1 The JNC has endorsed the National Joint Council for Local Government Services' (NJC) Equal Opportunities Guide. This document can be found in the NJC National Agreement on Pay and Conditions of Service (the "Green Book") at Section 4.2.
- 2.2 The JNC has also endorsed the "Equality Standard for Local Government" and recommends that local authorities should take account of this Standard when mainstreaming equality policies. A summary of the Standard is attached to this Report as Appendix II.
- 2.3 Equality is a core principle which underpins both service delivery and employment. Authorities should therefore adopt a consistent approach when exercising discretion.

3. Qualifications

The JNC endorses a range of professional qualifications in youth and community work which are listed in Appendix III to this Report. JNC guidance on the relationship between pay and grading, duties and responsibilities, competencies and qualifications under the JNC structure, developed by the JNC and the Association of Principal Youth and Community Officers (APYCO), is set out in Appendix III to this Report.

4. 2003-04 JNC Agreement

This Report sets out the terms of the pay and grading structure agreed by the JNC on 5 May 2004. Appendix I to this Report sets out in full the text of the guidance document accompanying JESC 133 which sets out the background to the JNC agreement and the provisions relating to the implementation of, and transition to, the new structure.

CONDITIONS OF SERVICE FOR YOUTH AND COMMUNITY WORKERS

5. Written Particulars of Terms of Employment

Employing authorities and organisations are reminded that, under the provisions of the Employment Act 2002, they must give each youth and community worker a written statement of the main terms and conditions of his or her employment within four weeks of starting work.

6. Working Time

The standard working week for full-time youth and community workers is 37 hours (36 in London). Work should be allocated fairly and reasonably according to the needs of the service locally and should not normally exceed 10 sessions a week. There should be no more than 8 evenings per fortnight.

6.1 Working Patterns

Working arrangements will comply with relevant Health and Safety legislation, including the European Working Time Directive and its associated UK legislation.

Where there are significant variations from normal working patterns to reflect service requirements, the JNC expects the effects to be taken into consideration when normal working arrangements are resumed.

7. Sickness Pay and Leave

7.1 The provisions for sickness pay and leave for youth and community workers dealt with under this Report shall be not less favourable than those prescribed for the local government services staff of local authorities in England and Wales dealt with under the NJC National Agreement on Pay and Conditions of Service (the "Green Book").

7.2 The NJC sickness scheme can be found at Appendix V.

8. Maternity, Adoption and Parental Pay and Leave

8.1 The provisions for maternity, adoption and parental leave and pay for youth and community workers dealt with under this Report shall be not less favourable than those prescribed for the local government services staff of local authorities in England and Wales dealt with under the NJC National Agreement on Pay and Conditions of Service (the "Green Book").

8.2 The NJC maternity scheme and model parental leave can be found at Appendix VI and VII.

9. Training and Development

Training and development to meet both the individual needs of employees and the service needs of employers should be placed firmly in the forefront of delivery plans. Employers and recognised unions shall co-operate to establish and implement local schemes on training and development. All training and development provision should be planned, delivered and monitored on the basis of equality of access for all, including part-timers. Resources for training and development should be shared equitably across all categories of staff.

A skills audit will assist in establishing an overview of local training needs. The JNC endorses the target set out in Annex 7 of “Transforming Youth Work Resourcing Excellent Youth Services” that local services in England should devote between 2% and 5% of the youth work budgets to training and development. Whilst this report does not cover youth work in Wales, the JNC nevertheless endorses a similar target for youth work providers in Wales.

The JNC recommends that workers attending or undertaking approved training and/or development are entitled to payment of normal earnings, all prescribed fees and other relevant expenses arising.

9.1 In-Service Training

In service training to encourage the professional development of the youth and community workforce is in the interests of the service as a whole, of individual employers and of the workers concerned. The JNC recognises that the requirement for training is likely to vary between particular organisations and from one time to another and that it may not be possible to specify any minimum entitlement to in-service training for individual youth and community workers. Employers should, therefore, advise workers on, and encourage them to undertake, relevant approved courses of study and training.

10. Pension Provision

Although provisions relating to pension provision are not within the purview of this Report, the service of a youth and community worker in a club, centre, or project maintained by a local education authority is pensionable under the Teachers’ Pensions Regulations 1997. Part-time employment may be pensionable subject to a valid part-time election. Appointments should be notified to Teachers’ Pensions, Mowden Hall, Staindrop Road, Darlington, Co Durham DL3 9EE.

Full-time and part-time youth and community workers employed by a voluntary organisation may elect to be in pensionable employment under the terms of the Teachers’ Pensions Regulations 1997 provided the organisation is in receipt of a grant from the local education authority or central government. The organisation should contact Teachers’ Pensions (address above) for confirmation that the post comes within the scope of the regulations.

11. Leave

- 11.1 Youth and community workers are entitled to six weeks paid holiday (thirty working days), in addition to statutory and general national holidays. Workers who, immediately prior to the commencement of the leave year, have had not less than five years continuous employment and/or youth and community work service, are entitled to seven weeks paid holiday (35 working days).

The annual leave entitlement of workers leaving or taking up employment is proportionate to their completed service during the leave year. The annual leave period shall be from 1 April to 31 March.

Part-time youth and community workers are entitled to paid annual leave and statutory and general national holidays on a pro-rata basis.

11.2 Public Holidays

Workers shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur.

11.3 Public Duties

Paid leave of absence will be granted for workers undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the worker should claim and pay the allowance to the employer.

11.4 Time off for Medical Screening

Necessary paid time off will be granted for the purpose of cancer screening.

11.5 Adoption Leave

Authorities are recommended to introduce adoption leave schemes for employees adopting children.

11.6 Special Leave

Additional leave with or without pay may be granted in special circumstances at the discretion of the employer.

12. Probation and 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 he/she 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 or probation, the employer should explain in writing the arrangements for supervision, monitoring, support and for assessment at the end of the period. Where this period is a probationary period, the employer should on completion of the probation, inform the worker in writing of the result and reasons for any extension of that period, together with additional arrangements for supportive supervision.

Further guidance on probation is contained in the advisory notes in Appendix VIII.

13. Periods of Notice

Subject to provisions relating to retirement and except in the case of dismissal for gross misconduct, the minimum period of notice to be given by the employer to terminate the contract of employment of a youth and community worker shall be as follows:

- In the case of staff with less than nine years' continuous service with the same employer – not less than two months.
- In the case of staff with nine years' continuous service or more, but less than twelve years with the same employer – one week for each year of service.
- In the case of staff with twelve years' continuous service or more with the same employer – twelve weeks.

The minimum period of notice to be given by a worker to terminate his or her contract of employment shall be no less than two months.

14. Grievance Procedure

Employing authorities or organisations shall ensure that all youth and community workers have access to a suitable grievance procedure. A model grievance procedure is set out in Appendix IX to this Report. The attention of employers is also drawn to the Code of Practice, "Disciplinary and Grievance Procedures" published by ACAS (the Advisory, Conciliation and Arbitration Service) and available at www.acas.org.uk

15. Disciplinary Procedure

Employing authorities or organisations shall ensure that youth and community workers to whom this Report applies have access to a suitable disciplinary procedure. In the absence of separate provisions for youth and community workers, local authorities should consider whether their existing procedures for teaching staff or local government staff, suitably modified, could be applied also to such staff. The attention of employers is also drawn to the Code of Practice, "Disciplinary and Grievance Procedures" published by ACAS and available at www.acas.org.uk

16. Official Conduct

- (i) Youth and community workers will maintain conduct of the highest standard such that public confidence in their integrity is sustained.
- (ii) Local codes of practice will be developed to cover the official conduct and the obligations of workers and employers.

17. Workers Temporarily Undertaking Additional Duties

- (a) A worker who, for any reason other than the annual leave of another worker, is called upon at the request of the employer to undertake the full duties and responsibilities of a higher graded post to which a higher salary scale applies for a continuous period of at least four weeks, is entitled to receive a salary in accordance with the grading for the post temporarily occupied.

The salary to be paid in such circumstances is the salary that would apply were the worker promoted to the higher graded post. Once the qualifying period of four weeks has been satisfied, the higher salary will be paid with effect from the first day on which the worker was required to undertake the duties and responsibilities of that post.

- (b) The provision in (a) applies only where a worker is required to undertake the full duties and responsibilities of another higher graded post, and cannot therefore be applied in cases where the duties and responsibilities are shared between more than one worker.

In cases where there is no entitlement to a higher salary under (a), however, the employer may consider granting an honorarium (of an amount dependent upon the circumstances of each case) to the worker who performs duties outside the scope of his or her post over an extended period, or where the duties and responsibilities involved are exceptionally onerous.

18. Trade Union Facilities and Time Off for Trade Union Duties

Authorities shall provide the recognised trade unions and their representatives with facilities necessary to carry out their functions, including paid leave of absence to attend meetings concerned with the work of the JNC (see Appendix X).

PAY AND GRADING STRUCTURE

19. Aims and Objectives of Youth and Community Work

Youth and Community Workers are employed by an employer or voluntary organisation to work with young people and adults in a given community, either directly or by delegation through paid or volunteer staff, whom they manage.

Workers work in accordance with their employers' policy to contribute to:

- individual and group development;
- social and community education;
- the quality of individual and community life;
- the encouragement of participation.

20. Salary Ranges

- (a) There are two salary ranges available for youth and community workers: the Youth and Community Support Worker Range (which is divided into Levels 1 and 2) and the Professional Range. Staff will be allocated to one of those two ranges.

The ranges fall under the following broad descriptions:

- Youth and Community Support Worker Range: First Level – This is for employees who undertake duties under direction. Initiative and independent action will be limited at this level.
 - Youth and Community Support Worker Range: Second Level – This is for employees who have operational youth work responsibility for a local youth club or project, or who carry project-wide responsibility for an area of curriculum of service development. Employees will be line managed by professional youth and community workers who will provide strategic leadership and operational guidance.
 - Professional Range – This provides the salary grades for professional youth and community workers who carry strategic and operational responsibilities at a senior level for service delivery and development.
- (b) When allocating employees to a particular range, local decisions should take account of the agreed national guidance, the overall level of duties and responsibilities of a particular post and the competences required. See Appendices I, XI and XII for full details of the JNC pay structure.
- (c) Separate pay scales for nationally qualified and locally/unqualified youth and community workers have been discontinued as a result of the 2003-04 JNC agreement. The pay ranges and pay scales for youth and community work posts are now based upon the duties and responsibilities of the post. Grading and pay reflect postholders' duties and responsibilities and not an individual's qualifications. Qualifications will, however, continue to play an important role in establishing workers' skills and competences.

(d) Allocating Individual Workers to Ranges

Each youth and community worker shall have a job description which specifies duties and responsibilities and the officer to whom he/she is accountable. An individual worker will be graded having regard to the weight of duties and responsibilities expressed in his/her job description and to the authorised establishment in relation to the post as determined in the JNC Guidance on Allocation to Ranges set out at Appendix XI. The whole description of the Range should be taken into account in judging whether to assign a post to that Range, bearing in mind that proportions of time spent on some duties and responsibilities may vary from post to post. It will usually be insufficient for just one responsibility or task to justify the grading of the post at a higher level.

(e) Detached and Area Workers

In the case of detached youth and community workers, area workers or workers with an area responsibility, the salary range shall be selected having regard to Paragraph 20(d) but noting that the authorised establishment criteria may not be applicable.

(f) Organisation of Duties and Responsibilities

The duties and responsibilities described under the JNC Guidance on Allocation to Ranges may be carried out in a variety of settings, e.g., centre/school based, detached or outreach, or may be undertaken across a geographical area. Similarly, some workers may be responsible for one or more specialist projects or fields of work in the whole or part of an employer's area.

21. Choice of Salary Scales on the Ranges

Employees shall be placed on a salary scale of not more than four points from within the range.

In selecting scales, employers will take into account a number of factors at local level:

- Significant differences in overall duties and responsibilities
- Variations in the ease of difficulty of recruiting and retaining workers
- Recognition of the extent to which an individual has developed the job by commitment and performance.

The payment of off-scale points locally remains at the authority's discretion.

Salary ranges for youth and community workers are set out in Appendix IX of this Report.

22. Advanced Practitioners

The JNC has introduced provisions relating to Advanced Practitioners. Full details of the new provisions can be found at Appendix XIII.

23. Workers in Training

Employers who choose to appoint a post holder who is unable to demonstrate that they can fulfil all the duties of the post, will contractually require the “worker in training” to gain the skills and competences within a reasonable timescale. The time spent on such scales should reflect the normal expectations for achieving the full range of competencies for the substantive post.

The person appointed should be placed initially on a lower four point scale which adequately reflects the balance in the post between youth work duties and training commitments. When the post holder has gained the necessary skills, competencies and qualifications they should be placed on the substantive grade of the post. The employer should provide the post holder with active support to help them gain the appropriate skills, competencies and qualifications needed for the post.

24. Appointment or Promotion

The point of entry for youth or community workers on the appropriate scale shall be determined by the employer having regard to his/her previous experience and qualifications.

Employers’ decisions on starting salary and on salary upon re-entry after a break in employment should be taken in the context of national advice and local policies on equal opportunities issues.

On appointment or promotion to another post with a higher salary maximum a youth or community worker shall be placed on the new scale at a point no less than one incremental point higher than that which he/she was receiving on the day of appointment or promotion.

Those employers whose policy is to pay more than one increment on promotion should continue their practice.

25. Part-Time Employees

Part-time employees shall not be treated any less favourably than full-time employees. Under the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, a part-time employee is entitled to parity of treatment with comparable full-time employees.

26. London Area Payments

(i) The amounts payable to staff serving in the Inner London, Outer London and Fringe Areas are contained in Appendix XII. For this purpose the definition of these areas is as follows:

- The Inner London allowance is payable to workers serving in the following boroughs:

Barking and Dagenham, Brent, Camden, Ealing, Greenwich, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Merton, Newham, Southwark, Tower Hamlets, Wandsworth and Westminster.

- The Outer London Area consists of all other London Boroughs not listed above.
- The Fringe Area is defined as the following districts:

West Sussex	Crawley
Surrey	The whole county
Kent	Dartford, Sevenoaks
Essex	Thurrock, Basildon, Brentwood, Harlow, Epping Forest
Hertfordshire	Broxbourne, Hertsmere, Watford, Three Rivers, Dacorum, Welwyn, Hatfield, St Albans, East Hertfordshire
Buckinghamshire	Chiltern, South Buckinghamshire
Berkshire	Slough, Bracknell Forest, Windsor and Maidenhead

- (ii) Where a youth or community worker is principally employed in two or more payment areas, the rate to be paid to the individual will be determined by reference to his/her principal place of employment.

In the event of a worker dividing his/her time equally between two or more payment areas, the rate to be paid to the individual is the higher of the two rates.

27. Additions for Longer Training and/or Higher Qualifications

The additions for longer training and/or higher qualifications have been discontinued with effect from 1 September 2005.

Individual youth and community workers who were in post and in receipt of the addition on 31 August 2005 will still receive the addition on a protected basis as long as they continue in employment in their current post.

The basic rate payable from 1 September 2005 is £924. There will be no further cost of living increases added to this rate under any future JNC pay agreement.

28. Payment of Increments

- (a) Annual increments are payable on 1 April each year, or on 1 September each year in the case of those staff to which paragraph (b) below applies, subject to 26 weeks satisfactory service under this Report, until the maximum of the scale is reached.
- (b) A youth or community worker who moves from teaching service in a maintained school or further education establishment or service under the Soulbury Report, and who formerly received his/her annual increment on 1 September, shall continue to receive his/her increment on his/her new scale on 1 September each year, subject to the provisions set out in Paragraph (a) above.

29. Compensation for Residential Duties

Compensation for residential duties is a matter for determination apart from the provisions of this Report. However, when determining whether some form of compensation is appropriate, consideration should be given to balancing the needs of the individual worker, with initiatives to develop the service and opportunities for young people.

30. Irregular Working Patterns

Youth and community workers employed by an employer on a temporary basis, shall have all conditions of a worker in regular employment applied, on a pro rata basis.

An employer which employs youth and community workers to work:

- occasional hours; or
- hours additional to those they are contracted to work

shall apply the following divisor to the appropriate salary scale in order, to determine the hourly rate of pay:

Working Week	Divisor <i>(total number of hours p.a.)</i>
36 (in London)	1562
37	1605

This formula should only be used where it is not possible to predict in advance the length of the employment or additional hours worked.

31. Safeguarding

The JNC has agreed that no worker should suffer an immediate loss of salary when assimilating from the old three-level structure to the new JNC structure and that there should not be any reduction in the current salary maximum when undertaking the same range of duties.

32. Appeals

The Procedure Agreement for Appeals against salary grading is set out in Appendix XIV of this Report.

33. Interpretation

Questions relating to the interpretation of this Report shall be considered and determined by the Committee. Such questions should be submitted by employing authorities or organisations through the Employers' Side, or by an officer or association of officers through the Staff Side.

The following JNC guidance document was published as part of JESC 133.

Appendices 3, 4 and 5 referred to in this guidance document appear as Appendices II, XI and IV to this JNC Report.

GUIDANCE ON THE 2003-04 JNC AGREEMENT AND REVIEW OF THE NATIONAL PAY AND GRADING FRAMEWORK

Introduction

1. The JNC welcomed the publication of “Transforming Youth Work – Resourcing Excellent Youth Services” (TYW) and “Extending Entitlement” which provides authorities with a specification for both the development of and the continuous improvement in the delivery of youth services. The JNC has also welcomed parallel developments within community work in England and Wales such as “Community First”, neighbourhood renewal schemes and the new investment in these services.
2. The JNC agreed as part of the 2002 pay settlement, that it was an appropriate time to review the national framework for the salary structure of youth and community workers. A working group was established to consider a number of proposals and reported back to the JNC.
3. The JNC has now considered and agreed a new national framework, details of which are set out in the joint guidance. The JNC Report will be revised in accordance with the new agreement.
4. The 2.5% assumption used by the Government in their assessment of pay costs for financial planning, places financial restrictions on the Employers’ side’s development of the new framework. Both sides of the JNC recognise that the agenda outlined in TYW is likely to call for local investment to develop local services.
5. TYW also outlined a new structure for Youth Service funding in England. From 2003-04, the Department for Education and Skills (DfES) has separately identified a Youth and Community sub-block within the Education Formula Spending.

Key Aims

6. There is greater emphasis on effectiveness and accountability of the Youth and Community Service to young people and to the local community e.g., The Office for Standards in Education (OFSTED) and Estyn inspection regimes. The JNC’s key aim of changes in the national framework is to support continued improvements in delivery of local services, to improve workforce development, recruitment, retention and to promote equalities.

The national agreement recognises:

- the need to value the training and experience of all employees, whether they are full or part-time, have achieved nationally recognised qualifications or have developed their skills by other routes;
- that youth and community work should be properly recognised with salary and training frameworks at national and local levels;

- recognising that qualifications are not an end in themselves, but a means to delivering a package of duties;
- that the range and diversity of local services, with the greater emphasis on local accountability means more local flexibility is essential within national standards;
- that the majority of local services are delivered by part-time employees;
- that recruitment and retention difficulties require local responses within a national framework.

New Focus

7. The agenda for change outlined above must lead to local assessments of the demands of the change process. Local discussions will bring together locally and nationally recognised unions, voluntary sector providers and all aspects of local authority services.
8. TYW sets out what the Government expects local authorities to provide in their youth and community services including developing a Youth Service Plan. The DfES document "Planning for Local Authority Youth Service 2003-04 Guidance" introduces a common framework for planning local youth services. The guidance also asks how local authorities are working in partnership with the voluntary and community sector. Similar expectations exist within community development.
9. Local discussions will benefit from an assessment of a range of initiatives across local government on a number of issues including:
 - The benefits of Workforce Development Planning which is set out on the Employers' Organisation's website (www.lg-employers.gov.uk);
 - Organisational Development Reviews play an important role in assessing changes across organisations.
10. The JNC considers the provision of training and development opportunities locally crucial in order to continually improve the services provided. A skills audit will assist in establishing an overview of local training needs. The Employers' Organisation's website, under "People Skills Scoreboard" has further details. The JNC endorses the target set out in TYW that local services should devote between 2% and 5% of the youth work budgets to training and development.
11. When assessing existing and future qualifications, as well as other development opportunities, employers will be able to compare with the National Occupational Standards for Youth Work NVQs. The attached qualifications guidance from the NYA may also be helpful (Appendix 2). The JNC will ask the relevant Sector Skills Council to assist with these assessments.
12. The JNC survey, which shows the percentage of qualified and unqualified workers at each level, is attached (Appendix 1).
13. TYW refers to the "Equality Standard for Local Government" stating that local authorities should take account of the Standard when mainstreaming equality policies. The JNC endorses this proposal. Developing this Standard for local services should be a matter of local consultation. This will allow all equality issues to be addressed. A summary of the Equality Standard can be found at Appendix 3.

Salary Structure

14. The JNC found that it was necessary to alter the current framework, particularly in light of the TYW agenda.
15. The grading matrix has served well but has now been replaced as set out in this agreement.
16. The new national framework is designed to set starting points for local decisions which will have to reflect the growing competition for skills of Youth and Community Workers. Employees will be assimilated to the new structure on 1 November 2003. Employees' salaries will be transferred across to the equivalent point in the new scale. If an employee's current salary falls between two points, the employee is transferred to the higher point. Reassessment (see paragraph 18) and any resulting regrading should be completed no later than 1 April 2005.

Duties, Responsibilities and Salary Ranges

17. The national guidance covers links between competencies, qualifications and salary ranges and has been developed by APYCO. Separate Guidance also covers additional factors to take into account in determining which salary range to use. Both are attached (appendices 4 and 5).

Salary Ranges

18. When allocating employees to a particular level, local decisions would take account of the agreed national guidance, the overall level of duties and responsibilities of a particular post and the competences required. It will therefore be necessary to assess the grading of all existing and new posts under the new structure. There are two salary ranges, the Youth and Community Worker Range (which is divided into Levels 1 and 2) and the Professional Range to which staff will be allocated. The ranges fall under the following broad descriptions:
 - First Level is for employees who undertake duties under direction. Initiative and independent action will be limited at this level.
 - Second Level is for employees who have operational youth work responsibility for a local youth club/project, or who carry project-wide responsibility for an area of curriculum of service development. Employees will be line managed by professional youth and community workers who will provide strategic leadership and operational guidance.
 - Professional Range provides the salary grades for professional youth and community workers who carry strategic and operational responsibilities at a senior level for service delivery and development.
19. In selecting scales, authorities will continue to assess the factors set out in paragraph 19 of the current agreement, i.e.:
 - (i) significant differences in overall duties and responsibilities;
 - (ii) variations in ease or difficulty in recruiting and retaining workers;
 - (iii) recognition of the extent to which the individual has developed the role by commitment and performance.
20. Employees shall be placed on a salary scale of not more than 4 points from within the range.

21. The JNC considers that assimilation and local reassessment arrangements are subject to the following key principles. Firstly, no employee should suffer an immediate loss of salary when assimilating to the new ranges on 1 November 2003. Secondly, local reassessments and any resulting regrading should be completed by 1 April 2005. Thirdly, that there would not be a reduction in the current salary maximum when undertaking the same range of duties. Fourthly, employees on a 9 point scale should get to the minimum of a new 4 point scale no later than 1 September 2007.
22. Local discussions with nationally and locally recognised trade unions and grant aided voluntary bodies would consider local criteria for allocation to levels, scale point and any appeals on these factors. National appeals will apply in disputes about the ranges allocated to posts, but the Joint Secretaries will examine any such cases prior to the appeals and make recommendations.

Part-Time Employees

23. Part-time employees shall not be treated any less favourably than full-time employees. Under the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, a part-time employee is entitled to parity of treatment with comparable full-time employees.
24. In future, under the new JNC levels, an appointment to a youth and community work post will, irrespective of the number of hours worked, be based on the duties and responsibilities of the post and the provable competence of the post holder to undertake the duties required.

Workers in Training

25. The new salary structure, however, also takes away the old “trainee” scale, which provided youth services with a valuable way of home-growing local youth work staff. In future, “workers in training” will replace this. Employers who choose to appoint a post holder who is unable to demonstrate that they can fulfil all the duties of the post, will contractually require the “worker in training” to gain the skills and competencies within a reasonable timescale. The time spent on such scales will reflect the normal expectations for achieving the full range of competencies for the substantive post.
26. The person appointed will be placed initially on a lower 4 point scale which adequately reflects the balance in the post between youth work duties and training commitments. When the post holder has gained the necessary skills, competencies and qualifications they will be placed on the substantive grade of the post.
27. In line with the Transforming Youth Work target on training and development, the employer will provide the post holder with active support to help them gain the appropriate skills, competencies and qualifications required for the post.

Review of New Framework

28. The new framework will be reviewed by the JNC one year after 1 April 2005. Employees are to be assimilated to the new structure on 1 November 2003. Reassessments and any resulting regrading are to be completed by 1 April 2005.
29. Staff Side have raised concerns about the length of ranges. This issue will be included in the review with the aim of deleting unused scale points.

30. The JNC will be gathering information on distribution of workers by salary ranges and salary scales. LEAs will want to take this into account in their record keeping arrangements.

Appendix 1: Salary and Conditions Framework

The recent survey for the JNC showed the following:

Percentage in each grade

Nationally qualified	
Level 1	4.6%
Level 2	56.1%
Level 3	36.1%
Level 4	3.2%

Locally qualified/unqualified	
Level 1	49.3%
Level 2	48.7%
Level 3	2.0%
Level 4	3.2%

Percentage of workforce all types	
Level 1	28.3%
Level 2	52.2%
Level 3	17.7%
Trainees	1.8%

This distribution reflects a number of factors. The higher proportion in level 2 reflects local decisions on assessments of duties as well as other factors.

The following figures show national rates for vacancies, turnover and recruitment:

Nationally qualified

*	Full-time			Part-time		
Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	
Vacancy rate %	0	9.4	3.8	11.1	5.8	9.1
Turnover rate %	62.5	12.5	7.6	13.0	18.5	12.7
Start rate %	25.0	15.5	7.4	15.1	11.6	9.1

Locally qualified/unqualified

*	Full-time			Part-time		
Level 1	Level 2	Level 3	Level 1	Level 2	Level 3	
Vacancy rate %	10.0	6.4	4.2	8.9	10.8	9.6
Turnover rate %	27.3	12.8	8.3	16.0	20.1	12.4
Start rate %	39.4	35.2	8.3	20.5	13.8	4.0

* Small sample size means that limited numbers are involved.

Vacancy and turnover rates are generally higher for locally qualified/ unqualified grades.

Whilst it is always dangerous to expect any national survey to reflect the full range of local circumstances, the survey points to the greatest problems being at level 2 for all types of posts.

Appendix 2 : NVQ Levels

Level of Qualification	General ⁽ⁱ⁾	Vocational	Occupational
5	Postgraduate Higher Education: MA		Level 5 NVQ
4	Undergraduate Higher Education: Foundation Degree, Dip HE, leading on to BA		Level 4 NVQ⁽ⁱⁱ⁾
3	GCE A Level	Vocational A Level (Advanced GNVQ) (Previously NYA RAMP certificate) ⁽ⁱⁱⁱ⁾	Level 3 NVQ
2	GCSE grade A-C	Intermediate GNVQ	Level 2 NVQ
1	GCSE grade D-G	Foundation GNVQ	Level 1 NVQ
Entry Level	Certificate of (educational) achievement		

⁽ⁱ⁾ Different universities have various views of the equivalence of NVQ and HE / General Qualifications

⁽ⁱⁱ⁾ JNC has yet to recognise NVQ 4 as a national professional qualification

⁽ⁱⁱⁱ⁾ RAMPs were deemed equivalent to this level but were not eligible for use within the NQF

EQUALITY STANDARD FOR LOCAL GOVERNMENT

Background

The Equality Standard was developed by the Employers' Organisation, the Commission for Racial Equality, the Disability Rights Commission and the Equal Opportunities Commission. It is a tool which assists authorities to mainstream gender, race and disability into council policies and practices.

The Standard can also be extended to anti-discrimination policies for age, sexuality and religion. From December 2003, it is unlawful for employers to discriminate against employees and potential employees because of their religion, beliefs and sexuality. Legislation to make age discrimination unlawful will be brought into force by December 2006.

The Standard is included as a Best Value Performance Indicator and is therefore used by local authorities throughout England and Wales.

Executive Summary

The Standard is a means to combat the institutional processes that lead to discrimination and which form part of the culture and administration and governance in Britain. Current assumptions and practices can set up barriers that prevent access and discriminate against people through race, gender and disability. Working with the Standard will allow local authorities to mainstream equality, thereby ensuring that discriminatory barriers which prevent equal access to services and employment are identified and removed. The Standard has been written to provide a common approach for dealing with equality for race, gender and disability. This common approach is important because it means the same framework can be used for addressing all disadvantaged groups. However, this should not lead to the view that race, gender and disability can be dealt with as a single issue – the barriers will vary and each strand requires separate treatment.

What is the Standard?

The Equality Standard is a framework that sets up a way of working within local authorities which will make mainstreaming equalities into service delivery and employment an issue for all aspects of the council's work. Using five levels, authorities will introduce a comprehensive and systematic approach to dealing with equalities. These levels cover all aspects of policy-making, service delivery and employment.

The first task is to get the system in place and the standard sets out a level-by-level checklist for getting the system up and running. It will take time, resources and commitment to get these systems in place and local authorities will move at different rates. For this reason, it is important that progress through the levels is monitored and audited in a way that measures the achievement of each level.

Once the system is in place (the employer has reached level 5) the system provides a continuous framework for reviewing policies and services.

The Standard will:

- Provide a systematic framework for the mainstreaming of equalities
- Help local authorities to meet their obligations under the law
- Integrate equalities policies and objectives with Best Value
- Encourage the development of anti-discrimination practice appropriate to local circumstances.
- Provide a basis for tackling forms of institutionalised discrimination.
- Provide a framework for improving performance, over time.

Putting the Equality Standard in place

The Standard builds on the principles of:

- Quality
- Leadership
- Community involvement.

Local authorities will be able to assess their progress based on five levels:

Level 1: Commitment to a Comprehensive Equality Policy

Level 2: Assessment and Consultation

Level 3: Setting equality objectives and targets

Level 4: Information systems and monitoring against targets

Level 5: Achieving and reviewing outcomes

Successful implementation of the standard will depend on a partnership between the council and the community and should involve

Councillors	to provide leadership and support to ensure resources are available to engage with the local community to provide a scrutiny role
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Managers/Staff	to work towards speedy implementation
Trades Unions	to organise and participate in training to challenge existing cultures and traditions to engage with the community

Community/	to work with the equality planning process
Voluntary Sector	to participate in scrutiny to extend knowledge of equality standard within community

The Standard represents a tool that can bring about change but this can only be achieved through an active engagement in the processes it sets out.

The Equality Standard framework document describes the context within which the Standard works as follows:

- Local government and equality
- Local authorities and anti-discrimination law
- Working with the Equality Standard
- Working with existing performance systems
- Working with the Equality Standard – structure
- Auditing progress through the Equality Standard

Extending Equalities – Beyond Gender, Disability and Race

The Standard provides a framework that can be easily extended to anti-discrimination policies for age, sexuality, class and religious beliefs. Local authorities can readily adapt the principles to these other categories of equality by extending their equality objectives, targets and monitoring systems. These additional equality objectives, which should be consistent with published guidelines on age and sexuality, would be driven through the self-assessment procedure and would effectively become part of the Best Value process.

Further details of the Equality Standard and assessment tools are available online at www.lg-employers.gov.uk/diversity/equality/index.html

JNC ENDORSED PROFESSIONAL QUALIFICATIONS

Comprehensive List of all Schemes, Courses and Programmes Recognised from 1945 Onwards

1) TRAINING APPROVED BY THE MINISTRY OF EDUCATION 1945-1960

Westhill College
University College, Swansea

2) TRAINING APPROVED BY THE MINISTRY OF EDUCATION/DES AND RECOGNISED BY THE JNC 1961-1970

National College, Leicester
Liverpool University/NABC
YMCA National College
University College, Swansea
Westhill College
Manchester University – PG Diploma

3) TRAINING APPROVED AND RECOGNISED 1970-1982

In the period between 1970 and 1982 the provision of education and training expanded considerably. By 1982 the schemes listed below were all recognised and offering training. Precise start dates for the different colleges and organisations are not available.

Bulmershe College – 2 year certificate
Crewe and Alsager College – 2 year diploma
Matlock College – 2 year certificate
Manchester Polytechnic – 2 year certificate
Manchester Polytechnic – PG Diploma
Bradford and Ilkley College – 2 year certificate
Goldsmiths College – 2 year certificate
Westhill College – 2 year certificate
City of Leicester College – 2 year certificate
YMCA National College – 2 year certificate
University of Durham – 2 year certificate
Sunderland Polytechnic – 2 year certificate
University College, Swansea – PG Diploma
Avery Hill College – 3 year certificate
YMCA National College (part-time distance learning)

4) JNC RECOGNISED PROGRAMMES – 1982 TO DATE

When CETYCW (Council for Education and Training in Youth and Community Work) was established in 1982 to undertake the professional validation function it was agreed that programmes recognised at that time by the JNC would remain on the list until such time as CETYCW had considered them formally for validation. This ensured that no students would be disenfranchised by the process. It took several years to consider all existing programmes and others being proposed. That process was completed by the late eighties, after which all programmes have been subject to a five year review. The review

of the Guidelines (September 1997 and more recently "Requirements, September 2001") required that all programmes are subject to comprehensive review at least every five years, and monitoring on an annual basis.

***Indicates where a professionally validated Diploma of Higher Education programme is part of a wider degree programme - potential employees may present their qualifications as such.**

(Programmes currently running are in italics)

INSTITUTION/COURSE	ENDORSEMENT DATES
Avon Accreditation Trust • Accreditation Scheme in Youth & Community Work	May 1993 – December 1997 (now withdrawn)
Bradford College (previously known as Bradford & Ilkley College) • Certificate F/T • BA (Hons) F/T • Dip HE in Y&C Work F/T • Dip HE in Y&C Work P/T • <i>*Dip HE Y&C Work F/T and P/T</i> • <i>PG Diploma/MA in Y&C Development</i>	October 1984 – October 1992 October 1985 – October 1990 October 1992 – October 1998 October 1993 – October 1998 <i>October 1998 – October 2008</i> <i>October 1999 – October 2004</i>
University of Brighton • <i>*Dip HE Y&C (P/T Work Based)</i>	<i>September 1999 – September 2004</i>
Brunel University • B.Sc (Hons) • <i>PG Certificate in Y&C Work P/T</i> • <i>Dip HE Y&C Work (Accessible Routes to Qualification) P/T</i>	1984 – 1986 <i>February 1989 – September 1994</i> <i>September 1995 – September 2006</i> <i>September 1996 and January 1997 intake</i> <i>February 1999 – February 2009</i>
Centre for Youth Ministry • <i>*Dip HE Y&C Work</i>	<i>September 1998 – September 2004</i> <i>September 2004 – September 2009</i>
Cheltenham & Gloucester College (formerly St Paul and St Mary) • Diploma in Y&C Work P/T	November 1989 – February 1994 (endorsement withdrawn) Re-endorsement for 1993 intake only
Chester College • <i>*Dip HE in Christian Youth Work (F/T, P/T)</i>	<i>October 2001 – October 2006</i>

University of Chichester • <i>Diploma in Youth and Community Work</i>	<i>September 2004 – September 2009</i>
University College, Cork • B.Soc.Sc (Y&C) • Higher Diploma/M.Soc.Sc (Y&C)	October 1994 – September 2004 May 1994 – September 2004
Crewe and Alsager College • PG Diploma F/T • Dip HE (Y&C Work) F/T	October 1989 – July 1994 (w/d 1992) February 1991 – July 1994
(Leicester Polytechnic) • F/T Certificate • P/T Certificate De Montfort University, Leicester • Dip HE/BA in Y&C Development F/T and P/T • MA/PGD in Community Education (Distance Learning route available from September 2000) • MA/PGD in Health and Community Development (Campus Based or Distance Learning) • *Dip HE/BA/BA (Hons) Y&C Development F/T and P/T	February 1986 – October 1991 June 1990 – June 1995 June 1994 – June 1999 <i>June 1994 – September 2004</i> <i>September 1998 – September 2004</i> <i>September 1998 – September 2008</i>
(Derbyshire College/Matlock College) • F/T Certificate in C&Y Work • P/T Certificate in C&Y Work University of Derby • *Dip HE in Y&C Work F/T • *Dip HE in Y&C Work P/T	October 1986 – February 1993 January 1989 – February 1993 <i>February 1993 – October 2008</i> <i>October 1998 – October 2008</i>
Dudley MBC (with Brunel University) • F/T Apprenticeship Scheme	January 1989 – January 1984

Durham University • Certificate in C&Y Work F/T • *Dip HE C&Y Work F/T, P/T • MA in C&Y Work F/T, P/T	November 1987 – February 1983 May 1993 – May 1998 February 1999 – February 2004 (PT route introduced from Sept 1998) February 1999 – February 2004 October 2001 – October 2006 (FT route introduced from Sept 2004)
Ealing Youth Service • F/T Certificate	March 1998 – December 1991 (2 intakes)
Goldsmiths College, University of London • F/T Certificate • <i>Dip HE in C&Y Work F/T</i> • <i>MA in Applied Anthropology, C&Y Work F/T and P/T</i> • <i>Dip HE in Community Work (Turning Point Apprenticeship Scheme) – know as a Certificate until upgraded to Diploma in 1993.</i>	November 1987 – September 1993 <i>September 1993 – September 2008</i> <i>February 1991 – February 1996</i> <i>June 1998 – June 2008</i> <i>February 1985 – October 1985</i> <i>October 1999 – October 2004</i>
(Thames Polytechnic/Avery Hill) • P/T Certificate in C&Y Work • PG Diploma F/T and P/T Greenwich University • *Dip HE in Y&C Studies (P/T Employment Based) • *Dip HE in Y&C Studies (F/T and P/T Employment Based)	February 1998 – July 1993 March 1989 – July 1993 October 1995 – October 2000 <i>September 2000 – September 2005</i>
Havering College (formerly with NELBTC) • *Dip HE in Y&C Work F/T • *Dip HE in Y&C Work P/T	<i>May 1995 – May 2005</i> <i>September 2000 – May 2005</i>
(Humberside Polytechnic) • Dip HE C&Y Work P/T Humberside University • Dip HE C&Y Work F/T	February 1991 – October 1997 (no recruitment after September 1995) September 1995 intake only

University of Huddersfield • <i>Dip HE Y&C Work F/T and P/T</i> • <i>*Dip in Professional Studies (Y&C Work) – Advanced Undergraduate (PT, FT)</i>	<i>October 1995 – October 2005</i> <i>June 1999 – June 2004 (FT route introduced from Sept 2003)</i> <i>September 2004 – September 2009</i>
University of Hull • <i>Dip in Community and Youth Work</i>	<i>September 2002 – September 2006</i>
Jewish Youth Service Partners Group • Jewish Youth Work Apprenticeship Scheme	<i>October 1992 – October 1997</i>
John Moores University, Liverpool • <i>*Dip HE Y&C Work F/T</i> • <i>*Dip HE Y&C Work P/T</i>	<i>February 1994 – October 2004</i> <i>September 1996 – October 2004</i>
Leeds Polytechnic • <i>Dip HE Y&C Work F/T</i> Leeds Metropolitan University /Rotherham YS • <i>Dip HE Y&C Work (F/T)</i> Leeds Metropolitan University • <i>*Dip HE Y&C Work F/T and P/T Emp Based</i>	<i>March 1991 – October 1997</i> <i>September 1992 – September 1997</i> <i>October 1997 – October 2007</i>
M-One Project/Luton University • Certificate in Y&C Work • Dip HE Y&C Studies (F/T Workbased) Luton University • <i>Dip HE Y&C Studies (F/T)</i>	<i>June 1989 – June 1994</i> <i>January 1995 + September 1996 intakes</i> <i>September 1998 – September 2008</i>
Greater Manchester Accreditation Unit • Community Work Accreditation Process	<i>July 1991 – May 2001</i> <i>(Note: last participants on programme completed by end Dec 2001)</i>

Manchester Polytechnic • F/T Certificate • P/T Certificate • PG Diploma	December 1985 – October 1992 June 1985 – October 1992 November 1988 – July 1994
Manchester Metropolitan University • *Dip HE Y&C Work Studies F/T and P/T • PG Diploma/MA Y&C Work F/T and P/T • *Dip HE Y&C Work (P/T) • BA (Hons) Y&C Work	October 1992 – October 1997 August 1994 – February 2005 June 1999 – June 2004 June 1999 – June 2004
University of Manchester Community Work Unit • Certificate in Community Work (P/T) • Undergraduate Diploma in Community Work Studies P/T	July 1991 – July 1996 September 1995 – September 2005
Moorlands College, Dorset • BA/BA (Hons) in Applied Theology (Y&C)	August 1999 – August 2004
Nazarene Theological College • BA (Hons) in Theology: Youth Work and Ministry FT	September 2003 – September 2008
North East Regional Training Group • Accreditation of Community and Youth Work Experience Scheme	June 1992 – December 1997
NE Wales Institute of HE (Cartrefle) • Diploma in Y&C Work F/T	May 1987 – May 1992 (now under Wales Youth Agency)
Oasis Trust • *Dip HE Youth Work and Ministry FT and PT	September 2001 – September 2006
Plater College, University of Oxford • F/T Certificate	1989 intake only
Polytechnic of the South West (Plymouth) • F/T and P/T Diploma	June 1989

(Bulmershe College) • F/T Certificate • P/T Certificate University of Reading • *Dip HE C&Y Work F/T	November 1987 – November 1992 October 1989 – October 1994 September 1992 – February 2005 (final intake Sept 2001)
Ruskin College • Foundation degree in Youth and Community Work	September 2003 – September 2008
City of Sheffield • Apprenticeship Scheme	1 intake only – June 1986
South Yorkshire Accreditation Project • Diploma in Youth and Community Work	February 1996 – February 2001
South Wales Apprenticeship Training (SWAT) • Apprenticeship Scheme	1993 intake only
University of Southampton • Foundation Degree: Youth Work	January 2004 – January 2009
St Martins College, Lancaster • BA in Youth Studies F/T • PG Diploma F/T • BA (Hons) C&Y Studies • PG Diploma in Y&C Work F/T (originally endorsed as a Certificate, renamed Sept '99) • PG Diploma in Y&C Work P/T (originally endorsed as a Certificate, renamed Sept '99) • *Dip HE C&Y Work F/T • *Dip HE C&Y Work P/T	June 1986 – July 1991 October 1988 – October 1993 July 1991 – July 1996 July 1991 – September 2006 May 1994 – September 2006 September 1996 – February 2009 September 1998 – February 2009
College of St Mark and St John, Plymouth • *Dip HE (Y&C Work) F/T • *PG Dip/MA in Y&C Work F/T (title reversed from C&Y to Y&C from 2002)	May 1994 – September 2004 November 1989 – November 1994 October 1997 – October 2007
St Patricks, Maynooth, Dublin • Diploma in C&Y Work	June 1989 – June 1994
(Sunderland Polytechnic) • F/T Certificate • P/T Certificate University of Sunderland • *Dip HE C&Y Work F/T • *Dip HE C&Y Work P/T	October 1985 October 1990 February 1994 – February 2004 September 2000 – February 2004

University of Teeside • PG Diploma/MA Youth and Community Work	September 2003 – September 2008
Turning Point (see under Goldsmiths College)	
University of Ulster • BSc (Hons) F/T • Dip HE C&Y Work F/T • Dip HE C&Y Work P/T	February 1989 – October 1994 intake June 1995 – June 2005 May 1997 – June 2005 (inc. 1995-98 BELB cohort)
(Bristol Polytechnic) • F/T Diploma	June 1989 – May 1994
University of West of England, Bristol • Dip HE C&Y Work F/T and P/T	May 1994 – May 2001 (Last intake of students – Sept 1999)
(Newman and Westhill College) • F/T PG Certificate • F/T Certificate (converted to Dip HE in 1991)	June 1989 – June 1994 June 1988 – June 1994
Westhill College, Birmingham • Dip HE/B Phil (Ed) – CY • Dip HE/B Phil (Ed) – Graduate route • Dip HE/B Phil (Cmty, Play and Yth Studies) P/T • Dip HE/B Phil in Community, Play and Youth Studies (F/T, P/T and Condensed, Accelerated (X) routes)	June 1994 – June 1999 June 1994 – June 1999 June 1997 – June 1999 September 1999 – September 2004
YMCA George Williams College • P/T Certificate (Distance Learning) • F/T Certificate • Dip HE (Informal and Cmty Education) F/T • Dip HE (Informal and Cmty Education) P/T Distance Learning • Dip HE (Informal and Community Education) F/T, P/T Distance Learning • BA in Informal Education (Distance Learning) • BA Hons in Informal and Community Education (F/T Distance Learning and P/T taught modes) • Diploma of Professional Studies in Education F/T	October 1985 – February 1991 February 1986 – February 1991 July 1991 – July 1996 July 1991 – July 1996 June 1997 – September 2007 June 1997 – September 2007 June 1997 – September 2007 June 1997 – June 2002
Yorkshire and Humberside (YHAFHE) • P/T Certificate	February 1988 – February 1993

APPRENTICESHIP SCHEMES ENDORSED UNDER ESG XXX

LOCAL AUTHORITY	ENDORSEMENT DATES
Bedfordshire and Northampton Apprenticeship Scheme	October 1990
Birmingham: Newman and Westhill Colleges and the City of Birmingham – Interface Course in Community and Youth Work	October 1989
Bradford ESG Scheme – Youth Leaders for the Inner Cities	January 1990
Doncaster Youth and Community Service – Workers in Training Scheme	February 1990
Essex CC Youth and Community Work Apprenticeship Scheme	January 1990
Gateshead and Sunderland MBCs with Sunderland Polytechnic – Apprenticeship Scheme	November 1989
Humberside CC Youth Service and Humberside Polytechnic – Workers in Training Programme	February 1991
Kirklees and Calderdale MBC's – Youth and Community Apprenticeships	June 1990
Lancashire Youth and Community Workers in Training Scheme	February 1990
Rochdale Youth and Community Work Apprenticeship Scheme	January 1990
Merseyside Initial Training Agency – Youth Work Apprenticeship Training in Merseyside	October 1990
Tower Hamlets and Wandsworth – Scheme for the Training of Youth and Community Work Apprentices	January 1990
Wolverhampton Metropolitan Borough Council – Apprenticeship Scheme	November 1989
Wales – Youth Work in the Valleys: Youth and Community Work Apprentices	June 1990

5) TEACHER QUALIFICATIONS LEADING TO QUALIFIED TEACHER STATUS AWARDED UP TO AND INCLUDING 31 DECEMBER 1988

Persons satisfying the requirements of the Secretary of State for Education and Science for the status of qualified teacher where such status was awarded up to, and including 31 December 1988 will be regarded as holding an equivalent level of qualification to those listed in this Appendix. The Committee requires that persons granted qualified teacher status after that date will only be accepted as holding an equivalent level of qualification if they have included appropriate youth and/or community content as part of their course of teacher training. These courses are listed in this Appendix .

6) SPECIALIST B.ED. PROGRAMMES WHICH CARRIED ENDORSEMENT AFTER 1988 (Designed to prepare students for joint posts in teaching/youth work)

All were discontinued in the early 1990's (if not before):

- Avery Hill (later Thames Polytechnic)
- Crewe and Alsager College
- Newman and Westhill Colleges (reverted to Westhill College)
- Roehampton Institute
- St Martins, Lancaster

For further information/clarification, please contact the National Youth Agency:

Email: nya@nya.org.uk Website: www.nya.org.uk

JNC/ASSOCIATION OF PRINCIPAL YOUTH AND COMMUNITY OFFICERS GUIDANCE ON THE RELATIONSHIP BETWEEN PAY, GRADING AND QUALIFICATIONS

Linking Skills, Competencies and Qualifications within the JNC Framework

Introduction

The Joint Negotiating Committee for Youth and Community Workers (JNC) and the Association of Principal Youth and Community Officers (APYCO) 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 new 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 work qualifications in the National Qualifications Framework approved by the Qualifications and Curriculum Authority (QCA).

The guidance also supports the Government's Transforming Youth Work agenda, which challenges the Service to review workforce development in the profession, in order to build a stronger link between skills, competencies and qualifications.

Linking the JNC framework and qualifications

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

JNC FRAMEWORK	MINIMUM QUALIFICATION
Youth and Community Support Worker Range. This range provides the salary grades for youth and community support workers. There are 2 levels: The First Level is for staff appointed to undertake duties under direction. Initiative and independent action will be limited in these posts. The Second Level is for staff who have operational youth work responsibility for a local youth club/project, or who carry	<u>Employer based induction</u> and introduction to youth work programmes followed by <u>NVQ/VRQ Level 2:</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 and autonomy. <u>NVQ/VRQ Level 3:</u> Competence that involves the application of knowledge and skills in a broad range of varied

project-wide responsibility for an area of curriculum or service development. Staff will be line managed by professional youth and community workers who will provide strategic leadership and operational guidance.	work activities performed in a wide variety of contexts most of which are complex and non-routine. Considerable responsibility and autonomy.
Professional Range. This range provides the salary grades for professional youth and community workers who carry strategic and operational responsibility for service delivery and development.	<u>NVQ/VRQ Level 4 or Higher Education 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.

The key concept here is that a post holder appointed to a post within a particular range must be able to demonstrate that they can deliver to the appropriate national occupational standards. For example, in order to be appointed to a post at Second Level of the Youth and Community Support Worker grade, a post holder must be able to prove their ability to deliver competencies at NVQ/VRQ Level 3.

Recognised Qualifications

The National Youth Agency (NYA) and the Wales Youth Agency, through their respective Education and Training Standards (ETS) committees 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.

(N.B. The current list of approved courses is an annex to the latest JNC Report. NVQs at Level 4 are currently being planned).

The introduction of the new salary ranges with the link to NVQ/VRQs provides an opportunity for the ETS committees to endorse these non-HE courses as appropriate levels of qualification for youth and community support workers. In future, therefore, employers will be able to assess whether a youth and community support worker has an appropriate qualification on the basis of whether the course they have successfully completed has been endorsed by ETS.

(N.B. The NYA ETS is developing an endorsement process for youth work qualifications within the National Qualifications Framework. Currently the Awarding Body Consortium (ABC) and City and Guilds Trinity offer QCA approved youth work qualifications at NVQ/VRQ Levels 2 and 3).

Conclusion

The adoption of this new framework will make effective use of the new Level 2 and 3 qualifications, and enable staff to see the value in achieving them and the higher level qualifications currently known as “nationally qualified” at Level 4 and above.

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.

NJC SICKNESS SCHEME

The NJC sickness scheme is reproduced here for the assistance and information of employers.

10. Sickness Scheme

- 10.1 The scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault.
- 10.2 Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme.
- 10.3 Employees are entitled to receive sick pay for the following periods:
 - During 1st year of service 1 month's full pay and (after completing 4 months service) 2 months half pay
 - During 2nd year of service 2 months full pay and 2 months half pay
 - During 3rd year of service 4 months full pay and 4 months half pay
 - During 4th and 5th year of service 5 months full pay and 5 months half pay
 - After 5 years service 6 months full pay and 6 months half pay
 - Authorities shall have discretion to extend the period of sick pay in exceptional cases.
- 10.4 The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.
- 10.5 In the case of full pay periods sick pay will be an amount which when added to Statutory Sick Pay and Incapacity Benefit receivable will secure the equivalent of normal pay.
- 10.6 In the case of half pay periods sick pay will be an amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit receivable, so long as the total sum does not exceed normal pay.
- 10.7 Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.
- 10.8 The social security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis that the employee has satisfied so far as is possible:
 - (i) the conditions for the reporting of sickness as required by the authority;
 - (ii) the claiming of benefits;
 - (iii) the obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.

10.9 An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee's entitlements under this scheme.

10.10 If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended. The authority shall advise the employee of the grounds for suspension and the employee shall have a right of appeal to the appropriate committee of the authority. If the authority decide that the grounds were justified then the employee shall forfeit the right to any further payment in 2.9 respect of that period of absence. Repeated abuse of the sickness scheme should be dealt with under the disciplinary procedure.

NJC MATERNITY SCHEME

The NJC maternity scheme is reproduced here for the assistance and information of employers

11.1 Who This Scheme Applies To

The occupational maternity scheme shall apply to all pregnant employees regardless of the number of hours worked per week.

11.2 Initial Obligations on the Employee

An employee shall notify her employing authority at least 28 days before her absence begins or as soon as is reasonably practicable:

1. That she is pregnant
2. Of the expected week of childbirth (EWC)
3. Of the date of the beginning of her absence.

The employer can request that the notification of the beginning of the absence is given in writing and that the employee produce a certificate from a registered medical practitioner or a registered midwife stating the expected week of childbirth.

11.3 Health and Well-being

(a) Ante-Natal Care

Any pregnant employee has the right to paid time off to attend ante-natal care and must produce evidence of appointments if requested by her employing authority.

(b) Health and Safety

Consideration must be given to any health and safety implications for pregnant or breast-feeding employees identified in the Workplace Risk Assessment carried out in accordance with Part 2, Paragraph 4.

11.4 Maternity Leave Entitlement

- (a) All employees are entitled to ordinary maternity leave of 26 weeks duration.
- (b) At the discretion of the authority the employee may be allowed leave with or without pay in excess of the 26 week period.
- (c) Employees who have 26 weeks' continuous local government service at the end of the 15th week (before the expected week of confinement) are entitled to a further 26 weeks of additional maternity leave, a total of 52 weeks' maternity leave.
- (d) Maternity leave shall commence no earlier than 11 weeks before the EWC or from the time of childbirth if that is earlier.

Within 28 days of receipt of the initial notification the employing authority will write to the employee stating the expected date of return from maternity leave.

11.5 Maternity Pay

- (a) Payments for employees who have less than 1 year's continuous local government service at the beginning of the 11th week before the EWC shall be the employee's entitlement to Statutory Maternity Pay (SMP).
- (b) Payments for employees who have completed 1 year's continuous local government service at the 11th week before the EWC shall be as follows:
 - I. For the first 6 weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP.

-
- II. An employee who declares in writing that she intends to return to work will for the subsequent 12 weeks receive half a week's pay without deduction except by the extent to which the combined pay and SMP (or MA and any dependent's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution.
 - III. For employees not intending to return to work payments during the subsequent 20 weeks shall be the employee's entitlement to SMP.
 - IV. Payments made by the authority during maternity leave under (ii) above shall be made on the understanding that the employee will return to local authority employment for a period of at least three months, which may be varied by the local authority on good cause being shown and, in the event of her not doing so, she shall refund the monies paid, or such part thereof, if any, as the authority may decide. Payments made to the employee by way of SMP are not refundable.
- (b) Where it is not practicable by reason of redundancy for the authority to permit her to return to work in her job as defined in (a) above the employee shall be entitled to be offered a suitable alternative vacancy where one exists, provided that the work to be done in that post is suitable to her and appropriate to the circumstances, and that the capacity and place in which she is to be employed and her terms and conditions of employment are not substantially less favourable to her than if she had been able to return to the job in which she was originally employed.
 - (c) Suitable alternative employment may also be offered if exceptional circumstances other than redundancy (eg. a general re-organisation), which would have occurred if the employee had not been absent, necessitate a change in the job in which she was employed prior to her absence. The work to be done should be suitable to her and appropriate to the circumstances and the capacity and place in which she is to be employed and her terms and conditions of employment should not be less favourable to her than if she had been able to return to the job in which she was originally employed.

11.6 Right to Return To Work

- (a) Subject to (b) to return to the job in which she was employed under her original contract of employment and on terms and conditions not less favourable than those which would have been applicable to her if she had not been absent. "Job" for this purpose, means the nature of the work which she is employed to do and the capacity and place in which she is so employed.

11.7 Exercise of the Right to Return to Work

- (a) Return before the end of the maternity period
 - I. Employees who qualify for ordinary maternity leave

An employee who qualifies for leave under paragraph 11.4(a) shall notify the authority, in writing if requested, at least 7 days before of the day on which she proposes to return if this is before the end of the 26 weeks maternity leave. Where the notice given is less than 7 days the employer may postpone the return to ensure 7 days notice, but not beyond the end of the maternity leave period.

II. Employees who qualify for additional maternity leave

An employee who qualifies for leave under paragraph 11.4(c) shall notify the authority, in writing if requested, at least 21 days before the day on which she proposes to return if this is before the end of the additional maternity leave period. Where the notice given is less than 21 days the employer may postpone the return to ensure 21 days' notice but not beyond the end of the maternity leave period.

(a) All employees

I. Where an employee is unable to return on the expected day due to sickness the absence will be covered by the sickness scheme in the normal way.

II. For an employee where, because of an interruption of work (whether due to industrial action or some other reason), it is unreasonable to expect her to return on the due date, she may instead return when work resumes, or as soon as reasonably practicable thereafter.

11.8 Relationship with Sickness and Annual Leave

- (a) Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness leave.
- (b) Ordinary maternity leave and additional maternity leave shall be regarded as continuous service for the purposes of the National Joint Council's sickness and maternity schemes and annual leave. Annual leave continues to accrue during both ordinary and additional maternity leave.

11.9 Definitions

(a) A Week's Pay

The term "a week's pay" for employees whose remuneration for normal working hours does not vary with the amount of work done in the period, is the amount payable by the authority to the employee under the current contract of employment for working her normal hours in a week. Where there are no normal working hours, a week's pay is the average remuneration in the past 12 weeks preceding the date on which the last complete week ended, excluding any week in which no remuneration was earned.

(b) Childbirth

Childbirth means the live birth of a child, or a still-birth after a pregnancy lasting 24 weeks.

(c) Nothing in the above provisions shall be construed as providing rights less favourable than statutory rights.

NJC PARENTAL LEAVE MODEL SCHEME

The NJC parental leave model scheme is reproduced here for the assistance and information of employers.

1. Entitlement

- 1.1 Parental leave of 13 weeks shall be granted to employees having or expecting to have responsibility for a child as defined in the Maternity and Parental Leave etc Regulation 13 (2) 1999. An additional 5 weeks shall be granted to those with responsibility for a child for whom Disability Living Allowance has been awarded.
- 1.2 Authorities should make parental leave available to those with parental responsibilities but who do not fall under the legal definition. This might include foster parents; adoptive parents prior to placement; grand-parents with a significant parenting role and step-parents.
- 1.3 Leave shall be granted for the purposes of caring for a child up to the age of 8; or for 8 years following placement for adoption or up to the age of 18, whichever is the soonest; or up to the age of 18 for children for whom disability living allowance has been awarded.

2. Notice

- 2.1 Every attempt will be made by the employee to give as much notice as possible with a minimum of 7 days' notice in writing before the day on which he/she proposes to take the leave.
- 2.2 Parental leave may be granted to employees who have not given the required notice in special circumstances at the discretion of the employing authority. Such discretion shall not be unreasonably withheld.

3. Postponement

- 3.1 Every attempt will be made by the employing authority to avoid postponement. In any event, leave shall not be postponed for more than 3 months except in exceptional circumstances.
- 3.2 *Authorities shall agree guidelines with the recognised unions to deal with the procedures for postponement in exceptional circumstances where the service would be unduly disrupted if the employee took leave during the period identified in his/her notice. The following steps act as a guide:*
 - (i) Consult between authority and the employee with a view to coming to agreement over alternatives. These might include:
 - a different pattern of leave – eg part-time rather than full-time;
 - a shorter or longer period of leave;
 - alternative dates within the 3 month period.

Where there is no agreement, authorities must as a minimum, permit the employee to take a period of leave of the same duration and beginning on a date determined in consultation with the employee no later than 3 months after the originally notified start date.

- (ii) Following consultation, and not more than 7 days after the employee's notice was given to the authority, the authority shall give the employee notice in writing of the postponement which states the reasons for it and specifies the date on which the agreed period of leave will begin and end.

3.3 *Postponement may not be used where employees in the particular circumstances outlined below have requested parental leave:*

- Following maternity support leave. The unpredictability of the timing of childbirth will also have implications for notice. It is recommended that employees expecting to take maternity support leave should discuss their likely requirements for parental leave.
- Following maternity leave. Where a mother takes a period of parental leave following on from a period of maternity leave, authorities should give guidance on the new interpretation of Part 2 provision 11.5 (b) (iv). Where parental leave is taken as a full time block of leave following maternity leave, an employee should not be required to refund monies paid under this section unless she does not return to local authority employment for a period of at least 3 months after the end of the parental leave period.
- At the time of adoption, at times prior to adoption where the parent is required to be at home by the adoption process, or following adoption leave.

4. Flexibility

- 4.1 • Employing authorities shall be sympathetic to flexible parental leave-taking arrangements as requested by employees.
- 4.2 • Parental leave may be taken
 - as a single block of up to 13 weeks, (or 18 weeks for a disabled child)
 - as a number of shorter periods of a minimum of a half-day
 - in patterns which provide a part time or reduced hours working arrangement for a period of time equivalent to taking 13 weeks leave as a single block (or 18 weeks for a disabled child).
- 4.3 • It is recommended that joint guidelines are drawn up to deal with flexible and part-time leave-taking arrangements including by those on part-time, variable or annualised hours contracts.
- 4.4 • Guidelines should also include procedures to plan for adequate staffing cover.

5. Return

- 5.1 Employees on parental leave shall have the same right to return to their job as provided to those on maternity leave under Part 2, Paragraph 11.6 of the Green Book.
- 5.2 Authorities are recommended to introduce procedures to meet individual requirements for training and a flexible return to work following parental leave.

6. Terms and Conditions during Parental Leave

- 6.1 Time taken as parental leave shall be treated as continuous service for the purpose of Part 2 Paragraph 14 of the Green Book.
- 6.2 Employees who fall sick during a period of parental leave and who give the employing authority the relevant notification shall be entitled to pay under the sickness scheme and this period shall not count towards their parental leave entitlement.

Pay

Where pay is reduced because of parental or other leave paid at less than full pay, authorities shall assist employees in obtaining information regarding the implications of reduced national insurance contributions and the possibility of state support through benefits or tax credits.

NOTES ON PROBATION

1. It is recommended that the employing authority or organisation designate a person to be responsible for the supervision and induction training of probationers. This person should be responsible for receiving reports on probation and responsible for ensuring adequate supervision and training and for assessment of probation.
2. A probationer should have adequate access to advice and supervision and complaints against the employee should be referred to and taken up by the person designated in charge of supervision.
3. It is strongly recommended that reports are made available to probationers at regular intervals during the probationary period by the person designated in charge of supervision and that there are arrangements for an employee to be made aware of any areas of deficiency, and the means made available whereby further training and advice could be provided.
4. **Completion of Probation**
When youth and community workers have completed probation the employer should notify them personally in writing.
5. It is recommended that the probationer should be informed at least two months before the end of the probationary period if an extension of probation is being considered and adequate reasons given to the probationer in writing by the person designated in charge of probation. This should be followed by a personal interview to discuss particular problems, and further training and advice to enable the employee to complete probation. Probation should not be extended by more than two periods of 6 months.
6. **Failure to Complete Probation**
The employer is asked to ensure that the probationer is made fully aware of the reasons for failure to complete probation.
A written notification that there may be a reason for not completing probation should be given to a probationer at least two months before the end of an extended probationary period as in 6 above followed by a personal interview.
7. **Appeals against Extension of Probation or Failure to Compete Probation**
It is desirable that employers provide a right of appeal against an unfavourable probationary report at which youth or community workers may appear, with the right to be accompanied by a representative of their trade union/professional association. Employers should ensure the necessary machinery is established to allow for an employee to make such an appeal.

GRIEVANCE PROCEDURE

The JNC recommends that each individual youth and community worker should be informed of the procedure available to him/her if a grievance (other than on salary grading or discipline) is felt by such a worker.

The Committee advise that each authority/organisation should formulate a grievance procedure for JNC staff. The following are features which any grievance procedure should include:

- Each member of staff should have access to a suitable grievance procedure on any work-related matter excluding grading or discipline.
- It should provide for grievances to be processed within short time limits, starting at the lowest possible level.
- It should provide initially for informal discussion of the grievance between the employee and his/her immediate superior followed by more formal procedures (including involvement or appropriate committees, etc).
- The employee should be encouraged to seek the advice of and be accompanied by or represented by his/her trade union representative, a colleague or friend.
- Unless an important issue of principle arises which both parties locally agree should be considered by separate (independent) conciliation machinery, the grievance should be resolved locally.

A "model" grievance procedure using these principles is set out below. Employing authorities/organisations may wish to use this model, subject of course to local variation having regard to the particular structure of the youth and community service in the locality.

"Model Grievance Procedure"

Referred to above:

- (i) Where a youth and community worker is aggrieved on any matter(s) (other than the grading of his/her post or discipline) he/she should discuss the matter initially with his/her immediate superior.
- (ii) If the grievance concerns his/her immediate superior the employee should inform in writing the next senior officer or chair of the appropriate committee.
- (iii) The immediate superior or other officer shall reply in writing to the grievance as soon as possible and anyway within seven working days.
- (iv) If the employee is dissatisfied with the reply, he/she should report the grievance to his/her trade union (or staff) representative who may then raise the matter with the Head of Department, chair of the management committee or other senior nominated officer. Where a youth and community worker is not a member of a trade union(s) he/she should be allowed personally to make representation to his/her Head of Department, chair of the management committee or other senior nominated officer. There should be at least one hearing where the grievance can be discussed by the parties concerned.

- (v) The Head of Department, chair of the management committee or other senior nominated officer should inform the employee of any decision as soon as possible and in any case within 10 working days of the hearing. The employee should be offered the right of appeal.
- (vi) If the complaint is not satisfactorily resolved at this stage, the employer should hold an appeal through the machinery of the local joint committee or in its absence directly with the trade union(s) involved.
- (vii) The matter is to end at employer level except where it is agreed between the parties that an important issue of principle arises which could be considered through conciliation machinery.

Note

The Joint Secretaries of the Committee will be ready to assist with any enquiries which employers or youth and community workers may wish to put to them about the application of this paragraph.

TRADE UNION FACILITIES AND TIME OFF FOR TRADE UNION DUTIES

The ACAS Code of Practice: “Time off for Trade Union Duties and Activities” is issued with the authority of Parliament to aid the application of the general provisions of the relevant legislation, namely the Trade Union and Labour Relations (Consolidation) Act 1992. Copies of this booklet are available at acas.org.uk.

Time Off and Facilities Time

The Trade Union and Labour Relations (Consolidation) Act 1992 sets out the statutory provisions for time off and facilities for trade union duties and activities. Set out below is a summary of the provisions as they may affect trade union representatives within the youth and community service.

Time off for trade union and activities shall be permitted for an employee who is an “official of an independent trade union recognised by the employer”. An “official” is defined as:

- (a) individual workplace representatives without responsibility outside that workplace;
- (b) representatives with wider union responsibilities such as branch or division secretaries;
- (c) National Executive members of recognised unions employed within the youth service.

An “appropriate/independent trade union” is defined as an independent trade union which is recognised by the member’s employer in respect of that description of any employee.

The law makes a distinction between time off for trade union duties and activities.

Trade Union Duties

An official may take time off during his/her working hours for the purpose of carrying out duties concerned with negotiations with the employer (collective bargaining). The duties may include:

Terms and conditions of employment, engagement or non-engagement or termination or suspension of employment or the duties of employment, allocation of work or the duties of employment as between workers or groups of workers, matters of discipline, trade union membership and machinery for negotiation or consultation and other procedures.

An official is also permitted time off to undergo training in aspects of industrial relations relevant to the official’s collective bargaining responsibilities and approved by his/her union or the TUC.

Trade Union Activities

A youth or community worker acting as a representative of the Union should be permitted reasonable time off during working hours to take part in any trade union activity. The ACAS Code of Practice (see note below) has guidance on what is deemed “reasonable” time off for trade union activities. These are defined as any activities of the Union or activities in relation to which an employee is acting as a representative of the Union, excluding industrial action.

Facilities

It is recommended that local agreements on the provision of facilities for union officials should include arrangements for:

- (i) use of accommodation at the workplace or other premises of the employer;
- (ii) an official to carry out his/her responsibilities within the workplace;
- (iii) an official to obtain permission to leave the workplace and perform his/her duties as an accredited representative.

Payment

An employer who permits trade union representatives time off for trade union duties must pay them for the time taken off. The employer must pay the amount that the employee would otherwise have earned had they worked during the period that they engaged on these duties.

JNC GRADING CRITERIA: 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

The **First Level** (3 x 4 point scales) is for staff appointed to undertake duties under direction. Initiative and independent action will be limited in these posts.

Key Duties will include:

- 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.

The **Second Level** (8 x 4 point scales) is for staff who have operational youth work responsibility for a local youth club/project, or who carry project-wide responsibility for an area of curriculum or service development. Staff will be line managed by professional youth and community workers who will provide strategic leadership and operational guidance.

Key duties will include:

- Perform all duties in the First Level;
- To establish and maintain relationships with young people and community groups;
- Maintain 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);
- Contributing to ensuring implementation of equal opportunity policies.

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 at a senior level for service delivery and development.

Key duties will include:

- Performing all the duties in the First and Second Levels for Youth and Community Support Workers;
- Managing and developing a range of services;
- Developing staff and facilities;
- Working with other agencies to develop services across the community;
- Leading project development and implementation;
- Management responsibility for staff.

Determination of Authorised Establishment

It is necessary for employing authorities and organisations to determine and approve an authorised establishment. In TYW, the youth standard target is 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.

JNC PAY SCALES AND ALLOWANCES

Youth and Community Support Worker Range

Pay Points w.e.f 1.9.04 w.e.f 1.9.05

1	First	12,549	12,918
2	Level	13,071	13,458
3		13,593	13,995
4		14,121	14,538
5		14,649	15,081
6	————	15,171	15,618
7	Second	15,702	16,164
8	Level	16,227	16,707
9		16,899	17,397
10		17,424	17,937
11		18,267	18,807
12		19,098	19,662
13		19,953	20,541
14		20,835	21,450
15		21,441	22,074
16		22,071	22,722
17		22,689	23,358

Professional Range

Pay Points w.e.f 1.9.04 w.e.f 1.9.05

11	18,267	18,807
12	19,098	19,662
13	19,953	20,541
14	20,835	21,450
15	21,441	22,074
16	22,071	22,722
17	22,689	23,358
18	23,316	24,003
19	23,934	24,639
20	24,552	25,275
21	25,251	25,995
22	26,040	26,808
23	26,811	27,603
24	27,585	28,398
25	28,362	29,199
26	29,142	30,003
27	29,922	30,804
28	30,708	31,614
29	31,491	32,421
30	32,274	33,225

LONDON AREA ALLOWANCES

w.e.f 1.9.04 w.e.f 1.9.05

Inner	2,565	2,640
Outer	1,683	1,734
Fringe	657	675

ADVANCED PRACTITIONERS

Introduction

Employers are continually striving to improve service delivery in a rapidly changing social and economic environment. There are many existing examples of best practice and high standards in the delivery of youth and community services.

The JNC has developed the concept of the Advanced Practitioner to recognise the contribution which can be made by employees who have demonstrated exemplary leadership and strategic development of face-to-face practice and initiatives in youth and community services.

Advanced Practitioners would have substantial experience and an in-depth knowledge of youth and community services. The Advanced Practitioner's role would be to focus on leadership of professional practice and on developing and raising standards of services.

Employers would make the strategic decision as to whether an Advanced Practitioner post or posts are required locally. The focus and principles underpinning the establishment of such posts, and the core characteristics and duties of those who might be appointed, are set out below.

Advanced Practitioners: Key Principles

The key focus of Advanced Practitioner posts would be:

- the leadership and coaching of face-to-face work;
- the development of initiatives; and
- the continual raising of standards in the service.

The establishment of these posts is discretionary. Employers would, accordingly, determine whether Advanced Practitioner Grade posts were required to fill the needs of the service and would create such posts as and when appropriate.

If after attaining an Advanced Practitioner post, the youth or community worker left the employer, there would be no automatic right to Advanced Practitioner status in any new employing organisation.

Core Characteristics of Advanced Practitioners

Applicants would need substantial experience in youth and community work. The JNC does not, however, prescribe minimum criteria for the length of experience, since experience would form only part of the criteria for appointment. Employers will determine the level of experience necessary to carry out the duties required of these posts.

The JNC anticipates applicants would have to be able to demonstrate high calibre expertise in the field. Applicants might also be required to hold additional qualifications related to the type of work to be undertaken.

Core Duties of Advanced Practitioners

This description of duties is not intended to be a prescriptive or exhaustive list. Each post holder's job description would be drawn up by the employing organisation according to the needs of the service. This description is, however, intended to indicate the essential features of the work the JNC envisages would be carried out by postholders bearing the designation of Advanced Practitioner.

A continuing substantial involvement in face-to-face work should be an essential element of any Advanced Practitioner's duties. The JNC does not, however, prescribe an appropriate proportion of the working week to be taken up by face-to-face work. This is best left to the employer to determine.

Other duties could include:

- Mentoring, coaching, supporting and inspiring other youth and community workers in order to help raise standards.
- Making a significant contribution to the improvement of an employing organisation's curriculum development and innovation, training, teaching and best practice issues.
- Contributing to and ensuring implementation of equal opportunity policies.
- Developing authority wide initiatives.
- Developing youth and community work specialisms.
- Research with young people or client groups to develop the employing organisation's policy on key areas.

Pay and Grading

The JNC recommends that Advanced Practitioner posts are graded within the Professional Range at a minimum starting point of 22. Employers have discretion to grade these posts at a minimum starting point above point 22.

APPEALS AGAINST SALARY GRADINGS

Introduction

The following procedure shall apply for hearing appeals against the gradings of staff within the remit of the JNC Report

Procedures for local appeals may, at the employer's discretion, provide for appeals against either the range to which the post is allocated or the four point salary scale for the post. National appeals may, however, be pursued only against the range to which the post is allocated.

Local Grading Appeals

It is obviously most desirable if an appeal can be resolved at local level. Thus it is most important that a formal and fair local appeals procedure is adopted.

The employer shall arrange to hear a local appeal within the prescribed time limit through its local procedure and appellant, accompanied if he/she wishes by a representative, shall have an opportunity to appear and for her/his case to be presented.

Time Limits for Local Appeals

It is important that at local level the following time limits are adhered to. These limits are:

- Notice of a local appeal against the grading of a post shall be given in writing by the worker within three months of the date on which she/he is notified by the employer of the decision with which he/she is dissatisfied.
- The Hearing of the local appeal shall be within two months of the notice of appeal.

National Grading Appeals – Submission of an Appeal at National Level

If a worker is still dissatisfied with a decision of the local appeals panel, and the worker still considers:

- That his/her range is not in accordance with the criteria set out in the JNC Guidance on Allocation to Ranges set out in Appendix VIII of the JNC Report; or
- That the duties and responsibilities of the post have increased substantially since the range of the post was determined or last reviewed

The worker may appeal subsequently to the National Grading Appeals Panel of the Joint Negotiating Committee.

The particular duties and responsibilities attaching to many posts are of necessity somewhat difficult to define and may vary from time to time, without changing the general character of the duties or the level of responsibility entailed. Such variations cannot of themselves justify reconsideration of the range. In cases, however, where there has been a substantial change in the duties and responsibilities of the post going beyond variations of the kind referred to, then, if the range is not altered or if the worker concerned is dissatisfied with the application of the grading criteria by the employer or with the failure by the employer to come to a decision within three months, he/she has the right to appeal to the Grading Appeals Committee under this agreement.

Lodging a National Appeal

An appeal must be lodged, in writing, with the Staff Side Secretary.

An appeal is normally lodged by the worker's trade union. If a worker is not a member of a relevant union, the worker can lodge the appeal directly.

Time Limits for Lodging a National Appeal

An appeal must be lodged with the Staff Side Secretary within six months of the date on which a worker is notified of a decision by an employer on a local appeal.

If an employer fails, for whatever reason, to reach a decision within three months of the date of the appeal hearing, notice of appeal to the national panel may be made.

Within two weeks of an appeal being lodged nationally, the Staff Side Secretary will inform the Employer's Side Secretary who will inform the employer .

Time Limits for the Submission of the Statements of Case

The appellant's statement of case must be sent to the Staff Side Secretary at the above address. No steps will be taken nationally to arrange for the case to be heard until the appellant's statement of case has been received and forwarded to the Employers' Side Secretary. At that stage the employer shall be given no more than four weeks to prepare its statement of case. At that point a date for the consideration of the appeal by the Joint Secretaries (see below) will be arranged.

Statement of Case

The Report requires each side to produce a written statement of case. The statement of case is a key document and should be drawn up with care. The aim should be to present the appeals panel members with a clear, precise summary of the case being set out. The appellant's statement of case should, therefore, concentrate on a comparison of the range of duties undertaken by the post holder with the range of duties specified for the range claimed by the appellant.

It is recommended that the case summary should be no more than three pages, with only essential documents attached. To assist the National Grading Appeals Panel, it is recommended that the appellant and employer should produce jointly a statement covering aspects where there is no disagreement.

To facilitate the work of the National Grading Appeals Panel, the following standard format for the preparation of the agreed statement of case is recommended:

This information should be completed by appellant and employer and attached to the appellant's statement of case.

- Name of Employer
- Name of Appellant
- Post occupied
- Date of Appointment to post
- Current Salary range/scale
- Range claimed
- Date from which a change of Range is claimed

- Date on which the decisions of the local appeal hearing was notified to the appellant
- Copy of Agreed Job Description
- Organisational structure including factual matters such as staffing establishment
- Professional qualifications

Further Statement

Any further statement of case from the appellant should draw attention to the key increases in duties and responsibilities since the date of appointment to the post and/or any reasons why the grading of the post is considered not to be in accordance with the JNC's grading criteria.

Consideration of Appeal by Joint Secretaries

The JNC has agreed that, while the national appeals procedure should still apply in disputes about the ranges allocated to posts, the Joint Secretaries should "examine any such cases prior to the appeals and make recommendations." The intention is that the Joint Secretaries should seek to resolve cases submitted to national appeals where possible without the necessity of convening a national appeal hearing and the expense involved.

The Joint Secretaries will meet within two weeks of the date set for the submission of statements of case by the employer i.e. within six weeks of the date on which the employee's statement of case is received and forwarded to the Employers' Side Secretary. The Joint Secretaries will consider the case on the basis of the evidence submitted.

Where the Joint Secretaries agree either merits or does not merit regrading, then the employer, employee and employee's representative will be informed accordingly. The JNC expects that all parties will agree to accept the opinion of the Joint Secretaries as follows:

- i) Where the Joint Secretaries agree that a case merits regrading, the employer will implement any upgrading recommended;
- ii) Where the Joint Secretaries agree that a case does not merit regrading, the employee and the employee's representative will withdraw the appeal.

Where the Joint Secretaries are not able to agree, or where an employer or employee declines to accept the recommendations of the Joint Secretaries (the employer or employee must inform the Joint Secretaries within two weeks' whether their recommendation is accepted), the case will proceed to a National Appeals Hearing. In these circumstances, the views of the Joint Secretaries would be communicated to the National Grading Appeals Panel but would not form part of the evidence to be considered by that panel.

Constitution of the National Grading Appeals Panel

The National Grading Appeals Panel shall consist of an independent chairperson, two elected representatives nominated by the Employers' Side and two representatives of the Staff Side, with provision for maximum of two non-voting counsellors on either Side.

The Joint Secretaries of the Joint Negotiating Committee shall be the Secretaries of the National Grading Appeals Panel.

The National Appeal Hearing

The National Appeal Hearing shall normally take place within six weeks of the Joint Secretaries being notified in writing by the appellant, appellant's representative or employer of their wish to proceed to a National Appeal Hearing.

The worker and/or his/her representative, and a representative or representatives of the employer shall attend the hearing. The JNC expects a maximum of three from each side to attend.

The procedure at the hearing takes the following form:

- The appellant and/or his/her representative make their oral submission to support their written statement of case.
- The employer then may put questions to the appellant/ representative.
- The representative of the employer then makes his/her oral presentation.
- The appellant and/or his/her representative may then put questions to the employer.
- The chair and members of the National Grading Appeals Panel will then put questions to either side.
- The right of final reply is given to the appellant's representative. This is not an opportunity to introduce any new matter but rather is a summing up.
- On the withdrawal of the representative of the parties, the National Grading Appeals Panel shall reach its decision which will be conveyed to the parties in writing.

In each case heard, the National Grading Appeals Panel shall reach a decision on the appropriate Range for the post.