**Urgency Committee of the Full Council**

Meeting to be held on: 17 January 2012

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| Electoral Division affected:All |

**Lancashire Adult Learning: Adoption of LCC Personnel Code Policies & Procedures for staff on academic contracts**

(Appendices 'A' to 'F' refer)

Contact for further information:

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| Executive SummaryThe County Council currently has separate arrangements in place for further education lecturers and managers employed within Lancashire Adult Learning. These arrangements have existed since 1992 and have been subject to local agreement with the University and Colleges Union (and previously the National Association of Teachers in Further and Higher Education). The union has been consulted on the proposal to align specified policies/procedures with the County Council's Personnel Code.RecommendationThe Urgency Committee is recommended to agree that academic staff employed within Lancashire Adult Learning are subject to the Lancashire County Council personnel policies and procedures as set out in the Report and at Appendices 'A' – 'F'.  |

**Background and Advice**

Since Lancashire Adult Learning was created by further education incorporation in 1992, further education lecturers have been employed on local policies, terms and conditions – known as the Red Book, which were based on the further education policies, terms and conditions that applied at the time of incorporation.

Each year these have been subject to local review and agreement between the County Council and the trade unions. This arrangement has been difficult to maintain and is no longer sustainable, especially following a 50% reduction in management posts following the restructure of the service earlier this year.

As a result, on HR advice, consultation has taken place with the University and College Union and agreement reached to align the following policies with the County Council's existing policies in the Personnel Code:

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| **Policies/Procedures to be aligned from Red Book to Personnel Code** |
| Grievance (Red Book reference - Section 11) Appendix 'F' refers |
| Disciplinary & Capability (Red Book reference - Section 10) Appendix 'E' refers |
| Probation (Red Book reference - Section 3 – Para 3) Appendix 'A' refers |
| Absence (Red Book reference - Section 6) Appendix 'C' refers |
| Sick leave and sick pay (Red Book reference - Section 5) Appendix 'B' refers |
| Maternity (Red Book reference - Section 3 – Para 7) Appendix 'A' refers |
| Redundancy *(excluding the redundancy calculator due to Teachers Pension Scheme regulations)* (Red Book reference - Section 8) Appendix 'D' refers |
| Travel expenses (Red Book reference - Section 3 – Para 5 (g)) Appendix 'A' refers |

This will leave a number of policies, terms and conditions that are specific to teaching staff in Lancashire Adult Learning e.g. rates of Pay and Definition of Teaching Duties (Red Book - Section 4) and holiday pay and entitlement (Section 3 – 5(g)). These will continue to be detailed in the Red Book unless or until there is a corporate review of specialist groups of staff across the County Council.

**Consultations**

The University and Colleges Union have been consulted on the alignment of these policies and are in agreement with the proposals.

**Implications**:

There are no other implications.

Any representations made to the Cabinet Member prior to the issue being considered in accordance with the Public Notice of Forward Plans

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| Name: | Organisation: | Comments: |
| N/A |  |  |

##### Local Government (Access to Information) Act 1985

##### List of Background Papers

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| Paper | Date | Contact/Directorate/Tel |
| Red Book – Section 3 – Summary of terms and conditionsRed Book – Section 5 – Sick Leave and Sick PayRed Book – Section 6 - AbsenceRed Book – Section 8 - RedundancyRed Book - Section 10 – Disciplinary & CapabilityRed Book – Section 11 – Grievance | July 2008 | Elaine Fitchie (01257 516446) |
| Reason for inclusion in Part II, if appropriateN/A |