

# WEST DUNBARTONSHIRE COUNCIL

## Report by Joint Secretaries to the LNCT

Local Negotiating Committee for Teachers: 14 December 2010

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### **SUBJECT: Job Sizing Promoted Posts**

#### **1. Purpose**

- 1.1 This report seeks to inform the Committee of the changes to the Job Sizing toolkit which is used to determine salaries for promoted posts.

#### **2. Background**

- 2.1 As part of the 21<sup>st</sup> Century Agreement a Job sizing toolkit was produced by the SNCT.
- 2.2 In West Dunbartonshire Council one member of staff and a Trade Union member were trained to use the toolkit and this was mirrored throughout all Authorities in Scotland.
- 2.3 All promoted posts in West Dunbartonshire were Job Sized using the toolkit and a salary was established for each promoted post
- 2.4 A review of the toolkit was undertaken by the SNCT in early 2010. The revised toolkit was trialled in a number of Councils.
- 2.5 Revisions were made to the toolkit and the new revised toolkit is shown in Appendix 1 to this report.
- 2.6 The Job Sizing review notes were also amended. These are shown in Appendix 2 to this report.

#### **3. Main Issues**

- 3.1 The weightings in the revised toolkit have not changed. The revisions made provide more clarity and should ensure greater consistency across Councils.
- 3.2 The SNCT provided training on the new toolkit on 18<sup>th</sup> November 2010.
- 3.3 At present the trained personnel who are able to carry out Job Sizing are Margaret Mackay, Lindsey Fleming (management side), Stewart Paterson and Gavin Corrigan (union side.)
- 3.4 There must be at least one management Job Sizer and one union Job Sizer present when Job Sizing forms are inputted into the toolkit.

- 3.5** The discussion at the training event confirmed that West Dunbartonshire Council has been interpreting the toolkit correctly and has been carrying out Job Sizing correctly.
- 3.6** There may be a requirement to bring a further report to the LNCT to agree on some aspects of Job Sizing, mainly with regard to projected school rolls, inclusion/exclusion of probationer teacher numbers in the staffing list and timing of the resizing exercise.
- 3.7** The Job Sizing toolkit used to Job Size Educational Psychologists has not been reviewed and remains unchanged.
- 4. People Implications.**
- 4.1** It is essential that each promoted post in West Dunbartonshire is Job Sized using the toolkit. This will ensure that the salary for that post is correct and that the post holder receives the correct salary for his/her promoted post.
- 5. Financial Implications**
- 5.1** If the Job Sizing procedure is carried out correctly this will ensure that holders of promoted posts are paid on the correct salary at appointment. This will mean that postholders are not over or under paid, therefore ensuring that this does not contribute to any overspend or underspend in Educational Services' budget.
- 6. Risk Analysis**
- 6.1** If all promoted posts are not Job Sized correctly, this could result in incorrect salaries being paid to postholders. This could result in an unbudgeted variance in Educational Services' budget.
- 7. Equalities Impact**
- 7.1** No issues were identified in the screening for an equality impact of this report.
- 8. Conclusions and Recommendations**
- 8.1** That the LNCT agrees to the new Job Sizing toolkit as shown in Appendix 1 for all Job Sizing exercises to be carried out from December 2010 onwards.
- 8.2** That the LNCT notes that trained Job Sizers are Margaret Mackay, Lindsey Fleming, Stewart Paterson and Gavin Corrigan
- 8.3** That the LNCT agrees that the revised notes regarding resizing promoted posts as shown in Appendix 2 be used from December 2010 onwards.

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Dave Clarke, Head of Service

Stewart Paterson, Teachers' Convenor

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**Person to Contact:** Dave Clarke, Head of Service (Resources),  
Department of Educational Services,  
Garshake Road, Dumbarton,  
G82 3PU.

Tel. 01389 737306

e-mail [dave.clarke@west-dunbarton.gov.uk](mailto:dave.clarke@west-dunbarton.gov.uk)

Stewart Paterson, Teachers' Convenor,  
Unit 4 Leven Valley Enterprise Centre  
St Michaels Way, Dumbarton,  
G82 5BN.

Tel 07812034389

e-mail [westdunbartonshire@eis.org.uk](mailto:westdunbartonshire@eis.org.uk)

**Appendices** Appendix 1: Revised Job Sizing toolkit.  
Appendix 2: Revised notes regarding Rejobsizing.

**Wards Affected** All Wards