

LIFELONG LEARNING DIRECTORATE

***CARETAKERS SCHOOL LETTINGS COLLECTIVE
AGREEMENT***

INTRODUCTION

This Collective Agreement sets out the revised Scheme for the calculation of payments to Caretakers for undertaking work associated with the letting of school premises. The Scheme will become operative from the 17th February 2003, and will apply to all caretaking staff employed in schools with the exception of those employed by the Operational Services Directorate.

Such an Agreement is not intended to create legal relations between the parties but seeks all signatory parties to abide by its principles. The conditions contained within the service specific Collective Agreements cannot be used by either side as a precedence for working arrangements within other Lifelong Learning services.

Where an issue is raised, that is not contained in this Agreement, reference must be made to the Corporate Policies of the authority and the relevant national conditions of service where applicable and or such other Collective Agreements which may impact upon the Caretakers Lettings Scheme.

Either side wishing to terminate the Agreement will give other signatory parties, in writing, 3 months notice of termination.

BACKGROUND

Historically, there have been three lettings payment schemes in operation within the East Riding since April 1996. These are the Yorkshire and Humberside and the East Midlands Schemes, the latter applying mainly to schools in the Goole area. These schemes contain a different formula for calculating how much should be paid to caretakers. The third scheme applies to those school caretakers employed by the Operational Services Directorate, who are paid in accordance with the Council's policy on the payment of overtime where they are involved in lettings outside their normal working patterns. The result is that caretakers in different parts of the East Riding are paid different amounts for certain lettings.

A further issue was that the Yorkshire and Humberside, and the East Midlands Schemes were too complex to both administer and understand. Basically, the formula used takes into account the number of rooms being used, up to a maximum of fourteen, and the timing of each letting to arrive at a total number of hours to be paid. To arrive at the final amount to be paid to the caretaker, this total is then multiplied by a standard hourly rate of pay specified in the lettings scheme, which is not the same as the caretaker's job evaluated rate.

Following representations from trade unions it was initially agreed that we should seek to agree a more transparent and straightforward scheme for determining levels of payment for undertaking lettings in schools.

PAYMENT OF SCHOOL LETTINGS

The following has been agreed as the basis on which lettings payments will be calculated:-

- (a) Payment of 1.5 hours per evening, Saturday or Sunday where between 1 and 5 units of accommodation are used OR payment for 2 hours where 6 or more units of accommodation are used.
- (b) Payments to be based on plain time until a total of 37 hours have been worked during that week (i.e. contracted hours plus hours for lettings) and time and a quarter for all hours in excess of 37 hours in a week. Working week deemed to start on a Monday.
- (c) Payments to be calculated using an hourly rate derived from the caretaker's job evaluated grade. This will enable any subsequent cost of living increases to be incorporated into payments for lettings.
- (d) A unit of accommodation is defined as a classroom (including specialist classrooms, e.g. computer suite, art room etc.), hall or sports hall (irrespective of size), staff room, sports pitch (irrespective of how many pitches are used). Toilets, entrance lobbies/halls, corridors and car parks are deemed to be included with the unit of accommodation.
- (e) The Council's policy on the payment of travel expenses at casual user rates to apply in cases where caretakers are required to return to school to open and close for evening or weekend lettings.
- (f) No payment of back pay arising out of lettings prior to 17th February 2003 and similarly, no repayment of overpayments will be made.
- (g) Use of the Yorkshire and Humberside Lettings Scheme, and East Midlands Lettings Scheme, to cease on 16th February 2003.

SIGNED:

.....*Adam Samson*.....
for GMB

...*Mel Burgess*.....
for TGWU

.....*Syd Cunliffe*.....
for UNISON

...*Harry Skelton*.....
for the Council

.....*17/1/03*.....
Date