

Single Status Review Manager Guidance 7 – Recruitment and Selection

This document provides recruiting managers with guidance on how to deal with recruitment and selection in relation to the implementation of Single Status.

Background for managers

Please see the Single Status Booklet which provides details of the new pay and grading structure and changed terms and conditions of employment.

Who is affected?

Single Status affects 15,000 employees which includes those on former APT&C, manual and craft worker grades. In general terms, those not affected by Single Status currently are teachers and those posts which come under the responsibility of the governing body of the school. Those on Soulbury scales will not undergo a salary review however they will be subject to the terms and conditions review of the Derbyshire Package.

Advertising jobs

When you submit the initial request form to advertise a job you will be asked to indicate whether it is affected by single status. If so the SSC will include a standard disclaimer at the bottom of your advert regarding the introduction of single status. This will read:

'Derbyshire County Council has carried out a review of the salary and terms and conditions of service to implement the Single Status Agreement from 1st April 2010. On our website there is a link to the Single Status Booklet, which explains the changes. This will also be issued to potential applicants in the Recruitment Pack.'

Managers should:

- From the 16th November 2009, include the current (up to 31st March 2010) and new pay rate when you complete the initial request form. If you are unsure what these changes are, contact the SSC on ext 35525, 01629 535525 or single.status@derbyshire.gov.uk, or your departmental HR team
- Indicate from now on, on your initial request form, whether the job is affected by single status.

The current and post April 2010 salary will appear in the normal e-recruit salary field.

External appointments

In line with existing practice, external appointments will be made in line with the candidate's knowledge, skills and experience. In general terms appointments will be made at the bottom point of the grade but managers will have the discretion to appoint within the grade according to the following criteria.

Internal appointments

- Where appointments are made which constitute promotion, candidates will be placed at the bottom point of the grade.
- Where appointments are made, whereby protection will be partly (but not wholly) eliminated, appointments will be made at the top of the grade.
- Where appointments are made which will entirely eliminate protection, appointment should be made at least one increment above the previously protected rate, provided that it is within the relevant grade.

Once you have shortlisted your candidates the SSC will send out inclusions with the invite to interview letters with information on the single status process. This will be generic rather than specific to the job, however it will provide contact details for candidates if they want further information.

Interviews

Managers should:

Inform candidates of the changes that will be made to pay, grade and terms and conditions, as from April 2010. This is important as any offers made will be on the existing grading structure pending the new grade being implemented in April 2010.

Contract offers

Recent and future new appointments will be dealt with in the following ways:

1) Start date before 16 November 2009

Those starting a new job before 16 November should already have received a contract detailing their current pay, grade and terms and conditions up to 31st March 2010 (including the paragraph below):

'You have already been made aware that Derbyshire County Council is undertaking a review of the salary and terms and conditions of service to implement the Single Status Agreement from 1st April 2010. The salary, terms and conditions of this post will therefore be subject to review and may change.'

You will be informed of the proposed changes in the same manner as existing County Council employees. However your existing terms and conditions will be replaced by the new Derbyshire Package terms and conditions from 1st April 2010.'

These employees will receive their variation to contract letter dated 16th November 2009 in the same way as other employees. If they incur a reduction in basic pay they **will qualify for pay protection** in accordance with the new scheme.

2) Start date after 16 November 2009 but before 31 March 2010

Issued with an offer of employment prior to 15 November 2009

The contract offer has already been issued based on pre Single Status terms and conditions (which includes the Single Status review clause) and the individual is due to start the job after 16th November 2009. He/she will be issued with a covering note that will explain that the Single Status implementation arrangements have now been agreed, along with a copy of the new contract offer to apply as from 1st April 2010. All individuals concerned will be required to have signed **both contract offers (existing and new) prior** to actually commencing the new job.

Those who have not yet accepted the contract offer will have opportunity to reflect on the implications of the post April 2010 arrangements in deciding whether to accept the offers. Where the new arrangements involve a reduction in basic pay on the new grade as a result of Single Status, the individuals concerned **will qualify for pay protection** in accordance with the new scheme.

We will also ask those who have already accepted the offer on existing terms and conditions if they wish to revisit that decision in light of the new terms that will apply from 1st April 2010.

Issued with an offer of employment after 16th November 2009

Individuals offered a new job after 16th November 2009 who will commence prior to 31st March 2010 will be issued with two contract offers. One will be based on existing terms and conditions, the other will set out the new arrangements to apply as from 1st April 2010. Individuals will be required to **accept both prior** to commencement. If the grade and basic pay reduces from 1st April 2010 the individuals concerned **will not qualify for pay protection** as they will have accepted the job in the knowledge of the impending reduction.

3) Start date after 31 March 2010

Individuals who are offered a new job after 16th November 2009 who will commence after 31st March 2010 will be issued with the new contract offer on the new pay and grading arrangements and related terms and conditions.

Managers should:

When offering a job to the successful candidate, advise them of the effect of single status and the impact of this upon their job grade and terms and conditions of employment.

TUPE

Any employees transferring to DCC prior to 17th November will be or have been sent a welcome letter (including the Single Status paragraph above) informing them that their transfer is on their current terms and conditions until 31st March 2010. The employees will then receive the variation to contract letter detailing their single status pay, grade and terms and conditions.

Those transferring to DCC after 17th November will have the new pay, grade and terms and conditions outlined in the initial welcome letter.

Further advice and support

Please contact your senior manager, departmental HR team or the SSC Helpline on ext 35525, 01629 535525 or single.status@derbyshire.gov.uk.