



**Housing and Community Care – Housing  
Repairs Service**

**Craft Employees  
Local Agreement  
Effective from 1<sup>st</sup> November 2006**

## **Perth & Kinross Council Policy**

At the Housing and Health Committee meeting held on the 25th January 2006, Perth and Kinross Council approved the implementation of proposals for the creation of a new single Repairs Organisation. This included the negotiation of consolidation of bonus and new pay and reward scheme.

### **Summary and Principles of the “Remuneration Scheme”.**

- Financial offer is Service wide for all Housing Repairs Service employees covered by the SJNC “Craft Agreement”.
- The agreement will be effective from November 1<sup>st</sup> 2006.
- Salaries are effective from 1<sup>st</sup> November 2006 and include an anticipated annual pay award of 2.5% (due July 2006 and currently being negotiated nationally). Any deviation from 2.5% will be adjusted once national agreement is reached.
- Salaries will be paid monthly. Monthly payments will be 1/12 of the annual salary paid on the last working day of each calendar month.
- Up to three years CASH preservation for employees suffering financial detriment. Preservation payments based on earnings during financial year 2005 – 2006 including basic pay plus bonus and tool allowance.
- The Housing Repairs Service must maintain its existing income levels to fund the cash preservation payments. Productivity will be monitored and reviewed to ensure existing levels are maintained. Performance will also be monitored on a quarterly basis to ensure output levels are sustained. Productivity measures associated with the payment of annual salaries to be agreed jointly between Management and the Trade Unions.
- Adoption of Flexible Working through the Flexischeme and the Corporate Flexible Working Policy, operating between the hours of 0800 hours and 2000 hours.
- Agreement of “Bolt on Skills” associated with main tasks.

### **Management/Trade Union Commitments**

- Maintain productivity initially with a view to continual improvement.
- Improve customer satisfaction.
- Improve response time – focus on rapid response concept.
- Manage absence.
- Improve safety performance, reduce work related injuries and absence.

### **Profit Sharing**

- It should be noted that by moving away from the traditional Client/Contractor split with the creation of a single organisation will both eliminate the requirement for

competitive tendering along with the associated risks and the requirement to generate profit. The new repairs organisation will create an environment where there will be no provision or entitlement to profit sharing. APT&C employees will also be impacted by this change. Financial year 2006/2007 will not be impacted as such and therefore it is feasible that profit sharing may be paid depending on profit generated in that year which would be payable in November 2007.

### **Desired Outcomes**

- Empowered and motivated workforce
- Improved performance against SPIs
- Appropriate attention to quality and safety “fit for purpose”.
- Satisfied tenants
- Become a model organisation

### **Perth & Kinross Council Benefits**

In addition to the “Remuneration Package”, Perth and Kinross Council also provides a wide number of additional employee benefits, which include: -

- 37 hour week in comparison to national conditions of 39 hours.
- Perth & Kinross Council contributes 275% (2006/2007) of employees’ pension contributions.
- Sickness provision, up to 26 weeks full pay and 26 weeks half pay.
- Holiday entitlement of 37 days (including public holidays) after 5 years service.
- Locally agreed fixed payment for those participating in the Emergency Standby Arrangements.

### **Signatories to the Agreement**

This Local Agreement outlines the “Remuneration Package” initially proposed by the Housing Repairs Service Management and revised in conjunction with the Craft Trade Unions. The agreement relates to all employees operating within the SNJC Craft Agreement and employed within the Housing Repairs Service and is effective from November 1<sup>st</sup> 2006.

#### **Agreed signatories to this Local Agreement:**

**Perth and Kinross Council**  
**Dave Roberts, Executive Director (Housing and Community Care)**

**UCATT**  
**Steve Devine, Regional Organiser**

**AMICUS**  
**Gillian McKay, District Secretary**

# PERTH & KINROSS COUNCIL HOUSING REPAIRS SERVICE

## CRAFT EMPLOYEES “REMUNERATION PACKAGE”

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### Introduction

The Housing Repairs Service Management, in conjunction with the Craft Trade Unions, have been discussing for some time a mutual goal of replacing the current wage, bonus and allowances package with an inclusive “Remuneration Package”. Perth & Kinross Council considers that in respect of equal pay implications, the long term future of bonus schemes is unsustainable and as such there is an intention to remove bonus schemes Council wide.

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## **PART I: REMUNERATION – Rates of Pay**

The current weekly pay and bonus package will be replaced by an annual salary that has been determined by reference to annual earnings during the financial year 2005 – 2006. Monthly payments will be one twelfth (1/12) of the annual salary paid on the last working day of each calendar month.

### 1.1 Transitional Arrangements for move to monthly pay

The original proposal document stated that ‘Transitional arrangements would be agreed with the Trade Unions’. The arrangements are detailed in **Appendix 1**.

### 1.2 Salaries

	Previous (August) OFFER	Including 2.5% assumed pay award <b>Modified OFFER</b>	<b>Weekly Salary</b>	<b>Hourly Rate</b>
<b>Team Leader</b>	25,055.64	<b>25,682.03</b>	<b>492.5591</b>	<b>13.3124</b>
<b>Advanced Plumber</b>	21,507.52	<b>22,045.21</b>	<b>422.8080</b>	<b>11.4272</b>
<b>Approved Electrician</b>	21,507.52	<b>22,045.21</b>	<b>422.8080</b>	<b>11.4272</b>
<b>Plumber</b>	19,713.84	<b>20,206.69</b>	<b>387.5467</b>	<b>10.4742</b>
<b>Electrician</b>	19,713.84	<b>20,206.69</b>	<b>387.5467</b>	<b>10.4742</b>
<b>Joiner</b>	19,713.84	<b>20,206.69</b>	<b>387.5467</b>	<b>10.4742</b>
<b>Mason</b>	19,713.84	<b>20,206.69</b>	<b>387.5467</b>	<b>10.4742</b>
<b>Roofer</b>	19,713.84	<b>20,206.69</b>	<b>387.5467</b>	<b>10.4742</b>
<b>Plasterer</b>	19,713.84	<b>20,206.69</b>	<b>387.5467</b>	<b>10.4742</b>
<b>Painter</b>	19,713.84	<b>20,206.69</b>	<b>387.5467</b>	<b>10.4742</b>
<b>Fence Erector</b>	18,132.85	<b>18,586.17</b>	<b>356.4667</b>	<b>9.6342</b>
<b>Stores Operative</b>	15,432.85	<b>16,987.17</b>	<b>325.7992</b>	<b>8.8054</b>
<b>Labourer</b>	16,572.85	<b>16,987.17</b>	<b>325.7992</b>	<b>8.8054</b>

### 1.3 Background and Rationale

- Basic and Allowance elements are derived from agreed rates multiplied by 52.14.
- Bonus element is derived from the Service Average bonus, excluding apprentices and any fixed bonus and limited to normal hours ( ie. excludes overtime bonus hours ).
- The Service Average is adjusted to take account of basic rate variations ( eg. the fact an approved electrician earns at a higher rate than a labourer ).
- Basic, Allowance and Bonus elements are then added to derive the salary.
- In order to eliminate small differences between the basic trade salaries, the highest has been used to provide a single rate at basic trade level.

### 1.4 Bonus

The current bonus arrangements will be discontinued on acceptance of the “Remuneration Package”. Although this will considerably reduce the amount of documentation generated, there will be an ongoing need for employees to record information required by management for various monitoring purposes.

## 1.5 Allowances

The current allowances for tools will be consolidated into the salary. Travel Allowance will remain out-with the "Remuneration Package". Employees will be expected to wear Corporate Clothing, which will be provided by the Service. Tool allowances are currently paid to all trades apart from painters. In terms of equity and fairness, therefore, the following has been agreed:

### **Painter's Tools**

The lowest consolidated tool allowance to derive figures was £67.26.

It is reasonable therefore that painters should be required to provide tools that would be commensurate with this level of allowance now consolidated.

Painters will provide the following non-consumable tools:

Filling knife  
Stripping knife  
Sander heads and poles.  
Finishing floats.

**Consumable items will continue to be supplied by the service.**

## 1.6 Apprentice Rates of Pay

The SJNC agreed percentage rates (July 2005) will be applied to the above trade rates in order to calculate Apprentice salaries.

## 1.7 Chargehands

Within the existing structure it is not anticipated that there will be a need for a significant number of Chargehands but where an organisational need is identified either on a short or long term basis there will be a 7.5% uplift applied to calculate Chargehand salaries.

## 1.8 Profit Sharing

Profit sharing for 2005/2006 payable in November 2006, is pending subject to audited accounts. The final profit sharing for 2006/2007 payable in November, 2007 will depend on sustained productivity.

Perth and Kinross Council acknowledge concern relating to loss of profit sharing. Once the last profit sharing payment has been made in November 2007 (for the financial year 2006-7) and the DLO trading account ceases to exist, Perth and Kinross Council have no further obligation to profit share. As an act of good faith, however, a 2% uplift in basic salary rates will operate from April 2008 following joint Union and Management monitoring of productivity levels over 12 months from the date of agreement. Assuming that productivity levels have been maintained, the 2% will be consolidated into salaries. In addition to being a substantial increase on the original pay offer, the 2% will assist

employees on financial detriment at the end of the preservation period by lessening the gap between preserved pay and actual pay.

**The numerical value of the 2% increase is shown below** (*in today's terms, i.e. not including any future annual pay awards*).

	Previous (August) OFFER	Including 2.5% assumed pay award <b>Modified OFFER</b>	Including Impact of 2% effective April 2008
<b>Team Leader</b>	25,055.64	<b>25,682.03</b>	<b>26,195.67</b>
<b>Advanced Plumber</b>	21,507.52	<b>22,045.21</b>	<b>22,486.11</b>
<b>Approved Electrician</b>	21,507.52	<b>22,045.21</b>	<b>22,486.11</b>
<b>Plumber</b>	19,713.84	<b>20,206.69</b>	<b>20,610.82</b>
<b>Electrician</b>	19,713.84	<b>20,206.69</b>	<b>20,610.82</b>
<b>Joiner</b>	19,713.84	<b>20,206.69</b>	<b>20,610.82</b>
<b>Mason</b>	19,713.84	<b>20,206.69</b>	<b>20,610.82</b>
<b>Roofer</b>	19,713.84	<b>20,206.69</b>	<b>20,610.82</b>
<b>Plasterer</b>	19,713.84	<b>20,206.69</b>	<b>20,610.82</b>
<b>Painter</b>	19,713.84	<b>20,206.69</b>	<b>20,610.82</b>
<b>Fence Erector</b>	18,132.85	<b>18,586.17</b>	<b>18,957.89</b>
<b>Stores Operative</b>	15,432.85	<b>16,987.17</b>	<b>17,326.91</b>
<b>Labourer</b>	16,572.85	<b>16,987.17</b>	<b>17,326.91</b>

## **PART 2: HOURS OF WORK AND FLEXIBLE WORKING**

### **2.1 General**

- All Craft employees will work an average thirty seven hours per week.
- The average hours will be monitored on a four weekly basis. (148 hours)
- Employees may work more or less than their contracted 148 hours in a four week period, dependant on the needs of the Service and the desires of the individual.
- In a normal working week full-time employees could reasonably be required to work up to 41 hours as part of a flexible working arrangement.
- In respect of breaks, compensatory rest and average working hours, the provisions of the “Working Time Regulations” will be adhered to.

### **2.2 Extension of Service Availability**

In the initial stages, the Service would like to extend its period of normal availability to its customers to 0800 hours to 2000 hours on some or all days Monday to Friday but will also willingly consider expanding this into the weekend. Experience from other Councils suggests that the demand for such will be limited and manageable. Perth & Kinross Council will develop a local experience of this.

### **2.3 Working Time**

As part of the “Remuneration Package”, the Housing Repairs Service offers all Craft Employees a degree of freedom to arrange their preferred model of working time. Such an arrangement will depend on enhanced levels of trust between employer and employee.

Employees can choose to work their preferred pattern of work at any time provided that it suits the current business needs of the service and complies with the Flexitime scheme or Flexible Working Policy (see below/overpage). Preferred patterns may include variations to start and finish times, condensed working week, i.e. four day week, nine day fortnight, replacement of weekday with weekend day without enhanced payment where this is employee choice.

Any such arrangement will require to be properly identified and agreed, in order that all parties to any new working arrangement have a clear understanding of their individual obligations. The needs of the Service will remain paramount when agreeing any new working arrangements.

Flexible Working falls into two defined areas and these are explained overleaf:

- Flexitime scheme
- Flexible Working Policy



## 2.4 Flexitime Scheme

Flexitime Scheme working arrangements are based on trust by both Management and Employees. The following arrangements will be necessary to assist this process: -

- The Craft employees Flexi scheme is a tailored flexitime scheme based on the principles of the Corporate Flexitime Scheme and consequently, mirrors the scheme as far as is reasonably practical and takes into account the needs of the employee group and local operational circumstances.
- The key proposals are listed below and the final scheme will be developed in conjunction with employees and the Craft Trade Unions. A cautious approach will ensure service continuity.
- Operational Guidelines will be developed in conjunction with employees and the unions to ensure that a sustainable system operates for the service.
- Team Leaders will play a key role in developing the proposals.
- The agreed Flexischeme will be reviewed after 6 months.

<b>Criteria</b>	<b>Current Corporate Scheme Provisions</b>	<b>Flexi scheme for Craft employees</b>
<b>Standard Working Day</b>	08.45 to 17.00 Monday to Friday	08.00 to 16.30 pm except Fri: 08.00 to 13.00
<b>Bandwidth</b>	08.00 to 19.00 <i>NOTE: with Single Status this will change to 07.00 to 21.00.</i>	08.00 to 20.00
<b>Core time</b>	10.00 to 11.30 and 14.00 to 15.30	To be agreed following consultation.
<b>Lunch</b>	Minimum of 30 minutes, maximum 2½ hours any time between 11.30 and 14.00	To be agreed following consultation.
<b>Accounting period</b>	4-weekly	4-weekly
<b>Flex Leave</b>	Up to 2 days (taken as days and/or half days) per accounting period, subject to a maximum of 20 days per annum	1 day initially, possibly increasing to 2 days following review.
<b>Credit Hours</b>	Up to 18 hours credit may be carried forward into next accounting period	Up to 18 hours credit may be carried forward into next accounting period
<b>Debit Hours</b>	Up to 11 hours debit may be carried forward into next accounting period	Up to 11 hours debit may be carried forward into next accounting period
<b>Guidelines</b>	Issued to all eligible employees	To be developed following consultation.
<b>Review</b>	To take place 6 months after implementation	To take place 6 months after implementation
<b>Notice required for flexi days</b>	As much notice as possible. Other than exceptional circumstances, a minimum of at least one day's notice should be given to line managers for each day or half day; e.g. 2 days flexi would require 2 days notice.	As much notice as possible. Other than exceptional circumstances, a minimum of a week will be required in the first instance.
<b>Recording procedures required</b>		Timesheet in first instance— final system/process to be developed.

## 2.5 Flexible Working Policy

The Service recognises the requirement to address the “Work Life Balance” of our employees, whilst seeking to provide an enhanced level of service to our customers. The “Remuneration Package” includes a degree of freedom to all Craft Employees within the Housing Repairs Service to arrange their preferred working time, based around the needs of the Service.

It has long been recognised that with staff adopting a flexible approach to work there are tangible benefits in terms of specific customer service and satisfaction, as well as improving efficiency and cost effectiveness for the Organisation.

The “Remuneration Package” incorporates a requirement for all employees to adopt a more flexible approach to work, both in terms of availability and personal skills. Whilst not wishing to encroach to unacceptable levels on the historic domains of the various trade groups, there is a requirement for everyone to embrace a wider perspective in terms of service provision. In the Housing Repairs Service as elsewhere in the Council, we are continually seeking to provide an enhanced level of service to our customers and we realise that this can be achieved in part by extending the period that our clients can access our services.

These two desires provide the mutual opportunity to move away from the historical working models to a much more flexible arrangement, which recognises the needs of the customer being paramount, while providing an opportunity for employees to enjoy their individual working model preferences.

In this regard, the **Perth and Kinross Council Flexible Working Policy** will apply to all Craft Employees.

## 2.6 Overtime

Overtime worked during a normal working day will be subject to a 41 hours per week threshold. Hours in excess of 37 and up to 41 (the first 4 hours) will be paid at straight time from Monday to Friday, 07.00am to 21.00. All overtime worked beyond the 41 hour threshold and all overtime worked after 21.00pm and between 07.00 and midnight on a Saturday, Sunday and on Public Holidays will be paid at time and a half on the individuals agreed rate of pay under the “Remuneration Package”. Overtime worked from midnight to 7.00 am will be paid at double time. See overleaf for explanation in table format.

There will be no change to premium payments for Public Holiday working on a normal working day. Overtime will operate on the following principles:

- Additional hours can be incorporated into the flexible working week;
- Overtime will be authorised by line managers in advance and will be a formal arrangement between employee and line manager;
- The first four hours of overtime can be accumulated through the week;

- Overtime will operate separately from the flexible working arrangement and hours paid for overtime will not be credited within the 'flexi system'.

**Overtime (including Standby) rates of hourly pay**

	<b>Time (first four hours then time and a half)</b>	<b>Time and a half</b>	<b>Double time</b>
<b>Monday to Friday</b>	07.00 am to 21.00pm	21.00pm to midnight	Midnight to 07.00 am
<b>Saturday and Sunday</b>	N/A	07.00 am to midnight	Midnight to 07.00 am

2.7 Standby

Existing SJNC standby duty payments are unchanged.

## PART 3: LEAVE

### Holidays

Payment during annual holiday entitlement will be paid in accordance with the individuals agreed rate of pay under the “Remuneration Package”. Annual holiday and public holidays will be converted to hours and will be taken on that basis, as explained below:

**Public Holidays and annual leave.** Once converted to hours, all time taken off will be dependant on the pattern of work. Hours will be taken from the annual allocation on the basis of the number of hours worked on the days that leave/PH is taken. If leave or PH includes a Friday, for the standard 37 hour pattern, then hours taken will be 5. If leave or PH falls on a Monday - Thursday, for a standard 37 hour pattern, then hours taken will be 8 per day. Any hours remaining from the PH entitlement at the end of the leave year can be taken as leave.

**Long Service Days** will be taken as days, irrespective of working hours on the day the long service leave is taken.

*This is shown below, with examples for different working patterns:*

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Pattern example	Leave/PH example	Long Service Example
8	8	8	8	5	0	0	Full time, Standard Pattern	Thurs and Fri off = 13 hours	Fri off = (1 day) 5 hours
10	10	10	7	0	0	0	Full time, Compressed hours	Mon and Tues off = 20 hours	Wed off = (1 day) 10 hours
6	6	6	6	4	0	0	Part time	Thurs and Fri off = 10 hours	Mon off = (1 day) 6 hours

## PART 4: SICKNESS

### Sick Pay

Payment during periods of sickness absence will be paid in accordance with the individuals agreed rate of pay under the “Remuneration Package” and in accordance with the relevant Perth & Kinross Council Policy.

## **PART 5: BOLT ON SKILLS**

All employees will be expected to adopt the agreed “Bolt on Skills” by undertaking minor tasks that may typically or historically have rested with other trade groups. The adoption of “Bolt on Skills” is not intended, or designed to cut across core skills of specific trades. The main principle is that associated tasks will be carried out as part of, or in conjunction with Primary Repairs, so as to avoid unnecessary delays/disruptions to our customers. A non exhaustive list, providing examples of the type of task or activity that each trade group will be expected to undertake, in addition to their own traditional trade activities, is attached as **Appendix 3**.

It is crucial that the development of bolt-on skills is viewed as a means of completing jobs rather than an intention to ‘multi skill’ employees. The extent of electrical works, for example, is very limited and perceived as low risk such as renewing light bulbs/tubes, shades/diffusers and fluorescent starters. Fife Council did not encounter any issues with this from a similar list of “bolt-ons”. The PKC Insurance Team and Health and Safety are satisfied that if we adopt a risk based approach to introduce and manage these tasks that we should not encounter any problems with respect to either Health and Safety legislation or Employers Liability insurance.

It is intended that each task will be fully assessed to establish any potential hazards and manage the associated risks. The appropriate information, instruction and training will then be provided to each operative prior to carrying out any of the tasks. The concept will be introduced in a phased manner and will be developed over a period of time.

The Housing Repairs Service have considered the expected benefits that the adoption of this wider, more flexible approach will bring and this has been incorporated into the “Remuneration Package”. Full adoption of this flexibility is therefore an essential ingredient for which there must be total acceptance and commitment from all Housing Repairs Service employees.

## **PART 6: PERFORMANCE**

Notional income levels have to be sustained. This will only happen provided employees continue to return performances equivalent, at least, to their previous levels. Reviews of performance will be ongoing.

The basis for monitoring productivity levels is to be agreed between Management and the Trade Unions. Employees will be informed of expected outputs, based on previous performance at the outset of the Remuneration Package. Once the Package has been agreed, Management and Unions will meet to agree a joint approach. In the short term some high level measures already common to the DLO Business Plan, such as turnover per productive employee, Income/Expenditure, Work Order completion targets, Surplus generated, could be used. If considered necessary, analysis related to Standard Minute Values (SMVs) could be included in the agreed framework.

The inclusion of these performance criteria is essential to ensure that the Service continues to reflect Best Value. The Service cannot afford to pay out monies, in terms of preservation, if the income levels are not sustained.

**Transitional Arrangements to move from weekly to Monthly Pay**

The move to monthly pay is a standard and much used method of paying employees on a salary basis. In order to facilitate this process and to make the transition as easy as possible for those concerned, employees will be given the opportunity of an interest-free loan, re-payable over a period of their choice, from six up to twenty four months. The level of the advance will be based on each individual's net pay averaged over a six week period. In order to ensure that all employees understand the arrangements, meetings will be held to explain the detail and give the chance for questions to be raised. Additionally, individual meetings can be scheduled with Payroll staff to discuss individual circumstances and arrangements.

The explanatory document (overleaf) will be given to each member of staff. This document explains the how the advance will be calculated and how the recovery arrangements will operate.

# PERTH & KINROSS COUNCIL

## TRANSFER FROM WEEKLY TO MONTHLY

In order for a smooth transfer to monthly pay, the following arrangements can be made for each employee. The agreement is confidential and the levels of the 'advances' will be based on your own net pay averages.

### Section 1

This shows how your monthly pay will be calculated. **This includes the outstanding pay award due July 2006 calculated at 2.5%.**

Basic Pay	Weekly Value	Multiplied by 52.14	Annual Value (Gross)	Divided by 12 months	Monthly Salary (Gross)
Team Leader	£492.5591		£25682.03		£2140.17
Advanced Plumber	£422.8080		£22045.21		£1837.10
Approved Electrician	£422.8080		£22045.21		£1837.10
Plumber	£387.5467		£20206.69		£1683.89
Electrician	£387.5467		£20206.69		£1683.89
Joiner	£387.5467		£20206.69		£1683.89
Mason	£387.5467		£20206.69		£1683.89
Roofer	£387.5467		£20206.69		£1683.89
Plasterer	£387.5467		£20206.69		£1683.89
Painter	£387.5467		£20206.69		£1683.89
Fence Erector	£356.4667		£18586.17		£1548.85
Stores Op	£325.7992		£16987.17		£1415.60
Labourer	£325.7992		£16987.17		£1415.60



## Implementation Dates

New rates of Pay including 2.5% introduced 1<sup>st</sup> November but continued to be paid weekly.

Monthly to be introduced from January 2007.

Wage award arrears for July – October to be paid when national agreement settled.

Meetings to take place with staff to discuss advances may have to take place sometime in last week of October and will be based on average earnings for period 18 August 2006 – 22 September 2006.

## Section 2

What and when you will be paid.

Your salary paid in January 2007 will contain your BASIC pay for January 2007. It will also contain any overtime that has been worked in December 2006 that has not already been paid in your weekly wage. In the months following the transfer your pay will include the current month's basic pay and the previous month's overtime.

<b>Overtime Worked</b>	<b>Payment Date (Last working day of month)</b>
Worked for period 16 - 31 December 2006	Wednesday 31 January 2007
Worked for month ended 31 January 2007	Wednesday 28 February 2007
Worked for month ended 28 February 2007	Friday 30 March 2007
Worked for month ended 31 March 2007	Monday 30 April 2007

## Section 3

Moving from weekly to monthly

In order to assist you with the move from weekly to monthly pay you can choose to take an interest free advance. If you wish to take the offer of the advance it will be paid to you on the 5 January 2007. The timescale for this is as follows;

Last Weekly Pay	Paid Thursday 21/12/06	Paid for all hours worked for week ended 15/12/06 plus 2 weeks holiday pay to cover weeks ended 22/12/06 and 29/12/06
Advance	Paid Friday 05/01/07	Paid an advance (if required) calculated on the average of net pay for the period 18/08/06 to 22/09/06
Monthly Pay	Paid Wednesday 31/01/07	Paid your monthly salary for January 2007 plus overtime payments from 16/12/06 to 31/12/06

## Section 4

How will the advance be calculated?

This will be calculated on a six week average of NET pay and shows an example only.  
**Your calculation will be based on your own NET pay.**

Weekly Pay Date	NET pay value	Divided by 6 to give an average	Multiplied by 4 to give the advance value
18/08/06	£350.64		
25/08/06	£423.77		
01/09/06	£321.66		
08/09/06	£456.12		
15/09/06	£385.79		
22/09/06	£355.14		
<b>Total</b>	<b>£2293.12</b>	<b>£382.19</b>	<b>£1528.76</b>

**£1528.76 is the advance.**

**There is no obligation on the employee to accept an advance.**

## Section 5

Repayment Timetable

The advance paid is based on a NET pay figure; this means that the recovery from pay will also be based on your net pay. The recovery period can be made over a period between 6 and 24 months. An example of this is shown below.

**Example based on £1528.76 as above**

Months of recovery	Deduction from NET pay	Start of recovery	End of recovery	Total advance to repay
24	£63.70	31/01/07	31/10/08	£1528.76
18	£84.93	31/01/07	30/04/08	£1528.76
12	£127.40	31/01/07	31/10/07	£1528.76
6	£254.79	31/01/07	30/04/00	£1528.76

Note

No advance will be paid until a mandate permitting recovery from salary is signed and returned to the Payroll section.

The advance is from NET pay and will not affect your tax, national insurance, or pension contributions.

All advances will be based on your average take home (NET) pay.

## Preservation

### Preservation Arrangements

All Housing Repairs Service employees, who suffer financial detriment with the introduction of the "Remuneration Package", will be afforded earnings protection by way of cash conservation preservation arrangements.

Preserved earnings levels, expressed as an annual amount, will be determined by reference to the aggregated basic pay, tool allowance and bonus on the associated hours during financial year 2005 – 2006. Income from overtime, standby etc. is not reckoned for preservation purposes.

Where employees were not in post for the whole of the financial year 2005 – 2006 (due to their start date with Perth & Kinross Council), the annual preservation amount will be determined by pro-rating the appropriate amounts earned during the period from commencement of employment to an agreed calculation date (up to one year), to an annual figure.

The same principle will apply to those employees who have started with the Housing Repairs Service since April 2006.

### Length of Preservation Payments

The maximum length of time that preservation arrangements will apply is three years from the date of implementation. This will be dependant on having been employed within the Housing Repairs Service for a minimum of two years.

For employees with between one and two years service, preservation arrangements will apply for a maximum of two years.

For employees with up to one years service, preservation arrangements will apply for a maximum of one year.

Length of service will be calculated as the period from the date employment began to the implementation date of the Remuneration Package.

Employees commencing employment with the Housing Repairs Services after 1<sup>st</sup> November 2006 will not be entitled to a preservation payment.

### Payments

The preservation amounts will be cash conserved and at the end of the preservation period, employees will revert to the agreed annual salary for their particular trade or post. National pay awards will not be applied to the preservation figure. See example below.

The monthly pay statements will utilise the new salaries, with any preservation related payments shown as additional payments.

The following shows a rough example of how preservation payments will operate:

Annual Earnings 1 <sup>st</sup> April 2005 31 <sup>st</sup> March 2006	Agreed Salary Year 1 + Preservation Year 1	= Annual earnings year 1	Agreed Salary Year 2 + Preservation Year 2 <i>(Assumed National Pay Award 2.5%)</i>	= Annual earnings year 2	Agreed Salary Year 3 + Preservation Year 3 <i>(Assumed National Pay Award 2.5%)</i>	= Annual earnings year 3
£21,532.52	£19,713.84 + £1,818.68	£21,532.52	£20,206.69 + £1,325.83	£21,532.52	£20,711.86 + £820.66	£21,532.52

**Bolt on Skills**

**Examples of tasks, by trade, expected to be undertaken as part of or in conjunction with Primary Tasks.**

<b>Electricians</b>	
<p>Lift and relay flooring and hatches            Remove and fix upstands and shelving.            Re-secure kitchen units.            Remove and replace bath panels or pipe boxes.            Remove/refix/renew ply, as part of main task.            Remove/refix/renew sarking, as part of main task.            Fit new padlock.            Backing boards for consumer units.            Remove/refix worktops, as part of main task.            Remove boards from doors/windows.            Core cutting.            Small brickwork, as part of main task.            (Cut out only)            General labouring, as part of main task.</p>	<p>Remove/replace skirting/fascias, as part of task            Make front/back door lock-fast.            Renew shower curtain.            Remove/replace/renew insulation jacket to hot/cold tanks.            Remove/refix radiators.            Small plaster repairs.            Sand mastic to joinery installations.            Fit internal vents.            Remove/refix/renew plasterboard, as part of main task.            Remove wall tiles, as part of main task.            Paint small areas of repaired/renewed timbers.            Generally assisting other trades.</p>

<b>Joiners</b>	
<p>Renew light bulbs, replace shades.            Renew fluorescent tubes/replace diffusers.            Renew starters for fluorescent lights.            Renew bath plug chain.            Clean bath/sink/WC.            Clean out rhones, as part of main task.            Renew shower curtain.            Paint small areas of repairs/renew timbers.            Remove/replace slates/tiles, as part of main task.            General labouring, as part of main task.            Renew WC seat and lid.            Fit internal vents.            Remove/refix/renew wall tiles as part of main task.            Reinstate bonding to sink/bath/wash hand basin.</p>	<p>Remove/refix rhones, as part of main task.            Small plaster repair.            Sand mastic to joinery repairs.            Small brickwork, as part of main task.            (Cut out only)            Remove/replace/renew insulation jacket to hot/cold tank.            Remove/refix radiators, as part of main task            Paint fencing, as part of main task.            Touch up paintwork as necessary.            Generally assisting other trades.            Bleed radiators.            Lift relay 1/2 slabs, as part of main task.            Silicone round sanitary ware.</p>

### Plumbers

Lift and relay flooring and hatches.  
Remove/refix upstands/shelving.  
Re-secure kitchen units.  
Remove/replace bath panels or pipe boxes.  
Remove/refix/renew ply as part of main task.  
Remove/refix/renew sarking, as part of main task.  
Remove/refix worktops, as part of main task  
Remove boards from doors/windows.  
Core cutting.  
Small brickwork, as part of main task.  
Touch up paintwork as necessary.  
General labouring as part of main task.  
Remove/refix/renew wall tiles as part of task.  
Re-instate bonding to sink/bath/wash hand basin.  
Lift/relay 1/2 slabs as part of main task.

Remove/replace skirting/fascias as part of task.  
Make front/back door lock-fast.  
Small plaster repair.  
Sand mastic to joinery installations.  
Remove/refix/renew plasterboard, as part of main task  
Remove wall tiles as part of main task.  
Paint small areas of repaired/renewed timbers.  
Renew light bulbs replace shades.  
Renew fluorescent tubes/replace diffusers  
Renew fluorescent starters.  
Remove/replace slates/tiles as part of task.  
Generally assisting other trades.  
Repair tank stools.  
Paint renewed down pipes/rhones.

### Plasterers

Remove and refix upstands.  
Re-secure kitchen units.  
Remove/refix/renew ply as part of main task.  
Remove boards from doors/windows.  
Small brickwork, as part of main task.  
Touch up paintwork as necessary.  
Remove/refix radiators, as part of main task.  
Core cutting.  
General labouring as part of main task.  
Lift/relay 1/2 slabs as part of main task.

Remove/replace skirting/fascias as part of task  
Make front/back doors lock-fast.  
Paint small areas of repaired/renewed timbers.  
Renew/replace light bulbs replace shades.  
Renew fluorescent tubes/replace diffusers  
Renew fluorescent starters.  
Remove/refix/renew shuttering as part of task.  
Bleed radiators.  
Generally assisting other trades.

### Bricklayers

Lift and relay flooring and hatches.  
Remove/refix upstands as part of main task.  
Remove/refix/renew ply as part of main task.  
Remove/refix/renew sarking, as part of main task.  
Remove boards from doors/windows.  
Power washing as part of main task.  
Core cutting.  
General labouring as part of main task.  
Generally assisting other trades.

Remove/refix/renew shuttering as part of task  
Remove/replace skirting/fascias as part of task  
Make front/back doors lock-fast.  
Small plaster repairs.  
Fit internal vents.  
Remove wall tiles as part of main task.  
Paint small areas of repaired/renewed  
brickwork as part of main task

### Painters

<p>Remove/refix upstands and shelving.          Re-secure kitchen units.          Remove/refix/renew ply as part of main task.          Remove/refix/renew sarking, as part of main task.          Remove/refix worktops, as part of main task.          Remove boards from doors/windows.          Renew/replace light bulbs replace shades.          Renew fluorescent tubes/replace diffusers.          General labouring as part of main task.          Generally assisting other trades.          Lift/relay 1/2 slabs as part of main task.          Ease windows.</p>	<p>Remove/replace skirting/fascias as part of task          Make front/back doors lock-fast.          Remove/refix radiators, as part of main task.          Small plaster repairs.          Sand mastic to joinery installations.          Fit internal vents.          Remove/refix/renew plasterboard as part of main task.          Remove/refix rhones as part of main task.          Clean out rhones.          Bleed radiators.</p>
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### Slaters

<p>Remove/refix/renew plasterboard as part of main task.          Remove/refix rhones as part of main task.          Clean out rhones, as part of main task.          Remove/refix/renew shuttering as part of task          Remove boards from doors/windows.          Refix chimney/gable end copings.          Small concrete work as part of main task.          Small granite patches.          Carry out smoke tests.</p>	<p>Core cutting.          General labouring as part of main task.          Generally assisting other trades.          Paint small areas of repaired timbers as part of main task.          Remove/refix/renew sarking, as part of main task          Small brickwork, as part of main task.          Remove skylights.          Renew/rebed chimney cans.</p>
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### Labourers

<p>Remove boards from doors/windows.          Renew shower curtains.          Remove/replace/renew insulation jacket to hot/cold tanks.          Paint small areas of repaired/renewed timber.          Renew light bulbs and replace shades.          Renew fluorescent tubes/replace diffusers.          Renew fluorescent starters.</p>	<p>Renew bath/sink/wash hand basin plug &amp; chain.          Clean bath/sink/WC.          Clean out rhones.          Core cutting.          Lift/relay 1/2 slabs as part of main task.          Generally assisting other trades.          Re-rope clothes driers.</p>
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